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2<sup>nd</sup> July 2020

Dear Parents and Carers,

Our setting has remained open throughout the Covid-19 outbreak and we updated our policies and created additional cleaning checklists in February 2020.

The next stage is when the official summer period commences (and schools close) which will be from Monday 20<sup>th</sup> July 2020. We are pleased to announce that we can take all children from birth to 11 years and will now include years 2, 3, 4 & 5 which have not been able to return to school.

Our opening hours will remain at **7am to 6pm** until further notice.

We have put everything in place to ensure that we meet all the government guidelines, in readiness for reopening for a wider group which includes:

- We have created a new parents covid-19 policy which is included at the base of this letter which will be handed to every parent.
- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the setting. That includes children and staff who work here.
- Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Utilising our main building in Padiham, using both our entrances, using up to 7 rooms and 3,800 square feet of internal space as well as our large outside area.
- We have created signs outside our setting to help keep parents and children safe.
- Our holiday club will access five rooms and be split into their own bubble groups following government advice. We have also invested in new resources at site to keep the children entertained.
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, 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. This also includes washing our hands upon arrival into our setting from outside the building so that every child and staff member washes their hands. Please note that normal routines include each snack and main meal period.
- We have 11 hand wash basins on three floors and these are cleaned regularly.
- All children being collected and using out transportation to use alcohol hand rub before entering any of our vehicles. In addition they will also wash their hands (as above) when entering our setting.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule checklist for each area (which is in addition to the regular cleaners checklist), ensuring surfaces touched by children and staff are



cleaned regularly and throughout the day, including table tops, door handles and play equipment. Our cleaner will continue each evening to follow her own cleaning checklist until 8pm each day.

- We have limited the number of chairs at each table so that children naturally distance themselves to help minimise risk
- We have removed all soft toys and equipment which cannot be cleaned or sterilised.
- We have updated risk assessments for each area in our setting and outside which now incorporate more detailed covid19 risk assessments including ongoing sterilising, cleaning equipment and using commercial sanitizer sprays that work in 30 seconds.
- We have updated our policies in respect to Covid19 and will be providing a parents policy specifically and handing a copy to each parent.
- We have removed the use of sand, water play, playdough, books and there will be no baking by the children until we receive further advice from the government. We will continue to read books to the children. We have also removed the library books from the nursery. Please note in certain cases if we do use clay to create crafts and gifts to take home which will be controlled to an adult child ratio of 1:2 and conducted as a supervised activity with cleaning procedures both before and after.
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household. This is covered in the policy which will be provided to each parent
- Asking children not to bring toys or other items from home to the setting, unless this is essential to their health and wellbeing.

We will of course continue with all these safety measures and will always follow the advice from the government and Lancashire County Council to make sure your children's safety and wellbeing is our top priority.

Yours sincerely,

Tracey Bastable  
**Registered Manager**



# 70 - Policy for Parents in dealing with COVID-19

We respectfully ask Parents to follow these guidelines:-

1. We're asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the setting. That includes children and staff who work here.
2. We request that Parents remain 2 metres apart from other parents when collecting their children.
3. Only one parent may enter the stairs when collecting from the first floor entrance at our Padiham setting.
4. Please try when possible to maintain social distancing from our staff when handing over, or collecting your children.
5. Only one parent to collect if possible.
6. Parents may NOT currently enter our setting.
7. Parents to ensure their children arrive in clean laundered clothing each day
8. Parents to reinforce rules around hygiene and if their children refuse to wash their hands (considering children that are age appropriate) or their child is putting other children at risk then we will contact the Parent immediately to collect their child
9. Children from **birth up to to 3 years of age** can be dropped off and collected from the **ground floor**.
10. Children from **3 years of age upwards** can be dropped off and collected from the **first floor entrance** (if you have more than one child and one is under 3 years of age then please drop off and collect from the ground floor).
11. Please note that if the side entrance is closed you should pick up from the ground floor.

You can help us follows:-

- Collect your children early if possible to avoid the busiest periods which are from 5pm to 6pm. Padiwacks is open for 11 hours each day.
- Try if possible to be flexible when dropping off to avoid peak periods in the morning
- You can help by calling 01282 778018 and advise you are on your way to collect so we can prepare your children for collection
- For nursery aged children you can track their development securely online so please email [padiwacks@gmail.com](mailto:padiwacks@gmail.com) or call 01282 778018 if you need any assistance or have any queries.

Please note that from Monday 22<sup>nd</sup> June 2020 we will be using both our entrances. We will review our opening hours and update accordingly. We would also advise that Lancashire County Council have advised that we can impose sanctions or cancel services if parents do not adhere to this policy which is in the best interests for the setting, children, parents, staff and the general public. Once we are on a position to increase our intake to a wider group we will review access to both our entrances.

NOTE: It is the responsibility of the Manager to ensure every Parent receives a copy of this policy..

Policy Updated: .15<sup>th</sup> June 2020

Signed Tracey Bastable (Nursery Manager) .....

Date for Review: Ongoing