

Little Meadow Group



Elmore Lane East
Green Farm
Quedgeley
Glos
GL2 4LX

26th August 2020

Dear Parents

Thank you for your patience whilst we formulate the return to Out of School Club plans. New Guidance was issued at the end of last week and we have now based on those details risk assessed and drawn up new procedures to enable us to open. Unfortunately, currently we are still unable to offer breakfast club and believe this situation will remain whilst Meadowside operate staggered starts to the school day. This is due to availability of staff, use of the premises and the requirement for cleaning to be carried out between the hand over from one activity i.e. breakfast club to another i.e. school or Rising 5's. We will continue to monitor the situation and will let you know as soon as we have any more news.

The first thing we have needed to do is reduce session sizes to 15 but are running two sessions, 1 from each room. These groups will have dedicated staff with minimal transference between rooms. It is not possible for us to keep the children in their school bubbles as we have neither the space nor staff that this would require. However, whilst we will be merging groups this will be done in line with the staggered finishes Meadowside are operating. Years 1, & 3 will be in Room 2 and Years 2, 4 & 5 will be in Room 1. The remaining year groups have been split across the two rooms with us keeping family groups together in order to make collections easier. There are some families who have seen a reduction in sessions we are able to offer and some who have lost their places and for that I am very sorry. For the parents who have made adjustments to their requirements to help us I would like to take this opportunity to say thank you very much for your support. Primarily Ruth, myself and Nicky will be working in Room 2 with Bev and Tracey in Room 1. Other members of the team will be on hand to support when required. In order to comply with guidance, these groups and staff will remain consistent and we will be unable to move children from one group to another to minimise the amount of mixing. Both rooms will have access to the outside area and use of these spaces will be encouraged.

It is necessary for us to make some significant changes to Out of School and I please ask for your support with this.

Pencil Cases Many of the children enjoy colouring and drawing, recommendation is that for individual and frequently used equipment of this nature the children have their own. I do understand this will require you to produce a second pencil case as I am aware school have also requested this. However, we are unable to see an alternative so please can I ask, on your child's first session with us they bring a named pencil case which will remain on site.

Snacks Our risk assessment has shown that due to the segregation of rooms amongst other factors will we currently not be able to offer snacks to the children. Should you wish for your child to have something once they get to the setting, can you please pack a separate little snack in the mornings for them to bring with them.

Water will be available for them to top up drinks bottle etc throughout the day. We are looking to review this at half term as we know it is an enjoyed part of the day for the children.

Bags and Coats Temporary cloakrooms will be set up outside the room under our canopies and will remain safe during the children's time with us.

Transfer from School As you are aware, the children will be finishing school at different times and this has meant that we have had to bring staff in earlier than their original contracts to ensure we have the required staff to child ratios. The children will be taken by an adult from their class to the school gate next to the defined pathway to the Little Meadow building. A member of the Little Meadow team will be at our gate to watch and support the children as they transfer from school to the setting. At this point the children will be registered by the staff and directed to their room where they will be received by staff. For this reason we must insist there are **NO** bikes or scooters brought to school on your child's Out of School days. If the children forget to bring anything across with them we will be unable to go back to retrieve it.

Collection from the setting As the Office will remain shut and we cannot maintain social distance within the lobby, collection will be made via the gate to the right of the building and exit via the left so that we can operate a one way system. For 4.30 collections the gate will be opened at 4.20 and all the children will be brought back inside. On entering the gate, can you make your way to your child's room maintaining 1+ metre as you go. You will notice some green rectangles outside each room marking a suggested safe distance so would ask that once you reach your room you access the next available space. Staff will sign your child out and annotate the time of collection. The gates will be shut once all the 4.30 children and parents have left and the children will be able to return to outside play. This process will be repeated at 5.20. Can we ask that one adult collects from the building and if you have siblings that they stay with you. In the event you need to collect early, on reaching the setting please ring the bell to the right of the letterbox and speak to the staff member to organise collection. We would appreciate it if early collections can be kept to minimum.

Invoices In order to restrict the movement of paperwork all invoices will be sent electronically. If you have not already provided Clare with a working email address can I ask that you do this as soon as possible.

Payments We have become a cashless setting so all payments will need to be made electronically. Please contact Clare should you need our bank details or to discuss this further.

Fees Unfortunately we have had to review the fees for some year groups due to the school introduction of staggered finish times. For year 1 and 3 there will be an additional £2.50 per session and for years 2 and 4 it will be £1.25. These payments will only remain in place whilst we are operating extended hours for children.

Please find enclosed a new Financial Agreement for you to complete and return along with a copy of our Covid Parent safety declaration.

Regards

Sharon

Sharon Phillips
Group Manager

