

01/09/2020



Dear Parent

Full re-opening of playgroup from Monday 7<sup>th</sup> September`20

We are excited to be fully re-opened to all children from the new term in September and we are very conscious of wanting to encourage all parents to have confidence in returning their child to playgroup.

We would like to provide our existing parents and new parents with more details on the measures we will 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. Planning ahead, 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 as we progress through this pandemic.

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 keyperson (8 staff) and children every day during the week, this will take a few weeks to fully integrate as we stagger new children to the setting into one group.

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

**Existing children** - will start back from Monday 7<sup>th</sup> September`20. They will have a whole week of settling with all our attention as they will be our big boys and girls. The new children will start being introduced the following week in stages.

As your children are returning to us from a very long break of nearly 6 months, we do not expect them to settle straight away, its going to look different, there will be a few new routines and hopefully they haven't forgotten us!

Parents will be allowed for **this week only** into the provision to settle their child. Week 2 we will ask all parents/carers to drop to staff at gate and leave.

**New children** - all new children will be starting in Week 2 & 3 beginning 14<sup>th</sup> September`20. Parents will have been given a date and time to start so that we can stagger settling of the children into the setting. Please telephone next week if you haven`t been given a start time.

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 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.

We have a time frame of the first few weeks when we welcome parents in with their child, when we feel your child is settled, for some this may be straight away, we will ask you to begin dropping your child at the gate at the beginning of each session and leave. You will be amazed at how quickly they become independent!

**We ask that all parents/carers/adults wear a face covering (if fit to do so) and use hand sanitizer before entering and while in the setting.**

### NEW SESSION TIMES

Session times will be:

**AM 9:00AM TO 11:30AM**

**PM 12:30 TO 3:00PM**

### DROP OFF AND PICK UP PROCEDURES

The changes to our session timings will remain in place at least for next term to help with social distancing of parents as they drop and pick up, to avoid unnecessary contact between other children in other year groups. This will also allow time for enhanced cleaning of resources and equipment between sessions following current government guidelines. Sessions will be 2 ½ hours not 3 hours.

Due to the COVID19, 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.

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 staggered drop off and pick up.

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.

Parents, siblings, other year group children will not be allowed on the premises at this time. 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 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.

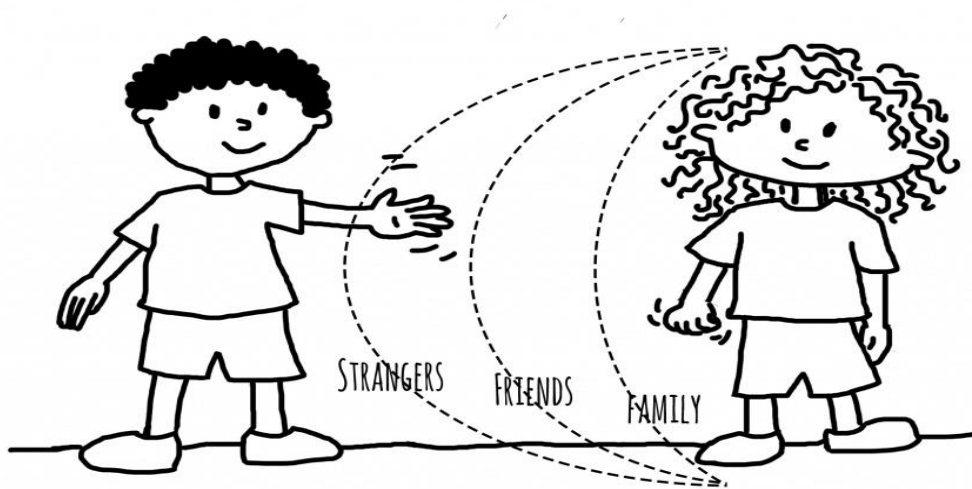
Can parents ensure children are suitably dressed for the weather each day bringing with them on the first session a clearly named backpack which can be left on their peg for the duration of the term, containing a complete change of easy to wear clothes including underwear and footwear, nappies/wipes 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.

To minimise contact between the parent, other children and staff members if there is something you wish to discuss like changes to collection, authorised persons, changes to medical care plans or medications then this must be done by telephone or email in advance of attendance of child, staff will not engage in parent discussion at the gate.

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.

This is all to minimise cross contamination as much as possible between staff, children, and households.

## SOCIAL DISTANCING BETWEEN STAFF AND CHILDREN



We will have lots of signage around the provision displaying reminders of social distancing for adults and we have provided some child-like drawings that our children may identify with at their level.

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.

## 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 spaced apart, 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](http://www.thejackandjillplaygroup.co.uk).

All dietary requirements will be continued to be met, 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, red card will indicate any dietary requirements.

Parents will be invoiced for the term via email and payment will be due within 7 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.

Please minimise contact with staff members, other parents, and children outside your own families at the entrance or while social distance queuing at dropping off and picking up.

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](http://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, please let us know **immediately**.

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 arrange a **free NHS test**, this can be online or call 119 to check if their child has coronavirus.

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 has been contacted by NHS Test and Trace to do so.

If a child or staff member with symptoms then tests positive, we will inform parents and manage confirmed cases of coronavirus in line with the current public health guidance and on advice from our local health protection team.

### **CLOSURE**

The provision may be closed temporarily if we have more positive tests or an overall rise in sickness absence where COVID19 is suspected as this may indicate an outbreak.

**We will** share contact details of parents/carers and adult within our setting with the **NHS Test and Trace service**, if parents **do not want to give permission** for us to do this then we can not offer your child a place at our setting during the COVID19 pandemic.

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 emailed and added to our playgroup website: [www.thejackandjillplaygroup.co.uk](http://www.thejackandjillplaygroup.co.uk).

We look forward to welcoming you all back for the start of TERM 1.

Kind regards

*Delia Bryan & Sally Howarth*

*Managers*

*On and behalf of the Jack and Jill Playgroup*