Dear Parents and Carers,

I hope you and your family are safe and well!

Further information is enclosed on the phased opening of settings to include Key Worker families, 3 and 4 year olds and children who have both parents in their household going out to work.

Thank you for your patience whilst we have been working on a plan to reintegrate more children back into the setting. We have been carefully working through the Government guidance [https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) and following the advice of the Local Authority to support us to undertake our own Risk Assessment and Operational Plan. Please view these documents on our website.

We will endeavour to keep up with the changes to guidance and that may influence a further change in our plan for operating as safely as we possibly can. We appreciate your support and understanding with this at this very challenging time for everyone.

**Changes to our operation – a Covid-19 response**

During this time, it is our aim to ensure that our setting appears to be as normal as possible. We want children and staff to be safe with us and be able to explore the setting and activities as fully as possible. To allow this to take place we must change some of our usual routines.

The measures set out below are the conditions which will be in place until further notice:

- We will be limiting our opening hours and sessions to enable us to effectively staff and allow extra time for cleaning and admin.
- You will be given an allotted drop off and collection time to minimise crowding on arrival and parking areas.
- Parents are required to follow social distancing measures when arriving at the setting.
- Parents will not be permitted into the setting and must drop off their child to a staff member at the main Reception entrance outside.
- Bags of spare clothes and nappies must stay on site in a bag on your child’s peg, we will let you know if they need topping up.
- Comforters and dummies MUST be stored in a sealed bag out of reach of other children, when not in use. Dummies will be sterilized individually after every use.
- There is no hot lunch option at this time, I will inform you if this changes.
- Children’s lunches must be in a clear plastic named freezer bag or a named clear plastic container, we cannot allow usual lunchboxes at this time.
- As much of our sessions as possible will be held outside only for the foreseeable future, whatever the weather. Therefore, your child MUST arrive suitably prepared for the weather.
- Children will not be expected to stay 2m away from either staff or other children.
- Changing/Persomal care routines will be carried out in the normal changing room areas.
- All children/babies will be supported to wash their hands on arrival. Whilst children are washing their hands and singing the hand washing song, we are using a non-contact infrared thermometer to take each child’s temperature. It takes a split second and is non-intrusive.
- Following Government guidelines class sizes will be smaller (Bubbles) and we will not be visiting and playing across classes or mixing the age groups. Please see Operational Plan.
**Bubbles**

In line with the Government guidance, we have risk-assessed our provision. The advice we have been given is to work in ‘Bubbles’. A maximum of 16 children per class, with a maximum of 8 children per bubble. Therefore, we are only able to achieve a maximum of 5 bubbles across the whole centre following the current guidance. This is less than 50% of our normal capacity.

**Phased return**

**W/C June 1st** — for key worker families and children who have both parents in their household going out to work.

**W/C June 8th** – 3 & 4 year olds.

**W/C June 15th** – All other children dependent on availability.

Drop-off times will be restricted to between 8am, 9am and 1pm ONLY. On arrival, all parents/carers will be required to ring the intercom, identify themselves, step back and wait outside the front door (following social distance rules) for a staff member to come and collect/greet their child.

Structured collection times will be restricted to 11.50am, 1pm, 3pm and 4pm. This will be reviewed and extended to 5pm as soon as demand increases to meet the needs of the parents and the sustainability of the centre. Our administrator will work with parents/carers to allocate designated collection slots.

Unfortunately, staff will not be available to chat during drop off and collection times as we cannot have adults lingering. We will also have to close the Reception Office to parents and request that you either telephone or send an email if you have a query or need further support.

**There will be no Breakfast and After School Club in June and July. Holiday club will be reviewed in July following an evaluation over the next few weeks.**

To help us please do the following:

1. Apply all day sunscreen to any exposed areas of skin – face, legs, arms. We would recommend long sleeved t-shirt, a floppy hat and leggings to minimise need for sun cream.
2. Ensure that your child can open their lunch box and drink bottle unaided and that they are both obviously labelled. Staff will continue to support the younger children.
3. Wrap food in the lunchbox in things the child can open such as foil or greaseproof paper. Children really struggle with things like fromage frais tubes and cheese strings. Maybe use a small pot for yoghurt and cut cheese up and wrap it.
4. Please pack an extra snack for AM and PM snack times.
5. Please do not bring any toys, books or snacks to share – even for birthdays! – from home.
6. Drop your child, lunchbox and comforter/dummy with the member of staff at the main Reception door. Only one parent with their child please.
7. You will **NOT** need to sign your child in as this process will be completed by a member of the Management team.
8. At all times during drop off and pick up remain physically 2m from other parents and staff. You may have to wait in your car, or by your car if another parent is already at the door. However, we do have a large space outside the front Reception area.
9. Following your child’s attendance at the setting please ensure that you wash your child’s clothes and any comforters daily and place them back in a sealed freezer bag.
10. Your child MUST wear clean clothes daily.
11. Please ensure your children do not mix with other children outside of the setting. Please continue to follow social distancing rules and adhere to the government Guidance at all times.

Once inside the setting children will wash their hands before joining the group. We will handwash, as usual, before eating and after toileting. The children’s toilets will be cleaned after every individual use.

Cuddles – we will continue to comfort and reassure the children as normal.
You will be required to follow the usual process to contact us first thing in the morning if your child is unwell or not going to attend for any reason.

At this time children should not be sent into the setting unwell or needing Calpol, usual coughs and colds should be treated with caution and children will be required to stay at home. Any illness, including feeling under the weather, having had Calpol in previous 48hrs, funny tummy, rashes... YOUR CHILD MUST STAY AT HOME.

Children will only be admitted into their daily session if their parent/carer is able to state that to the best of their knowledge they are fit and well with no existing illness or possible symptoms of Covid-19, these symptoms are updated regularly on https://gov.uk/coronavirus and staff will keep you informed of changes. By bringing your child to their session, we will assume that you have read and fully understand the terms and conditions of their attendance in line with the guidance this provides you. We will therefore not be requesting that you sign additional paperwork each day. There will be a verbal response requested by our staff member signing your child in.

In the event of a suspected raised temperature or any other symptoms presenting a possible Covid-19 infection, your child will be isolated with the support of a familiar adult, parents will be telephoned and arrangements will be made to collect your child immediately in line with government guidance and be advised to follow the guidance on this link for isolation https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance.

Emergency contact numbers need to be current and these contacts will need to be prepared to collect your child on these days if you will not be available.

Any child who has been sent home with symptoms will be required to isolate in line with current government legislation - https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june

Please do not hesitate to contact me if you would like any further information.

Thanks for working with us and helping us all to stay safe.

Yours sincerely

Lorna Trudgeon
Centre Manager