18th August 2020

Dear parent/carer,

We are delighted to be able to offer our 1140 hour service to our children and families again here at Catrine Early Childhood Centre starting **Monday 24th August 2020.**

**Please note – some children may still require to continue with shorter days until they have settled in the ECC.**

These sessions will be over 5 days and will include two snacks and a two course lunch. From Monday 24th August we would be grateful if a weekly £3 donation towards snack could be put into the donation box, which will be beside Janet, our janitor, as she signs your child in. Please try to bring the correct money as we are unable to give change, at present. If you find it easier to pay a month or term in advance, please let Janet know and she will pass this information onto the office.

Current Scottish Government guidelines state that ‘bubbles’ should be no more than 25-30 children, therefore both Group A and Group B children can attend our ECC at the same time, as they will remain in their ‘bubbles’ together, indoors and outdoors, at all times.

With this in mind, and in an effort to prevent long queues, we have decided to trial using staggered drop-off and pick-up times starting next week, from Monday 24th August.

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|  | **Drop off time** | **Pick up time** |
| GROUP A | 8.35am | 12.15pm or 2.35pm |
| GROUP B | 8.45am | 12.20pm or 2.45pm |

12.15/12.20pm pick-ups will be VIA THE MAIN ENTRANCE. If you choose to collect your child after lunchtime we ask that you make staff aware of this, in the morning, to ensure that children do not go back to the playrooms after lunch and are ready with their jacket on for faster exits.

If you need to collect your child early from the centre please come to the MAIN ENTRANCE and a staff member will bring your child out to the foyer area.

We ask that you be prompt at these times to ensure smooth transitions between groups.

Both groups have access to two playrooms and a separate outdoor area where they will play and learn for two weeks before swapping areas.

Extra cleaning and hygiene measures have been put in place across the setting. We ask that you speak with your child about handwashing in the ECC and the need for this throughout the day. Staff will continue to social distance with each other and parent/carers. We understand that this is another change to your child’s ECC routine, so please phone or email with any issues/questions/concerns as we try to make this next transition as smooth as possible for our children, our parents/carers and our staff - contact Catrine ECC on 01290 551233 or email Alana.speirs@east-ayrshire.gov.uk.

Please note that the times above may be subject to change if groups take longer to arrive or depart than we anticipate.

Please continue to check GLOW and our Catrine ECC APP for any further updates over the coming days. We appreciate your continued support and patience during this time.

**Judith Govans Alana Speirs**

**Head Teacher Depute Manager**