



HOLY REDEEMER PRE-SCHOOL

Procedure for re-opening after COVID-19

It is a requirement that we put in place a policy, procedure and risk assessment in order to make our setting as safe as possible.

Our Pandemic Policy will be sent to all parent/carers via WhatsApp and is also available to view along with all our Pre-School policies and procedures in house and online.

Please read and adhere to the following procedure for everyone's safety.

COVID Symptoms

Anyone who is displaying coronavirus symptoms, or who lives with someone who does, must not attend the setting. That includes children and staff who work at the preschool.

Do not administer Calpol or any other medication to your child that may mask symptoms of COVID-19 before they attend pre-school. If your child cannot manage the day without Calpol then they should be kept at home.

All children and staff who attend Preschool will have access to a test if they display symptoms of coronavirus. We ask all parents to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify the preschool immediately of a positive test.

If your child displays any signs or symptoms of COVID-19 whilst in our care, they must be collected immediately. Whilst we wait for you to arrive the child will be isolated away from the other children, with a member of staff who will be required to wear a mask/visor, apron and gloves.

If a child or staff member has a positive test, then we will notify everyone via WhatsApp and the government guidelines for isolation must be followed.

All staff will have their temperature taken before we open the doors to the setting.

Drop-off and Collection

Parents and carers should socially distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent/carer per household

Please form a socially distant queue from the outside door on the left in front of the church, continuing up the path (directly in front of the church) when dropping off and picking up children, a member of staff will be outside to assist.

There will be 2 members of staff manning both doors of the hall to see your child in and out safely.

You should then leave via the ramp on the right if the door to avoid crossing other parents/carers.

In the hall

No parent/carers will be allowed in the hall.

If a child is very distressed, we may suggest that you enter the lobby to help console your child.

No bookbags or bags will be permitted to the hall.

Please send nappies and wipes in a labeled carrier bag if necessary.

Each child will have a designated chair to hang their coat and place their water bottle on. We must insist that there is only WATER in their bottle and that it is clearly named.

No other items from home should be brought on to the premises, unless this is essential to their health and wellbeing.

We recommend that staff and children wear clean clothes each day. This is not a requirement but will help reduce any risk.

It is not necessary for children to social distance, the total number of children at our preschool is approx. 20 over the week with approx. 12 attending each day. We have 8 staff members.

Communication

All payments must be made via bank transfer

If any forms need to be signed for accidents or medication they will be placed on a table outside the setting with a pen. The pen will be disinfected before and after use.

All letters/correspondence will be via WhatsApp.

If you wish to talk to any member of staff, please call or message us on 07714 516441 between 9am and 3pm and we will be happy to answer any queries as it is safer to do this than at the door.

Please ensure all emergency contacts you have provided are up to date.

Cleaning and Hygiene

We will be cleaning our hands more often than usual. The children will be taken to wash their hands when entering, before snack time, before leaving and at other points during the morning, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. *You can support this at home by encouraging good hand washing routines and encouraging 20 seconds with soap and water*

We will ensure our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring there are good supply of tissues and bins throughout the setting.

An enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including tabletops, toilets, door handles and play equipment.

We will use anti-bacterial wipes and sprays to clean equipment.

The hall will be cleaned every night with a deep clean once a week.

The toilets facilities in the hall will be for the sole use of the pre-school at all times. All other hall hirers will use the toilets in the lobby.

Snacks will be prepared using appropriate PPE before the children arrive and covered. They will each have a separate bowl and cup which will then be cleaned at a high temperature in the dishwasher.

The kitchen in the hall is for the sole use of the preschool children. No other food or drinks will be prepared by other hall hirers at the setting.

Daily Routine

Weather permitting, we aim to run our whole session from outside. Pleased dress children appropriately.

We will continue to follow the EYFS framework.

We will not be using food play, shared sand/water play or play-doh at present.

Any pieces of work that your child creates (crafts etc.) we will send home in the child's hand at the end of the day.