

Dear Parent/ Carer,

Hope you had a wonderful summer and we are very much looking forward to welcoming you back to or into nursery over the coming weeks. I thought it would be useful to detail some things you need to know in a letter so you can prepare your child for the new nursery routine.

The nursery playroom has been split into two halves and each half will not be in physical contact with the other half. This is in line with the current guidance to minimise the child's contacts and reduce the spread of infection. While we are part time there will be no more than 16 children in each half of the room.

Cohort 1: Blue Orange and Red group

Cohort 2 Green, Purple, White and Yellow group.

You may have read that we will be phasing up to 1140 hours per year as soon as possible. We are working towards being able to offer full time places for after the September Break. We will be in touch with more information when we have confirmation.

**Pick up/ Drop off:** The arrangements for parents and carers to drop off and collect children requires careful consideration, to ensure that large gatherings of people are avoided and physical distancing between adults and children of different groupings is maintained. In order to effectively achieve this, we need to be much stricter than before with our pick up/ drop of times. We will have a 30 minute window for drop off between 8 & 8:30 am and pick up will be between 3:25 and 3:55pm. We request that only one parent/ carer brings their child to school. As parents can no longer come through the school to collect their child early we will also open the gate between 12:00 and 12:15 for you to pick your child up early if you wish while they are still settling into the full days.

Cohort 1 will line up along the side of the building at the main nursery entrance.

Cohort 2 will line up outside the garden gate along the garden fence.

The children from each cohort can interact freely with each other so if your child is confident lining up themselves, they may do so. If they are a little more anxious please stand back from the line with your child. Parents must remain socially distanced from each other and staff.

At pick up we ask the parents to line up in a socially distanced manner. Children will be brought out to you two at a time so we would suggest that parents who don't have

children with siblings in the school come after 3:40 as we anticipate pick up to be busiest between 3:30 and 3:40.

**Communication with parents:** Communication will be quite different to what we are used to due to social distancing. Chatting and prolonged lingering is to be discouraged between parent to parent and staff to parents. We intend to use twitter to communicate with you. We will Private message you with pictures your child has made/ entries from their learning journals that they wish to show you as these can no longer come home. So if you haven't already, we urge you to join the twitter page. We will also continue to post general photos to twitter daily of the children busy at play.

If we have any confidential matters to discuss we will call you this includes if your child has an accident that requires an accident form. We will discuss the form with you over the phone then ask you to sign it on pick up. We will sanitise the pen after each use or you may use your own. If your child requires medication at nursery we will require you to fill out the detailed medication form as per our current medication policy.

If you have any matters you wish to discuss with us we welcome phone calls between 7:45 and 11: 15 and between 2:00 and 4pm. We ask you to refrain from calling over the busy lunch time period but of course a member of staff will answer the phone any time. The nursery phone number is 01312714576.

Children with ASN who normally have communication diaries can no longer have these as we are discouraged from items coming between home and nursery. These parents can discuss a plan with your child's key worker for the preferred way to communicate with you daily as before. Please be reassured that we will continue to ensure all children are appropriately supported.

**Transition for new starts:** As your transition times are out with the times the gate will be open we ask you to wait outside the playground gate at the nursery entrance in a socially distanced manner from other parents and a member of staff will meet you there. I will be in contact with you later on this week to discuss transition more with you.

**Snack:** Snack will still cost 75p per day calculated to the September break and should be paid on parent pay. Morning snack will be served between 9:30am and 10am and afternoon snack served between 2 and 2:30 pm. For now we will be operating a simplified snack menu which will be served on a 4 week rota. I have attached the menu for you to see. Children for allergies/ dietary requirements will be catered for separately. If your child has any allergies please speak to me and I will arrange an individual plan for your child.

**Lunch:** A packed lunch will be provided for all ELC children from week beginning 17<sup>th</sup> August.

**What should I bring:** The rules are quite different to how they used to be Children can no longer bring a bag to nursery daily. We ask that on your child's first day for both new starts and existing children you bring the following items in a named carrier bag or drawstring bag.

Waterproof suit

Wellies

Suncream

Sunhat

Winter gloves and hat

At least one full change of clothes including socks and pants.

**ALL ITEMS MUST BE LABELLED WITH YOUR CHILDS NAME.**

Wearing of nursery clothes, wellies and waterproofs is no longer permitted. If you cannot supply these items please let me know and we can have a chat and come up with a solution.

If your child requires a change of clothes at nursery we ask that you replenish what we have changed the next day they are in so we always have a set at nursery. If your child does need to be changed into nursery clothes please can you wash and return the clothes as soon as possible as these need to be quarantined for 72 hours before we can put them on another child.

I know this seems like a lot of rules but once they are in place I am confident things will all run smoothly, We are very much looking forward to having children back in nursery and do what we enjoy most, making it a fun and inviting play space for children to grow and learn. This may be our new normal but I would like to assure you the children will be cared for in exactly the same way as before including lots of cuddles and comfort where required.

Please do not hesitate to contact me if you have any questions. I will be on the other end of the phone. Don't forget to join the nursery Twitter page as we will be active on Twitter from 10<sup>th</sup> too including posting transition activities. @cornbanknursery.

Kind regards

Emma Daly

Senior Early Years Practitioner