

OFSTED REG:
EY402797



COMPANY NO:
09509704

25/08/2020

Dear Parents/Carers,

I cannot believe we are currently in our last week of Summer Holiday Club, and that I am now preparing for the long awaited return to School in September.

As with almost every other business, Springers has taken a massive blow with the Coronavirus. I am however, really pleased to say that with help from Lodge Farm and the ongoing support of our families, we are able to continue providing our childcare services. In order to achieve this, we are going to have to make some adjustments to our running operations as well as our terms & conditions.

As of Monday 31st August, ANY account with an outstanding balance (for sessions already attended) will be suspended until full payment is received. This means your child will not be permitted to attend either Breakfast, After School or Holiday Club sessions. Thereafter I will be monitoring balances each Friday to ensure no fees are outstanding, as our terms are: either pay at time of booking or upon collection.

New Terms & Conditions

All bookings must be made online by parent/carer prior to arrival for session. Please call if you are having a problem with the booking system.

Breakfast Club: 7:30am – 8:55am (Applicable to KS1 & KS2 Groups)

***** last Breakfast available at 8:25am due to staggered classroom drop off times*****

Booked sessions: £3.20 for first child and £3.00 for siblings (regardless of breakfast & drop off time)

All Unbooked/Late sessions: £5.00/child (applies to walk-ins and late bookings)

Booking & Cancellation Cut off time: 7:15am on the day of the session.

After School Club: 3:05pm – 6:15pm (Applicable to KS1 & KS2 Groups)

3:00pm - 5:15pm sessions: £7.20 for first child and £7.00 for siblings (regardless of collection time)

3:00pm - 6:15pm sessions: £8.20 for first child and £8.00 for siblings (regardless of collection time)

All Unbooked/Late sessions: £10.00/child (applies to walk-ins and late bookings)

Booking & Cancellation Cut off time: 24hours (3:00pm the day before).

Holiday Club: 7:30am – 6:15pm

Full Day 7:30am - 6:15pm sessions: £25.00 for first child and £23.00 for siblings
Half Day 7:30am – 1:00pm / 1:00pm – 6:15pm sessions: £16.50 for first child and £14.50 for siblings
All Unbooked/Late bookings will be charged an additional: £5.00/child fee
Booking & Cancellation Cut off time: 7 days prior to session being booked.

Payment method:

Vouchers (allow for 3-4 days to reach account) at time of booking;
Sage Pay Online and/or World Pay Online at time of booking;
BACS transfer must be made within 24 hours of booking;
Cash committed payable at each session.

Bank Details as follows:

Springers Club Limited
Barclays Bank
Sort Code: 20-92-54
Account Number: 43686450
Reference: Please put child's name and date of session

And now for the operations side of things...

In order for Springers to support school bubbles and guidelines, we have agreed with the Lodge Farm SLT that we would run 2 separate clubs for KS1 & KS2 - each with 2 bubbles having a maximum of 15 children in each bubble - a total of 30 max on either side of the school.

This means we will operate both a Breakfast and After School Club on either side of the school to minimise any unnecessary contact with other individuals until such time as the restrictions are reduced.

Our plans are as follows:

KS1 Staff: Lea / Kerry / Jan / Sheila

Drop off & Collection: Year 1 gate as school staff gate is closed to parents.

**** Please note we cannot have a staff member permanently on gate duty so we are asking parents to call 07859915985 if the gate is locked & to be aware of social distancing****

NB: KS1 Red Bubble = Rec & Year 1 / KS1 Blue Bubble = Year 2

KS2 Staff: Jo / Luke / Uzma

Drop off & Collection: Mobbsbury Road KS2 playground gate as staff gate is closed to parents.

**** Please note we cannot have a staff member permanently on gate duty so we are asking parents to call 07572108300 if the gate is locked & to be aware of social distancing ****

NB: KS2 Red Bubble = Year 3 & Year 4 / KS2 Blue Bubble = Year 5 & Year 6

Breakfast will be available between 7:30am & 8:25am - allowing time for children to eat and for staff to start getting different bubbles ready for different class drop offs. The breakfast will remain a basic toast and/or cereal option. Remember to send your child in with a labelled water bottle & all uniform labelled.

After School Club children will be collected from their classrooms by their Bubble Leads and are to remain at their desks until collected. Snack will be a basic bread option and fruit and will be provided at 3:30pm. Children are to bring in their own labelled water bottles.

For the time being our use of toys and resources are extremely limited and as a result we will be carrying out activities along the lines of: ball games; rope games; music games and whenever possible playing outside. Staffing constraints mean that the children will be required to stick to their Bubbles and to decide on preferred activities as a group.

System of controls - as set out by Governing Guidance

Prevention

- 1) **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend your setting
- 2) **cleaning hands** more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- 3) **good respiratory** hygiene by promoting the 'catch it, bin it, kill it' approach and where possible all spaces should also be well ventilated using natural ventilation
- 4) **cleaning frequently touched surfaces** more often than usual using standard products, such as detergents and bleach; see the guidance COVID-19: cleaning in non-healthcare settings outside the home
- 5) **minimising contact and mixing by altering**, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded)
- 6) **PPE only where necessary**, wear appropriate personal protective equipment (PPE)
- 7) **NHS Test and Trace** - engage with the process
- 8) **Manage confirmed cases** of Coronavirus (COVID-19) amongst the out-of-school settings community
- 9) **Contain any outbreak** by following local health protection team advice

Numbers 1 to 4 MUST be in place in out-of-school settings at all times

Number 5 must be properly considered and providers must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances. See the section on personal protective equipment (PPE) for more information.

Response to any infection - Numbers 7 to 9 must be followed in every case where they are relevant.

I know this is a lot to take in however I am pleased to share that we have managed to run, what I believe to have been, a successful Summer Holiday Club with only 2 suspected cases - both of which we received the results within 12 hours to say they came back Negative.

The health, welfare and happiness of each and every child attending Springers is our priority and as such we will adapt the approach to "err on the side of caution" and to keep families informed without causing any panic.

If a child or adult displays any symptom of Covid-19, we will request they go home immediately and get tested as soon as possible. This would result in us sending out a "Suspected Case Notification" (maintaining full confidentiality) to the child's bubble. Bear in mind many childhood illnesses have similar symptoms so at this stage there is no need for further concern. As soon as the results are made available and we will advise the Bubble of the outcome. A negative result would mean no change to our service, and a Positive result would detail self isolation requirements to the bubble and we would follow the guidance of Lodge Farm and the NHS - Test and Trace.

In closing, we ask that you as parents/carers please take extra precautions with regards to social distancing upon drop off and collection, and please try to restrict yourself to text messaging/WhatsApp communication with us (please note we do not access email within the school). In addition to this, please do NOT send your child/ren in to our sessions if they are unwell. We have a thermometer on site and any child with a temperature of 37.7 and above or displaying any other recognised Covid-19 symptoms will be sent home.

Please do not hesitate to contact me should you have any queries regarding the above-mentioned information provided. We really are looking forward to seeing you all again soon. Stay safe and keep well.

Kind regards,

Jo Jones

Joanne Jones
Setting Manager