



## **8.9 Arrivals & Collections policy during Covid – 19**

### **Policy Statement**

All Parents/employees must follow the collections and arrivals policy and procedures. Arrangements for dropping off and picking up children from childcare will be organised to maintain distance between parents/guardians and the childcare workers.

### **Entrance**

Parents will enter the front outside area via the front gate and follow the markings to line up along the front of the building keeping a 2-meter distance from the person in front of them, Woodland's ask that the children stand with their parents and not run around on the front grass. A marker will be placed at the front where the parents are expected to wait and form the line from that point, this is to allow space for the person in front to drop off all items required for their child's day at preschool. The following routine will then happen: -

- The management team will stand at the front of the building, next to the lunchbox trolley and call forward each child in turn. Each child's temperature will be taken before the child is allowed into setting and recorded on the daily register next to their name. **Any child that is presenting with a temperature will not be allowed into setting (please see our Covid-19/pandemic policy for more details)**
- Parents will be asked to place all their child's belongings i.e. water bottle, snack, lunchbox and additional clothing or nappies that are required onto the lunchbox trolley and exit via the side gate to avoid contact with other children and parents.
- The children will then enter Woodland's via the side gate and into the back garden, a member of staff will stand on the corner and on the back door which leads directly to the setting. In doing this staff will be able to have eyes on the children entering our setting at all times.
- Once inside the building, the children will go and wash their hands.

### **Attendance**

Before and during Covid-19 we are obliged to fill in a log book to record absences, a note of what the child is absent with will be recorded. In the event that a confirmed positive infection case is reported, all person's and children that have been in contact with the positive case in the last 72 hours will be sent home to self-isolate and book a test at a local testing centre.

### **Additional measures:**

Every morning we will check the temperature of all our staff and children and if they present with a high temperature of 38 C (or above), they will not be permitted to enter the building. They will be asked to contact their GP for further advise.

### **Arrivals**

The procedure stated above for entering the building will be followed, If you and your child arrive late, you will be greeted at the front door, your child's temperature will be taken before they are allowed into the building. During Covid-19 parents are not allowed to enter the building and we are absolutely aware of the fact, that it might be very difficult for some children and parents to say goodbye at the front of the building. However, for your child's well-being we would like to avoid a situation where children see their

friends upset who are waiting in the queue, if you feel your child will become unsettled while waiting to enter, please contact us and a slightly later time will be arranged for you to drop your child off.

## **Collections**

You will collect your child from the same point that you dropped them off at, however this time they will exit via the front door. Again, parents are asked to queue along the front of the building like they would do in the mornings.

## **Some changes which might save our time and let us organise Woodland's life better during Covid-19 restrictions:**

- **No changing shoes during the Summer** – please send your child to pre-school in the comfortable shoes that they (where possible) can independently put on, no wellies, no boots, no laces or sandals. Your child will spend all day wearing them, they have welly boots in setting for wet outside play.
- **No dressing up costumes** – please do not send your child in dressing up costumes. Children do not keep these on throughout the day and require help to put them on and off, it also causes confrontation and sharing issues with other children.
- **Excessive amount of clothing** – due to limited space we can only accept clothing that is actually required. We have spare clothing should your child need to get changed, please can these be returned as soon as possible and all items of clothing that your child wears need to be named.
- **Strictly NO TOYS from home** - only one comfort toy is permitted for younger children, but please do not send it in if your child doesn't need it. Also, please reduce to a minimum unnecessary accessory such as: necklaces, watches, bandanas and blankets.
- **LABEL all items of clothing** - this is a crucial for us to be able to separate children belongings. We will not be able to identify any none labelled items and due to our new collection policy, we will not let you in to find it. All unlabelled items will be placed in a special box and left inside of the front door, every Friday this will be put out for you to retrieve unnamed clothing. Any items left at the end of term will be donated.