

Dear Parent(s) and Carers,

Re-opening of Croft Early Years

Firstly, I hope this letter finds you all well. We have kept you all in the forefront of our minds, as we have been working hard to prepare for our re-opening.

As of 12th May 2020, the Government started releasing guidance for the Early Years and Education sector on how we must operate when we re-open our setting to children. This document sets out precautionary measures that we must take in order to maintain a 'Covid-safe' environment to ensure the safety of children and staff whilst attending the Preschool/ Nursery.

Please note that these plans and measurements may change due to changes in rates of infection. For this reason, we ask parents to remain flexible and to keep up-to-date with the response to the pandemic. We intend to keep you updated as much as possible during these unprecedented times.

In order for us to maintain a 'Covid-safe' environment the following measures will be taken:

Returning to Preschool/ Nursery

Children who attend our setting can return from 7 September 2020; we will also be welcoming some new starters at this time too.

Operating hours

The Preschool/ Nursery will be operating between 8.30am-4pm on Mondays, 8.30am-5pm on Tuesdays and Wednesdays, 8.30am-4.30pm on Thursdays and 8.30am-3.30pm on Fridays. This reduction to our core hours is necessary based on legal staffing ratios and the extensive cleaning that will be required at the end of each session. Therefore, for the days we are in operation for slightly longer, the numbers of children staying after 3.30pm have been capped.

Dropping my child off at the Preschool/ Nursery

The Preschool/ Nursery will be utilising a one-way single entry/ exit point for children (see pictures attached); these are detailed below. Under no circumstances must a parent enter the building. The staff member will bring your child to the gate with their belongings upon exit and the same process must be followed at drop-off. Parent handover will be brief and will be supported by our members of staff. When waiting to drop-off/collect your child, you must adhere to the 2-metre distance ruling (markers are visible on the pathways, as pictured).

We will provide hand sanitiser at the entrance gate for children and parents to use before pressing the button to gain entry for their child.

Guidance from the Government states that families limit to one parent dropping-off and collecting their child from Preschool/ Nursery and Good Hygiene Practices

Upon entering the setting, your child will stow their belongings before sanitising their hands. They will be encouraged to wash their hands, using soap and water for 20 seconds (singing the Happy Birthday song twice) regularly throughout the day, in addition to using hand sanitiser. The Preschool/ Nursery will also be using the "Catch it, Kill it, Bin it" procedure to encourage children to sneeze into a tissue and then dispose of their tissues in the correct way.

What Room will my child be in?

The children will continue to have open access to indoor and outdoor learning areas throughout the day. The only exception to this is after 3.30pm when the extensive cleaning regime will be initiated; the small number of children remaining will then be moved to the sensory room to limit cross-contamination as much as possible.

Children displaying symptoms

Throughout the pandemic, the Preschool/ Nursery will continue to monitor children closely. Where a child has a temperature and/ or displays symptoms of the virus, we will contact you and request your child's immediate collection. During that time, your child will be isolated with a key member of staff. This isolation area will be the outside wooden playhouse, as it is separate to the rest of the Preschool/Nursery, and the member of staff will be wearing full PPE in order to protect themselves. In line with Government guidance, the household of the child must then isolate for 14 days.

Confirmed case of Covid-19

In the circumstance of a confirmed case of Covid-19, the Preschool will remain open to children who have not had contact with the child/ family who have a confirmed, positive result. The isolation area will then undergo a deep clean and will not be used for a minimum period of 3 days. However, all children, staff and their families who have been in contact with the child must then isolate for a 14-day period.

Restrictions to activities

Under the guidance issued by the Department for Education, some activities will be limited as they are: a) Unable to be cleaned/ disinfected, this may be due to intricate parts (b) will be shared by multiple children and cannot be washed/ disinfected easily.

Reassurance

We understand that starting at or returning to Preschool/ Nursery will be exciting for most children, however, some children may find attendance more difficult following their extended stay at home; We will reassure every child and offer emotional support to them to ensure they feel safe and settled during their time with us.

As part of our duty as a childcare provider, we must adhere to regulations and follow many guidelines and recommendations. We take our responsibility for your child's care very seriously and personally, and have therefore put these changes in place in order to best protect your child and your family during this time.

We will continue to stay in regular contact with you and will update you on any changes. Our plans may change in accordance with changes in infection rates. Therefore, I ask that parents continue to remain vigilant to protect those we hold dearest; friends, family, and our community.

I ask that we all support one another to adhere to the guidance from the Government and in turn protect the children who attend our Preschool/ Nursery and my staff. The team here at Croft Early Years have continued to work throughout the pandemic, in one way or other, and are wishing to continue to do so.

We have all missed the children attending our setting and we are very much looking forward to seeing them return! I wish to thank you all again for your continued patience and support. If you have any questions or concerns, please do not hesitate to contact us. We look forward to seeing you all in September.

Kind Regards and Best Wishes,

Penny

Manager

On behalf of the Croft Early Years Management Team.

Please find attached to this email a copy of our:

Re-opening letter to Parents/Carers

Risk Assessments for Sept 2020 Reopening

Covid-19 Policies and Procedures and Reviews

Our Daily Routine – Autumn 2020

Home-Preschool/ Nursery Agreement for Autumn 2020

Supporting pictures for child drop-off and collection procedure

Please ensure you take the time to read all of these documents carefully, and **review the Home-Preschool/ Nursery Agreement with your child**, as they will help to prepare you and your child for our new routine in September, and will help to manage expectations.

We require a signed copy of The Home-Preschool/ Nursery Agreement for Autumn 2020 to be returned to us by Monday 31st August 2020 please.

In addition, it would help with the transition if those with children who are returning to us can update their child's 'About me' section in their Tapestry accounts; For our new starters, I will be setting up new accounts (with an email link) for you this week, as well as informing you of the settling-in process for your child.

Many thanks,

Penny

Manager

On behalf of the Croft Early Years Management Team.