

YMCA THAMES GATEWAY

YMCA

**Welcome
back!**

Welcome back!

We have missed all our little people very much and we hope that you and your families are well. As you probably know, we have been lucky enough to remain open in order to offer childcare for vulnerable children and those who have parents that are Key Workers. The good news is that from Thursday, 3 September we are beginning to open our childcare settings for all children.

Our Lakeside and Temple Hill Nurseries have remained open throughout the summer period but will be welcoming everyone back from 3 September. Our Oakfield Nursery and our Romford Pre-school will be re-opening for all children on Monday, 7 September and our Swanscombe Preschool will be opening to welcome you back on Monday, 21 September. Our Romford after school provision will re-open from Monday, 7 September and our off site after school provisions will be re-opening on Monday, 14 September.

We need to be honest with you and state categorically that we are unable to socially distance children - however we have considered our practice and have carried out thorough risk assessments and implemented new operational procedures in line with Government guidance. This will ensure that we provide the most effective measures to put the the children and staff's health and safety first. We therefore request that you carefully read, understand and adhere to this guidance.

Despite every effort on our behalf to ensure that our children and staff are safe, every child in the setting will be admitted with the understanding that parents have understood the risks that are involved, and they are aware and agree to adhere to our safety guidelines. Should we feel that parents are not adhering to the guidelines or proving to come across difficult and challenging, then under the current circumstances we will have to ask them to take their children away until situations change. Patience, tolerance and flexibility are key for the safety of everyone in these difficult circumstances.

We're looking forward to seeing you!

TRANSITION

Drop-off and pick-up

We will be offering staggered drop-off and pick-up times at some of our settings to avoid congestion when you are dropping off/picking up your children. Please ensure your children wash their hands both on arrival and departure.



Please follow the markings provided, and ensure you do not double back past a line of waiting parents.

All settings will have doorbell or intercom systems and each Bubble will have its designated entrance and exit.

Only one parent/carer should attend to avoid congestion. We prefer that the same parent does both pick-ups and drop-offs, but if this is impossible due to work commitments please contact your Bubble leader to advise.

A Practitioner will meet you at the designated entrance to receive your child or to bring your child to you on collection.

Children must use hand sanitiser as they arrive before hanging up their coats and bags.

After that, wash their hands using soap and water. This will make sure the coat area has fewer germs.

We ask that children are in fresh clothes each day to help reduce the risk of spread of infection.

Parents should not enter the setting and will be asked not to gather at entrances/exits to chat to other parents at pick-up and drop-off.

Details of how to enter and exit your bubble will be provided to you by email.

SICKNESS/ABSENCE

Child/adult displays symptoms in setting



The Covid-19 Risk Assessment will outline procedures that practitioners need to follow if a child or adult in the setting displays the symptoms of Covid-19.

There is a medical room where an adult or child can wait until they go home. Children will be supported by a Practitioner wearing the correct PPE (apron, gloves, eye protection and face covering).

Children with a temperature of 37.8 or above will be sent home even if they have no other symptoms.

There is a designated place where any needed PPE (Personal Protection Equipment) is stored.

A deep clean of the medical treatment and wider setting will occur if a person with symptoms has been identified. The cleaning procedures documented below must be followed.

Child/adult displays symptoms at home

The Covid-19 Risk Assessment will outline procedures that settings need to follow if a child or adult who attends the setting displays the symptoms of Covid-19, or someone in their household displays the symptoms.

Each 'Bubble' will have a dedicated phone. Parents must notify their Bubble leader of any child absence and if they are displaying any Covid-19 symptoms, or if they have been asked to self-isolate as soon as possible.

If anyone in your household displays symptoms please inform the Bubble leader immediately, your child will be expected to self-isolate for 14 days in line with government guidelines. The same will apply to Practitioners who display symptoms or who have household members with symptoms.

To ensure we can keep all our children and Practitioners safe, if your child does not attend for any reason a Practitioner will call you to ask about the reasons for absence. Please help us by calling ahead.

Child to child, and child to adult, contact

We must discourage any unnecessary contact between children, as well as between children and practitioners. However there will be times that practitioners will be required to have physical contact with children. These include when providing personal care and if a child is in distress.

When there is contact between a practitioner and a child, both will be expected to wash their hands afterwards to help reduce the risk of infection.

When children play they are likely to come into contact with other children. The concept of the Bubble is that we are able to limit the number of other individuals your child will come into contact with to a minimum. There will be no more than 16 children in a Bubble and it is likely that, on any one day, your child will only be in contact with a maximum of 12 other children and up to five staff members.

Storage of children's coats and bags

Lunch bags will be placed in a box at the drop-off entrance and sanitised before being taken into the setting so please make sure these are clearly marked.



Children should have a bag that contains two changes of clothes. We will only return this to you if clothes need to be washed, to limit the number of bags moving between home and the setting. Again please make sure these are clearly marked (not applicable for children attending our after school provision).

We ask that no toys and books are brought in from home.

We will be working with the children to help them to not touch walls and benches, but this may not always be possible. Please help us by encouraging this at home. Encourage hand washing when children have been touching walls and surfaces outside of the home.

We will be cleaning the coats and bags area at the end of each day including individual hooks and pegs.

Storage of practitioner's coats and bags

Practitioners will not be wearing their uniform while traveling to work to help prevent infection.

Practitioners' bags will be stored away from children's areas.

Visitors to the setting (maintenance/deliveries)

Visitors will be kept to a minimum, with essential visitors only being allowed into the setting. This may include social workers and maintenance practitioners for essential works. All essential works will happen out of the children's set hours.

Any visitors will be asked if they have any of the signs or symptoms prior to arrival. Procedures for visitors will be laminated and displayed.



Visitors will need to show they know what is expected before they are allowed in. They should sign that they have read the procedures in the visitor book. Any writing equipment needs to be wiped clean.

Visitors should use hand sanitiser first, then if possible, wash their hands.

Visitors need to stay 2 metres apart from anyone else in the setting at all times.

Any sneeze or cough needs to be contained. Talking kept to a minimum. No drinking or eating in the building.

CLEANING

Clean surfaces

All soft furnishing will be removed from the setting before opening to children (cushions, rugs etc.).



The entire setting will be cleaned using detergents at the end of each day. We have increased our cleaning hours from a professional cleaning agency, which will ensure all areas will be cleaned at the end of each day.

This will include door handles, light switches, sinks and other areas that children and practitioners may have touched during the day, as well as cupboard tops, floors, shelves, window ledges, chairs and table tops.

Table tops will be cleaned before and after snack and mealtimes.

Practitioners will have additional cleaning responsibilities during the sessions.

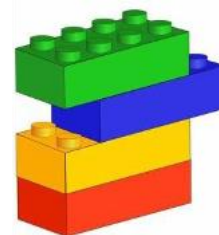
Cleaning frequently touched surfaces

Areas that need frequent cleaning throughout the day include handles, taps, light switches. Practitioners will do this during the session.

Clean toys

Each Bubble will have its own resources that will only be used by that Bubble. Resources have been considered as to their suitability and how easy they are to clean to prevent infection.

Toys will be cleaned at the end of the day.



Soft toys will be removed, with the exceptions of 'emotional support toys' - these will be deep cleaned at the end of each day and will only be allowed to be used by one child prior to cleaning.

Children will be provided with a number of individual resources, such as craft materials that will be stored in a personal box or tray to help prevent the spread of any infection.

Where appropriate, children will be included in the cleaning of toys as part of the daily routine. Children will only use warm soapy water.

Resources will be kept to a minimum to make the cleaning easier so we apologise if your child's favourite toy or activity is not available.

Toilet cleaning routine

Each Bubble will have designated toilet facilities or cleaning facilities.

Toilets will be thoroughly cleaned at the end of the day (under toilet seats, walls, etc.).

Sinks will be cleaned by practitioners between usages.



PERSONAL HYGIENE

Hand washing procedure

All the children/practitioners in each group will need to wash their hands at the same time. Practitioners will teach all children how to wash and dry their hands. Practitioners will support children to do this properly where necessary, using hand over hand techniques as follows:

1. Wet hands
2. Add plenty of soap
3. Wash the fronts, backs and between fingers whilst singing a song for at least 20 seconds
4. Dry hands thoroughly (to prevent skin problems)

Each group will need to wash their hands several times throughout the day:

- On arrival
- After using the toilet
- Before and after snack, drinking or mealtimes
- After blowing their nose
- After playing outside
- On departure

Nose blowing, sneezing and coughing

Practitioners will teach children to 'Catch it, Bin it, Kill it' when children sneeze or cough. We will teach children that germs can come out when we sneeze and cough. If we catch the germs in a tissue and put it in a bin, we stop germs spreading to other people.

Please try to teach children to cough/sneeze into a tissue, or the inside of their elbow.

Tissues need to be put into a bin with a lid by the child (where possible). Bins will be emptied throughout the day.

Children then need to wash their hands.

Adults who support children with nose blowing or coughing need to wash their hands.



Face hygiene

Practitioners and children need to avoid touching their face where possible to avoid infection spreading.

If children wear masks to the setting, these will be removed and bagged and returned to parents at the end of the day. This is to ensure children can eat and drink without continued touching of the mask, as this can cause greater risk.

The only exception to this is if you travel by minibus for one of our after school provisions, then you can provide a mask for your child to wear whilst travelling but this will not be a mandatory requirement.

Practitioners are not required to wear masks unless attending to a sick child - however some may choose to do so.

If possible, children with long hair should wear their hair tied back so that it does not touch their face.

Practitioners will aim to teach children **why** they should avoid touching their face. Germs can easily get into our mouths, nose and eyes, so we need to try and remember to keep our hands away from our face.

Practitioners will model how hard this is: "Oh no, I nearly forgot and touched my face. I remembered just in time".

Practitioners will praise children: "Well done Robert. We remembered to keep our hands away from our face".

Sleep time

Each group will need to sleep in their own group area.

Each groups' bedding will be washed at least once a day and bedding will not be shared.





MEAL TIMES

Snack routine

Each Bubble will have their snack in their own space. All children will need to wash their hands then have snack together around a clean table.

Children will be given their own bowl or plate. Practitioners will serve children using a spoon.

Lunch/tea routine (not applicable for ASC)

Each Bubble will need to eat lunch and tea at a table in their own space in the nursery or setting.

Meal routine:

- The whole group will need to wash their hands
- Practitioners sing songs/tell stories as children wait for food
- Practitioners serve the food wearing gloves - self-service is not recommended at this present time
- Children scrape their plate into a bin
- Dirty plates and cutlery will be placed in a bowl. These will be machine washed
- If in a setting where you are expected to provide a packed lunch, single use containers should be used, and sandwiches foil or film wrapped. This will be disposed of once used
- Children will need to wash their hands at the same time when they are finished eating

Younger children will be supported at meal times and practitioners will ensure they wash their hands prior and post feeding any younger children.

Drink

Drinking water will always be available. Each Bubble will have their own separate set of equipment, so there is no infection transfer between Bubbles.

Cups will be washed after every use. Dirty cups will need to be placed in a bowl and washed up. Children will need to wash their hands before and after they have a drink.



OUTSIDE PLAY

Outside play is very important for a child's health and wellbeing. Infection rates outside are also much lower than indoors, so settings should ensure children are outside as much as possible.

We will not be doing any external visits at this time. We will notify families if advice on this changes.

Outside spaces will be cleaned by practitioners at the end of each outside play session, making it ready for the next Bubble. This includes wiping surfaces of play equipment.

Each Bubble will have its own set of outside toys that will only be used by their own Bubble.

Each group having their own growing area (plant pots etc.). Planting and growing are beneficial for everyone's mental health.

Outside games

A variety of games can be played outside. Most require no equipment and they are excellent ways of supporting children's wellbeing, personal, social and language development. These will include:

- Singing Games
- What's the time Mr Wolf?
- Mulberry Bush
- Parachute (washed between groups)
- Music listening games
- Hide and Seek
- Round and Round the Garden
- Duck Duck Goose
- Grandmother's Footsteps

Outings

Outings are not currently recommended so we will not be taking children off site at this time.

ORGANISATION

Organisation of inside space

Inside space will be well ventilated.

Each Bubble will have its own dedicated room.
Staff will remain within the same Bubble.

Each group space will include:

- a table for activities and meal times
- containers for water play
- floor space for floor based activities
- adult and child chairs
- resources to play and learn with.



Supporting children with change

If your child has additional needs, we have been planning to make sure we can support them through this transition. Your SENCO or our Family Inclusion Coordinator will be in contact with you to make sure we can support your children's needs as best we can. This will include supporting children with SEND to understand changes to the routine and setting through:

- social stories
- visual timetable
- objects of reference
- Makaton signing
- discussion with parent/carer
- adaptations to routine
- meeting individual needs
- consistency of practice and use of language
- positive behaviour management.

Planning

We are busy planning activities, and will aim to ensure that we are as child-led as possible within our new routines. While there is a lot of change, practitioners will have to adapt and amend plans as they settle into their Bubbles.

Practitioners will have a set group of children; they will get to know their group of children very well and can use their interests and strengths to support their needs and learning.

Activities

We will consider which types of activities will be suitable for the changed environment and grouping so we may not offer the full range of activities your child is used to. We may share a story or song with children then provide linked activities.

Song, dance, music, and story are vital for children's wellbeing, understanding and language development. They require little equipment so consider ways of incorporating these into routines, especially for all transitions.

Water play, painting and mark making should be available whenever possible. They are essential to child development in many learning areas. Water play is also calming. Water will be changed at the end of use and the trays cleaned.

A 'Letters and Sounds' activity will take place every day. Continue name writing alongside other activities.

We will continue to carry out learning observations on your child, however this may not be at the same level as it would have been during normal delivery.

Helpful links

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<https://www.gov.uk/coronavirus>

<https://111.nhs.uk/covid-19/>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>