



7<sup>th</sup> September 2020

Dear Parents/Carers

I am writing to inform of the arrangements we have made for your child attending Out of School Club.

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

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 that has been put in place to ensure there are good hygiene and infection measures in place.

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 2 meters from staff and other parents outside the club entrance and please **DO NOT** enter the building.
- **DO NOT** allow your children to bring anything such as toys, books, etc from home apart from their pack up bags with their healthy dinner in and school bag.
- Encourage your children to wash their hand before leaving home.
- If any parents/cares are self-isolating please do not bring your children to the club.

The club's casual bookings have change, a minimum of a month's dates is required due to government guidelines. Due to social distance bubbles that must be set, these bubbles cannot change and cannot be added to.



All children who are attending club 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.

As part of the Government Guidelines regarding the track and trace system we are asking parents to sign our track and trace forms to give us permission to share your contact details to help prevent the spread of Covid. If you have not received one please ask a member of staff.

Looking forward to seeing you in September

Kath McKellar	Julie Barker
Relief Manager	Deputy Manager