**Mistley Kids Club Ltd COVID 19 Procedure overview- July 2020**

**For Parents/Carers**

* If child has any upper respiratory illness e.g. coughing, sneezing, runny nose or a temperature they will not be permitted to attend and must stay at home.
* Parents/Carers should apply sun cream before arrival and should encourage children to apply it themselves. Staff will only apply sun cream to children when absolutely necessary.
* Parents/Carers must provide their children/child with a packed lunch and snacks for the day and a drinks bottle. (Which we can refill for them throughout the day)
* Parents are required to park in the main carpark when dropping off and picking up children staying at least 2 metres away from other parents and children. Then alert kids club by phone and a staff member will come and collect child from you.
* Parents/Carers will not be allowed in the building.
* Prospective parents/carers will have to pre-book a visit and wear appropriate PPE.
* No unplanned visitors will be permitted in the building.
* When children come into the foyer sanitizing gel will be ready to use before putting their belongings away, which should be kept to a minimum. Children are not permitted to bring any toys, books or comforts from home into kids’ club.
* We may be unable to keep the 2-metre social distancing once inside the building but the halls will be utilised and monitored so as to limit the number of children in one place at a time.
* Additional hand washing will take place as children move around the setting; hand gel will also be readily available.
* Furniture, doors and equipment will be cleaned regularly throughout the day and after a child’s use.
* At collection time parents/carers will be asked to wait in the car park, outside at least 2 metres apart from other parents and contact kids club of their arrival.
* As children leave the setting, they will use sanitizing gel or wash their hands.
* Children will be brought out to the car park to parents/ carers.
* If a child becomes ill during the day they will be separated from the other children and parents will be called to collect them straight away.
* If any children or staff test positive for COVID 19, the club will be closed immediately and government guidelines will be followed.

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