

6th September 2020

Dear Parents/Guardians

We are looking forward to welcoming you all to the start of a new academic year at Little Fingers Pre-school. The children's first day at pre-school is Monday, 7th September.

This week we have been preparing the pre-school and updating the policies, to ensure that we implement the appropriate safety measures to keep your children and our staff safe, in the current health pandemic. Please read through the following as a guide, going forward.

When you arrive at Little Fingers please do not congregate outside. Please stay in your car / stand on the opposite side of the road, until a member of staff calls you over. We will allow one parent/guardian/carer and their child/ children, one at a time.

Adults will need to stand at the bottom of the steps where you will hand over/receive your child to the member of staff on duty. Children will then be taken into the Pre-school by a member of staff.

Any relevant information you feel we should know or would like to share with us, please email or call on 01264 737735 to discuss.

If your child requires medication, please hand this to the member of staff at the entrance with a hand written and signed note detailing the dosage and times to be administered.

Please be assured that the Pre-school will be cleaned and disinfected on a regular basis, in line with the guidance we have been given.

Staff and children's hands will be regularly washed with soap and water. Hand sanitiser is available in multiple locations for the staff. The main room will be kept well ventilated and children will access our garden area as much as possible.

Toys and other equipment will be thoroughly cleaned each day and soft furnishings removed where possible.

The government advice is for Early Years children and staff to not use face coverings and the emphasis is on good hygiene practices.

Please note if your child is unwell, you MUST keep them away from the setting until they have recovered. Should they, or anyone else in the household show symptoms of the Coronavirus they must book a test.

Should the test then be negative, they can return to Pre-school and the members of the household can stop self-isolating. If your child tests positive, please inform the Pre-school immediately. Your child will then need to self-isolate for seven days and members of the household will need to self-isolate for 14 days.

If we are informed of a confirmed case of COVID-19 by NHS Test & Trace, staff, parents/guardian/carer of a child, or our local Public Health England Health Protection Team (PHE HPT), we must immediately contact PHE HPT for advice [www.gov.uk/health-protection-team](http://www.gov.uk/health-protection-team)

Given the size of our setting, we anticipate that the proximity of the space means that we are likely to be required to close for 14 days and everyone to self-isolate in line with Government guidance. Please read our updated [COVID-19](#) Operating Policy, Procedure and Risk Assessment documents, available on our website.

I have also attached a useful leaflet produced by HM Government giving advice on returning to school safely.

In the meantime, should you have any questions or concerns, please don't hesitate in getting in touch.

Thank you for your your support.

With kind regards

**Olivia Duckney**  
Administrative Assistant