



Dear Parents and Carers,

Wednesday 19th August 2020

I write to you to set out the arrangements we have made to open Busy Kids for the new term which will start on Wednesday 2nd September with Busy Kids opening Monday to Friday from 8am until 6p.m..

(We are closed on Monday 31st August for bank holiday and Tuesday 1st September for staff training)

As a setting we have been in the process of carefully planning for the reopening of Busy Kids for **all** children on Wednesday 2nd September. We are ensuring that we do this as safely as possible, following the guidance that has been given to us by the DfE, Public Health England and also Wiltshire Council.

The safety of children and staff will be our primary concern in this planning process and will remain so throughout.

From September we will be classed as one setting in a bubble with St. Nicholas School. This is due to Busy Kids running the breakfast club and after-school club and having siblings attend both settings across the site.

So please bear in mind that in a situation of a confirmed case of Covid-19 at either Busy Kids or the school, that both settings may be advised to close.

In the meantime, here is some useful information that can be shared with you now and will help you and your child prepare for returning to Busy Kids.

Protective measures we are taking in light of coronavirus (COVID-19)

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We have worked hard, following all the government guidance, to develop and implement a number of new ways of operating. This will allow us to re-open for all children as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

Please find below the guidance that we are following for us to re-open to all children. We will be outlining and sharing important information from this guidance within this letter, but it may be useful for you to read the guidance as well as the letter for more detailed information. If you have any questions please contact Michelle or Karen

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Please be aware that should anyone adult/child develop Covid-19 symptoms, or have tested positive in the last 7 days, they should not attend the setting. If an adult or child presents with symptoms on arrival they will be asked to return home and follow isolation guidance.

- If a child/adult develops symptoms including; a new, continuous cough, a high temperature, or has a loss of, or change in sense of taste or smell, whilst at the setting they must be sent home. Whilst waiting to be collected the isolation procedure will take place and the child will need to be collected immediately and then should isolate at home for **10 days** and should arrange to have a test, in line with NHS and government stay at home and self-isolation guidance. Family or household members should isolate for 14 days. Please see the link below for guidance and reference

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- Whilst waiting to be collected the child will be isolated from the others and will wait in the office with a designated member of staff wearing the correct PPE. The office will then be thoroughly cleaned after the child has been collected by a staff member wearing PPE.
- In the event of a staff member developing Covid-19 symptoms whilst working at the setting, they will go home immediately and self-isolate for **10 days** following the NHS and government guidance and will arrange to have a test. We will then follow advice from public health depending on whether the result is negative or positive.
- If a child/adult/staff member shows signs and symptoms of Covid-19 they **must be tested**. Please see the below guidance for more information on testing and results, and track and trace.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/get-coronavirus-test>

Based on the advice from the health protection team, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Please be aware that in the case of a positive test result, we would liaise with Public Health and follow their advice which may mean that the whole setting may be advised to be sent home and nursery to be closed.

St Nicholas school and Busy Kids will be classed as one bubble, due to siblings attending both settings, and Busy Kids provision offering Breakfast and After-school club. So please bear in mind that in a situation of a confirmed case of Covid-19 at either Busy Kids or the school, that both settings may be advised to close.

Tests are now available for under 5 year olds, parents must speak to their GP first, or call 111 for advice, and by doing this the GP can also verify symptoms and examine the child (possibly virtually) to see if the symptoms are not due to something else. Please see the link below for information and how to book a test.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

Please note that this information can change at any time, so we will update you of any changes if necessary.

Please be aware that we have been advised for children to only attend **ONE** setting from September, if your child will be attending multiple settings, including childminders, or other nurseries please contact us immediately to discuss further, as you may be asked to choose one setting to attend from September. This is to limit the amount of contact that a child/family would have with other people which would increase if they attended more than one setting.

Please do contact the setting if you or your child is anxious about returning to the setting from September, we will be doing our best to mitigate these issues. Being in a safe environment with friends and familiar faces, having opportunities to play games, laugh and have fun is often enough to reset the equilibrium for the majority of the children. We will endeavour to work with families as much as possible to ensure the return to Busy Kids is as positive as possible.

Important information for September 2020

Busy Kids will resume normal opening hours from Monday to Friday 8-6

- A comprehensive risk assessment has been completed and will be made available on the website and on request. We have taken points from the risk assessment and outlined in this letter for your information.
- We will be asking that anyone who is displaying coronavirus symptoms, or who lives with someone who is displaying symptoms, **MUST NOT** attend the setting. This includes children and staff who work here.
- Children **will not** need to bring in their own hand sanitiser, as a setting we have plenty of hand sanitiser indoors and outside which will be available throughout the day and will be provided on arrival.
- Children will be helped to wash their hands regularly throughout the day, including on arrival, before and after using equipment and resources, before and after meal times, before and after going outside and before leaving the setting at the end of the day.
- Posters will be around the building to remind and promote children and staff of hand washing procedures, good hygiene procedures including catch it, kill it, bin it and social distancing.
- There will be a designated waiting area for parents and children who will be attending Busy Kids. Parents/carers must wait with their child on arrival, and when waiting to collect their child. Parents/carers must stand behind the markers and follow social distancing. Parents will not be allowed up to the main door at the front entrance.
- We will be ensuring strict hygiene rules are in place for children and staff.
- PPE equipment will be used when changing nappies, toileting needs, first aid, and if a child displays any coronavirus symptoms.
- There will be regular cleaning of resources and equipment, and a contracted cleaning company will deep clean the nursery at the end of each day. PPE will be used by staff and cleaning contractors when cleaning resources and the setting.
- Equipment allocated to individual children, such as a pencil case with resources for each child.
- No toys to be brought in from home.

Children will be limited to a maximum of three using the bathroom areas at a time, an adult will be accompanying children to the bathroom to ensure that hand washing and cleaning procedures are followed.

- A member of staff wearing the correct PPE equipment will then clean toilets after every use.
- Risks assessments will take place for staff and children who are medically vulnerable, and for children whose behaviour may compromise the health and safety of others in their groups.
- Soft furnishings and some toys have been removed, that are not easy to clean in line with government guidance. Other resources and toys have been selected for the children to use that are easy to clean, or can be used individually.
- We will be using the outdoor space as much as possible as being outdoors reduces the risk of transmission.

- Supervisions and training with staff on returning to work and additional support provided if necessary.
- Risk assessments have been conducted and updated in-line with new guidance and adaptations have been made where necessary.
- We have updated our policies and procedures in line with government guidance and local council advice.
- Parent, carers and visitors must not enter the setting without prior arrangement, and must follow hygiene measures in place.
- In the case of a local lockdown, or a positive confirmed case of covid-19 that resulted in a full or partial closure of the setting, we would liaise with Public Health and Wiltshire council for advice on guidance, and share with parents and staff accordingly. Please note that this may mean that only children of key workers, or who are vulnerable would be able to attend if the setting was partially closed. If this happened, or the setting was closed fully we would do our best to support families as much as possible to find other childcare provision where possible.
- We are kindly requesting that parents **do not** use the school car park, but instead use one of the car parks in the village and walk to Busy Kids following social distancing guidelines. If you park in the car park you will be asked to move your car immediately.
- Parents must only enter the site using the large gate to the car park, and parents must not enter the playground under any circumstances. Parents to be aware that the staff from the school will be using the car park so to be alert to cars entering and exiting the car park.
- Only one parent will be allowed on to the site to drop off and collect children.
- Due to a set designated area for children to be dropped off and collected now being in place, parents must ensure that contact and discussions at these times are minimal. If there is anything you need to discuss about your child please contact the setting by phone to discuss further where a member of staff can give you more time for this.
- Parents must wait in the designated area, and follow signs and information, including set markers on the floor to ensure that social distancing is followed at all times.
- Parents must not congregate in groups at any time in the car park or outside of the car park.
- If you are going to be late, or early for your child's drop off or collection, please can you ensure that you contact us so that a member of staff can come out and meet you and your child to take them into the setting.
- Parents must not enter the setting, unless by prior arrangement or in an emergency.

- Parents to provide a packed lunch, we will not be offering a hot lunch at the present time but this will be under review.
- Parents must provide a packed lunch for your child which **MUST NOT** contain nuts, this is our policy due to a nut allergy within the setting. This includes peanut butter and cereal bars that may contain nuts, as well as any other product that may contain nuts.
- Please ensure that your contact details are up-to-date and we have been informed of any changes to phone numbers, addresses, permissions and emergency contact details including anyone who has permission to collect your child. As well as any allergies and medication including inhalers for asthma, and any dietary requirements.
- If your child is unwell, or a member of the family/household displays covid-19 symptoms they **must not** attend Busy Kids, and should follow incubation and isolation periods.

Parents must abide by and follow procedures and guidelines at all times. We reserve the right to refuse admission / send a child home if they are not complying with set policies, procedures and guidelines.

We will be sending further information out next week for new children, and for all families regarding key groups, room news and any other information you may need.

In the mean-time if you have any questions, or anything you wish to discuss please contact us on the usual number or e-mail address.

Kind Regards

Michelle, Karen and Judi

