



Playschool number is: 07827 372960

PROCEDURES FOR DAILY ROUTINE DURING THE COVID-19 OUTBREAK

- ✚ ALL children are to be dropped off at the front door. Parents need to stay at the tape line and CANNOT enter the building. Children should be able to carry their own bags into playschool. The front door will be opened by a member of the team, at 8.45 and again at 9.00 – there is no need to ring the bell.
- ✚ ALL children will be sent to wash their hands-on entry.
- ✚ Lunch boxes will be wiped down with a sanitizer wipe.
- ✚ Door handles and doorbell will be wiped first thing in the morning and after each use.
- ✚ Your child will be reminded to wash their hands frequently throughout the day.
- ✚ We will organise the children to wash their hands prior to leaving the setting and the door will be open at 12.00 for collection and again at 2.45. If you are collecting before 2.45, please ring the door bell.

PARENTS WILL NOT BE ALLOWED IN TO THE SETTING – THIS IS TO SAFEGUARD ALL CHILDREN AND TEAM MEMBERS.

PARENTS OF NEW CHILDREN WILL BE GIVEN ACCESS TO THE SETTING BUT TO MINIMISE ANY RISK TO MY TEAM, CHILDREN AND YOURSELF, PLEASE CAN I ASK THAT ONLY ONE PARENT ATTENDS THE SETTling IN DAY.

- If your child shows any signs or symptoms of the virus – **DO NOT** send them in.
- If you child is unwell at all – **DO NOT** send them in.
- If your child begins to show signs or symptoms, however mild, during their time with us, we will isolate them and ask for you to collect them and they will not be able to return.
- Should your child have an accident at playschool, Mrs. Pratt or Mrs. Peate will complete the accident form on Family so you are made aware prior to pick up.

These measures may appear extreme, but I have a duty of care to my team, your child and myself. Thank you for your co-operation.

PLEASE DO NOT STAND NEAR THE FRONT DOOR – ALL PARENTS SHOULD REMAIN AT THE TAPE LINE.

If you have any questions, please do contact me. Liz.