

COVID – 19 REOPENING POLICY AND PROCEDURE - PHASE ONE – JUNE 2020

Due to the COVID-19 Pandemic that is ongoing Carousel Nursery School has put into place the following policy and procedure to protect, families, children, staff, and visitors from the potential spread of the virus. This must be adhered to 100 percent and there is no room for adaptation and is to ensure smooth operation of the setting, providing childcare to families most in need.

We will update the policy as and when any government guidance changes and/or if anything changes for the setting to continue to ensure the safety of everyone is paramount.

NOTE this is pending any decision made before June 1st by the UK Government about schools/setting reopening.

CHILD'S CARE ROUTINES ETC

If your child's care routine, allergies, needs, dietary requirements, sleep times etc have changed or anything else we need to know before they return to nursery please email it to us by Weds 27th May so that we can update their records here and meet those needs.

OPERATIONAL HOURS/DROP OFF AND COLLECTION TIMES

The nursery will be open 8:30am to 5pm until further notice.

These times will be in place until you are notified otherwise and are to ensure the smooth operation of the nursery and allow time for extra cleaning procedures on top of the normal daily duties already in place.

Children can be dropped off/collected at any time within the opening times depending on what they are booked in for (please still stick to your child's sessions IE if they come 9-1pm) unless they have recently changed. We are trying to avoid a mass of people coming/going all at once.

Please take note that the procedure when dropping off/collecting will take longer than usual so please allow time for this. Everyone coming at the same time will mean the wait time will potentially increase.

CHILD DROP OFF AND COLLECTION

No one will be entering the building except those children attending.

Drop off and collection will take longer than usual so please allow yourself enough time to do so.

Before entering the building, all children will have their hands sanitised at the sanitiser station in the nursery forecourt, once inside children will wash their hands as normal whenever toileting, potty training and eating food both before and after.

Only one family will be able to be in the forecourt at a time, when waiting to enter the forecourt please queue along the side of the nursery forecourt wall and around the side of the building on the right hand side of Nelson Avenue maintaining a minimum distance of 2m apart to the person in front of you at all times.

When families exit the forecourt we ask that you stay distanced by moving toward the road side of the pavement from those still waiting to enter through the gate and use the left side of Nelson Avenue furthest away from the building if that is the way you need to go.

Before children leave at the end of their session, they will have their hands sanitized again and we ask that you wash their hands with soap and water as soon as they get home.

All belongings will be sent home daily with your child.

CLOTHING/SPARE CLOTHES

When attending the setting all children must wear clean clothes every day they attended, however shoes, hats, coats can be re-worn daily. In addition to your child's backpack you need to provide a labelled bag that is large enough to fit these items in.

Your child still needs to bring in their backpack daily with the appropriate amount of spare clothes to change into if they get wet, dirty or have a toileting accident. Child WILL NOT be able to wear nursery spares. If they DO NOT have spare clothes, they will not be able to attend that day until they have some provided.

Clothing needs to be kept inside a sealed bag (within the backpack) to avoid any contamination.

NAPPIES AND WIPES ETC

BABY GROUP (0-2) will still be used from their baskets that are here on site. If your child has gone up a size or two, please provide new nappies. (An email was sent if you need more because we have none on site).

TODDLER GROUP (2-3) will need to continue to pack these in their bags daily and this will be sent home daily. *Take note parents of children who might have turned two while in Lockdown that in this group children do not have baskets anymore and all belongs come in their bags.

PRESCHOOL GROUP (3-5) if for any reason your child is not toilet trained and did have pullups on site you will need to provide new ones and take them home daily.

MEALS

We will not be able to provide any food as a setting until further notice.

LUNCH/TEA - LABELING

All food items entering the building that you wish your child to consume MUST be clearly labelled with their initials and whether it is for breakfast, snack am/pm lunch or tea.

Remember that having an ice pack in your child's food bag is essential.

BREAKFAST

You can either give your child breakfast at home or provide it for the nursery to prepare when they arrive.

SNACKS

In addition to their lunch and tea please provide a small snack for your child to have, snack times are generally 10am and 2pm daily.

GARDEN

The nursery garden just as it would normally will be used frequently rain or shine throughout this phased reopening and as an extra space for the children in our care, this will not only provide extra space to keep children as separated as possible but also continue to provide them with fresh air and exercise daily. Please provide the appropriate clothing depending on the weather.

SUNCREAM

Please put sun cream on your child before they attend and follow the local weather to see if you need to do this. Remember we have a shady shelter in the garden and children will be out for a minimum amount of time to avoid burning on hot days, however we currently cannot re-apply any sun cream at present in the setting.

COMMUNICATION

As staff we be fulfilling different roles to ensure safe and smooth-running, answering of the telephone will be limited, therefore we ask that you use the nursery email as your primary point of contact and we will respond to people based on the level of need and urgency to your enquiry.

We will continue to contact and inform parents via Email, Facebook, Xplor home App and via telephone. We will prioritize all urgent/emergency matters via telephone first and foremost.

SOCIAL DISTANCING OF CHILDREN/EXPECTATION

Children will be encouraged to social distance where possible however the expectation of children 5 and under is simply not realistic, so children will have contact with one another at some point in the day including the staff.

Separate age groups and groups of children within these groups will be managed in a “bubble” and children will be kept where possible with same practitioners throughout any one day. This will help minimize contact with others.

OPERATING IN A SOCIAL BUBBLE

In line with new guidance both children and staff members will be in a “social bubble” when the Nursery reopens June 1st. This means, staff will be posted with the same children throughout the day when they attend and children will be with the same children during this time too.

This is to minimise the amount of people your children have contact with from other households while in attendance with us.

As per the guidance children that show symptoms of suspected COVID-19 will be sent home and need follow the current guidance which could include the child being tested.

The other families of children from that child’s social bubble will be informed this has happened, but names will not be shared. It is your decision to continue to bring them in, though fee’s will still be payable.

If the child or adult from the social bubble is told they have to self-isolate then everyone in that bubble will also have to self-isolate, following whatever the government guidance is at the time it, this ensures the safety of all children potentially effected and will need to be followed before they can return to the setting.

This is current at time of setting but please note this advice can change at any time to stay in line with the government guidance.

INDEPENDENCE

Children will be encouraged to be as independent as is developmentally possible when it comes to self-care routines such as wiping nose, bottom. Staff at Carousel will however continue to support them with this and follow our already ridged hygiene practices to keep staff and other children safe after helping children with these self-care routines.

SYMPTOMS

Any and all symptoms will be treated as 100% serious at all times, there is no room for second guessing and while we appreciate some symptoms may be linked to other health/medical reasons we cannot make ANY allowances for symptoms that may be linked to COVID-19. Therefore if your child has ANY symptoms, we will require them to be collected immediately from the setting and for you to seek medical advice. For those who pay you will still be charged fee’s while your child is off (as referred to in our cover email).

Symptoms can be all or any of the following:

- A high temperature
- A new continuous cough
- Loss of or change in their normal sense of taste and smell

Please refer to local guidance about being tested for COVID-19 and how you can access this.

We have upgraded our thermometer to non-contact infrared to record any temperatures accurately.

If any family member in the child's household has any of the symptoms you must inform us immediately and your child will have to self-isolate with the household in line with the current government guidance (please check as this may change daily) with you for the appropriate period of time before returning to the setting.

We will not be giving Calpol etc for temperatures as this may mask the high temperature symptoms, you are able to do this AFTER you have sought medical advice.

If your child is due to go home with symptoms staff with them will be wearing PPE until they are collected and moved to a room on their own (with an adult) which is well ventilated, if they need the toilet or their nappy changed while they are waiting to be collected they will use a separate toilet to anyone else/separate changing area/mat.

PPE Staff will wear is:

- Disposable face mask
- Disposable gloves
- Disposable apron

CLEANING PROCESS

We will continue to be keeping the nursery clean to the same high standard we did before the outbreak. We are however putting additional cleaning processes in place to enhance this.

We will be cleaning the rooms daily after closing at 5pm.

Toys that are used by the children in their groups/bubble will be sterilized daily, and fresh toys will be put out for the following day and rotated in order for toys to have time to dry between use.

All soft toys and soft furnishings will be put away and not used until further notice.

Bedding will be washed daily and changed to fresh bedding the next nearest day your child is in.

Beds/cots will be disinfected after every use.

All high contact surfaces will be cleaned regularly – such as banisters, door handles etc

STAFF SELF PROTECTION

Just like we did before the outbreak all staff wear disposable aprons and gloves when dealing with any bodily fluids and are in the practice of sanitizing their hands every time they come into contact with a child such as changing nappies, toileting, wiping noses, clearing up after meals etc.

We will also continue to wash our hands regularly for times when sanitizer isn't appropriate such as after staff have eaten and after using the toilet, but also if dealing with children staff's hands come into contact directly with bodily fluids (such as snot) or food and are visibly dirty. Ensuring to do so for a minimum of 20 seconds.

Staff will also be wearing fresh clothes daily, will sanitize their hands when entering/exiting the building.