



ABC-XYZ Childcare Ltd

SEPTEMBER 2020 RE OPENING

Dear Parents/ Carers,

We are delighted to finally be able to give an update on our re opening plans for September 2020. Our full team of staff will be returning and are very excited to be able to see you all again. We appreciate you will have many questions, so have tried to address as many as we can, so please bear with us!

As you can imagine, since the government guidelines were issued to schools and out of school settings on 10th July, we have been working tirelessly to review our procedures for running the sessions, to ensure the highest standards to safety of all the children and our staff. We have taken advice from all the Head Teachers at the schools in which we operate, as well as Dept. for Education and other settings. A link to the the D F E guidelines for OOSCs is included at the end of the newsletter and we have highlighted the specific measures for wrap around care for your information.

NB A children or staff exhibiting Covid 19 symptoms, or in a household with someone exhibiting symptoms MUST NOT attend to ABC breakfast Club or XYZ After School Club. Should a child become unwell with suspected Covid 19 symptoms during their session we have clear guidelines for their isolation and will expect parents/ carers to collect immediately. See attached flow chart for further information.

So how will it look?

To start with everything will be streamlined. There will be no table clothes and everything will be stored carefully to ensure it is easy to clean. All surfaces – tables, benches, toys and games will be cleaned at the end of each session. There will be no soft toys or soft furnishings such as rugs or cushions and the children will be discouraged from sitting on the floor.

How will social distancing be implemented?

The dining hall, where we are based, will have tables set out as they are for schools use.

Each year group will have an allocated table/s for the children to sit at.

The staff will be allocated a team to support specific year groups. These teams will be maintained across Breakfast and Afterschool Club with the same members of staff, wherever possible, thus ensuring consistent groups of children and staff across the week. Each team will have dedicated staff including a manager and at least one trained first aider. All our staff will be expected to keep 2m apart from other members of staff and from the children as much as possible, however the younger children who may require closer contact.

These teams will have clear allocated areas of the dining hall and shall not mix with the other teams at any point. This will mean, unfortunately that siblings in different year groups will not be able to play together. We appreciate this may cause some concern, however our well trained team of staff will ensure it is managed accordingly. All staff will be receiving full training before they return to work.

Handwashing - How will this be managed?

All children and staff will be expected to wash their hands with soap and water on arrival. Each table will have a bottle of hand sanitizer for use during the session. All staff and children will wash/ sanitize their hands when moving within different areas e.g. going outside, coming back in, between the hall/ dining hall. Each table will have a box of tissues and an allocated bin to encourage the "Catch it, Kill it and Bin it" message for good respiratory hygiene.

How will the session run?

Each team will have their own colour-coded resources – lego/ Kapla etc and age appropriate games that will not be shared between teams. Other resources that are likely to be shared will be fully cleaned and quarantined before used by different teams.

Snack will continue to be prepared by the dedicated food team, however the children will not be allowed to come up to the counter to be served. The staff within each team will take the child's order, and will bring the prepared plates back to their allocated table. These will be cleared by the staff as soon as snack is finished. Hands will be washed/sanitized before and after snack as normal.

The aim is for the children to be outdoors as much as possible, so please make sure they have a suitable coat with them. We will be able to use the hall space, however this will be limited to allow for Mr Edwards sufficient time to clean and mop.

How will the children be collected from/ dropped off at their classes?

This will be in line with the schools staggered start/ finish times to allow each year group to hang up their coats before the next group arrive, minimizing crowding in that area. Please do not send your child with any additional toys or games including card games, as we do not wish to cause any upset when they are not allowed them.

How will parent drop off and collection differ?

Parents will not be able to come into the school for any reason. We will only be using one point of entry and exit which will be the side door in the staff car park. Please ring the doorbell on arrival, and wait in front of the club window to enable our staff to see who is arriving. An appropriate member of staff will come to collect them – e.g. A Reception child will be collected by a member of staff in their team. Staff will sign the children in and out.

We ask that only one parent arrives and collects the child/ren and please ensure all adults observe the social distancing guidelines whilst waiting outside.

What if my child is upset on arrival?

Parents will not be allowed to enter, but please be confident that our experienced team of staff will manage the situation sensitively. If a child is very upset, we will phone you as soon as they are settled to reassure you.

When we will receive our invoice for the Sept/Oct half term?

Invoices based on your current attendance, unless you have already notified us of any changes, and will be sent Tuesday 4th August 2020 for payment by Friday 14th August 2020. We currently have a long waiting list for places, so **if we do not receive payment or any contact regarding payment by the 14th, we will offer your places to others on the list.** New families – your invoice will also include a deposit. Reception children – please advise us as to the date you wish to start with us, so we can invoice accordingly.

We would like to take this opportunity to thank you for all your support whilst we get up and running again. There will no doubt be further information which we will send before we start back in September, but should you have any particular concerns please do not hesitate to contact us, via email on info@xyzafterschool.co.uk

Kind regards,

Sarah Hogg Claire Hall

Directors ABC XYZ Childcare Ltd.

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Paragraph relating directly to Wrap Around Care providers.

Attending OOSS can have a positive impact on the wellbeing of children and young people. However, it is crucial that we ensure we are minimising the risks to the nation's health. It is for this reason that parents and carers are being encouraged to limit the number of settings their children attend as far as possible, and ideally to ensure their children attend the same setting consistently.

Providers are encouraged to consider measures they can put in place to reduce the extent to which children are mixing with others, by ensuring that children who attend your setting are assigned to a particular class or group when they return and stay in those consistent groups for future sessions, as far as it is possible. You should also discourage attendance from children who live outside the local area. Ideally, children who attend your setting should live within walking or cycling distance.

07799 855850 | info@xyzafterschool.co.uk
www.abcxyzclubs.org