



Busy Bees Setting COVID 19 Procedure September 2020

- Please adhere to your start and finish time, please **DO NOT** turn up early to wait to either drop your child off or at collection time.
- Please **ALWAYS** keep your distance from other parents and staff.
- If you do not practice social distancing whilst walking up and down from Pre-School and whilst waiting – you may be asked to leave the premises.
- Only 1 parent to walk up to Pre-School please where possible.
- If you need to bring siblings with you, then they must always stay with you.
- Parents will not be allowed into the Pre-School room.
- Children will not be taken from parent's arms (unless it is necessary.)
- Please only send your child with their book bags (these are available to buy if needed (please speak to Lisa). A set of spare clothes can be put into their book bags only if needed.
- Please ensure your child has suitable warm clothing through the winter months (for inside) as we have the windows open for ventilation.
- Lunch boxes **MUST** be easy to wipe clean on the outside and you **MUST** place them in the lunch box trolley (this will be situated at the bottom of the ramp near the main hall back door).
- We would encourage you to not let your child bring items from home (toys etc).
- We would like you to bring a pair of (named) wellies so that they can be kept at pre-school during the winter months.

- All children will have antibacterial hand gel applied on arrival and will wash their hands regularly after that.
- Children will have access to the outside areas.
- The staff will have their own anti bac hand gel as well as a walkie talkie to help with contacting each of the other groups.
- PPE of gloves and aprons will be used as normal for any intimate care your child may need.
- Where a child becomes unwell, staff will inform the child's parent to collect him or her. The child will be isolated, and the member of staff will wear Apron, gloves, and a see-through face visor and a mask.
- **ALL** staff will follow social distancing rules from each other, parents,
- They will still have close contact with your child.
- All equipment and surfaces will be cleaned on a regular basis throughout the day and surfaces wiped following our cleaning schedule.
- Staff and parents **MUST** adhere to the 2-metre social distance rule whilst walking up to Pre-School and when on the Pre-School environment to.
- We ask that **ALL** parents wear a mask when walking up to and from Busy Bees.
- For more information please see our COVID 19 risk assessment.
- We will also implement the NHS "Track and Trace process if needed.

Thank you for your co-operation and understanding during these this time.

Jane & Lisa