**IMPORTANT INFORMATION REGARDING CHANGES TO THE NURSEY SETTING AT RAINBOW CORNER PLAYGROUP & PRE-SCHOOL**

Dear parents / carers,   
  
First of all I hope you are safe and well and have adapted to the circumstances of Covid-19 as best as possible. I would like to welcome all existing and new children back into the setting.

We were devastated that we had to close during the lockdown period however we have made some necessary changes and started looking forward to starting our new term with you all.

This letter is going to set out some of the new measures that we are putting into place as we prepare to re-open on Tuesday 1st September 2020. Please read this information carefully and reply with any thoughts or questions you may have.

We have tried to keep the majority of our setting as normal as possible for our children. They have been through enough changes over the past few months so we would therefore like them to return to a safe and comfortable play space they know so well in a reassuring environment.   
  
**Drop off and pick up – Rainbow Room**

We are limiting the amount of footfall that enters the building therefore parents / carers cannot come in at this moment in time. I am aware that this is a change pre Covid-19 however we will make the transition into the setting as smooth as possible. We want to make the drop off and pick – up as easy and as safe as we can for you.   
  
We therefore ask that the Rainbow Room children and parents wait in the playground where a member of staff will guide the children into the setting. We would respectively request that social distancing is maintained in the area as far as practically possible.

Please ensure that the brown gate is closed behind you when entering the playground. A member of staff will then collect your child and ensure that they are signed in with us and will hang up their coats and bags.

**Drop off and pick up – Sunshine Room**

We ask that the Sunshine Room (Pre-School Room) use the white side door where a member of staff will come out and take the children into their room.

If you are able to wait in your car until the member of staff opens the door this will reduce the amount of people waiting. We are aware that the side door leads onto the carpark therefore if you are outside waiting please queue inside the nursery grounds through the green gates towards the pump station then you will be safe from the carpark.

This is to limit the amount of people congregating in the main playground. A member of staff will then collect your child and ensure that they are signed in with us and will hang up their coats and bags.

If your hours are before 9am you can use the playground entrance. If your hours are outside of 9am – 12 or 1pm – 4pm ( for example 10am or 2.30pm ) please ring the doorbell outside the white side door where a member of staff will come to you.

**Collection – All Children**

We ask that the same routine is continued at pick up time as it is on drop-off. A staff member will bring your child out to you. We will do our best to support you if the drop – off / pick up time is not convenient such as other siblings pick up / drop off.

Please note the following items which will need to be considered:

1. For any reason you are needed to come into the setting we ask that you use the hand sanitizers provided and the parent / carer wear a face covering.
2. Staff have been advised not to wear facemasks while working but we will wear one and other PPE (personal protective equipment) if your child begins to show symptoms.
3. We will use hand sanitizer when the children enter / leave the building.
4. You will not have to sign your child in personally this will be done for you by a member of staff.
5. Please ensure that your child has a bag with a spare set of clothes, nappies and wipes if required that you can leave at the nursery with their name clearly on.

This is to minimize the amount external items being brought into the setting.

1. If your child has a dummy, you will need to buy an extra one that can be left securely at the setting.
2. If your child has a comforter or a soft toy and will help whilst settling your child, please speak with us so we can support you.
3. If you need to bring a pushchair, we ask that you don’t leave any items inside. Weather dependable, they will be stored at the side of the building towards our sheds at the bottom play area.
4. We will be taking every child’s temperature as they arrive, it will be touchless, and they probably won’t notice it being done – if the temperature is found 38◦C or above then they won’t be allowed into nursery for that day. We will also be doing this for our staff every day. Children should be symptom free of any illness. Please do not give your child Calpol to bring down a temperature to enable them to come into the setting.
5. All contact details must be up to date including emergency contacts and are able to collect your child in the event of an emergency or they become ill. You must be able to collect your child within 30 minutes of receiving a telephone call.

**Our Rooms**

* Our staff already provide individual care for your children when they are at the setting. Reassurance and cuddles will be maintained with the children especially if they hurt themselves or becoming overwhelmed during their time settling back with us.
* Our soft furnishings are washed and rotated. We are reducing the amount of resources we have within the room whilst ensuring your child’s curiosity, awe, wonder and learning continues to develop. Our resources will be sprayed / washed at the end of each daily session.
* We will be issuing our staff with additional PPE (personal protective equipment) which will be disposed of where appropriate.
* We will ensure our rooms are as well ventilated as possible with windows opened and outside play encouraged as far as practical.

Should you have any questions or concerns regarding any items described within this letter, please do not hesitate to contact me and I shall be happy to discuss any of these with you in more detail.

We would finally like to reassure you that whilst these times are challenging, the items outlined above are they we feel we can manage the risks; we may need to adapt any of these changes as we progress. We will of course keep everyone informed should this occur.

Thank you for your continued support and care at this time.

Kind regards,

Natalie & all the staff from Rainbow Corner