

## LITTLE TREASURES NURSERY

THE OLD NAAFI, WESTON DRIVE, CATERHAM, SURREY, CR3 5XY

TELEPHONE 01883 343678 email [info@gemsandtreasures.co.uk](mailto:info@gemsandtreasures.co.uk)

Website [www.littletreasurescaterham.co.uk](http://www.littletreasurescaterham.co.uk)

### PARENT GUIDANCE FOR REOPENING DURING COVID-19

This guidance is to protect the setting as a whole – staff, children, parents and anyone else who enters the building.

It depends on everyone understanding how the virus is spread, what symptoms to look out for and what to do if they have them or if they come into contact with anyone that does.

#### How to protect yourself and others

The virus is spread from an infected person passing it to an uninfected person. It can only enter a person's body through the nose, eyes or mouth. To try to eliminate the chance of this happening we MUST all be vigilant.

Children will be dropped off at the nearest main door to their room and a member of staff will collect them from the door so parents will not be able to come into the building.

#### **Please make sure you queue 2 metres apart whilst waiting to drop off and collect.**

- Pre school or Starlights (Supervisor – Jack) have their own entrance.
- Sunbeams (Supervisor- Emily) will use the patio doors into their room from the garden.
- Sunshines (Supervisor – Aishlyn) will use the door at the back of the building by the green which leads into our sleep room.
- Rainbows and Moonbeams (Supervisor-Terri-Anne) will use the side door which is just outside their rooms and accessed from the entrance directly opposite the health and fitness centre. Parents will queue 2 metres apart on the pavement and staff will collect the children from there.

This way of dropping off and collecting will inevitably lead to delays for parents so we ask for your patience. As you know, we would want to welcome you into the building but these are not usual times and we want to keep everyone as safe as possible.

As much as possible, children should be allowed to walk or toddle into nursery so that staff can adhere to the 2 metre social distancing from parents.

Any information you wish to pass to the staff must be written on a piece of paper and handed to the staff in the morning and we will do the same in the evening. We need parents to drop children off and collect them with as little contact and verbal communication as possible.

We will be opening at 8am for the foreseeable future and closing at 6pm with the usual 1pm drop off or collection option.

Children should bring in a water bottle in their bag at the beginning of the week. The bag will stay at the nursery all week and their water bottle must go home at the end of each day.

Children should not bring in any toys from home including cuddly toys or comforters unless these are absolutely essential.

We will not be able to store parent's buggies and car seats during the day.

Please apply suncream to your child before coming to nursery as we plan on using the gardens as much as possible.

Any late arrivals or early collections must be notified to the office in advance as we will not be opening the door to unexpected visitors.

Parents must wear face coverings when passing their children to staff. This is essential to safeguard our staff. The staff will wear face coverings to safeguard parents. This needn't be a formal mask, a scarf wrapped around the nose and mouth will provide the same protection.

### Symptoms to look out for

High temperature

Fever

New persistent cough

Even if a child is teething and displays a fever, they will be sent home for 7 days. A fever is not just a high temperature it is accompanied shivering and feeling cold. If no further symptoms develop they can return to nursery at the end of this period. If children show any symptoms they must book a PCR test, LFD tests must not be used. Please refer to the Government website for further information.

### What to do if you or your child has the symptoms

If a child displays symptoms they will be sent home immediately to self-isolate for 7 days.

If a parent is self-isolating because they have displayed the symptoms, the whole household must self-isolate and the child cannot attend nursery for 14 days.

Unfortunately we will not be able to refund fees for any absences caused by the virus.

Many of the contents of this policy kick against the way we work but we have aimed to devise a way of providing our usual high standard of childcare whilst safeguarding the adults and children in the Little Treasures family.

I understand that Little Treasures have taken all reasonable precautions against the transmission of coronavirus. In the unlikely event of the transmission of the disease I will not hold the nursery responsible.

With the introduction of the LFD tests all staff test themselves twice weekly, this includes the cook and the cleaner. This is to help keep the setting safe as staff may have the virus but not show symptoms. Staff are not allowed to use LFD if they show symptoms they must book a PCR test. Staff must also report on the Government website their test results.

Please sign this policy and return it to us to acknowledge that you understand the contents and all the procedures you must follow.