***Millfield Pre-School***

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**INFORMATION FOR PARENTS/CARERS**



**Edition:**

**September 2020**

Dear Parents and Carers,

I understand that many of you are anxious about your child returning to an Early Years setting and I want all of our families to feel reassured that Millfield Pre-School is working in the best interests of your child and to reduce the risk of spread during the coronavirus pandemic. Some of our children will be returning after a six month break, while others will be coming to the setting for the first time; all of these children will need to be treated with care and compassion as they adjust to the new routine. The last six months have been unsettling enough for all of us and Pre-School should remain a safe, social and secure place for your child to be.

The Government has issued guidance and recommended restrictions for Early Years settings to protect both families and staff. I have had to make adjustments to our procedures to balance the risk of coronavirus infection with the mental well-being of our attending children. The Government are confident that the low risk of transmission of the virus by young children is outweighed by the benefits in development a child gains during Early Years education.

At Millfield Pre-School we will continue to educate and observe the attending children under the Early Years Foundation Statutory Framework. The staff to child ratios will still apply as outlined before the Coronavirus pandemic; we will not be applying any coronavirus disapplications in regards to ratios, qualifications or paediatric First Aid certificates as the safety of your children remains of paramount importance to us. The dedicated staff team at Millfield Pre-school work hard to ensure our environment is the best it can be for all of our benefit.

If you have any questions, please email or telephone and leave a message. I will not be in the office during session but will endeavour to reply as soon as possible outside Pre-School hours.

With best wishes,

Krysia

**Dropping off**

To adhere to Government restrictions during the pandemic, our dropping off procedure has changed to minimise risk of virus spread and maintain social distancing of 1 metre.

Parents/carers entering the building **must** be kept to a minimum so children are encouraged to walk up the ramp with their bag and coats themselves. We understand this will be possible for the more confident children but some children will require further support.

Parents/Carers and staff must socially distance while on Pre-School Premises. Signage will be in place in the waiting area to indicate where to stand and we respectfully request that parents do not allow their children to run around and mix during drop off and collection.

Only one parent/carer (who is symptom free) may drop off or collect their child. We understand that you may have to bring siblings along with you at collection/drop off and request you keep them close to you and follow social distancing requirements.

Parents must only come into the setting for essential reasons. Discussions between parents and staff should be undertaken via telephone/email where-ever possible to minimise contact.

When the Pre-School door opens at 8:30am, each child will be called up in turn to the bottom of the ramp. Please place all named lunches/bags on the red trolley (this will be cleaned before and after use). Once your child is safely inside the lobby, please leave Pre-School premises via the gate and adhere to social distancing advice.

**IT MAY BE NECESSARY TO STAGGER START AND FINISH TIMES AT MILLFIELD PRE-SCHOOL IF SOCIAL DISTANCING IS NOT POSSIBLE IN THE WAITING AREA WITH ATTENDING NUMBERS. WE WILL MONITOR THE SITUATION AND AMEND IF NECESSARY.**

If you wish to enter Pre-School with your child to settle them initially, please wait in the Pre-School playground. You will be invited to enter Pre-School when safe to do so.

**Settling In**

If your child is unsettled or new to the setting and you feel you would like to accompany them into Millfield Pre-School to help them feel comfortable, please stand socially distanced in the playground and allow the children entering pre-school independently to be dropped off.

You will be invited to enter Pre-School with your child when safe to do so.

We politely request that you adhere to 1 metre social distancing with adults and other children while in the Pre-School setting and that you wear a face covering. Alcohol gel will be available when you enter the setting and we encourage you to wash your child’s hands on entry.

It is important to us that your child feels safe and comfortable in the setting and we encourage you to stay a short time to ensure this. It may be beneficial for your child to have a comforter during their first few sessions, in which case please make staff aware as we must ensure that the item does not cross-contaminate and is regularly sanitised.

We have found that it can be counter-productive for Parents/Carers to stay for long periods as your child builds the expectation that you will always be present with them at Pre-School, which makes settling more difficult over time. Please be rest assured that all our staff are experienced in caring for upset and emotional children.

**Picking up**

At the end of the Pre-School session, please wait outside in the marked areas. Parent/carers will be called up individually in turn to the bottom of the ramp and their child allowed to walk down the ramp to meet them. Your child will carry their own bags/coats but lunchboxes/bags will be on the red trolley to collect as usual.

**Late drop off/Early pick up** – please advise pre-school staff if you intend to drop off or pick up at a different time to those designated. Ring the doorbell and make yourself visible through the window at the door. Please stand back when the door is opened, moving to the bottom of the ramp to ensure social distancing is maintained.

**Precautions in the setting**

* Outside shoes will be kept on at Pre-School throughout the day to reduce the risk of virus contamination and spread. Outside play will be encouraged while weather permits. Plimsolls are not necessary at this time.
* The body temperature of all staff and children will be taken when they enter the Pre-School building. The temperature will be recorded and if it measures over 38degrees then the child or staff member must not stay in the setting.
* Settling parents will also have their temperature checked to ensure they are not asymptomatic.
* We are unable to apply sunscreen to your child so recommend that an 8hr product is applied prior to the morning session.
* Please provide your child with a named sun-hat as we are no longer permitted to do so.
* We are unable to administer medicine to your child during this time (unless during an emergency). If your child is taking medication they will be unable to attend Millfield Pre-School while the Coronavirus restrictions are in place.
* We request that all children are wearing clean clothes daily to minimise the risk of infection.
* Please ensure that all lunch boxes/bags and drinks bottles are clearly named.
* A risk assessment of the setting and procedures in place will be carried out daily by the Manager in conjunction with the staff.
* No name collection and self-registration will occur during this time.

**Hygiene & PPE**

* Staff will wash their hands on leaving home and arrival at the setting; this will be repeated regularly during the day; before and toileting and before leaving the setting.
* Please wash your child’s hands with them before you leave home.

Children will be assisted with handwashing on arrival at the setting; before and after eating and toileting, at regular intervals during the day and prior to leaving the setting.

* Staff will adhere to the 1 metre distancing rule whenever possible BUT will have to guide and assist your child throughout the session and touch will be necessary at times. **If your child is seeking comfort then we will fulfil that need.**
* If a staff member feels it is appropriate to wear a face mask or face shield for protection during the session, they will be permitted to do so.
* PPE will be worn routinely by staff addressing the intimate care needs of our attending children
* PPE will be worn by staff if a child becomes unwell in the setting and needs direct personal care until they can return home. Gloves, an apron and face mask will be worn by the supervising adult.
* Any tissues, wipes or nappies that have been contaminated with bodily fluids will be double wrapped in plastic bags and disposed of in a red bin. All children and staff are encouraged to follow the ‘Catch it, Kill it, Bin it’ requirements.
* In addition to handwashing, alcohol hand sanitiser will be available to all adults in the setting.

**Cleaning**

* Enhanced cleaning arrangements have been introduced.

Toys and equipment will be restricted and cleaned thoroughly after use. Door handles, switches and frequently touched surfaces will be cleaned with antibacterial cleaner/disinfectant every two hours within the session. (10am/12noon/2pm)

* Items that are difficult to clean (ie soft furnishings and soft toys) have been removed from the setting as much as possible but the sleep room has been maintained and will be sprayed with antibacterial spray after use.

### Infection control and guidance

### Millfield Pre-School will follow the government guidance as follows if a child or staff member becomes unwell in the setting. If this occurs all parents/carers of attending children will be notified and kept updated of any confirmed cases. Confidentiality will be maintained at all times. It may become necessary to close the setting if staff are required to self-isolate or are infected and we can not meet staff: child ratios.

### Parents/carers will be expected to collect their child immediately if they exhibit signs of being unwell. We are required to participate and engage in the Test and Trace process.

### The following guidance has been taken from Coronavirus (COVID-19): implementing protective measures in education and childcare settings.12 May 2020. [Accessible at <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in>-education-and-childcare-settings

### *What happens if someone becomes unwell at an educational or childcare setting?*

*If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the*[*COVID-19: guidance for households with possible coronavirus infection guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)*.*

*If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.*

*If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.*

*PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).*

*In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.*

*If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the*[*COVID-19: cleaning of non-healthcare settings guidance*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*.*

### *What happens if there is a confirmed case of coronavirus in a setting?*

*When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.*

*Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.*

*Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.*

*As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.*