

KCA September 2020

Let's work together to maintain a safer environment.

We understand that at this time you may have worries, about your child attending KCA, but we have remained open during this pandemic supporting children and families, and have successfully created a safety focused environment for both our children and staff, with enhanced processes reflecting government guidelines.

It is important that we continue working together to maintain a safer environment!

We ask you that anyone who is unwell does not attend KCA. At home and outside KCA, continue with good hygiene practices and social distancing. Please seek medical advice if you are in doubt of your health or that of your child before coming to KCA.

Arriving to KCA.

- We ask during this period, that unless it is an emergency, only children, staff and where necessary contractors enter the building.
- Do not do not approach the entrance door, as part of a group and if possible, wait away from the entrance and maintain a 2 metre distance at all times from other people. Areas are marked for waiting and our staff will signal you to approach when required.
- Wear a face covering when our staff approach you, or when you approach the entrance.
- You will be advised whether or not you need to arrive on a time slot basis at KCA to drop off or pick up your child. Please drive to our car park and wait in your car for a staff member to collect or hand over your child. If you arrive on foot, wait at the designated waiting area. We encourage all parents, where possible, not to use public transport. Staff will meet you in the car park or outside the building, wearing a mask, gloves and apron. They will then take the temperature of your child and accompany them into the building. Should they identify a high temperature or coronavirus symptoms, the child will not be permitted entry and you should follow government guidelines.

While at KCA.

- On arrival all children will be supported to wash their hands and this will be repeated frequently throughout the day. We will also use hand sanitiser when access to hand washing is not possible.
- The health and wellbeing of children and staff will be monitored through out the day. Should anyone present covid19 symptoms, they will be asked to leave and not attend for 14 days, and follow test and trace system guidance. If your child develops a new continuous cough or a temperature of 38c whilst at KCA, we will contact you and ask for your child to be picked up; so please,

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ensure we have all your latest contact details. Your child will be supported by staff in the designated room away from other children and staff members to reduce transmission risk.

- When we become aware of a confirmed case of COVID 19, we will work with Public Health England and the local health protection team to conduct a rapid assessment, KCA then will follow their advise on what is the most appropriate action to take.
- The setting has in place signage to promote safety, good hygiene and social distancing.
- Equipment, toys and fittings are being regularly cleaned with anti-viral cleaner by our staff, in line with our robust cleaning regimes. This is additional to daily cleaning carried out by our cleaning company. The soft furnishings in our play areas have been limited to those that can be easily cleaned and they will be thoroughly washed at very regular intervals. We are trying though to keep a familiar environment for children. We have to remove unfortunately, toys that are hard to clean, sand play and the ball pond to reduce infection risk.
- Our toilets will be cleaned at least twice during each session.
- All staff members are now asked to wear face masks when in the building.
- We are now introducing uniforms for our play workers.
- Staff will be wearing full Personal Protective Equipment where close contact is required to support your child for personal care and toileting, helping at meal times, administering medication, and when supporting a child where there is elevated risk of droplet transmission due to behaviours (such as biting, licking or spitting).
- We are also limiting activities that could elevate risk of transmission such as singing.

Children's supervision.

- Children will be attending into daily groups of up to 15 for each area (some areas size allow only a smaller group and we have adjusted group size to allow more space). These groups will now been separated into bubbles based on the school they attended and have their designated area. They will remain consistent where possible throughout the school year and school holidays. We also minimise transfer of staff between groups. We will utilise more the outside spaces where transmission risk is lower.
- We do not restrict the movement of children in the play areas but we have introduce timetables for use of specific rooms or activities.

What to pack.

- A spare pair of washed clothes, a hat or coat (weather dependant), and sun cream, nappies or pads. A packed lunch (which contains only health items,

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NO nuts or fizzy drinks) in a container which can be easily wiped and sterilised before entering the play rooms. Only essential medication. Please always wash your hands before packing and wipe all containers. Do not request from us to buy food from the shops for your child.

Transport.

- During this time we will be offering very limited transport, and in order to keep everyone safe, no more than 6 passengers (including staff) will be on board. We are asking parents to supply face coverings for children who use transport. Age and associated risks will be considered and discussed with you, children will be wearing face covering only if safe to do.

Payments.

- We are now a cashless service. We are not accepting payment by cash or cheques. You can pay by card over phone or via bank transfer. We are working to introduce an electronic system. You can pay by card at KCA but you will need to book an appointment with us first.

It is important to note, our children and young people may not understand the concept for social distancing and may seek close interaction with peers and adults to provide reassurance. **It is essential, following government guidance, that if any COVID-19 symptoms appear, your child does not attend KCA.**

Guidance

Coronavirus (COVID-19)

<https://www.gov.uk/coronavirus>

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak.

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>