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To reflect changes to our risk assessment relating to coronavirus and the Government’s social distancing rules, the following Arrival and Departure Procedures will be implemented for all children and parents with immediate effect:

**If your child is ill, keep them at home – please do not ask us to make doorstep decisions**

**Arrival Procedures**

* Please press the buzzer, come through the gate and close it then use the hand sanitiser mounted on the wall to protect you from cross contamination.
* Stand back from the door where possible so we can see you, giving us a safe 6ft distance.
* Maintain 6ft from any other parents who may be waiting in a socially distanced queue.
* We will open the door and invite your child to come inside – please prepare your child for this change.
* You will be asked if you and any of your immediate family members are feeling healthy and if you are showing any symptoms of coronavirus? Please answer honestly to keep everyone safe.
* Please explain to your child that they cannot bring toys from home at this time. However, you are welcome to provide a duplicate comfort item to be used and washed here; dummies will be kept for sleep times in a separate, lidded pot.
* Your child will be helped to remove their coat which will be placed on a separate hook and their shoes which will be placed separately from others to prevent cross contamination (the virus can live on surfaces for up to 72 hours).
* Your child will be asked to wash their hands – with support if necessary. All children will be supervised during hand washing.
* Your child’s arrival time will be recorded on our daily register.
* When leaving there is another hand sanitising station outside the gate, please use this after you have closed the gate.

**Collection Procedures**

* Please press the buzzer, come through the gate and close it then use the hand sanitiser mounted on the wall to protect you from cross contamination.
* Stand back from the door so we can see you, giving us a safe 6ft distance.
* Maintain 6ft distance from other parents who may be waiting in a socially distanced queue.
* Your child will be brought to the door and helped as necessary with shoes and coat.
* If your child has done any artwork which they want to bring home, or if there is any paperwork to collect, it will be labelled with their name and put in a polywallet with their lunchbox.
* We will open the door and hand your child over to you - please ensure your child does not run off unsupervised.
* We will have a very quick chat with you if time and circumstances allow – we are not ignoring you if we excuse ourselves and come back inside.
* Your child’s departure time will be recorded on our daily register.
* When leaving there is another hand sanitising station outside the gate, please use this after you have closed the gate.

**In an emergency**

If you fall ill during the day, you might need to send someone we haven’t met before to collect your child. If we do not know the person who has arrived to collect your child, we will ask them for a password, agreed with you in advance; if they cannot provide the password, they will not be allowed to collect your child from us – this is a safeguarding requirement.

**Contacting us**

We will continue to send photos to you by WhatsApp but we know that you might feel a bit disconnected if we are not available to chat with you at the start or end of the day. Our procedures have changed following health and safety advice to keep everyone safe, but we still want to be here for you.

\*\*You can send us a text if you want us to ring you urgently – or ring in an emergency.

Please help us by preparing your child where possible for these changes.

If we get this in place from Day One then we can focus on your child – not the virus – during drop offs and collections and help them to understand the new routines.