



Hoots



Summer Holiday Club 2020

Dear Families,

Finally, some good news, holiday clubs have had confirmation that they can resume services to children and families from the 4th July. This will come as welcome news to many families who we know were worried about childcare over the summer holidays. Thank you to those of you who have already returned the expression of interest form.

We are asking parents to complete the attached reservation form, and your sessions will be confirmed with you on or before Friday 10th July so it is imperative that the forms are completed and returned as soon as possible. Places will be provided on a first come first served basis due to the limited timeframe that we currently now have.

Hoots will be operating from the Toftwood Infant Nursery and Toftwood Junior school hall with a one-way system for drop offs and collections in place (more information will follow once bookings have been made).

Our operating hours for this summer holiday club will be **8am - 5.30pm** which will allow us to effectively manage our staff working days to whilst carrying out our new covid-19 risk assessments and procedures. The Club will be led by Charlotte MacDonald & Laura Patrick with support from other playworkers where necessary. Of course, our normal trips and visits will not be on the agenda although this gives us the exciting opportunity to do things differently this summer.

Below is our initial risk assessment detailing the measures we will put in place to minimize the risks to our children and staff.

The following risk assessment has been completed in accordance with the following documents and using the Local Authorities Risk Assessment for schools.

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Action for early years and childcare providers during the coronavirus (COVID 19) outbreak.

WHAT WE DID BEFORE	WHAT WE WILL CHANGE
<p>Opening Hours We were open from 7:30-6pm with staff either working an early or late shift.</p>	<p>The Nursery will be open from 8am – 5:30pm. This is to support enhanced cleaning as well as ensure all staff work the same shift and there are no overlaps.</p>
<p>Drop off's & Collections Parents were able to come into the setting with their children and speak with their keyperson before dropping off or collecting their child.</p>	<p>The gate will be manned by a manager or deputy at 8am, 3pm and from 5pm. They will be supporting these transitions and guiding families so we are able to social distance from parents as much as possible. Parents will not be entering any of the buildings. At busy times the manager may ask families to wait by their car before coming to the gate for their handover. We insist that one adult only comes onsite for drop offs or collections.</p> <p>We will wash your children's hands thoroughly on arrival and before they go home as well as frequently throughout the day.</p>
<p>Food and Drink At all meal times children were encouraged to be as independent as possible serving meals and helping to prepare snacks. Drink bottles were stored in a place that could be freely accessed by all children.</p>	<p>Drinks will be stored with children's belongings. Staff will be encouraging them frequently to drink throughout the day.</p> <p>Children will be spaced out far more at meal times. Where possible meals will be consumed outside.</p> <p>Children must bring in a packed lunch and tea for the holiday club as we are not able to access the kitchens currently.</p>
<p>Our Provision Children had access to a huge variety of resources carefully arranged to meet their interests and support</p>	<p>We will still continue to meet your children's interests while ensuring they have a fun summer. The provision will be scaled back to allow for easier cleaning. Staff will support the children in our hygiene measures ensuring tables and equipment are cleaned thoroughly before they are used by another group of children.</p>

<p>their learning. Soft furnishings were present to give the setting a homely feel.</p>	<p>Tables and chairs will be spaced apart and communal areas such as the library and ICT suite will not be accessed.</p> <p>Sand water messy and malleable play will not be freely accessed. Activities will be more adult led and we will be spending as much time outside as possible.</p> <p>Soft furnishings will be removed and all small toys will be left in sterilizing solution overnight, each night.</p> <p>Hoots will still be bright, warm and welcoming despite these changes. We are all working very hard behind the scenes to arrange this before we reopen. We will have a fun summer holiday despite the restrictions imposed on us.</p>
<p>Children’s Belongings including Toys & Clothes</p> <p>Children could bring in items from home in accordance with our ‘Toys and Comforter from home policy’. Most families packed for a week and would bring in a huge bag full of items their child might need that day.</p>	<p>It is important that your child only brings in essential items for their day. This would include but is not limited to: a hard plastic lunchbox, wipes, changes of clothes, sun cream, a hat and a drinks bottle.</p> <p>All children’s items from home should be brought in a carrier bag if possible. Full changing bags will not be accepted as the risk of cross contamination with such items means they can not come into the nursery.</p> <p>Clean clothes must be worn each day and laundered at 60.c in accordance with NHS laundry guidelines.</p>
<p>Social Groups ‘Bubbles’</p> <p>Children have always been encouraged to mix often. This includes different age groups.</p>	<p>The adults assigned to these groups will always be a qualified experienced member of staff who knows your children.</p> <p>The removal of the requirement for children to be in small ‘bubbles’ is being removed from 20th July. We have risk assessed the environments and will be putting a cap on numbers of children.</p> <p>Siblings will be together. Until we know the numbers of children we are catering for this holidays it is difficult to plan for this but we will confirm details with families when we call/email to confirm your sessions.</p>
<p>Attending more than one setting</p> <p>Children could attend a different preschool nursery</p>	<p>It is advised that children should only attend one setting. If there are exceptional circumstances why this is not possible for your family (for example you use a childminder at weekends as you do shift work) then please speak to Charlotte our manager.</p>

or childminder alongside their Hoots sessions.	
Hoots Facebook Page	We will continue to contribute to this to share with our families what the children at Hoots are enjoying.
Enhanced Hygiene Practises	
Cleaning Schedules	<p>Enhanced Cleaning schedules will be used by staff to ensure any surfaces and touch points are cleaned and disinfected after every use/every hour.</p> <p>Table chairs floors etc will be deep cleaned each evening.</p> <p>Arrangements to have the rooms fogged by an external company will take place at the end of the school holidays.</p>
Sterilizing Toys	Any toys that have been used will be disinfected after use. All small toys will be sterilised over-night in Milton before the next day.
Hand Hygiene	As prior to our closure we will be supporting frequent handwashing throughout the day. Sanitation stations will be set up in each room also. Children will wash hands on entry to Hoots, always before eating and before going home.
PPE	<p>We will continue to use the correct PPE for cleaning and administering first aid. New guidelines state that if a child becomes unwell with any symptoms of COVID 19 they must be isolated in a separate room. The member of staff caring for them will be required to wear enhanced PPE which will include a mask.</p> <p>Government guidelines do not require early years workers to wear a mask for any other aspects of their work, however they can if they choose to.</p>
Unwell Children/Staff	<ul style="list-style-type: none"> • Children or staff members with a temperature over 37.8 degrees to isolate for 14 days. • Any child or staff member with a new cough, respiratory illness or loss of taste and smell to isolate for 14 days. • Any Families who are self-isolating or being tested for COVID 19 must inform the office. • COVID 19 is now classed as a notifiable disease and we are required to report these to OFSTED and Public Health England. • If a child of staff member tests positive for COVID 19 that child's/staff members room would be closed and the team and children would need to isolate for 14 days.

	<ul style="list-style-type: none"> If a child becomes unwell with symptoms they must be collected from setting as soon as possible and always within 1 hour of the phone call.
Testing for COVID 19	<ul style="list-style-type: none"> Staff and children who have symptoms of COVID 19 are eligible for a test. If you receive negative test result prior to the end of a 14-day isolation you can return to setting. A manager would need to see the test results to confirm this.
Ventilation	All windows and where possible doors will be open to ensure our buildings are as well ventilated as can be.
Staff Uniforms	Staff will be laundering their uniform daily in accordance with NHS laundry guidelines. Staff are advised not to travel to work on public transport. If in exceptional circumstances they do travel on public transport they must change their clothes on arrival in the setting.

Consultation with Parents

We plan to send out feedback forms to parents once we have been operating in the new way for two weeks. These are unprecedented times and while we have adhered to the DfE's guidance we are always striving for best practise. Please email your setting manager if you have any ideas or suggestions for us in the meantime. It is really important that we are all working together to meet the needs of our children and families in the safest way possible. We are open to emulating any ways of working that may have been successfully implemented in your workplaces so if you feel you have something of value to share please get in touch.

Now parents have all of the relevant information about our reopening, hopefully this can aid your decision on when you are ready for your children to return to Hoots. It is important to recognise this will look different for every family and for every child.

We encourage parents to look at the actions we have put into place already, and make the right decision for your family. We recognise that parents need to work and children need quality care while their parents are working. We want everyone to feel that they are able to access the childcare places that children deserve.

It has been a difficult few months for our children (and us as parents too) Hoots aim to provide a welcome break for your children to relax, have fun and play alongside their peers this summer.

Thank you for reading, please see the reservation form to book your sessions.

Thank you for your continued support over this difficult period of time.

We are delighted that we have finally been given the green light to open our hoots summer holiday club which many of our parents are reliant on.

If you have any queries' or questions on the above information then please do not hesitate to contact us.

Kindest regards

Justine, Johnny, Holly, Charlotte and Laura