**Covid-19 Safe Operating procedures**

Due to the coronovirus pandemic we have had to put safe operating procedures in to place based on latest Government guidance. Hygiene and social distancing remain the two key elements of infection control .If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone. Preschool has had a deep clean and thorough cleaning will be taking place throughout the day.

* Children and staff must not attend if self isolating, have symptoms, have tested positive for coronavirus, or have had close contact with someone with symptoms. NB children and staff may need to self isolate following a holiday, please follow government guidelines.
* Children and staff who are extremely clinically vulnerable or clinically vulnerable must take medical advice.
* Children and staff who are showing symptoms of coronavirus must not attend and must go for testing. If coronavirus is confirmed, preschool must be informed and child/staff member may not return until 10 days after symptoms first started, longer if symptoms are still present.
* Children/staff living with someone with symptoms of coronavirus must self isolate for 14 days from the first person in the family showing symptoms
* It is preferable that children only attend one setting to avoid mixing with different groups. If this is not possible please inform Elaine or Helen.
* Children and staff will be social distancing as far as possible.
* Children will be kept in their key groups as much as possible. Therefore sharing toys and resources with the children in their group which will be cleaned before and after use.
* Preschool staff have received training and will be following our risk assessment which includes increased cleaning of equipment and resources, emphasis on good hygiene and maintaining social distancing.

**Attendance**

* Children coming to early club will be collected from the preschool gate at 8.30 am, rest of Hippo group(all children who will be going to school September 2021) will be collected at 9 am, rest of monkey group( our younger children) will be collected at 9.15 am Please as courtesy to the preschool staff arrive on time. Children arriving more than 10 mins late may not be admitted to preschool.
* Please when waiting outside of the gates adhere to social distancing, standing behind the yellow space markings on the pavement.
* Children must bring their own snack in their lunch box, please mark item and/or explain to your child what they may eat at snack time.
* Children are to bring a bottle of water marked with their name to drink from during the day and a drink for lunch time, we are happy to provide milk at morning and afternoon snack.
* Children going home at lunch time are to be collected at 12 pm from the preschool gate.
* Children coming to preschool for the afternoon session are to arrive at 12.15 pm
* Children in Monkey group must be collected at 2.45 pm, children in Hippo group must be collected at 3pm and children attending late club must be collected at 3.30pm from the preschool gate, again adhering to social distancing. As a courtesy to the preschool staff please collect your child on time, children collected more than 10 minutes late may forfeit their place.
* It is preferable if only one parent drops off and collects.
* Children must not bring toys or any other items from home.

**Visitors**

* Parents will not come on site unless agreed with the session leader e.g. in the event of a child being distressed.
* Parents may enter preschool for the purpose of settling children, if not to do so would cause a child distress .The session leader will give guidance. It is important that social distancing continues to be maintained to minimise any risk of infection.
* Visitors to the preschool will not be encouraged unless it involves a safeguarding issue that cannot be resolved on the telephone.
* Prospective parent show rounds will take place outside of session hours.

**Events**

* Preschool mass events e.g. Nativity and parents evenings are suspended for the time being

**Activities**

* Preschool staff will organise designated areas indoors and outdoors, for the children in their group. Children will have access to the full range of activities that are considered safe at this time.

**Cleaning and Hygiene**

* Enhanced cleaning will take place throughout and at the end of the day.
* Hand washing will be significantly increased. Children and staff will be washing their hands on arrival and there will be regular opportunities for hand washing throughout the day.
* Children will be supported with using- “catch it, bin it, kill it” when blowing their noses.
* Children will be supervised with hand washing after using the toilet
* All staff and children must attend in clean clothing every dy.