



# Information Booklet Coming to Preschool & After School Club 2020

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**All parents must read this booklet to familiarise themselves with the information prior to bringing your child into school to ensure we all play our part to keep our environment as safe as possible.**

### Note from Georga & Conor

We would like to take this opportunity to welcome everyone to your Child's Play Early Education. This is unprecedented times and we want to reassure you that we are doing everything we possibly can to ensure the safety of the entire creche community.



Our policies and procedures are underpinned by the Covid-19 Return to Work Safely Protocol 1 – 7, Planning and Preparing. Tusla: Childrens Services Regulations, Guidance Document for Early Years Services: Covid-19 & Covid-19 Infection Prevention and Control guidance for settings providing childcare during the Covid-19 pandemic HSE documents.

All recommendations in these documents have been implemented to ensure the safety of the entire creche community. All of our staff have undergone 3 training sessions to ensure they know how to deal with all eventualities. The Covid Response Team have undergone an extra training course to ensure they can respond to all enquiries or concerns.

We understand that you may have some questions and concerns and are asking you to read through this document and if there is anything else you would like to know please contact us on 045 448 400 or email us on [info@childsplaycreche.ie](mailto:info@childsplaycreche.ie) and we will be able to answer any of



your questions. We have also uploaded information to our website: [www.childsplaycreche.ie](http://www.childsplaycreche.ie) for you to review.

We are looking forward to working with you all throughout this year and how to make this an extremely enjoyable experience for all the children.

See you all soon,

Georga & Conor

**Our Covid  
Response Team**



**Our Covid Response Team have been working hard all summer to ensure that everything is ready. We reopen our Newbridge service on the 29<sup>th</sup> June for full time children. On the 26<sup>th</sup> August we are reopening our Newbridge service for our ECCE and after school children and reopening our Kildare service for Breakfast club and After school. On the 31<sup>st</sup> August we are reopening our Kildare ECCE classes.**

**Our Covid Response Team is:**

Georga Dowling  
Conor Wafer  
Susan Lawlor  
Amanda Collins  
Emma Fullam

**A copy of our full policies are on the website under Covid-19 Info on [www.childsplaycreche.ie](http://www.childsplaycreche.ie)**

**Our number is: 045 448 400 / 087 404 2957**

**Our email is: [info@childsplaycreche.ie](mailto:info@childsplaycreche.ie)**

## Preparing your child for preschool.



### What is different in the classroom?

We have hand sanitising units beside each door to the preschool/afterschool club.

Children will sanitise/wash their hands, on arrival into the preschool every day. Hand washing will be done regularly.

The staff will only be wearing masks / visor while parents are settling in children with the ECCE. Once the parents have left the teachers will remove their visors/masks

The layout of the classroom and the toys is the same. The children will be encouraged to play the same way; ensuring sneezing and coughing etiquette.

All equipment is separated and cleaned between the preschool and the afterschool classes.

There are some useful links on the DCYA First 5 Document. Please click on the link below

<https://first5.gov.ie/userfiles/files/download/f5742f7f8e7278c5.pdf>

Here is a lovely 2 minute video about returning to preschool:

<https://www.youtube.com/watch?v=W7Ht22sy7wU&feature=youtu.be>

Please ensure your child is familiar with hand washing. Here is a short video to show you how to correctly wash hands:

<https://www.youtube.com/watch?v=EfQvLT0sKNc>

If your child or a member of your household is high risk please let us know. If you have any concerns please email us on [info@childsplaycreche.ie](mailto:info@childsplaycreche.ie) or call us on 045 448 400.

## Settling into Preschool

Our preschool class will start back on Monday 31<sup>st</sup> August 2020. We are expecting our children to take some time to settle into their new routine having been at home for so long during Covid. We are very aware of children's emotions and their attachment to their families so we expect that some children will find the transition more difficult than others.

In light of this we will be settling the children in for:

40 minutes on Monday 31<sup>st</sup> August

50 minutes on Tuesday 1<sup>st</sup> Sept

2 hours on Wednesday 2<sup>nd</sup> Sept



We hope that this will make the transition as positive and easy as possible. On the first two days the children will be divided into 3 groups and will attend only with this small group. On the Friday we will bring the class all in at the same time. We will contact you with the time your child will be settling in.

On Monday parents can enter the pod with their child if needs be in full PPE which we will supply to you.

We will always call you if your child is not settling to afford you the opportunity to arrive earlier to collect your child. The settling in experience may be different for each child and we respect that. Constant communication is imperative for us to understand your child's needs. So please talk to us all the time. You are their voice.

## Drop and Collecting your child:

Each classroom is now called a Pod. Each pod has been colour coded. The colours of our Pods are: Blue and Red.

Next week we will upload a video of how to drop and collect your child. It will be on our website at, [www.childsplaycreche.ie](http://www.childsplaycreche.ie)



You may only arrive at your allocated time. You need to queue up at the blue footprints outside the gate of the yard and someone will come and collect your child. Parents are not allowed into the school yard or into the Pods.

You need to social distance when dropping and collecting. It is important you do not wait around outside when you drop your child as other parents are trying to queue up to drop their child.

When you collect your child, it is the same procedure. You queue up on the footprints and we will bring your child out to you. No parents are allowed access to the pods (outside of the first day of settling in).

If you need to collect your child early or drop them later, you need to call us and let us know your arrival time and we will go out and meet you at the footprints.



## Communication for Parents/Guardians:

You can call us at any time on 087 404 2957 and speak to your child's key person. If you would like to talk about something in detail, we can organise a meeting. If we or yourselves have any important or sensitive information, please contact us by phone to pass this over as there is not any privacy at the drop and collection points. We will call you with a handover if we need to give you any sensitive information about your child. This will not be handed over at the door to you.



Our curriculum meetings and parent teacher meetings will be held by zoom if face to face is still not recommended. Links and times will be organised with you nearer to the time.

We believe that open, honest and transparent communication are the cornerstone of building a positive relationship, therefore, it is important that the face to face restrictions do not hinder that. There are lots of ways for us to communicate and we encourage parents to use these methods instead.



## Calendar for Preschool & Afterschool:

Please see the calendar on the next page.

This year we will be holding meeting online through zoom where possible to avoid any direct contact. It is important that you try to attend these meetings.

Communication will be done through the website, [www.childsplaycreche.ie](http://www.childsplaycreche.ie), group messaging, phone calls and emails where possible.



# Child's Play Early Education ECCE Calendar Kildare 2020 - 2021

Holidays/Closures <span style="background-color: #00FFFF;"> </span>							Key Dates <span style="background-color: #FFD700;"> </span>							Pre-school Starts / Ends <span style="background-color: #90EE90;"> </span>						
<b>August 2020</b>							<b>September 2020</b>							<b>October 2020</b>						
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
<b>November 2020</b>							<b>December 2020</b>							<b>January 2021</b>						
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
<b>February 2021</b>							<b>March 2021</b>							<b>April 2021</b>						
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa
31	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	
<b>May 2021</b>							<b>June 2021</b>							<b>July 2021</b>						
Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
<b>August 2021</b>							<b>Key Dates</b>							<b>Key Dates</b>						
Su	M	Tu	W	Th	Fr	Sa	School Year Starts		31 <sup>st</sup> August		Winter Concerts		16 <sup>th</sup> December		Parent/Guardian – Teacher		4 <sup>th</sup> – 6 <sup>th</sup> May		New Pre-schoolers visit	
1	2	3	4	5	6	7	Curriculum Meetings		7 <sup>th</sup> – 11 <sup>th</sup> September		Graduation Ceremonies		21 <sup>st</sup> – 22 <sup>nd</sup> June							
8	9	10	11	12	13	14	Parent/Guardian – Teacher Meetings		23 <sup>rd</sup> – 27 <sup>th</sup> November											
15	16	17	18	19	20	21	Open Evening		10 <sup>th</sup> December											
22	23	24	25	26	27	28														
29	30	31																		

## New forms for Preschool & After School:

Please see attached some new forms to be filled out.

- ✓ Parent Declaration form
- ✓ Return to preschool / school form
- ✓ Contact details form



If you have visited or have someone visiting, you from outside of the Republic of Ireland you and your household will need to quarantine for 14 days.

If your child or a member of your household is showing any cold or flu like symptoms you will need to keep your child out of school.

We will be taking temperatures throughout the day in the school and if your child gets a temperature, or becomes ill, we will be contacting you immediately for you to collect your child.

## Return to Childcare Setting Parental Declaration Form

Child's Name:	Manager Name:
Parents/Guardians Name:	
Name of Setting:	
<p>This form is to be used when children are returning to the setting after any absence.</p>	
<p>By signing this declaration, I am saying that:</p> <p>I have no reason to believe that my child/children has/have an infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from childcare services.</p> <p>I have not, nor any of the people within our household, been out of the Republic of Ireland within the last 14 days.</p> <p>I have not, nor any of the people within our household, experienced any flu type symptoms (high temperature &lt;38 degrees, cough, sneezing) within the last 14 days</p> <p>Signed _____</p> <p>Date: _____</p> <p>If you cannot sign this declaration, please contact a manager on 045 448 400 to discuss the reasons prior to bringing your child/children back to the service.</p>	

## Return to Setting Form for Children

<b>Childs Name:</b>		<b>Manager Name:</b>
<b>Parents/Guardians Name:</b>		
<b>Name of Setting:</b>		
<b>Questions regarding COVID-19</b>		<b>Yes / No</b>
1. Does your child have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2. Has your child been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3. Is your child a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)?		
4. Has your child been advised by a doctor to self-isolate at this time?		
5. Has your child been advised by a doctor to cocoon at this time?		
6. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your child's safe return to the setting. Further information on people at higher risk from Coronavirus can be accessed <a href="#">here</a> .		

\*if you are unsure whether or not your child is in an at-risk category, please check with Management

\*\* If your situation changes after you complete and submit this form, please tell management.

## Checklist No. 8 (Parents/Guardians)

### COVID-19 Return to Work Safely Protocol - Checklist No. 8 Parents/Guardians

This checklist has been developed to help inform parents and guardians about what they need to do to help prevent the spread of COVID-19 in the setting. Providers and families must work together to protect everyone at the setting and in the community. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

	Control	Please tick
1.	I am keeping up to date with the latest COVID-19 advice from Government	
2.	I am aware of the signs and symptoms of COVID-19	
3.	I know how the virus is spread	
4.	I have completed the COVID-19 return-to-setting form above and given it to the manager of the setting.	
5.	I have told the manager or key worker if my child falls into any of the at-risk categories.	
6.	I have read the control measures the management of the setting have put in place to minimise the risk of your child and others being exposed to COVID-19 that are in the policies on the website, <a href="http://www.childsplaycreche.ie">www.childsplaycreche.ie</a>	
7.	I am committed to cooperating with the staff in the setting to make sure these control measures are maintained.	
8.	I know to contact the management of the setting on 045 448 400 or by email on <a href="mailto:info@childsplaycreche.ie">info@childsplaycreche.ie</a> if you have any concerns about exposure to COVID-19, control measures not being maintained or have any suggestions that could help prevent the spread of the virus.	
9.	I know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette.	
10.	I know to keep 2 metres physical distancing from others at all times when dropping and collecting my child from the setting.	
11.	I know what to do if I or my child start to develop symptoms of COVID-19 at home	
12.	I have read the policies on the website <a href="http://www.childsplaycreche.ie">www.childsplaycreche.ie</a> of the procedure in the setting should my child start to develop symptoms of COVID-19 while in the setting.	
13.	I have filled out the new contact information and given it to the manager or key person in the setting	
14.	I understand the purpose of the setting maintaining a COVID-19 contact log	
15.	I am aware of the importance of regular handwashing of my child's hands	
16.	I know what supports are available to my child if they are feeling anxious or stressed	
17.	I am aware my child will not be social distancing within the building with other children or the educators	
18.	I am happy to co-operate with the team in Child's Play to ensure that these controls are in place	
19.	I understand that parents/guardians are not permitted into the building at the moment	
20.	I understand that we need to phone 045 448 400 for Newbridge or 087 404 2957 for Kildare and speak to someone about my children and to get a handover and I understand that a zoom meeting can be organised and that I can also email <a href="mailto:info@childsplaycreche.ie">info@childsplaycreche.ie</a> if I have any concerns	

21	I understand if I have any concerns about exposure to Covid-19, control measures not being maintained or suggestions I must contact the management team by phone or email <a href="mailto:info@childsplaycreche.ie">info@childsplaycreche.ie</a>	
22	I understand that my child can not bring in toys from home at this time.	
23	I understand that I need to bring in a t-shirt for my child to ensure they can use textural play	
24	I know the drop and collection policy has changed and am aware of the new system.	
25	I confirm that I have informed everyone who is down on the list to drop/collect my child about the new policies	

Name.....

Signature.....Date.....

Contact information:

**I confirm that the contact details of the parents/guardians have not changed:**

**Yes / No**

**If they have changed please supply new details below:**

**Tusla now require an extra number in case we cannot get the parents/guardians. Please fill out this form with the extra details:**

**Name of person:**

**Address:**

**Telephone Number:**

## **ECCE School bag: What you need:**

Your child will need at least one clean change of clothes in his/her bag every day.

We would like you to bring in Wellie Boots for your child that can remain in the class for outside use, to ensure that your child can avail of the messy play activities in the garden that are so important for their development.

You would also need to bring in a large oversized t-shirt for art. Every child will have their own t-shirt.

### **What your child needs:**

- ✓ **Once full set of change of clothes**
- ✓ **Wellie Boots**
- ✓ **Large oversize t-shirt**





## ECCE Lunch Box:

Due to Covid-19 some extra hygiene precautions are necessary for everyone's wellbeing. It is important that your child have breakfast at home prior to coming into preschool and will get lunch at home after preschool class.

Therefore, they only need something tiny for snack, to ensure that they can engage in this social experience, in preschool.



Your child needs:

- ✓ a clean lunch box with no items that need to be refrigerated in it:
- ✗ no dairy,
- ✗ no meat products,
- ✗ no Yops, etc..



An example is:

- ✓ some fruit cut up into bit size pieces and
- ✓ a cracker or bread sticks,
- ✓ rice cakes, etc...
- ✓ with a bottle of water is perfect.

No nuts are allowed on the premises, no sweets, chocolate, yoghurt bars, chocolate spreads or fizzy drinks are allowed for healthy eating reasons.

### **Afterschool Club:**

Our afterschool club will commence on the 26<sup>th</sup> August 2020.

### **Breakfast Club: 7.20am – 9.00am:**

Our breakfast club will commence on Monday 31<sup>st</sup> August 2020 in the Blue Pod. One staff member will stay by the gate as parents/guardians may not enter the school yard. If no one is there when you arrive please call 087 404 2957 and someone will come out to you.



If you would like to book your child into the breakfast club please call us on 087 404 29547.

### **Social Hour: 1.10 – 2.10pm**

Social hour will take place in the Blue Pod. If you would like your child to join the social club from 1.10 – 2.10 please contact us on 087 404 2957.

### **Afterschool Club: 1.10 – 6.00pm**

We are really looking forward to seeing all our afterschool children again

Schools will be kept together to minimise risk.

Siblings will be kept together to minimise risk.

The children from KTETNS, Gaelscoil and St Brigids School will be in the Blue Pod with siblings from the Social Hour.

The children from 2<sup>nd</sup> – 6<sup>th</sup> class and their siblings (who are not in Social Hour) will be in the Red Pod.

All equipment is separated and cleaned between the preschool and the afterschool classes.

If parents have any questions, please call us on 045 448 400.

## **Goal for September:**

Our goal for September is to settle the children into the preschool and get an understanding of their play interests. We want to create wonderful play scenarios for your child that will help them to develop and explore to their full potential. We will be exploring textural play, sensorial play, activities to develop memory building, hand eye co-ordination, constructing, sequences, prereading and prewriting skills, play skills, social skills and emotional regulation for your child as the year continues. Our aim is to create a love of learning through play that will be the foundation for their future learning.



I would like to introduce you to our team: Georga is the owner and will be regularly on site. Susan, Amanda and Michelle are our assistant managers. Susan is also our educational development mentor and will visit each class regularly.

### **Amanda is the Manager**

**Red Pod: ECCE Year 1 / Senior Afterschool : Marcella & Emma: Year 1: 9.10am – 12.10 Noon**

**Blue Pod: Breakfast club / ECCE Year 2 / Social Hour / Junior Afterschool:**

**Laura & Shannon: Year 2 will start at 9.00am – 12.00 Noon**

The number for the office is 045 448 400 (and this office is open from 7.20 – 6.30pm), Georga's mobile number, in case of an emergency, is 087 8509263 and our email address is [info@childsplaycreche.ie](mailto:info@childsplaycreche.ie). Emails will be checked in the afternoon every day so if you have any important handovers please call us on the direct number above or talk.

We are really looking forward to getting to know you and your child as the year goes on. Thank you for choosing Child's Play as your preschool and we look forward to being part of your child's learning journey with you. If you have any further questions, please do not hesitate to contact us.

With thanks,

Georga & the team.