

## CHILD CARE PROVISION DURING SCHOOL CLOSURE DUE TO COVID-19

The government have been very clear in their advice that the safest place for all people, including children, is at home.

Gavin Williamson is the State Secretary for Education. He tweeted on Saturday 21<sup>st</sup> March:



### **St Louis Catholic Academy is closed indefinitely.**

It reopens on Monday 23<sup>rd</sup> March as a child care facility for the children of defined Key/Critical Workers (see list) and some children with EHCP plans.

**ONLY** if they are unable to find any other alternative childcare options (including other parent/family member/friend).

School policies/procedures may no longer apply in this setting.

The provision will operate between 8.50am and 3.20pm Monday – Friday

Families using this facility must read and complete this registration document.

They must inform us if any of the information they provide changes.

The information provided to us will be considered carefully, particularly if places become limited or needs to close/partially close due to staff illness or the need to isolate.

Please help us to give the places to the children of key/critical workers who have no other child care options.

Please do not put your child/family/household at further risk by using this facility unless absolutely necessary.

Children are safer at home in a situation where their social interaction/contact is limited.

The more children we have, the less confident we can be about their safety from becoming infected.

**PLEASE READ THROUGH THE WHOLE DOCUMENT BEFORE STARTING TO COMPLETE IT**

**Registration: Children's details**

**Please complete fully**

	<b>Child 1</b>	<b>Child 2</b>
Child's Full Name		
Date of birth		
NHS number		
Name and telephone number of GP surgery		
Main home address		
Any medical/health needs (including food allergies/intolerances)		
Details of any medication your child is on*		

\*If your child does not have a 'protocol' in place already in school for medication e.g. asthma, allergies etc, parents will need to complete a medication form available from the school office. This will need to be agreed by the Executive head, Head of school or Senior member of staff on duty.

### PARENTAL INFORMATION

First Parent/ Carer's Full Name					
Occupation (please provide full details, not just job title)					
Contact details for verification of occupation					
Written verification seen	Yes	No			
Is this occupation on the defined key worker list?	Yes	No			
If no, why does your family need this child care?					
Emergency telephone number(s)					
Email address					
Home address (if different to child's)					
Current work pattern/shift (let us know if this changes)	Monday	Tuesday	Wednesday	Thursday	Friday

Second Parent/ Carer's Full Name					
Occupation (please provide full details, not just job title)					
Contact details for verification of occupation					
Verification seen	Yes	No			
Is this occupation on the defined key worker list?	Yes	No			
If no, why does your family need this child care?					
Emergency telephone number(s)					
Email address					
Home address (if different to child's)					

Current work pattern/shift (let us know if this changes)	Monday	Tuesday	Wednesday	Thursday	Friday
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**OTHER EMERGENCY CONTACTS**

We will telephone each of these people in turn if there is an emergency and we are unable to contact parents.

They need to be told by you that their details have been given to us.

If we can't reach you, they may need to make a decision on your behalf about your child. They may need to come and collect your child and look after them.

Please make sure you have discussed this with them before naming them.

The more contacts you can provide the better.

<b>Contact 1:</b> Name and address	
Telephone Number(s)	
<b>Contact 2:</b> Name and address	
Telephone Number(s)	
<b>Contact 3:</b> Name and address	
Telephone Number(s)	

**CHILD CARE PROVISION DURING SCHOOL CLOSURE DUE TO COVID-19**

**PLEASE READ CAREFULLY**

This provision is in place for the children of defined Key/Critical Workers (see list) and children with EHC Plans **ONLY** if they are unable to find any other alternative childcare options (including other parent/family member/friend).

**If your child attends the setting we you ask you to abide by the following conditions of use.**

**Any breach and we will need to review the provision of further child care at our facility.**

**Please tick every sentence to show you have read, understood and agreed.**

**Registration Information**

- The information I have provided on this registration form is factual and accurate.
- If any aspect of the information I have provided changes I will inform the setting immediately by email [antoinettejones@stlouisacademy.co.uk](mailto:antoinettejones@stlouisacademy.co.uk) or by telephoning 01638 662 719.
- I have asked all emergency contacts for their permission to be named as an emergency contact and have discussed with them and agreed the possibility that my child may need to be collected by them in an emergency situation. I understand and agree that they may need to make a decision about my child if I cannot be contacted.

**Drop off/collection**

- Entry to the setting building is through the main office door.
- My child will enter the setting through the door to the school building once they have been signed in by the adult who has brought them to the setting.
- I understand that no parent/carer will be allowed beyond the office door into the building (unless in a medical emergency) to reduce risk of transmission.
- My child will be signed in and out of each session by a parent or identified carer (as named on the registration form). If this changes I will contact the setting to inform them.
- I understand that my child can arrive between 8.50am and 9.00am. The front door will be locked at 9.10am.
- I understand that my child can be collected at or before 3.20pm.
- I understand that if my child is not collected by 3.20pm (unless otherwise agreed) and the setting is unable to contact an identified parent/carer the setting will contact each of the additional emergency contacts I have provided. If they are unable to be reached/help I understand that the setting will contact social care and follow their protocols in this situation.
- No parent is to use the school car park to ensure everyone's safety.

- All children are their parent/carers responsibility until they have been signed in. This responsibility is returned to the parent/carer once they have been signed out.

### **Health risks**

- I understand that the setting and parents/carers need to undertake as stringent hygiene practice as possible to reduce the risks of transmission of the virus and other illnesses. Other illness or availability of staff may lead to the setting having to close fully/partially.
- I understand that the setting is a child care setting where my child will play with other children. I accept that the setting is unable to limit my child's social contact with other children. My child will not be put in isolation from others unless they become ill.
- I understand that the adults working in the setting will try to maintain common sense in terms of social distancing whilst working with the children; however, I understand that they are caring for children and therefore may work closer than 2m with them.
- I understand that whilst the setting will endeavour to regularly clean the areas used, will engage in frequent hand washing, will ask staff to abide by rules for clothing/showering etc., we are unable to guarantee a virus-free setting.
- I will do everything I can to ensure that my child is wearing clean washed clothes each day (to reduce the risk of transmission).
- I will shower/bath my child, including their hair, when they get home each day (to reduce the risk of transmission).
- I understand that my child will be washing their hands frequently throughout the child care session. I will provide hand cream (labelled) if my child's hands become sore.

### **Clothing/equipment**

- I will endeavour to ensure that my child is wearing school uniform and shoes suitable for outdoor and active play. They should bring a coat.
- I will make sure that my child does not bring any items to the setting from home (with them except necessary medication - handed to member of staff on arrival and/or snack food and/or packed lunch as necessary).
- I understand that this restriction includes toys, electronic equipment, cuddly toys, comfort blankets, etc.
- I understand that any bag a child brings to the setting with them will be left in the lobby area outside the school office and not brought into the setting.

### **Medication/Illness**

- If my child has medication for asthma, allergies or other conditions with a 'protocol' in place (as per registration form) I will ensure that they have the medication with them

every day in a labelled container. I understand that this medication will come home every day (in case the setting has to close without notice). It is my responsibility to ensure that the medication is in date.

- I understand that if my child needs any other form of medication I will need to complete a 'Medication Form' (available from the school office). Administration of medication will need to be agreed by the head of school/senior leader on duty.
- I will inform the member of staff on arrival if I have given my child any medication e.g. Calpol, before they come to the setting. I will need to explain why I have given this.
- I will not bring my child to the setting if they have any symptoms of COVID-19 or if anyone in the household has symptoms. I will isolate my child and the whole household for 14 days in line with Government and will inform the setting immediately by email [antoINETTEjones@stlouisacademy.co.uk](mailto:antoINETTEjones@stlouisacademy.co.uk).
- I understand that if my child becomes unwell during their time in the setting, they will be immediately placed in isolation (in accordance with government guidance) and I will be contacted and asked to collect them. If I can't be reached, the other contacts given will be called.
- I understand that the setting staff will not have to prove or justify their decision about a child's illness. If they think a child is unwell they will act on this and my child will be isolated and I will be called and my child will be expected to be collected as soon as possible.
- I understand that my child will remain in isolation in this situation until they are collected from the building.
- I understand that if my child falls dangerously ill the staff will contact medical services as well as contacting me.

## **Food**

- I know that my child will be able to have a free meal each day if they are in Reception, KS1 or eligible for a free school meal (for as long as this service is available).
- I understand that there will be no menu for the meal available in advance, but that the food cooked will be 'child friendly' using the ingredients available.
- I understand that my child may be provided with a cold meal/packed lunch.
- If I do not wish for my child to have a setting meal I will provide a packed lunch.
- I understand that the production of meals on site may have to stop at short notice.

## **Provision**

- I understand that the provision is a childcare setting and not 'school'.

- I understand that my child will not be participating in the national curriculum and will not be formally 'taught'.
- I understand that the staff will not have the time or capacity to 'publish' the programme they have planned/followed with the children beyond what is available to all parents via ParentMail and the school website.
- I understand that if my child has special needs, the staff will do their best to cater for their needs.
- I understand that if my child has an EHC plan it is unlikely we will be able to meet the provision identified on it as this is no longer a school setting and we may not have the staffing to do so.

**Behaviour**

- I understand that the school will be following its usual Behaviour policy approach and that usual expectations will still be applied in the setting.
- I understand that my child may be excluded from the setting if their behaviour is unmanageable by the setting staff.

**Declaration:**

**I am the parent/legal carer of the children named on this registration form.**

**I have read, understood and agreed all the terms and conditions on this registration form.**

**I understand that terms and conditions may have to change at short notice.**

**I understand that the information I have provided is critical to the health and well-being of others including my child, my family, staff and other families.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_