



June 2021

Dear Parents and Carers,

Welcome to all our Parents/Carers and their children starting next term (Autumn Term 2021 commencing in September). We look forward to meeting you all!

The COVID-19 virus whilst currently the infection rates are much lower is still very much with us and we do not anticipate this changing anytime soon. With the onset of the Autumn Term, we will also have the added complication of the usual winter flu and colds to contend with. We take our responsibility to our Parent/Carers, Children and Staff very seriously and with this in mind we produced an educational offer which is outlined below, along with the protocol and procedures we wish everyone to adopt (Please note that most of our procedures and protocols remain the same as last year, in order to be as safe as possible we wish to err on the side of caution. Any relaxation/changes made to our procedures and protocols will be informed to Parents and Carers as soon as possible.

**Please can you read through the protocol and procedures documented below in order that you are fully aware of the alterations we have had to make to CHUF since the beginning of the pandemic. Once read please could you send your confirmation that you agree with the following protocol and procedures as soon as possible to [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk), and no later than Friday 16<sup>th</sup> July 2021.**

#### **Educational Offer:**

**We are offering as normal a start as possible to our Autumn Term but feel as per the last academic year, we still want to stagger our admission of children into the Chearsley & Haddenham CHUF buildings to be as safe as possible, and this is outlined below. There are variations between the two settings due to the differences in the number of children attending, the number of new starters we have and any constraints due to the physical size and layout of our settings.**

**We are very aware that these unprecedented times have had a significant effect on our children, and it is our role to make to transition to your child starting at CHUF as smooth as possible. This continues very much to be our priority for the Autumn Term 2021.**

**CHUF in Chearsley:** Chearsley Village Hall, Winchendon Road, Chearsley, Buckinghamshire, HP18 0DP  
**Chuf in Haddenham:** C/o Haddenham St Mary's School, Aston Road, Haddenham, Buckinghamshire, HP17 8AF  
**Phone:** 01844 299123 (Haddenham) / 01844 201858 (Chearsley)

**E-Mail:** [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk)

**Web:** [www.chuf.co.uk](http://www.chuf.co.uk)

**Chearsley Setting: (Groups will be advised of separately in the new starter paperwork issued for your child)**

<b>Am Only Session Group 1 Drop Off Time</b>	<b>09.05 am</b>	<b>Group 1 Collection Time (If only staying for Am session)</b>	<b>12.05 pm</b>
<b>Am Only Session Group 2 Drop Off Time</b>	<b>09.15 am</b>	<b>Group 2 Collection Time (If only staying for the Am Session)</b>	<b>12.15 pm</b>
<b>Pm Sessions (Only) Group 1 Drop Off Time</b>	<b>12.05 pm</b>	<b>Group 1 Pm Sessions (Only) Collection Time</b>	<b>3.05 pm</b>
<b>Pm Session (Only) Group 2 Drop Off Time (No Children @ Present)</b>	<b>N/A</b>	<b>Group 2 Pm Sessions (Only) Collection Time (No Children @ Present)</b>	<b>N/A</b>
<b>All Day Session Group 1 Drop Off Time</b>	<b>09.05 am</b>	<b>All Day Session Collection Time Group 1</b>	<b>3.05 pm</b>
<b>All Day Session Group 2 Drop Off Time</b>	<b>09.15 am</b>	<b>All Day Session Collection Time Group 2</b>	<b>3.15 pm</b>
<b>Children Attending Standalone Lunch Bunch (Tues &amp; Fri) Collection Time (Group 1)</b>	<b>12.50 pm</b>	<b>Children Attending Standalone Lunch Bunch (Tues &amp; Fri) Collection Time (Group 2)</b>	<b>1.00 pm</b>

**Haddenham Setting:**

**For the first half term only, new starters will commence at 09.20am (Instead of 09.10am) for morning sessions, which will allow all existing CHUF children to settle before our new children arrive. All other session times will remain the same including pick up times at the end of the morning and afternoon sessions, as well as drop off times for afternoon sessions. After the October half term all children (including new starters) will commence morning sessions from 09.10am. A full list of session times are below:**

**Am/Whole Day Drop Off 9.10am (09.20am for new starters, only up to October half term)**

**Am Pick Up 12.10pm**

**Pm session Drop off 12.10pm**

**Pm/Whole Day Pick Up 3.10pm**

**Dropping Off and Picking Up Your Children:**

As you will understand considering the amount of Health and Safety guidelines to keep the Children, Parents and Staff safe CHUF will not be quite the setting some Parents are familiar with from the past. We are asking you to ensure that you **stick strictly to the drop off and collection times as above**. We request that ideally **only one Parent/Carer drops off and picks up** and where possible this should be the **same Parent/Carer for each session going forward**. You will hand over your child to a member of staff following the information given in this letter, whilst no longer a Government guideline we will where possible minimize Parents and Carers entering the setting. Staff will take messages and mark the children on the register. CHUF has the right to decline entry or send any child home if they are deemed too distressed or unsettled to attend that day's session.

**We are asking Parents and Carers to continue to wear a face covering when dropping off/picking up your child at either setting. The World Health Organisation guidance is to wear a fabric mask that covers the nose, mouth, and chin. Face coverings should be worn as soon as you arrive on the premises (So in Haddenham please make sure you are wearing a face covering before you enter any of the Haddenham St Mary's School grounds, and in Chearsley please ensure you are wearing a face covering as soon as you enter the Village Hall premises**

including the car park). We recognise that some people are unable to wear face coverings due to medical reasons. CHUF Staff will be wearing face coverings when you drop off and pick up your child from the patio (It remains up to the staff's own personal preference as to whether they wish to wear a face covering at other times).

Ideally there is to be nothing brought in from home (Apart from a weather appropriate coat and lunch box (if staying for lunch)), but we understand with our very young children, there may still be a need for a comforter. In this instance, we are asking that any comforter is to be placed in a plastic bag or a sealed container. Could all children please wear appropriate footwear for the winter months. Children will need to leave a named pair of wellies in the setting & come wearing suitable enclosed shoes for both indoor and outdoor wear.

**Lunch boxes – Many of our children struggle with opening some of their containers or food items in their boxes, so please ensure items that are wrapped, or in containers, within your child's lunch box, are easily unwrapped by your child, and that your child can, where possible easily open and close their lunch box as well. We aim to make our children who lunch as independent as possible, and would appreciate your support in this matter. Children will be encouraged to leave any litter in their lunch boxes to be taken home. All lunch boxes will be wiped down before they come into the setting.** We will still be restricting the number of furnishings and soft toys in our settings which could pose a risk of cross contamination. Toys and equipment will continue to be washed daily, and it is encouraged that children's clothes should be washed after each session too.

#### **Haddenham:**

**We are seeking clarification currently from Haddenham St Mary's School as to whether their one-way system will remain in place from September. Whilst we await this clarification, we will continue to assume that access will remain as detailed below (Any updates will be communicated to Parents/Carers ASAP).**

We are asking all Haddenham Parents where possible to walk to CHUF for both drop off and collection (Or park safely at a reasonable distance). All School Parents have been requested to do the same too. This will aid social distancing and any congestion problems by the duck pond. We are asking Parents to access CHUF via the one-way system that the school will also be using. Access is now via the Churchyard, following the church path, through the school playground (Keeping to the left of any barriers that have been put in place by the school), and through the large blue gates. CHUF is located to the immediate right having passed through the gates and we would ask you to queue at socially distanced intervals of 2 metres along the path that runs parallel to the new school extension. CHUF staff will then welcome the children when ready from the patio gate. CHUF children will be dropped off by their Parent at the gate where possible, and their Parents will not enter the building. There will be a designated area to help settle children where needed. New CHUF children and their Parents will be invited into the setting and shown where their peg is, and where their lunch box goes (If appropriate). Parents will then be encouraged to exit by the front door (Sloped exit). Once all new children are settled, they will be encouraged to be dropped off at the patio gate as per the existing CHUF children). All Parents having dropped off their children will then leave the school site via the staff car park and driveway that leads onto Aston Road. Please be careful when using the driveway as this is busy area being used for deliveries and visitors as well as staff, so any siblings accompanying Parents at drop off or collection should have their hand held at all times (Or strapped into a buggy etc.) (Where possible though we ask that Parents if they are able to, to come alone to both drop off and collect, but we appreciate that this is not always possible). At collection time the procedure will be the same but in reverse. Therefore, all Parents will enter via the school

driveway and leave having collected their child via the school playground and church path. This ensures that at anytime our CHUF children do not have to enter or exit via the driveway.

### **Chearsley:**

Chearsley CHUF is maintaining its one-way system that we have had in place during the pandemic. On arrival please line up 2 metres apart from each other down the path at the front of the Village Hall (Using the chairs as a 2 metre marker), as the entrance is via the patio gate at the front of the building (Patio gate adjacent to the swings). Having dropped off on the patio Parents will exit via the patio gate towards the rear of the building. Please follow social distancing rules accordingly. For collection please follow the same procedure.

If any child becomes distressed and does not settle, we will do our utmost to comfort them within our guidelines and protocols. Parents can briefly stay on the patio if such a scenario arises to try to help settle their child. Staff will endeavour to support Parents as best they can. Social distancing must be adhered to within reason and we cannot comfort a child for long periods of time if they are distressed.

We are continually assessing protective measures to keep the Children, Staff and families safe.

### **What is our overall approach to operating a session?**

Our normal working routine is to split the children into smaller groups to access all the activities on offer in the room and this will remain.

We have made changes to our indoor environment and the organisation of activities. Any equipment that cannot be cleaned easily or soft toys and furnishings have been minimised. We will be focusing on the children's wellbeing and providing activities to enhance their skills in the three prime areas of the EYFS. We will continue to endeavour to explain at the children's level how we will keep everyone safe and why this is important. We want to reassure Parents that if any child is distressed, we will still comfort them and give them the best care possible to reassure them.

### **Confirmation from Parents:**

Parents will be asked daily to confirm as part of the virtual signing in process that neither their child or anybody in their household is displaying any COVID-19 symptoms such as a new continuous cough, high temperature of 37.8 or over or a loss of smell or taste. No child, or member of Staff who has COVID-19 symptoms or who has a member of their family displaying symptoms, will be admitted into the setting until they have either completed the self-isolation period or have had a test come back with a negative result. In the event that a member of staff cannot work we will do our best to get additional cover. However, it may reduce our educational offer until we get cover in place. There will be no visitors allowed to enter the settings.

### **PPE:**

It is the Staff's own personal choice as to whether they will wear masks, visors, or any PPE. The exception to this will be if a child needs to be changed or if a child becomes unwell during the session and needs to be isolated when PPE will be worn. Anyone, child or a member of staff displaying COVID-19 symptoms in the setting will be sent home and should follow government guidelines on what to do (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>). If a child is waiting to be collected, they will be separated from the group and isolated with one member of staff wearing full PPE. Staff and Children can be tested if they

display symptoms of COVID-19. We would greatly encourage any Parent to get their child tested if they display any of the published symptoms, as this will affect if CHUF is able to continue or will need to close. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>. Tests can be booked online through the NHS website, or ordered by telephone via NHS119 for those without access to the internet.

Parents or staff should inform CHUF immediately of the results of the test:

- If someone tests negative, and they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is best to avoid contact with other people until they are better. Other members of the household can also stop self-isolating.
- If someone test positive, they should follow stay at home guidance (See link above). They must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

If a member of staff or child becomes ill and is tested positive CHUF must contact the local health protection team (03442253861). If you have tested positive for coronavirus, the NHS 'Test and Trace' service will send you a text or email alert or call you with instructions of how to share the details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that the NHS service can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of the contract tracers. We have developed a COVID-19 risk assessment which Parents can access via our web site [www.chuf.co.uk](http://www.chuf.co.uk).

### Hygiene:

At CHUF we have a very high level of hygiene under normal circumstances, and since the start of the Covid pandemic we have raised this standard even higher. With the regular disinfecting of surfaces and objects that are frequently touched by children and adults. This will include high risk contact areas such as door handles, doors, toys and children's resources, phones, keyboards, light switches, taps, toilet flushes and sinks. We have reduced activities which could pose a risk of cross contamination which includes some soft furnishings, and certain equipment. The Staff and Children will continue to be cleaning their hands more regularly than usual and we have adopted our usual winter mantra of 'Catch it, bin it, kill it' approach to any coughs and sneezes.

We hope that this has answered many of your questions regarding joining us in September, and given you an indication of what it will be like for you and your child. Any further enquiries please do not hesitate to email [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk). We need to ensure we have your up to date contact details on file in case we need to contact you in an emergency. **When you email your agreement to accept your child's place at CHUF please could you add your home phone number, mobile number and provide one other nominated person's details**

Kind regards

Anne Barker (Manager) & The CHUF Staff Team