

## COVID-19 Alert Level 2 - Preschool Protocol

**Please read the information in this email carefully. As we are opening the preschool under Ministry of Health, Health and Safety guidelines there may be changes to our usual practices.**

Preschool will reopen for all tamariki on Thursday 9 September, 2021 and will operate from 8:45am - 3pm as usual. The concept of bubbles in Alert Level 3 and 4 no longer apply so we will be welcoming back all tamariki and whānau.

### **Drop-off and pick-up**

The entrypoint for children into preschool is via the **Preschool gate only**.

In order to manage the number of people coming into the school grounds and our ability to provide contact tracing documentation for everyone if required, a decision has been made to have **drop-off and pick up at the preschool gate for all tamariki**.

### **Drop Off**

During Alert Level 2 we are extending the drop-off time to allow for a more staggered drop off. From **8:40am - 9:05am** a staff member will welcome your tamaiti at the Preschool gate, and if necessary, escort them to their classroom. The first gate will be pinned open and there is a red line on the concrete that we ask you to stay behind when you say goodbye. There are also markings on the concrete below the steps to indicate 2m distancing. Once these are occupied, whanau need to use their judgement about distancing onto the footpath or remain in their vehicles until there are spaces.

If you arrive after 9:05am you will need to contact me on my cellphone (021 263 7516) to open the gate and welcome you. ***Please do not enter school with your child.***

In the circumstances where a child needs extra support separating from whānau at drop-off you may be asked to come into the preschool grounds. Once your tamaiti has gone into class, you will be required to fill in and sign the contact register at the classroom with your details.

### **Pick-up**

At pick-up, the reverse will happen. We ask that you wait on the concrete below the preschool gate, observing physical distancing, and only come up the steps to the outside gate when the kaiārahi opens the inner gate with your tamaiti. This applies to both 1pm and end of day pick-up.

We will have a staggered pick up time at the end of the day commencing at **2:45pm until 3:05pm**. One kaiārahi will be stationed at the gate. Other kaiārahi will stand at their doors and look for parents they recognise and release tamaiti in much the same way as happens now. At 3:05pm, any tamaiti who are left behind will be taken down to After School Care following the usual process and there will be a charge for this.

After you have done drop-off or pick-up please resist the temptation to catch-up with others directly outside the school.

**The primary playground will not be accessible under Alert Level 2 either before or after school for play dates.**

### **General**

**Handwashing** will continue to be our first line of defence in keeping your tamaiti safe. Whilst hand sanitiser is available and will be used by adults, it won't routinely be offered to tamariki.

High use areas will be cleaned several times each day with a full clean and sanitisation of the preschool at the end of each day.

The **outdoor classroom** will be open and available as usual, including the sandpit.

### **Attendance**

**If your child is unwell please do not send them to school.**

**If a parent or caregiver is sick, please have someone else drop your tamaiti to school.**

Here is the list of respiratory symptoms (from MOH website) that will define who will have their access to the school restricted:

- Runny nose and sneezing
- Coughing
- Sore throat
- Fever
- Difficulty breathing
- Temporary loss of smell

Please do not be offended if you are asked to take your child home at drop-off if a kaiārahi deems, through observation, that your tamaiti is unwell. In order to minimise the transfer of infection during Alert Level 2, we must take this extra precaution.

If your child becomes unwell while at school, you will be contacted to pick up your child. They will be isolated from the rest of the tamariki and looked after by one of the teachers prior to

being picked up. When you arrive, please come to the classroom. You will be required to fill in the contact tracing register and the illness register.

**Please ensure that emergency contacts are up to date.** It is a good time to make sure that the contact details we hold on file are up to date.

### **Absences**

If your tamaiti is going to be away for any reason, please let the office know as per the usual procedure either via SchoolApp or phoning the school and leaving a message.

### **Food**

Jacqui will still be preparing kai for children each day. We are able to maintain a high standard of hygiene of all plates, glasses and cutlery, and food delivery during this time. Tamariki will not be involved in food preparation at all and kai will be prepared and served by adults.

### **Bags**

As your tamariki are going to be managing their belongings themselves without whānau support, my recommendation is that we keep the items that come along to preschool to a minimum. **A change of clothes plus a coat is all that is required.** No toys, books or other items should be brought to school in bags. As it is Term 2, there is no requirement for a sunhat.

### **School Office**

The school office will be contactable via phone or email. **During Alert Level 2 there is a one in, one out policy for access to all areas of the office.** Entry will be via the back door between the staffroom and Rata class. You will be required to sign the contact tracing register once you enter.

Office contact numbers are: Landline: 04 567 2377  
Mobile: 029 770 4286

**Pockets in the office won't be used or available to access during Alert Level 2.**

**There will be no access to an onsite toilet during Alert Level 2 for whānau.**

### **Before and After School Care**

Before School care will be open from 8am as usual but **entry will be via the back door of the room in the carpark**. There is a door-bell to ring when you arrive and we ask for physical distancing if there is a queue.

After School care and Sibling Care will be available. As whānau need to come into the preschool grounds, you will be required to sign the contact register as you do the pick up. **Hand sanitizer will be available and we would ask that you use it prior to signing the register.** We would ask that you pick up your tamaiti and leave the premises promptly, avoiding use of the play equipment in the preschool.

It is our number one priority to keep all tamariki and staff safe during Alert Level 2. Your support in following these guidelines is important and appreciated. If you have any questions, please let me know.