



Parent Guidance

2nd January 2021

We are currently open from January 4th with our full cohort and are re-issuing this parent guidance to ensure the safety of all.

To reduce contact and enable social distancing, our current arrival and collection procedures are:

Arrival: You are welcome to arrive before 9:15. There will be hand sanitizer at the sign by the end of the drive - we ask that adults and children use it. We are also asking that all parents and carers wear a mask while waiting to collect or drop off. Then please bring your child to the covered porch area and to do the following four things with them.

1. Put their snack and drink in the big plastic box outside
2. Find the child's self registration badge with them and put it on the white board
3. Hang bags/coats on the pegs outside
4. Wash hands and then come round to the playground area - staff will let children in to the playground from 9:15am. Before this time they will be busy setting up for the day.

Collection: When collecting your child please wait by the sign at the end of the drive where a member of staff will hand the children over. Please remember to social distance from other parents and carers while waiting.

Here are some of the changes that we have made:

Prevention

- Handwashing on arrival, and regular hand washes throughout the session. We will also have hand sanitiser to ensure that if we are away from the facilities we can maintain hygiene.
- Parents should use the hand sanitizer at the site entrance on arrival.
- No show and tell (or any toys from home to be brought to The Ark). Children can instead show something each day that they have enjoyed doing or playing with at The Ark.
- The guidelines suggest not to share cups or any crockery or cutlery. As we want to maintain our commitment to reduce our plastic waste, we have decided that we will not provide snacks for this half-term. Therefore, when your child returns please ensure that they bring a water bottle and a healthy snack.
- We will be ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Soft fabrics (e.g. parachute and scarves) are washed after use.
- Limit the resources available on a given day to allow for cleaning of resources and rotation of resources will allow the 72 hours to pass on which the virus will settle on any surface.
- We will be maintaining enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents.

- Where necessary staff will wear appropriate PPE.
- Occupied spaces will be kept well ventilated – opening windows where safe to do so.
- No off-site trips.
- The children will be outdoors for the first part of every session (excepting in high winds), so please ensure they are dressed appropriately in warm and waterproof clothes and boots.

Response to any infection

- **IMPORTANT:** If anyone shows any symptoms of COVID-19 you are not permitted to bring them onto the Wellington College site. If a parent/carer or child shows any symptoms of COVID-19, or has a positive test for Covid-19, they must self-isolate at home for 10 days, and all members of the household must self-isolate for 10 days. You must follow the latest government advice and guidelines with regard to testing, and engaging with NHS Test and Trace.
- You **must also notify us immediately** if a child tests positive for COVID to enable us to carry out the required reporting to Ofsted, the local council and Public Health England.
- If a child shows symptoms of COVID-19 whilst at The Ark, we will isolate that child from the rest of the group, and the staff member looking after the child will then be required to wear PPE to protect themselves (goggles, gloves, apron and face mask). You may want to talk to your child about this to prepare them. **A staff member will then call the parent/carer and they will be expected to collect the child immediately.** Therefore, please ensure that we have the latest contact details for you.
- If a child is tested and found to have the virus, all the staff and children in the setting will be required to self-isolate for 10 days. We will work to contain an outbreak by following local health protection team advice.
- In the unlikely case that a staff member becomes ill and self-isolates at short notice, and we cannot cover the session at short notice with adequate staffing, we will notify parents by 8.30am of our unexpected closure.

Other safety in setting controls

- Parents of new children are able to enter the setting to help their child adapt to the new environment. If you are doing this you must:
 - wear a face covering if coming inside The Lodge
 - stay for a limited time (ideally not more than an hour)
 - avoid close contact with other children
 - be aware of the system of controls

General information

As we will be outside in a forest environment and on the field, bear in mind that ticks are prevalent, so please check your child daily.

All your child should bring into the site is :

- Change of clothes and indoor shoes in case we have to move indoors.
- Weather appropriate clothes (sun-hat/ rain-proof coat and trousers).
- Snack and water bottle.

- Lunch box for those staying for lunch club.

These are unprecedented times and extremely uncertain, so we may continue to make necessary changes, which we will communicate to you. Our priority is to continue to provide your child with the nurturing care, whilst ensuring ongoing progress in their learning and development through play, but please bear with us as we make sure we are doing this in the safest way possible.

Please continue to advise of any absences for your child on a daily basis at The Ark site phone number: 07999 550674 (not the admin number).

If you have any queries, please do not hesitate to contact our administrator, Naomi Page, on 07827 892397 or at: admin@thearkpreschoolcrowthorne.org.uk.

Many thanks for your continued support.

The Ark Team.