**Operational procedures September 2020**

Due to the Covid 19 pandemic the nursery has had to introduce a number of operational changes to enable us to open. These are to comply with the latest Dept. of Education guidance, provider advice from Ofsted and to stratify risk assessments undertaken by the nursery. All of these new procedures are to enable us to keep children, their families and staff safe and reduce the contamination risk. Please be patient and adapt with us, as I’m sure updates will mean more changes to procedures will be required. **I will endeavour to keep you informed and updated by email/Facebook or our Website**. I thank you in advance for all your support, as we navigate our way through this new ‘normal’.

**The following operational information supersedes any previous info and has been put into action due to the current situation of Covid 19. It has been designed to answer questions about our new day to day routines and will give you all the info from dropping off, to pick up and everything in between!**

**Welcome to Autumn 2020**

We are so pleased to welcome our children and their families back to the Rainbow. If you are starting with us we offer you a warm Welcome to our Rainbow ‘family’ and look forward to getting to know you all over the coming weeks and months.

**Drop off**

**We will be using our front door for drop off. Look out for the blue chairs and line up ready for the door to be opened.** Remember to socially distance and be ready to hand your child over to me or Laura Evamy at the door. Only one parent/carer at drop off please. Parent/carers are not permitted into the building, unless in unusual circumstances, so get ready for a swift kiss and cuddle at the door. I will hand them to another member of staff to stow their belongings and wash their hands.

**For returning children this will be 9.00am and for new starters, please arrive at 9:30am, to allow us the time to settle them.** This is to factor in the possibility that some children may be unsettled at drop off, if this is the case with your child, we will permit you access to settle them. This later start time for new starters will be reviewed, after two weeks, and changed to 9.00am if the children settle well.

**Lunchboxes & Drinks bottles**

**You will need to provide your child with a names drinks bottle.** This can be filled with weak squash/water/juice and we will top them up with water when necessary. **The nursery will also provide the children with milk at snack times, if they wish**.

**If your child is staying to Lunch, we ask that their packed lunch is provided in a names plastic lidded lunchbox, which can be easily wiped and washed.** Please use ice packs to keep the food fresh, as we can’t refrigerate all the lunches.

**Snack**

**Please provide your child with a small plastic lidded box/plastic food bag for our snack time/s. We have snack mid-morning and mid-afternoon, so if your child is in nursery all day, they will require two snacks.** We recommend a fruit or vegetable based snack e.g. carrots sticks/sliced peppers or grapes/berries. If you want to send in a whole piece of fruit e.g. apple, we are happy to cut it up for your child if they need help. We also allow cereal based foods e.g. dry Cheerios/breadsticks etc.

**The snacks should be either of the above, not sweet biscuits/cake treat based.** This ‘treat’ could be an option in their main lunchbox (if applicable) However, we encourage all other items to be eaten first before the ‘treat. Please remember we don’t allow any sweets or chocolates.

**Nursery environment changes**

Those children returning might notice a slight change to the setup of our nursery environment. Soft furnishings and carpets are not advised, due to the current guidelines, as are soft/plush teddies etc. Dressing up will be kept to a minimal and then washed/quarantined once used. We will also encourage the children to access the table top activities in two’s. We will be accessing the outside area throughout the day, with activities taking place outdoors too, to get plenty of fresh air and minimise the risk associated with Covid and indoor environments. We can’t and won’t expect children of this age to socially distance from each other or us, but we are trying to instil a sense of normality to the small groups and less close contact with children outside of the family bubbles.

**Enhanced cleanliness**

The activities of the day will be interspersed with regular hand washing and cleaning of resources/toys/equipment (inside & out) to reduce the risk of contamination. At the end of each day all resources will be sterilised/cleaned or quarantined ready for the next day or their next use. Every day all tables and chairs will be wiped over, door handles, toilet areas, floors washed, all worktops and units and high touch areas. We will also be having our professional cleaners in to keep all main areas clean and sanitary.

**Items from home**

**It is imperative that items of clothing, coats, bags etc. are named clearly to ensure items are taken home by the correct child.** Sadly, we will not allow toys from home and transition toys will not be admitted. We will be supplying all the children with a large clear plastic zippy wallet for their art work, this will be kept in the wallet until the end of the week and then it will be sent home. In regards to painting aprons for arts & craft activities, these will not be used to eliminate the risk of cross contamination. **Therefore, please dress your child in old clothes, which you don’t mind getting messy. Our paints and glue are washable, but just in case**

**Child’s communication book**

**The children will also be supplied with a communication book, which will be a useful tool, if you wish to inform us of any news.** The staff will also use this to alert you of anything, as it won’t be possible to linger at drop off. You are always welcome to inform me at the door of any quick hand over messages you wish me to pass onto their key practitioner or ring the nursery office 01428 656086, if you wish to discuss something further.

**P.P.E**

**The staff are not required to wear a facemask/face-shield unless they wish to do so.** We are only required to don full PPE (face shield, mask, apron & gloves) if we have to deal with an ill child, suspected of Covid 19 or vomiting. When changing nappies or assisting in with toileting the staff wear our usual gloves and aprons.

**Fees and absence**

**Due to the unusual circumstances which are out of the nursery’s control, we will not be offering any fee refunds or replacements** for sessions missed due to a child’s absence for suspected Covid 19 absence, isolation absence due to family isolations, nursery closure due to advice/notice from PHE (public Health England) Government lockdowns or localised lockdowns/restrictions due to an increase in cases of Covid nationally or locally.

**Illness**

**If a child or staff member is taken ill at nursery, with any of the Covid 19 symptoms, they will be kept isolated until they can leave. We will contact you or your child’s emergency contacts and they will need to be collected immediately!**

You will be advised to get your child and the rest of your family/household tested and to inform the nursery of the result ASAP. If negative, the child will be allowed access back into nursery. If the test is positive, you will be advised to isolate and we will take advice from PHE as to if the nursery can remain open or if we need to supply details of the families your child was in contact with, for test and trace purposes. The nursery will keep families updated regarding any changes to this Covid 19 procedure.

**Temperature checks & extra vigilance**

**Due to the serious implications an outbreak of Covid 19 could have on the nursery and its families, staff and their own families, we will be taking temperature checks on entry to the nursery. Therefore children with a raised temperature will not be admitted until a negative test is obtained.**

**We will also be looking out for the other main symptoms:**

* **High temperature**
* **new continuous cough (coughing a lot in hour or 3 or more coughing fits within 24 hours)**
* **Loss of taste and smell, not being able to taste or smell anything or food tasting different**

**We are asking our families to be extra vigilant regarding any illness or possible symptoms being displayed by their child or family members.** If you are in doubt, please keep your child at home and contact the nursery. The nursery will always have to err on the cautious side, due to the serious nature of this virus and the implications an outbreak could have.

**Child collection**

**At going home time we will get the children prepared and wash their hands. They will collect their belongings, ready for parent/carer arrival, at our normal finish time of 3.30pm.**

**Only one parent/carer again please, and come to the main Rainbow gate (gate in the car park).**

When it is time, Laura or I will unlock the gate and allow the parents/carers to socially distance in the playground. In turn, each child will be released out to the adult collecting at the nursery door. **Usual child collection rules apply, if you don’t inform us that someone else is collecting your child they will not be released!**

I realise it’s a lot to take in and all of these new procedures will take time to settle. Please be patient with us as we make them work, possibly tweak and completely change or add new ones! Every step of the way, we will endeavour to keep you all fully informed and rest assured the changes etc. will only be done because guidance dictates or in the best interests of your child’s health and safety.

We hope the children settle back into nursery life and don’t even notice the changes, accepting them as the ‘new normal’. However, rest assured, we will be keeping a close eye on all children and will speak to you regarding any concerns we have in settling in, changes in behaviour or worries they may voice. Please speak positively about the nursery, try not to discuss and project any worries you may harbour, on to them, they are like sponges and pick up on everything!

**We are sure to have few teething problems, as lots of children have missed socialising outside of family groups or isolating. This pandemic has touched everyone, in some way, and we all need to support each other as we come back to getting on with our daily lives.**

Take care

Kim