

University of Nottingham

Childcare Services

Guide to changes during the coronavirus pandemic for staff and parents

This booklet contains important information for staff, parents and for parents to share as appropriate with their child / children. Please take the time to read this carefully.

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1. Introduction

This guide for use by staff, parents and to help prepare children for when they return to or start nursery, informed by a rigorous review of our risk assessments and the measures we need to take to help keep staff and children as safe as possible whilst we acknowledge we cannot eliminate all risk.

We have also studied guidance from the government, in particular:

- Actions for education and childcare settings to prepare for wider opening from 1 June 2020
- Covid-19: cleaning in non-healthcare settings
- Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
- Staying alert and safe (social distancing)
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
- Stay at home: guidance for households with possible coronavirus (COVID-19) infection
- Coronavirus (COVID-19): safer travel guidance for passengers

We have also explored measures taken in other countries such as 'A guide to the gradual, controlled reopening of daycare in Denmark from the Danish Health Ministry'). We have shared experiences with other settings that have remained open during this pandemic to date, for example, we are members of an H.E. Childcare Network group. We have participated in teams meetings with the local education authority and other providers and have followed media coverage of the experiences children are having in other countries such as France and Germany.

We do not know how long social distancing measures will be in place and therefore what we cover within this guide will apply until government advice for the early years sector changes. This does mean that this guide is our new 'normal' and could be for a long time to come.

We welcome your feedback and if there are any areas that we have not covered that you would like further information on please email:

Childcareservices@nottingham.ac.uk

Our primary aim is to provide an environment that is as safe as we can possibly make it for staff and children where children can flourish and have a fun time at nursery. Working together we can help children adjust to the changes and ensure nursery continues to be a warm, welcoming place to be where their safety and emotional well-being needs are being cared for.

As government guidance changes we will continue to review our risk assessments and therefore our practice in as timely a manner as possible. We will continue to communicate with you when changes occur.

2. Social Distancing

All Childcare Services staff will continue to follow the 2m social distancing measures wherever possible. At times staff will need to pass each other however this would only be for the very shortest of times and staff will ensure that they are facing away from each other when doing this. We have changed practice in many ways to ensure that this can be maintained. Childcare Services staff have received an induction into our new ways of working.

All of our units in both of our buildings are now open. Each unit will have 1 bubble with a maximum of 16 children. Staffing levels will vary in accordance with the age of children accommodated and the number of children. We have supernumerary staffing in each unit to ensure that we can cover staff absences without the use of agency workers. Children will remain in their bubbles at all times with their key persons and whilst they can see other children in other bubbles (outdoor areas), they will not play or socialise with other bubbles in the building. Whilst staff are allocated to a specific bubble we may on occasion have to make adjustments to this. We have a 14 day period between staff covering in different bubbles, and this is usually undertaken by the Senior Early Years practitioners.

Children will be able to play freely with their friends in their bubbles and we will be supporting them in developing safe behaviours at nursery. We will be discouraging children from hugging and kissing their friends and will support them to find new fun ways of interacting without the really close physical contact that occurs during hugging and kissing. Children in their bubbles will be able to play alongside each other, work on shared projects together, and will continue to experience the full Early Years Foundation Stage curriculum. Keyworkers will interact with children and will not maintain social distancing with children in their bubble. If a child needs a cuddle, first aid, sun cream applying, support with toileting and more key persons will engage with children and support them as needed.

Organising our units/bubbles in this way ensures that where a confirmed case of coronavirus occurs, only the bubble that the child/key person has been in contact with will need to self-isolate for 14 days rather than us closing down the whole setting. Bubble groups also enable staff to really support children in this time of change whilst the new normal is established.

We are going to extraordinary lengths to try and make nursery as safe as possible for staff and children and therefore for their families too. Where we become aware of a breach of social distancing outside of our setting and where this is not related to somebody's work requirements (for example, doctors/surgeons who have to work in close proximity at times with others) and this breach is confirmed we will insist of a minimum of 14 days self-isolation before the staff member / parent and child can re-enter the setting. For Childcare Services staff members this will lead to an investigation under the University's disciplinary procedures where appropriate. Where this a parent and/or their child outside of the setting, we reserve the right to withdraw a child's place in our service. We take such incidents very seriously and respect for each other, all of our health and safety is paramount. Please note children cannot attend another setting or community group whilst attending one of our settings unless social distancing is maintained at all times and there is no sharing of equipment/tools etc.

3. Key persons

Your child may not have the same key person that they had when our services were withdrawn at the end of March. You will be informed by the Senior Early Years Practitioner who their key person is. We will endeavour where possible to allocate children to a key person who is known to them. We follow the government guidance on social distancing and where staff have vulnerabilities, referrals are made to our Occupational Health service for a Covid-19 Risk Assessment. As circumstances may change for staff we may, on occasion, have to change your child's keyworker. Where this occurs you will be notified at the earliest opportunity of any change we have had to make although for GDPR reasons we will not be explaining why we have had to make this change.

Senior Early Years practitioners will be supporting key persons in their roles however will maintain social distancing from staff and children wherever possible. Seniors will continue to support bubbles to ensure children and staff are as safe as possible and have the resources required to undertake their roles.

As children are going to be cared for in a set bubble they will attend at a specified time which will correspond with staff shifts. Staff from the bubble will be there when your child arrives and will be there until your child leaves at the end of the day. Session times have been set for 8 hours and 15 minutes per day.

When a key person is on annual leave or sickness absence, a Senior Early years practitioner will step in and undertake that key person's role with the children, subject to staffing levels and the need to maintain regulatory staff:child ratio's. There will be a minimum of 14 days once the Senior is no longer needed to cover that bubble, before they can cover in another bubble within the setting. This ensures that we minimise the risk of a Senior spreading coronavirus from one bubble to another and therefore limits the potential disruption to families who use our services.

We will not be employing agency workers for the foreseeable future. Agency workers have not been fully inducted by us and for safeguarding reasons could not be left unsupervised with a group of children. There may be times when we are unable to adequately cover a bubble/s and may need to temporarily withdraw our service for a specific bubble/s until we have sufficient staff to keep our service safe. We will keep you informed and whilst respecting a staff member's right to privacy will provide as much of an explanation as we can as to why we have had to take this action.

4. Occupancy levels

Occupancy levels have been reduced for all units due to the new measures now in place and therefore we are unable to keep our occupancy as high as it was previously. In keeping with government guidance priority for sessions will be given to staff / students of the University who are key workers (as defined by gov.uk).

As social distancing measures are relaxed we will review our occupancy levels accordingly.

5. Drop off and collection of children

Parents will no longer be able to access our premises. Please DO NOT use the finger print reader to enter the building.

Only 1 parent is allowed to drop off / collect a child. This will minimise any congestion around the settings when children are being dropped off/ collected.

Please note that the pram store will not be available until social distancing measures are removed. Therefore if you use a pushchair to bring your child to nursery or need to leave a car seat at nursery you will need to take this with you after drop off. We are aware that sometimes one parent drops a child off and another collects. Where using pushchairs or car seats you will need to make arrangements with the other parent for handing over this as we will not be able to have such items stored at nursery.

DO NOT attend nursery if you (including Childcare Services staff) and/or your child has any coronavirus symptoms. Please telephone the nursery / playcentre and let us know so that we can monitor attendance carefully. Childcare Services staff receive priority for coronavirus testing (as essential key workers) and are to organise this as soon as symptoms appear. Children can also have a Coronavirus test and you must organise this if your child has any Covid-19 symptoms. It is very important to keep childcare services informed if your child has developed symptoms and/or if you have booked a test, you can do this by emailing childcareservices@nottingham.ac.uk at any time including evenings and weekends to allow us to monitor any situations across our service. This ensures that we can organise deep cleaning of the units before staff and children access these areas. We also ask you to email any confirmed results as soon as possible.

If your child is not going to attend nursery please telephone us as soon as possible to let us know with an explanation of why they will be absent.

We will not accept children who have been given paracetamol suspension prior to coming to nursery unless this is prescribed for a non-covid related illness that does not pose a health risk to other children and you bring the bottle with the prescription label clearly visible.

Children are not allowed to bring any toys, blankets or comforters from home to nursery. We will not be accepting dummies for children who are 2 years old and over.

Children will be supported by staff to carry their own small bag where appropriate to do so into nursery at drop off time and out of nursery at collection time. This bag should contain a spare set of clothing (please do not put anything else in the bag), coat and sun hat. As winter approaches and as we will still be using the outdoors as much as possible please ensure that we have a pair of wellies for your child that can remain at nursery. Please ensure that you send children with suitable clothing as all children will participate in outdoor play.

Please do not send your child to nursery in a face-mask or with a face covering as this will not be allowed within our settings. Staff will not be wearing face-masks however we will support children to develop good personal hygiene practices and safe behaviours.

If you need to hand over medication, an administration of medication form is circulated to all parents via email. Please place medication and the form in a separate plastic bag to hand over to the person receiving your child. Once the key person checks this we may have to follow up any queries by telephone. We will provide you with any accident forms relating to your child and confirm any administration of medication that has occurred. Where we provide hard copies for you you are not required to sign during the Covid-19 pandemic. You will receive notification of any medications given to your child and accidents via IConnect. We have also circulated an previous incident form that all parents will need to complete where a child has had an accident or received an

injury outside of our setting. Please pop this into a plastic bag to handover to staff at drop off. Please check your child's bag daily.

Units will be cleaned at the end of each day so any artwork that your child has completed must be taken home daily.

Please note that we cannot accept children at the allocated drop off time if for some reason staff from the bubble are delayed. As soon as staff arrive you will be able to leave your child. Likewise staff from the bubble will be unable to finish work until all children from the bubble have been collected.

If you have any messages for your child's key person we kindly ask that you email this to us as this will help keep waiting time for parents and children to a minimum. Key persons will use the I-connect system to share any relevant information with parents. Please email: childcareservices@nottingham.ac.uk

Please help us to keep everybody as safe as we possibly can.

Day Nursery and Playcentre drop off / collection for children:

As parents are now not entering the building we need to keep everyone safe when they are dropped off and collected from nursery. When dropping off or collecting your child please make sure children are not playing with each other outside the setting. Each unit / bubble will have their own drop off and collection points with set bubble times and they are as follows:

Little Explorers 1 Unit (bubble time 8.45am-5.00pm) and Little Explorers 2 Unit (8.30am-4.45pm): The drop off / collection point will be the main day nursery entrance. Please do not use the fingerprint reader, a member of staff will look out for parents arriving and will notify the unit to collect your child. We will not receive children until the allocated drop off time. Please maintain 2 metres social distancing at all times from the staff member. Where you need to physically hand over your child or receive your child, please keep this to a minimum and step back once the staff member has your child or you have your child.

Super Sharks 1 Unit (9.00am-5.15pm) and Super Sharks 2 Unit (8.30am-4.45pm): The drop off / collection point will be the gate into the pre-school playground. Please do not try to open this gate as it will be bolted on the inside. If you arrive later than your scheduled drop off time or earlier than your scheduled collection time, please look through the window of the main office to let staff know you are there. We will then arrange for somebody to open the gate and receive / hand over your child. Where possible this will be your child's key person. We will not receive children until the allocated drop off time. Please maintain 2 metres social distancing at all times from the staff member.

Friendly Foresters Unit (8.30am-4.45pm): The drop off / collection point will be at the Playcentre main entrance. Please do not use the fingerprint reader, a member of staff will look out for parents arriving and will notify the unit to collect your child. We will not receive children until the allocated drop off time. Please maintain social distancing at all times from the staff member. Where you need to physically hand over your child please keep the time taken to do this to a minimum stepping back once you have handed over / received your child.

Woodland Wanderers Unit (9.00am – 5.15pm) and Tree Tops (8.30am - 4.45pm): The drop off / collection point will be the gate at the side of the Playcentre which leads onto the playground area. Please DO NOT open this gate. If you arrive later than your scheduled drop off time or earlier than your scheduled collection time,

please look through the window of the main office to let staff know you are there. We will then arrange for somebody to open the gate and receive / hand over your child. Where possible this will be your child's key person. We will not receive children before the allocated drop off time. Please maintain 2 metres social distancing at all times from the staff member.

Further Information for drop off / collection times:

Markings are placed 2 metres apart outside the gate / main entrances so that parents can socially distance from each other should a number of parents arrive together. Please do not let children play together whilst waiting to enter the buildings. Please be patient. Where children are from different units, children will be taken separately to hang up their coats and bags and then to wash their hands before they can join their bubble.

If you arrive by car and attend the Playcentre, do not park outside the Playcentre where parents and children will be waiting to enter. Should we find that this is posing a safety hazard we will stop access to the slip road outside the Playcentre. If you are able to park outside the Sports Centre or on Beeston Lane this would be very much appreciated. Day Nursery & Playcentre parents can use the marked out parent and child parking spaces at the front of the Day Nursery building.

6. The curriculum

We will be offering the full Early Years Foundation Stage areas of learning to the children albeit in a different way. We will only be able to offer free flow for children where they can move freely between different areas and between indoors/outdoors when set spaces are available for the children and only used by the one bubble at all times. In addition we will not be able to undertake any off site outings. We can continue to use the pushchairs for nursery walks with the younger children. We have also had to cancel the French lessons, swimming and Forest School and will not be able to have visitors to the settings (such as paramedics, police, fire service, local artists) until social distancing measures are lifted. We have had to remove some activities that pose a higher risk of cross contamination such as sand play. However, we will be offering activities such as painting, drawing, collage and many more creative activities, playdough (each child will be given their own playdough and own tools to use with it, not sharing with each other and it will be thrown away at the end of the activity and tools sanitised after use), construction activities, let's pretend (although dolls will not have clothes or blankets and play food has been removed), books (a more limited range whereby covers can be wiped clean, books will be regularly rotated so that children still have access to a range of books), IT activities on the Ben Q board and use of scooters / tricycles/ other large muscle based play and more. As much of the curriculum as possible will be delivered outdoors for the children as we know this is a much safer environment for them. Seniors will support key persons in preparing resources for bubbles to use so that key persons can focus on being with the children.

We will continue to use I-connect to make on the spot observations of your child and to track their progress ensuring that the curriculum is appropriate to the needs of children and the right support is being provided. Seniors will continue to do cohort tracking that will help us to identify if there is any additional support or resources required and to ensure that children are making excellent progress in all areas of learning.

Windows will be open throughout the day to ensure maximum ventilation possible indoors.

7. Meal times and hand washing

We have had to make some adjustments to our meal times in terms of routine and foodstuffs provided. Snacks and lunches will be in sittings where numbers of children are high to ensure that children are not sitting too closely together at these times. Where weather permits children may be eating outdoors and snacks may be picnic style with children still spaced suitably apart.

No staff member other than the Chef or kitchen assistant can enter the kitchen. Staff will knock on the kitchen door and then will let the chef or kitchen assistant know that the trolley / trays are ready. The chefs will ensure that food trollies / trays are ready for collection by the designated meal / snack time for the children. As the kitchens at both the Playcentre and Day Nursery are small we can only have one person at a time working in these spaces. Therefore meals have to reflect that where there are normally 2 people working over the key period of the day in preparing / cooking and cleaning up we now will have only 1 person.

Unfortunately children will no longer be able to serve themselves foodstuffs or drinks and staff will plate up meals for children. Likewise children will no longer 'slop out' after meals (scrapping their own plates and stacking them etc) nor will children be able to set up the tables for meals / snack.

Meals provided will vary according to drop off / collection times. Breakfast is served to children who arrive at 8.30 am so please ensure your child has had breakfast if your arrival time is later than this. We continue to serve snacks, lunch and a tea, that are balanced nutritionally using the Nutmeg menu analyser, allergens programme and recipe analyser. We will ensure children are offered drinks regularly throughout the day as they will be unable to access the water cooler all of the time. We may need to change the menus at times if we are unable to get the foodstuffs required (for example, substituting one vegetable for another).

Children with moderate to severe allergies will still have individual menus and bubble staff will have a copy of this. A staff member will sign the individual menu at each meal to ensure that the child only receives foodstuffs that are safe for them.

We have organised staff shifts so that staff will only have half hour lunch break. These will be staggered so that only 2 staff in the setting will be in the staffroom at any one time.

We are no longer able to accept birthday cakes or treats to hand out to the children from parents. We will however continue to celebrate special occasions and on children's birthdays they will have a birthday cake decorated by our chef.

Children will be washing their hands regularly throughout the day (when they arrive at nursery and before they leave nursery, when they go outside, come indoors, start/finish an activity, before / after meals, after using the toilet and each time they sneeze/cough). Children will wash their hands for a minimum of 20 seconds in running water and use soap. We do not use bars of soap and our soap dispensers have sensors

minimising the contact made to dispense soap. We use paper towels. We have hand moisturiser available where needed. Staff will carefully supervise children during hand washing to support their skills in doing this correctly. We also have hand-washing posters by the sinks as a visual reminder to children.

8. Bathroom times

Children will be taken to the bathroom at regular intervals throughout the day in their bubbles. We will no longer be able to let children independently use the bathrooms. Where children need to use the bathroom outside of these bubble visits, children will be supervised at all times. Key persons will be supporting children to develop good personal hygiene practices and role model these behaviours.

Where needed children will be allocated a potty for their own individual use. This will be sanitised after every use and labelled with the individual child's name. These will also be stored appropriately when not in use. Children who need nappy changes in Supersharks 1 will use the changing facilities in Supersharks 2 bathroom. Staff will ensure that the bathroom is not in use by any other children from a different bubble. Woodland wanderers children can use the nappy changing facilities in their bathroom as previously, ensuring that the bathroom is empty and not in use by any other children from a different bubble. Enhanced cleaning measures are in place.

We will no longer be able to sluice children's clothing or wash it. Where your child has a toileting accident we will double bag their clothing and put this in your child's bag to take home. Please check your child's bag each day!

9. Staff / children developing coronavirus symptoms in the setting

Where staff develop symptoms they will be sent home immediately and as noted earlier apply the same day for a coronavirus test as a key worker. They will self-isolate in accordance with government guidance. The Senior will step in where required and take on the duties of the key person. Children will be removed from this area immediately and another manager / designated person will ensure that the area is thoroughly cleaned before the bubble can be returned.

Where a child starts to show any of the symptoms associated with coronavirus, the child will be taken immediately to our isolation room where possible by their key person (some staff have vulnerabilities whereby they would not be safe to do this). They will take with them their coat, bag, hat and anything that needs to go home with them. At the day nursery this is what was Little Explorers 2 sleep / quiet room and at the Playcentre this is the amazon room. These rooms have been stripped of all furnishings and curtains, all displays have been removed and they have been equipped with aprons, gloves, sanitiser, face masks (only to be used where social distancing of 2m is not possible), eye protection (where a child has a cough and/or is vomiting) and other items that may be needed. All staff have been inducted and assessed in the safe donning and doffing of PPE. There is a washable sleep mat and a washable sleep bed in each isolation unit and a selection of toys, easily washable, for a child to play with whilst we wait for parents to collect their child. At the Day Nursery children where possible will be taken outside and down the path to the external door of the isolation room, avoiding accessing the isolation room through the building. For children in Tree Tops who are indoors on the first floor access will be down the stairs and entering the

amazon room by the door opposite the bottom of the stairs. Where a child from Tree Tops is already outdoors access will be through the main door and the first door on the left that leads into the Amazon room. Parents will be notified immediately and asked to collect their child as soon as is possible. On arrival at the day nursery they will be directed to the top gate to collect their child again avoiding the need for the child to move through the building. At the Playcentre the staff member will hand over the child at the main entrance door. Parents will be asked to keep their child off nursery for 14 days unless their child has had a coronavirus test that is negative. Proof of this will be required before we allow a child to re-enter our services before the 14 day period has ended. Please email the test results to childcareservices@nottingham.ac.uk at the earliest opportunity.

Children will be fully supported by staff as appropriate. Strategies are in place to minimise the risk of cross infection and we recognise that if a child is unwell they will need additional support.

Once the child has left the isolation unit, the staff member in the isolation room will sanitise the area. The manager on duty will contact Estates who will attend and conduct a deep clean of the isolation room.

Where a positive test for Covid-19 is made for either a staff member or child, the bubble (including the person who covers for the key person) will be asked to self-isolate for 14 days.

All Childcare Services staff have been asked to bring a spare set of clothing to leave at work. If they need to go into the isolation unit with a child, they can change their clothing, putting their worn clothing into a plastic bag, double bagging this to take home. Staff will put this in their locker until their shift ends. After thoroughly washing their hands they can then return to their bubble. Any PPE used in the isolation unit and cleaning materials are double-bagged, put into the designated storage area for 72 hours before putting into the bins.

Where there are 2 suspected cases of coronavirus and no test result has been received, and/or where a case has been confirmed, advice will be sought from Public Health England as to the appropriate action to take. We are required to inform Ofsted of any confirmed case of coronavirus.

10. CCS Year Plan

We do not know how long this situation will last and it could be for some time. Therefore when planning for the year ahead we have made the assumption for planning purposes that social distancing measures will be in place. To this end we have:

- Cancelled the 2 inset training days for staff
- Cancelled access to all external / internal training for staff (where essential training is required this will be on-line, completed in the staff's own time and payment in lieu of the time to complete the training will be made to staff)
- Cancelled all team meetings (monthly supervisions for staff will continue however this may be before / after a staff member's shift and payment made to cover the additional time worked where this has not been accrued due to children from their bubble leaving nursery early)
- Cancelled study leave for staff

We have also had to rethink our annual leave policy as it would be impossible to maintain safe working practices with bubbles where staff had to take their annual leave

staggered throughout the year. Therefore, subject to any subsequent changes in government policy, **Childcare Services will close for the first 3 weeks of August in 2021.** Parents will not be charged for this closure. Staff will therefore use 3 weeks of their annual leave at this time, leaving a further 2 weeks that they can choose. However to ensure we can maintain bubbles and ensure that Seniors can step in to cover key persons annual leave within their unit, staff will use their annual leave in weekly blocks. For staff in job share roles they will co-ordinate their leave with their job share partner so this is taken as a one week block. Only 1 week per unit can be booked per month and there has to be a minimum of 14 days between each block of 1 week (ensuring that the Senior does not have to cover another bubble for this time period). Only 1 Senior will be on annual leave at any time. This enables the bubble system to operate effectively, ensures staff and children's safety as much as is practicable and minimises the risk of having to close parts of our service throughout the year. Should restrictions be lifted, we will review the situation and where possible increase flexibility for staff regarding their annual leave. We realise that this is a significant change to our usual practice however unlike schools we do not have closures at half term / end of term and due to the need to maintain our control measures to stop the spread of coronavirus, extraordinary measures have had to be taken.

11. Travel abroad and returning to the UK

A completed 'travel abroad and returning to the UK' form is required to be completed by person's who have travelled abroad, have returned to the UK or are due to return to the UK and are due to attend Childcare Services within 14 days of arriving in the UK. This form has been emailed to all staff and parents using our service. This form needs to be completed and sent by email to childcareservices@nottingham.ac.uk prior to your child returning to nursery. All quarantine guidance must be followed. Please refer to the latest government guidance regarding self-isolation requirements in England using the link below:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england>

12. New Admissions

We realise that this is a very difficult time to start your child in a new nursery as on site show-arounds and our usual one-month of pre admission visits, with parents initially on site, cannot take place. However, we do offer an MS Office Teams show around where we can answer your questions, an outdoor pre-admission visit (1 parent and child who is starting our service) with appropriate social distancing and a teams meeting with your child's key person. We will use I-connect to communicate regularly with you about how your child is settling in and to share photographs of your child's day. Please do not hesitate to contact us if you have any questions or concerns.

13. Useful links

The following links may be useful. Childcare Services staff have been required to read all of the following:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

<https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>

You may also like to read the early years guidance:

<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>

14. General

I realise that this is quite a lengthy booklet with lots of information however we are aiming to be as transparent as possible about how our offer for staff, parents and children has had to change during this coronavirus pandemic. We realise that the coming year is not going to be the same as previous years and that many of the things we have done in the past have had to change. At the heart of this is our aim to put sufficient control measures in place to minimise disruption as much as is possible and to keep children, their families, staff and their families as safe as possible. We want nursery to be a fun place to be albeit in a different way. We want children to enjoy coming to nursery, to be well prepared for going to school and to continue to have a love of learning, to be excited about new experiences, to actively explore and investigate the world around them whilst keeping as safe as possible. We are sure that there will be some 'bumps' along the way however we approach this with a can-do team based approach and will work hard to adjust what we do and how we do it when this is needed.

We would like to thank the Childcare Services team for all their hard work and effort in reviewing almost every element of our practice in order for us to keep our services safe and operational. Their dedication and commitment to each other, to the children and their families and to the wider University is evident and without the team effort we would not have been able to open.

We would like to thank parents who have emailed us with their thoughts that have helped us to identify some of the concerns that parents may have and we hope that we have managed to address these within this booklet and that parents feel reassured that their child remains at the heart of our planning.

We welcome feedback so please share your thoughts with us as this can help shape practice going forwards.

Sue Mellors and Gemma Wilshaw

Childcare Services Manager