

# Brougham Street Nursery School



## A Handbook for Parents and Frequently Asked Questions

Please understand that these arrangements are subject to change as both the national and local situations are so variable.

The most important point to make is that we want nursery to be a safe, fun, exciting and loving place for children. We do not want children to be anxious and hypervigilant. It is not possible (or psychologically healthy) for children to be kept "socially distant" from those they share a room or class with, and we have always prided ourselves on the quality of caring relationships between staff and children. Of course, this carries a degree of risk and we would ask you to understand and accept these hazards. Some of the measures require families to be fully compliant with their responsibilities around social distancing, notification of symptoms and test and trace and we will all need to work together to ensure children, families and staff remain well protected.

The government guidance highlights the overarching approach to infection prevention and control based around the concept of a 'system of controls'. The government has identified the following control measures that early year's settings should familiarise themselves with and implement.

In simple terms, these are as follows:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (covid-19) symptoms, or who have someone in their household who does, do not attend settings
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. Minimise contact between groups where possible
6. Where necessary, wear appropriate personal protective equipment (PPE)
7. Engage with the NHS track and trace process
8. Manage confirmed cases of coronavirus (covid-19) among the setting community
9. Contain any outbreak by following the local health protection team's advice.
10. Notify Ofsted

We continue to build on everything that we have learnt from remaining open throughout lockdown. We have always taken a cautious and measured approach, and this has served us well so far. Our systems are tried and tested, and we do not feel complacent. As the past weeks and months have taught us, things change very fast and the previously unimaginable can quickly become normal. We have the same goals as parents; to keep children safe, happy and educated. As a Local Authority Community Nursery School, we see our role as supporting the families of Skipton. We do not run for profit and will always put children's wellbeing first.

We will need to continue to rely on your understanding and patience over the forthcoming weeks and months. The guidance on which we base our planning does change with relative frequency and

we want to ensure that we meet our obligations while increasing numbers. Hopefully this guide will answer the majority of your questions and help you understand what the situation will be when your child returns to us – but if you do want any more information there is a link to the guidance below and we are here to clarify anything that is not clear. Many of these are requirements needed for us to welcome back more children, so please bear with us – they are there to keep us all safe and continue to manage an uncertain situation. Below is a link to government guidance for early years and this has provided many of the measures that we are putting in place:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#contents>

The government has announced that schools and nurseries are expected to welcome back all children from the beginning of September. This is obviously subject to the developing situation in regards to Coronavirus.

Understandably, many parents and carers have questions and concerns about their child returning to nursery. In this section, we have answered several frequently asked questions to address those queries.

As always, the safety and wellbeing of our children, their families, and our staff is our top priority, and we hope the measures we have put in place reassure you that your child will be as safe as possible on their return to Brougham Street Nursery School.

At the same time, we must recognise that nursery life this term will be different to before the lockdown. Government guidelines still highlight the importance of reducing contact between people, and as an early years setting it is understood that social distancing is not possible for young children.

Although we have been told by the government that; “...early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes.”. The advice is still that groups within nurseries and settings should not mix and this has implications for the length of sessions during the day, drop off and pick-ups and the level of increased cleaning.

So, in effect we will continue to have “bubbles” but they will be larger and incorporate all children within a specific age range.

## Teams and Staffing

The three rooms will have the following staffing:

### Explorers’ Bubble (Baby Room)

Ayesha Bridge (Room Leader)

Daisy Pennett

Amanda Bibey

### Discoverers’ Bubble (Toddler Room)

Louise Shaw (Childcare Manager)

Mairead Pearson

Amy Yaxley

Harris Payne

June Capstick (Special Needs Support Assistant)

## Adventurer's Bubble (Nursery School)

Alison Stewart (Teacher)

Ann Almack

Lorraine Caswell

Natalie Chapman

Pauline Pickles (cover)

Beccy Robinson (Special Needs Support Assistant)

Beth Guest (Tea Club)

Madiha Rashid (Midday Lunch Supervisor)

Bev Asquith (Lunch and Tea Club)

Any cover for rooms will be from Nikki Allot and Neeta Sandhi who will consistently work in only one bubble.

### What is a 'bubble'?

A 'bubble' is a defined group of people that one person comes into contact with regularly. It is essential for individuals to be in only one 'bubble', and two or more 'bubbles' should not cross. By ensuring that they only have contact within their 'bubble', individuals are protected against cross-contamination. To make this possible, children will be in only one 'bubble', although there will be a higher number of children attending over the course of the week.

At Brougham Street Community Nursery, the size of each bubble will be dictated by the room and the number of children on roll. As most children are not attending every day there will be less children on a daily basis. The daily numbers in each room will be slightly lower than before lockdown and average out at about 30 children in the Nursery School, 16 in the toddler room and 6 - 9 in the Baby Room. As time goes on, these might increase as more children transfer or move rooms. We will assess this at the time.

### What are my responsibilities as a parent or carer?

As a parent or carer, you have the following responsibilities:

- To respond in good time to requests from us to help us plan ahead, prepare, and maintain a happy and safe environment.
- To let us know in good time should your child not be able to attend on a particular day.
- To let us know if your child will not be at nursery and why (especially if they are unwell)
- To fully engage with the government Test, Track and Trace program, as without knowing whether a child who is showing symptoms is positive for Covid-19 we will need to close the entire room to all children for the duration of the absence (10 or 14 days). Details are below:  
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>  
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- To understand that attendance times will be set around designated pick up and drop off times and that they cannot be changed for safety and staffing reasons (more on this below).
- To adhere to the government guidelines for social distancing at all times outside of nursery and to ensure that your child also follows these guidelines:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

### What's the procedure for dropping off my child?

Only one adult should bring and collect their child to and from nursery. You will be allocated a designated time to drop off your child, as well as a designated drop-off zone. You should accompany your child to the drop-off zone then leave the site as quickly as possible. Please do not wait in the nursery garden, corridor or spend time talking to other parents. This will ensure that as few adults as possible are on the premises at the same time and this minimises the risk of infection spreading. If you do not drop off at the designated time, your child will not be able to access nursery school on that day. This is not to be difficult, but we are just not able to keep popping to the door or let people into the building at unexpected times. The staff we have need to be there for children. In the case of appointments please speak to Michael, Louise or Ayesha.

### What's the procedure for picking up my child?

You will be allocated a designated time at which to collect your child, as well as a designated collection point. You should collect your child then leave the site as quickly as possible. Again, please do not wait or spend time talking to other parents. This procedure will ensure that as few adults as possible are on the premises at the same time for all the reasons above.

### Where shall I pick up and drop off?

In September children will be in the rooms designated for their age. The "drop-off zones are as follows:

#### Baby Room

In through the main entrance, up the stairs to the Baby Room, drop off at the room door and exit via the fire escape on the first floor and down the ramp onto East Neville Street. Pick up is the same procedure.

#### Toddler Room

Please proceed along the passageway at the side of the building (behind the buggy park), enter the building through the fire exit door on the ground floor and keep a safe distance of 2m from other children and families. Exit is up the corridor and out through the main reception door.

#### Nursery School

Please enter through the wooden gate by the buggy park (just before the main entrance) – there will be signs and proceed down the footpath at the side of the building into the nursery garden. There will be staff waiting for you to collect your child. Staff will be familiar to both you and your child. Please exit the same way when the footpath is clear. After the last drop off this gate will be locked for the day.

A certain amount of patience and tolerance will be needed as parents will need to "give way" to each other as they enter and leave the premises.

### I have children of different ages; will they be in the same Bubble?

No, given the new guidance children will now be in the room specifically for their age and stage.

### Are the timings of the school day flexible?

No. From September, times must be kept to and depending on whether your child arrives for Breakfast and stays until 4.00pm (initially and then 5.30pm), or attends for core hours, the times are literally set in stone. The organisation of pick up and drop off is core to making sure the building is safe and the government guidance is followed in full.

Initially the drop off and pick up times will be:

#### For morning and afternoon sessions

Drop off at 8.00 – 8.10 and pick up 11.20 – 11.30am

Drop off at 12.30 -12.40 and pick up at 3.50 – 4.00pm

#### For children staying between 8.00 – 4.00

Drop off at 8.00 – 8.10am and pick up 3.50 – 4.00pm

#### Children taking funded hours

Drop off at 8.45 – 8.55 and pick up 3.05 – 3.15pm

#### I have children at other schools and the drop off times clash

Please let us know – we will do what we can to help.

#### Do facemasks have to be worn by parents (or children)?

No – The government guidance clearly states that if you want to wear a facemask; this must be removed before entering the nursery. Facemasks are not recommended for young children.

#### Will reception be open?

No, we want to restrict the number of adults accessing the site, so we are closing the reception area to minimise situations that pose the threat of cross-contamination. Please contact us either by phone: 01609 797052 or email [reception@broughamstreet.n-yorks.sch.uk](mailto:reception@broughamstreet.n-yorks.sch.uk) . If you need to speak to someone in person, please give us a call and we will meet you outside.

#### What will the rooms for the children look like?

Children are grouped together in class or room bubbles and remain in those groups from when they come to nursery to when they leave. The 'bubble' concept works like this:

- Children will be dropped off at, and collected from, designated areas and at allocated times.
- This space is their 'bubble', and they will remain there for the duration of the day. There will be regular opportunities for outside play and each room has its own toilets and sinks.
- Each 'bubble' will have its own set of cleaning materials — such as hand sanitizer (for adults), antibacterial gel, and antibacterial handwash — which will be available. There will also be hard-surface cleaner, which will only be available to, and used by the adults within that 'bubble'.
- Children are not expected to move around the building, but if it is necessary, corridors will have safe passing places, should two people ever be required to cross paths.

#### What will learning look like?

Although the nursery may not have the some of the resources for children or look quite the same, we are aiming to make it as normal as possible for children. Some of our typical resources will not be available, these include group play dough, indoor sand tray, soft toys, dressing up. As the guidance (and science) become more specific we will follow this to modify what is on offer to the children. We want to ensure that nursery is still fun for children. Children will still have lots to do and staff will make sure they enjoy their time at nursery. Sessions for children will be planned, observations will be completed and you will receive regular notifications on Tapestry. We will maximise outdoor learning and we are confident the quality of education, learning and care will remain high.

#### Will my child be looked after by their usual key person?

Yes – although your child's key Person may have changed since lockdown. If this is the case, we will discuss this with you. Please see the room staff list above.

### What will lunchtime look like?

Lunches will be supplied by Parish Church School.

As normal, children will eat in their 'bubbles' to minimise any risk of cross-contamination. Once they have finished eating, all food debris, wrapping, and waste will be placed in a bin bag, which will be tied and disposed of. An adult will clean all hard surfaces before the afternoon begins. Staff lunchbreaks will be covered by the regular room staff and will not work in other rooms or bubbles. When tea resumes, this will be cooked by our cook (Bev) in the school kitchen.

### If my child returns to nursery and is distressed, can we change our mind?

Yes, we are here to help and support families. This *must* be right for your child. There has been a lot of change for all of us over the past few months and primarily we are aiming to support children's social and emotional well-being. Do discuss any concerns you have with us. Some children may take time to settle back in so it may be worth giving them a chance to acclimatise, but we pride ourselves on the quality and continuity of relationships and so will do everything we can to make them feel secure at nursery. We can't allow parents into the rooms at the moment but will keep you informed and be honest about how your child is during the day. What we have observed so far, is that children come back to nursery happy and settle quickly.

### What does my child have to wear?

We ask that children wear fresh clothes every day including a sun hat and to pack spare clothes in their bag in case of accidents or messy play. All clothes must be labelled and if they are not nursery staff will write the child's name on the clothes. If it is wet please send a pair of (named) wellies in with them.

### Sun cream

Parents are asked to apply sun cream to their child each morning. This will be reapplied during the day as required. Please dress them in clothes that cover their arms and legs to prevent us having to spend a long time with each child applying sun cream.

### My child still needs help with personal hygiene and care. Will this still be supported given the rules on social distancing?

Yes. Staff providing personal and intimate care will wear the typical and appropriate PPE. This does not include anything beyond what we would normally wear for changing a child such as a disposable apron and gloves.

### Getting to and from nursery

As per the government guidance, if you can please walk to nursery. The school is also increasing its numbers and we want to avoid any traffic congestion. Any children's scooters or bikes cannot be left at nursery during the day.

### What do I need to bring?

Please could you still bring nappies and wipes for your child. We will need you to do this until we are able to purchase the quantities we need as an operational nursery.

### Nursery Sessions and Fees

We will be offering the following sessions at nursery. Currently we cannot change these and pick up and drop off need to be organized to minimise the contact parents have with each other. There is a session plan and fee table below. Please note that from 8<sup>th</sup> September, fees are chargeable even if your child is sick or absent from nursery.

	Session (prior to March 2020)	Fees from April 2020 (Approved by Governors but not yet implemented)	Interim Fees 8 <sup>th</sup> September 2020	Fees subject to review and approval. w/e/f 21 <sup>st</sup> September 2020
0-2 yrs	Full day (7.30am – 6.00pm)	£57	£49.50 (8-4)	£57 (8-5.30)
	7.30am – 12.45pm or 12.45pm – 6.00pm	£36	£25.00 (8.00 – 11.30 / 12.30 -4.00 <u>No lunch provided</u> )	£36 (8-12.45 or 12.45 – 5.30) Lunch / tea provided
2-3 yrs	Full day (7.30am – 6.00pm)	£55	£47 (8-4)	£55 (8-5.30)
	7.30am – 12.45pm or 12.45pm – 6.00pm	£34	£23.50 (8.00 – 11.30 / 12.30 -4.00 <u>No lunch provided</u> )	£34 (8-12.45 or 12.45 – 5.30) Lunch / tea provided
3-5 yrs	Additional 3 hour sessions	£18.50	£18.50	£18.50
	Breakfast Club 7.30am – 8.45am	£6.00	£6.00 (8-8.45)	£6.00 (8-8.45)
	Funded Breakfast Club Contribution	£0.50	Not available	Not available
	Lunchtime	£5.00	£5.00	£5.00
	Meal only lunch contribution	£2.50	£2.50	£2.50
	Activity Club 3.15pm – 4.00pm	£5.50	£5.50	£5.50
	Tea Club 3.15pm – 6.00pm	£18.50	Not available	£18.50 (3.15-5.30)
Holiday Provision 3-5 yrs	Morning Session 7.30am – 12.45pm	£28	Not available	£28 (8-12.45)
	Afternoon Session 12.45pm-6.00pm	£28	Not available	£28 (8-12.45)
	Short day 9.00am – 3.00pm	£33	Not available	£33
	Long Day 7.30am – 6.00pm	£42.50	Not available	£42.50 (8-5.30)

### Why are the Fees the Same for Shorter Sessions?

Staff will retain a responsibility for cleaning (before and after nursery) to ensure we meet the guidelines from central government. As a result, even though your child is not in the nursery, staff will be working hard to ensure that the rooms are as safe as possible. We are also spending a great deal more on cleaning products and essentials such as gloves). As staff cannot mix in different “bubbles” this has increased costs, for example for sickness or holiday cover. These are all costs that we will have to charge for.

### What's the Risk?

How can you stop anyone with COVID-19 coming into nursery?

As it is possible for someone with COVID-19 to be asymptomatic (meaning they are not showing any signs or symptoms of having the virus), we cannot guarantee that no one with the virus comes into nursery.

However, as you can see from the measures outlined, such as closing reception, creating staggered entry and exit times, and keeping children and staff in 'bubbles' — we're doing everything possible to limit the number of adults on the premises while children are in nursery school. Our plan is to limit, as we cannot ever fully eliminate risk.

It is important that parents and carers understand that in sending their child to nursery they must be fully willing to engage with the government's testing, tracking and tracing program. If you do not feel comfortable with this, please contact us so we can discuss it further. As the isolation period for those with suspected Covid-19 is so long (14 days), without this in place we run the risk of the nursery (or bubbles within it) being shut for extended periods.

### What happens if a child shows symptoms of COVID-19?

Any child who shows symptoms compatible with COVID-19 while in nursery will be isolated (with a friendly member of staff) and their parents or carer will be called to collect them. Tests are now available for all children (no matter their age) attending nursery:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?gclid=EAlalQobChMIhq2UkqbZ6QIVwu7tCh3WwQ-gEAAYASAAEgKaj D BwE>

Following a test, if a positive test result is received, then the bubble will remain away from nursery for the 14 days from being sent home and in the case of a negative test the child (or staff member) may return. The government guidance is below:

*"Settings should ask parents, carers and staff to inform them immediately of the results of the test:*

*if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating*

*if someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days."*

In the case of a positive test we are required to notify our local Health Protection Team and follow their advice regarding the action we need to take. We would also inform Ofsted.

### What happens if a member of staff shows symptoms of COVID-19?

Any adult who shows symptoms compatible with COVID-19 while in nursery will be immediately asked to return home. The procedure above will be followed for the bubble in which they were working.

The other members of the household of the other children or staff within the 'bubble' do not need to self-isolate unless the child or member of staff they live with subsequently develops symptoms.

### What happens if my child tests positive for COVID-19?

Should your child test positive for COVID-19, you should follow all advice and guidance from Public Health England (PHE). Your child will be required to self-isolate from nursery for a minimum of 14 days. You and the other members of your household should also self-isolate for 14 days. As above, the bubble will need to isolate for the full 14 days

## Informing the Local Health Protection Team

In the event of a positive test (either child or adult), we must inform the local Health Protection Team. A risk assessment will be carried out and they will instruct the nursery of the measures they need to put into place. It is likely that any individual who has been in close contact with someone who has tested positive will be asked to self-isolate for 14 days.

## What are you doing to reduce the risks of COVID-19 within the setting?

Throughout these FAQs, we have outlined some of the measures we are implementing to reduce the risks of the virus spreading at our setting. These measures include, but are not limited to:

- Operating in “bubbles” that do not share staff, resources or spaces
- Cleaning the classrooms thoroughly at the end of each day and cleaning throughout the day to ensure that “high use” areas such as tabletops, taps, toilets are cleaned frequently.
- Cleaning common areas of the nursery such as touch plates, door handles, light and door switches frequently throughout the day.
- Allocating drop-off and collection times for parents to minimise the number of adults on the site at any one time.
- Providing each ‘bubble’ with its own cleaning equipment and personal protective equipment (PPE).

## What can I do to reduce the risks of catching COVID-19?

Please continue to follow government and Public Health England guidelines regarding frequent hand washing and social distancing and remain aware of potential symptoms of the virus.

## What Are My Options?

### Can I choose the days and times my child attends?

Not currently, places are very limited due to the new responsibilities we have to make this as safe as possible.

### What happens if my child receives free school meals (FSM)?

Parents who are registered with the local authority will continue to receive a FSM.

### What can I send my child into nursery with?

Please limit the number of things your child brings to nursery. We understand that some children need a comforter, blanket or special toy, but please bear in mind that the more we can control what comes into the nursery, the less likely an infection can be brought in.

## What Happens Next?

Throughout August we will send you updates about your child’s starting or return to nursery. If they are starting nursery for the first time, we will be arranging an opportunity for you to speak directly with your child key person.

## Someone from outside my household usually collects my child; will this still be possible?

In order to follow government guidelines on social distancing, anyone from outside your household or support bubble should not collect your child – there are some exceptions for childminders. Again, by limiting the number of different people accessing the nursery, we manage the risk. We therefore strongly recommend that only someone from your household collects your child.

### Will breakfast and after-school clubs start again?

Initially breakfast will be offered to children starting at 8.00am but tea will not be served until we extend our hours. We have planned that until 21<sup>st</sup> September the nursery will only be open between 8.00am and 4.00pm. This is to ensure that the procedures we have in place are working for a larger group attending. During this time, we will review how our systems are working and we aim to increase the hours to 8.00am – 5.30pm. We are not planning on opening for longer than this until the responsibilities for cleaning are reduced.

### Finally:

We are at a very early stage in this and it is possible that we may need to change arrangements or protocols (such as for dropping off and collection) when we have had an opportunity to walk them through and test whether it will work in practice. We will, above all, be honest with you and continue to improve what we do in order to make this a happy, warm, enjoyable time for children. It is entirely possible that your child may have their own ideas about returning to nursery. We will work with you to make sure you are supported and that you feel happy to leave your child with us.