



**ELIZABETH
HOUSE**

Your local community centre

Elizabeth House After School Club

Information for Parents and Carers

September 2020

Elizabeth House's After School Club is an out of school childcare provision caring for children aged 4-11. During term-time the Afterschool Club collects children from various local primary schools including Gillespie School, St John's Highbury Vale School and Parkwood School.

Children are cared for by experienced and trained Playworkers, dedicated to providing the highest quality childcare that is welcoming, friendly and lots of fun. Afterschool Club children are collected by the Club staff from school and are escorted on a designated route to Elizabeth House Community Centre. The Afterschool Club operates in term-time only.

During the coronavirus pandemic, ensuring that we adhere to the Government's guidance, we will work hard to ensure the health and safety of the whole after school club community including children, parents, workers and visitors.

We will not be able to remove all of the risks associated with our setting, although we can greatly reduce them and work towards ensuring the provision of as safe an environment as possible.

To operate within the current guidelines, we will have 3 groups (bubbles) each day and places will be limited as follow:

- Gillespie School: 15 places per day
- St John's Highbury Vale School: 8 places per day
- Parkwood School: 8 places per day

Disclaimer

Our parents and members must be aware that the initial outlined are subject to change at short notice following any further guidance we may receive.

Government Guidance

In our planning, we have used the following guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcareclosures/coronavirus-covid-19-early-years-and-childcare-closures>

We encourage parents/ guardians to read, to better help them understand our intended procedures. These documents are updated on a regular basis, with any new updates being used as the foundations for any amendments to our operating procedures.

Location

Elizabeth House Community Centre, 2 Hurlock Street, London N5 1ED.

Telephone: 020 7690 1300

E-mail: childrensactivities@elizabeth-house.org.uk

New Safety Measures

In all settings, preventing the spread of coronavirus involves both targeting possible direct transmission (sneezing and coughing in close contact) and indirect transmission (via touching of contaminated surfaces).

We will look to implement a range of measures designed to support the control of possible infection at our site(s); all which have been put together following guidance set out by the Department of Education:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings with disinfectant products
- Minimising contact and mixing by operating in small groups (bubbles) per school.

Social Distancing

Following guidance, we have to operate in bubbles per school and only have space for 2 to 3 bubbles in the building which means that we have to limit the total amount of children attending and will not be able to collect children from Ambler School.

We will not be attempting to social distance the children within their bubble during their time with us, as we believe this is not possible and could add further stress and anxiety reducing the children's enjoyment. We will, of course, endeavour to space children out as much as possible where feasible to do so. Spaces will be re-arranged to encourage greater play space and consistent cleaning and sanitising will be in place to limit the risk.

Costs/ Tariff Schedule and Booking

In order to assist in the effective implementation of safety measure and keep our children safe, **advance booking is essential**. This is also to allow us to make pick up arrangements with your child's school.

- **Only children over the age of 4 years (in Reception), in full-time education, who are already registered with Elizabeth House may attend.**
- **Children can only be booked for regular days each week.**
- **The cost for children attending After School Club is £9 per session (£8 concession, evidence of low income will be required).**
- **No refunds can be given for missed days.**
- **Because of the limited places, there are no cancellations for ASC bookings.**
- **Payment may be made by bank transfer or childcare vouchers only.**
- **Bookings will not be accepted for individuals with payments in arrears.**

The club will operate between the hours of Monday to Friday, pick up time (3.15 pm or after) to 6.00 pm.

Please get in touch with the centre to notify specific pick up arrangements currently in place at your child's school and please do notify your school in advance about Elizabeth House collecting as per your booking.

Parents are requested to ensure that children are picked up before 6.00 pm. Any delays in collecting your child will incur additional charges aligned to Elizabeth House ASC Terms and conditions.

Food

Drinks and a snack are provided each day, it is absolutely essential that we are promptly informed/updated of any allergies each child has. Children can bring their own snack (no nuts).

Emergency treatment

The club will adhere to OFSTED registration requirements for trips at all times. Elizabeth House staff, under the direction of the Children's Activities Coordinator, will make short-term and necessary decisions for the welfare of the children attending.

By registering, parents give permission for their child(ren) to receive urgent medical treatment from qualified First Aiders and give permission to seek any emergency medical advice or treatment if it is necessary. In the event of an emergency, every effort will be made to contact parents and other contacts named on the relevant registration form.

Clothing

Please make sure that your child wears clothing that they can easily do up and manage themselves, does not wear multiple layers and has only labelled clothes on (we cannot store spare clothes).

Please do not bring any toys, scooters/bikes or personal sanitation (such as tissues/hand sanitiser. We are well stocked).

Also please do not bring any PPE as this is against Government guidance and can increase the risk when used by a child. Plastic bags will be provided each day to store children's belongings.

Behaviour

We understand that some children may have found this experience and change to normal routine quite stressful. Such events can sometimes result in challenging behaviour and many children will need time to settle. We shall be encouraging the children enjoy their time with us whilst looking to implement 'invisible' limitations which we hope will not negatively impact their experience.

We are here for all of our children and families and always have their best interest at the centre of all of our decisions. We must also state that our sessions will be run in line with the Elizabeth House code of conduct, any actions taken by a child which are deemed to potentially cause harm, injury or insult to another child will be handled in line with our standard guidelines.

Guidance for families attending our After School Club

- Children will not be able to bring their bike or scooter to Elizabeth House.
- Parents will not be permitted to enter the building.
- A waiting point will be signposted at the main entrance and doors to our main hall. We request that you wait at this point, ensuring adherence to the 2m distancing rules.
- On collection of your child/children, please wait at the meeting point, ensuring adherence to the 2m distancing rule. Each child/children will be brought to the door by a member of staff to meet you.
- To reduce waiting time in line, parents can call on 020 7690 1300 so that staff can get children ready for pick up.
- We will not be able to change this on bad weather, so please bear this in mind and ensure that you dress yourself and your child accordingly.
- Hand sanitiser will be placed near the entrance of our premises during drop off/pick up times, please sanitise before touching door or other equipment.

Action should illness occur

Parents & Club Responsibilities Parent's Responsibilities:

We all have a role to play in ensuring we are able to run the After School Club safely and efficiently. Elizabeth House requests the support and understanding of its parents/members to ensure adherence to guidance set out by regulatory authorities.

Monitor your child's health – (and the health of the whole household) – and only book/send your child to the club if they are all well. Please communicate any illness via email or phone call before the start of the day.

Look out for symptoms of the coronavirus in all members of your household (e.g. a new, continuous cough, a high temperature of above 37.8 degrees and/or a loss of, or change in, your normal sense of taste or smell).

If anyone in the family home develops coronavirus symptoms, follow the government guidance for households with possible coronavirus infection and access testing. Testing is available for all children regardless of age. If it is a positive outcome, isolate the whole household for 14 days. Please inform us of a positive/negative result as soon as possible.

If you are contacted for Test and Trace, please stay isolated as instructed and inform us.

Collect your child as soon as possible if you are informed they are unwell.

Ensure your child is collected punctually on the day.

Follow the Government's lockdown measures strictly so that the indirect risk to other pupils and their families – and school staff and their families – is not increased.

Reinforce the importance of good hand and respiratory hygiene at home and at school.

Seek advance permission before entering the premises if an urgent need arises.

Elizabeth House ASC Responsibilities:

Monitor our own health – (and the health of our whole household) – and communicate any illness to the parents and schools as soon as possible.

Should any of our employees or immediate household members become unwell they will be tested and should the result be positive, this will be shared with the group and parents alike.

Play staff will be asked to follow the same Government guidelines as parents and remain responsible outside of the play scheme setting to keep the risk as low as possible.

Play staff will follow strict hand and respiratory hygiene at home and when not at work.

What Next?

We will continue to follow Government guidelines and communicate any new changes relevant to our setting with you as soon as we can. We do not know how long we will have to implement these amended procedures before we resume a more normal service.

In the meantime, we shall try our utmost to make sure the children enjoy their time with us. We look forward to seeing you at our After School Club!