



Puddleducks  
Nursery and  
Pre-School  
Information booklet  
Summer 2021

As a setting we have attempted to maintain a sense of normality, but with the recognition that things are different for us all. The first thing we ask of you, as parents, is to continue to communicate with us, and that, together, we follow the latest Government guidance summarised as follows:

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting

Ensuring that children, staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the day is sent home are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). The isolation period is as determined by NHS 111/119/test and trace.

<https://www.gov.uk/government/publications/coronavirus-covid-19-earlyyears-and-childcare-closures/coronavirus-covid-19-early-years-and-childcareclosures>

We ask you to please work with us over the next few months as we move out of restrictions, whilst still following government guidelines where applicable.

*At present the following advice is still given:*

*'Parents and carers should be encouraged to limit the number of settings/childminders their child attends, ideally ensuring their child only attends the same setting/childminder consistently.'*

Should you have any queries or concerns then please do email us directly or phone (01672 562371). We totally recognise that for some children and adults, this is still an anxious time. We will be doing our best to mitigate these issues. Being in a safe environment with friends, playing games and laughing is often enough to reset the equilibrium for the majority of our children.

As a setting we have developed our operations and activities carefully, ensuring that we do this as safely as possible, following the guidance that has been given to us by the DfE, Public Health England and also Wiltshire Council.

**The safety of children and staff will be our primary concern throughout this pandemic.**

Every setting in Wiltshire is different and, although each setting will be following the same guidance, how this is enacted safely will look slightly different according to context.
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In the meantime, here is some useful information that can be shared with you now and will help you and your child prepare for September.

### **Start Dates**

These will be agreed with you and will be based on your specific requirements.

### **Hand Sanitiser**

Children will not need to bring in their own hand sanitiser.

As a setting, children will be helped to wash their hands with hand soap regularly throughout the day, before and after snacks and meals and of course after toileting.

We also have antibacterial wipes and hand sanitizer onsite too for staff and parents, should it be required.

### **Start Times / Collection Times and arrangements**

It is advised that only one adult drops off or collects each day. Where more than one or a group arrive, they are asked to wait outside the gates please. It does get busy at key times of the day, such as 9am, 3pm and 5pm, so please be patient.

We have social distancing indicators on the footpath. Although restrictions are relaxing in the wider environment, it is still good practice to socially distance whilst waiting. In addition, we await further guidance as autumn/winter approaches once again!

Once you enter the gated entrance, please keep children close to you. We have painted numbers and shapes within the social distancing markings to help you keep children entertained while you wait your turn.

Once you reach the 'star' ring the bell and wait patiently for a member of staff to greet you.

Babies and small toddlers will remain in their pushchairs until they are confident to toddle in themselves or happy to be passed from parent to staff. We have found quick handovers to be less problematic and traumatic for the children. If you wish to relay information at drop off, then we will speak to you once your child is safely in their designated playroom.

Independent walkers and certainly pre-schoolers will be guided into the play room by staff, who will be there to help. Again we have found during the last 18 months, that this method builds on a child's self-esteem and independence and works extremely well.

Goodbyes will therefore take place at the entrance.



## Setting organisation and moving around setting

In line with guidelines, our cleaning regime is thorough. We still rotate books, sand, dressing up clothes daily to ensure bubbles are safe.

Our room layout has always been spacious and easy to navigate so little has changed here apart from snack and meal times which are more socially distanced

It is fair to say that Early Years providers **cannot** socially distance from the children. If they need reassurance or a cuddle we will continue to offer this. We work extremely hard to deliver a 'normal' for all ages and will encourage normal play and lots of outside play too.

We are currently operating out of three playrooms and therefore have formed three 'bubbles' where possible. (We follow the guidance of Public Health England, which may result in a whole setting closure)



## Visitors / Parents / Carers in Setting

The entire building will be in lockdown once all children have arrived. Only children and staff will have access to the playrooms.

Parents/Carers will drop off and collect at the main entrance, although between the hours of 9.30am-3.45pm, arrivals and departures will be made at the rear door. Please ring the doorbell to announce your arrival as we will not know you are there unless the bell is heard.

There will be no visitors unless an appointment has been booked in advance.

All children, prior to leaving would have just been changed or toileted and hands washed. We do not have any public toilets.

## Policies

We have a comprehensive Covid-19 risk assessment in place. This is constantly under review and will follow national and local guidelines as they change or relax. This is available to view on our website:

<https://www.puddleducks-pewsey.com/new-starters-.html>

Policies where relevant, have been updated regarding Covid-19. These are available to view on our website:

<https://www.puddleducks-pewsey.com/policies.html>

## Setting snack and lunchtime arrangements

Morning and afternoon snacks (10am & 2pm) will be provided. Fruits, vegetables, breads and dairy.

We can provide cooked meals (additional cost £2.20 per meal). If this is of interest menus and booking form can be obtained, please just ask.

Alternatively a downloadable copy can be obtained from our website:

<https://www.puddleducks-pewsey.com/cooked-meals.html>

You can provide packed lunches if you wish. We prefer these to be balanced healthy meals without too much sugar and fats. The children will be taught to eat savouries before desserts and to sit at a table using plate and cutlery if needed.

### Children falling ill in setting

It is important that we treat any illness promptly. If there has been a need to administer medication to your child prior to arriving at Puddleducks, we need to know medication type, dosage and reason, so please include this information at handover.

If a child begins to demonstrate Covid-19 symptoms (high temperature, which means hot to the touch on chest or back, a new continuous cough and/or loss of taste or smell (anosmia) you will be contacted immediately and asked to collect your child)

We will move the child and a member of staff to the isolation room until they are collected. Staff will wear PPE (face mask, apron and gloves). You will be asked to contact NHS 111 for children under 5.

Your child must remain in isolation at home, returning only when medical advice allows.

Unfortunately, during these times of uncertainty, we cannot try and second guess illnesses/ailments. We will therefore treat each and every situation simply as *'is your child well enough to attend or not?'*

### Cleaning

We are aware of the new cleaning regime required of us. We had and have a very thorough cleaning programme anyway, but this has increased.

Each and every day the play rooms are cleaned. All surfaces, toys, doors, handles and equipment are disinfected.

We follow the setting risk assessment plan.

### Home Learning Contingency Plan

In the event of a further lockdown or setting closure or partial closure, we will work with you via email and Microsoft Teams to deliver activities and stories.

These are free downloadable apps for many types of devices and therefore widely available to all.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



## Settling in procedures

It is important to prepare your child about their start at our setting. We understand that some children may be anxious, and we will do all we can to help your child have a smooth and happy start with us.

To assist with this we have created a 'New Starters' page on our website

<https://www.puddleducks-pewsey.com/new-starters-.html>

This page will contain a copy of our Covid-19 risk assessment, virtual tours of our playrooms and transition booklets for babies, Toddlers and Pre-School.

## Contact Numbers

Please make sure we have your up-to-date contact numbers including emergency numbers.

Our contact details are:

Telephone: 01672 562371

Email: [manager@puddleducks-pewsey.com](mailto:manager@puddleducks-pewsey.com)

Website: [Puddleducks-pewsey.com](http://Puddleducks-pewsey.com)

Thank you for taking the time to read this information booklet. Working together we can make a real difference.