Dear parent/carer,

I am writing to you as you have expressed an interest in your child returning to Alphabets in June.

The Government has asked Early Years settings to start reopening from 1st June 2020 to enable parents to access childcare so that they can return to work. At this time we are not able to confirm whether our setting will be able to open on June 1st, or maybe delayed until the following week, we will inform you of our intended opening date as soon as we are able to do this. The Government is still monitoring the situation regarding Coronavirus and will make the final decision on May 28th about whether settings **can** reopen in June, and this decision will depend on the rate of coronavirus-infection still decreasing.

We have lots of planning to do before we return to ensure the safety of the staff and children, especially around the social distancing & cleaning measures needed. A full reopening policy is currently being worked on & this will be available to you as soon as it is completed.

These are a few key ways that staff & committee are looking to adapt Alphabets for when we return:

Social Distancing Procedures

* Staff will not be able to social distance from the children – they need to change nappies, help with toileting, deal with accidents etc
* Staff will be required to social distance from each other & from parents
* Parents/carers attending drop off/collection with their child will be limited to one person, and parents/carers will not be allowed to enter the building.
* Handover will take place at the outside door & parents must not congregate outside the building/recreation ground or car park. Remember the current Government guidelines are not to meet people outside your own household
* Children must be emotionally ready to return to pre-school as staff will only be able to accept the child in & not physically take them from you if they are clinging to you
* Parents/carers wishing to discuss any issues with Hannah/staff, will be asked to do this via email or telephone
* The number of children attending per day will be reduced so that we can keep to smaller manageable groups
* Children and staff will operate in bubbles/pods. The same children and staff member will be on rota systems each week, to minimise the number of children and adults each child will come into contact with
* Children may not see their regular key person if they are not working on the day(s) your child is in, but will be assigned to the practitioner in charge of their bubble
* Staff will have a choice to use face masks if they wish.

Daily Routine and Opening Hours

* Opening hours are likely to be reduced to enable staff to drop & collect their children at school and to complete the additional cleaning measures that will be required
* Drop off & collection times for children are likely be staggered to stop crowding at these times
* Children and staff will use hand sanitiser on arrival and wash hands every hour.
* The daily routine will be different as we try to keep children in small groups and there will be more activities around children’s wellbeing and fitness activities eg Yoga.
* Staff will try to keep the children outside as much as possible as there is less chance of infection outdoors
	+ We will ask parents to put an All-day sun cream on their child before arriving at pre-school
* Not all resources will be available as we have been advised that soft toys/furnishings & any resources that are not easy to clean regularly should be put away for now
* Hard surfaced toys will be offered which will be regularly sanitised
* There will be no self-serving at snack time – One staff member will prepare and hand out snack to the children.

Limiting Items from Home Entering Preschool

* Children will not be able to bring anything from home such as toys or comforters into the pre-school
* From the first day back, children’s bags must be left with us. Bags and personal items will not go home, unless clothes have been wet or soiled throughout the day.
* Each child will be required to bring in their own, labelled-water bottle from home to stay at Alphabets, which will be washed and refilled within Alphabets.

Children showing Coronovirus Symptoms

* If a child shows symptoms of Coronavirus while at Alphabets, then they will need to be collected immediately.
* We ask that if a child shows symptoms of Coronavirus whilst at home, between sessions at the preschool, then you inform Alphabets, and follow the guidance of self-isolating.
* Children attending childcare are eligible for Coronavirus testing if they display coronavirus-symptoms, and will be required to do so. There are procedures available for you to have them tested & if they have a positive result then they and your family must self-isolate for 14 days, children with a negative result may return to preschool. You will be asked to inform us of the result.
* If a child’s test is positive, **all** members of a child’s bubble, both staff and other children, will be asked to self-isolate for 14 days, in accordance with the Government guidance, and parents/carers of children from other bubbles will be informed. The Government guidance does not require that the other members of the household, of a child who is self-isolating because of a case of confirmed coronavirus within their bubble, need to self-isolate as well, unless their child subsequently develops symptoms.

We will have more information before Alphabets reopens, and we will keep you updated, but we hope that this helps to clarify the situation and explains how we are adapting our provision to cope with the current guidelines. As always, please do not hesitate to contact us if you have any questions.

We look forward to the re-opening of Alphabets and welcoming back your child,

With kind regards,

Hannah Barfoot

Rebecca Morgan-Walsh (chairperson of Alphabets’ Committee)

Please Note:

The coronavirus-response policies at Alphabets will be kept under continuous review, and will be amended in line with any new Government and Department of Education guidance. You will always be kept informed of any changes to our procedures/ policies.