**September 2020**

**Welcome**

A warm welcome to all our children starting and returning to Headstart. We look forward to exciting year we have ahead of us.

**Safe operating procedures**

Please ensure you receive a copy of our safe operating procedures to see what we have in place this is then alongside a risk assessment that is reviewed monthly and alongside new guidance. Risk assessments are also done for each school drop off & pick up.

Please take your child to the allocated entrances

0-2 years main entrance (Guppies, Seahorses & Seals)

3-5 years (Dolphins) window doors

2-5 years (Mini Penguins & penguins) back gate

5-10 years Sharks)

Ensure you leave 2 metres apart from each parent if you see parent’s waiting at the doors please wait in cars or distance back.

Every child entering the building will have their temperature checked – if your child does have a temperate 37.8 or above they will have to remain off for the recommend guidance of 10 days (everyone in household 14 days) you can get a covid test you need to provide us with results and we need for our records.

**Terms & Conditions**

These need to be strictly followed if you would like a paper copy of your terms and conditions please ask a member of management (these are also available to see on Baby Days). If you have any questions regarding terms & conditions, please speak to a member of management.

**Baby Days**

We now operate with Baby Days please ensure you get your log in. Your child’s daily live feed will be on here to when they arrival and departure, what they eat and sleep. Also, messages can be sent between you and the rooms. If you have any problems setting Baby Days up please see an member of management they will be happy to help.

**Save the Dates**

Wednesday 2nd September – start of term

Tuesday 8th September – International Literacy Day

Friday 2nd October – World Smile Day

Monday 5th October – Friday 9th October – Animal Week

Friday 23rd October – last day of term

Friday 23rd October – End of Term Party

Monday 26th October – Half term - Holiday club open

We look forward to the term ahead

Many thanks

Sarah, Jody & Kerrie