



Puddleducks Nursery and Pre-School

Information booklet
January 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-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

We ask you to please work with us over the next few months as we move through winter, whilst following government guidelines:

‘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 me directly or phone me. We totally recognise that for some children and adults, this will be 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 in this planning process and will remain so throughout.**

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.

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.

In January.....

Start Dates

Our term starts Monday 4th January 2021

Hand Sanitiser

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

As a setting children will be helped to wash their hands 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.

Start Times / Collection Times and arrangements

It is advised that only one adult drops off or collects each day. In cases where this is not possible another named adult can collect as long as we are advised beforehand. Where groups arrive they are asked to wait outside the gates please.

We have social distancing indicators on footpaths and within the building which we ask you to follow. Although restrictions are relaxing in the wider environment, we are still implementing strict measures to ensure the health and safety of our users, so please adhere to these for the benefit of all.

Once you enter the gated entrance all children must be controlled and kept 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' please wait patiently for a member of staff to greet you.

Babies and small toddlers will remain in their pushchairs. These will be wheeled into the playrooms by staff. We have found this to be less problematic for handovers and less traumatic for the children.

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

Goodbyes will therefore take place at the entrance and then following signage and floor markings you will exit via the same way.



We will allocate specific windows for drop off and collection. Please keep to these time slots as they are designed to manage queuing at peak periods.

Setting organisation and moving around setting

In line with guidelines, certain toys and equipment have been temporarily removed from the play rooms. These are difficult to clean resources such as Lego, play foods, some books as well as fabric or cloth items such as soft toys, dressing up clothes and soft furnishings, since it is recognised that these surfaces harbour viruses and germs longer.

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 (2-3 children per table as opposed to 4-5 children)

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 'new normal' for all ages and will encourage normal play and lots of outside play.

We are currently operating out of one playroom and therefore have formed one 'bubble'. When fully operational our three playrooms will operate via independent 'bubbles'. (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 at the entrance and exit the same way following signage and markings.

There will be no visitors unless an appointment has been booked in advance. We will assess the necessity of these visits in order to manage these persons closely. We are required to clean any surfaces touched once they leave, therefore obviously we wish to keep this to a minimum!

There will be no public toilet facilities available within the building. All children, prior to leaving would have just been changed or toileted.

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 in hard copy format within the building or from our website:

<https://www.puddleducks-pewsey.com/new-starters-2020.html>

Policies where relevant, have been updated regarding Covid-19. These are available to view in hard copy format within the building or from 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 from the entrance or a downloadable copy from our website:

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

Alternatively, you can provide packed lunches. 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 the local HPT (Health Protection Team) on 0300 303 8162 for advice and support, or for testing visit NHS online portal or contact NHS 111 for children under 5.

Your child must remain in isolation at home, returning only if a test proves negative or medical profession (Health Protection Team, Doctor etc) states it is safe to do so.

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 now intensified further.

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



Each and every day the building entrance, corridor, doors, handles, lunch trolley are cleaned using disinfectant and/or antibacterial wipes.

We follow the setting risk assessment plan.

Home Learning Contingency Plan

In the event of a local 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 or return to 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 2020 page on our website <https://www.puddleducks-pewsey.com/new-starters-2020.html>

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

In addition, it informs of our new SEN & Covid-19 recovery Co-ordinator. This member of staff (June Goddard) will be focussing on closing the gap for all children via several interventions such as social skills, letters and sounds, listening skills (BLAST) and specific curriculum areas identified through our observations of your child.



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

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.