

JLR Play CIC

Our September 2020 delivery

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JLR Play CIC

Home From Home at Isleham

JLR Play CIC is really pleased to be returning to Isleham at the start of the new school year and we hope that you are all doing okay.

We are extremely aware that these last 5 months have been very frightening and full of so much uncertainty and it is important to remember that the pandemic will have had a significant impact on all of us in hugely different ways.

From the moment we return our primary focus will be to support 'The Whole Child' and our approach will include paying close attention to children's emotional and social needs, encouraging a healthy mind and re-building positive relationships at club.

There will be changes that may take a bit of time getting used to, but these changes are for the best to allow our service to operate as safely, smoothly, and as effectively as possible.

What will our service look like?

JLR Play CIC has made some key changes to our service which will be noticeable however we are confident that the temporary changes are necessary at this stage to keep everyone safe.

Our biggest changes will include small (bubble) groups, staffing, play space layout, refreshments, drop off and pick up times and how we communicate and share information with each other.

Cleaning and hygiene

JLR Play CIC will be making sure that additional cleaning takes place at club every day.

Children and staff will have access to Clinell antibacterial hand sanitiser as well as Clinell hand wipes during the session.

Staff will be using Clinell surface wipes for the equipment and resources storage crates, toilet and sink areas, soap dispensers and hand dryers, door handles, toasters, microwave, fridge, freezer and tables and chairs as well as Dettol antibacterial surface spray at the end of the session for toys and resources, the site phone and two-way radios, site tablet, site keys and individual A5 plastic stationary wallets.

Hand washing will take place before and after snack with the addition of sanitiser and wipes being used as they arrive at club, moving from table activities to floor activities, moving from the inside space to the outside space and before leaving club to go home.

Staff will make sure that all children are alternating between the use of both wipes and gel so that excessive use of any product does not cause skin to dry out or cause any irritation. We will also still be using our Little Ones and Mamia sensitive wipes for any sticky situations.

The toilet areas will still be in use and the toilets, hand basins, soap dispensers and hand dryers will be cleaned between each group usage.

Bubble Groups

JLR Play CIC will be operating with the same class (bubble) groups as the school to help reduce the risk of any potential spread of infection on site. JLR Play CIC staff will be allocated to and responsible for overseeing specific groups and they will remain with these groups until further notice.

All children will be required to stay within their allocated group throughout each session.

Staffing

JLR Play CIC staff will be responsible for their own allocated group or groups and this will include the set-up, signing in, general supervision both indoors and outdoors, snack preparation, signing out and pack away of each session.

Staff will only be handling their own allocated group or groups resources and equipment.

A designated member of staff will be responsible for all first aid on site during each session and will be using a designated first aid area.

The Play Space

JLR Play CIC will be operating the **After School Club** from the group room and the hall space.

The play space will be set up slightly different to allow each group to have their own identified area with space to put their belongings so that they are easy to access for being collected.

Indoor Play

When the children arrive, they will be guided to their play area and their belongings put safely out of the way.

Each group will have separate crates of toys, equipment and resources which will be labelled and stored together.

Each child will have their own labelled A5 plastic stationary wallet containing colouring pencils and/or felt tip pens, lead pencil, rubber, scissors, ruler and A5 paper.

These wallets will be stored in group crates and the children will collect their own wallet as and when needed and return them when they have finished so that they can be cleaned at the end of each session.

Outdoor Play

During **After School Club** each group will have their own outside play time within a designated space on the playground or field.

JLR Play CIC will be making sure that social distancing is taking place both inside and outside as much as possible whilst doing our best to support children's play and well-being.

Snacks and drinks

JLR Play CIC will continue to provide a light snack during **After School Club**.

Each child will have their own bowl, plate and cutlery for snack and all shared items such as spread containers and jars will be wiped between each usage.

All children will need to bring their own water bottle that can be refilled as and when needed throughout the sessions.

Where to collect from

All collections will be made at the reception gate and we will require you to wait outside until your child is brought to you at the gate and the handover of care has taken place.

During all collections, it is particularly important that you please maintain a safe level of social distancing.

After School Club finish times

To allow for a safe level of social distancing to be maintained there will be different collection times for each class group working with the school finish times so our delivery is as fair as we can make it, and these are as follows...

Reception – 5.00pm	(school finish is 3.00pm)
Year 1 – 5.05pm	(school finish is 3.10pm)
Year 2 – 5.05pm	(school finish is 3.10pm)
Year 3 – 5.10pm	(school finish is 3.15pm)
Year 4 – 5.10pm	(school finish is 3.15pm)
Year 5 – 5.15pm	(school finish is 3.20pm)
Year 6 – 5.15pm	(School finish is 3.20pm)

JLR Play CIC is very aware that these collection times will not be convenient for everyone but it is the only way that we can operate our service safely and responsibly, so it is essential that you stick to these collection times.

If you are collecting more than 1 child, then please arrive at the earlier collection time.

If you are arriving before 4.30pm or 5.00pm then please make sure that staff have been notified in advance.

Communication and signing paperwork

Communication between staff and parents will be limited to sharing and passing on essential information only when your child is collected.

If you need to talk to staff about any concerns or have any queries, then please do so by emailing the main jlrplaycic@sky.com address.

If there are any accident and/or injury forms that require a signature, staff will share this information with you and you will have the option to sign the forms or to give permission for staff to sign the form in your presence.

If you require any confidential meetings with staff, then please email jlrplaycic@sky.com to arrange a mutually convenient time.

Payments

All payment arrangements for **After School Club** will remain the same.

It is going to be extremely important that all fees are paid on time and in full so that all outgoing financial commitments can be met and JLR Ply CIC remains financially viable.

If you have any difficulties with payments then please email jlrplaycic@sky.com as soon as possible.

Any other information

New online booking system

JLR Play CIC will be introducing an online booking system at all sites ready for September (all being well!)

All new club users will be required to register and all existing users will be required to re-register using the new booking system prior to the start of the school year but once this registration has been completed then it will not need to be completed again.

The new online booking system will make a huge difference to our paper usage as we will not need to print registration forms and site registers.

All signing in and signing out of children will take place on a site table which will just need to be wiped over which will be safer and cleaner for staff.

The system will make bookings so much easier for you as users and will enable you to book for each half term or full term.

The system will offer you an 'at a glance' calendar feature to keep track of your monthly bookings and payments (where applied).

When the system is set up and ready to use you will be sent an email to begin your account set up.

Please note that the payment option on the site is not being used and your current payment options of direct bank transfer and/or childcare vouchers will remain the same.

Reducing the risk of infection on site

With the increased daily cleaning on site combined with the use of surface wipes, hand wipes, hand sanitiser and surface spray JLR Play CIC is confident that with patience, support, encourage and reassurance we will be significantly reducing the risk of infection on site however it does require understanding and co-operation from all of us.

If your child or any member of your household are showing any signs of feeling unwell then please stay at home.

If your child or any member of your household are displaying any symptoms of Coronavirus – a new continuous cough, high temperature and/or loss of taste or smell then please stay at home and self-isolate.

It is particularly important that JLR Play CIC are informed immediately so that we can seek the necessary advice and then take the required action.

There is likely to be further advice and guidance issued between now and September so as and when this happens JLR Play CIC will update you with any changes to the service.

Thank you so much for your continued support and understanding during these still uncertain times!