



Dear Parents and Carers,

Friday 17th July 2020

I write to you to set out the arrangements we have made to open Busy Kids for holiday club from Monday 27th July 2020.

Before I set out these arrangements, I would like to take this opportunity to thank parents and carers for their understanding and cooperation since we had to close from the 27th March 2020 and since re-opening to limited families from 1st June 2020. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs or disability, or if you are a single parent.

As a setting we are in the process of **carefully planning** for the reopening of holiday club from 27th July until 27th August. 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.

Every setting in Wiltshire is different and, although each setting will be following the same guidance, how this is enacted safely will look slightly different according to context.

In the meantime, here is some useful information that can be shared with you now and will help you and your child prepare for holiday club at 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 open 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 for holiday club. 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/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

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 7 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 7 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.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

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 one of the groups, or the whole setting may be advised to be sent home and nursery to be closed.

Tests are now available for under 5 year olds, parents must speak to their GP first 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 during the holidays, if your child will be attending multiple settings please contact us immediately to discuss further, as you may be asked to choose one setting to attend over the holidays. 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 for holiday club, 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 holiday club

- 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.
- We will continue to keep the children in consistent groups with as much consistent staffing as possible, and will ensure that contact with other groups around the setting is minimised as much as possible.
- The two groups will have designated areas inside that has been divided, with different entrances. They will also have separate allocated toilets, separate gardens and areas on the school playing field to reduce the risk of children mixing groups.
- There will be designated waiting areas for each group where 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.
- 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.
- PPE will also be used when cleaning is taking place.
- There will be regular cleaning of resources and equipment, and the nursery will be deep cleaned at the end of each day by a contracted cleaning company.
- Equipment allocated to individual children, such as a pencil case with resources for each child.
- No transfer of equipment between home and setting other than lunchbox and drinks bottle.
- Children's toilets will be split for red group and yellow group, and only one child will be able to use the bathroom at a time with an adult from their group, including when hand-washing.
- 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 and school field 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 to what would be a normal day and routine for children who attend Busy Kids for holiday club.
- Updating of policies and procedures in line with government guidance and local council advice.
- Regular contact with families to ensure effective communication regarding re-opening of Busy Kids for holiday club.
- 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.
- Only one parent will be allowed on to the site to drop off and collect children.
- Due to different designated areas 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 areas, 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 must provide a packed lunch for your child which **MUST NOT** contain nuts, this is our policy due to nut allergies. 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 changed to phone numbers, addresses, permissions and emergency contact details including anyone who has permission to collect your child. A 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.

Group information:

The staff and children will be split into two groups. We will endeavour to ensure that mixing of the two groups does not occur or is as minimal as possible.

Red group will be looked after by Shana, Ellie, Abi, Beth T and Sabi.

Red group will line up by the large gate closest to Busy Kids that connects the car park with the playground.

There will be signs, arrows and markers on the floor for you to follow and stand on and wait, ensuring social distancing measures are in place and can be followed. The children will need to wait behind the markers until a member of staff opens the gate to let the children in. A member of staff will meet you at the gate and hand sanitiser will be offered to the child and parent before directing your child into Busy Kids. A member of staff will then take your child into Busy Kids using the front entrance. On entering the building all children will wash their hands before being able to play. The children will wash their hands before and after activities, before and after snack and meal times, before they go to play outside and upon re-entering the building after outside play times. As well as when toileting, and before they leave to go home. Hand sanitiser will also be available throughout the day. During the day the children will take part in a welcome time, adult and child led activities focusing on the children's interest and different topics. They will be able to join in with activities including painting, playdough, sand, water, small world, construction, role play, games, and as much outdoor play as possible. The children will be able to use bikes and scooters and any equipment will be cleaned after use or at the end of the day. Busy Kids will provide a morning and afternoon snack. Parents are asked to provide a lunch box for their child and a drinks bottle which we will fill up throughout the day. At the end of their session a member of staff will bring your child to the main entrance and will then be directed to their parents who must wait in line behind the markers in the designated waiting area by the gate. This time will need to be minimal to ensure that waiting times are reduced and gatherings of groups are minimised as much as possible. We thank you for your co-operation with this.

Yellow group will be looked after by Bethany G, Lucy, Debbie and Sam.

Yellow group will line up along the border of the outdoor learning area and playground to the right of the car park in-line with the fence next to the footpath. There will be signs, arrows and markers on the floor and on the trees for you to follow, stand behind and wait ensuring social distancing measures are in place and can be followed. The children will need to wait behind a marker until a member of staff comes to meet you at the waiting area and sends the children into Busy Kids using the rear entrance, where another member of staff will be waiting at the small gate into the Busy Kids garden. Hand sanitiser will be used before taking your child into Busy Kids and will be offered to the child and parent. On entering the building all children will wash their hands before being able to play. The children will wash their hands before and after activities, before and after snack and meal times, before they go to play outside and upon re-entering the building after outside play times. As well as when toileting, and before they leave to go home. During the day the children will take part in a welcome time, adult and child led activities focusing on the children's interest and different topics. They will be able to join in with activities including painting, playdough, sand, water, small world, construction, role play, games, and as much outdoor play as possible. The children will be able to use bikes and scooters and any equipment will be cleaned after use or at the end of the day. Busy Kids will provide a morning and afternoon snack. Parents are asked to provide a lunch box for their child and a drinks bottle which we will fill up throughout the day. At the end of their session a member of staff will bring your child to the designated waiting area by the car park to handover your child. Parents will be asked to line up behind the markers and wait for your child to be directed to you. This time will need to be minimal to ensure that waiting times are reduced and gatherings of groups are minimised as much as possible. We thank you for your co-operation with this.

Please encourage your children not to bring any toys or items from home other than their lunchbox, drink bottle and bag (if needed)

What the children will be doing:

We would like to assure you that we want the children that attend holiday club at Busy Kids have a positive experience, therefore we would like to share with you how this will look in terms of what the children will be doing.

Throughout the day a range of activities will be provided including welcome time, stories, singing, role-play, construction, small world toys, maths and creative activities. The children have all been allocated a named and labelled peg for their lunch box and a bag if necessary, a named and labelled drawer and a pencil case with their own resources to use, the children will be encouraged to use their own pencil case and not to share these items. Other resources that may be shared will follow strict cleaning methods throughout the day, books and some toys will be used on a rota system. We will encourage children to use individual trays for certain activities and ensure that all resources available are shared as minimally as possible but cleaned rigorously after use. Outside play will be encouraged as much as possible; the groups will have their own gardens that they will be able to access throughout the day. They will have separate allocated space for each group on the school field, there will also be set times for each group to use the playground. Any resources used will be cleaned throughout the day. The staff will continue to follow the Early Years Foundation Stage Development Matters Framework to ensure that all children under 5 can access activities across all seven areas of learning as much as possible, and therefore will continue to plan activities using this and based on the children's interests. Children who are over 5 will be provided with a wide range of age appropriate activities. The staff will encourage the children to help to plan activities that they would like to do based on their individual interests. At the end of every day a thorough deep clean will take place including door handles, floors, tables and chairs, all units and surfaces and toilets.

Meal times:

All children need to provide their own lunchbox and drinks bottle.

We are unable to heat food up so please ensure that your child brings a suitable lunch.

During snack times in the morning and afternoon the children will remain in their individual groups and will be offered a variety of healthy and nutritional choices in the morning such as fruit, yogurts, vegetable sticks, dips, breadsticks etc.

Please do not hesitate to contact us if you have any questions

Best Wishes

Michelle and Karen