

# Guidance for parents from September 2020



*Please note this guidance may change in keeping with any new government guidance on what is required from Early Years setting to keep your children safe*

## Welcome to St Michael's Family Centre

*Dear Parents*

*It is great to be able to welcome you into the St Michael's Family Centre family, we hope that you will enjoy your time with us. It is important to us that you stay safe and well during your time with us therefore, please read this booklet and follow our guidelines.*

*The government have issued guidance to support all schools and early years' settings to re-open for all children from Sept 2020. It states that all schools and early years' settings must comply with health and safety law which requires us to assess risks and put in place reasonable controls and measures to keep all children, staff and visitors safe and well. Schools and Early years' settings have been asked to review their health and safety protocols and put in plans for the Autumn Term.*

*Essential measures include:*

- The requirement for any person that feels unwell or is ill to stay at home*
- Please notify us if you or your child feel unwell with symptoms of COVID 19*
- Ensuring robust hand washing is in place*
- Enhanced cleaning arrangements are in place*
- Formal consideration of how to reduce contacts and maximise distancing between those in the Family Centre wherever possible*
- Minimise potential for contamination so far as reasonable and practical*

*How will this be achieved?*

- Grouping the children as much as able and practicable*
- Avoiding un-necessary contact between groups of children and other adults*
- Arranging rooms and resources to allow ease of access and frequent cleaning*

*I hope that this booklet will provide you with the information you require about your child's return or start with us. There may be changes over time which will be communicated to you, in the meantime if you need more information please, contact us.*

*We are looking forward to welcoming you soon*

*Jeanette and the team*

### Information For All Parents

This guidance is for parents so you understand what the next phase of early education will look like at St. Michaels. In the guidance, there is important information regarding meals, early education and childcare provision for our children as well as specific information for those returning.

**Parents of children returning/starting - IT IS CRUCIAL THAT YOU READ THIS AND ARE ABLE TO ACT ON ALL THE REQUIREMENTS BEFORE BRINGING YOUR CHILD TO the Family Centre**

#### **Do I have to send my child back to the family centre?**

No. It is your choice. You can make the decision based upon the DfE guidance for parents and the information available:

The Government are keen for children to return to early years settings however it is your choice. We will be encouraging social distancing where possible, good hygiene practices and regular hand washing throughout the day.

#### **Will there be breakfast and/or after-school club for school aged children?**

Currently the government guidelines are that we should only provide breakfast and/or after-school club for **ONE** school within walking or cycling distance. Therefore we will only be providing this service for children attending St Michael's School. This will be reviewed after October half term or as government guidance changes.

**Note:** We are also seeking support of parents and will be asking for the first part of the Autumn term 2020 – that **all children only attend 1 setting** (as recommended by government guidelines)

#### **Will my child be with their normal keyworker and group?**

We hope to be able to keep children with their key-worker and in the same key group however, some of the children will be moving into different rooms as they are older. Each room will have their own key-staff as normal, the intention this is will be an adult that your child is familiar with and used to.

#### **Will my child be with their friends?**

Children will be in key-group 'bubbles'. Each bubble is likely to be between 6 and 16 children, dependant on the age of the child and the room they are in. This means that your child should be with their friends.

#### **Will I be allowed into the family centre?**

- Yes we are allowing parents into the centre to drop off and collect their children however we would ask that you follow the provided guidance
- Only one parent at a time to come in – **wash your hands** or use the hand sanitiser provided before entering the main part of the centre
- Do not touch anything while in the centre unless it is essential
- Avoid staying for any length of time – drop off your child and go (it is essential that we maintain a 2 way flow of information with you as parents therefore please use Tapestry or if you need a prolonged discussion with your keyworker make an appointment to allow this to happen safely)
- We are also allowing visitors provided it is safe to do so (note each person/situation will be risk assessed)

### How will the children arrive at/leave family centre?

#### **We intend to have a 1 way flow for parents and children therefore we ask that:**

- Please park considerably to avoid overcrowding. Please park further up the road and walk to the family centre if possible.
- Only 1 parent to bring or collect your child **No Siblings** (if un-avoidable they should be strapped in a buggy or kept in arms and carried – Note at Saddlebow Road for older children Lynn will watch them for you)
- **Saddlebow Road:** Parents to arrive at the main door at booked/allocated time where they will be let in 1 at a time to allow social distancing at the entrance, in the corridor area and rooms
- **Church Lane:** Parents arrive at allocated entrance and time where they will be let in 1 at a time to allow social distancing at the entrance, in the corridor area and rooms
- Parents to stand 2m apart with their children if they need to wait to be let in
- Please **wash your hands** or use the hand sanitiser provided in the reception area before coming in to the main part of the family centre.
- Try to avoid touching anything in the centre
- Parents to say goodbye to children at the door to the child's room and not enter the room unless it is the essential and
- Saddlebow Road: Then parents to leave via the fire exit door at the end of the corridor (the handles are cleaned regularly to minimise cross infection),
- Church Lane: via the main door that you came in please be mindful of other parents trying to enter and exit.
- We ask that Parents do not gather or wait at entrances after drop off - we will ask you to move on.
- We ask where practicable parents do not bring other children into the centre
- Children will be supported to wash their hands as they arrive in the room and before going to play.
- At the end of the day we have as far as practicable rota's pick up times to enable parents and children to leave safely and maintain social distancing. Again we ask that you move on quickly to avoid crowding when collecting your child.



### Will children be made to keep a 2m social distance?

- We will encourage the staff/children to maintain sensible distancing in each room by encouraging children to play alongside others with resources and materials. We will try not to mix children with other groups during the day unless it is safe to do so. Government guidance states that it may not be possible for younger children to social distance and they can mix with the children in their room.
- We have separate, toilets and wash basins in each room. Outside exits from the room will be used to access the garden area as normal.
- We will have a 'one-flow' system inside family centre so that we do not need to pass closely in corridors.
- We encourage **Only 2 children** to be in the toilet areas at a time.

### How will out-side play-time work?

Each group will be given a separate time for outside play. Children will not normally be able to mix with children from other rooms/groups/bubbles. We will have a number of safe activities for children to choose from outside.

### Will my child be expected/able to wear a face mask?

Current Government guidance has advised that PPE **is not needed** for children or adults for general use in early years settings. This is because face masks can cause more cross contamination due to children constantly touching their own masks and also where masks are taken on and off and left on surfaces. Adults may wear PPE when administering first aid and during intimate care or if there is a need for prolonged close contact.

**Will my child have to wear specialist clothing?**

Children should wear sensible clothes which are easy to wash, dry and iron (remember they will need to keep shoulders covered during the summer months). We expect all children and staff to wear clean clothing each day to prevent the risk of cross infection. Note we are not able to administer sun cream therefore you must apply a long last high factor sun cream before your child arrives.

**Will the routine be back to normal?**

We hope to keep the routine as normal as possible and the children will be in the same room whenever practicable, every day. We will add in additional time outside for activities where the weather allows. You should not notice too many changes as we want it to appear as normal as possible, for our children however, we will be limiting and changing our resources on a rota basis. With resources being deep cleaned between use in keeping with government guidelines. For the older children some of the time will be spent focusing on the emotional aspects and experiences of lock down if needed. Children will be expected and supported with more handwashing as part of the normal routine and day.



**Will my child be able to eat lunch with their friend?**

Lunches will be eaten in Wise Owl room (Saddlebow Road) or the Tawny Owls (Church Lane) which will be cleaned both before and after lunch. The children will sit with others from their room. The children will washing their hands before and after lunch as normal. After the children have eaten, they will go back to their normal room or outside to play.

**What will happen if my child gets upset?**

The staff in each room will use their judgement about getting close to children and use PPE when needed. Although there will not be as much contact as before, we would never leave a child in distress. Therefore, as needed children will be given cuddles and other forms of reassurance by staff in as safe way as possible.

**Can my child bring in toys from home or comfort items?**

No children should bring in toys from home we would prefer the children to **only use** the toys provided by the Family Centre – however, we accept that some children need familiar items to support transition to help them to feel safe and valued. In such cases if possible could you provide an item that can be labelled and left at the Centre – if this is unavoidable then the item should left in the child's bag. Note blankets and other cloth items must be freshly washed/clean before bringing into the Centre and will only be given to your child if they become distressed and staff are not able to console them.

**What happens if a child becomes unwell?**

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If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

For any child that shows the symptoms above, and awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with a familiar adult for supervision and emotional support. A window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they will use a separate toilet area. This area will 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, we will call 999 if they are seriously ill or injured or their life is at risk. We are advised not to visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, 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](#).

For all other illness the normal procedures will be followed in keeping with government guidelines.

Please note we are aware that children often have colds and as such parents should keep their child at home until they are well enough to attend nursery (please seek guidance from 111 or your GP as needed).

### **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 group within their childcare/early education setting should be sent home and advised to self-isolate for 14 days. The other household members of that 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 us of 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 group. The settings will be observing guidance on infection prevention and control, which will reduce risk of transmission, therefore closure of the whole setting will not generally be necessary.

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**Is it totally safe for my child to attend?**

We cannot guarantee that your child will not become ill, or that we can totally eradicate cross infection. This is just the same for any public space such as supermarkets etc. However, we have trained our staff, followed all of the safety advice, provided the resources for staff to use and make it as safe as possible. We are reviewing procedures each day/week and monitoring our systems to make sure staff are adhering to them. Only you can decide if you would like your child to attend the family centre.

**What will be lunch provision?**

**Saddlebow Road only - Parents will be able to choose either to provide a healthy packed lunch or a hot meal that will be prepared in our kitchen – Church Lane you will need to provide a packed lunch as normal. Note we are not able to reheat any food at the current time owing to restriction imposed.**

All children will use separate plates, utensils and drinking cups each day which will go through the dishwasher daily.

The children will be provided **as normal with a healthy snack and either milk or water in the morning/ afternoon.**



**Behaviour expectations of children**

It will be vitally important that children do not put other children and staff at risk. We will spend time supporting children with handwashing and other routines as needed on return to the family centre.

**We will promote:**

- 😊 **Follow instructions on social distancing as appropriate to age and stage of development**
- 😊 **Telling an adult if I feel unwell**
- 😊 **Follow good hygiene rules: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);**
- 😊 **Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser;**
- 😊 **Not bring things/toys into centre from home, or take things home from setting**
- 😊 **Only use the resources and equipment provided by the family centre**

All the guidance in this booklet is subject to change and review as required. I hope you find it helpful and informative to enable you to make decisions based on what you think is best for your child. I also hope that it helps you to feel confident that all staff in centre are working hard to ensure it is as safe as possible.

Please get in touch if you have any queries or issues we can help with.

Please note that you will receive a separate email to confirm your child's place and allocated start and end time.