

# Little Cherubs Nursery & Pre School

## Covid-19 Procedures 2021

This document is likely to change along with Government guidelines at any point.

### Arrival & Departure from Little Cherubs

- Please ask that only **ONE** parent attends the pickup & drop off to allow for minimal contact with outside personnel.
- Your child's temperature will be checked on arrival into the setting daily. Should it be above 37.8, your child will be sent home (follow the procedure on symptoms below)
- You will be asked to complete a Health Declaration form on a weekly basis for your child & household.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements) or been asked to quarantine, we'll ask you to stay home for 10 calendar days.
- If you've been in 'close contact' with someone infected by COVID-19, we'll ask you to stay home for 10 calendar days. *(please check the NHS website)*
- If you have been contacted by NHS 'track & trace' & have been told to self-isolate, you will not be permitted into the setting.
- Parents will not be permitted to drop off their child if they are currently self-isolating

### Outside Visits & agencies

- All outside personnel will be limited during this time.
- Only personnel with pre booked appointments will be permitted to enter the setting which is on a limited basis.
- All appointments will be held via video call where possible.
- No visits will take place during this time. Virtual Tours only
- Children's small, regulated activities are constantly reviewed during this time.
- All guidance from the government guidelines are reviewed & followed regularly
- Risk assessments as completed by each external company to minimise risk
- All teachers are asked to follow the company Health & Hygiene procedures for Little Cherubs at all times
- Managers have the ultimate discretion for weekly activity timetable. These may be cancelled at any time should they see fit.

### Settling in your child to Little Cherubs

- Settle sessions will be booked & confirmed with parents via email.
- Please ask that only **ONE** parent attends the settle session to allow for less contact.
- Prior to 1<sup>st</sup> settle, the child's key person will allocated & be ready to greet you on your 1<sup>st</sup> session.
- Parents are asked to either wash hand with soap or hand sanitise upon entering the building.
- To use the footbath upon arrival to sanitize footwear when entering the building.
- Parents are offered a disposable mask to be worn whilst inside the building.
- Staff members will also be asked to wear mask during the settling sessions.
- These sessions will take place in the garden areas where possible.
- All paperwork will be fully completed with your child's Key person. This will be an opportunity to ask any questions.

### Hygiene & Hand washing

- Children will be asked to wash hands on a regular basis throughout the day, in addition to the usual handwashing & during particular activities to limit cross contamination.
- Cough/sneeze into a tissue, discard it properly and wash your hands immediately.

- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- **We do not allow children to use hand sanitiser at the childcare setting.**
- All nursery bags will be sent home on a daily / weekly basis to be cleaned by the parents.
- Plastic carrier & drawstring bags are NOT permitted in the nursery.

#### Staff Team

- Staff will be required to also wash hands on a regular basis.
- Hand sanitizers are located in each room.
- Enhanced cleaning schedules are in place to be followed each day.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and contact your manager immediately.

### Children, household or support bubbles showing any symptoms whilst at home

- If your child or any member of your household displays cold symptoms, such as;
- Continuous cough/fever above 37.8/ loss of taste or smell or generally unwell you will not be admitted into nursery.
- Please do not attend the setting – call to notify us.
- We will advise that your household self isolates for 10 calendar days.
- & takes a COVID 19 test (notifying the setting of the result)

### Showing Symptoms whilst in the setting

- If your child shows symptoms from the symptom list whilst in the nursery setting, then we will be required to follow the DFE/ PHE guidance
- We will call the parents or legal guardians to collect child immediately & take them home.
- Whilst waiting your child will be moved into a quiet room with a familiar member of staff
- This staff will sit with the child and read stories, until parents arrive.
- The staff member will be required to wear PPE such as a face mask & eye goggles or a visor.
- When the parents or legal guardians collect the child, they will be advised to take them for a Covid-19 test & to notify the setting immediately of return of the results.
- This staff member will then be required to dispose of PPE upon collection & thoroughly wash hands for 20 seconds.
- Once the child has left the setting all surfaces & equipment in the room will be disinfected
- No further action will be taken until the setting has been notified of the test result.

### Testing

- Should your child show symptoms for COVID-19 you will be required to be tested
- Staff, Children & families living in the same household will be able to access a test should anyone show symptoms.
- There is information on how to access & book a test on NHS website:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- or by calling NHS 119
- On receiving a negative test result your child can return to the setting immediately, once discussed with the management.
- We do not carry out any type of covid-19 testing at Little Cherubs for children or staff.

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We cannot make your child take a test should they show symptoms, however this would be strongly advised in order to protect everyone in the setting & the local community  
 Should you decide not to test your child you will be asked to stay away from the setting for 10 calendar days

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## What happens if there is a positive Covid-19 test at the setting?

- The setting will be required to take the advice of Public Health England.
- This can be reached by calling DFE helpline on 08000468687 selecting option 1
- We will carry out a risk assessment on guidance from PHE/HPT.
- Ofsted will be notified.
- If there is a positive test for a child or staff member in the nursery, the 'bubble' that the child/ staff member is in will be sent into isolation.
- Following a positive result any 'close contacts' within the prior 48 hours of symptoms showing or the positive test date will need to self-isolate.
- All children & staff in this bubble will be sent home and requested to self-isolate for the 10 calendar days before returning.
- All staff in the bubble will be required to undertake a mandatory test.
- The rest of the setting will be able to continue their normal day to day. If further children in other bubbles show symptoms the local health authority & Public Health England will be notified.
- The management at any point may deem it necessary to also close the setting to protect further outbreaks. If this is the case all parents will be notified at the earliest via EY log & emails and staff will undergo a mandatory test.

We completely understand parents' frustration if settings may need to close or bubbles may be requested to isolate. As a setting Little Cherubs will always ensure the up most is done to keep the setting, children, staff & the local community safe.

Guidance will always be followed from Government, Local Authority & public Health. If we are unsure or in doubt of any situation regarding Covid-19 we will always check for clarification on the matter first.

## Social distancing

- Social distance stickers have been placed in & around the nursery setting.
- We ask parents to kindly wait at the door for a manager or staff member to collect & bring you your child on drop off & pick up.
- Parents are currently not permitted to enter the building without prior appointment with managers.
- Sydenham nursery - Please do not enter the 'garden' area if any children are present in the garden. Wait at the first gate.
- Please always maintain a safe distance with all staff members

## Childcare costs

- The nursery will always endeavour to be reasonable during this period.
- If the setting continues to remain open then nursery & staff operating costs are still in place
- If your child is due to start at the setting during a room or nursery closure, the days will resume as soon as the room opens. You will not be charged during this period.
- Any new parents that have made payments the costs will be **credited** to your childcare account. This can be used towards your future childcare.

## Deposits

- If you have paid a deposit for your child to start at Little Cherubs & you feel uneasy with any outbreaks or local / national lockdowns, Little Cherubs are happy to delay the start date within a month of reopening at no extra cost.
- If you decide to delay your start date past 4 weeks, part of your original deposit will be lost.
- If you decide to delay your start date past 12 weeks, unfortunately your original deposit will be lost & you will need to reapply for a place.
- If you decide to cancel your space entirely then deposit will be lost

### Deposit Terms & conditions

**Registration Fees are non refundable are process upon sign up & non refundable**

Delay Start up to 4 weeks

Free of Charge



Delay Start 4- 8 weeks	£150 loss of deposit
Delay Start 8 -12 weeks	£250 loss of deposit
Delay longer than 12 weeks	Loss of deposit – unfortunately you may need to reply for your space as we cannot hold this for this length of time.

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### Parent reviews & words during the Pandemic period

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We know leaving your little one may be a very scary experience especially amidst the pandemic. Here are a few words our parents have shared with us during this time.

‘We just wanted to acknowledge how well we think you have all done/coped in this crazy year. Since the nursery reopened in June we have had nothing but positive experience of the way you have all handled the new regime. Many of our friends with kids at other nearby nurseries have had gripes with the way their nurseries have opened post-lockdown.... some making the parents bring in the kids meals for a long time ... and not allowing buggies to be left on site... and coping with prolonged reduced hours when trying to work. We have been confident in the way you have been running the nursery and are grateful for the degree of normality you have brought us throughout this time.’

**Sydenham Parent of 2 year old**

‘Please thank Pre School for a list of activities to do, it’s really helpful and can you pass on our thanks again to everyone in the preschool room for making Christmas so special for them. You all put so much effort in!’

We were so impressed that through such a difficult time, a nursery still made such an effort for the children. And all the decorations brought home were lovely - they’re going in the loft to go on the tree next year :)’

**Shortland’s Pre School Parent**

‘We wanted to saying a huge thank you to all you have done the last few weeks. She has settled in so quickly and smiles when she sees the nursery gates. Thank you for looking after her so well. We love seeing her updates you post and have seen her develop so much at home, which makes us so happy and proud.’

**Sydenham - New parent of Toddler room**



