

Titchfield Community Centre  
Scout Hut  
Mill Street  
Titchfield  
Fareham  
PO14 4AB  
07765 472561



St John Baptist Primary School  
Abshot Road  
Titchfield Common  
Fareham  
Hampshire  
PO14 4NH  
07960 275793

Dear Parent/Carers,

I hope you and your families are well.

We are looking forward to re-opening the preschools and welcoming you back on the 3rd of September 2020 and have been following all guidance from the government in order to ensure everyone's safety.

We fully understand you may have concerns following lockdown regarding the re-opening of the preschools, but we have looked through the government's advice for our sector and devised new procedures with some ways we can best put this into practice.

You must understand, with the best will in the world and whatever methods and practices we put in place, it is impossible for children to socially distance from each other or the staff, we cannot and will not remain two metres apart. If your child needs a hug, they will receive one, but we will use our common sense. The staff have been advised not to wear facemasks while working but we will wear one and other PPE if your child begins to show any symptoms of coronavirus. We cannot do our job from a distance. The staff will always exercise judgement for the highest standard of safety and cleanliness.

**Here is a list of some of the measures we will be putting into place to make sure our preschool is as safe as possible for everyone:**

- If your child attends more than one preschool, nursery or childminder you will be asked to choose **only one setting** to prevent the spread of the virus between settings.
- Drop off and collection will be different to usual. Only one parent who is symptom-free will be allowed onto the school grounds but will not be allowed into the preschool building. Please always respect staff and distance yourself 2 metres away from them. Parents will be expected to adhere to the social distancing rule outside the preschool premises keeping 2 metres apart. Parents will not be permitted to gather outside the preschool. Please talk to your children and prepare them for their return to preschool so they are ready to come in by themselves without being distressed.
- No buggies, scooters or bikes etc. will be allowed on the route into preschool as they create blocks and hazards. Only arrive at preschool at the time of opening – 9:00am for Jigsaw at Titchfield and 9:15am for Jigsaw at St John's, this may mean walking round the block a little, do not arrive earlier than necessary please.
- Adults must stay 2 metres away from other adults and keep their child with them until they have been dropped off.
- We may take temperatures of children and staff on arrival if we feel it necessary. Children should be symptom-free of **any illness**. We may ask the children if they

have had medicine in the morning or at lunch time when they arrive as parents have often given children Calpol to bring down a temperature to enable them to get to work. Please do not do this.

- We will be outside most of the time regardless of the weather so please dress your child appropriately. If it is sunny please apply sun cream to their skin at home before you bring them in. Cover their shoulders with a t-shirt and wear leggings/trousers (not shorts), so staff have to spend as little time applying cream to your child should they require a top-up. Please keep sun cream with your child's name on in their bag with a complete change of clothes.
- We will be allowing packed lunches and we will try to seat children in the same groups they have been playing with and as far apart as possible.
- We will reflect and revise our decisions regularly as some decisions may not work or we may come up with a better way of doing something. This is all new to us, some of our tried and trusted measures can't be done any more but we still must have strict safeguarding measures in place at all times.
- You must ensure all your **emergency contacts are up-to-date** and are able to collect your child in the event of an emergency or they become ill. You must be able to collect your child within 30 minutes of receiving a telephone call.
- Children will not be allowed to bring in toys or comforters from home. All parents will be required to leave a clearly labelled bag with sufficient clean clothes at preschool. If a child needs to be changed, their dirty clothes will be handed to the parent/carer for washing. These clothes will need to be replaced when your child next returns to the preschool. We will then place the clothes in your child's bag. These bags will be kept at preschool for the remainder of the term.
- Please ensure hygiene is maintained and that children come in with fresh, clean clothes daily.
- If your child is staying for packed lunch, we ask you provide only products which can be opened easily, children often struggle with some items such as frubes and little pots. Please ensure your child can be totally independent with their lunch. Remember all fruit such as grapes and blueberries, and also cheese, must be cut into tiny pieces to avoid choking. Children's lunch must be brought in disposable packaging or a plastic box that the child can open – this will be cleaned on arrival and departure.
- We have removed a lot of resources and equipment such as blankets, soft toys, dough, water, sand etc. We will be undertaking regular cleaning procedures throughout the day to minimise the risk of any germs
- All social events for the foreseeable future are cancelled. We will not allow any non-essential visitors to be on the site until further notice and all meetings with the manager and key workers must be held via a phone call.
- We will ensure the children are washing their hands for at least 20 seconds regularly across the day, particularly upon arrival, after sneezing or coughing, before and after handling or eating food and after going to the toilet.
- We will also be placing hand sanitisers in all communal areas for the staff.
- The children and staff will not be required to wear PPE in the setting. However, we will ensure enough supplies of PPE are stored such as disposables gloves, aprons and face masks, should we need them such as in the case of a child falling unwell whilst on site.

- You must stay at home if you or anybody in your family becomes unwell with a continuous cough, temperature or loss of taste and smell and ensure the family member isolates at home for 10 days from when symptoms started. You should then get tested - TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](https://nhs.uk/ask-for-a-coronavirus-test)
- The rest of the household need to isolate for 14 days stated by the government guidelines. If any child becomes unwell with the above symptoms, they will be sent home. Whilst the child is awaiting collection, they will be placed in isolation with a member of staff away from others until they are picked up. It is vital we can get in touch with parents immediately.
- This is not an exhaustive list and will be subject to change relating to the latest government guidance.

Despite every effort on our behalf to ensure that our children and staff are safe, every child in the setting will be admitted with the understanding that parents agree to adhere to our safety guidelines. Patience, tolerance and flexibility is key for the safety of everyone in these difficult circumstances.

I hope the information provided goes a little way to reassure you that we will do everything we can to keep your children safe. You can find a copy of this letter on the front page of our website at [www.jigsawpreschool.com](http://www.jigsawpreschool.com) and any changes will be uploaded there, so please keep checking regularly for changes to the version number.

Information will also be posted on our Facebook pages:

Jigsaw at St. John's: <https://www.facebook.com/TitchfieldCommon>

Jigsaw at Titchfield: <https://www.facebook.com/jigsawpreschooltitchfield>

With best wishes

*Sue Millar*

Sue Millar

(Manager)

