



Dear Parents,

We would like to welcome all the new children and returning children back to preschool. It has been a very challenging time, but all the children have settled to the new routine extremely quickly. It is lovely to be able to welcome them back - we have missed them!

There have been a few changes to our arrival & collection procedures, and we ask that you take time to familiarise yourself with them, to keep the children and staff as safe as possible

Kind Regards, The Staff at Putnoe Woods.

### New arrival & collection procedures

- Please maintain social distancing when dropping off and collecting your children.
- Only one adult to attend preschool for drop off and collection.
- Do not enter the inner hallway if someone is already waiting. Remain outside and wait.
- Hand gel is provided by the buzzer.
- All children and adults must wash hands on arrival into preschool.
- No adult is to enter the building unless essential (if children are upset or for settling visits). We will collect your child from you at the door and hand your child over to you at home time.
- If anyone wishes to speak directly to a member of staff, we will do this outside whilst maintaining a safe distance. Alternatively, we are happy to phone or email you.
- Between the peak hours of 9.15am-3.30pm we will use two separate doors for arrival and collection. Outside of these times please continue to use the front door.

#### Peak times 9.15-3.30pm

- Bluebell children will use the side gate for drop off and collection. The gate will be manned from 9.15-9.30am in the morning and you can drop off at any point during this slot. At home time the gate will be manned from 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will spread the flow of people
- Buttercups and Snowdrops children will continue to use the main door. Again, this will be manned from 9.15-9.30am & 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will allow us to spread the flow of people



### COVID 19 Symptoms

- If any child/staff member/parent/carer shows any symptoms (even mild) they must NOT attend preschool for at least 7 days. Anyone in the same household should self-isolate for 14 days. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- If a child develops symptoms whilst at preschool, you will be contacted to collect them and then should remain at home as above. Whilst your child is waiting to be collected, they will be isolated with a member of staff who may wear PPE (gloves, face covering & apron) in line with the protective measures issued by the government.
- You are encouraged to get tested and will have access to a test if you are attending a childcare setting from the 1<sup>st</sup> June. Parents / carers can call 119 to arrange
- If the test is negative, the child/staff member/parent/carer may return to preschool
- If a child or staff member that has attended preschool tests positive, you must inform us. Children and staff that have been in the same group or room will also need to go home and self-isolate for 14 days. We will need to notify Ofsted and Public Health England to obtain further guidance.

### Returning to Preschool

We currently have limited availability in Bluebells but plenty of space in Snowdrops and Buttercups for anyone thinking of coming back over the next few weeks. Please contact the office asap if you are thinking of returning.

Your preschool booking will be kept for September, but you will need to confirm you are returning by mid Aug - we will send a reminder nearer the time. If anyone is definitely leaving, please hand in your notice asap as we do have a large waiting list. Anyone going to big school does not need to hand in their notice.



### Fees

Please ensure all account balances are clear before the end of term. All invoices must be paid in full by this point.

The office is having to spend a lot of time reminding parents to pay their fees. This is time consuming and has a cost implication to the business. We keep our fees as low as possible and prompt payment of fees helps us to do this

### New menu

Due to difficulties in obtaining some foods and getting deliveries, we have had to review and change our menu.

The new menu is now on our website

[http://www.putnoewoodspreschool.co.uk/uploads/3/0/7/0/30700041/new\\_menu\\_june\\_2020\\_with\\_allergens.pdf](http://www.putnoewoodspreschool.co.uk/uploads/3/0/7/0/30700041/new_menu_june_2020_with_allergens.pdf)

Whilst we will endeavour to stick to this menu, there may be occasions where we may change it at short notice.

### Term dates

#### SUMMER TERM

Monday 1st June 2020 - Friday 17th July 2020

**If you have a funded child and you wish to attend outside of these days you will need to book and pay for those hours. Funding for school leavers ends on 17<sup>th</sup> July.**

47 WEEK CONTRACTED CHILDREN - we are closed for the following 2 weeks:

**SUMMER** 3rd August 2020 - 14th August 2020. Reopen Monday 17th August 2020

**Unfortunately, school leavers will not be able to attend preschool after the 31<sup>st</sup> August 2020, even if schools don't resume until later in September.**

#### AUTUMN TERM

Monday 7th September 2020 - Friday 23rd October 2020

**Half Term - 26th - 30th October 2020**

Monday 2nd November 2020 - Friday 18th December 2020

Pufnoe Woods  
Preschool



Newsletter  
June 2020