

Tuesday 17 March 2020

Dear Parents / Carers

I am contacting you to let you know of the steps which we have put in place following the recent outbreak of COVID-19 (Coronavirus).

The safety and wellbeing of our customers and our staff is our priority. Based on the latest Public Health England guidelines, we've put enhanced health and hygiene measures in place across the club to ensure we can continue to operate, including:

- Frequent sanitising of all items you might have contact with including doorbells, door handles, pens, handrails and clipboards.
- Frequent sanitising of the play equipment and furniture being used by children.
- Suspension of play activities which carry an increased potential to harbor bacteria / viruses (e.g. playdough, slime, cornflour, gloop etc).
- Increasing the frequency of hand washing for staff and for children.
- Educating children on how to wash their hands effectively and encouraging those who are capable to use a tissue or the crook of their arm if they sneeze, safely disposing of used tissues afterwards.
- Keeping a close eye on all of our staff to ensure they are fit and healthy, sending home any who might come to work but then become unwell.
- Keeping a close eye on all of the children in our care, alerting you if there is any cause for concern.
- Postponing all non-essential visitors to club, including show-rounds for potential new customers.

We would ask for your cooperation in keeping the number of people who will be coming to drop off/ pick up children to a minimum, so that we don't have large groups of adults and children coming in and out; please discuss any specific requirements with our staff, who will be happy to find solutions to help you.

We will be following government guidelines as to whether staff are considered fit to attend work and will be working closely with the local authority to ensure our approach reflects their guidelines.

At time of writing we are working on the basis that if children have a high temperature that they will not be able to attend club, even though we know that there may be many underlying causes. We will regularly update its information regarding COVID-19, by checking the latest guidance from Public Health England and the local authority and will inform parents and staff of any changes to our plans at the earliest possible opportunity.

We will keep you informed via emails, through posting updates on the parent page of our website and on the club Facebook page and will use the telephone if necessary, so please make sure that the contact details we hold for you are correct.

Thank you for entering into a spirit of cooperation with us as we all try and work through this crisis together.

Kind regards

The Board of Trustees