



Puddle Ducks

PUDDLE DUCKS PRE SCHOOL COVID-19

DAILY PROCEDURE



Puddle Ducks

Updated November 2020

Puddle Ducks has re-opened we are doing everything in our power to make Puddle Ducks Pre-school a safe environment for adults and all your children but if you feel your child is safer at home we completely understand your decision.

The way in which we normally operate and provide a service has been modified in order to ensure we are in line with the governments reopening guidelines.

We are taking every possible precaution to keep your child safe and have a full risk assessment which will be closely followed by our team and updated regularly as the situation evolves.

We are working alongside the Department for Education, Public Health England. And Schools Net
The telephone number for Covid-19 Helpline is 08000468687

Below are the updated daily procedures we are going to implement to keep your child safe;

- We have had an extensive meeting with the committee and the unit leaders that are going to be using the building and have compiled a cleaning schedule for us all to adhere by, this will be reviewed by all parties on a weekly basis to ensure we are all meeting the current Covid 19 guidelines.
- For the duration of the latest lockdown all Scouting and Guide meetings have been suspended until further notice
- Due to cross contamination and in accordance with the government's guidelines, we will not accept children who are attending other settings. To clarify this includes childminders, nurseries and other pre-schools and children must refrain from bringing in toys from home.
- Markers and signs for social distancing will apply on the car park.
- Drop off and collections will be the biggest change for everyone and will be time consuming. Children will need to be dropped off at the door and picked up by 1 parent/carer only. This parent/carer must wear a face covering, be symptom free and or have completed the required isolation periods. Please be aware that the staff member at the door will wearing PPE gloves, and face visor.
- Children's coats and bags will be taken off in the porch area and stored in our small back room. Lunch boxes will be wiped down and stored separately.
- On arrival and home time staff will ensure that every child washes their hands thoroughly.
- For children in nappies we ask you to bring in a named plastic bag with your child's nappies, wipes cream etc. so we can keep them at Puddle Ducks and staff will inform you when they need replenishing.

PLAYROOM RULES AND LAYOUT

- Wherever possible social distancing strategies will be in place

- The toilet area will be limited to two children at one time where possible and we have allocated a separate toilet for staff.
- Toilets, sinks, potties and changing mats are cleaned after each use..
- We will ensure that children wash their hands frequently for 20 seconds with running water and soap and dry with disposable paper towels.
- We will continue to follow the “catch it, bin it, kill it” procedure to promote good respiratory hygiene and encourage the children to use a tissue or their elbow to cough and sneeze into. Tissues will be easily assessable for all children and staff
- The playroom and toilets will be well ventilated.
- Areas/toys etc. that the children have touched will be cleaned regularly throughout the day using disinfectants.
- All outdoor space will be used where possible to easily allow distance between children and staff
- We have purchased a portable wash station for outdoors use.
- If we suspect that a child is unwell, we will take their temperature and if it is over 37.8 or they feel hot on their back or chest, have a new continuous cough, your child will be removed from the main room with a member of staff whilst parents/carers are contacted to collect their child. The child will be required to isolate at home for 7 days unless tested for Covid-19 and negative results come back-at this point they can return to nursery
- If a child who attends has a confirmed case of Covid- 19 all children and staff will need to self-isolate for 14 days.
- If someone in the child’s household displays symptoms of Covid-19 and has not been tested your child must isolate at home for 14 days or until that person is tested and received a negative result then the child can return to nursery. We are asking parents to adhere to government guidelines of self-isolating and inform Puddle Ducks as soon as possible.
- All children and members of their household will have access to testing if they display symptoms of the Coronavirus. To access testing parent/carers should call 111 for advice.
- We may consider taking temperatures of children and staff on arrival and risk accessing with regular health questionnaires.
- Visitors will not be allowed on site when Puddles Ducks is operating unless it is essential then full PPE will have to be worn, they will have to abide by our “system of control, wearing a face covering and washing their hands on entering and leaving the premises and understand how complying by these, how this impacts them and their responsibilities’ during their time in the building.
- In order to maintain a safe environment and minimise cross contamination at the end of each day all equipment, toys, playroom, toilets etc. will be thoroughly cleaned and left to air dry overnight.

We know this is a worrying time for everyone and we appreciate your concerns. As a Pre-school we feel this is the safest way for us to open at the moment.

Keeping children and staff safe is our utmost priority

If you need to discuss your concerns, talk about your child's development please let the member of staff know or text one of the managers and we will arrange a day and convenient time for you to talk in private.

Regards Mandy and Angela