

Dear Parents,

Thank you for your patience whilst we understand and implement the new Department for Education guidance on summer holiday childcare.

We have made a number of alterations that I am confident will help keep everyone as safe as possible, whilst maintaining our focus on providing a calm, reassuring and positive experience for you and your children.

Our summer programme has been designed with three priorities in mind:

1. To minimise the risk of transmission of the virus, ensuring we keep children, parents/carers and staff as safe as possible at all times
2. To provide the children with a safe space that allows them to enjoy some much needed fun
3. To provide you with an uninterrupted, high quality, reliable service

The following summary gives you an overview of how our childcare will operate, and a clear picture of how we will keep the children safe. Please note however, it is not an exhaustive list of every detail. Should you have further questions, please first consult our [FAQs](#) (updated daily). If you still have questions, please email bookings@classoftheirown.com and we will respond as soon as possible.

I am pleased to be able to share the following detail with you:

1. Safety and hygiene at holiday clubs
2. The role of the Club Manager
3. “Bubbles” – how they will operate
4. Social distancing
5. Responding to a positive test
6. Arrivals and collections
7. Daily schedule
8. Activities
9. Booking additional sessions – Friday cut off
10. Refunds
11. What children need to bring

Safety and hygiene at holiday clubs

Our clubs will operate in a “COVID Secure” way, with greatly enhanced hygiene and cleaning routines. These measures will include:

- Operating in “bubbles” of 15 children
- Daily antiviral cleaning of equipment & facilities
- Social distancing of staff and children wherever appropriate

We want to provide the children with as close to a normal experience as possible. As such, we have designed each day to ensure we are COVID-secure, but without drawing the children’s attention to the changes. This gentle and low-key approach will form the heart of our summer care.

The role of the Club Manager

Each Club will be run by one of our experienced **Club Managers or Senior staff**. They are on hand to ensure the smooth running of the day, to help you with any queries, and to ensure we operate in a COVID-secure way.

The Club Manager will at all times remain appropriately distanced from each group of children (or “Bubble”), but will be very much involved with the children at break and lunchtimes.

Bubbles – how they will operate

There is a requirement to group children into Bubbles of 15, in a similar fashion to school. Wherever possible, activities should take place outside – we will be following this guidance as much as we can.

Each bubble will consist of:

- 15 children
- 1 member of staff
- Its own designated indoor space (there may be two bubbles within one large hall)
- Its own designated outdoor space
- Its own designated, exclusive equipment (this will be a more limited selection than usual, as we must ensure we can clean everything we use on a daily basis)
- Where possible, its own toilets

In order to minimise the risk of transmission, providers have been instructed by government to (as much as possible) keep children in consistent groups. In order to achieve this, we will use the following criteria:

- Siblings will be in the same bubble
- Children attending with the same booking pattern (for example, for all 5 days in a week) will be grouped together
- Historical data – we will review which children have previously attended in the same bubble, and group accordingly

Unfortunately, we are unable to guarantee that children will be grouped with their friends, due to the restrictions in place around Bubbles. However, wherever possible, we will accommodate this.

It is relatively straightforward to keep consistent groups whilst children attend school, by the nature of children being in a set class. The government have asked all childcare providers to mirror this approach *as closely as possible*, whilst recognising that it is not possible to keep exactly consistent groups. I am confident that our system will meet this criteria, thus minimising the risk of transmission.

Please note: Government advice is to consider sending your child to the same, local setting consistently, in order to prevent your child from mixing with multiple different groups of children.

Social Distancing

Children can mix with the other children in their bubbles; this will naturally occur in activities and we feel is a vital part of supporting their mental well-being. However, we will ensure social distancing is in place where appropriate, such as during registration and collection. Bubbles of children will be kept separate at all times.

Responding to a positive COVID test

Should your child be unwell, and in particular [showing any symptoms of coronavirus](#), **they must not attend.** Should a child become unwell during the day, but not be displaying COVID symptoms, we will follow our normal procedure for dealing with a poorly child.

Should they be displaying COVID symptoms:

We will follow this procedure as directed by Public Health England:

1. We will immediately notify the parent/carer, and ask them to collect ASAP
2. The child will be isolated just away from the group, and be looked after by their Bubble leader, whilst waiting for their parent/carer to collect. The remainder of the group will be looked after by the Club Manager, as ever, from an appropriate distance.
3. The child's welfare is paramount and takes precedence over everything else. If they need comforting or physical support, our staff will provide this.
4. After collection, the child will need to be taken for a test, and the result must be shared with us as soon as it is received.
5. If the test is negative, the child may return when they feel better (following normal rules around sickness bugs etc)
6. If the test is positive, we are directed to immediately inform Public Health England, who will tell us how to proceed. This may include contacting all other members of the child's bubble, and telling them that they will be required to isolate for 14 days.

It is important to note that Public Health England have total authority on the decision of what to do following a positive test. We must, and you must, as a condition of booking, comply with their instructions.

Arrivals & Collections

Under normal circumstances our registration windows (8.15 – 9am and 4 – 5pm) allow for parents/carers to arrive at a time to suit them, which is of benefit to us for the summer. This has the natural effect of spacing out arrival & collection times. We will keep this under review and make adjustments if required.

Where school sites allow, we will operate a one-way system and ask that only one parent/carer is present to drop-off or collect the children. Please follow the social distancing guidelines when onsite. Please note, you may have a slight wait as we ask parents, carers & children to queue and maintain social distancing.

Daily Schedule: All activity timings subject to change (usually due to the British weather!)

All activities take place in bubbles

8.15 – 9am: Morning registration, quiet activities & free play

9am: Wake up fun activity

9.15am: Morning Activities (1)

10.30am: Breaktime

11am: Morning Activities (2)

12.15pm: Lunch

1.15pm: Afternoon Activities (1)

2.30pm: Breaktime

3pm:	Afternoon Activities (2)
3.45pm:	Club Manager's story time
4pm:	Collections, quiet activities & free play
5pm:	Club closes

Activities

I am excited to introduce you and your children to our new holiday activities. Class Of Their Own's holiday provision was due for a refresh and revamp, and I am delighted that we can still bring this to you, even under these challenging circumstances.

What are the key differences?

The two main changes are more structured planned activities (that give the children focus during their time with us), and the introduction of sports coaches. It is important to note that our sports coaches are very skilled in providing fun, inclusive activities that energise and enthuse all children. This is not wall-to-wall specific sports – far from it! This is Adventure Games, Danish Rounders, Dodgeball, Treasure Hunts, Hide and seek... maximum fun and activity for all kids!

Children will benefit from a skilled staff team providing a wide choice of planned activities, with plenty of opportunities for free play. Planned activities will include (but not be limited to):

- Adventure Games
- Arts & Crafts
- Board games
- Inter-Bubble competitions
- Lego Challenges
- Sport
- Team games

Each of our clubs will have a Sports Coach onsite who will run adventure games and fun active sessions for each Bubble. **Please note:** these sessions will be outdoors, and the Bubble leader will remain with the groups – the sports coach will run the sessions from an appropriate distance.

Booking additional sessions: Friday, midday cut-off

In order to set Bubbles for the following week, we will be closing bookings on Friday afternoons at midday, for the following week. There will therefore be no capacity to book additional sessions during the week. I realise how inconvenient this may be, but this is a vital measure in ensuring we minimise the risk of transmission.

Refunds

- Our refund policy, should you need to cancel, is one week's notice.
- If you lose your job, we will be able to refund you in full

However, we now have a new form of cancellation; if you and your child are required to self-isolate for 14 days. Clearly no one is at fault in this instance, but it is a potential scenario that requires careful thought to create a fair and equitable refund policy. Please bear with us whilst we create a policy that is fair for parents, whilst

ensuring we can cover our fixed costs (premises rent and staff costs). We will notify you of this prior to summer club starting.

What children need to bring

Please ensure children come with suitable clothing for the day's weather, with sun cream applied if required.

They will need to bring a bag with their:

- Packed lunch and snacks
- Water bottle (pre-filled please)
- Jumper and/or coat (if required)

Please **do not** send them with any excess clothing or toys.

Thank you for taking the time to read this information. If you still have queries, please direct them to Ellie (bookings@classoftheirown.com) or Kim (enquiries@pioneerchildcare.co.uk) and we will respond as fast as possible. This may take a day or two, which I apologise for. The challenge we face is to process the same volume of enquiries (that are normally stretched out over the spring and summer), into these remaining 2 weeks. Thank you for your patience.

Finally, I would like to thank you for trusting us with your childcare this summer. I hope that we are able to provide some memorable experiences for the children and some much needed, normal, fun.

Kind regards,

Dan McCaffrey
Director

Class Of Their Own & Pioneer Childcare