8th August 2020

**Dear Parent/Carer of Catrine ECC children**

Following this week’s communication from the Head of Education and the publication of ECC guidance yesterday, I can now highlight the specific arrangements with regards to your child’s start/return to Catrine Early Childhood Centre (ECC). The whole staff team are so looking forward to having our children back in the ECC.

**Date of Return of Children**

We are undertaking a soft-start as per the communication issued, from Wednesday 12th to Friday 14th August 2020. This will take the following format:-

|  |  |
| --- | --- |
| **Date** | **Pupils to attend** |
| Wednesday  12th August | Our new start children will attend throughout the day in two hour sessions.  Alana, our Depute Manager, and Lesleyanne, our Senior Practitioner, will contact parents/carers of our new starts individually, over the next few days, to inform them of their two hour slot.  No lunches will be given on this day.  This is to allow our new start children to experience our ECC environment before starting with their bigger groups, as some of these 3 year olds have not visited our ECC before. |
| Thursday  13th August | Group B returners to attend all day from 8.40am to 2.40pm – this ties in with Group B pupils attending at Catrine PS.  Lunches will be provided to returners.  Group B new starts to attend 9.15 – 11.30am. |
| Friday  14th August | Group A returners to attend all day from 8.40am to 2.40pm  Lunches will be provided to returners.  Group A new starts to attend 9.15 – 11.30am. |

**All parents/carers were informed by letter in June 2020 of which group their child/children were in. Please email** [**Alana.speirs@eastayrshire.gov.uk**](mailto:Alana.speirs@eastayrshire.gov.uk)

**if you are not sure which group your child/children are in.**

**From Monday 17th August our children will attend Catrine ECC on the following days – *please note this is a slight change from the information given in June.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Monday** | **All Group A children in from 8.40am to 2.40pm**  **Lunch will be provided** | | |
| **Tuesday** | **All Group A children in from 8.40am to 2.40pm**  **Lunch will be provided** | | |
| **Wednesday** | **All Group A children**  **8.40am to 11.30am** | **Staff lunch and cleaning** | **All Group B children**  **11.50am to 2.40pm** |
| **Thursday** | **All Group B children in from 8.40am to 2.40pm**  **Lunch will be provided** | | |
| **Friday** | **All Group B children in from 8.40am to 2.40pm**  **Lunch will be provided** | | |

**This means that every child is receiving approximately 600 hours, with EAC aiming to have our 1140 hours format up and running again as soon as possible. The reintroduction of 1140 hours is being implemented on a phased basis across the authority, and we will keep you informed as to any changes.**

**Wellbeing and Learning**

Your child’s wellbeing will always be our prime concern and staff are ready to welcome your child back to the ECC in a welcoming way that links to our ongoing work on relationships. Children, especially our new starts, will be understandably anxious, and we will focus on ensuring that all our children have a positive and enjoyable start to their new group and keyworker.

**Transport and Arrival of Pupils**

We appreciate that coming to the ECC is an exciting event, however due to current guidelines, we ask that only ONE adult accompanies each child into the playground please.

Your child will be enter the building using the door beside our soft surface area. Floor graphics will be set out for social distancing. Each child will be met in the playground by Alana and Lesleyanne, who will escort the child into the ECC and hand them over to their keyworker. We are confident that this is a positive way to encourage your child into our ECC and Alana and Lesleyanne will be available, after our children are in the ECC, to discuss any concerns.

In accordance with government guidelines, parents/carers will not be able to enter the ECC, and arrangements will be made with you directly should an emergency occur and you are required to come to collect your child. We are still operating our ‘Open Door’ policy, and want to continue to encourage you to speak to us about concerns and issues, so please phone the ECC and make an appointment to avoid congestion in our ECC office and main entrance.

**Ongoing Measures to Protect your Child/Children and Your Family**

We are aware that wee toilet accidents can happen so we ask that, on your child’s first day back, you provide us with a change of clothing which we will keep in individual drawstring bags, which have been purchased for this reason. Please send your items in a disposable bag, and we will transfer them into an individual bag for each child.

Appropriate social distancing and hand sanitisation procedures are in place throughout the ECC. Children are not required to wear a face mask, though they can if they want to.

We intend to take our playing and learning outside as much as possible so please ensure that your child comes to ECC appropriately dressed for outdoors play. Please ensure your child has a pair of wellies that can be left in the ECC. Wellies are required most days in our GreenSpace Area, where our mud kitchens are.

We will not be collecting ‘snack money’ donations at the moment – details to follow once updated guidance has been received.

**Catering**

All lunches will be eaten in the lunch hall following the usual procedures, with staff assisting children with their lunches. *Details to follow about food choices.*

**COVID-19 Management**

* Please do not send your child to school or ECC if they, or any of your household, have symptoms of COVID-19, please alert us to this immediately should this occur.
* Please arrange to pick your child up from the ECC immediately if you are contacted to advise that they are symptomatic, and follow subsequent medical advice. Schools/ECCs have to ensure that any child/young person who is symptomatic is taken home as soon as possible.

**Some Practicalities….**

In summary, we absolutely appreciate that this will be a start or return to ECC involving a huge mixture of both anxiety, but also indeed joy as young people see their friends and staff again. As a final helpful list to parents/carers, can you please support us by:

* Reinforcing hygiene measures and social distancing with your child(ren)
* Having your child bring tissues to ECC to capture any coughs or sneezes
* Ensuring your child does not bring unnecessary items to ECC (toys/teddies)
* Working with our ECC in a positive way, even if things are difficult - we all want to help and address any issues quickly and positively
* Reinforcing positive relationships between children and our staff
* Understanding that we are not permitted to allow visitors to school buildings, other than in emergency or other exceptional circumstances.

Any further updates will be posted on our ECC GLOW blog and on the ECC APP – please check them regularly.

We hope we have covered all the bases in this letter – if you have any further questions or concerns please email us at [Judith.govans@east-ayrshire.gov.uk](mailto:Judith.govans@east-ayrshire.gov.uk) or [Alana.speirs@east-ayrshire.gov.uk](mailto:Alana.speirs@east-ayrshire.gov.uk)

Thank you all again for your patience and understanding during these unsettled times - we can’t wait to welcome our children back to Catrine ECC.

Let the fun begin!

Judith Govans Alana Speirs

Headteacher Depute Manager