**Welcome Back**

**Macduff Nursery Newsletter August 2020**

Dear families,

We would like to give you the warmest of “welcome backs” to Macduff Nursery, we are really looking forward to having you with us in nursery soon.

We have made it through Lockdown together and will work closely again with you to ensure we make the transition back into nursery as smooth and stress free as we can.

There are changes to how nursery is run but as always at the heart of these changes is the health and well-being of children, families and staff at nursery.

We know you must have many questions which we hope to address through this newsletter and Nurseries thorough Risk Assessment which you can read on the school website.

It is important that you feel comfortable and confident with our practice, if your question isn’t answered here please email denise.gordon@aberdeenshire.gov.uk and we will do our best to answer this for you. All questions are important and we are happy to help if we can.

**Information included in the Risk Assessment:**

**Classes:**

We have 4 classes in nursery D1, D2, S1 and S2. Presently these classes have no more than 20 children in them. D1 and S1 are at nursery Monday, Tuesday 9 – 330 and Wednesday 9 – 1150. D2 and S2 are in nursery Wednesday 1250 – 330 and Thursday, Friday 9 – 330.

Mr Walker (Head Teacher), Mrs Allan (Deputy Head Teacher) and Mrs Gordon (Senior Practitioner) over-see all 4 classes in nursery. Mrs Gordon manages the day to day running of the 4 classes.

Dolphin room staff:

Miss Milne (Lead Practitioner) and Mrs Jack (Practitioner) are in the Dolphin room full time. Mrs Still (Practitioner), Mrs Dalgarno (Practitioner), Mrs Kerslake (Practitioner) and Miss Gobelwieski (Graduate Apprentice) are in the room part time.

Starfish room staff:

Mrs Skinner (Lead Practitioner), Mrs Duncan (Practitioner) Miss Gill (Practitioner) and Miss Souter (Practitioner) are in the Starfish room full time. Mrs Mcleay (Practitioner) is in the room part time.

**What children need to bring to nursery:**

We need to reduce the risk of contamination between home and nursery and nursery and home, therefore presently children require:

* **NAMED** Wellie boots to stay at nursery
* **NAMED** waterproof outdoor suit to stay at nursery (we can no longer share nursery outdoor suits)
* **NAMED** change of clothes to stay in a bag on their peg at nursery
* **Named** bottle of sun cream to stay in their bags ONLY if they have an allergy to nursery’s nivea factor 50 sun cream
* **Sun hat** (if your child is prone to sunburn)
* Toys from home are not allowed into nursery but comforters as agreed with nursery staff are allowed.
* If your child wears nappies please make sure they have enough nappies for the days/sessions they will be in (e.g. Monday, Tuesday all day, Wednesday morning or Wednesday afternoon, Thursday, Friday all day)

Children’s bags will now stay at nursery (please **name all bags, jackets and where possible shoes)**.

**Unnamed items are rarely re-united with their owner.**

Outdoor suits will be given home to wash as required (mucky, multiple use etc). If you have financial issues with purchasing any of the above please speak to Mrs Gordon in confidence or email denise.gordon@aberdeenshire.gov.uk.

**Drop off and pick up procedures:**

Children may be dropped off at nursery between 830 and 9am.

When dropping off and picking up children, families are asked to use the new secure nursery playground. Entry will be through the double gates. There is a designated KEEP CLEAR entrance and exit area. A large waiting area allows for social distancing between adults and a 2 metre waiting line for entry is also clearly marked. It is advised that only 1 adult drops off children where possible.

Mrs Gordon will be in the secure area signing your children in and out of nursery. Please let her know if someone different will be collecting your child or any incidental information you would like to share for your child that day.

Mrs Skinner and Miss Milne will be at the entrance doors and will meet the children and hand them over to staff inside the nursery. Staff will assist the children hang up their jackets and wash their hands before settling them into the play room.

**If you are uncomfortable with staff using physical contact with your child please email Mrs Gordon before your child returns to nursery: Examples being settling children at drop off (children may need required to be handed from a parent and cuddled to be re-assured by staff).**

**Staff and parents must always have their masks available for this type of close hand-over contact.**

Masks are optional when 2 metre social distancing is observed outside with the exception of the contact above.

Staff won’t be wearing masks for the majority of the children’s time at nursery as the risk of the virus spreading is recorded as being minimal between children and adults.

Pick ups will follow the same procedure but with nursery staff handing the children back over to their identified adult.

Children can be picked up from nursery at speicified pick up times:

* 1245 if staying for lunch
* An agreed slot between 250 and 320 if siblings are at school
* 330pm if sibling not as school and you would like to take advantage of the full session on offer.

**Please don’t worry about nursery drop offs and picks ups as staff will always be there to greet you.**

If you are late we ask that you please knock on the window of the Dolphin room to attract staff’s attention and they will come to the door and sign your child in. **For everyone’s safety adults aren’t allowed in the nursery building unless agreed with a member of the nursery team.**

**Nursery Routines:**

Children’s routines will continue very much as before but presently within smaller groups. Children will be able to choose to play inside or outside and move freely between these areas after their 9am welcome from their class teachers. Hand washing will be in place between indoors and outdoors. We will promote the use of running water and liquid hand wash where we can. If this isn’t possible we will use hand gel. Should your children have sensitive skin please either speak to Mrs Gordon or send an email and we can discuss the procedures in place for this.

Use of resources:

Classes D1, D2, S1 and S2 will have use of their own resources when in nursery inside and outside. These resources will be thoroughly cleaned as per our risk assessment and cleaning schedules. Presently classes won’t be sharing resources.

Use of inside and outside space:

Classes D1, D2, S1 and S2 will have their own class space and staff, presently they won’t be mixing together. Inside we have 2 nursery rooms and 2 cloak rooms and outside we have the “old” nursery garden area and the “new” nursery garden area. Both rooms and outdoor areas are resourced in the same way and have a similar amount of space available for the children.

Snack:

Children won’t be able to self-serve snack presently. Staff will serve snack to the children to minimise the risk of cross contamination. Children will be encouraged to put away any waste, plates and cups after snack.

Lunch:

Lunch will continue to be served to the children. The lunch tables will be set in the both rooms with plates, cups and cutlery to minimise cross contamination. Children presently won’t be mixing classes for lunch. We will continue to record what children eat for lunch this will be displayed in the Dolphin room window, please socially distance to look at this information.

Next week’s lunch menu is attached with this newsletter and we will forward the term one too you.

You will be emailed snack information each week to share with the children. We will also let you know the staff rotas for the week ahead too.

**Accidents and Incidents:**

Accidents and incident are an inevitable part of a nursery day. You will be informed in the same way as before by an accident and incident slip at pick up time. If it is a head bump you will be contacted and made aware of this when it happens.

**If you are uncomfortable with staff using physical contact with your child please email Mrs Gordon before your child returns to nursery: Examples being cuddled after a fall, cuddled when upset or being handled to keep them safe (falls, tantrums etc)**

Although presently we have restricted face to face contact with each other please feel free to email us with any questions or queries you may have. You can phone the school office or email denise.gordon@aberdeenshire.gov.uk and request staff to phone you at a suitable time any day if you have any sensitive issues to discuss or even general queries about how your child is progressing.

We appreciate this is a lot of information to process but please be assured the nursery team are here to support your transition back into nursery. Feel free to get in touch with any questions, queries or concerns you may have.

Thank you.

The Nursery Team