



Mac's Club COVID-19 Procedures & Policies January 2021

COVID-19 PRACTICES, POLICIES & REQUIREMENTS

We are remaining open for Breakfast and Afterschool Club, unless we are given notice otherwise from the Government. We are open from 6.45am (please contact us to confirm if you require this time) until 6.00pm.

- **COVID-19** - The government have asked us to review safety in the setting to ensure measures are in place to stop the spread of the virus.
- Whilst the government are not advising that such settings wear Personal Protective Equipment, especially masks, we consider that all staff should wear disposable gloves to give them an added layer of protection. Therefore, you may see staff wearing gloves.
- Face coverings however are advised where a child starts to display symptoms of the COVID-19 virus whilst in the setting.
- We will be grouping children together in terms of age (under 8's and over 8's). The government requires children to remain in groups of no more than 15. These group will remain as consistent as possible bearing in mind the differing attendance patterns. We can share the spaces for these groups as long as we have relevant protective measure in place.
- The groups will be assigned staff members who they will remain with as far as possible for on a weekly basis.
- In terms of play equipment to avoid multiple groups using these simultaneously, we will assign each group an activity and rotate these when in the setting, and these will be cleaned after each use.
- We will be removing unnecessary toys, such as those with intricate parts, soft toys, soft furnishings which are hard to clean and carry more risk.
- **We will be asking parents to send their child with a named pencil case, which includes coloring pencils, felt tips, pencils, glue stick and a sharpener. As these items are handled by all it is safer if your child has and uses their own equipment. This will reduce the risk of these being handled by too many other children.**

In terms of cleaning and hygiene:

- We will have a table with tissues and hand sanitizer for children to use as needed.
- Children will be asked to clean their hands on arrival at the setting, before and after eating, after sneezing or coughing.
- We will be cleaning surfaces every two hours such as toys, books, desks, chairs, doors, sinks, toilets and light switches.
- Ensure that all staff and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly, throughout the day.
- We will be encouraging children not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for all children and young people who have trouble cleaning their hands independently.
- Cleaning and sterilizing toys, daily, leaving overnight in a solution.
- We will carry with us on car journeys and school runs hand sanitizer and wipes to ensure that children can wipe their hands down after using equipment such as park equipment.
- Car seats will be wiped down before each use.
- **We will ask children to wear masks for travel in a car as social distancing will not be possible when in cars.**

In terms of food:

- We provide breakfast and a light tea. We have been asked to assess the risk in terms of food. As a result, we will use as far as possible disposable plates and cutlery. Staff will wear gloves, aprons and have their hair tied back which is a required practice in terms of food hygiene. The staff preparing the food will remain in the kitchen for the duration of the preparation and service of the food and then resume play once this is over.
- As a result, in terms of breakfast we will only provide cereals (shreddies, rice crispies, cornflakes, coco pops and toast). The staff will provide bowls with the required cereal and also the milk. In terms of afterschool it will be a light tea, which will include, pasta, beans on toast, hotdogs and noodles. A menu is available at the setting. Again the staff serving food will remain separate for the duration of the food service.
- Therefore, we will only offer food which carries limited risk and the menu will be restricted along with snacks to ensure that we are minimizing the risks. If your child will not like the food on offer, please send additional snack with them to school.

Arriving and Collecting children:

- **We will carry out temperature checks on arrival at the setting. If your child has a temperature above 37 then they will not allow them into the setting.**
- We would ask that all children under 8's to arrive between 7.30am and 7.40am.
- All the children over 8 to arrive between 7.40am and 7.50am.
- If you need your child to arrive earlier, please advise prior to the start of the breakfast club.
- **Please also note 8am is the last time for arrival if you require children to eat breakfast.**
- **Due to the present situation we will not allow parents into the setting to reduce the risk of mixing. Therefore, when dropping children in the morning please ring the doorbell. A staff member will greet you, to collect your child and sign them in and take down your collection time.**
- **Please observe social distancing and if another parent is collecting their child please wait until staff have dealt with that child.**
- **Please if possible do not bring other children with you to collect your child.**

- **What parents need to do to help :**
- If you or your child or anyone in your household presents with a cough or a fever please do not send your child to the setting, seek advice from 111. You will need to self-isolate for the required 7/14 days.
- If you or any member of your household has a test, you will need to isolate until the results are returned. So please do not bring anyone from your household into the setting until the results are returned. If it is a positive test you will need to self-isolate for the required period. If it is a negative test, please provide the same and you are able to bring your child/children back to the setting.
- We will also continue with our cleaning routine and sterilising toys and taking away toys which carry more risk.

What your child will need everyday:

- Please ensure your child arrives in time for breakfast by 8am, or has eaten breakfast if arriving after that time. They have with them any additional snacks needed.
- A named water bottle as we will re-fill this rather than using plastic cups.
- Please ensure your child has a named pencil case, with colouring pencils, sharpeners and glue sticks.
- **Please also ensure your child has a mask for travel in a car as detailed above.**
- On sunny days please ensure that you have applied suncream before arrival and you have provided spare as in the current climate, we cannot apply sun cream. Please also send hats.

Parents Information

- If you are running late or need to contact the members of staff at the Club, please use **07930 225 103**. You are also able to use 07527 233495. **Important** - Please inform us as early as possible if your child will not be attending the club.
- Displayed on our notice board are the register person's details and our certificate of insurance and a contact number for OFSTED.
- Mac's Club policies can be located in the policies folder by the signing sheet. This covers our policies on Inclusion, behaviour, safeguarding, Accident and sickness, Late collection, health and safety etc, please familiarise yourself with these as we have these in place to make the environment fun and safe for your child/children.
- Just a reminder for those attending **Breakfast and Afterschool**, we serve breakfast up until **8.00am**.
- Again, for those attending **Breakfast and Afterschool**, we leave the Setting at **8.20am**, as we serve many different schools, so please arrive before this time (ensuring that your child has had breakfast) if we are taking your child to school.
- **Breakfast and Afterschool - Payments should be made monthly in advance. Unfortunately, if your child is unwell and cannot attend or misses the session (for whatever reason) once booked within that billing month we are not able to refund fees (even if the fees are late they will still be due). However, you are able to make changes to the days booked for that billing month as long as we receive at least a week's notice.**
- **Holiday Club – Payments should be made in advance. Unfortunately, if your child is unwell and cannot attend or misses the session once booked (even if payment is late) we are not able to refund fees (please see the cancellation policy below).**

- As a small club, can parents please ensure that your bill is paid when due as late payment will attract a £10.00 late fee. This applies to both holiday club and breakfast and afterschool.
- Breakfast and Afterschool - Please note that we will need 4 weeks' notice for holidays in term time to ensure you are not charged for your child's place. This will include inset days, these must be published by the school four weeks prior to the day in order that fees are not incurred.
- Breakfast and Afterschool - If you wish to cancel your place with Macs Club, then you will need to provide 4 weeks written notice to cancel. Payment will be required as normal in the notice period.
- **Holiday Club - If you reserve a place at the holiday club and you wish to cancel. You will need to give 7 days' written notice, prior to the start of the booked session to cancel the place to avoid being charged for the days booked. If your child misses the session for whatever reason and notice has not been given as above, then payment is still required.**
- **Please note that the club opens at 6.45am and closes at 6.00pm due to the corona virus. If you are running late please contact 07930 225 103 to advise staff. If you fail to advise the staff that you are running late then a late payment charge will be applied. If parents are persistently late without informing the club then your child may lose their place.**
- We would also ask parents to please advise if they do not require the club to pick children up on booked days on **07930 225 103** , this is to avoid us attending a school if we do not need to.
- Mac's Club has a **four star** food Hygiene rating and are **OFSTED rated GOOD**