

**Everglade Centre**

1 Keri Anne Place, Goodwood Heights | Ph: 09 2636071 | E: everglade@cuddlykiwis.co.nz

Papatoetoe Centre

313S Great South Road, Papatoetoe | Ph: 09 2794566 | E: papatoetoe@cuddlykiwis.co.nz

14th May 2020

Operating Cuddly Kiwis Childcare at COVID-19 Alert Level 2

Kia Ora Parents, Caregivers and Whanau

It is reassuring to hear how well our country has done at minimizing the impacts of COVID-19 to reach at Alert Level 2. Going through Alert Levels 4 and 3 have not been easy and I thank you for your ongoing support for the work we are doing.

I, together with our lovely team of teachers, look forward to welcoming all our children back from Monday 18th May. This has required a great amount of planning, communication and commitment to provide a safe return for our Cuddly Kiwis staff and whānau.

When we partially opened up our centres at Alert Level 3 for children of essential workers, we did our best to ensure that we had good cleaning and hygiene practices to create the safest environment possible for our children and whanau. The good news is that we established these practices as part of our daily routine so that most of these continue throughout Alert Level 2.

We will continue with our contact tracing procedure as we have done in Alert Level 3, so you can be assured that in Alert Level 2, we will know who is at our service, who our staff and children have been in close contact with and take appropriate measures to keep everyone safe.

You will be required to fill out the CONTACT TRACING FORM with all the required details and email it to me before your child is allowed entry to our centres.

We will print these out and have it ready for you to sign on the first day of your child's arrival back to the centre.

I would like to thank my fantastic and dedicated team of teachers who have tackled the challenges of distance learning and re-opening at Level 3 for our tamariki and whanau with enthusiasm, creativity and confidence.

Everglade Team: Shalini (2IC), Komal, Swastika and Swashna

Papatoetoe Team: Kirti (2IC), Hannah, Seema, Kathryn and Jaswinder.

Your support and positive outlook during these tough times have been amazing and I am sure all our parents/caregivers feel the same way.

Our team will continue to ensure we provide the highest measures of Health, Safety and Education for Alert Level 2.

The following Strategies have been put into place for the Health and Safety of Children, staff and whānau for opening at Alert Level 2.

CHECKS UPON ENTRY:

1. Hand Sanitizer - Will be available for use outside main door. You will be required to sanitize your hands prior to signing in and signing out your child's attendance. If possible, please bring your own pen to sign your child in and out each day.
2. Contactless thermometers will be used on each person entering the premises. Any person with a temperature reading of **38°C or above** will not be allowed to enter. The parent should then contact Healthline on 0800 358 5453 or their GP, for their next steps, before returning to our centre;
3. All parents coming into the centre will be required to fill in the Visitor's Book everyday.
4. If there is a queue during drop-off or pick-up then please observe physical distancing of 1 meter while you wait; Avoid physical contact as much as possible. If you have another child or family member with you, we would really appreciate you keeping them in the car.
5. If any parent or caregiver is sick they **MUST NOT** enter the premises when dropping off their children.
6. **NO ENTRY IF SYMPTOMATIC:** if any parent or child feels any of the COVID 19 symptoms as stated on the Ministry of Health website:
 - a cough
 - a high temperature (at least 38°C)
 - shortness of breath.
 - sore throat
 - sneezing and runny nose
 - temporary loss of smell,**they will not be allowed entry into our centre.** See guidelines here: <https://covid19.govt.nz/>

If your child is displaying ANY of the above symptoms, even if it appears mild, you will be called to collect them immediately.

Your child will be placed in our dedicated Isolation Area while they wait for you.

A medical clearance from your child's doctor or GP will be required before your child is allowed to return to the centre.

If your child is sick or unwell, PLEASE KEEP THEM AT HOME.

Please understand that this protocol is to ensure the safety of ALL children and staff at our centres and we humbly ask for your co-operation.

ON ARRIVAL (DROP-OFF) TO OUR CENTRE:

1. Parents will not be allowed to enter our clean classrooms. Instead, parents will be asked to bring their child to the outer front door (Papatoetoe Centre) or the foyer (Everglade Centre), where a teacher will greet them (at 1 meter distance), take both your temperatures, and if it is under 38°C, will welcome your child to enter our classroom and playground.
2. Your child will wash their hands immediately upon arriving and be ready for a day of "clean fun".
3. Only one family member should bring your child to the front door (this is to limit crowding and apply social distancing at our entrances).

ON PICKUP AT OUR CENTRE:

1. Parents will not be allowed to enter our clean centres and classrooms. Instead parents will be asked to call from the carpark and wait outside the front door / reception. One of our teachers will wash your child's hands and bring your child and their belongings to you (i.e. transfer your child from our safe centre bubble into your safe home bubble).
2. Please use the hand sanitizer before signing out your child. Use your own pen if possible.
3. Have the same member of the family to pick up the child where possible.
4. **NO ENTRY IF SYMPTOMATIC:** if any parent starts to feel any of the COVID 19 symptoms while at work during the day, and if there is no other pickup option for the child, then before entering our centre to pick up their child, they **MUST** call our centre; **09 2794566 (Papatoetoe) / 09 2636071 (Everglade)** and wait outside the front gate. One of our teachers will sign out and bring your child to you. The parent should then contact Healthline on 0800 3585453, for their next steps, before returning to our centre.
5. Please keep a record of who is in your bubble and everyone who you come into contact with.

CANCELLATION OF ENROLMENT

If any parent/caregiver is found negligent, or puts our community at risk, or fails to follow our rules and Ministry of Health guidelines, then their enrolment may be cancelled and we may be required to report them to the Ministry of Health.

I have read, understood and will abide by the terms and conditions of this letter for my child attending Cuddly Kiwis Childcare at COVID-19 Alert Level 3.

Child Name: _____

Date: ____ / ____ / 2020

Parent Name: _____

Parent Signature: _____

While these are still uncertain times, we are striving to bring back some semblance of normalcy back into our tamarikis' lives. Here are some practices we adopted at Alert Level 3 and continuing at Alert Level 2:

1. Daily cleaning and sanitizing of classrooms, surfaces, resources, door handles, toys etc will be increased.
2. Frequently washing hands for at least 20 seconds with soap and warm water
3. Reminding children to avoid touching their face as much as possible.
4. We will ensure we have less children seated at each table during meal times wherever possible.
5. Meals and drinks are not to be shared with each other at any time.
6. Our teachers will be wearing gloves when handling food and of course, as we usually do, when changing nappies
7. There will be a blanket rule of no sickness at all for all children or staff or parents entering the centre, even if it is just a runny nose. If your child is sick or unwell, PLEASE KEEP THEM AT HOME. Any child displaying symptoms of being unwell or sick will be required to give a medical clearance from their GP before being allowed to return to the centre.
8. Warmer Classrooms: We are pleased that the Ministry of Education has raised the minimum temperature in ECE centres to 18°C as part of their upgraded COVID 19 regulations.
9. No Entry for unnecessary visitors. We have shifted all non-essential meetings to virtual meetings online or to phone calls
10. We have postponed all centre excursions for now to eliminate contact with strangers or unclean surfaces. There is ample exciting discovery, exploration and fun awaiting our children still in our playgrounds.
11. GREETINGS: Friendly waves will be practiced at our centre from now on to minimize physical contact.

NB:

- **Thoroughly washing your hands with warm soapy water for at least 20 seconds is proven to be more effective than using hand sanitizers.**
- **If you think of any other practical and sensible measures which are not mentioned here, please feel free to share with us.**

We are fortunate that our teachers, our parents, our whanau and our immediate contact communities all responded quickly and seriously to this, and nobody connected with our centre has been in close contact with someone who has been confirmed as having COVID-19.

The above established elevated practices and strict rules we have put in place give us the highest degree of confidence in our health and safety systems for our precious tamariki and dedicated teachers.

We wish you all the best in health and hope to return to our normal routine at the earliest. Kia Kaha.

Yours sincerely

Nirmala Shiudin

Director – Cuddly Kiwis Childcare Ltd | Ph: 0211228651