

**Dear Parents/Carers,**

Following on from the latest developments and the governments new latest announcements. We are writing to update you on some new measures that we are putting into place within nursery.

### **Drop off and collection**

**We would like to remind parents of the importance of social distancing at drop off/collection times.**

**We ask that where possible you use a face mask and wait outside.**

**We appreciate that this is difficult especially during the winter however; failing to do so could result in parents, staff and children having to self-isolate for 10 days.**

**The following guidance is set out by the government for identifying close contact, for the purpose of identifying those who will need to self-isolate.**

- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR test up to 2 days prior to that person showing symptoms:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
  - been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)

### **Nursery**

- On arrival parents are asked to ensure they have everything ready to hand over and have said goodbye to their child/children before ringing the doorbell.  
**You will see a new baby gate inside nursery at the end of the coat pegs, this is so that staff can ensure that only the child being collected/drop off is in that area at that time and can help them to get ready to go home.**
- On collection staff will bring your child to the coat peg area where they will collect all belongings and help children to put their coat's etc on before opening the door.
- Should you need to speak to a member of staff and you anticipate it to take more than a minute we ask that you either send us a message via Family or ring nursery on 01924 235264 to speak to a member of staff directly.
- If a member of staff needs to pass on information that will take more than a minute to do, they will attempt to contact parents/carer during the day either via telephone or a direct message through Family.

### **Out of School Club**

- On arrival parents are asked to ensure they have everything ready to hand over and have said goodbye to their child/children before ringing the doorbell.

- On collection staff will ask your child/children to get ready to leave and collect all belongings before opening the door.
- Should you need to speak to a member of staff and you anticipate it to take more than a minute we ask that you either send us a message via Family or ring nursery on 01924 235264 to speak to a member of staff directly.
- If a member of staff needs to pass on information that will take more than a minute to do, they will attempt to contact parents/carers during the day either via telephone or a direct message through Family.