

15 June 2020

Dear Parent of

Allocated time: Each family who expressed an interest in returning has been invited to either 2 or 4 morning sessions.

We thank you for your patience while we have been working out the safest way for us to open from 22nd June.

We have been working out how to best allocate the children into groups, taking into account the children's personalities, friendship groups and interest. We have allocated specific staff members to each of our 3 groups, which we intend to keep the same for the rest of the summer 2020 term.

There are new procedures to be followed to keep, you, your child and the staff as safe as possible. This involves different start and finish times for each group. It is important that you arrive in your time slot, when the allocated teacher - and one member of the leadership team - will welcome that group of children. 15 minutes later, the next group will arrive, into a different group. Departure time will also be staggered so that every child will have their full 3 hours.

We have divided the playgroup in to several distinct areas. The Rainbow (large room) Room will be divided into 2 large spaces, using the sliding doors and panels. The garden will be divided into 2 areas, using new freestanding fencing, allowing us to divide the space in different ways. In addition, we can have a further indoor group in the Upper Room (normal entry room). Each group will have their own place to hang their coat and bag. Snack, story, music, play time will all be with their designated teacher. We will endeavour/encourage the children to only interact within their own group.

Please do explain to your child that they may not be with their keyworker, but that all staff will be in most of the time. We are planning to have one main group worker and one support staff to help with cleaning and providing support. These members of staff will stay the same as far as possible

Each area has its own hand wash station, sanitizer, baby wipes, tissues, paper towels, disinfectant wipes and spray. There will be no soft furnishing, except the fitted carpet in the Upper Room. Each area will have some climbing or bikes, construction such as Duplo or blocks, a few books; craft area; threading or fine motor skills; a quiet area will

also be incorporated. Outdoors - where every group will have at least an hour per session - will have a digging area, water play, climbing and trikes with areas also set up for quiet play.

When we move the children to a new area, we will clean the resources ready for the next group.

We have a strict cleaning schedule throughout the setting, which all the staff and the church cleaning team will be following.

The **entry** to playgroup will be through the door from the carpark. This will avoid too many people entering the church and limit time within the building. There will be 2 metre distance lines and we ask that you respect this, with arrows indicating the route towards and away from the building. Please arrive promptly for each end of the session or we may have to ask you to wait until the door is clear.

- ✿ No parent or carer will be able to accompany their child into the building.
- ✿ You will need to pass your child across to the group/bubble leader, with no contact between adults.
- ✿ If your child is visibly distressed and does not want to separate from you, current social distancing guidelines state that we will not be able to take the child from you (to avoid close adult contact).
- ✿ On entry we will immediately clean your child's hand, either by washing or using the sanitizers by the entrance door.
- ✿ Children will then be taken to their designated area.
- ✿ Please bring a drink in a resealable, named bottle as well as a healthy snack. This could be a couple of breadsticks, rice cakes, crackers, malt loaf, fruit loaf, slice of bread, plus a piece of fruit. Please place this in a named container which your child is able to open. This is to minimise contact.
- ✿ Please bring every day: a bag with change of clothes, their snack & drink and a sunhat
- ✿ Please apply sun cream to your child before arriving as we will be outside every day.

Please refer to the letter dated 1 June for information about what actions we will take and what we expect you to do if you/we suspect a child is showing signs of becoming unwell.

We are looking forward to seeing you for the next four weeks. Please do not hesitate to ask if you have any queries.

Kind regards

Celia Mills
Manager