



Friday 18<sup>th</sup> September 2020

Dear Parents / Carers

Thank you for participating in the consultation last month over preferred drop off and pick up times. Although we need to continue using the timed drop-off and pick-up system as part of our safe operating procedures, we understand that your plans can unexpectedly change during the day: please remember that you can contact the nursery on the usual number if you need to discuss some kind of variation to the times you have been allocated. Nursery opening hours are 8am to 6pm (7.30 to 6pm at Josephs) and our staff will help you as much as we can to provide times which match the needs of your family.

We have reviewed our Operational Risk Assessment document again: the only modification is to update the link to the latest government guidance for early years settings which was published yesterday. The risk assessment is available in the Latest News section of our website.

May I draw your attention to point 4.3 of the government guidance which outlines what settings should do if the demand for places exceeds capacity:

*If there is a need to prioritise places (for example, where a nursery is oversubscribed, or unable to operate at full capacity), settings should give priority to vulnerable children and children of critical workers; then 3- and 4-year-olds, in particular those who will be transitioning to reception in September; followed by younger age groups.*

We may find that at some point so many of our staff are unavailable for work that we are unable to take all of the children who are booked to attend, potentially because our staff are required to self-isolate pending test results. It may be that if this situation arises we will need to contact you at short notice to ask if any families are able to volunteer to keep their children at home. If this does not provide a sufficient reduction to match the availability of staff, we will apply the government prioritisation criteria. If we ask you not to attend or you volunteer when asked, you will be credited for the missed session.

If a member of staff or a child who has attended tests positive for Covid19, we will need to contact Public Health England to seek their guidance: this could result in full /partial closure of a nursery. If we are asked to close you will be credited for any missed sessions.

In accordance with our planned programme of returning to preparing invoices in advance of the month to which they apply, October childcare invoices will be issued next week. Although many of you have continued to make regular payments without waiting for invoices to be issued as part of your budget planning, do please contact us if you are experiencing a particular difficulty.

Thank you for your continued co-operation and support.

Kind regards

Karen Mawson (CEO on behalf of the Trustees of York Childcare)