

Bramfield Stepping Stones Pre-School
COVID 19 Drop Off and Collection Protocol

Throughout this entire protocol we must insist that parents/carers maintain social distancing.

- Parents/carers and children to wash their hands before leaving the house to come to pre-school.
- Children to attend pre-school in freshly laundered clothes with hair tied back when applicable and in footwear that the child can manage themselves e.g Velcro/slip-on.
- CLOTHING – Please ensure that children have.....**if sunny** - sun cream applied BEFORE morning drop off (Please also provide sun cream labelled with their name for reapplication during the day if necessary) also a lightweight, long sleeved top & sun hat. **If wet** – wellies & raincoat with hood. In addition, a change of clothes in case they get wet whilst playing.
- Children can bring their own bags of essentials to pre-school, but please keep items to a minimum. Bags will be sprayed with an antibacterial product on arrival into pre-school, we cannot be held responsible for any damage that this may cause to the bag.
- All children are to be provided with a packed lunch. The lunch bags will be sprayed and wiped over with an anti-bacterial spray on arrival to pre-school. We cannot be held responsible for any damage to the lunch bags that this may cause.
- Please provide your child with a clean drinking bottle with water. Drink bottles will be kept within sight of the children but not within reach to prevent cross contamination. Children will be actively encouraged and offered their individual bottles throughout the day.
- Children WILL NOT be allowed to bring toys into pre-school as this is deemed an infection risk. If a particular toy is also a comforter then 1 item is allowed but will be placed in a separate container and only offered to the child as a source of comfort when practitioners assess that the child is in need of the emotional support that item offers.
- Parents/carers, nor their child will be able to enter the setting if they, their child or anyone in their household are displaying any symptoms of coronavirus (temperature above 37.8 °C, new persistent cough, loss of smell and/or taste).
- Children must be accompanied to the setting and collected from the setting, by **only one** parent/carer.
- Parents/carers cannot gather at the entrance gate or door or enter the site.
- Parent/Carers WILL NOT be permitted to enter the pre-school building or garden area (unless they have a pre-arranged appointment).

Drop Off

- Remain in your car until school opens at 9.15am. If walking, try to avoid arriving early so that you are not waiting outside school; if necessary, wait alongside the village hall, adjacent to Bramfield Primary School. Children must be kept under control so that social distancing can be maintained while older children pass into the primary school. Parents must maintain social distancing guidance (2m) whilst waiting.
- The front door to pre-school will remain closed until school is open.

- When pre-school is open, a staff member will open the front door, it will remain open until all children are in the setting and then it will be closed and locked.
- When pre-school is open please enter school via the ramp and NOT the steps. STOP at the top of the ramp until a staff member asks you to come forward.
- Turn right towards pre-school, there you will be greeted by a staff member where the hand over process will happen.
- During hand over we will seek verbal confirmation that your child and all in the household are well and not showing any signs of coronavirus, (temperature above 37.8 0C, new persistent cough, loss of smell and/or taste). We will also seek signed consent for the use of hand sanitising gel on your child. If the daily weather is expected to be sunny, we will seek confirmation that you have applied sun cream to your child. If sun cream has not been applied prior to school then we will need to ask you to do this before dropping off. Staff will also confirm the emergency contact details.
- The Staff member will sign your child in.
- Once your child has been handed over into the care of pre-school, please exit via the village hall kitchen steps, down back to the car park.
- Once in pre-school, children will on arrival use hand sanitising gel (if consent given) in the foyer area and then be taken through pre-school to wash their hands.
- Staff members will not be able to physically help children from the parents into pre-school, as this will breach adult to adult social distancing, they will need to come voluntarily. If children are not willing to enter voluntarily, they may need to return home.

Collection

- Prior to collection, children will have washed their hands or used hand sanitising gel.
- If the children are in the pre-school garden, please come to the garden entrance, the children's personal belongings will be with them in the garden area.
- If you are waiting to collect, please stand at the designated markers and stand close to the village hall to allow social distancing of those walking to/from primary school.
- If the children are in pre-school, enter school via the ramp and NOT the steps.
- STOP at the top of the ramp until a staff member asks you to come forwards.
- Turn right at the top of the ramp towards pre-school where you will be greeted by a staff member and your child.
- Whether it is from the garden or pre-school entrance, a verbal hand over will be given regarding your child's time at pre-school. If you require a more detailed meeting then an appointment can be arranged in accordance with social distancing guidelines.
- When your child has been handed over to you, the member of staff will sign them out.
- After collection, please leave pre-school via the village hall kitchen steps, back down into the car park. Leave the garden along the path back to the car park whilst maintaining social distance from those parents awaiting collection. Please be mindful of those coming and going from the primary school entrance.
- Please do not congregate in the car park, it is an unsafe area for the children and will risk breaching social distancing regulations.
- As a precautionary measure, we suggest on return home, all clothing is laundered.
- Drinking bottles must be cleaned thoroughly with hot water and detergent or if possible go through a dishwasher.

This policy was reviewed by	Bramfield Stepping Stones Pre School
On (dd/mm/yyyy)	28/05/2020
Date to be reviewed by	28/05/2021
Signed on behalf of the provider	
Name of signatory	Rebecca Hitcham
Role of signatory (e.g Chair, Director, owner)	Treasurer
Signed by setting Supervisor	
Signed by Deputy Supervisor	