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Start of term on Tuesday 8th September 2020

Drop-off & collect - Early starts at 8:30am by prior arrangement are available, otherwise morning drop off is from 9am. Please leave/collect your child at the hall lobby with the staff member on duty. Coat pegs will be spaced for one peg per name. Children will be encouraged to walk independently into preschool with their own water bottle. There will be space in the lobby to allow you to settle children if they are anxious about separating. Our entrance gate is narrow, but visibility is clear so please respect social distancing rules by maintaining a 2m distance from other households. Adults may wear a mask at arrival and collection times. Staff will not be wearing a mask as this will block communication with children and make welcoming and settling difficult. We do not expect any children to wear a mask. **The gate will be kept open, so parents/carers please be alert in preventing children from rushing onto the road.** Only one parent/carer per child should drop off and collect. Parents/carers must NOT enter the hall beyond the entrance lobby. Children must use the hand sanitiser when they enter and leave preschool. Children will be encouraged to wash hands when at preschool.

Please restrict what your child brings to preschool to a minimum: packed lunch, named water bottle, sunhat, named sun cream, wellies and a coat/jacket. **NO toys or show & tell.** Please apply sun cream before arriving at preschool. We encourage you to make use of your child's red book to maintain communication between home and setting.

Contacting preschool: Parents/carers should contact by email or phone rather than face to face. Your preschool team will be keen and happy to see you all but please be conscious that we hope to avoid queuing at drop off and pick up times. We will endeavour to avoid parents waiting unnecessarily as this will make social distancing a challenge. Please ensure preschool has up to date contact details for you and your nominated emergency contacts.

Parents/carers must NOT enter the hall beyond the lobby (other than by pre-arranged appointment) Any pre-arranged appointments will be carried out remotely where at all possible. If this is not possible, any pre-arranged meetings in preschool will take place in the kitchen, wearing masks and with social distancing measures in place.

Settling children – all children have a key person who will champion their needs, support play and learning, and comfort them when upset. Usually children settle very quickly when upset at separating from a parent. We understand as well that this can be wrenching for parents and all these feelings are quite natural. Parents may wait for a short time outside preschool and a staff member will let them know how quickly their child settles. We reassure parents that should your child struggle to settle into play we will contact you for an earlier collection time. New starters may be invited to a Friday, pre-arranged 2hour stay and play session.

Debbie, Delphine, Steph & Alice will all be on rota covering our usual Mon – Friday sessions. We have 15 children booked to attend various sessions. Children may attend more than one setting.

Set up & activities: Unnecessary items will not be used where there is space to store it elsewhere. Activities and play will follow the same patterns and themes that the children are familiar with. It will be a weekly planned provision that reduces the opportunity for cross contamination and enables effective cleaning and or decontamination periods. As much play outdoors will be scheduled in as possible. Tables will be cleaned each time the activity on them is changed.

Lunchtimes as usual for children. Parents are asked to ensure lunchboxes and water bottles are effectively cleaned daily.

Visitors to the preschool will be discouraged and all non-essential visitors will be postponed. Contractors are to attend by agreement or after sessions when satisfied that it is necessary for the work to take place.

We will implement social distancing at preschool with adults but please note that government guidance acknowledges that this will not be an expectation in early years settings. We will not practice social distancing with the children during sessions. We will encourage and coach sensible hand washing, hygiene practice and understanding with the children.

Children and staff will wash their hands for the recommended time before leaving home. On entry use the hand sanitiser. Hand washing at regular intervals throughout the day (including, but not limited to, eating/drinking, using the toilet, after activities). Handwashing posters are in the toilets to help provide a visual reminder about effective handwashing. Children will be supported with this where needed. Paper towels and bins are provided in toilets alongside hand driers, to ensure adequate drying of hands, to prevent infection and prevent drying out.

Disposable tissues are available for child & staff use. Children and staff must sneeze/cough into tissues (never into hands), adhering to the 'Catch it, bin it, kill it' guidance. Used tissues will be put in a bin immediately after use. Children will be reminded not to touch face (eyes, mouth, nose) with hands that are not clean

PPE is available in preschool for staff to use when administering first aid, nappy changing, supporting toileting, or dealing with an unwell child.

More frequent cleaning and disinfecting throughout the day for high-touch areas, including door handles, light switches, toilet flushes, and taps, as well as toys, books, desks and chairs. After activities, before and after lunchtime and mid-afternoon. Preschool will remain fully stocked with liquid antibacterial soap (moisturising), sanitising wipes, anti-bacterial spray, paper towels, toilet roll, tissues, gloves and aprons.

Normal procedures will be in place for fire and lockdown drills.

We are aware that the coronavirus outbreak may be causing stress or well-being difficulties for some children and preschool will encourage and give children opportunities to talk and share experiences within the sessions. We encourage parents to contact us if there are worries or anxieties that may be affecting their child's wellbeing.

Attendance: Children are strongly encouraged to attend (unless there are shielding concerns for the child or their household and/or a pregnancy in the household).

We do understand and support families who choose not to send their children to preschool currently. Please be aware that if your child is not attending a setting at the time of 'government headcount' then they will not be eligible for that term of 15/30 hour funding.

Our preschool WhatsApp group has been enjoyed by many of you so we will start this again. It is a private group and open only to preschool parents/carers & staff. We post preschool pictures and videos, so it is a great way to see what your child is doing when you are not there. **We'll confirm individuals consent for this (and your mobile number if you'd like adding to the group) when you drop your child off on their first day back.**

Illness: If a child or adult becomes unwell with a new continuous cough, a high temperature or a loss of, or change to, their sense of smell or taste, they must not attend preschool and will be sent home.

Procedure if child displays symptoms of Covid-19 in preschool.

Preschool will contact parent/carer. Child isolated from others in the hall kitchen with an adult. Any staff member staying with the child is to remain at least 2 metres away from the child if possible. Family members should apply to go for a test ASAP. Tests can be booked online. The other children will remain at preschool.

Anyone who has been in contact with the child must wash his/her hands for the recommended time. All affected areas to be cleaned thoroughly. Parents of the remaining children will be notified that a member of preschool has been sent home with symptoms and that we will confirm the outcome of any tests ASAP. Where a family tests negative, they can return to preschool and the fellow household members can end their self-isolation. Preschool will need to see confirmation of a negative test result before allowing the child to return to preschool. If testing has proved impossible then 14 days must pass before the child returns and no other member of the household is showing symptoms or needing to isolate. Where the family tests positive, NYCC will be informed and the rest of preschool families will be advised to stay alert for symptoms unless otherwise instructed by NYCC. If a second child at preschool becomes unwell and/or their family tests positive, then preschool will follow NYCC advice. It may be that preschool must close and all families and staff attending will need to self-isolate for 14 days. A deep clean of the areas that have been used by the individual(s) will be carried out.

“staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household”

If a staff member becomes unwell with covid-19 symptoms they must be sent home.

If a staff member must go home, then parents/carers may be called to collect children due to staff shortage. The staff member will sit in the kitchen separated with the hatch open for safety purposes until parents can arrive to collect all children. The staff member unwell will return home. A thorough clean of all preschool areas will be carried out. The staff member will have a test ASAP. Where the staff member tests negative, they may return to preschool, and all can return to usual operation. Fellow household members can end their self-isolation. Where the staff member tests positive, they will self-isolate for 14 days. Preschool will rearrange the rota and will make every effort to maintain all sessions. The other preschool members do not need to self-isolate unless a second child or staff member subsequently develops symptoms. NYCC will be informed and a deep clean of all areas that have been used by the individual will be carried out. If we must close preschool for 14 days, then we will seek to make alternative arrangements for key worker’s children.

We are keen to fully re-open preschool and look forward to enjoying happy and fun sessions with the children. If we all stay alert and continue to follow social distancing and hygiene guidelines, then these efforts will protect our preschool community. We thank you all for your support and care and look forward to welcoming you back to preschool.

Yours sincerely,

SOTF Preschool Staff & Committee

Resources for parents/carers

Government guidance for implementing protective measures in education and childcare settings

NHS COVID-19 guidance, and how to book a coronavirus test:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

The Department for Education coronavirus helpline: 0800 046 8687 Available to answer questions about COVID-19 relating to education and children’s social care.