

**COVID – 19 OPERATIONAL PLAN – SEPT 2021**

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% 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.

**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 then please email it to us as soon as possible so that we can update their records here and meet those needs.

**OPERATIONAL HOURS/DROP OFF AND COLLECTION TIMES**

The nursery will be open 7:30am to 6pm. (630am/7am service is bookable)

These times will be in place until you are notified otherwise (such as if another lock down is announced) 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.

**CHILD DROP OFF AND COLLECTION**

From Sept 2<sup>nd</sup> 2021 parents will be able to once again enter the building. We advised that you wear a face covering when entering and exiting the building and using the communal hallways to access your child's room. This is to control the spread of COVID-19 within the building.

Please remember to maintain 2 meter distance where possible from each other.

Before entering the building, children and adults must use the hand sanitizer, not only does this help control COVID-19 but also reduces any bugs in general. Once inside within their group children will wash their hands as normal whenever toileting, potty training, and both before and after eating food.

**DROP OFF AND COLLECTION**

Please arrive close to your child's start and finish time (if they need to go early that is fine), we staff our groups closely to children's booked times and must adhere to our room ratios.

We will be registering all our main parents' fingerprints in the office in Sept which you can use to let yourself into the building until you are registered please ring the door bell and you will be let in.

When entering you can use your finger print on the red scanner. Please DO NOT let anyone else in the building behind you even if you know them.

When leaving you need to use the white switch to exit the building. If unsure, please ask a member of staff. Please DO NOT let anyone else in the building behind you even if you know them.

When entering to drop off your child please take them to their room.

Baby Group and Toddler Parents there is a cloak room located on the middle floor. Please put coats in here on their peg. Then take their lunch bag and their rucksack to the staff in their room to store for the day.

Baby parents take your children to the room on the middle floor.

Toddler parents take your child up the next flight of stairs to the room on the third floor.

There is a sleep room on the middle floor so please be mindful of how loud you talk when passing this room.

Preschool parents take your child to their room this is located downstairs through the first stair gate and staff will support the children in putting their belongings away and let you know if they need to go into the main room or the messy room.

All belongings will be sent home daily with your child please make sure to give yourself enough time to collect these, even if your child is in every day they cannot stay onsite.

### **CLOTHING/SPARE CLOTHES**

Your child still needs to bring in their daily essentials, remembering the appropriate amount of spare clothes to change into if they get wet, dirty, or have a toileting accident. You will be getting a phone call to bring in clothes for your child if needed.

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

### **NAPPIES AND WIPES ETC**

**BABY GROUP** (0-2) pack these in their bags daily and this will be sent home daily.

**TODDLER GROUP** (2-3) pack these in their bags daily and this will be sent home daily.

**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.

### **GARDEN**

The nursery garden will be used as it would normally be (frequently rain or shine) throughout and as an extra space for the children in our care, this will continue to provide them with fresh air and exercise daily. Please provide the appropriate clothing depending on the weather.

### **SUNCREAM AND SUNHATS**

Please still 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 shelter in the garden to create a shaded area and children will be out for a minimum amount of time to avoid burning on hot days, we will be re-applying sun cream after lunch time for those staying at nursery. So please also pack this in your child's bag labelled. If your child starts mid-way through the day you still need to put it on just before they start their afternoon session.

As already mentioned above in the 'clothing' section please provide a labelled sunhat for your child to wear when going outside.

### **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.

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.

### **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**

We are following government guidance on how to keep every child, staff members and adult safe so if your child has any COVID-19 related symptoms they will be sent home following the most current guidance.

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.

Please refer to local guidance about being tested for COVID-19 and how you can access this we will require a PCR test to see if your child tests positive for COVID-19 and they will need to isolate from nursery following the guidance.

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

If at any point, the child's temperature exceeds 38 degrees, a member of staff will contact the parent/carer explaining the situation and requesting that the child is collected from nursery as soon as possible. If the parent has supplied Calpol to stay at nursery then it will be at the manager's discretion whether they feel it is appropriate to give the child some while they are waiting for the parent to collect. This is because it may mask the high temperature symptoms of Covid-19.

**CLEANING PROCESS**

We will continue to be keeping the nursery clean to the same high standard we did before the pandemic.

Toys that are used by the children in their groups will be sterilised often.

Plates, bowls, and cutlery used at mealtimes will also be washed and sterilised.

Your child's bedding is washed weekly (only used by your child) unless it is visibly dirty

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