



Registered Charity Number 1065113

**DEANWOOD DUCKLINGS PRE SCHOOL
& EXTENDED SERVICES**
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14th July 2020

Re: Arrangement for Extended services opening in September.

Dear Parents/ Carers,

As you are aware, schools are being allowed to reopen in September. As such, we are looking forward to reopening our Breakfast and After School clubs from **Monday 14th September (Monday 21st for Pine Class children)**. As the safety of children, staff and parents is our priority, we are in the process of completing rigorous risk assessments so that we can open safely.

I would ask that you read the information contained in this letter very carefully. With social distancing and the requirement to keep children in designated bubbles the provision we are now able to offer will differ to that seen prior to the pandemic.

For **Breakfast Club**, we are able to offer the following:

- Bookings will be required on every occasion with payment in advance
- Breakfast Club will run from 7:30-8:30am in our extended building at the front of the school
- Breakfast will be served between 7.30-8am
- Children can be dropped off from 7.30am, and the drop off point will be on the KS1 playground, where you will be required to wait.
- A member of staff will collect your child from the waiting area, register their attendance before directing them to their designated area within the building.
- If you are dropping off after this time, you will need to gain access by ringing the doorbell on the main entrance and wait to be admitted. Please be aware if someone is already at the door the external ramp will need to be kept clear.
- Once the children's attendance has been registered and they have washed their hands, they will have the opportunity to play either inside or on the adjoining playground (weather permitting). Staff will be supervising to ensure they remain within their designated areas and bubbles
- At 8:30am the children will be escorted to their classrooms by a member of the team.



For Kids Club, we are able to offer the following:

- Bookings will be required on every occasion with payment in advance
- Kids Club will run from **3:15 – 5pm** (please note the change in time). This reduction in hours is required to ensure additional cleaning can be fully completed
- Children will continue to be collected from their classrooms by a member of the team and escorted to their designated area within the extended building.
- Children will be required to wash their hands on arrival before they have the opportunity to play either inside or on the adjoining playground (weather permitting). Staff will be supervising to ensure they remain within their designated areas and bubbles
- Snack will continue to be provided shortly after arrival
- Cold option dinner will be served between 4:15 – 4:45pm
- When collecting your child, please ring the doorbell and wait for a member of staff. Please be aware if someone is already at the door the external ramp will need to be kept clear.

Bookings

- **Bookings must be made in advance and emailed to deanwood.extended.services@gmail.com by 3pm every Wednesday** detailing your needs for the following week. If you have a long term booking with us, please can you email deanwood.extended.services@gmail.com to confirm that you still require the same bookings as before.
- As we have to maintain key stage bubbles, we are having to limiting our numbers to 15 children in KS1 and 15 children in KS2 for each of our sessions.
- **For this reason, late bookings and requests on the day will no longer be possible and the school office will no longer be able to offer any assistance.**
- Emails will be dealt with on a first come, first served basis so we strongly recommend that you give as much notice as possible for your needs. An email response will be sent to you to confirm your child's space.
- If you have not used our service before you will need to request the various registration forms when making your first booking. These forms will need to be available for your child's first attendance.
- Invoices will be sent on a weekly basis.
- If you need to cancel your space, please call our extended services mobile number on 07821 643519 to notify us. **(This number is now for cancellations only)**
- 24 hours' cancellation notice will be required to avoid the session charges being applicable
- Please note that our policies on late collection remains, £1 per minute per child after 5pm will still be applicable

Other information

Government guidelines advise that we make small changes to allow for a safe reopening. For this reason:

- Parents will not be permitted to come into the extended services building. We will safely release children into your care at collection time.
- We will have a regular cleaning rota to adhere to and children will be reminded to wash their hands as they enter and exit the building and at other points during sessions.

We hope you understand our position and thank you in advance for your support. We hope to reassess our extended services offer as the school year progresses and the government provide further guidelines and we endeavour to keep you updated with any changes to what we can offer you with regards to wrap around services.



Mr D Bignell
Chair of Deanwood Ducklings & Extended Services Committee