



Breakfast & After School Childcare Covid-19 Procedures & T&C Changes

Disclaimer:

By keeping your current bookings for your children at LBL (for Breakfast and/or After School Clubs) parent/carers are giving full consent that attendance cannot be without risk and are therefore aware of these risks associated with the Covid-19 virus, but still wish for their child(ren) to attend.

You also confirm that all in your household remain symptom free, and anyone taking children to or collecting from LBL are also symptom free from the virus.

You confirm that your child(ren) will not attend LBL if they are showing any symptoms related to the Covid-19 virus and you understand that the main symptoms include:

- * a high temperature – this means you feel hot to touch on your chest or back
- * a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours
- * a loss or change to your sense of smell or taste.

In addition but conversely confirm, by signing children up to sessions at LBL, that if anyone does display any symptoms your child(ren) will not attend LBL for a period of at least 14 days and will follow government guidance to self-isolate.

Terms & Condition Changes:

Bookings

Ad-hoc bookings must be placed 24 hours prior to the session needed. If it is manageable for us to do so we will remove this restriction but an understanding of the children attending 24 hours prior to each session starting will help us plan a structured and safe session for the children we have booked in.

Cancellations

After careful consideration we have reluctantly decided to extend the notice period required to cancel a session with a full credit to your account. We now require 7 Days notice, from the start time of the session in question, to cancel a booked session. This applies to both ad-hoc and Contract bookings. There are a number of reasons for this decision but the primary reason is that places at LBL are now restricted and we require additional notice to ensure children on the waiting list can utilise the cancelled sessions.

Payments for Sessions

In line with the 7 day notice for cancellations, payments for places are expected to be made 7 days in advance of the session or as soon as the booking is made to ensure a place is guaranteed. We understand childcare vouchers take a few days to clear in accounts. Some venues have a waiting list for attendance and we will be required to re-allocate session places if payment has not been received. We are still happy to accept weekly or monthly payments but these should be arranged at least 7 days in advance. Again the primary reason is to ensure we can offer out our places to accommodate families during this time where restrictions are in place.

Payments for sessions can NOT be paid for by cash. We prefer payments via your Childcare Voucher Scheme or via Bank Transfer.

Guidance & Procedures for Sessions:

On the next few pages are our measures that are in place to reduce the risks. You should inform LBL immediately via email if you have any issues to report. We will liaise closely with the schools to share information in line with Track and Trace.

Breakfast Club Attendance

ARRIVAL:

Children should enter the venue saying goodbye to parent/carers outside at a safe distance from others.

On entry to LBL all children will be required to place their belongings in the designated bag zone and go and wash their hands OR use sanitiser.

Children will be signed in by a member of staff.

DURING:

Breakfast will continue to be provided. Children will wash their hands prior to Breakfast, as always.

Children will be seated in class/year groups to eat breakfast where possible.

Two zones will be created to ensure KS1 (including EYFS) are grouped together and KS2 are in a different area.

Children will be spaced out 1m apart (2m where possible) and will face the same direction on tables.

DISMISSAL:

Children will wash their hands OR use sanitiser before collecting their belongings and lining up 2m apart.

Children will line up in their class/year groups.

Children will be escorted to their classrooms/playground following normal LBL procedures. Children must maintain the 2m guidance.

After School Club Attendance:

ARRIVAL:

Children will be escorted to the LBL area from their class.

On arrival, children will place their belongings in the designated bag zone and immediately wash their hands OR use hand sanitiser.

Children will collect their snack box and come and sit at a table. Children will sit in class groups / KS groups. Hand sanitiser will be available again prior to having their snack.

Full fruit options (not cut up) and jugs of water will be available at LBL but NO HIGH TEA will be provided.

DURING:

Two zones will be available for children to pursue activities when indoors at LBL.

The room will be split into KS1 (including EYFS) & KS2.

Children will be encouraged to play and interact with peers in their class/year group but this will not always be possible to implement within the Key Stage Grouping.

There will be opportunity for children to rotate toys and equipment or move areas en masse after a structured cleaning period has been carried out by staff.

The outside areas will be available and will be used as much as possible. The use of outside time will also provide opportunity for cleaning.

If both groups are outside in the fresh air, staff will monitor interaction and ensure children are adhering to a 1m social distance in their key stages (encouraging 2m if possible).

LBL will follow the same approach to reading with children and supporting homework although our priority will be to ensure social distancing is being adhered to during sessions. Staff will keep a safe distance when reading, interacting and supporting the children. Staff will limit the time to 10 minutes of reading per child.

DISMISSAL:

Parent/carers will ring the doorbell at LBL and wait for a member of staff to acknowledge you are here.

Parent/carers will be required to remain outside and wait away from the exit.

Staff will inform children to collect their belongings, wash their hands/use hand sanitiser and make their way to the exit.

Children will be dismissed and staff will sign the child out.

What happens if children are playing outside when you arrive to collect your child?

Parents should wait at the outside gate.

Staff will instruct the children to collect their belongings and wash their hands/use hand sanitiser before being dismissed via the gate.

PLEASE DO NOT ENTER THE PLAYGROUND OR AREA THAT THE CHILDREN ARE PLAYING IN.

Additional Information:

We aim for staff to work on a regular shift pattern but we cannot guarantee that the same staff will work the same shift each week. Staff, at each venue, will be regular staff and will not interchange between venues where possible.

A register of children and staff will be kept for Track and Trace purposes. Staff will sign each child out and specify who collected the child.

If there was a case of covid -19 in an LBL setting all children would be notified that attended the session not just the Key Stage bubble in question.

Cleaning will be carried out prior to each session, during the session and at the end of each session by LBL staff.

Staff are advised to keep a 2m social distance to each other and children during the shift where possible.

If the administration of first aid is required then staff will wear appropriate protective items (gloves, face mask etc.) to action this.

No High Tea will be provided to reduce cross contamination.

Things for Children to remember to bring:

- **Hand Sanitiser** (LBL will have some readily available)
- **Snack Box** (After School Club Only) and **drink bottle**, both clearly labelled (LBL will have a fruit selection available)