



Dear Parents and Carers

We are delighted to be returning and can not wait to see all the children again.

There will be changes at preschool and we just wanted to make you aware of them before your child restarts.

Everything has been cleaned and sanitised , risk assessments and policies and procedures have been updated accordingly.

### **Procedures for parents at drop off**

To limit the chances of transmission we ask that only one parent / carer is responsible for drop off and pick up

On your arrival to the setting please make a socially distanced queue outside you will notice the 2 metre markers on the ground

Weather permitting, all children will be warmly welcomed into the preschool garden to begin our preschool day.

In bad weather we will welcome children into the setting .

When arriving at the door a member of staff, where possible, will take your child from you to avoid parents entering the building.

Parents can come into the space if needed for settling children into preschool. In this scenario parents will need to

1. Wear a mask
2. Sanitise hands
3. Temperature check
4. Q and A

When picking up children please form a queue as above and staff a member will welcome you into the preschool garden , parents and carers will wait outside adhering to social distancing

A staff member will bring your child to you.

### **Procedures for children**

Children must wear freshly laundered clothes every day to protect their friends and the staff working with them

Children will be received into the preschool garden weather permitting

On arrival children will have their temperature taken and wash their hands.

All lunch boxes will be wiped before being stored.

Children will say good bye to parents from the preschool garden where possible.

Please ensure all your Childs clothing is laundered when you return home to keep you and your family safe

Spare clothes bags - please keep these bags at preschool on your Childs peg to stop transmission of the virus

### **Procedures for staff and children during the session**

When staff are helping with toileting needs or changing nappies staff will be wearing gloves, aprons and a face shield, the gloves and apron will be disposed of safely after each child and the face shield anti backed.

All toilets and nappy changing facilities will be cleaned after every child and thoroughly cleaned at the end of each session.

Children and staff will wash hands and sanitise before and after snack, every time they go to the toilet or have or change a nappy, before and after lunch and every time they re-enter the room from being outside.

All door handles internal and external, safety gates and switches will be anti- backed at regular intervals during the session.

All resources will be cleaned at the end of the day with a steam cleaner.

Chairs and tables will be wiped down with antibacterial wipes and spray after snack and lunch.

Each staff member who enters the kitchen to prepare snack or lunch will wear gloves, aprons and face shield, and will wash and sanitise hands on entering and leaving the kitchen , all fridge, cupboard handles , work tops, and taps etc will be sanitised before and after use.

During this time if your child has an accident at preschool we will fill the accident form in and send you a copy via the tapestry app or email, as it is not safe for you to be signing using pen and paper at the moment .

We will not be allowing any visitors into the setting and we will not be making any visits at this time.

Please do not let your child bring any toys to the setting.

### **Symptoms and Positive Cases**

If your child or any family member shows any of the main 3 symptoms of Covid please do contact preschool to let us know ASAP.

Please see attached flow chart for how we will be managing suspected cases within the setting.

### **Risk assessments and policies**

Please visit our website to see all amended policies and our risk assessments. We also recommend you follow our facebook page to keep up to date with all that's happening at preschool! You can access these pages through the preschool website.

[www.headingleypreschool.co.uk](http://www.headingleypreschool.co.uk)

We understand there are lots of changes and although some may sound scary, but we need to be able to keep your child and ourselves safe during this unprecedented time.

We are very much looking forward to getting back to preschool and seeing all of our lovely children.

Kind regards

Clare Bligh

Charity Manager

