

Arrangements from September 2020, during COVID-19 Pandemic



Dear Parents/Carers,

As we move towards a new academic year but remain in a situation of semi-lockdown, I wanted to write to you to outline the measures we are putting in place and any changes you may see from September.

You should all have received an email towards the end of last term giving the start dates for the new term. **Term starts on Wednesday 2 September.** Depending on the days your child is due to attend, you will have a start date during that week. For our younger children who are new to us this year, you will have a specific start date to allow for settling in.

We are currently planning to open for both our morning and afternoon sessions, with covid-safe measures still in place. These are outlined below. Please make sure you read and understand them. We hope you find them helpful and reassuring. Should lockdown measures increase again, we will potentially move back to one session per day and will inform you of sessions we are able to offer your child in a reduced timetable. Of course, we hope this will not be necessary.

We look forward to welcoming you back from Wednesday 2 September. If any of this is unclear to you please do contact our Outreach Team during the final week of the holidays at outreach@opportunity-group.co.uk or from Tuesday 1 September, email cog@opportunity-group.co.uk or phone the office on 01285 659117. Otherwise, please speak to a member of staff at the start of your child's first session.

With best wishes,

Cath and the COG team

Our main priority is the health and safety of all members of our community – children, parents, staff, visitors and the local community. Should health and safety become a concern, this plan will be updated with immediate effect. As previously, if it is the safest course of action, COG may be closed at the last minute – of course, we sincerely hope that there is no need to do this.

This letter is an update to the Re-opening plan published for the 1 June 2020 re-opening.

<p>Preventing cross contamination</p>	<p>We will continue to operate as far as possible outdoors. We are no longer required to keep children in small consistent groups, meaning that we can open for both sessions in a day. However, we will keep some measures in place to maximise the safety of all:</p> <ul style="list-style-type: none"> • we will utilise all areas of our buildings including the Annex, for the children. • staff members will, as far as possible, maintain social distancing with other adults. • no parents/carers will be permitted inside the buildings – see plans below. • We will not be sending a book home each day for now. • For Forest School, each child will have their own set of waterproofs which they will use each session, which will be washed at the end of term.
<p>Priority schedule</p>	<p>The DfE and our local authority are clear that, should restrictions increase again, priority must be given in the following order:</p> <ol style="list-style-type: none"> 1. Children of Key Workers and vulnerable children. 2. Children who will attend primary school from September 2021. <p>If there is a need to minimise the numbers on site, we will reduce numbers starting with our younger children.</p>
<p>Maximising air flow</p>	<p>All doors and windows, where safe to do so, will be opened throughout the day. As always, all gates to our outside spaces will be locked for security.</p>



	We will utilise outdoor spaces as often as possible so please ensure that your child has sun-cream applied on sunny days and a hat; and has a warm/waterproof coat as the weather gets colder and wetter.
Clothes	<p>Please dress your child in suitable play clothes for outdoor activities.</p> <ul style="list-style-type: none"> • If your child is toilet training and you choose to, please use pull-ups and not traditional nappies to help them in this learning process. • Please dress your child in loose fitting clothing especially those still in nappies – no tights or tight-fitting jeans. • Clothes should be easy to remove during changing so that we can minimise the time this takes and the amount of contact your child has with the supervising adult. • Please also note the Government advice to wash all clothes daily (or to send your child in clean clothes daily).
What to bring	<ul style="list-style-type: none"> • Spare nappies/pull-ups and wipes • Spare set of clothes • Coat and/or Sun hat and/or warm/waterproof coat as necessary • Book bag (to be washed) and any COG books you still have. <p>Please do not bring anything else. We provide drinks, snack and lunch.</p>
Cleaning	<p>All soft toys and furnishings have been removed. We will provide toys in rotation to enable us to clean and quarantine them as necessary as well as to enable us to offer a variety of activities and experiences to the children. Staff will have disinfectant available to ensure that surfaces and high touch points are cleaned frequently. Children will not have open access to our toy boxes at this time. An updated document has been provided to the cleaner to ensure that all key areas are cleaned thoroughly on a daily basis.</p>
Symptoms at COG	<p>The following could be symptoms of coronavirus and we will ask you to keep your child at home and to follow the latest self-isolation guidance:</p> <ul style="list-style-type: none"> • A high temperature, a continuous dry cough, a loss or change to sense of smell or taste. • Sickness and diarrhoea – as always we will ask you to keep your child at home for at least 48 hours after the last bout of these symptoms. <p>If your child experiences any of these symptoms while they are with us, we will isolate them (with an adult) and will ask you to collect them immediately.</p> <p>We will ask you to book a test and can advise you how to do this. It is essential that you engage with the NHS Test and Trace process. We ask that you inform us as soon as you have the results of the test.</p> <p>If your child has a temperature, please keep them at home. As part of our measures to help stop the spread of the virus we take children’s temperatures during a session if we believe there is a need. We are not able to accept a child into a session if they have been given Calpol before coming in as this can mask symptoms.</p>
Outreach	<p>Our Outreach Team will still be available at times to speak with parents. If possible, we ask you to book an appointment or be prepared to wait if you need to speak with someone at drop off or pick up times.</p> <p>A safe space will be available for a confidential conversation:</p> <ul style="list-style-type: none"> • If raining this could be our Therapy Room, Annex quiet room with the door open or the covered area of our main entrance. • If the weather is good, the grassy area outside the Annex Quiet Room can be used.

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COG sessions Monday – Friday (mornings) - 9.00am to 12.45pm

Monday – Thursday (afternoons) - 12.00pm - 3.45pm (start time is 1pm for 1st two weeks of new academic year (Autumn term 1), and 2 weeks from start date for new starters)

Monday – Thursday (all day) or 9.00am – 3.45pm

<p>Preparation</p>	<p>Please talk to your child about their pre-school session. The 6 weeks of holiday is a long time for a small child and they may feel a little uncertain.</p> <p>At drop off and pick up our staff may be wearing face masks.</p> <p>Initially we will be concentrating on your child’s wellbeing with a gentle start to the routines of the session, allowing them to settle into their new space gradually - the playroom has been redecorated and so will look different from how they remember it. We will gently bring in our usual structure to our sessions as and when children are ready. Since 1 June, children have not been used to our usual routines such as Circle Time and group activities such as cooking. We will bring these back as and when children are ready and also when Govt guidance allows. We hope to increase the number of activities and experiences for the children while maintaining safety as directed by the Govt. and NHS, and in this way to be able to return to providing all aspects of the Early Years Foundation Stage Curriculum as and when we are able to do so.</p>
<p>Morning Drop off</p>	<p>Please follow the signs in the car park – we hope to continue to direct you to park on the right hand side of our car park.</p> <ul style="list-style-type: none"> • If it is raining, those walking will be invited to bring their children in first. Those driving should wait in their cars until a member of staff signals you in. • In sunny weather you are invited to form a queue on the left hand side of the car park – each family should be at least 2m apart. • Only 1 family member to bring a child in. • Entrance will be through the side gate into the outside play area – a member of staff will allow one family in at a time. • Once this parent/carer has left the next family will be invited in (If a child needs settling we will work around this while continuing to allow children to be dropped off). • Once through the gate your child will be taken by a member of staff to hang their coat up and wash their hands. If sunny they may be given hand sanitizer and remain outside. • A member of staff will be manning this gate at all times to ensure the safety of the children. <p>We would be grateful if you could help us to ensure drop off is completed as quickly as possible.</p> <p>Only staff and children will be permitted inside the premises.</p> <p>Our covered area may not be available for the storage of buggies. If you need to leave your buggy in our car park, please bring a rain cover.</p>
<p>During the session</p>	<p>We will make our sessions as fun and as normal as possible for the children but there will be some differences.</p>



	<ul style="list-style-type: none"> • If we need to stay inside, children may be in small groups and we will utilise as many areas of our buildings as necessary to maintain safety and to stay alert to any spread of infection. • We will have more freedom when outdoors and will aim to be out as much as possible. • We will utilise our paved play area, grassy area and Forest School. • If it is raining, a group of children may use the Annex so that numbers are reduced in each area of the building. • Children will be supervised and cared for according to EYFS requirements at all times. • If your child is upset, they will be comforted as normal. An upset child will not be left to cry due to social distancing. We recognise this would not be helpful and it will not happen.
<p style="text-align: center;">Toilets</p>	<ul style="list-style-type: none"> • The requirement for each child to use a specific toilet has now been removed but we will reinstate this if necessary. Some children liked this arrangement and so we will assess whether it continues. • Staff will ensure that children use hand soap and wash their hands for 20 seconds. • Hygiene and cleanliness will be maintained and the toilets will be cleaned more frequently when necessary.
<p style="text-align: center;">Lunch</p>	<ul style="list-style-type: none"> • The children will continue to receive a home-cooked meal. When our younger children begin to join us for lunch, we may split lunches between our main playroom and the Annex should larger numbers make this necessary. • Should guidance change around the provision of lunches or should we be unable to provide a cooked lunch due to staff shortages (eg self-isolation), we will endeavour to provide a sandwich lunch or will revert to children bringing their own packed lunch. • Children will wash their hands before and after eating lunch, as always at COG! • Hands will also be washed or sanitized before and after snack, as usual.
<p style="text-align: center;">Pick-up</p>	<p>Please, again, follow signs in the car park.</p> <ul style="list-style-type: none"> • We ask you to remain in your car if raining or form an orderly queue, at 2m distance from the next family, as you did at drop off. As the weather gets colder/wetter parents who walk to COG may wait in the 'tunnel' at our main entrance if numbers allow and it is safe to do so. • End of session - a member of staff will open the side gate and invite you to wait under the cover of the main building next to the outside play area (if wet) and to collect your child from the back door to the playroom – this arrangement could change if restrictions are increased again. • Children may leave through the Annex door and we will let you know this. • Children will have just washed their hands or will be given hand sanitizer on leaving. • Please try to arrive on time to minimize people congregating for any length of time in one space.