

20th March 2020 (Updated 5th January 2021)

Dear Parents and Carers,

CHILDCARE PROVISION DURING SCHOOL CLOSURE (COVID-19)

PLEASE READ ALL DETAILS CAREFULLY

The Beehive 'Out of School' childcare provision has been setup to provide childcare facilities for Key Workers (as defined by the list on our website) **if they are unable to find any other alternative childcare options** (including other parent/partner/family member or ['childcare support bubble'](#) arrangement with friends and neighbours). Provision is also available to some restricted groups of vulnerable children (as defined by the list on our website).

The provision will initially operate Monday to Friday between 8.40am and 3.15pm (depending on the age of the child).

The information you provide to us regarding your status as a Key Worker, critical to the COVID-19 response, will be considered carefully, particularly if places become limited due to staff illness or the need to self-isolate.

Please help us to give the places to the children of critical Key Workers who have no other childcare options.

As part of the national lockdown, children and families are deemed to be safer at home in a situation where their social interaction/contact is limited.

Please do not put your child/family/household at further risk by using this facility unless absolutely necessary.

The more children we have, the less confident we can be about their safety and the safety of staff and their families from becoming infected.

If your child attends the setting you will need to abide by the following conditions of use.

ANY breach of these conditions will result in refusal to provide childcare for your family.

Terms and Conditions

Registration Information

- The information I provide to the school regarding my status as a key worker, critical to the COVID-19 response, or my ability to safely care for my child at home is true and accurate.
- If any aspect of the information I have provided changes I will inform the setting immediately by emailing or messaging the School Office.
- I have asked all emergency contacts for their permission to be named as an emergency contact and have discussed with them and agreed the possibility that my child may need to be collected by them in an emergency situation.

Drop off and collection

- My child will enter the setting through the specified entrance doors.
- I understand that no parent or carer will be allowed beyond the entrance door into the building (unless in a medical emergency) to reduce the risk of spreading any infection.
- My child will be 'dropped off' by a parent or identified carer (as named on our system) at the specified entrance door. If this changes I will contact the setting to inform them immediately.
- I understand that if my child is not collected by the specified time and the setting is unable to contact an identified parent or carer, the setting will contact Children's Social Care and/or the Police and follow their protocols.
- I understand that I should reduce social contact on the way to and from the setting and at all times in between in order to reduce the risk of spreading any infection.
- I understand that I need to ensure that my child is safe and closely supervised when on the school site. **They are my responsibility until they have entered the school building.** This responsibility is returned to the parent or carer once they have left the school building at the end of the session.

Health risks

- I understand that the setting, parents and carers need to undertake as stringent practice as possible to reduce the risks of transmission of the virus (and other illnesses).
- I understand that the setting is a childcare setting where my child will learn and play with other children. The setting is therefore unable to limit my child's social contact with other children.
- I understand that the adults working in the setting will try to maintain common sense in terms of social distancing whilst working with the children. However, they are caring for the children and therefore may work closer than the 2m distance that guidance currently recommends.
- I understand that whilst the setting will endeavour to regularly clean the areas used, will engage in frequent hand washing, will ask staff to abide by rules for good hygiene habits, we are unable to guarantee a virus-free setting.
- I will endeavour to ensure that my child is wearing clean uniform each day to reduce the risk of transmission.
- I will endeavour to shower/bath my child, including their hair, when they get home to reduce the risk of transmission.
- I understand that my child will be washing their hands frequently through the child care session. I will provide hand cream (labelled) if my child's hands become sore.

Clothing and belongings

- I will ensure that my child is wearing the correct uniform and shoes.
- I will ensure that they have all other items requested by the school including forest school clothes, wellington or hiking style boots and suitable winter items.
- My child will bring a coat and anything else requested by the setting.
- My child will not bring any items from home with them except necessary medication (handed to member of staff on arrival) and/or a healthy snack and packed lunch (if necessary).
- This restriction includes toys, electronic equipment, cuddly toys, comfort blankets, etc.
- I understand that all bags a child brings to the setting will be left in the designated cloakroom area and will not be brought further into the setting.

Medication/Illness

- If my child has medication for asthma, allergies or other conditions with a 'protocol' in place, I will ensure that they have the correct medication with them every day, in a labelled container. It is my responsibility to ensure that the medication is in date.
- I understand that if my child needs any other form of medication I will need to complete a 'Medication Form' (available from the school office). Administration of medication will need to be agreed by the Headteacher or other senior leader on duty.
- I will inform the member of staff on arrival if I have given my child any medication e.g. Calpol, before they come to the setting.
- I will not bring my child to the setting if they have any symptoms of COVID-19 (as explained on our website) or if anyone in the household has symptoms. I will isolate my child and the whole household for 10 days if this is the case and will inform the setting immediately by emailing or messaging the School Office.
- I understand that if my child becomes unwell during their time in the setting, they will be immediately placed in isolation (in accordance with government guidance) and I will be contacted and asked to collect them. If I can't be reached, the other contacts given will be called. I understand that the setting staff will not have to prove or justify their decision about a child's illness. If they think a child is unwell they will act on this and my child will be isolated and I will be called and my child will be expected to be collected as soon as possible.
- I understand that if my child falls dangerously ill the staff will contact medical services first before contacting me.

Food

- I know that my child will be able to have a free meal each day (for as long as this service is available) **if this is booked the day before**. If I do not book at least the day before, I will provide their lunch for them.
- I understand that the published menu may be subject to change at short notice and in the event that some meals are not available, food cooked will be 'child friendly' using the ingredients available. I understand that my child will be expected to take any alternative options offered.
- I understand that if ingredients become scarce my child may be provided with a cold meal or packed lunch instead.
- If I do not wish for my child to have a meal provided by our caterers, I will provide a packed lunch when I drop them off at the setting.

- I understand that the production of meals on site may have to stop at short notice.

Provision

- I understand that the provision is a childcare setting and not 'school'.
- I understand that my child might not be participating in the school's usual curriculum and will not necessarily be formally 'taught' in the usual sense.
- I understand that my child will likely follow the same distance learning activities and material made available to those not attending the setting.
- I understand that if my child has Special Educational Needs or Disabilities, the staff will do their best to cater for those needs but may not be able to, depending on capacity. If they have an EHCP it is unlikely we will be unable to meet the provision identified on it as this is no longer a school setting. I will speak with Miss Frampton or another member of the Leadership Team if I am concerned by this.

Behaviour

- I understand that the school's usual Behaviour Policy will still be applied in the setting. Existing approaches, sanctions and consequences will be used by all staff.
- I understand that the staff in the setting will expect my support if my child's behaviour is poor.
- I understand that if my child's behaviour is very poor, I may be asked to collect them earlier than intended.
- I understand that my child may be excluded from the setting if their behaviour is unmanageable by the setting staff on duty.

I understand that by bringing my child to The Beehive 'Out of School' childcare provision, I am accepting all of the above terms and conditions.