



Lancaster Road Nursery  
Lancaster Road  
Morecambe  
Lancashire  
LA4 5TH  
Tel: 01524 401271  
Website: [lancasterroadnursery.org.uk](http://lancasterroadnursery.org.uk)  
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Dear Parents/Carers,

22<sup>nd</sup> May 2020

Following our last letter, we have now established a plan of action moving forward. This plan will only come into force if there are no significant changes following the government briefing on 28<sup>th</sup> May. To give us time to adjust to any further updates, Lancaster Road Nursery will reopen on 8<sup>th</sup> June 2020. If for some reason the government advice changes and we are advised not to reopen, we will email all parents/carers again. With the complex guidance we have had to implement, establishing how we are to reopen has been at times, a challenge, and for a large setting such as Lancaster Road Nursery, has meant that the way in which we offer care to your children has had to be redesigned. **Please read below to understand how the nursery will operate when we reopen. This will not be in the usual way, so please do not send your child in for their normal sessions.**

Since our last email, we have spoken to many parents who have been concerned about their child returning to the setting. We can reassure parents that we will be following the government guidance and continually assessing and improving as we work and as more guidance is released. However, we cannot guarantee that there will be no risk of the virus spreading and current understanding from the government does not support this either.

**Please note: If your child is showing symptoms of Covid-19 you MUST NOT send them to nursery. Follow the government guidance on what to do if you, your child or any member of your household is displaying symptoms.**

We hope to try and lay this out clearly for you so that you can understand how your child will be cared for moving forward. This is as follows:

#### Childcare and Learning:

- We have three rooms in the nursery and use of the outdoor environment, field and a nature garden. These will be available to use when the children are in the setting.
- We have split children into groups of 8 (three years plus) with one member of staff and groups of 4-6 (two year old) with two members of staff. For the two year olds this ensures that there is always another member of staff available as these children often demand more personal care e.g. nappy changing but that the ratios of 1:4 are also upheld. These groups will remain the same and there will be no mixing of children between other groups in the nursery.
- First and foremost we have tried to place small friendship groups together so that children have the chance to see their friends, followed by an awareness of children's needs within the groups.





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- Each group will be allocated one of the three rooms available and this will be their main 'base'. These rooms will be consistent for each session your child attends. All groups will have the opportunity to access the outdoor areas at staggered intervals to ensure that staff can clean equipment before another group comes into contact with it.
- Operating in this way means that unfortunately we cannot accommodate every child's usual pattern of attendance at this time. In line with the guidance we have had to put a cap on the numbers who can attend at any one time due to rooms available and staffing. We have tried to find another alternative but we also need to ensure we keep the setting as safe as possible for staff and children.
- So, as the government suggests we prioritise Pre-school age children, we have calculated a system to ensure we offer fair care to all of our families. This means that Pre-school aged children will be allocated two sessions per week (either morning or afternoon) and children in the Bumblebee Room can then attend for one session a week. Children who are receiving additional support have also been allocated two sessions per week.
- We will contact you with the sessions allocated for your child. Please be aware that you do not have to attend and you can choose to keep your children at home. However we have planned as best we could considering the requirements of the guidelines and the number of children that attend our setting.
- Children will need to bring a named bag with spare clothes/nappies/wipes, these will remain on the trolley under the shelter for staff to use if needed. These will come home with your child after each session.
- Children need to bring their own named drinks bottle (preferably child/sports bottle instead of bottle with teat or a screw top bottle, the aim is to eliminate use of nursery cups) that they will use each session. Staff can refill if necessary.
- Free flow snack will be discontinued. Staff working with the key group will provide snack for each child individually. We will still offer a selection of healthy fruit alongside toast, crackers and other foods.
- We will focus on children's well-being and hope to provide fun, friendly and engaging sessions. .
- We will focus on transition for the majority of our Pre-school children, talking to them about what might happen and some of the things they may experience at school, amongst other methods.
- We expect to have a high focus on PSED (Personal, Social and Emotional Development) for the children that return to us. This has been a turbulent time for many of our children, and they may want to explore their feelings regarding the change that has happened and is happening around them. We will support each child's well-being in a secure environment where they are free to express their thoughts and feelings.





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- We aim to work with parents/carers to support the children in our care, maintaining good relationships and sharing experiences.

### Hygiene measures:

- Every staff member and child who enter the nursery is required to wash their hands with antibacterial soap for at least 20 seconds.
- Bags and equipment brought in from home are stored in an outdoor environment unless needed for use.
- Children and staff to wash hands before eating, after using the outdoor environment and after any personal care.
- Staff to monitor and support hand washing routines.
- Staff have strict measures regarding clothes and are taking care to limit transmission of the virus on these items.
- Toilets and surrounding surfaces to be cleaned after every use.
- Outdoor equipment cleaned after each group and before any other group interacts with them.
- Rooms to be cleaned at the start and end of each day and in between sessions. All surfaces, toys and resources used must be cleaned thoroughly. By children attending either morning or afternoon sessions excluding lunch times, this enables staff to use the lunch break to clean all resources and change over staff ready for new groups entering.
- We will be encouraging the 'Catch it, Kill it, Bin it' slogan and work on teaching the children good hygiene habits.
- Staff to ensure bins are emptied frequently.
- We will try to encourage children not to touch their face, mouth and eyes however this is difficult with the age of the children.
- All rooms will be well ventilated, windows open and where possible, doors will remain open. This will be with the security of our children in mind alongside the prevention of groups mixing together.

### Social Distancing:

- As previously discussed, children will be separated into smaller group sizes to minimise the amount of people they come into contact with whilst in the setting. Unfortunately, there is no way of maintaining the social distancing measures between the children in the same group. As Early Years professionals, we feel that trying to maintain this would not be beneficial to any young child as they are developing social connections and expressing their own emotional needs through this kind of interaction. We will of course be focusing on how we can stay safe through fantastic hygiene measures.





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- These groups will each have a 'base room' that remains the same each session. There will be a rota to enable all groups time to access the outdoor environment. Each group will have 50 minutes in the outdoor environment each session.
- Management are to monitor children when using the corridors to access the toilet area. We aim to avoid children crossing paths with other groups as much as possible, however government guidelines do indicate that this may happen and is acceptable in their judgement.
- The majority of the staff are able to maintain social distancing amongst colleagues, limiting the contact they have with others whilst caring for the children.
- We are operating on the basis that if a child comes to an adult for close contact then this is acceptable as we are seeing to the child's needs. Also, if a child is upset, distressed or hurt then we will of course provide the close contact care that they need to settle/soothe. As a nursery, we feel that children entering our setting should feel safe, cared for and valued and this is how we will continue to provide care for your children.
- We will be encouraging all families to social distance when entering and exiting the setting (see following section)
- Visitors will not be allowed to enter the setting unless attending a pre-arranged meeting, adhering to social distancing measures.
- If a parent/carer wishes to meet and discuss their child then this should be organised and agreed upon with the Management Team. Either through email or phone calls.

### **Session times and entering/exiting the setting:**

- Following this email, we will again email each family detailing the session patterns that we have allocated for your child. If you feel that you should be classed as a priority group (keyworker family or vulnerable child) and we have not put you in the correct group then please do not hesitate to contact the nursery using the email at the bottom of the letter.
- To keep to social distancing measures we have staggered the times that the children attend, these will be outlined in your allocated session email. If parents follow the drop off and pick up times given then this ensures that there is enough time between group arrivals to minimise transmission and allow for families to maintain social distancing.
- When dropping off or collecting your child, please use the Sainsbury's gate only.
- Only one adult from your household should be responsible for drop-off and collection.
- Keep to the marked social distancing areas and do not mix with other households.
- A member of staff will open the gate and direct you through the yellow nursery gate straight ahead.





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- Again keep to the marked social distancing areas and wait for a member of staff to collect or return your child.
- Please do not let your child play in the outdoor area, these areas are now under strict hygiene measures.
- When exiting the nursery, a member of staff will direct you out of the nursery's far yellow gate. You must then follow the fence round the nursery garden.
- Exit through the Sainsbury's gate only.
- Please try to be prompt when dropping off and collecting your child to help us keep the nursery as safe as possible for all.
- Staff will sign each child in and out. As usual, please let the staff member know who will be collecting your child. If this changes whilst your child is with us then you must ring to let us know, otherwise we cannot let your child leave.

#### **Protocol for child/staff who are showing symptoms of Covid-19:**

- If at any point, a member of staff or child shows symptoms (new or persistent cough, high temperature or loss of taste/smell) whilst in our setting we must follow the guidelines set out below.
- The child/adult will be removed from the group and taken to a separate area. This area should have a closed door but be well ventilated and thoroughly cleaned after use.
- No child will be left unsupervised. The staff member responsible for the child will use full PPE until they are collected. The setting will follow the strict guidance on discarding used PPE equipment and cleaning tools.
- We will contact the parent/carer for immediate collection. Contact information will be updated before your child is allowed to stay for their first session when we reopen.
- If the child becomes seriously ill, we will ring 999 and update the parent/carer.
- Protocol for entering/exiting the setting will still be upheld for those collecting unwell children.
- Children with symptoms must go home and isolate for 7 days, the rest of the household must isolate for 14 days. As this means that the children cannot come to nursery without a member of their household, this would mean the children would be absent for 14 days also.
- All staff and children who are showing symptoms are eligible for testing for the virus. Lancaster Road Nursery strongly suggests that this takes place.
- Parents of children who are displaying symptoms can access a test through ringing 111 (for children under 5) or using the online 111 service (for children aged 5+).





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- The results of the test will determine how the nursery is to proceed at the next stage;
  - Children/staff who test negative can end their isolation and return to the setting for their allocated sessions.
  - Children/staff who test positive for Coronavirus must follow the strict government guidelines and continue to isolate.
  - Parents/Carers must update the nursery with the test results as soon as possible.
  - The allocated group of the child/adult who has tested positive must then remain home and isolate for 14 days. The household of these children/staff do NOT need to isolate unless they then develop symptoms.

We also want to make you aware of the guidance given regarding travel to and from nursery. We hope you take this into consideration on your return to us. See the link below:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

We have worked hard to follow the government guidelines and ensure, as best we can, the safety of staff and children returning to the setting. As some parents have already been in contact since the last letter, we will again note that it is **not** compulsory to send your child to nursery. We would appreciate if you could email/contact the nursery to inform us if you wish to take up the allocated sessions for your child or if you would rather keep them safe at home.

Understandably, this letter might need rereading once or twice, as it is rather large and packed full of information. These steps will be in place for the remainder of the summer term unless new guidance/protocols are introduced. At the end of this period, management will look again at the guidance and determine the plan for our September intake.

If there are any concerns or questions then please feel free to contact the nursery. The best method would be through the email [nursery@lancsroad.lancs.sch.uk](mailto:nursery@lancsroad.lancs.sch.uk) as we may have a large number of enquiries and this offers us the quickest way to reply to all. If you do wish to contact and speak to a member of staff then this can be done on the Lancaster Road Nursery phone number 01254 401271 (08:30am-4pm Monday, Thursday and Friday).

Thank you for your continued support and understanding during these uncertain times.  
Stay Safe,  
Lancaster Road Nursery.





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<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

