



Padiwacks.co.uk Ltd, 1 Wyre Street, Padiham, Burnley, BB12 8DF &
Burnley Bees, St Mary's, Holcombe Drive, Burnley, BB10 4BH
01282 778018

www.padiwacks.co.uk
www.burnleybees.co.uk

30th August 2020

Dear Parents and Carers,

Our Padiham setting has remained open throughout the Covid-19 outbreak and we updated our policies and created additional cleaning checklists and risk assessments from February 2020 and these have been updated accordingly. Our Burnley site will re-open on 1st September 2020.

The next stage is when the schools re-open in September 2020. We have followed the government guidelines throughout. You can also refer to the Out of School Covid19 policy which is available to view on our website in the MAS section.

We will be providing before and after school care at both our Padiham & Burnley site from September 2020. Our policies will remain consistent at both our sites. Parents **will not** be able to enter our setting and this is likely to continue for the foreseeable future. Our out of school children will have their own entrance and exit area and will not be in contact with our younger nursery children. We will maintain our own bubble group in the before and after school care so we can safely work with all the schools in the area and continue to provide a service to all families that require out of school care.

Please note that we provide electronic learning journals for our nursery children so parents can track their child's development electronically and communicate directly with the nursery using the 'app'. All parents will be provided with all relevant login details with the welcome letter which we send via email. The welcome letter also includes the Covid-19 policy.

We have put everything in place to ensure that we meet all the government guidelines going forward, in readiness for reopening for a wider group of children from September 2020 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.
- Ensuring that the children accessing our Burnley site keep in their own bubble group and parents will not be able to enter the main school grounds and use the side entrance directly to the club.
- Please note our both our Out of School clubs are based in dedicated areas and we do not share with any other club or group (such as a church hall or sports club).
- 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.

- All children being collected and using out transportation to use alcohol hand rub before entering any of our vehicles. Also children being collected from schools and walking in close proximity will also be required to apply hand gel, even when on the same premises such as St. Mary's where they only have to walk less than 20 metres. 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 (father's day being a good example) it will be controlled to an adult child ratio of 1:2 and conducted as a supervised activity with cleaning procedures both before and after.
- Minimise singing and organise naturally distance singing with quieter voices (somewhat reducing their enthusiasm but keeping them happy by singing)
- 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 either of our settings in Padiham & Burnley.
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 4 years of age (nursery children)** can be dropped off and collected from the **ground floor** at our **Padiham site**.
10. Children from **4 years of age upwards** (all children attending school) can be dropped off and collected from the **first floor entrance** at our **Padiham site**
11. If you have more than one child and one is under 4 years of age at our **Padiham site** then please drop off and collect from the ground floor and we will manage the movement of children inside to maintain the bubble group.
12. Please note that if the side entrance is closed at the **Padiham site** you should pick up from the ground floor.
13. At our **Burnley site**, St. Mary's School, Holcombe Drive Parents **are not** permitted to enter the school grounds via the main entrance. All parents are to enter and exit at the top gate (if you are unsure where this is please call 07902 522321 or 01282 778018)
14. Parents are not permitted to mix with any other families at the **Burnley site** when collecting or dropping off.
15. When you arrive to drop off or collect at our **Burnley site** you can knock on the door and we will organise the transfer of your child following all safety guidelines as listed above.

You can help us follows:-

- Collect your children early if possible to avoid the busiest periods which are from 5pm to 6pm.
- Try if possible to be flexible when dropping off to avoid peak periods in the morning
- You can help by calling 01282 778018 (or 07902 522321 at the Burnley site) 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 or call 01282 778018 if you need any assistance or have any queries.

Please note that from Monday 31st August 2020 our **Padiham site** will be open from **7am to 6:30pm**. Our **Burnley site** will be open from **7:30am to 6pm**. 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 Update: 25th August 2020

Signed Manager at site:

Signed Deputy Manager at site (or colleague if applicable):

- Note it is the responsibility of the manager at site to make staff aware of each policy and ensure that staff read and understand the policies