



All booked sessions have resumed and billing and notice periods were reverted to our usual procedures from September 2020. We entered a new national lockdown from 5th January 2021 but early years settings remain open to all children. Most of our nursery children have continued to attend their spaces at nursery.

If your child doesn't attend their funded nursery sessions because you have chosen to keep them at home to protect them from the risk of COVID, we **will** now be able to claim their funding and they can attend their sessions whenever you are happy for them to join us.

Please note, all paid for hours that you choose for your child to not attend will still be charged as normal. Please speak with Karla, Jo or Vicki if you are having financial difficulty and would like to discuss setting up a payment plan, booking a half-rate holiday (not available for term-time-only bookings) or cancelling your contract with us (subject to a 4 weeks' notice period).

There are some rules we have in place to protect our staff, children and families from spreading or catching coronavirus. Please carefully read the rules below and speak to a member of Nursery staff if you'd like anything to be clarified for you.

We will be adhering to government and NHS guidance for coronavirus and our managing children who are sick, infectious, or with allergies policy. The main symptoms of coronavirus are:

- High temperature. This means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough. This means coughing for a lot more than an hour, or three or more coughing episodes in 24 hours.
- Loss or change to your sense of smell or taste. This means even notice you cannot smell or taste anything, or things smell or taste differently to normal.

Most people with coronavirus have at least one of these symptoms. If you, your child or someone else in your household has symptoms which could indicate coronavirus, please call to let us know on 01303 267802 and keep away from nursery until either you have both isolated for sufficient time, following government and NHS guidance (usually 10 days), or you have a negative test result. Please call to let us know if your child or someone in your house has tested positive for coronavirus. You also need to keep your child at home if you or your child needs to isolate. This could be because you or your child has been in contact with someone who has tested positive for the virus, you have been to somewhere with a local lockdown in place, or you have visited a country on the quarantine list.

Please teach your child to clean their hands effectively for 20 seconds so that they are able to do so with encouragement from the nursery staff team members at nursery.

Please provide a designated nursery bag for your child containing spare clothes, warm / waterproof clothes, wellies, (a sun hat, sun cream in the spring / summer) and a water bottle. Please label each item with your child's name or initials. If your child wears a nappy or pull up, please ensure you provide nursery staff with enough supplies for the day ahead. Please make sure your child is wearing clean clothes (including a fresh nappy or pull up if applicable) on arrival to Nursery. In the spring / summer, please put sun cream on your child at home or at the car park before entering the school entrance.

If you are able to drop your child off at nursery or collect them at quieter times please do so. When on the school or nursery premises you will need to keep a 2m distance from other people, using the floor markers as a guide to help you. Only one adult can come to Nursery with your child. Please expect a queue at busier times, and walk on the right side of the corridor. You and your child will need to wash your hands or use hand sanitiser at arrival to and departure from Nursery. If you would like a discussion with a member of staff please arrange this via phone call or email to reduce the time spent with others at the nursery door. Please only walk as far into the nursery as you need to; if your child is happy to say goodbye to you at the nursery door and take themselves to their room, please let them. Nursery staff will support you with this transition.

Your child is part of the Hythe Bay Nursery bubble and will have their own sub bubble. A sub bubble is a group of children and staff who will be interacting with each other. Children will not mix with other children in different sub bubbles. The nursery bubble contains all children at Hythe Bay Nursery. Sub bubble 1 is the Garden baby room, sub bubble 2 is the Farm toddlers' room. Sub bubble 3 is the Sea preschool room, sub bubble 4 is the Safari term-time-only room, and sub bubble 5 is the office. Each sub bubble has their own designated sinks and toilets for children. Sub bubbles do not share outdoor space at the same time, and shared resources are cleaned between different sub bubbles. We regularly clean the nursery surfaces and handles throughout the day, and professional cleaners continue to clean the nursery each evening, ready for the next day. We also ensure that children wash their hands regularly, particularly before meals and after coughing and sneezing. Lunches are cooked in the school kitchen during term time and in the nursery kitchen out of term time. The school menu is available on the school website.

If your child displays one or more symptom of coronavirus you will be called to collect your child. Any child displaying a symptom of coronavirus will be taken to an isolated area, along with their belongings and any siblings. They will be cared for by a staff member, wearing PPE, until they are collected. They can be tested for the virus. The child and their household will need to stay home to isolate for 10 days, or until a negative test result is received. They can then return to nursery if they are feeling well.

Our updated risk assessment is available on our website. Please contact a member of the leadership team if you have any questions. Thank you for your continued support.