

**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

Kia Ora Parents, Caregivers and Whanau

Re - Opening our Childcare Centres at COVID-19 Alert Level 3.

We are getting ready to partially open our centers at Alert Level 3 for children of **Essential Workers**. This has required a great amount of planning, communication and commitment to provide a safe return for our Cuddly Kiwis staff and whānau.

PLEASE READ THE BELOW INFORMATION CAREFULLY.

Our centres will only be open at Alert Level 3 to cater for children of **Essential Workers** who have no one else to look after them at home.

If you are an Essential Worker and you have someone to look after your child at home, please arrange to do so.

While we have put stringent measures in place to reduce the risk of COVID-19 transmission in our centres, you need to understand that we CANNOT eliminate it. It is still safer for your child to STAY HOME.

The Ministry of Education has prepared a checklist for parents to prepare for sending their child back to school. Please use the link given <https://parents.education.govt.nz/essential-information/news-stories/information-to-help-with-your-planning-for-alert-level-3#checklist-parents-alert-level3> and have a conversation with your children before they return to school.

We have decided to temporarily waive school fees for children attending at Alert Level 3 to provide relief for Essential Worker parents who may be struggling financially; however, our centres' opening hours will be reduced. Our new hours of operation will commence on Wednesday 29th April 2020 from **9.00am to 3.00pm**.

This is at our sole discretion and we will notify you of any changes to this.

Our late pick up charges of \$3 per minute will be applied.

The number of staff working at the centre in this particular period will also be reduced. We have rostered two staff and a lunch cover for the safety and operation of this bubble as per MOE's guideline.

You will be required to fill out the attached CONTACT TRACING FORM and email it to us before your child is allowed entry to our centres.

The following Strategies have been put into place for the Health and safety of Children, staff and whānau for opening at Alert Level 3.

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 **37.7°C** will not be allowed to enter. The Ministry of Health states 38°C but our contactless thermometers have an accuracy reading of $\pm 0.3^{\circ}\text{C}$ and we would like to be on the safe side. The parent should then contact Healthline on 0800 358 5453 or their GP, for their next steps, before returning to our centre;
3. If there is a queue during drop-off or pick-up then please observe physical distancing of 2 meters 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.

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 or reception, where a teacher will greet them (at 1 meter distance), take both your temperatures, and if under 37.7°C will welcome your child to join our safe "mini-bubble" classrooms and playgrounds;
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).
4. **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 but we will adhere to 37.7°C as stated above)
 - 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/>.

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

While these are uncertain times, let us strive to bring back some semblance of normalcy back into our tamarikis' lives. Here are some practices we are adopting at Alert Level 3:

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. Play-dough, soft toys, sand play and messy play will not be available
8. 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.
9. For children bringing nappies, please do so in unopened packages.
10. Warmer Classrooms: As per our normal practice, 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.
11. Physical Distancing: We will use Ministry's guidelines of 3m² child space for the interior and 5m² for the outside play spaces.
12. No Entry For Visitors: we have shifted all non-essential meetings to virtual meetings online or phonecalls
13. No Entry for Walk-Ins: we do not allow walk-ins by anyone with non-enrolled children to any of our centers for the foreseeable future.
14. No Excursions: we have postponed all centre excursions for the foreseeable future to eliminate contact with strangers or unclean surfaces. There is ample exciting discovery, exploration and fun awaiting our children still in our playgrounds.
15. GREETINGS: Friendly waves will be practiced at our centre from now on to minimize physical contact.

16. Gloves are provided for staff to use at any time in the class.
17. Pens will be provided to each teacher. Use your own pen whenever possible.

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.

With the above established elevated practices and strict rules to safely transfer between home bubbles and our centre bubble, these 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

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: _____

Parent Name: _____

Parent Signature: _____