



Crookfur Primary School

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Family Centre



Wednesday 17th February 2021

Dear Parents and Carers

We are delighted that as a result of the progress made in suppressing Covid-19, we are able to proceed with the re-opening of Crookfur Family Centre. We are mindful that the virus is still present in society and so we will continue to take a number of measures to protect our children, families and staff. Below, I have updated the guidance and information sent out in December.

I hope that you will have the opportunity to read through this to refresh your memory and to talk with your child(ren) about what nursery will be like when they return. We will take lots of time during the first few days and weeks to remind the children of our routines and help them feel settled and safe. Over the next few days, we will be using our learning blog and twitter feed to support the children's transition back to nursery, including posting another video from the staff to their group. Please keep an eye on these, our blog can be found by clicking on the link below:

<https://blogs.glowscotland.org.uk/er/crookfurnursery/latest-news/>

All children should now return and attend for their allocated model and session times. If you are unsure of your child's attendance pattern, please contact the family centre office and a member of staff will be happy to help (0141 570 7700)

It has been a long and challenging closure, but we are all desperate to return and enjoy our beautiful centre with your children. If you have any questions or queries before Monday, please feel free to contact our team (0141 570 7700/ SchoolMail@crookfur.e-renfrew.sch.uk).

Thank you for your continued support.

Kindest regards

Sheena McGuigan

Head Teacher



Crookfur Primary School

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Family Centre



February 2021 Re-opening

Parent/Carer Information

Staying safe and well

Risk assessments have been fully reviewed to ensure safe practices are in place. This includes building and procedural risk assessments as well as individual risk assessments for staff and children where necessary. Mrs Jamieson/ Mrs Walker will contact parents/carers if we feel that your child requires an individual risk assessment, however please let us know of any circumstances, that we might not be aware of, which may require this.

We continue to have a number of control measures to minimise any risk to children and staff. These include access to hand sanitiser stations at various points throughout the centre, ventilation and rooms marked to indicate the maximum number of adult occupants where necessary. We have clear signage to support wearing face coverings where appropriate and reminders of physical distancing.

Regular handwashing will be built into the day to ensure children and staff have good hand hygiene. Staff will help children become familiar with these routines and provide guidance in an age appropriate way. This will be supported by posters etc.

All our staff have access to asymptomatic lateral flow home testing kits to further support our efforts to minimise the risk of transmission within the family centre

An increased day cleaning regime is in place and additional cleaning will take place throughout the day to ensure high traffic areas and touch points such as door handles and hand rails are regularly sanitised. Staff have access to cleaning products to wipe down equipment and any other resources that may be shared between children.

Our play spaces and bubbles will minimise contact between groupings and resources will be managed and rotated. Each play space has access to a dedicated outdoor play area.

We will continue to assess, revisit and revise our risk assessments in line with local circumstances and public health advice to ensure the continued health and safety of our children and staff.

I understand that some children and families may have anxieties about attending the family centre, particularly if they have a health concern which makes them vulnerable. Please do get in touch (0141 570 7700) so that we can discuss our approaches and make sure that you are reassured and confident in our systems and procedures.

Attendance

If your child is going to be absent, we ask that you phone the family centre office by 9.30am. The phone lines are open from 8.30am. We appreciate your support with this. If your child is not in nursery and we do not have a record of a planned absence or appointment we will contact you. It is important that we have an accurate record of attendance and the reasons for any absence. This is especially important as a means of tracking any potential outbreaks and we will be working closely with the NHS to monitor this.

If you wish your child to leave nursery early, for example for a medical appointment, please send an email to our office and report to the main reception to collect your child in time for their appointment. A record of children leaving nursery is kept there. We ask that, where possible, communication is made through phone calls and/or emails (0141 570 7700 / SchoolMail@crookfur.e-renfrew.sch.uk).

Public health advice will be rigorously applied. We will be vigilant to any child or adult displaying symptoms which could indicate Covid-19 and protocols are in place if we require a child or adult to isolate in the family centre. If your child develops symptoms during the session, you will be requested to collect them as soon as possible and take them home and follow the guidance on [NHS Inform](#) and [Test and Protect](#). They will be cared for in an identified room within the nursery until they are collected. This room has been specifically set up with appropriate measures to reduce transmission.

We ask that if your child(ren) or any member of your household displays any symptoms at all that you do not send them to nursery. This is for the protection and safety of everyone.

Arrangements for pick up and drop off

As far as possible, we will operate a one way system to approach and depart the family centre entrance. We will use the main entrance for both drop off and collection. At the beginning of their session, please bring your child to the main family centre entrance, queuing from the left and continuing on to the right (towards Parklands) when your child enters the building. This will be signposted and staff will be on hand to help.

Only one parent/carer should accompany their child to nursery. Due to current restrictions, we regret that parents/carers are not able to enter the nursery building. A member of staff will collect your child and take them in to the family centre, helping them with their shoes, coat and bag.

Similarly, at the end of the session, please approach from the left and a member of staff will bring your child to you through the main entrance.

We strongly recommend walking, cycling or scooting to nursery if you can. If you have to drive then we ask that you remain in your car until it is time for your child's session to start or time to collect them to reduce queueing.

We are aware that children may feel a little upset to leave you as they resettle back at nursery. As a staff team, we will do all that we can to ensure a very warm welcome and familiar faces for children when they are coming in to the building. There are benches just outside the entrance and if your child is distressed, we will support you to take some time to settle them so that they feel happy to come in to the centre.

It is essential that face coverings are worn by adults in the grounds of the family centre. We do however understand that some adults are exempt and respect that they may not be able to comply with this.

If you wish to speak to a member of staff please contact the family centre by telephone or e-mail and a member of staff will be able to respond.

We will have signage and markings in place around the family centre to support physical distancing between adults.

Uniform

Children should continue to bring their own bag to nursery with their belongings in it, these will be taken home at the end of each day. Children may change into comfy shoes on arrival for playing indoors. Children should bring their own wellies and waterproof suits/trousers and jackets for playing outdoors, these will be stored on racks within each separate zone. If a child requires to use a nursery outdoor suit then this will be washed after use.

Playroom Organisation

Our staff and children continue to be organised into three bubbles (see below). Our playroom continues to be split into three zones with bubbles rotating around these approximately every three weeks. Below indicates which zone your child's group will be based in when they return to nursery.

Bubble	Groups and Staff	Zone
Bubble 1	Blue Group – Mrs Howie /Mrs Rochford and Mrs McIlwham White group – Mrs Cohen and Miss Nicol Green Group – Miss Carroll and Mrs Lafferty	Moon Zone
Bubble 2	Orange Group - Mrs Bryers and Miss Wilson Purple Group – Miss Corish and Miss McGuire	Star Zone
Bubble 3	Yellow Group – Mrs Walker and Mr McIntosh Red Group – Miss Ayel and Mrs Chalmers Gold Group – Miss Landsburgh and Miss Smith	Sun Zone

Below is a link to the virtual tour of our nursery which clearly identifies the three zones. This has also been posted on our learning blog today.

[Virtual Tour of the Family Centre](#)

Equipment

We will provide children with all the equipment and resources they will need. We will discourage children from bringing in their own toys from home or sharing personal belongings. A range of resources will be available across the three play spaces. Books and resources will be cleaned and/or rotated ensuring they are not used by multiple groups of children.

Arrangements for snack/lunch

Children staying for lunch should continue to bring a packed lunch. We will provide a selection of healthy snacks in the morning and afternoon. We do not permit children to share/swap snacks or lunch items and we are a nut free establishment. Children will wash their hands prior to snack and lunch times and we will operate a one way system in our lunch room.

First Aid and Personal Care

There is no change to procedures for the administration of First Aid or any personal care to children. Staff will wear PPE where appropriate.

As noted above, if a child becomes unwell displaying symptoms of Covid-19 then we have procedures in place for them to safely wait to be collected by a parent/carer. The welfare and wellbeing of children remains our top priority and this will not be compromised.