

**Disclaimer: Activities with children must always be risk assessed, including for allergies or choking. Children must always have adequate supervision. Resources and materials must always be appropriate for children's age and stage of development.**

## Top tips: Managing your nursery over the summer holidays

**Managing a nursery team during the summer holidays requires careful planning and strong leadership to ensure smooth operations and an enriching experience for both staff and children.**

Here are our top tips:

1. **Plan ahead:** Create a detailed schedule well in advance, considering staff holidays, shifts and non-working days
2. **Communicate:** any changes to the routine with staff, so everyone is well prepared
3. **Staff well-being:** Prior to the holidays, use team meetings to support staff on topics like safety in the sun
4. **Parent communication:** Keep parents informed about summer activities, schedules and any changes. Ensure that parents can meet with the staff who may step in as the key person for their child
5. **Reinforce consistency:** Children's routines often change over the summer holidays, so it's important to maintain as much consistency as possible and continue reinforcing positive behaviour
6. **Resource management:** Ensure all supplies are stocked and ready, from craft materials to snacks and first aid kits
7. **Health and safety:** Ensure plans are in place so children and staff stay hydrated and cool, with regular breaks from the sun
8. **Positive environment:** Recognise and appreciate the hard work of your staff regularly.



### NDNA products to support you with these tips

- Online course: [Nurturing well-being and resilience for all staff](#)
- Online course: [Transitions: Supporting children through change](#)
- Blog: [Positive behaviour strategies](#)
- Blog: [Nursery staff well-being.](#)

**And more resources at [www.ndna.org.uk/hub/myndna](http://www.ndna.org.uk/hub/myndna)**