

Blackberry House

DAY NURSERY

The Caring Choice In Childcare

Blackberry House Day Nursery

Nursery Welcome Pack

COVID – 19

We are very excited to welcome our families and children to our Nursery settings after the closure period during the COVID- 19 pandemic this Autumn.

Thank you to all our parents for your support during these recent difficult times; we have received many positive comments regarding quality of our provisions and environments for children, quality of childcare and our fantastic teams of childcare practitioners and for our many updates, notices and learning from home communications during lockdown.

We have worked hard behind the scenes during this closure period to ensure we can safely reopen for your children with all potential risks assessed and minimised to keep all families and staff safe. Our Staff and Children have adapted well over the phased return groups as we all become accustomed to the “new normal”.

This pack will share with you these key changes to our Nursery settings.



Over the past weeks through the summer, the Government announced many changes to keep us safe and to offer guidance in the way we live our lives creating the “new normal” and offered support to working families and businesses. We fully reopened our Nursery settings on 1st June 2020 in three phases welcoming back smaller groups of children. We changed our session times to create safe Bubbles of children and practitioners to ensure contact between others was minimal and introduced Social Distancing measures to welcome our families/parents/carers safely to our settings daily.

We continue to ensure high standards of hygiene and sanitation are in place as staff and children maintain regular hand washing and cleaning down of all Nursery environments after each session and changeover periods. Track and Trace systems are in place and we have reviewed our Policy for Child Illness to cater for isolation and to ensure Health Declarations are completed for every child/family. We now are required to share information regarding any suspected or confirmed cases on COVID-19 to our Local Authority Teams (Peterborough City Council (PCC) and Cambridgeshire County Council (CCC)) and Public Health England. We will of course continue to follow our Data Protection policies when sharing any data, as per our Terms and Conditions, similarly to when sharing data for the Nursery Educational Funding Entitlements.

There will be further changes to mixing children’s Bubbles from 20th July 2020 and we await time frames and decisions for school age children to return in our local schools. This will allow some flexibility in children doing alternate session times. However, we feel the need to ensure we continue to protect our children and staff by ensuring these Bubbles have the same groups daily. Our Head Office team and Nursery Managers will work with parents to support the choices of sessions to ensure children are mixing within the same groups. Bolt on hours are offered with limited set times, to support the flexibility for working parents where required. As before our ratios are maintained according to the Early Years Framework. Please see our Start Up Paperwork for further detail.

Nursery Bubbles will be created to ensure groups of children are in key groups following the guidance which uses our Early Years ratios. Group sizes (Nursery Bubbles) will be kept small and in age groups.

Under Twos – 1 adult – 3 children

Two+ - 1 adult – 4 children

Over Twos (3&4yrs) 1 adult – 8 children

Nursery Bubbles will not mix throughout the day. Nursery Bubbles of children will be with one member of staff for the whole day, where possible it will be the same member of staff for each session. Our Nursery Sessions are designed to offer planned activities incorporating areas of learning under the statutory framework for the Early Years Foundation Stage. The curriculum is followed through into your child's first year at school. It is important we protect these sessions to ensure all children and staff can maintain focus and engagement in the learning experiences we offer. Our session times similarly to schools, have protected start and finish times to support children to enjoy activities and mealtimes without disruption.

From the Autumn term we will be staying with our protected session bubbles and these are:

0730–1330

0800-1800

0800-1530

0830 –1630

0900-1500

1300-1800

Parents are asked to ensure they arrive in good time to drop off and collect abiding by the set session times only to ensure we can welcome and settle children safely.

Dual Entrances At all settings we now have a Dual Entrance system to minimise how many people enter and are grouped together. Social Distancing signage is in place and visible to the outside and inside of our setting main areas. Our staff Distancing Marshalls will meet and greet you and support you while you wait to enter our Nurseries. For their safety as part of the “new normal” our Marshalls will wear masks. Please wait to be greeted by a member of staff. Please don't use the buzzer a staff member will greet you at the start of your session time. For our 2+ 3 & 4-year-old children you will be met at our Nursery doors to welcome you, complete handovers and take the children into the setting. Our Under 2-year-old children can be welcomed and received into our setting foyer's. Our key Staff will bring the children to you at collection times and handover how their day has been.

Setting Entrances

- PTB setting – Preschool and Big Toddler children will be greeted through the Car Park side gate into the rear play area marked **B**. – Under 2's will be welcomed through the main entrance marked **A**, the number of parents welcomed into the reception areas will be limited to two at a time following social distancing.
- MCH setting – Preschool and Toddlers will be greeted through the side gate entrance to the rear of the building marked **B** - Under 2's will be greeted in the main entrance marked **A**, the number of parents welcomed into the reception areas will be limited to two at a time following social distancing.
- WIS setting – Preschool and Toddlers will be greeted in the main entrance marked **A**. Under 2's will be greeted through the Car Park side gate entrance marked **B** into the rear Under twos play area.

We will have in operation a one-way system to ensure distancing is met. For drop off and collection you must queue following the marked Entrance and Distancing Signs when leaving you must exit following the Exit signs.

We will ensure each family is greeted and ensure each child is met warmly by our wonderful nursery teams. We know these times are changed and want to ensure you all feel safe and welcomed. We ask you to ensure you have emailed your completed Return to Nursery questionnaires, and please be patient with us during handover times to allow us to settle your children and receive all handover information as required.

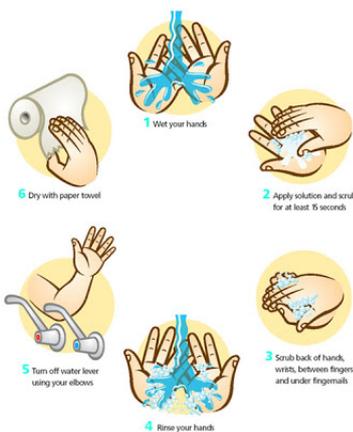
Attendance

We will ask you to complete a COVID Heath Questionnaire before your child attends, each week. Staff will also complete this document weekly to reduce risk to all. During changing legislation and guidelines, we will be following COVID Travel Procedures and ask you to complete our Travel Declaration in circumstances where you Travel outside of the UK, this also applies to UK holidays during times where certain areas of the Country are undertaking further Lockdown restrictions. We ask that you please declare all Holiday travel to your Nursery Managers.

As stated in the Government Guidelines, anyone displaying symptoms of COVID-19 should NOT attend our Nursery settings and your whole household should follow the current isolation measures, this includes children and staff. You must inform us immediately of your diagnosis and reason for absence. We will not be taking children's temperature on arrival to the setting, as this could be raised for many reasons, including travelling to the setting at this time, to avoid differing records and is not mandatory currently. If you, members of your household or your child are feeling unwell and are advised to take a COVID test, after displaying symptoms, please ensure that you inform the nursery. We will require confirmation of a negative test before your child returns to the setting.

If you are not going to attend Nursery for any other reason you must still call the setting to let us know the reasons for your child's absence to follow our safeguarding policy.

We will ask all staff and families to complete a Return to Work/Nursery COVID-19 questionnaire on a weekly basis to support us continue to evaluate risk.



Handwashing

Upon entry all children will be supported to wash their hands, signage is up in all the children's bathroom areas to further support this.

Hand washing will continue to be supported regularly throughout the day with all children following guidance.

Staff have received updated handwashing training and Hand sanitiser is also available to staff in staff areas where needed. Parents will be asked to use Hand sanitiser when entering our settings.

We will continue to provide handwashing and self-care activities with the children to support their understanding, appropriate to their age, in a fun and exciting way to not cause worry.

Personal Protective Equipment

Please read the latest guidance on facial coverings:

<https://apple.news/AfDxJffhVQH2Df5u058nWzw>

It is now a requirement here at Blackberry House Day Nursery, that we ensure all parents and visitors to the settings, wear face masks, and this will include any staff or managers visiting other settings. Parents will not be allowed to enter the setting for any reason if they are not wearing a mask. Visitors will be required to wear a mask for the duration of their visit, and will only access the foyer, or meeting area. For settling in sessions for new children, parents will be required to wear a mask for the duration of their time in the setting and will remain in the foyer, reception, and not enter the Nursery Rooms – wearing a mask for the duration of their visit. We will continue as part of our hygiene routines to use disposable gloves and aprons, under our Intimate Care policy. If a child becomes unwell whilst at the setting a staff member will wear a mask, disposable gloves and aprons whilst caring for them. Our Social Distancing Marshalls will wear masks whilst outside of our Nursery settings.

Children becoming unwell whilst at the setting Staff will closely monitor children and a call will be made to parents/carers immediately if a child appears unwell. Temperature and other health checks as per normal practice will be taken and monitored. The child will be cared for by a member of staff away from the other children in one of our designated isolation rooms at each of our settings to reduce the risk of contamination. This member of staff will wear full PPE, gloves, apron, and mask to protect themselves.

These isolation rooms will be as follows:

WIS – Sensory room

PTB – Sensory room

MCH – Imagination room

Social Distancing Social Distancing is important because coronavirus spreads when an infected person coughs small droplets - packed with the virus - into the air. These can be breathed in or can cause an infection if you touch a surface they have landed on, and then touch your face with unwashed hands. Whilst guidance is changing you will still need to follow social distancing rules by keeping more than 2m (6ft) apart from anyone you do not live with.





We ask for you to note these measures and abide by these when visiting our settings.



Social distancing feet are in place inside our setting welcome zones. Outdoor spaces will be used effectively to give children more space. Outdoor times will be rotated, in those shared spaces to ensure 'Nursery Bubbles' do not mix together. Our settings have designated areas outside to include sit and ride, adventure play, soft play and forest/ nature garden areas.



Cleaning Hygiene is our top priority, our existing deep cleaning routines remain, with additional training for all staff to implement stringent cleaning regularly which is carried through and monitored via our checklist system to ensure all surfaces, doors, toys etc. are cleaned thoroughly. We have removed soft

furnishing and soft toys from play spaces where possible to minimise the risk especially with our youngest children, as toys often get put in mouths. Each room will have a Sterilising washing up bowls whereby when toys have been finished with, staff will place into to bowl (out of reach of children) to then be sterilised regularly. This will be manageable with staff working with small Nursery Bubbles of children. Areas will be checked after each use before another 'Nursery Bubble' of children enter.

Transport to Nursery as set out in the updated Government Guidelines we are encouraging all parents to walk or cycle to settings, avoiding public transport where possible. If using private cars, only those living in the same household, should travel together. We will not allow buggies and car seats, bicycles etc to be left within the Nursery environments, where provided please use our outdoor Buggy Parks. NB: Please note if you leave any items in these areas they are left at your own risk.

Staffing We have created staff shift patterns to meet the needs of the children and provide continuity for each key Nursery Bubble group. Our teams have received COVID19 Health & Safety awareness training and are in receipt of Return to Work staff packs. Staff will also complete COVID19 Health and Travel declarations.

All Blackberry House Day Nursery staff hold Nursery qualifications and hold current Paediatric First Aid training, as per our training policy. Each setting has a named Senior Designated First Aider.

WIS – Emma Murrell, Toni Martin

PTB - Esther Forrest, Georgie Oakley

MCH – Rachel Patman, Kerry Smith

Designated Safeguarding Manager teams remain unchanged.

WIS – Emma Murrell

PTB – Esther Forrest

MCH – Rachel Patman



Early Years Foundation Stage Learning Requirements

We will resume our observation and assessment processes to track children’s development whilst at Nursery under the Early Years Framework. At Blackberries we have wonderful outdoor nature and forest areas and we will continue to provide play-based activities and opportunities to ensure children benefit from the simplest act of being outdoors. Our aim here at Blackberries is to develop and enrich children’s learning outside the classroom. Blackberries are committed to the importance of enabling children to experience the world beyond the classroom as an integral and essential part of their Early Years Development.

Forest School is about the child learning through their own wants and interests, outdoor learning is more adult initiated and focused where in forest school asking them how many or what colour is not important it’s about learning skills and experiences that they want to and would not get in an average outdoor space or from home. Being outside is good for everyone’s well-being. Here are 4 great reasons to encourage children to put their snug gloves, warm woolly hats, and toasty scarves on to play outdoors...

- 1) Outdoor Play in the Cold Strengthens the Immune System
- 2) Outdoor Play in the Winter Months Helps to Burn Extra Energy
- 3) Outdoor Play in Different Conditions Promotes Problem-Solving and Cognitive Thinking
- 4) Outdoor Play in the Winter Boosts Vitamin D levels and Uplifts Mood

As part of our aim to welcome and settle the children back to Nursery and routines, we have planned our activities to link together with the learning at home packs and activities we have shared over the past few months. We understand children have adapted to staying safe at home so we will share the information and photos of the children 'having a go at home' to create talking points and allow children the opportunity to proudly share their experiences at home. We will continue our gardening clubs, with autumn growing activities at Nursery to include returning some of our home-grown vegetables and sunflowers. We will support children's growing awareness of staying safe and continue to promote good self-care and provide hand washing activities to support children's understanding in age appropriate ways to support them through "the new normal".



Two-Year Progress Check: as per the Government Guidelines to reduce pressure on staff and children the two-year progress check has been suspended. However, we will continue to observe your child's development and share this with you. If you do have concerns regarding your child's progress, please share this with your Key Worker or Setting Manager and we will offer support and guidance with you.

We continue to offer Funded Hours Entitlement without it compromising the quality and sustainability of our Childcare service and Education. We will continue to offer flexible and affordable childcare to our families, and we wanted our annual review of fees to be fair and value for money. At Blackberries we pride ourselves as leading childcare providers and have children's care, learning and enjoyment at the heart of our business decisions.

570 hours Funded Universal Entitlement

Blackberries will continue to offer the NON-Stretched 15 Hours Nursery Funding over 38 weeks Term Time. We will offer an Option to take the Full Funded Entitlement of 15 hour per week over 38 weeks with a Full Year Package to include a Full Annual Fee extension for 50-week Childcare service.

NB: Term Time Places are restricted to Limited places depending on availability. We will endeavour to try to meet all family needs. Our Stretched offer will offer a capped 11 Hour per week Entitlement of 550 Hours over 50 weeks.

1140 hours Funded Extended Entitlement

Eligibility Extended Entitlement

- To qualify your child needs to be 3 years old in the Term following his/her third birthday.
- Eligibility will be based on the amount you earn which must not exceed £100,000 for either parent/carer per annum.
- In a two-person household both partners must be in work earning a salary, equivalent to the weekly National Living Wage or National Minimum wage whichever is appropriate to your age.
- You do not need to work 16 hours per week, but your earnings must equal at least 16 hours work at National Living Wage or National Minimum Wage.
- Work includes employed and self-employed persons.

Our Term Time offer will give Options to take either the maximum 1140 hours over 38 weeks as a Full Funded Entitlement (30 hours per week) OR take a Full Year Package option with a Full Annual Fee extension to continue Childcare for a 50-week service. Due to capped hours per Nursery Term as informed by Local Councils; our Full Year Package options will allow you to use the Full 1140-hour Entitlement over 38 weeks ONLY. The annual fee covers hours per week childcare for the remaining weeks of the year which are not covered by the Funded Hourly Entitlement. The fee is calculated over the first invoicing periods for each term; spreading the cost over the year to support family budget.

All new Extended Funding claims must be triggered by you before the *31/08/20 for Autumn 2020 Terms. You are also responsible for updating your records to continue your Funding claim every 3 months. You MUST Refresh your claims every three months by the date listed on your individual claim. You MUST provide us with your confirmation notification form HMRC. This will give us notification you are eligible to continue receiving the Free Entitlement.

*NB: Council deadlines may differ, and you may be required to submit your Eligibility Codes prior to receive a Full Funded claim. Failed Codes will result in ONLY Universal Funded hours being offered.

Please visit www.childcarechoices.gov.uk

Our Stretched offer will give Options to take either 1100 hour (22 Hours per week) over 50 weeks with No Full Annual Fee extension or 1125 hours (22.5 Hours per week) over 50 weeks with No Full Annual Fee extension

*NB: For Full Year Package Options please see Term and Conditions of payment. The annual fee covers hours per week childcare for the remaining weeks of the year which are not covered by the 38 week Funded Hourly Entitlement. The fee is calculated over the first invoicing periods each term; spreading the cost over the year to support family budgets i.e. 38-week Full Year Package will require 12 weeks payable at full fee, broken down into manageable payments each term.

Nursery Closures and Funded Places

Autumn Closure:

One-week December closure and Statutory bank Holidays. There will be no fee paid for these closures.

COVID19 /Enforced Closures:

We have revised our Terms and Conditions to cater for any future forced Nursery closure. We have endeavored to remain fair and consider our experiences through spring 2020. We sincerely hope all our families recognise the ever changing “new normal” we must now live with.

Funded Places:

A large percentage of our families are now accessing Funded Childcare. There is a mix of preferred Term Time places versus all year-round childcare. Our Full Year Packages are popular as this offers the full use of your funded hourly entitlement.

Food

Our Menus offer home cooked healthy balanced meals incorporating foods from different food groups into every meal, meaning children should have a well-rounded and healthy diet. Eating a healthful diet has benefits throughout life. Starting a healthy lifestyle during childhood can have long-term advantages. Children have important daily dietary needs to support continued growth and physical development and when children start life with whole and healthy foods, they may avoid many health issues that can affect them both during childhood and into adulthood. We continue to ensure children's cups are labelled to protect hygiene for all and our Kitchen staff continue to follow guidance for food preparation under COVID19.

Why not try our home-cooked food options and meal bundles!

Food Costs

Whilst most Nurseries now charge separate fees for mid-morning and mid-afternoon Snacks, we will continue to include this in our Fee structure with No extra cost. We will continue to allow flexibility in providing your own food; as this offers parents' choice in opting for providing their own selection of food or choose from our own Children's Menus however, our Food Policy must be adhered to allow us to comply with Food regulations and store correctly food brought from home. NB: For those parents who fail to follow our policy providing completed food questionnaires monthly, clean lunch boxes, healthy foods and cool bars we will refuse to offer the packed lunch and your child will be provided with our Lunch/Tea and a meal fee will be charged.

Breakfasts **free**

Lunch food prices **fixed** for 2020-2021

Tea menu offers High Tea at a **reduced fee** of £3.00

Food Bundles (Lunch & Tea) offered only for children attending Full and Part Day sessions at a **reduced fee** of £6.00 per day

Parents Welcome Pack To support our staff teams to ensure children feel settled and safe as quickly as possible the following documents are attached for parents to update, these are:

- Health Care Plans
- Parent Tool Kit
- Return to Nursery COVID – 19 Health and Travel Declarations
- Baseline Assessment tool
- Getting to Know Me tool
- Menus.

This will allow our staff teams to thoughtfully care for your children according to their individual needs. We ask that you return these by email before your child's first session to allow us to plan.

We trust we have covered everything you need to know. If you have any questions or concerns about your child's time with us, please do not hesitate to contact us and we will talk these through with you.

We look forward to welcoming you soon!

The Blackberries Management Team