

September 2020

Dear Parent / Carer,

We have been busy making plans to enable us to safely welcome the children back to Family Space groups beginning Monday 14th September 2020. This letter tells of the plans we are putting in place. This will look a little different to what you are used to. We have been following guidelines from the Early Years alliance as well as the building owners who kindly let us use their premises.

For the purpose of this letter Family Space groups are defined as Time Out (Monday, invite only), Tuesday Mums breakfast club, Tuesday, Wednesday and Thursday Stay and Play groups, Young mums group, holiday activities and any other groups by Family Space that may run during these times. Please note we are planning on returning the Tuesday mums breakfast group at the Oasis Centre at a date to be confirmed. More information to follow.

These plans will be reviewed regularly and we will keep you updated with any changes that we make. Family Space reserve the right to make changes to these plans at any time. All groups except St Barnabas Playgroup will be held at Hesters Way Baptist Church, until at least October half term due to outside space and room size.

Stay and Play (Tuesday, Wednesday and Thursday), will run with pre booked sessions of an hour long booked through Eventbrite. Initially we will ask you to book one session a week whilst we gauge demand. At the moment the maximum capacity will be 6 adults per session. Young mums group for mums up to age 25, will run to the guidelines below. At the moment due to numbers we are expecting there is no need to book for this.

In order for this to be successful we must ask that all parents/carers follow the steps outlined below to ensure we are able to make everyone as safe as possible: We are asking parents who attend Family Space groups (this includes St Barnabas Playgroup) to only attend one group within the week. In line with government advice on social bubbles children should only attend one early years setting per week. Therefore:

- If your child attends St Barnabas playgroup they should not be attending a Family Space Stay and Play session.
- If a child attends Time Out creche, they should not then attend a Family Space Stay and Play session.
- If a child attends any another early years setting (that is not Family Space), they should not be attending Family Space groups (unless having had a prior discussion with a Family Space staff member).
- We ask that you only bring children that live in your household along to Family Space groups.

Guidelines for sessions:

- Face masks must be worn for all over the age of 11. Those exempt, please discuss this prior to arriving with a staff member.
- Parents should not enter the setting until 5 mins before group start time. Please arrive through the front door and leave through the back door (at back of hall by fire escape).
- On entering the gate children and adults will be given hand sanitizer or asked to wash hands in our portable sink.
- We will not be accepting any toys, bikes, changing bags or comforters into groups. Please do not bring these with you. Changing bags can be left in the pushchairs. Pushchairs will need to be parked away from each other in the corridors.

Those attending Time Out crèche must bring a change of clothes in a plastic bag and a drink for your child. Please do not bring a changing bag. We will be providing nappies and wipes.

For Stay and Play, we ask that you do not share nappies and wipes between each other but please bring your own. We will have a supply of wipes and nappies.

- We will be providing a snack of cartons of juice and closed individual wrapped snacks. Please do not bring your own food to eat. If you want to bring a water bottle for your child or a flask of tea for yourself please do not share these with other families.
- All families will have an allocated chair to store their personal belongings, these will be spaced out appropriately and parents will be shown where these are when they arrive.
- The toys that your child has access to will be made of easily cleanable material and will be frequently cleaned throughout the session. We will have staff available to clean throughout the sessions. Areas that the children use (including toilets) will be frequently cleaned throughout the session. All toys, chairs, tables and surfaces will be thoroughly cleaned after each session.
 - We may choose to use a thermometer to check someone's temperature if we feel this is necessary.
- We will be encouraging hand washing as often as possible.
- Art work will need to be taken home from group each session, we will no longer be able to store these. If this is left we will throw these away at the end of the session.

You may

Illness

- Children and parents should not attend any Family Space groups if unwell for ANY reason.

What happens if me or my child becomes unwell during the playgroup session?

- Anyone who develops symptoms during the Family Space session will be sent home immediately.

What about others in my family?

- If you have another child within the group setting then we will ask you also take them home at the same time.
- All members of the household will have to self-isolate until the test results are in.

We will ask you to book a test for you or child (please use the link below).

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

I have the test results, what happens now?

- Please inform us of the test results immediately by telephoning the office number and leaving a message (01242 580812).

When can my child return to a Family Space group?

- Please do not send a child to a Family Space group who has been absent due to coronavirus symptoms before discussing it with the Early Years worker or playgroup managers if they attend playgroup.
- If the Covid – 19 test is negative, you may return to groups if symptoms have gone away, i.e. they are symptom free. Other members of the household will no longer have to self-isolate.
- If you or your child has been absent because another member of the household has been symptomatic and their test is negative then there is no longer any need for them to self-isolate and they can return to Family Space groups.

- If test results are positive they must follow the 'Stay at home' guidance and self-isolate for at least 10 days from the onset of symptoms.
- Other members of the household should continue to self-isolate for the full 14 days.

What happens if there is a confirmed case of Coronavirus in a Family Space group?

- Based on this advice we will close groups to anyone who has been in attendance to those who attended groups with the unwell person for a period of 14 days. There is a high chance we will close all Family Space groups (except playgroup) as staff will also have been in close contact with the unwell child / parent.
- Close contact is defined as
 - Face to face contact with an infected individual for any length of time within 1 metre- including being coughed on, a face to face conversation, or unprotected physical contact.
 - Proximity contact – extended close contact (within 1-2 metres for more than 15 minutes) within an infected individual.
 - Travelling in a car with an infected person.

Should I keep my child at home if there is a confirmed case within a Family Space group?

- If you have been advised by the NHS Track and Trace team or Family Space then you must keep your child at home and they must self-isolate for 14 days. If you have not been advised to keep you/your child at home, then your child has not been in close contact with the person that was infectious you/your child can still continue to attend Family Space groups.

What is an outbreak and what will happen?

- If Family Space has 2 or more confirmed cases within 14 days or a significant rise in absence related to suspected coronavirus there may be an outbreak.
- In the event of this we will work with the local Health Protection Team who will advise us on what action to take.

If you have any questions about any of this, please contact a Family Space staff member. We would be happy to answer any questions and talk about any concerns you have.

Please note we will reserve the right to admit you or your child to a Family Space group if we feel they are not well enough to attend. We need to be extra vigilant during this time.

Failure to adhere to these conditions could result in us asking you to not attend a Family Space group with your child. It is important we are able to trust each other to keep everyone safe during these uncertain times. We will be constantly reviewing our practice and you will be informed of changes to these conditions as they arise.

On return to Family Space groups there will be a declaration to sign to confirm you have read and accept these conditions.

Thank you in advance for your cooperation in this matter. Please bear with us as we implement these new guidelines, these are unprecedented times and we are trying to provide a fair service to all; whilst enabling face to face services to resume.

Sarah (Family Space Manager) and the Family Space team.