



27th May 2020

Dear Parents/Carers

I am writing to you to set out the arrangements we have made for when Poppleton Road Out of School Club re-opens on Monday 1st June.

Firstly, I would like to thank all Parents/Carers for their understanding and cooperation since the Club had to close at the end of April. I know it has been challenging for all families, in particular when you have to juggle work commitments with managing childcare.

The government have said children in Reception, Year 1 and year 6 can return back to School if the five key tests set by government justify the changes at the time. Some categories of children with specific health conditions should not attend School or Out of School Club. If you are unsure whether your child should attend please contact us so we can discuss the details with you.

We have made changes within the club to ensure all children, staff and parents are safe within the setting. Please find attached a risk assessment and a re-opening plan that has been put in place to ensure good hygiene and infection measures. We are also working very closely with the school on their procedures and keeping the same children in their bubble groups as in school.

There are a number of things that you as a parent/carer can do to help us to make these arrangements effective and keep everyone safe within the club.

- **DO NOT** send your child/children to out of school club if they have any symptoms of the coronavirus virus, high temperature, new continuous cough, loss of taste and smell or any cold and flu like symptoms.
- When picking up and dropping your children off at the club please keep your distance of 2meters or more from staff and other parents outside the club entrance and do not enter the building.
- **DO NOT** allow your children to bring anything such as toys, books, etc from home apart from school bags into the club house.
- Encourage your children to wash their hand before leaving home.



The Club will be doing a weekly register of attendance so if you could inform the club manager on a weekly basis of the sessions your child/children will attend. This must be done no later than the Friday morning of that week. After this no more bookings will be taken. Unfortunately, days and sessions can not be changed or swapped as planning of the bubble groups will have been organised.

In accordance with school guidelines, the club will not be open on a Wednesday afternoon until further notice invoices will be sent out at the end of the month for payment. You are welcome to pay fees beforehand if you know how much your childcare cost will be. An invoice will be emailed at the end of the month as usual. Please pay any outstanding fees as soon as possible.

As more children start attending the club procedures may change to continue the safe environment of the club for all staff, children, and parents. Any changes been made parents/carers will be informed.

Once schools and settings are open to more children, all children who are attending will have access to a test if they display symptoms of coronavirus while at the club. We would encourage parents/carers to get their children tested in this scenario. It is the government's aim to get children and their parents/carers not to self-isolate any longer than necessary if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in the club.

Looking forward to seeing you in June
Kath McKellar
Relief Manager