

# Twilight Hours Out of School Club



COVID-19 precautions information for  
parents/carers.

September 2020

(updated 11<sup>th</sup> September 2020)

Dear Parents/Carers,

The purpose of this document is to give you an outline of the changes we are making in September to make Twilight Hours as safe a place as possible for your children and our staff.

We would be grateful if you could discuss what is covered here with your children before they return to us in order to prepare them for some of the changes we have made and reassure them that Twilight is a safe place for them to be.

If you have any questions about anything we've covered here (or anything else) please don't hesitate to get in touch.

### Bubbles

- The children will be together in bubbles within our settings. These will be as close as possible to the school bubbles and these will be carefully recorded for traceability.
- All bubbles will be kept socially distanced from each other at all times, unless there is an emergency, in which case the safety of children and staff will take priority over maintaining social distancing.
- Each bubble will have their own allocated area inside and an allocated area outside for them to play in.
- Each bubble will also have their own selection of play resources/equipment which will be cleaned as required. If equipment or resources are to be moved between bubbles, we will make sure they are either cleaned or 'quarantined' for 72 hours between uses.

### Dropping off/picking up

- To limit risk of infection, parents/carers will not currently be allowed to enter the buildings and in some cases the school premises. Therefore, we have put in place procedures in each setting which are shown below.
- We ask that only one adult comes to drop off/pick up a child and that you maintain social distancing at all times if there is more than one family waiting.
- As you will not currently be able to enter the building, a member of club staff will sign your child in/out for you. At this time, we cannot allow entrance to look for lost property etc.
- Please follow the instructions below for the setting/session your child attends.

### Wirksworth Breakfast Club and After School

- Please come to the pedestrian gate in the staff car park (opposite Reception) and telephone the setting on 07903956476.
- A member of our staff will come down and unlock the gate to allow your child to arrive or leave.

- We will be accommodating the Junior School children in the left-hand room (socially distanced) and the Infant Schools' children in the right-hand room. There will be 2 bubbles, 1 for Infants and 1 for Juniors.

#### All Saints' Junior School Breakfast Club

- When you arrive outside the school premises, please telephone the setting on 07538306968 to let us know you are near.
- Breakfast children can then walk down from the pedestrian gate using the diagonal path to the double doors where our staff will let them in. You can walk down with them if you prefer but please remain 2m from the door/our staff. The school have asked that you walk back via the flat pathway across the front of the classrooms and up the steps.
- At All Saints' Juniors we will have 4 Zones, each containing 2 bubbles.
- PLEASE DO NOT USE THE DOORBELL OR TOUCH THE DOOR/WINDOW.

#### All Saints' Junior School After School Club

- When you arrive outside the school premises, please telephone the setting on 07538306968 to let us know you are near.
- Please make your way down the diagonal path from the pedestrian gate. A member of our staff will come to the door with your child and let them out. The school have asked that you walk back via the flat pathway across the front of the classrooms and up the steps
- At All Saints' Juniors we will have 4 Zones, each containing 2 bubbles.
- PLEASE DO NOT USE THE DOORBELL OR TOUCH THE DOOR/WINDOW.

#### All Saints' Infants School After School

- Please, as before, use the pedestrian entranceway off All Saints' Road (the unmade road below the school).
- If you are happy to, please use the video link doorbell to advise us you are there. We advise that you sanitise your hands before and after touching this.
- If not, please telephone the setting on 07498051917.
- Our staff will walk your child down to you and open the gate to let your child out (sanitising their own hands).

#### Churchtown School After School

- Please stand at the gate to the first playground and telephone the setting on 07896909398.
- Our staff will bring your child to the door and let them into the playground where they can make their way over to you.
- The Churchtown children will all be in one bubble together.

- If the South Darley children come to the setting they will be in a separate bubble in another room and resources will be cleaned or quarantined between uses.
- Please note that we are now operating Lone Working at Churchtown so please be patient.

### South Darley School After School

- From Monday 14<sup>th</sup> September, please come into the car park of South Darley Village Hall.
- Please do not come to the door, simply ring 07951332678 and wait outside.
- Our staff will bring your child(ren) to the door and watch as they make their way to you.

### Twilight staff dropping off/picking up children from their classes

- We are working with the schools to adhere to the staggered start and finish times to enable us to keep the bubbles apart. This is different at each school.

### Hand hygiene

- All children and staff will be expected to wash their hands on arrival at a session.
- We will be providing extra opportunities for hand washing/sanitising as appropriate, including, but not limited to: after playing outside and after coughing or sneezing.
- When lots of children will be needing to wash their hands at the same time (e.g. before afternoon snack) each bubble will go separately to do this.

### Respiratory hygiene

- We will be promoting the 'catch it, bin it, kill it' strategy,
- We have boxes of tissues and new, lidded bins.
- After using a tissue/coughing/sneezing, children will be asked to wash/sanitise their hands.

### Social distancing

- We are putting various strategies in place to help ensure social distancing between bubbles.
- If a child is struggling with maintaining/understanding social distancing we will have a chat with them explaining what it is, and why it is important.
- If the child still struggles, we will inform the child's parent/carer and ask them to have a talk with their child about it.
- If the child is still having difficulty maintaining social distancing after this, we may have to consider suspending the child's place for now in order to ensure the safety of the other children and staff.

### Cleaning

- Equipment/resources/tables etc will be cleaned regularly, particular attention will be paid to 'touch points'.
- We are working with the schools to establish any additional cleaning needed.

### Breakfast/afternoon snack

- We will still be offering breakfast and an afternoon snack as before. At the moment, children will be asked what they want, and the food will be prepared by staff and taken to each child for them to eat at the table of their bubble (or to have as a picnic outside).
- All washing up will also currently be done by staff to ensure it is done to a good standard.
- Drinks will be served with snack and fresh water will be available throughout the session on request.

### Activities

- We are still working out the best way of approaching the adult led activities we normally provide. We are hoping that we will still be able to do this (although some activities will not be practical at this time). For the first couple of weeks it is likely that there will not be any adult led activities whilst we focus on implementing our new arrangements and make sure that both staff and children are familiar and comfortable with them.

### Toys from home

- We are asking that children do not bring in toys from home until further notice.

### Children attending multiple settings/groups

- In order to reduce the risk of virus transmission as much as possible, we ask that, where possible, you limit the number of settings your children attend.

### Temporary/partial closure

- There may be times when we have to temporarily close the club, in full or in part. This could be due to a lack of available staffing or if advised to by Derbyshire County Council or Public Health organisations in order to safeguard the children in our care.
- If this does become necessary, we will inform you as soon as possible.

### What we will do if a child shows symptoms of coronavirus.

- If your child shows any of the main symptoms of COVID-19 (new persistent cough/fever/loss of taste or smell) we will isolate them (ideally to a different room, but at least 2m away from the other children), phone you, and ask you to collect your child as soon as possible.
- Whilst we wait for you to arrive, your child will be supervised by a member of staff, who will remain at least 2m away from them at all times if possible. (If this is not possible, the staff member will wear appropriate PPE as specified in government guidelines).
- Your household should then self-isolate according to current guidance, or until your child receives a negative test for COVID-19. Your child will not be allowed to return to the club until this has taken place.
- You can request a coronavirus test either through the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>) or via phone using the NHS 119 service.
- If we send a child home with suspected symptoms, we will also inform the school.

### Self-isolation guidance

- We expect all families to follow the current government guidance re: self-isolating if someone in the household is showing COVID-19 symptoms, has tested positive or has recently returned from certain other countries (Government information about international travel can be found here: <https://www.gov.uk/foreign-travel-advice>). (The NHS page giving information about when and how to self-isolate can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>)
- If your child is ill or is starting to develop symptoms please do not send them in to the club.
- If your child will not be attending a session because they are ill or self-isolating, please let us know asap.

### Government documents

- The government have produced some guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak, which you may wish to read. The link to find it is: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

\*Please note that all arrangements are subject to change depending on government guidance or a change in circumstances. If we make any significant changes to what is written here, we will inform you as soon as possible.