 **Nursery reopening plans letter**

11 Jun, 11:44

Dear all,  
We would like to confirm that we are opening as planned on Monday 15th June and really looking forward to welcoming most of our children back.  
  
Please can we remind you of the following:  
  
We are open from 8am-5pm  
Parents are not allowed to enter the buildings.  
Children must come in with their red bags full of spare clothes (no food or toys)  
Toddlers children are to bring in a clearly labelled water bottle  
Parents will see clearly labelled markings telling you where to drop and wait for collection.  
Children will have their temperature taken upon arrival and asked to be taken home if it is above the norm.  
You MUST provide the nursery with sufficient nappies and wipes as a compulsory measure if your child is not potty trained.  
Staff will ask you to provide us with a collection time and parents must come alone.  
Parents are not permitted to stay on the nursery grounds and talk to each other.  
Please limit unnecessary scooters/bikes.  
When dropping and collecting please try to make it as quick as possible to prevent others from waiting.  
  
Some of you have emailed to ask about who their child will be in a bubble with. Unfortunately we are unable to spend time individually emailing each parent with this information. Rest assured the children will be in groups with their friends and where possible with their key person.  
  
If you feel there is something urgent you want to share with us regarding your child please can you contact your key person on the "famly app". Staff will either message you back using the app or call you if there is something that needs discussing.



**Office  Google doc -return to nursery form**

3 Jun, 14:08

Dear all,  
Just a reminder to complete the google doc form below.  
If you have not done so already please could you complete this as soon as possible.  
  
As we continue to prepare for our reopening please can we ask all parents to complete the google doc form to give an indication of when we expect your child to return to nursery.  
We have given several dates as options for those of you who are not returning the week beginning 15th June.  
  
If you are not able to select one of the dates offered please email the nursery on [info@planettiny.co.uk](mailto:info@planettiny.co.uk) to discuss other options.  
  
<https://docs.google.com/forms/d/18tjr8iQIF0oYkpKaXVbIG8mWQsBCsVenP2I-oQ1IVCs/edit>  
  
Please can you complete the form by Friday 5th at the latest.  
Many thanks  
The management team

 **Arrangements for reopening Planet Tiny**

Dear Parents and Carers,  
I write to you to set out the arrangements we have made to reopen Planet Tiny from 15th June.  
Before I set out these arrangements, I would like to take this opportunity to thank parents and carers for their understanding and cooperation since we had to close our nursery from March 20th. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs or disability, or if you are a single parent.  
  
I am pleased to let you know that, further to the government’s announcement that early years and childcare providers will open from 1 June (subject to scientific advice), we are working hard to take the necessary steps to be ready to welcome back all children. We will open all three buildings only if the government confirms that their five key tests justify taking this step.  
  
The government is now encouraging all children to return, and it is no longer necessary for parents to keep children home.  
From the week beginning 1 June, early years and childcare providers will welcome back all children, if the five key tests set by government justify the changes at the time.  
For most children and young people, coronavirus is a mild illness. Some categories of children with specific serious health conditions should not attend their early years setting. If you are unsure whether your child should attend the setting due to a health condition that they or someone they live with has, please contact us so we can discuss the details with you.  
  
First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting. We want the experience within the nursery as normal as possible and want children to enjoy the same daily activities they would expect.  
  
Some of the steps we are taking in readiness for reopening include:  
  
Displaying signs of coronavirus  
Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the setting. That includes children and staff who work here.  
  
Social Distancing  
Strict social distancing in our nursery buildings is not possible and in the government documentation, there is the clear recognition that children of nursery age are not able to adhere to strict social distancing and this has been our experience in the past. It is important for parents to understand that we cannot eliminate risk, we can do our best to mitigate risk with the human and physical resources available to us.  
Children may be unsettled as they return to nursery and will require comfort from the staff they have been used to. We are not preventing the staff from giving the children the comfort they require but will be training them on how to cut down on the time spent giving the child physical contact by introducing other distraction methods.  
Children may fall or become upset during the day and will look to seek comfort from an adult. We will be there to give them the reassurance they need.  
By not allowing the child the nurture they require we may cause more damage to their mental wellbeing.  
  
Grouping children  
Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the setting. Children will be allocated into small groups (no more than 5) known as “bubbles”. They will remain in these groups for the day and will have limited play with other groups. We will be keeping two groups in the same area at a time. For example, there may be two groups inside, whilst there are two groups either outside or on an outing. Where possible we will be keeping friends together to prevent the children from becoming upset.  
These children will be cared for by the same staff member throughout the day and will work alongside a co-key worker who will be available to assist where needed.  
  
Hygiene  
Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Some of you may remember the cuckoo clock which we implemented towards the beginning of the pandemic to remind children to wash their hands every hour.  
Extra sinks will also be installed in the gardens over the next two weeks.  
The COVID-19 virus can remain on clothing so it is important that your child’s clothes are washed daily and that they come back in a fresh set each morning. Red bags will remain at nursery and any dirty clothing will be given to you in a nappy sack. We ask that you do not bring in any other type of bag/carrier bag to nursery as it will not be allowed to be brought in. Clean clothes must be labelled and passed to a staff member without a bag.  
  
Ensuring our children understand good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and ensuring a good supply of tissues and bins throughout the setting.  
  
Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including tables, door handles and play equipment. By closing at 5pm, we can ensure that we are disinfecting all resources ready for the following day.  
  
  
Parents distance  
We will be asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household. The floor will be marked with areas for you to wait in and we ask that you adhere to the rules by not staying on the nursery grounds and talking to one another.  
Parents are not permitted to congregate on the nursery premises.  
There will be 2 meters clearly marked on the floor and we will be there to guide you where to stand when dropping and collecting.  
Parents are to notify the nursery via the app once they know when they are collecting their child. We will be asking you to send a notification when you are 15 mins away. That way we can arrange to have your child ready and send them as quick as possible and preventing waiting time for parents.  
  
  
Feedback  
Staff will not be able to give you the detailed feedback you were used to. We are trying to prevent parents for being at the nursery longer than they need to and will therefore only ask to talk to you if we have something that we need to discuss. You may be asked to leave and then call the nursery once you are at home and settled to talk to your keyperson. Please look out for notifications as we will use the app to get in touch with you if we need to.  
  
Observations  
Staff will still be taking photos of your child where possible but will not be completing online learning journals or observations. It will be exceedingly difficult for staff to care for their own groups and spend time typing observations.  
  
Lunch  
We will be providing the same meals the children used to enjoy but will be eating outside where possible. Some groups may eat inside and at preschool some may eat in the hall. We will rotate so they are not always eating in the same place each day.  
At times children may not be back from an outing so may take lunch in the form of sandwiches if necessary.  
  
Water bottles  
Children must have a clearly labelled water bottle at nursery. Preschool have already implemented this last term, but toddlers are also now expected to bring in a clearly labelled water bottle, that will remain at nursery at all times. Can parents of those children at toddlers please ensure you have a water bottle ready to provide us with when you return.  
  
Outings  
We will be sending children on outings as much as possible to open uncrowded spaces. We are extremely fortunate to be at the doorstep of Alexandra Palace, so will be making good use of the grounds. Due to safeguarding reasons we will be sending two groups together at a time.  
  
PPE  
Personal Protective Equipment (PPE).  
The Government has advised there is no requirement for children or staff to wear PPE at nursery, but if your child wearing a mask makes you feel more comfortable, they are free to do so. We ask though that it is taken home and washed daily. Staff carrying out any first aid on children will wear PPE which may include aprons, gloves, and face masks. Staff will not wear PPE at any other times unless of course changing nappies or wet clothes.  
  
Toys from home:  
Children are not to bring toys or other items from home to the nursery. They will not be allowed in.  
  
A Dedicated COVID-19 Room  
Any child or staff member displaying any COVID-19 symptoms requires immediate isolation from the other people in the building. To enable us to do this we have designated a room in the church where children or staff who show symptoms will wait until they can be collected or safely exit the building. Any adult who is caring for a child in this room will wear PPE. If you are contacted to collect your child, you MUST do so IMMEDIATELY. Please do not keep the nursery staff waiting until it is convenient for you.  
  
Temperature Checking  
All people entering the site will have their temperature checked including staff. Any person with a high temperature of 37.8 or above will not be permitted to remain in the building and must go home safely as soon as possible.  
  
Adapting the EYFS  
We want to keep the nursery looking as familiar to the children as possible but will be eliminating resources that are potential risks of spreading infection.  
The soft/material resources such as cushions, teddy bears, dressing up clothing will be put away for now.  
Children will not be allowed to play in water, sand, messy play activities including play dough but will still be taking part in cooking/baking.  
  
Moving children  
We are aware that some of the children would have moved to toddlers or to preschool by now. Whilst we are keen to start this transition we are asking all parents to take their children back to the setting their child is familiar with. By trying to settle them into a new setting and settling all the children back in staff will struggle and have requested that we do not bring any new children to the setting for now.  
Once we are all settled, we estimate that we will start transitioning children in July.  
  
Staff  
We have met with all the staff at Planet Tiny who are all very keen to return to work on or after the 15th June. Whilst the majority of staff will be there in the first week, we have several staff members who will not rejoin us until July due to various issues related to COVID 19. Sadly, Christine from preschool is no longer able to work for the nursery due to health reasons and will return to say goodbye once things begin to settle. As you may already know we have 2 staff members who are expecting mothers, who we will keep on the job retention scheme until their maternity leave begins as well as 2 staff members who are currently on maternity leave.  
We will also be using these next few weeks to interview for new staff to fill in the gaps for once all the children are back to nursery.  
  
Parental involvement  
There are several things parents and carers can do to help us make these arrangements effective:  
  
1. Contact the nursery if you or anyone else in your household has any symptoms immediately via the “famly” app and via a phone call.  
2. To arrange to collect your child immediately if they become unwell. Parents MUST provide us with updated emergency contact numbers of someone close to the nursery should they not be able to get here within the hour.  
3. To prevent taking your child on unnecessary visits to meet friends and family.  
  
  
Once early years and childcare providers open to more children, all children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their parents or carers no need to self-isolate any longer than is necessary if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting.  
We ask all parents and carers to ensure they organise a test for their child, if they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available for testing online.  
  
I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return to us from 15th June. We are looking forward to welcoming your children back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our setting.  
  
We will be sending out another google doc form in which you can select a return to nursery date. If you have any questions or suggestions, there will be an opportunity to ask this on the form. Please allow a few days to answer all your queries although I am hoping that I have covered everything in this letter.

Kind regards  
Deepa Takhar



12 May, 17:26

**Provisional reopening date**

Dear all, following on from the latest coronavirus lockdown guidance issued by the Government there has been some indication as to when young children in England could begin returning to nurseries  
Following Boris Johnson's speech on Sunday night, a 50-page strategy document was released on Monday outlining how education services would gradually resume as part of the "road map" out of the Covid-19 crisis.  
This will however only happen provided that the 5 key tests set by government justify the changes at the time, including that the rate of infection is decreasing and the enabling programmes set out in the recovery strategy are operating effectively.  
Based on this advice we are planning on reopening Planet Tiny on the 1st of June.  
For now, we do not know if this will be all three buildings and/or if we will be limited on the number of children that can attend. We are awaiting further clarity from the Dept of Education on this before we can develop a plan.  
Over the next few days, both NDNA and the Early Years alliance are working on our behalf to gather as much advice and guidance as possible to ensure we reopen safely.  
As with all our communication throughout this process i will aim to provide parents with as much clarity and transparency as possible in a timely manner. I want to assure you that the safety of our children, staff and parents will be the top priority when considering any type of phased reopening.  
  
Every nursery is unique and developing a reopening strategy will take time and careful consideration. Throughout this process i have provided the opportunity for parents to offer their views and feedback and we will continue to do this.  
I know you will be hungry for updates on our return to some sort of normality, but please be patient whilst the management team take the necessary time to carry out the extensive risk assessment procedure and logistical planning.  
  
As always, thank you for your ongoing understanding and support in these challenging times.  
Please look out for further updates.  
  
Regards  
Deepa Takhar



**Temporary closure for COVID 19**

20 Mar, 18:16

Dear all,  
  
Today we temporarily closed our doors to all our Planet Tiny families and would like to take this opportunity to thank you very much for all your continuous support and care these past few days.  
  
I understand that you are all very worried and concerned about what lies ahead and would like to take this opportunity to reassure you that we are being mindful of your situation and will be looking at all possible options to obtain grants, loans etc to cover our running costs.  
  
Although the most of you were still willing to pay full childcare costs for which we are most grateful. The latest announcement from the Government has enabled us to re-evaluate our circumstances.  
  
We can assure you that if we are able to obtain help from the government towards staff salary, we will be in a better position to offer you a 50% reduction in fees as of April.  
  
Should this situation continue we will be re-evaluating the fees once again for the month of May. Please can I assure you once again that we are trying our utmost to protect both our families and staff during these difficult times.  
  
Please take care and look after yourselves and your loved ones.