**Covid 19 Transitional Plan for New Starters November/December 2020**

Due to the current restriction in place to reduce the risks to our families and our team we are unable to follow our usual transitional process for a child starting nursery with us.

The team have devised a plan which we hope will support your child in their transition into nursery whilst also reducing risks and meeting DfE guidelines.

**Sharing information**

Shortly you will receive a pack of information, which we will be asking you to fill in at home and bring with you to your first visit with your little one.

We will be inviting you for a session with one of our baby room team members which will usually take place once our children in the baby room have left for the day at around 4.45pm or the middle room after 5pm. This will take place on the veranda of the baby room, which gives us shade for all weathers and means we are outside and can maintain a social distance between our parents and practitioner.

It will give our team the change to meet your little one and have a play whilst having a chat through the paperwork side of things.

We ask that only one parent or carer attend the meeting at this time.

**Settling in**

You should now have all of your settling in sessions arrange with the baby room team.

It is entirely up to you if you would rather bring your child in for shorter days during their first week in nursery or if you would rather they start their full days and we can keep you up to date with how they are doing.

**Parents supporting transition**

We have found over the years that our littlest children can often be more adaptable to change than we can. But there are a few things you can do to support your child’s transition into nursery.

-Tell us everything we need to know. Whilst you child is very young we prefer to keep to their own routines as much as possible. When filling in your paperwork it would be really helpful for you to give us a timeline of when your child has the meals, milk and naps. If there is anything special you do to support these routines please let us know. This could be that you cuddle your child off to sleep, play music during a feed or use a particular comforter to support them if they are unsettled.

-Encourage your child to spend small amounts of time away from their main care giver. Obviously we have to be very vigilant on the current government guidelines but should you have the ability to leave your child with a family member in your bubble for periods of time it will allow your little one to begin to feel comfortable with you not always being with them, but they will also recognise that you will always come back.

-Share routine times with others. By allowing someone in your bubble to feed, change, settle to sleep and play with your little one will give them confidence that others can also meet their needs.

-We have filmed a series of videos of our team reading stories, singing songs and tours of our nursery. By watching or listening to the videos your little ones will get used to the sound of our voices.

-Get used to a routine of leaving the house in the mornings. By getting up and being our of the house in time for your drop off time will bring a new routine for your little ones to get used to. This may just be going for a little walk at the time you will usually leave the house.

What to expect from your first week with us:

**Arriving and Leaving Nursery**

In order to open for more children we have had to make many adjustments to meet the current DfE guidance. Part of this guidance is to have set pick up and drop of times for different groups to reduce the risk of transmission.

I will also have less staff as each team member has their own 'group'. To do it any other way would impact on the integrity of these groups as the practitioner would have to leave it to bring a child to their parent.

To accommodate groups of children arriving at nursery we have change the way you drop your child off at nursery.

**Baby Room (Veranda Entrance)**

Please walk on the left hand side of the main path to the Baby Room and enter the main playground. If you could please remain 2 meters apart from other parents whilst you wait to drop your child off that would be great.

Please then exit via the gate and go back down the path on the right hand side.

**Toddler Room (Porch Entrance)**

Please walk up the right hand side of the main path and line up 2 meters apart ready to drop your child off at the porch entrance to the toddler room.

Please then exit the nursery by going back down the path on the right hand side.

**Middle Room**

You will now be dropping your child off at nursery via the side entrance to the middle room. Please follow the path on the right hand side of the nursery building and line up 2 meters apart, ready to drop your child off.

You can then exit the nursery by walking up the path to the main play ground and exiting via the gate by the baby room, following the right hand side of the path back towards the front play ground (previously the car park).

**Preschool**

You will be able to drop your child off at the main entrance to the nursery by walking up the right hand side of the path to the front entrance door. If you could please ring the bell when you arrive, one of our team will let your child in to nursery.

You can then follow the path, keeping right, back to the car park.

If there is already another parent dropping off at the door, please line up in the playground (previously the car park) until they have dropped off their child.

**Drop off and collection time slots**

We have made some adjustments to our current drop off and pick up times to try to give you the flexibility needed to accommodate work patterns whilst also keeping the risks of contact between groups to a minimum.

If you could please let me know which slot you would prefer (or if you have flexibility) before your child returns to nursery that would be much appreciated.

**Time slots available:**

**Drop Off**

1.Baby/Toddler and Middle Room- 7.30am to 7.45am

1.Preschool- 7.45am to 8am

2.Baby/Toddler and Middle Room- 8am to 8.15am

2.Preschool- 8.15 to 8.30am

3.Adhoc/late drop off 8.30am to 8.50am

**Pick Up**

1. Baby/Toddler and Middle Room- 4.45am to 5pm

1.Preschool- 5pm to 5.15pm

2.Baby/Toddler and Middle Room- 5.15pm to 5.30pm

2.Preschool- 5.30pm to 5.45pm

**What will happen if the children are upset or hurt? How will you comfort them?**

There will be no two meter rule between children or practitioners and we certainly wont allow a child to be upset without a cuddle.

Our babies will be cuddled off to sleep in their key person’s arms, our toddlers will be picked up when they fall and our pre-schoolers will show each other empathy and care if another child needs it.

**How will staff protect themselves?**

The team will not be wearing PPE as a rule unless changing nappies, wiping noses, feeding children (gloves and apron).

If a child becomes symptomatic we will then move them to a safe safe space and the team member with them will wear apron, mask, face shield and gloves. I have had some child and adult cloth masks and face shields made in for the children to explore during activity time. Our hope is that if they see a practitioner wearing it they wont be come worried or scared.

**Layout of the nursery and changes to what they play with**

Each room in the nursery has been divided in half so that we were able to reduce the group sizes. I have capped the number of children each room so that the children still have plenty of space to play and each side of the room has similar resources. Whilst we have removed some of the provision, we will be bringing out a lot more resources throughout the day. This is to manage the amount of cleaning that will take place after each use.

We have found ways to ensure we can still offer all of the activities the children would usually find continuously within the rooms. For example children will still have access to sand, water and malleable materials. This will be done by each child having a tray with their own portion of the above to explore.

**Keeping active and outdoors**

Our plan is for the children to be outside the majority of the day. We are very lucky to have 6 outdoor areas so that each group will have their own area for that day. Each one has shelter from the sun (Including 2 new event shelters) and we have bought in two portable toilets.

**Grouping and contact tracing**

The group sizes throughout the nursery slightly vary depending on the age of your child. Whilst each day your child will be within a small group, the majority of the children do not do all week which means the number of children they will cross-contact with throughout the week is slightly higher.

Current guidance suggests the maximum number in the ‘group’ should up to 30 depending, risk assessment and control measures in place.

**Nursery Kit List**

Please remember:

-Indoor pumps or slippers to leave at nursery

-Coat, hat or snow suit

-A sun hat and cream (to leave in nursery on the better days)

-If your child needs a dummy or comforter and you have a spare, please leave one in nursery

-Spare clothes and plenty of spare pants (we will be disposing of soiled items to meet HSE guidance)

Please ensure your child does not bring in any toys or books etc in to nursery for the time being.

I’m sure you will appreciate that to open for more children we have had to put a lot of safeguards and control measures in place. We were determined to ensure your children still receive the same care and nurture and experiences that are so important in their Early Years.

If you have any further questions I can support you with, please feel free to drop me an email and I will get back to you as soon as possible.

**Guilden Sutton Day Nursery**

**Admissions Details**

Child’s Full Name..................................... D.O.B......................................

Address....................................................Tel No......................................

.................................................................

................................................................ Post Code................................

Email Address………………………………………

Parent/Legal Guardian Full Name..........................................................

Place of work and telephone number.............................................................

............................................................................................................................

Parent/Legal Guardian Full Name.............................................................

Place of work and phone number....................................................................

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Other contacts in case of an emergency.

Name.................................................... Name.......................................

Tel no.......................................................Tel no......................................

Other people with permission to collect

Name....................................................... Name.......................................

Relation................................................... Relation...................................

**MEDICAL DETAILS**

Doctor’s name, address and telephone number............................................................

............................................................................................................................

Has your child been immunised against the following:

Polio... Whooping cough... MMR... Diptheria... Tetanus... Meningitus C...

Does your child have any health problems e.g allergies, dietary, etc...................................................................................................................................................................................................................................................

Does your child have any specific education requirements...........................

............................................................................................................................

**Tell us more………**

**Child’s personal information**

Infant/Baby

Name………………………………………………………………….

D.O.B …………………

Password …………………………………..

**Session information**

Settling in sessions…………………………………………………………………

Start date………………….

Days attending…………………………………….. Term Time(School)………………………….

**Eating and drinking**

Type of milk(Formula and brand)………………………………………………………………

How many ounces…………………………………Time…………………………………………..

Do they prefer a cup/bottle (we provide Tommie Tipee and Advent, other bottles must be provided)/trainer (include teet size for bottle)

…………………………………………………………..

Is there any food you prefer your child not to eat/allergies……………………………………..

…………………………………………………………………………………………………………………..

How are they feeding? (Milk only/weaning/puree/solids/spoon feeding self)

………………………………………………………………………………………………………

Any specific requirements/in formation regarding feeding? (e.g. certain type of breakfast cereal, has reflux etc)

………………………………………………………………………………………………………

**Daily routine (baby/infant/middle room)**

Does your child sleep during the day…………………..Time……………………………………….

Does your child go to bed awake or do they prefer being cuddled to sleep?

………………………………………………………………………………………………………………………………

Does your child have a dummy/comforter/special toy to go to bed with?

……………………………………………………………………………………………………………………………….

Where is your preference for your child to sleep? (Cot/pod bed/bed)………………………..

Is there any other information we need to know regarding their daily routine?

…………………………………………………………………………………………………………………………………

**Health**

We use a range of nappies (usually Morrisons), is there a brand that your child is sensitive to? We supply Pampers if this is preferred

………………………………………………………………………………………………………………………………

Do you require a barrier cream to be administered at changing times?................

Is your child okay with Sudocrem? If not which barrier would you like us to use? (Alternative creams must be supplied)

……………………………………………………………………………………………………………………………

Does your child have any health problems or specific requirements (e.g. any regular medication, inhaler? Etc)

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**General**

Please tell us about times when your child has been separated from you and how they were during this time…………………...…………………………………………………………………….

……………………………………………………………………………………………………………………………………

Tell us a little bit about your child’s interests (activities they enjoy, favourite toy etc)

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**PARENTAL PERMISSION SHEET**

**Permission for First Aid- including plasters**

In the event of.................................................... being involved in an accident they require medical consent. I give permission for a member of the nursery to perform any necessary First Aid. In the event of a serious accident I understand that paramedics may be called first or my child will be taken to the local A&E after trying to contact me first

Parents Signature.......................................................... Date..............................

**Permission for the Administration of Medicine**

I give permission for............................................... to be administered any specifically prescribed medication by my doctor. I understand that I must fill in a separate form for this to take place on ever occasion that medication is required. I also give permissions for my child to use the nursery supply of Sudocreme unless I have provided an alternative barrier cream.

Parents Signature........................................................... Date..............................

**Permission for outings**

Please include my child on any excursions that may occur whilst my child is attending the club. I understand that this may include excursions by foot, using nursery approved transport or by public transport.

Child’s Name..........................................

Parents Signature......................................................... Date.............................

**Permission for Photographs**

From time to time the club take photo’s of the children that may be used for public advertising, newspaper and our website.

I give permission for my child to appear in such publications.

Childs Name..........................................

Parents Signature............................................................ Date..............................



**Return to nursery agreement.**

Childs Name: ……………………………………………….

We have been working very hard to ensure our children and team will feel comfortable with the ‘new normal’. This agreement sets out what the nursery and parents will do to make all staff, children and families feel as safe as possible and the children feel secure and cared for.

What we will do:

* Keep following government guidelines and legislation (where possible).
* Follow our normal policies and covid-19 policy.
* Keep you updated.
* Keep track of our health and have daily check-ins with management
* Manage the setting in a way that aims to support the children and adults to social distance as much as possible, although, you **must** be aware this cannot be guaranteed due to the ages of the children and the level of support they sometimes need.
* Include more structured, theme based, adult led activities.
* The number of children your child will come into contact with will be restricted each day. However, as our children do different days throughout the week, the total number of children they have cross-contact with will vary for each child and can be discussed with Cat
* Mixing of the children and the team will be kept to a minimum and will only happen in cases of an emergency. This includes the outside area.
* Set a more extensive cleaning schedule to follow daily. This cannot be guaranteed clinically clean.
* We will endeavour to create a video for your children to watch so that they can see how they will now be entering the nursery and also the new layout. We hope that this will support their transition.

What we need you to do:

* Keep following government guidelines and legislation.
* Keep 2 metres away from staff and not enter the setting. (See: Arrivals and Departures in Appendix).
* Keep track of your child’s and family’s health.
* Keep you child off if they are showing **any** signs of any illness, **especially** covid-19 (See Exclusion Policy in Appendix).
* Report all absences at the beginning of the day, even if it is not health related.
* Parents must be available to collect ill children immediately. (See Exclusion Policy in Appendix)
* Each child will need a bag with changes of clothes, a pair of indoor slippers or pumps and a hat which will remain in nursery
* Do not bring toys in from home. Comforters can be brought however if you have a spare which can remain in nursery that is preferred (See Risk Assessment)
* In hot weather, apply ALL DAY sun cream before attending the session and ensure shoulders are covered. (The nursery may apply more sun cream if needed, however we will only be using the nursery supply).
* Respond to all correspondence from the setting – especially from Nursery in a box.
* If your child (or someone they live with) has any health condition which may have significant risks associated to the risks of COVID 19, please follow the following Government Guidelines and inform the nursery if you feel that your child may fall into this category (See Venerable People in Appendix)

Manager:

Signed ……………………………………………………………… Print …………………………………………………..

Date …………………………….

Parent:

Signed ……………………………………………………………… Print …………………………………………………..

Date …………………………….

Name and relation of the people your child is currently in contact with:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...

If this changes throughout these times we ask that you inform us so that we are able to comply with contact tracing guidelines.

**Appendix**

**Arrivals and Departures**

Each room has been allocated a drop off and pick up slot. This is to reduce the number of parents and children arriving and departing from the setting (social distancing), to support the transition back into nursery and to allow the team the necessary time to clean and prepare.

Where siblings both attend the nursery, we ask that you drop off both children adhering to your youngest child’s arrival and departure slot.

Each room has been allocated the following schedule and meeting point which you have agreed to via the ‘Updated Information’ form:

**Drop Off**

1.Baby/Toddler and Middle Room- 7.30am to 7.45am

1.Preschool- 7.45am to 8am

2.Baby/Toddler Room and Middle- 8am to 8.15am

2.Preschool- 8.15 to 8.30am

3.Adhoc/late drop off 8.30am to 8.50am

**Pick Up**

1. Baby/Toddler and Middle Room- 4.45am to 5pm

1.Preschool- 5pm to 5.15pm

2.Baby/Toddler and Middle Room- 5.15pm to 5.30pm

2.Preschool- 5.30pm to 5.45pm

Parents are asked that only one parent will drop off or pick up and where at all possible to not bring siblings with them. Parents will not enter the building unless it is an emergency situation.

The meeting points will be clearly marked. Parents will be asked to line up at their meeting point on the spacing lines/floor posters provided. Parents must keep their child by their side at all times in the line up.

For our youngest children, we understand the difficulties of not coming into the building and that transitioning them may come with some challenges. Should you wish to bring your child in a push chair so that our team member can take them directly from the chair, this may support your child. Alternatively your key person can take the child from you ate the door so long as you are comfortable that they may come in close contact to you.

Should a child struggle to transition back into nursery, we will work with you to support your child whilst also adhering to the social distancing guidance.

**Exclusion Policy**

During this time we will not be adhering to our usual Exclusion Policy. Children who are unwell, need any form of medication (excluding regular issued medication) or who develop symptoms of any illness will not be able to attend the setting until they are fully recovered. Please ensure you are available to collect your child should they become unwell whilst attending the nursery.

**Managing Procedure of Possible COVID 19 Symptoms**

‘When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

In the case of children, guidance states that: “To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over [and] will be able to call 111 if their child is aged under 5.”

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.’

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Main Symptoms

* High Temperature – this means you feel hot to touch on your chest or back (you do not need to measure temperature)
* 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 will be worse than usual)
* Loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything. Or things taste or smell different to normal.

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Also, with young children please check for unusual rashes, which may be a symptom, but not on the symptom list.

**Venerable People**

The following link provides information about vulnerable people

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

Risk Assessments are available upon request and will be published on our website

In line with DfE guidance we have made the following additions to our parental agreement. Whilst the information we require has been communicated by our parents thus far, please make yourselves aware of these changes and notify me should you have any intentions to travel over this period.

**Visits and Holidays**

**UK**

During this time we are being made aware of spikes of Covid 19 cases within the UK with local lockdowns taking place and the possibility of people returning from these areas to quarantine for 14 days.

To reduce the risks for all of our families we require all parent and carers to notify the nursery of any holidays or trips you may be taking.

**Travel outside of the UK**

During this time there are many changes that could be made regarding the requirement for families to quarantine when returning from different countries. To reduce the risks for all of our families we require all parent and carers to notify the nursery of any holidays or trips you or anyone in your household may be taking.

**Local Lockdown (Cheshire West and Chester)**

Whilst our area is currently not affected by a local lockdown, our local authority has put a plan together should this be the case at some point in the future.

For our setting we have been advised that the likely outcome will be for the nursery to close for all children apart from those of key workers.

Whilst we hope that this is unlikely to happen, we wanted to communicate the local authorities expectation should it me necessary.