



Info pack for September 2020

*To be read and completed by parents or carers.
(updated 12.10.2020, updates highlighted)*

13 August 2020

Dear Kindergarten parents and carers,

It gives us great pleasure to welcome you and your child to the new academic year at Laurel Farm Kindergarten. Several parents and children are new to our Kindergarten – a warm welcome to our community.

In this info pack we share details with you about how we are going to open from September and how we will do our best to keep the children, staff and parents as safe as possible. You will notice some differences to the Parent Handbook. We hope that we can go back to the regular rhythm of the day as well as drop off/pick up arrangements as soon as government restrictions change.

We rely on the support of everyone involved to respect and operate within the parameters outlined below. Arrangements are based on the latest government guidelines and you will be informed of any changes. We appreciate that it is a lot of information to take in but nevertheless please read it carefully. There will be an opportunity to ask questions at a virtual parents evening (details below).

Let's work in partnership to keep things as normal as possible for our children. We trust that with your support we can make it all happen. Please feel free to get in touch if you have any questions or concerns.

Best wishes,

The Trustees
Becks, Will, Anne-Marie and Helena

Drop off and pick up arrangements

According to guidance physical distancing at drop off and pick up is still required and unfortunately parents are not allowed to enter the Kindergarten. To accommodate this requirement the sessions will start outdoors in our new enclosed play space called 'The Ark', which is located next to the vegetable patch.

Government guidance now states that parents may enter the setting for settling-in if necessary. Teaching staff will agree with parents how and when a visit would be possible. (edit 12.10.20)

There will be staggered times to minimise adult to adult contact. Claude will let parents know which group they are in before term starts. Please ensure that you are on time.

Drop off by 'The Ark'

Group 1: Arrive at 9:15am, parents off-site by 9:25am

Group 2: Arrive at 9:25am, parents off-site by 9:35am

Group 3: Arrive at 9:35am, parents off-site by 9:45am

Please contact Claude directly if you think your child will find it difficult to separate from you and a settling in process has not yet been agreed.

(claude@laurelfarmkindergarten.co.uk)

Please also refer to our settling in process and first day of Kindergarten section within the parent handbook.

Pick up by 'The Ark'

Group 1: Arrive at 2:15pm, parents off-site by 2:25pm

Group 2: Arrive at 2:25pm, parents off-site by 2.35pm

Group 3: Arrive at 2:35pm, parents off-site by 2.45pm

We kindly ask parents

- that only one adult accompanies each child to Kindergarten
- to respect the usual physical distancing rules during drop offs and pick-ups, with teaching staff also
- to travel to the nursery avoiding public transport wherever possible
- use the provided hand sanitizer upon arrival at the car park
- to wait in the car if they need to wait to drop off or collect their child
- to not enter the Kindergarten indoors unless agreed with teaching staff

Days and times

Claude has created a new rhythm of the day incorporating the protective measures. Although there will be several changes to the normal rhythm the aim is still to create a calm and nurturing environment for the children and make things as normal as possible for them. We hope that our rhythm will return to normal (see parent handbook) once government guidelines permit it.

The rhythm of the day

Monday – Thursday

9:15 – 9:45- Staggered arrival (wipe hands)
9:45 - Walk to the Magic Glade
10:00 - Free play
11:00 - Snack brought from home (wipe hands)
11:15 - Back to Kindergarten (wipe hands)
11:45 – Circle Time
12:15- Lunch (wash hands)
12:50 - Rest
12.55 - Activity of the day
1.45 – Storytime
2:00 – Walk to the Ark
2:15 - 2:45 – Staggered pick-up

Activity of the Day:

Monday: chopping vegetables
Tuesday: drawing
Wednesday: baking bread
Thursday: painting day

Currently there will not be any afternoon sessions. This is going to be reviewed after autumn half-term.

When children arrive please ensure they are in full waterproofs, unless it is warm weather. They will also need to have their fully equipped back pack on which needs to include a morning snack, a water bottle, a hat, hand sanitizer or wipes, hand cream if wanted. A bag with a set of change of clothes will stay at the Kindergarten.

Children may not bring any toys or other items from home please. The exception to this is if the toy is essential for their wellbeing.

Kindergarten appearance

The playroom has been adapted to meet the recommended requirements. All playthings must be able to be cleaned. Therefore, some items and resources needed to be removed. This applies particularly to malleable toys and soft toys that cannot be washed. However, it is not our intention to change the appearance of the rooms so significantly that it might unsettle the children.

Infection prevention and control

The government guidance makes up a '*system of controls*', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. They say when implemented in line with a risk assessment, these measures should create an inherently safer environment for children and staff where the risk of transmission is substantially reduced. It is important that everyone understands that early years children cannot be expected to remain 2 metres apart from one another and teaching staff.

Prevention 1:

- ensuring that no-one enters the setting who shows coronavirus (COVID-19) symptoms, has someone in their household who does or has tested positive in the last 10 days

Anyone developing Covid-19 symptoms during the day is sent home (see FAQs)

Prevention 2:

- clean hands thoroughly more often than usual

All teaching staff and children clean their hands according to guidance on arrival at the setting, before and after eating and after sneezing or coughing. As usual children will be encouraged to clean their hands thoroughly after using the toilet. Where a sink is not nearby an appropriate hand sanitizer is used. All children can bring their own sanitizer or wipes. Children are going to be supported in age appropriate ways. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Parents clean their hands at the car park before entering the site at drop off and pick up. Hand sanitizer will be provided.

Prevention 3:

- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Teaching staff will model and encourage children to sneeze into their armpit or into a tissue. Tissues are thrown into a lidded bin immediately and hands are washed afterwards.

Prevention 4:

- introduce enhanced cleaning for indoors and outdoors using standard products

We have implemented an enhanced cleaning schedule that includes furniture, surfaces, children's toys and equipment. Also, touch points like door handles, railings, light switches and handwashing/toilet facilities will be cleaned and sanitized more frequently.

Prevention 5:

- minimise contact between groups where possible

We encourage parents to limit the number of settings their child attends, ideally they should only attend the same setting consistently.

Prevention 6:

- where necessary, wear appropriate personal protective equipment (PPE)

Teaching staff will not wear face masks on a regular basis. Extra PPE is only needed when a child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained.

Our response to a coronavirus (COVID-19) infection

- 1) engage with the NHS Test and Trace process if there was a positive test result from a coronavirus (COVID-19) test
- 2) manage confirmed cases of coronavirus amongst the setting community and contain any outbreak by following DfE & local health protection team advice
- 3) notify Ofsted

Frequently asked questions:

What are the main Covid-19 symptoms?

Most people with coronavirus have at least one of these symptoms.

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) -
- A loss or change to your sense of smell or taste (anosmia) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What happens if a child shows symptoms of COVID-19 while in Kindergarten?

If a child in the setting becomes unwell with Covid-19 symptoms the parents will be contacted immediately. The child must be sent home and the parents advised to follow '**COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection**', which sets out that the child must self-isolate and the parent should arrange to have a test to see if they have coronavirus (COVID-19). Other members of the child's household (including any siblings) should self-isolate from when the symptomatic person first had symptoms.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

While in the setting the child will be subtly moved away from the other children and cared for separately. Every effort will be made to maintain normality for the child and therefore disposable gloves, apron and a fluid-resistant surgical mask will only be worn if the child requires personal care or close contact. If there is a risk of splashing to the eyes from coughing or vomiting eye protection will be worn. The areas where a person suspected of having COVID-19 has been, including toilets, will be cleaned and disinfected.

The staff member who has cared for the child displaying symptoms does not need to go home unless they develop symptoms themselves. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

~~Other parents will be informed that there is a suspected case in the setting but~~ No further action needs to be taken unless the test result comes back positive. (Updated 24.09.20)

How does testing work if a child or member of staff displays symptoms?

Children, staff members and members of their households will have access to testing if they display symptoms of coronavirus according to government guidance. Everyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Arranging a test for a child is the parent's responsibility. They must inform LFK immediately of the test result.

If someone tests negative and they feel well, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.

If someone tests positive, they should follow **COVID-19: guidance for households with possible coronavirus infection** and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

What happens if there is a confirmed case in the setting?

The local health protection team would guide the staff members through the actions they need to take. Based on this advice it is likely that the Kindergarten would need to close for at least 14 days because the teaching staff and all of the other children would need to self-isolate for 14 days.

Household members of those who are sent home without symptoms do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.

Does Laurel Farm Kindergarten charge parents and carers if the setting needs to close temporarily due to COVID-19?

In the event of a COVID-19 related closure, Laurel Farm Kindergarten will have to continue to charge attendance fees albeit at 50% in order to remain financially viable.



Opening September 2020 declaration

Please complete this form and send it by mail or email to the below mentioned address before 31st August 2020.

I/We understand that only children who are free of Covid-19 symptoms or have completed the required isolation period are allowed to attend the setting.

I/We will closely monitor my/our child and other household members for signs of Covid-19 symptoms in line with guidance (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)

I/We will inform Laurel Farm Kindergarten immediately if my/our child or other household members shows signs of Covid-19 symptoms or have self-isolated in the last 14 days.

I/We understand that I need to be ready and willing to:

- book a test if my/our child is displaying symptoms.
- provide details of anyone my/our child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- self-isolate if my/our child have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms.

I/We will inform Laurel Farm Kindergarten if my/our child health condition changes and it then belongs to the clinically vulnerable or extremely clinically vulnerable category.

(According to this guidance: Who's at higher risk from coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>)

I/We will inform Laurel Farm Kindergarten if I/we have returned from a 'high-risk country' abroad or have been in direct contact with anybody who has in the last two weeks.

I/We understand that it is of paramount importance that teaching staff can contact me/us quickly should my/our child become ill during the Kindergarten day. I/we will ensure to inform Laurel Farm Kindergarten if my contact details change.

I/We give permission for teaching staff to apply hand crème to my child after handwashing as needed. Children need to have their own hand crème in their rucksack. Yes / No

I/We confirm that I/we have read and understood the information provided in the information pack for September 2020 (13 July).

Full Name..... Signed

Full Name of child..... Date

Laurel Farm Kindergarten,
17 Carlingcott, Peasedown St John, Bath, BA2 8AN.
Tel. 07873544146 E: laurelfarmenquiries@gmail.com
Company No. 07540299 / Registered Charity No. 1045469

Other COVID-19-related documents, like risk assessment, amended policies and cleaning schedule, will be published on the Kindergarten's website.

Links to guidances:

Get the latest NHS information and advice about coronavirus (COVID-19).

Incl. symptoms, testing & tracing, social distancing, self-isolation

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Department for Education guidance: What parents and carers need to know about early years providers, schools and colleges in the autumn term

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Coronavirus (COVID-19): safer travel guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Guidance for parents and carers on supporting children and young people's mental health and wellbeing

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

This is the main guidance Laurel Farm Kindergarten works with.

Department for Education guidance:

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Other relevant guidances Laurel Farm Kindergarten works with.

Department for Education guidance (for staff, children attending the setting and parents/carers)

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Public Health England guidance: COVID-19: cleaning in non-healthcare settings outside the home

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>