**Procedures/policies/risk assessment for Merton Pre-school from 1st June 2020 during the coronavirus pandemic**

We are planning on opening following the guidance from the Government, the guidance may change if the transmission rates of the Coronavirus changes. The Pre-school will try to keep you abreast of any updates, please continually review the Facebook page (Merton Pre-school (parents page)) and Tapestry.

Please note:

“*This does not include siblings in different year groups (Pre-school) unless those siblings are from the priority group”*

Our plan is to undertake a phased return starting with 8 children per session and have no more than 16 children per session unless the government lets us know of any updates. Included with this letter is the times and sessions that your child will undertake and the place you need to drop and pick up your child, please read this carefully. If you have any questions regarding this or anything stipulated below, please contact Carey West on 01256 353100 or email [mertonpresch@gmail.com](mailto:mertonpresch@gmail.com)

It is important that parents’ feelings are taken in to account when sending their children to Pre-school. Parents who are worried or are fearful should in the first instance speak to the Pre-school. As we know young children are susceptible to picking up on adults fears and if the parent is not 100% happy about bringing the child in, the child may start to feel that they do not want to return to Pre-school either.

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| **Theme** | **Reason** | **Action** |
| Social Distancing measures | Parents will have a set time and drop off/pick up point. | * Addressed in the letter enclosed |
|  | Young children are not able to social distance, so will not be expected to. | * Ensure good handwashing regularly, * No children/staff with any illness can attend Pre-school * Regular cleaning of surfaces and toys. * Toys minimised * Individual bowls for water play |
|  | To ensure 2 meters apart for drop off/pickups. | * Only 1 parent must do pick up/drop off * Please adhere to yellow 2m markings * Confidential meetings with staff - if you would like to discuss anything will be conducted by telephone ONLY * Parents should leave the Pre-school after drop off/pick up as soon as possible * Please adhere to drop off/pick up times ONLY |
|  | Limiting the number of children in the setting | * Starting with 8 children per session and undertaking a phased return (adding more when the Pre-school feel is safe to do so) * Trying to keep the children in key groups as much as possible * Using 2 entrances/exits * 1 key group at a time to wash hands for lunch * Each key group to sit at key group tables * No large group activities – staff to be vigilant if lots want to play in same area * All children will spend some of their time outside as this gives more space for the children and less likely to be in close contact with each other |
| Cleaning | Limit amount of possessions from home | * No water bottles/juice bottles * No School bags – any communication will be through Tapestry/email or telephone * No toys   + **A small toy/pebble/cloth can be kept in the child’s pocket as a transitional object from home for child to feel close to parents.** |
|  | Washing surfaces and equipment | * All well used/touched areas to be cleaned throughout the day. * Toilet to be cleaned twice per day. * Toys minimised to ensure that cleaning is achievable. * Soft furnishings that cannot be placed in washing machine removed. * Toys cleaned at the end of each day or prior to opening. * Electronics such as tablets to be disinfected before and after use. |
| Sickness | No children/Staff to attend with any illness | * Illnesses include: Colds, coughs, high temperature, flu and any of the other illnesses such as chicken pox. * If a child has a cough or high temperature the child must self-isolate for 7 days and the household must self-isolate for 14 days. The child may get tested by telephoning 111. * If any member of the child’s household has a cough or cold the child must self-isolate for 14 days. * If staff have a cough or high temperature, they must self-isolate for 7 days and must get tested through the government portal. * If a test for Coronavirus comes back as positive for a child or staff member, the Pre-school will have to shut for 14 days. If more than one positive case of Coronavirus happens then Public Health England will decide what to happen next. * Children and staff to telephone 01256 353100 if they feel ill on the day that they are unable to attend |
|  | PPE | * Staff will not be expected to wear masks and/or any other PPE for their usual activities. * If a child becomes sick whilst at Pre-school the member of staff may wear a mask (if they have one) |
|  | If a child/staff member starts having a cough/high temperature during Pre-school | * We will not be testing all children’s temperatures everyday as per the government guidance * If a child does seem poorly or not themselves, we may test their temperature * If a child does appear to have the symptoms of Coronavirus, the child will be escorted to the office with a member of staff, that member of staff will call the parent and ask them to pick up their child. If the child needs the toilet whilst waiting, they will use the staff toilet * After the child has left the office and if necessary, the toilet will be cleaned with disinfectant and the member of staff will wash their hands * If a staff member becomes poorly they will be sent home and the areas they have been in will be cleaned |

*“The Early Years Foundation Stage (EYFS) sets out the standards that…childcare settings must meet for the learning, development and care of children birth to 5 years old. Early Years Settings should use their best endeavours to deliver the learning and development requirements as far as possible in the current circumstances.”* (Gov.UK, 2020) Opening Schools and Educational settings to more pupils from 1st June.

This is all a learning curve for everyone, and we are learning every day. Please let us know if there is something you feel you need more clarity on and please accept that we are not always going to have the answers in this new and forever changing climate but we shall endeavour to support your children in their learning journey whilst doing our utmost to protect them.

Please sign to confirm that you have read the document and you have agreed to its contents. Please bring this with you when you return with your child on their first day. You will have to have signed this prior to your child’s admission. **Please remember it is your choice and Pre-school is NOT insisting that your child attends from 1st June.**

Name of child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the contents of this policy/procedure/risk assessment for the opening of the Pre-school from 1st June 2020, until the government update the procedures. I will keep a look out for any updates. I shall inform the Pre-school straight away if my child is ill or my household is self-isolating.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for the Pre-school Leader (Carey West) to take home my child’s name address, telephone number and parent’s email address in order for the Pre-school to contact us in the case of a Pre-school shut down, which may be due to Coronavirus or staff absences. Carey will strive to give notice as soon as possible as well as putting notices on the Facebook page.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_