



Procedures/policies/risk assessment for Merton Pre-school from 4th January 2021 during the coronavirus pandemic

The government has announced no matter which tier our area will be in we shall be open to all children, the guidance may change and the Pre-school leader will strive to update you if this does happen, please continually review the Facebook page (Merton Pre-school (parents page) and Tapestry.

We shall be running as normal with up to 30 children in at Pre-school from September. **Please, adhere to the start time and pickup time you have been given, this is to ensure that we do not have too many people in the que in the morning and to ensure social distancing.** If you have any questions regarding this or anything stipulated below, please contact Carey West on 01256 353100 or email mertonpresch@gmail.com

It is important that parents' feelings are considered 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 adult's 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. Please speak to the Pre-school Leader and your key person if you have any questions.

ALL STAFF and CHILDREN if they are showing symptoms which are a cough, high temperature or a change in taste/smell – MUST NOT attend Preschool and MUST gain a test through track and trace and let the Preschool Manager know that this is the case. The child or staff member SHOULD NOT return until you have a negative test or 10 days from onset of symptoms.

If a child or staff member has these symptoms - they will be sent home.

If a child/staff have a positive test then you MUST stay at home (not go out) for 10 days, and you MUST let the Preschool Manager know as soon as you are aware.

To contact the Preschool, you can email mertonpresch@gmail.com or telephone 01256 353100. (Leave a message if the setting is closed.)

Theme	Reason	Action
Social Distancing measures	Parents will have a set time and drop off/pick up point.	<ul style="list-style-type: none"> All parents to adhere to the strict 9am or 9.10am pick up, to ensure social distancing.
	Young children are not able to social distance, so will not be expected to.	<ul style="list-style-type: none">
	To ensure 2 meters apart for drop off/pickups.	<ul style="list-style-type: none"> Only 1 parent/carer must drop off/pick up. Please ensure that the person picking up/dropping off does not have any covid-19 symptoms (see above) Parents or any other people dropping off and collecting must wear a face mask. When attending meetings at the Pre-School parents/carers to wear a mask. When holding meetings with parents or speaking to parents at the start or beginning

		<p>of the day staff to wear a visor. Ensure good handwashing regularly,</p> <ul style="list-style-type: none"> • No children/staff with any Covid-19 symptoms which are a cough, high temperature, no taste or smell (if you present with any of these symptoms then you must get a test and self-isolate for 10 days). • Regular cleaning of surfaces and toys. • Toys minimised • Individual bowls for water play • Individual playdough made by the child playing with the playdough –labelled and thrown away after use. • The windows and doors will remain open throughout the session in order to allow in fresh air and prevent the spread of diseases. • All parents MUST provide your child with lots of warm layers, gloves and a warm winter hat. • Tracy and Ann’s key group parents will drop and collect from main door. • Claire and Annie’s key group parents will drop and collect from quiet garden. • All staff will wear a visor at drop off and pick up times. • Please adhere to 2m markings and stay this far from staff and other parents and children at all times. • Confidential meetings with staff - if you would like to discuss anything will be conducted by telephone ONLY • Parents should leave the Pre-school/School site after drop off/pick up as soon as possible. • Please adhere to drop off/pick up times ONLY. • Please do not allow your child to touch the toys in the quiet garden.
	<p>Limiting the number of children in the setting</p>	<ul style="list-style-type: none"> • 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. • Early Years settings are not compulsory. If you choose to keep your child at home due to the current covid-19 pandemic, this is a parent’s choice. Your child may lose their space if you choose not to pay for the provision at this time. Which may mean you may have to re-enrol at a later date if you do not use your space. Please, let the Preschool Manager know by email mertonpresch@gmail.com.

Cleaning	Limit amount of possessions from home	<ul style="list-style-type: none"> • Items such as Christmas cards that have come from another home and are due to be sent to a different home will be isolated for 72 hours prior being sent to the child's home. • No water bottles/juice bottles • Communication will be through Tapestry/email or telephone • No toys <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • All well used/touched areas to be cleaned throughout the day. • Cleaning schedule will be put on the Pre-school wall and staff will initial once the cleaning procedure has been complete. • 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	<ul style="list-style-type: none"> • If a child has a cough or high temperature or no smell/taste the child must self-isolate for 10 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 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	<ul style="list-style-type: none"> • Staff will not be expected to wear masks and/or any other PPE for their usual activities when working with the children. • If a child becomes sick whilst at Pre-school the member of staff must wear a mask • Staff will wear a visor at drop off /pick up times and when having essential meetings face to face. Parents must (unless not able to due to medical reasons) wear a mask when dropping children off and pick up times, as well as when attending any essential meetings at the preschool face to face.

	<p>If a child/staff member starts having a cough/high temperature during Pre-school</p>	<ul style="list-style-type: none"> • 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, the temperature will be recorded and may be monitored throughout the day. • 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.
--	---	--

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. **If you do not sign the form but continue to bring your child to Preschool, this confirms that you agree to this policy and procedure.** Please bring this with you when you return with your child on their first day.

Name of child _____

Parents name _____

I agree to the contents of this policy/procedure/risk assessment for my child to attend the Pre-school from **4th January 2021** until the government updates the procedures (updates will be placed on Facebook). I will keep a look out for any updates and my family will adhere to them as part of the contract of my child attending Pre-school. 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 Pre-school to use E45 cream, if my children's hands get dry due to lots of hand washing

Signed _____ Date _____

