



St. Oswald's Pre-School  
Wren Close  
Newton Aycliffe  
Co. Durham  
DL5 4BG

Telephone: Office 01325 319880  
Manager's Mobile 07968 379009

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Thursday 27<sup>th</sup> August 2020

Dear Parents/Carers

## SEPTEMBER 2020 RE-OPENING - TOTS IN THE PARK AND PRE SCHOOL

St Oswald's Pre-school learning centre will reopen on Tuesday 1<sup>st</sup> September at 8:45am. In order to protect our children and staff we have put a number of rules and restrictions in place. We kindly ask that you comply with these and support us to ensure we can keep the Pre-school environment safe.

Please see below for our new routine and restrictions we have put in place

### Drop off and collection

- Parents/carers will be asked to drop children off and collect at the Pre-school/Tots in the park gates. Unfortunately, at this current time no parents/carers will be allowed to enter either building.
- Children will be separated into key worker bubbles for collection and drop off times. **Staff will be in place to direct you to the correct gate.** Tots children will use the garden gate in the Tots building for entry.
- Should you have any queries or wish to speak to your child's key worker please text 07974 704213 and we will call you back as soon as we available. Staff will be unable to deal with queries on the gate as they will be responsible for getting the children safely into the setting.
- Please do not bring dummies into pre school
- Please do not bring any toys into pre-school
- Only one parent/carer will be required for drop off and collection and all parents will be encouraged to socially distance from other parents.
- Please ensure you are on time for drop off and collections
- Please bring a spare set of clothes in your child's backpack, for health and safety reasons please do not bring any carrier bags into pre school as these are a hazard.
- If your child does display any symptoms at drop off times parents/carers will be asked to take them home and to isolate

### Lunch routine

- Please only bring your child's lunches in a Tupperware box, **No lunch bags will be accepted.** Please do not bring any drink bottles into Pre-school, fresh drinking water will be provided.





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- Children will be seated in bubbles for lunch times.
- All areas will be cleaned before and after lunches and other meal times such as snack

## Health and safety

- Please do not come to Pre school should you or anyone in your household have any Covid19 symptoms, parents will be required to inform Pre-school should you or anyone in your household test positive for Covid19.
- A detailed risk assessment has been put in place prior to reopening in relation to Covid19
- The pre school will be fully ventilated throughout the day and an enhanced cleaning regime has been put in place
- If your child is awaiting collection due to having symptoms they will be isolated away from the other children in separate area with a member of staff until they are collected. This area will then be deep cleaned once your child leaves the setting
- Parents are required to ensure they have the pre school numbers noted to allow you to recognise our number when we call and to ensure if you will be unavailable whilst your child is at Pre school that an emergency contact is on standby to collect.  
07974 704213  
07968 379009  
01325 319880
- Children will be required to wash their hands on entering the setting and regularly throughout the day staff will support children in the management of personal hygiene.
- PPE will be worn by all staff during nappy change or when necessary for example to care for a child with Covid19 symptoms.
- We will report confirmed cases and inform parents/carers of any cases should these arise within the Pre school.
- Parents will be required to follow the guidance displayed on our entrances in relation to Covid19.
- No change of hours or days for your child's sessions will currently be accepted. Sessions will be set for the safety of children and staff in their bubbles.
- Please only use bank transfer to pay fees, all fees must be paid one week in advance. We will be unable to offer any additional hours without payment in advance
- Please can all parental contributions be placed in a sealed envelope.
- All Staff and children will follow the catch it, bin it, kill it procedure whilst in the Pre school setting.





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- All frequently touched surfaces within the Pre school will be frequently cleaned down throughout the day
  - We will keep a record of all visitors who enter the pre school as part of the track and trace protocol. Visitors who enter the setting will be required to wear a face covering at all times such as tradesmen. We aim to minimise the number of visitors accessing the Pre school.
  - Any staff administering first aid will wear full PPE at all times, all items will be disposed of in relation to our risk assessments.
  - We will keep you up to date on all changes that take place
  - Should another lockdown occur, children will be provided with a home learning pack.
  - Should the pre school close and remain open only to key workers and vulnerable children an updated risk assessment will be put in place.
  - Parents will be kept updated on their children's learning through progress summaries and reports which are written at the end of each term.

Should you have any questions please do not hesitate to contact the pre-school

Thank you for your cooperation

St Oswald's Pre school

