

Busy Bees Preschool

Guidance for parents on procedures during coronavirus

**How are Busy Bees planning to make things safe?**



* We have completed a full comprehensive risk assessment-this is regularly reviewed.
* Staff and children will wash their hands regularly throughout the day
* There will be increased cleaning of surfaces, shared spaces and resources both during and at the end of the day/week
* Staff will socially distance from each other as much as possible, and there are systems in place to reduce staff contact
* To help minimise contact Bumble Bee & Honey Bee room will operate separately including their own outside spaces- *see below for exceptions*. However please note that there are shared spaces that all children use such as the toilets.
* Children attending 4 o’clock club will be together in Bumble Bee room. Our youngest children, from both rooms, will also spend time together at activity time.
* As from March the staff team are testing themselves twice a week.

Please read through updated sickness policy at the end of this guidance for additional details

**Important things to remember**

**Drop off & collection**

* All children are to use the hand gel provided to clean their hands prior to entering the preschool site.
* Your child will access their room via the side gate and be met by a member of staff at the outside doors to their rooms. Following guidance parents will drop off at the door rather than come inside.
* All families to respect the 2m social distancing measures, there will be markers on the floor to help with this. Face coverings are strongly recommended, when dropping off and collecting your child.
* Only 1 adult may accompany their child into preschool and be allowed in to collect them. Other family members, including siblings, must wait outside. The only exception would be siblings who are too young to be left safely.
* We ask that drop off and collections are staggered where possible to avoid a gathering of people outside the preschool. General drop offs- Mornings between 8.55- 9.10- we understand if this is later due to dropping other children at schools. Afternoon collections will be between 2.45-3pm
* Please be patient at these times if you are asked to wait to come into the preschool

**Additional information for parents**

* There will be no hot lunches at Manor Fields at this time, so children staying all day will be required to bring a packed lunch and a drink.
* Busy Bees will provide snacks and a drink for the children for snack time during both morning and afternoon sessions.
* **Suncream**-All children to have sun-cream applied before coming to Busy Bees if necessary, we strongly recommend the once a day cream, to avoid staff having to reapply.
* If you need to speak to your child’s key person, or the manager, Nikki, about more sensitive or confidential matters we will arrange for you to do this.

**What happens if there is a suspected case at Busy Bees?**

1. The person must follow the self-isolation guidance and be tested. If the test is negative, they can return to preschool
2. Children who have been absent through suspected Covid-19 must contact the setting before returning. Busy Bees will check – that household isolation has been completed, that testing was carried out, that the child is well enough to return (no fever for 48 hrs).
3. Families must follow the latest self-isolating advice for individuals and households including engaging with track and trace services.
4. If anyone, staff or child, has a positive test, advice on next steps will be sought from Wiltshire Public Health team. This will involve a risk assessment and identifying close contact with the individual and therefore who is asked to self-isolate.
5. Parents must inform the preschool, at the earliest convenience, if the child or any member of the immediate family have symptoms, are requiring a test or are self-isolating

Although the staff teams will in their own rooms, Nikki & Emma will need to be available to support either room and children in the toilet area when necessary and are therefore highly likely to have some contact with children in both rooms.

I hope that this information has given you the information you need to understand what arrangements we have made to keep both staff and children safe and we look forward to welcoming you soon.

If you have any questions then please contact the preschool.

**Managing children who are sick or infectious**

**The following additional precautions for Covid-19 shall apply from June 2020 until further notice**

* A stricter approach to sickness will be taken during this time in order to protect other children, staff and our wider community from a potential Covid-19 outbreak.
* It is expected that our families will follow the latest hygiene and social distancing guidelines outside of preschool to keep themselves as safe and well as possible.
* All children and adults entering the setting will be required to use hand sanitiser or wash their hands.
* Children who are unwell **must not** attend and children who display signs of being unwell during the session should be collected as soon as possible. A contactless thermometer will be used to check temperatures where necessary.
* Children who have needed paracetamol or ibuprofen suspensions in the previous 24 hours must not attend.
* If a child becomes unwell during the session they will be isolated from the group and supervised by one member of staff. The member of staff will wear the advised level of PPE (face mask, goggles, apron and gloves). All areas used by the unwell child will be thoroughly cleaned before other children will be allowed to use them again.
* Children must not attend if they, or anyone who lives with them, are showing any symptoms of Covid-19. These include; a high temperature, new persistent cough or a loss of taste and smell.Families **MUST** follow the latest government advice regarding self-isolation, and arrange a test as soon as possible.
* If your child will not be attending pre-school for any reason, we request that you let us know (via telephone or email) no later than 10am on the first day of absence. We will contact families who fail to do this as good communication will be key to monitoring any potential infections and enabling us to follow the correct guidance.
* Where Covid-19 has been suspected, parents must contact the preschool before their child can return. We will check that testing and household isolation procedures have been followed and that the child is well enough to return with a minimum period of 48 hrs without a fever.
* A positive test result should be reported to the manager urgently. The preschool will follow guidance from Public Health England.
* Where children have been prescribed antibiotics or any other new medication, parents are asked to keep them at home for 48 hours before returning to the setting to ensure there are no adverse side effects and the child is well enough.
* Parents are reminded not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.
* All other exclusion periods continue to apply, please ask for further advice or visit <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

Thank you for helping us to keep everyone safe and well.