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MONTESSORI NURSERIES AND PRE-SCHOOLS



COVID-19: Guidance for Parents

This guidance sets out the measures that the Pre-School has put in place and the steps that parents and carers can take to reduce the spread and we thank you all for co-operating fully.

Please **do not** send your child to pre-school if:

- they are showing [coronavirus \(COVID-19\) symptoms](#)
- someone in your household is showing symptoms

[Arrange a test](#) if you or your child develops symptoms. Inform the pre-school of the results.

If the test is positive, follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.

It is really important that parents and carers help nurseries, childminders, schools and colleges to implement these actions by following the advice set out here and wider public health advice and guidance.

For up to date information please visit

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Who is this policy for?

This policy is for the protection of all staff, children and parents and families.

What will we do?

As a pre-school we are aware of the dangers of being exposed to Covid -19 and will do our utmost to ensure the safety of every single person that enters our setting.

The children will be spoken to regularly about why we need to wash hands more often, why their teachers are wearing gloves and protective clothing. This will be explained in a way that is appropriate to their age and stage of understanding. We want to ensure that the children feel safe and secure while in our care but have as much fun as they normally would while at pre-school.

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How do we know if someone has the symptoms?

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What we will do if I suspect a child or member of staff has COVID-19 but it's not been confirmed?

If the child or staff member is displaying the symptoms as above, they will be sent home to self-isolate for 10 days and they should take a Covid test. Their whole household should isolate for 14 days. If it is a positive result, we will deep clean the setting. If it is negative then the child or staff member can return to pre-school.

What are the rules for self-isolating?

Any staff or child may be asked to self-isolate for 14 days by the pre-school, if they have been in close, face to face contact with someone who has tested positive for the virus. If they live with other people, they should all stay at home for at least 14 days, to avoid spreading the infection outside the home. After 14 days, anyone they live with who does not have symptoms can return to their normal routine/ return to work.

What will we do while we wait for a child to be collected?

If a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated with a staff member.

We will always be mindful of individual children's needs – for example, it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, we will take them to use a separate bathroom if possible. The bathroom will be cleaned afterwards.

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What should I do if a child or staff member becomes unwell at pre-school and has reason to believe they may have COVID-19?

If the child or staff member is displaying the symptoms as above, they should be sent home to self-isolate for 10 days and follow the above procedure.

They should not go to their GP surgery or hospital. While waiting for someone to pick them up, we will try to find somewhere isolated for them to wait or somewhere which is at least two metres away from other children or the team. We will ask them to try not to touch any surfaces and to cough or sneeze into a tissue should they need to. We will clean the room after they have left.

Parents need to be available to collect their child within 30 minutes after receiving a call because their child is unwell or had an accident.

What we will do to clean the pre-school afterwards?

The bathroom will be cleaned and disinfected using cleaning products before being used by anyone else. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

What can we do to prevent the spread of the virus?

Good hygiene and handwashing are essential and very important in childcare anyway but encouraging children to wash their hands thoroughly on a regular basis will be an extra precaution. Asking parents to drop off and collect children from the main entrance gate will help to stop the virus entering the building. The staff will also wear protective clothing where appropriate such as gloves and aprons where appropriate.

What if we travel abroad during this time? Will my child be able to attend pre-school upon our return?

If you choose to travel abroad with your family then as per Government guidelines you and your family will need to self-isolate for 14 days upon your return, if the country has been added to the quarantine list. Please keep yourself up to date with the latest advice.

Staff are currently advised not to travel abroad and will have to follow Government guidance upon their return, if the country has been added to the quarantine list.

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Covid testing <https://www.gov.uk/get-coronavirus-test>

You can have a swab test to check if you have coronavirus (COVID-19).

Additional Procedures

STM Academy site operation guidelines

Morning and End of day

Entrance to main school site - One way system

In through the top gate

Out through the bottom gate

Parents can drop off pre-school children at 8.30am, or if you have a child in the main school you can drop off your pre-school child at the same times.

There will be a queuing system please join the end at a 2 metre distance. DO NOT bypass the queue to go to the pre-school. Please wait your turn.

Pre-school end of morning session pick up/ afternoon session drop off procedure

For lunchtime pick up

Please ensure prompt arrival at 12.30pm

Please telephone the pre-school when you arrive at the STM academy school gate.

Please **do not** enter the school grounds.

Once we have received your phone call, a member of staff will walk your son/daughter to the main school gate, to meet you.

For lunchtime drop-off

Please ensure prompt arrival at 12.30pm

Please telephone the pre-school when you arrive at the STM academy school gate.

Please **do not** enter the school grounds.

Once we have received your phone call, a member of staff will come up to the main school gate to collect your son/daughter from you.

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Parents/Carers

Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.

Parents will not be permitted to enter the building.

Only 1 adult per family to drop off/collect child

When parents are waiting to drop off or collect their child, social distancing should be maintained

Parents should not stay after drop off or collection to chat to other parents in the pre-school grounds, even at 2m distance

Parents to drop their children at the pre-school gate/ entrance and the staff will take them into the pre-school to help eliminate further risk of any infection being brought into the pre-school.

Parents should not leave travel accessories including buggies, car seats, scooters, bikes at the setting premises

Handwashing

The staff will wash their hands on arrival and will follow strict hygiene routine throughout the day. The children will be asked to wash their hands with soap and water more often than they normally would, as well as using the hand sanitizer displayed in all rooms on arrival and departure.

Meal times

Children will eat their lunches with their small group and allocated staff.

Parents will need to provide individual snack items for their child in a container that the child is able to open themselves

Staff will ensure that the children do not share utensils, glasses etc during meal times

Packed lunches

We ask you pack only products which can be opened easily as children struggle with some items such as frubes and little pots.

Please ensure your child can be totally independent with their lunch.

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Remember all fruit such as grapes and blueberries and also cheese must be cut into tiny pieces to avoid choking.

We discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits

Children's daily requirements

All children to wear short sleeve tops to make the increase in hand washing easier

Parents to ensure that their child's bag contains enough spare clothes/ underwear, nappies, cream & wipes, where appropriate, to last for the whole day or session attended.

The pre-school will only use items provided by the parent.

If it is sunny please apply once per day sun cream e.g. P20 to your child's skin at home before you bring them in, cover their shoulders with a t-shirt.

Sharing providers

We would prefer that children only attend 1 setting but appreciate that this will not always be practical for working parents and carers.

Unwell Children

If we consider your child is unwell and displaying some of the COVID symptoms, just to be on the safe side, we will ask you to keep them at home for 10 days or until they have been tested and the results provided to the pre-school.

Emergency Contacts

Parents must ensure all of the emergency contacts are up to date and are able to collect children in the event of an emergency or they become ill.

Parents must be able to collect children within 30 minutes of receiving a telephone call.

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Advice for Parents, Carers and Families

And the most important...exercise good hygiene procedures!

1. Wash your and your child's hands regularly using hot, soapy water for at least 20 seconds
2. Avoid touching your and your child's face
3. Use tissues when coughing and sneezing and dispose of safely.

Catch it, Kill it, Bin it!

Additional information

We have completed a setting risk assessment and provided updated guidance to all our staff.

We have employed a specialist cleaning company who will provide a monthly deep sanitiser application to the setting.

We have reduced our available resources and will be cleaning items and rotating on a daily basis to ensure increase hygiene between usage.

We will continue to clean up during the day as usual and at the end of the day complete a thorough clean.

Equipment such as blankets, soft toys, dough, water, sand etc. will be limited and only single use by each child

The setting COVID-19 Operational Plan and Risk Assessment will be reviewed regularly and revised as necessary. All our current policies and safeguarding procedures are still maintained as standard.