



*Much more than childcare*

20.07.20

Dear Parents and Carers,

**RE: STARTING AGAIN - September 2020 at Christ Church Primary School**

Due to the changes in the school day issued by Christ Church Primary School on Friday 17<sup>th</sup> July 2020, we thought it might be easier to start again. Please be aware that all the received '**Temporary Booking Forms**' will now be considered **void** and our **previous proposal on how to manage bookings is also void**. Please read the information below as if it was our first letter to you.

We can confirm that we will be open this September! That pesky virus has not beaten us yet. As you will be aware there has now been guidance issued for the **FULL** re-opening of settings in September and we cannot wait to welcome everyone back including those new to FUNdays Club. As a setting we have attempted to maintain a sense of normality, but with the recognition that things are different for us all. The first thing we ask of you, as parents, is to continue to communicate with us, and that, together, we follow the latest Government guidance summarised as follows:

**'Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting'**

Ensuring that children, staff and other adults do not come into the setting if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should also self-isolate for 14 days from when the symptomatic person first had symptoms.'

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

We ask you to please work with us over the next few months as we get the setting up to running at full capacity. We are following these government guidelines:

'Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.'

If your child attends more than one childcare setting, we are asking that you decide which provider you will use now. Should you have any queries or concerns then please do email us directly or phone us.

We totally recognise that for some children and adults, a return in September will be an anxious time. We will be doing our best to mitigate these issues. Being in a safe environment with friends, playing games and laughing is often enough to reset the equilibrium for the majority of our children.

Whilst we have not completed all our planning, here is some useful information that can be shared with you now and will help you and your child prepare for September.

### Start Date and Induction

FUNdays Club will be open on all the school induction days: 3<sup>rd</sup> and 4<sup>th</sup> September. Please note the following for the 3<sup>rd</sup> and 4<sup>th</sup> September if you have a FUNdays Club permanent booking for Thursdays and/or Fridays:

- If your child **is** expected to attend school, your place will automatically run at FUNdays Club and will be charged. Normal absence procedures will apply if your child does not attend.
- If your child is **not** expected to attend school, there will be no place at FUNdays Club and no charge.

Thursday 3 <sup>rd</sup> September (Year 1 to 6)	Children with a <b>surname A – K (inclusive) only</b> return to school. <b>(Exception: Year 3 A-M)</b>
Friday 4 <sup>th</sup> September (Year 1 to 6)	Children with a <b>surname L – Z (inclusive) only</b> return to school. <b>(Exception: Year 3 N-Z)</b>
Monday 7 <sup>th</sup> September (Year 1 to 6)	<b>All children return to school</b>

### Foundation

Our new Foundation starters will be contacted separately. They will have a specific induction programme. As in previous years, we will be collaborating with the school regarding this.

### Timings and Costs

<b>After School Club</b>	
Previous times and prices	Temporary times and prices from Sept. 2020
3.05pm/3.20pm until 4.20pm £4.70	→ 3.00pm/3.15pm until 4.15pm £4.70
4.20pm until 5.20pm £5	→ 4.16pm until 5.15pm £5
5.20pm until 6.10pm £2.50	→ 5.16pm until 5.45pm £2.00

<b>Early Morning Club</b>	
<b>Previous times and prices</b>	<b>Temporary times and prices from Sept. 2020</b>
7.30am to 8.00am £1.60	No pricing/timing change
8.00am to school start £3.10	No timing change New Price £3.20 <b>Last entry will be at 8.15am.</b> Gates will be locked after this time.
Breakfast £1 Served until 8.10am	No pricing/timing change There will be no toasted options and all breakfasts must be pre-booked. We can increase capacity to serve more breakfasts.

If you already have a booking with us: we will convert your booking as per the table above. If you would like to temporarily extend your booking to finish at a later time, please download this booking form (see attached) and send it back **before Friday 24<sup>th</sup> July**. From that date we will begin room allocations and staffing, and we will let you know when we have more information about this.

If you do not currently have a booking with us: you can make a temporary ongoing booking. To avoid disappointment, please book quickly as there are limited spaces and we already have a waiting list for some days.

We will be asking for a £10 non-refundable deposit for all permanent bookings for September. When we send your updated booking confirmation, you will need to login and pay the £10 as your first instalment. This £10 will be deducted from your total annual bill.

### **Early Morning Club – Entry**

Access will be via the **Berryfield entrance until 8.15am only**. The gate will be locked shortly after this time. All children will be registered outside in the playground. Please do bring an umbrella if it is wet, as the registration process is likely to take longer while everyone gets used to the routine. After registration, those children in Year 2 and above will make their way to their allotted rooms through the closed site using our radio and staff handover system. Parents and carers will not be allowed beyond the initial registration point and will exit via the Berryfield entrance.

### **After School Club – Pick-up**

We will reopen the **Berryfield entrance** gate at **3.25pm** if it is closed. Children will be collected directly from their year phase bubble. We will let you know in advance which bubble phase room your child will be in. There will be a one-way system in place for collection.

Our parent and child guides will be updated for September with more detailed information.

### **Bubbles and Social Distancing**

Government guidance involves a reduction of mixing between smaller groups coupled with stringent hygiene measures and social distancing when possible.

*Early Morning Club:* the children will be split across four bubble phases that will not mix or be brought together. Siblings will be separate with the exception of those 'buddying' Foundation children when they start. Within each physical space, there will be a reduced number of children and more physical space between them to allow for as much social distancing as possible.

*After School Club:* the children will be split across four bubble phases that will not mix or be brought together until 5.16pm. Siblings will be separate with the exception of those 'buddying' Foundation children when they start. Within each physical space, there will be a reduced number of children and more physical space between them to allow for as much social distancing as possible. After 5.16pm, when the number of children is much smaller, the remaining children will be brought together into two phase bubbles. This will be outside whilst weather and light allows and in the open hall with strict 2m social distancing when not. We will be updating our parent guide soon with visual aids to support understanding.

### **Visitors / Parents / Carers in Setting**

- Only one adult should accompany each child or family group to reduce the number of people entering the site at pick-up/drop-off.
- Signing in and out will be contactless and will occur outside the buildings. Staff will countersign your child in and out. Please bring an umbrella if it is raining!
- The car parks will be closed. Please use on-street parking beyond the yellow lines if driving. Our staff will be doing the same.
- If possible, please walk or cycle.
- Meetings with staff will be by appointment only. Please call the site mobile, or email in advance, if you need to discuss anything with us.

### **Policies**

We updated the following policies in July 2020, and they are valid for the academic year 2020-21. They are available at: [www.fundaysclub.co.uk/policies](http://www.fundaysclub.co.uk/policies)

- Bookings, refunds and cancellations
- Behaviour
- Complaints

Please note that the Department for Education asks families to only use one childcare provider to minimise the risk of transmission in the community. We kindly ask that our families follow this guidance to safeguard our community. We understand that this may mean some families cannot use our services – if this is the case, please let us know as soon as you can.

### **Snack Arrangements**

- We will still be providing snack before 4.15pm, however, this will be of a different nature to our usual offering.
- Our snack at 5.16pm will remain unchanged and will be healthy vegetable crudité's.
- Children are still okay to bring in additional/different snack from home is preferred.

### **Hand Sanitiser**

- Children will not need to bring in their own hand sanitiser but can bring in their own hand cream if needed.

- We have plenty of hand sanitiser indoors and outside.
- Children will be helped to wash their hands regularly throughout the day.

### **Children falling ill at FUNdays Club**

FUNdays Club will use the school's medical room to support any child who is taken ill during the day, showing symptoms of COVID-19. The member of staff with the child will wear full PPE. You will be contacted and asked to collect your child.

Government guidance requests that an unwell child is tested for Covid-19. In the meantime, FUNdays Club will report the case to Public Health England. FUNdays Club may need to close a bubble phase until the results are known. FUNdays Club will liaise closely with school and the test and trace team if this occurs.

To reiterate a point made by the school: the social distancing measures we have in place are to limit transmission. However, the risks that we all face are dependent on how we behave as a community. It is important that we all also adhere to current guidance on social distancing outside school and FUNdays Club.

### **Cleaning**

There is a significant amount of additional cleaning that needs to be undertaken to keep in line with the stringent hygiene requirements. Therefore, we will be closing 25 minutes earlier to allow for this, and staff will be staying on later in the day. All equipment and resources will be cleaned or quarantined before being used by other children.

### **Settling in procedures**

It is important to prepare your child about their start or return to our setting. We will share our settling in arrangements with you in due course, including some simple ideas you can do with your child over the summer. We understand that some children may be anxious, and we will do all we can to help your child have a smooth and happy start with us.

### **Contact Details**

- Please use our general enquiries number during the day for any general queries:  
+447874222782
- In September, if you need to get hold of the team onsite in school during provision for example for absences, please use the team mobile: +7852207638
- Please use our team email address to get hold of any of us via email ([christchurch@fundaysclub.co.uk](mailto:christchurch@fundaysclub.co.uk)) rather than our personal work email addresses. The team email address is always monitored.

### **General Questions**

We have created a Clarifications and Questions section for upcoming academic year. To access this, please click the link:

[www.fundaysclub.co.uk/wp-content/uploads/2020/07/General-FAQ-and-Policy-Clarifications-September.pdf](http://www.fundaysclub.co.uk/wp-content/uploads/2020/07/General-FAQ-and-Policy-Clarifications-September.pdf)

If you have a question which is not answered there, or within this letter, please email us at [christchurch@fundaysclub.co.uk](mailto:christchurch@fundaysclub.co.uk) so that we can add your question to the FAQ list. If it is specific to your personal situation, we will reply personally.

**A BIG thank you!**

Finally, we would like to take this opportunity to thank all our families who have been incredibly supportive in many different ways over this difficult period.

A special thanks, also, to those who were able to pay their term-time holding fees. You have enabled us to weather this storm: without you, there would have been no FUNdays Club.

Yours sincerely,

Mark West  
Managing Director

**FUNdays Club Ltd.**