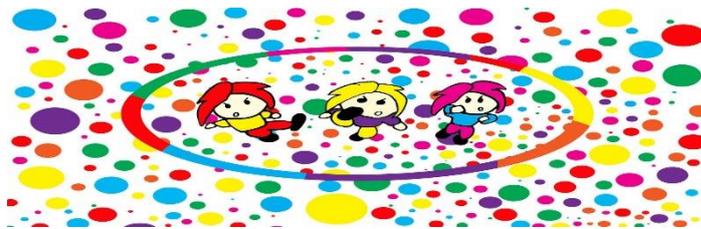




Dear Parent

Playgroup TERM 1 - Monday 6th September`21

We want to encourage all families to have confidence in taking their child to playgroup and these are some of the measures we have put in place across the setting to ensure we continue to keep your children safe.



BUBBLES

We no longer must keep our children in small bubbles in early year settings, but we will keep each group session to a maximum of `40` children. This will enable us to split children into 2 smaller groups of a maximum of 20 within 2 separate playrooms should government guidance indicate this is necessary at any point in the future.

Your children will mix with their peers and play freely within the provision using our indoor and outdoor play areas including the park. The children will always be with the same keypersons (10 staff) and children every day. This will take a few weeks to fully integrate as we stagger our new children into the group.

This is how we are going to do this for the first few weeks:

Existing children - have the first week to themselves getting back to our usual routines after the long summer break. We will have started showing prospective parents into the setting.

New children - all new children will gradually filter to start from Week 2 Monday 13th September`21. Parents will have been given a date and time to start and the name of their child`s keyperson.

Your children will all be new to the setting, with none of the usual settling in procedures so we understand that this may take longer and be quite scary for our little ones to be left with complete strangers. Our practitioners are very experienced, caring and will work alongside the parents to reassure and settle children as quickly as possible.

After your child`s first session we will ask you to begin dropping your child at the gate at the beginning of their session and leave, if your child does not settle, we will let you know but you will be amazed at how quickly they become independent!

We may still ask (following updated government guidance) that all adults wear a face covering (if fit to do so) and use hand sanitizer before entering and while in the setting.

SESSION TIMES

Session times will be:

AM 9:00AM TO 12:00

PM 12:30 TO 3:30 PM

DROP OFF AND PICK-UP PROCEDURES

REMEMBER IF CHILDREN ARE SICK: STAFF WILL GET SICK WHICH COULD LEAD TO POSSIBLE CLOSURE OF CHILDCARE FOR ALL PARENTS

Due to the ongoing COVID19 and variants and infection rates, we are being extra cautious and only allowing children that are healthy and symptom free of coughs, colds, runny noses or any other normal childhood illness or viruses to attend playgroup. If a child becomes unwell during playgroup, we will contact parents to arrange for them to go home.

We ask that parents always demonstrate social distancing while queuing on the pavement and if parents could limit drop off and pick up to 1 adult per family this would help to minimise gathering at the main entrance.

If parents could also keep in mind that Gordon Schools will also be using their gate on Minerva Road for drop off and pick up. Please be respectful of our neighbours and do not allow your children to run or climb in gardens and kindly do not block access to drives.

A member of staff will be at the gate to welcome the children into the setting. After the initial settling weeks as set out above, we will be asking all parents/carers to drop children at the gate quickly and leave. At the end of each session staff will take out the child to their parent.

Please speak to Sally/Delia if you are a childminder with a group of children so we can allocate a waiting area. No storage of pushchairs, scooters on site.

Children will be asked to gel/wash their hands before they enter inside the playrooms. They will be asked to find their names to self-register, and they will have a designated peg under their keyperson to place their bag and jackets.

Can parents ensure children are suitably dressed for the weather each day bringing with them on the first session a clearly named backpack which can be left on their peg for the duration of the term, containing a complete change of easy to wear clothes including underwear and footwear, nappies/wipes if not potty trained.

Kindly provide an easy to apply sunscreen and a named hat for the sunnier days, we will have lots of outdoor play. Please no comforters, toys, drinks, or dummies permitted. Please name or initial all clothing.

Changes to permissions

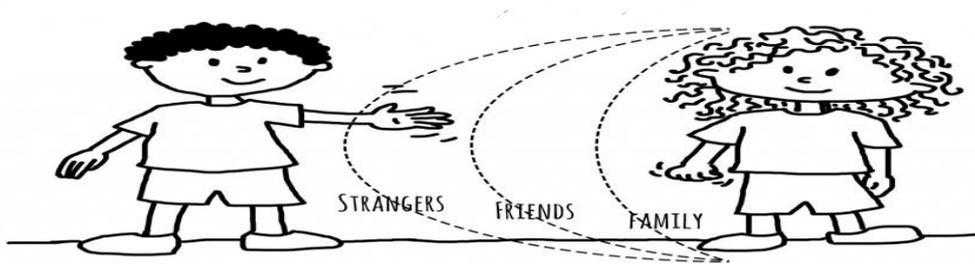
To minimise contact between the parent, other children, and staff members if you wish to discuss changes to collection, authorised persons, changes to medical care plans or medications then this must be done by telephone, text, or email in advance of attendance of child or an appointment can be made.

Staff will not engage in parent discussion at the gate, but they will make themselves available should you wish to make an appointment to discuss your child.

Reporting of minor accidents/incidents

If a child is hurt during the session scrapes, bruises, bumped head, we will follow our normal procedures of recording an accident, injury and incidents but will not ask the parent to sign at the end of the session, instead we will notify you either by text or telephone. Please remain contactable during your child`s session for emergencies and update details if they change.

SOCIAL DISTANCING BETWEEN STAFF AND CHILDREN



I would like to reassure parents that our practitioners are all fit and healthy, they are all updated on the current guidelines and risks involved when working alongside each other and with children and their responsibilities ensuring that if they are symptomatic, they do not attend work. We have a risk assessment in place.

Staff are expected to social distance between themselves when working where possible although we do not expect our children to distance themselves from us or each other but will encourage and guide your children on those occasions when they want to climb all over us and sit on each other to give each other a `little space`.

Children of 2, 3 and 4 years do not distance play and will show affection and happiness in seeing their friends and teachers and we feel the same about them!

The nursery provision will look different, they will not have access to free choice of activities, and those that have been with us before, not all their friends will be there as they have moved on to school, but it will still be a fun place to be.

What we will and can do is to provide them with lots of space inside and use our large outside space and play park to plan for lots of fun, creative and challenging play while allowing them to play as independently as possible.

Key persons will do lots of work with the new more important self-care routines of frequent hand washing throughout the day and using tissues, encouraging children to avoid touching their faces, putting things into their mouths and how to keep themselves safe which has now become everyday practice in playgroup.

BREAKFAST, LUNCH AND SNACK TIME



BREAKFAST & AFTERNOON SNACK

We will provide a free breakfast during the morning of cereal, toast, and fruit and in the afternoon a free snack will be offered of crackers, cheese, fruit, yoghurt with children sitting in smaller social groups, with a member of staff preparing and serving the food. All practitioners have completed a certified Level 2 food safety course.

Water, milk, and sugar-free squash provided at each meal.

LUNCH

Lunch is only available to our 30 hours and extended care children. The cost is £2:50 to cover the supervision of lunch, we do not provide the lunch.

Parents are asked to send in each day for example a light lunch of a sandwich, wrap, crackers, fruit, yoghurt, or a home cooked meal which we are happy to warm through. No sweets, nuts, chocolate spread or drinks, a small treat such as a biscuit or a few crisps is fine. We encourage our children to eat savoury food first and will return to parents all items not eaten in their lunch boxes.

We have a healthy lunch box leaflet with examples for more ideas on our website www.thejackandjillplaygroup.co.uk.

All dietary requirements as per parent's instructions on registration, please advise us to any changes to children`s diet so that we can update our records. We have a red card system, with your child`s name on their snack mat, a red card will indicate any dietary requirements.

Parents will be invoiced for the term and payment will be due within 14 days.



WHAT PARENTS CAN DO TO KEEP US ALL SAFE

The first thing we must ask parents is **DO NOT** send your child to playgroup if they are unwell this includes minor childhood ailments of cough and colds, runny noses, sickness or diarrhoea, impetigo, conjunctivitis, chicken pox or any illness that has required any medication.

Ensure yourselves (parents) are healthy and well enough to drop and pick-up children from playgroup, arriving and leaving promptly once your child is welcomed in by staff.

While your child is attending playgroup, please keep us informed if anyone in your household becomes unwell with symptoms of coronavirus, so we can take action to keep others safe. Anyone experiencing any COVID19 symptoms can access a test either at a site or from home.

RESPONDING TO A SUSPECTED CASE OF CORONAVIRUS

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, sense of smell or taste.

If parents or children begin to **display any coronavirus symptoms**, however mild stay home, follow government guidelines on `what to do if you or someone in your household develops symptoms` (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) or call NHS 119 go to www.nhs.uk who will tell you what to do and help you get a test. If you or your child health deteriorates rapidly call 999, trust your instincts and do not wait.

If your child has attended playgroup and tests positive, please let us know **immediately** by email jackandjillplaygroup@htomail.co.uk or text message to [07845979519](tel:07845979519).

If a child becomes unwell in the provision displaying coronavirus symptoms, they will be isolated with a member of staff wearing appropriate PPE. Child`s parents will be contacted promptly to take their child home to isolate, and parents arrange a **free NHS PCR test**, this can be online or call 119/111.

We will then implement rigorous protective and cleaning measures throughout the provision to minimise the risk of contamination to other children and adults using the provision.

The information that we have currently is that if a member of staff has helped someone with symptoms or that a child has been in close contact (which would be the case in our free flow provision) do not need to go home to self-isolate at this point. Self-isolation is only necessary if more staff or children go on to develop symptoms themselves, they will then need to get tested, or if anyone in the meantime has been contacted by NHS Test and Trace to do so.

CLOSURE

The provision may be closed temporarily, if we have several positive tests or an overall rise in sickness absence where COVID19 is suspected as this will impact our ability to ensure adequate staffing levels for our setting.

We will share contact details of parents/carers and all adults within our setting with the **NHS Test and Trace service** if asked to do so. If parents **do not want to give permission**, then we **cannot offer your child a place** at our setting during this time.

Please be assured we will do our absolute best to keep everyone safe within our playgroup family and that your children will be happy, continue to learn and kept busy while in our care!

All future information such as notifications, newsletters and parents' updates will be texted or emailed or added to our playgroup website: www.thejackandjillplaygroup.co.uk.

Kind regards

Delia Bryan & Sally Howarth

Managers

On and behalf of the Jack and Jill Playgroup