



## West Park Out of School Club

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## October Newsletter 2020



*'The building blocks of life'*

It has been great to meet so many more of you and to see the children return to school. We would like to thank you for bringing your children in, we understand it has been a difficult time in many ways. Your patience at arrival and collection times has been appreciated, as we all learn our new 'normal' it takes a little more time. The children have been arriving with smiles and excitement, long may that last.



### Covid 19



As you are all aware, we have implemented lots of new changes to ensure both children and staff are kept safe.

Here is a reminder of the measures we have in place-

Please keep 2m apart when waiting outside and follow our signage/ one-way system

Children entering the building must wash their hands.

We cannot socially distance children, the guidance says we must keep them in small consistent groups with the same peers.

All our team have completed a Covid19 safety course to ensure they are aware of how to stay safe.

We are washing our hands more frequently and we are wiping down high use areas more frequently too.

We have adapted our room to ensure we can clean it effectively and we have removed any toys or furnishings that are trickier to clean.

Every evening the school cleaners will complete a thorough deep clean of all areas.

We are ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' method.

If a child or member of the team has a new persistent cough and/or temperature of 37.8 or above, they will be sent home to take a test and self-isolate whilst we await results.

PPE will only be worn when caring for a child who is unwell as per guidance, keeping our club 'normal' is important whilst staying safe.

We appreciate your cooperation in this, we understand drop off may take a little longer.

**Keeping Safe  
in School**



### Upcoming themes

It's a great time of year for the children to participate in lots of fun themed crafts, over the next month we will begin with Autumn and harvest. The children love this time of year and there is lots of fun to be had exploring the changes in the season.



**Safeguarding:** A polite reminder that children may not bring any devices into the setting that have a camera, or are able to connect to the internet, this is to ensure both children and staff are safeguarded effectively. We also ask that you please refrain from using your mobile phones in or around the setting when dropping or collecting your child/children

from the club.

### Toys/items from home

Can we remind you that toys or other unnecessary items should not be brought into the setting.



### Childcare Bookings:

To avoid any disappointment, please could you complete and return your requirement forms by the date specified on the form. We don't like to turn anyone away, however due to the strict staff /child ratios and keeping the children in bubbles it isn't always possible to accept late bookings.



**Allergies & Medical Conditions:** If your child/children have any allergies or medical conditions, it is vitally important that you make us aware of these, to enable us to provide your child/children with the best possible care. We are also a no nut setting.



**Payments:** It is your responsibility to collect your invoice from the setting at the start of the month, even if your child isn't booked in until after this date, as they are always made available for you to collect.

Please note that all invoices must be paid by the **10th** of the month in which care is being provided. If we have not received your payment by this date, we may send you a polite reminder by text message. A 10% late payment charge **will automatically** be added onto your invoice the following month if your invoice remains outstanding after the reminder.



If you are paying by childcare vouchers these need to be submitted on the seventh day of the month in order for them to reach us in time, this allows 3 days for them to be processed.



### Absences. Non Attendance. Late Collections.

Credits will only be made to invoices if your child is sick. Please let us know by 8:30am. This also means contacting us if your child has been sent home from school. The school does **not notify** us of child absences. If **you** do not notify us, you will still be charged for the session. There have been instances where members of our staff have been searching for a 'lost child' only to find they have been sent home due to sickness. We therefore ask that this important

request is adhered to.



If you are going to be late picking up your child, held up in traffic or at work can you please contact us on **07865 238558**.



### School Uniform/Belongings

Could you please ensure that all cardigans, jumpers and coats have your child's name in them, as the children wear identical items and the staff must be able to differentiate between them. Unfortunately, we are unable to enter classrooms to go back for anything the children have forgotten, we will ask the children at pick up time if they have all their belongings. If something has been left behind this will have to stay at school until the next day.



If you or your children have any brilliant ideas for fun things to do in the club or should you need to contact us for any reason, our email address is [westparkdaynursery@yahoo.co.uk](mailto:westparkdaynursery@yahoo.co.uk),