



Guidance for Parents Holiday Childcare Provision

December 2020

Introduction and Contents

The health, safety and welfare of the whole school community at Froebelian is of paramount importance to us.

We have created this document for parents to outline the arrangements and safety measures which will be in place if The Froebelian School is able to run holiday childcare provision.

We have consulted the various government guidance documents to ensure that appropriate and robust protective measures will be in place for the safety of everyone attending school.

The contents of the document are listed below and are hyperlinked to the relevant section of the document for ease of reference. We advise that parents read the document in its **entirety** to ensure they are fully aware of what to expect when their child attends the holiday club.

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Protective measures

We have undertaken a full review of our existing protective measures and risk assessment. We adapted them as required to suit holiday childcare and shared the documents with the staff who will be running the provision.

The specific protective measures we will have in place are outlined throughout the various sections of this document. It is important for parents to be aware that the protective measures are designed to reduce and minimise risk, but we **cannot eliminate** risk completely.

Parents are advised that we will **not** be able to maintain the 2m social distancing consistently. The DfE have stated that primary settings are not expected to meet this social distancing measure. However, the measures we have in place will promote as much social distancing as our building, the smaller groupings and the age of the children allow.

Splitting childcare across providers

We would like to inform all parents that there is now an option to book individual days e.g. Thursday, Monday and Wednesday. This option can only be requested if parents declare that their child will NOT be taking part in any other holiday club or attending any other child care setting. The declaration will be sent at the time of booking.

Travelling to and from school

The government is encouraging children and parents to walk or cycle where possible and avoid public transport at peak times. The government has published guidance on how to travel safely, which parents can refer to when planning their travel, particularly if public transport is required.

Timings

Each day will run from 8:00am until 4:00pm, with an additional hour available until 5:00pm for a small surcharge. Parents may drop off at any time after 8:00am but we would appreciate if children can be collected by 4:00pm promptly unless they are staying for the additional hour. **The late collection surcharge will be applied if your child is collected after 4:00pm.**

Bubbles, staffing and classrooms

We are running a Pre-Prep bubble and a Junior bubble. Each bubble will be colour-coded.

Each bubble will have two dedicated members of staff looking after the children who will remain with the group every day.

Each bubble of children will have a set base, playground, and toilet facilities.

Date	Bubble	Staff	Base
Thursday 17	Pre-Prep	Miss A Morley Miss L Westney	The Hub
	Juniors	Miss J Suggitt Mr M Finan	Main Hall
Friday 18	Pre-Prep	Miss A Morley Miss L Westney	The Hub
	Juniors	Miss J Suggitt Mr M Finan	Main Hall
Monday 21	Pre-Prep	Mrs J Giles Premier Sport	The Hub
	Juniors	Miss J Suggitt Miss T Welsh	Main Hall

Tuesday 22	Pre-Prep	Miss A Morley Miss J Giles	The Hub
	Juniors	Miss J Suggitt Miss T Welsh	Main Hall
Wednesday 23	Pre-Prep	Miss A Morley Premier Sport	The Hub
	Juniors	Miss J Suggitt Miss T Welsh	Main Hall

Arrival at school

First of all, please make sure you and your child/ren wash their hands **just before** leaving for school. We will be maximising access points to the building to keep different groups of children socially distanced.

Please note that only one parent should drop off or collect their child at a time. If younger siblings have to travel to school to drop off or collect older siblings, they should remain with their parent at all times i.e. not running around the playground.

Parents will not be permitted into the building unless they have to drop off any prescription medicine and we ask that all parents observe social distancing for their own safety and for the safety of the staff team.

Children should keep all their belongings inside their room base. Children will be required to wash their hands immediately on arrival at their classroom base.

Bubble	Bubble colour	Perimeter access	Door access	Room base
Pre-Prep	Red	Car Park gate	The Hub fire door in the Pre-Prep playground	The Hub
Junior	Blue	Main gate	Main Hall rear door	Main Hall

Attendance and Registration

All children will be signed in/out on our SignIn app on the iPad. This will act as our fire register each day.

If your child is unable to attend, please contact Miss J Suggitt via email j.suggitt@froebelian.co.uk or call 07724 075 600.

If your child, or anyone in your household develops symptoms of coronavirus, you should follow the guidance on self-isolation: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

School must be informed at the earliest opportunity if a child or member of their family is experiencing symptoms or has tested positive for COVID-19 so that we can take appropriate action.

Structure of the day

The staff will plan four sessions per day; two in the morning and two in the afternoon. The children will have a morning and lunch break of free play. Activities will include sports, games, arts and crafts as well as some periods of quieter down time.

School layout, facilities and movement of groups

We would like to reassure parents that we will be taking all steps possible to minimise the contact between the two bubbles of children in school.

Due to the size of our bases, we are unable to observe a 1 metre plus distance but we will spread out the children in each bubble as far as we can.

We will be reassigning our toilet areas (whilst maintaining gender separate facilities as per age requirements) and allocating each bubble their own toilet cubicles and sinks.

When bubbles need to move to the playgrounds, children will be reminded to walk in single file in case the bubbles cross paths. Such brief transitory passing is deemed as low risk.

Break and lunch arrangements

Each bubble will have a designated playground space and they will only be permitted to play with friends in their bubble. Playtime equipment for each bubble will be provided to minimise the sharing of resources and will be disinfected regularly.

Children should bring a packed lunch (**no nuts, yoghurts or fizzy drinks please**) and will eat outdoors or in their respective base with their dedicated staff members.

Safety and hygiene procedures

At the beginning of each session, bubble staff will talk to the children about the various safety and hygiene measures in place, including what to do in the case of fire. They will remind them regularly throughout the day about personal hygiene habits such as regular handwashing, using a tissue when coughing/sneezing and trying not to touch their face. Posters sharing this information are already displayed in rooms and toilets as a reminder.

The children will have a set routine for handwashing during the day and staff will supervise this to ensure the children are washing their hands properly. We have secured ample supplies of soap and paper towels. As a minimum, the children will wash their hands:

- On arrival at school
- After visiting the toilet
- Before and after break
- Before and after lunch
- Before going home
- After sneezing/coughing

Each room will have supplies of tissues and hand sanitiser for use during the day as required. Used tissues will be bagged and disposed of in nominated bins. Staff will also ensure that any shared resources are disinfected daily or else left for 72 hours before reuse.

We can confirm that we will have Paediatric First Aid trained staff in school every day. A member of the Senior Leadership Team and a member of the Designated Safeguarding team will be available on call.

We are very lucky that our school is always very well-maintained by our dedicated cleaning team who always do a thorough job. Bubble staff will clean room surfaces and high traffic/contact areas such as door handles, light switches and bannisters during the day. A full clean of all areas of school in use will take place at the end of each day.

What happens if a child or member of staff develops symptoms

If a child or staff member develops symptoms compatible with coronavirus, they will be taken to the Infant Activity Room which is our designated isolation room. The child will be made as comfortable as possible and parents will be asked to collect them immediately. The member of staff looking after them will be required to wear Personal Protective Equipment but every effort will be made to reassure and comfort the child. Access to the Infant Activity Room is via the Main Playground and signage is displayed in the window.

The child or staff member will be sent home and advised to self-isolate for 10 days. Their fellow household members should also self-isolate for 10 days.

Where the child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 10 days. Each child's household members do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child's bubble or the other bubble in the school, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise school on the most appropriate action to take. In some cases, more children may be asked to self-isolate at home as a precautionary measure.

Clothing

Children **MUST** bring a waterproof jacket and warm fleece/coat, hat, scarf and gloves to wear outside. Please ensure your child is wearing sensible shoes for outdoor activities; trainers are ideal.

What does my child need to bring each day

All children should bring:

- a named water bottle
- a snack (no nuts)
- a packed lunch (no nuts, yoghurts or fizzy drinks please)
- waterproof jacket, a warm fleece/coat, hat, scarf and gloves
- inhalers/epi-pens (if these were taken home at the end of term)

Collection

Please access school via your designated gate. Parents are asked to maintain their social distance when waiting to collect their child and avoid congregating near classroom doorways or perimeter gates. **We request that you wear a mask at drop-off and collection if possible.** Once your child has been handed over, you should leave the school premises immediately. Children cannot play with their friends from the other bubble in the playground as they usually might.

Charges

Holiday childcare provision will be charged at a rate of £30 per day.

Invoices will be issued in advance; if you wish to pay by child care voucher or tax-free childcare, please ensure payments are received, by the school, on or before 27 December 2020. Any outstanding balances will be taken by direct debit on 8 January 2021.

If your child attends a 'late' session (4:00-5:00pm or part thereof), this will be recorded and charged at a rate of £5 per session and added to your February direct debit.