



Guidance for attending current sessions – Feb 2021

By attending you agree to the following;

1. No adult or child will attend Honeycroft if they are **displaying any symptoms of coronavirus**;
 - high temperature
 - a new, continuous cough
 - a loss of, or change to, your sense of smell or taste

However mild, you should self-isolate for at least 10 days from when the symptoms started and not return **until a negative test result** has been received or the **self-isolation period has finished**.

2. Children will be dropped off and picked up from the main entrance, under 2year olds will continue to use the gate to the outside play area as usual
 - **Only one adult** will drop off and pick up from each family
 - Parent /carer will wait using the **2-meter marks** to support social-distancing
 - Parent / carers will **wear a face covering** whilst dropping off and picking up
 - Children will be allocated a group **drop off time**. If you miss your allocated time, then you will need to wait until the other groups have entered the building first before your child can be admitted
 - Yellow group – 08:45-08:55
 - Red group – 08:55-09:05
 - Blue group – 09:05-09:15
 - Green group – 09:15-09:25
 - Parent carers will be required to leave their child/ren at the **2-meter marker**
 - On arrival children will have their **temperature taken** and will wash their hands before they join their group. If a temperature reading of 37.8 degrees or higher is recorded, then the child will not be able to enter the building and parents should follow the self-isolation guidance or organise a test and receive a negative result before they can return.
3. If your **child will not be attending for any reason you should call or message, via Tapestry**, on the same day as usual, so we can track attendance and we know if any absences are Covid related or not
4. No scooters, bikes, pushchairs, prams etc. will be left on site without prior arrangements
5. Children will be provided with all snacks and, for those booked in for lunch, a hot lunch will be provided as usual. If your child requires a milk alternative, then please send this in clearly labelled



6. Children should be sent in with as little as possible. This includes **no toys sent in** from home or any other unnecessary items
7. Children's bags should include; a pair of in-door shoes / slippers to change into, a change of clothes, an extra cardigan or jumper, any nappies required and a jacket suitable for the weather, as all children will have time spent outdoors each session. All items should be clearly marked with your child's name. Nothing else is to be brought in from home please
8. Children will be encouraged to **wash their hands** regularly throughout the day but especially before and after eating, when going to and coming in from the garden, when taking part in messy activities and if they sneeze or cough into their hands
9. Children will be allocated into **smaller groups** via age with consistent staff members. Groups will not mix during the day, or on subsequent days and groups will stay two metres away as much as possible
10. Children will use the same area throughout the day, with a thorough **cleaning of all areas** at the end of the day. Each group will have time spent outdoors each session
11. Sharing of toys, resources and equipment will be reduced as much as possible. Any shared items and surfaces will be cleaned and disinfected frequently. All soft toys & soft furnishings have been removed from the space until further notice. All areas will be thoroughly cleaned at the end of the day
12. **Staff will wear face shields** as follows;
 - When on the door greeting children and parents for drop off or pick up times
 - When meeting an essential visitor
 - When meeting with others for longer than 15 minutes and a 2-meter distance cannot be maintained
 - When working alongside others in one spot for longer than 15 minutes and a 2-meter distance cannot be maintained
13. **No non-essential visitors are permitted onsite.** If it is agreed that a visitor is essential then, the number of attendances is kept to a minimum and they will be informed in advance of the latest COVID-19 safety arrangements and guidelines which they will need to follow. This will include;
 - by appointment only
 - all visitors will agree to having their temperature taken on arrival
 - they will remain within social distancing guidance and wear a facemask / shield
 - any items or equipment used, e.g. pen to sign in, will be cleaned thoroughly after use, using antibacterial wipe

Delivery workers and suppliers will not enter the centre, instead food deliveries and other parcels will be drop-off at door and all essential maintenance and building work will be completed outside of operational hours, wherever possible



14. If a child begins to **show symptoms of coronavirus** through the session the following action will be taken;
- a. The child will be moved to a designated 'safe zone'
 - b. One adult will stay with the child using the 'isolation pack' available including required PPE
 - c. The child will leave the building with parent/ care via the shortest route
 - d. The child will not be able to return to the setting until **10 days or until a negative test result has been obtained**
 - e. Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice
 - f. If the effected child tests positive for Covid-19 the setting will call the Department for Education Covid helpline for support and guidance. The following people will be required to **self-isolate for 10 days**;
 - children who shared a bubble with the case during their infectious period
 - friendship groups who are known to have had definite face to face contact with them during their infectious period
 - staff members who have had close contact with the case during the infectious period
 - g. The **Confidentiality Policy** will be followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus
 - h. Settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to:
 - **book a test** if they are displaying symptoms. All children can be tested, including children under 5 years
 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by **NHS Test and Trace**
 - **self-isolate** if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms
 - i. Honeycroft will contain any outbreak by following local health protection team advice and notify Ofsted
15. **Tapestry will be used to communicate** how your child's day has been by completing the care diary daily. It will also be used for communicating with parents and requesting information or to sign any accident or administrated medication forms. Parents/carers can add comments or updates to share information as required. Please speak to someone if you need help to access your child's Tapestry account



16. No paper invoices, newsletters or letters will be issued at this time, instead they will be emailed to parents. Parents/carers can communicate with administrative staff via email and can request additional copies of materials should they need to
- 17.** Payment is expected as usual and parents are encouraged to use **bank transfer rather than cash**
- Bank: Metro Bank
Account name: Honeycroft
Sort code: 23-05-80
Account number: 3973 3902
Reference: please use your child's name
18. This guidance will be updated as and when required to ensure any new risks identified are taken into consideration - **Thank you for your support**