

The Saplings
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Dear Parents/Carers and families,

Welcome back, we have really missed you. We have put together a letter explaining the procedures in place for your safe return.

We do ask that if your child usually attends more than one setting; nursery, pre-school and / or childminder, that you limit the number of settings where possible, to enable their 'bubble' of contact with others to remain as small as possible helping prevent the possible spread of the virus between settings.

We wanted to let you know and explain some of the plans and working procedures that we have put in place at The Saplings, in order to reduce the risk as much as possible for the children, to you and to our team. We are asking for your support in following these plans and procedures to help keep everyone as safe as possible.

You must understand that with all the best methods and practices we put in place it is impossible for young children to socially distance from each other and it will be difficult to keep them 2 metres apart from each other at all times. If your child needs a hug we will give them one but we will use common sense at all times. The guidelines do not recommend staff wearing PPE, other than personal care routines and snack/meal times as we have always done and continue to do, however should your child become ill during the session a staff member will move your child to a quiet area and the member of staff present will wear PPE, as recommended, until the child is collected, exercising judgement for the highest standard of safety and cleanliness as possible.

Dropping off and collection of children, unfortunately we will not be allowing parents into the building at this time and therefore will need parents to drop their child off from a door that leads to the outside, therefore we will continue to use our garden entrance where a member of staff will greet you, we have also installed a doorbell. Please note that we are aware that there maybe an exception to this, for example to help a child settle, this can be discussed with us as the welfare and well-being of your child will always be taken into consideration.

If you wish to speak to your child's keyperson at any time please contact them via Tapestry and/or email and the staff member will contact you.

Trustees:

Aygul Garifullina
Hannah Jackson
Charlotte Hart

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Registered Charity Number 1139216

We will be asking only one parent to bring their child to the setting, staff will be adhering to the 2m distancing rule. If a parent is unwell, high risk and /or shielding a family member they should not be dropping off a child.

Please take note of the new flexible drop off/pick up times, if your start time is usually 9.15am we will be open from 9-9.30am for an open flexible drop off and again if you usually collect at 3.15pm pick up time will be 3-3.30pm, please ring the doorbell. Please also social distance from other parents and avoid gathering in groups whilst waiting at these times and also take extra care whilst using this entrance.

We hope this flexible approach will help with the new school times for siblings at Birchwood Primary School.

Unfortunately, attending day swaps will not be available so we keep a repeating pattern 'bubble' of children and staff on the same days.

Outside play will be encouraged as much as possible, there is lots of research that shows that the risk of transmission reduces when people are outside. Please ensure that your child has the appropriate weather dependant clothing and that the coat and shoes your child is wearing for nursery are easy for them remove/put back on by themselves wherever possible to help independence and therefore minimise the risk of transmission.

The staff will be ensuring that the children's bags are stored separately so please pack essential items only and clearly label all items including their bags. If sun lotion is required please apply this before you bring your child in the setting.

We would be grateful if you could ensure that your child does not bring any toys in from home this includes any comforters they may have unless essential for your child's well-being.

Accident/incident forms.

We will be transferring to the use of the online tapestry care form for accident/incidents reporting, rather than using the handwritten paper copy. Your allocated member of staff will advise you of any accidents/incidents that may have occurred and you will then receive an email notification for you to read.

We will of course be continuing with the regular hand washing with warm soapy water as we are currently all doing, in respect of coughs and sneezes the same advice continue to apply; Catch it, Kill it, Bin it! Ethos and this applies to all staff and children.

We will be completing a thorough and robust cleaning schedule on a daily basis to ensure that we reduce the risk of possible transmission.

If your child becomes ill whilst they are with us, the usual system applies, we will move them to a quieter area of the setting and call you to come and collect them. We will advise you to call 111 to seek further medical advise. If your child is showing COVID19 symptoms they will be unable to return to the setting for 14 days and / or until you and your family are symptom free or they have had a negative Covid 19 test completed. There will not be a refund issued for these missed days Please ensure that all contact details are up to date.

Please we aware that we are following the guidance from the Government regarding us engaging with the NHS Track and Trace process in the response to infection within the setting.

We understand that this is a concerning and uncertain time for parents/carers and staff alike, which is why we are following and working with the guidelines set out from the Government, as all settings will be doing. This will minimise the transmission risk to all who attend the setting and we appreciate your cooperation with all the changes and restrictions we are applying as outlined above. We will reflect on our practice on a regular basis as we are aware that some decisions we make may not work and new ideas and way of doing things may work better, please bear with us and talk to us, we all want what is best for everyone involved.

Please be assured Safeguarding is paramount in all of this and will always remain our priority for all involved.

We will of course remain up to date with Government and Health and Safety advise at all time and advise you of any changes, please follow the links below for further information.

We have a setting policy for COVID19 which is available, please go to the link to read in full.

We are looking forward to welcoming your children back to The Saplings and, as always, our aim is to have fun in a safe and caring environment and we want to make their experience with us as 'normal' as possible for the new term ahead.

Please take care and look forward to seeing you soon,

Kind Regards

Rachel and The Saplings Team

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protectivemeasures-in-education-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrensocial-care>