



Preston Baptist Church Hall
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Registered as a Charitable Incorporated Organisation No:1156079

Pre-school Manager : Susan Gibbons

Toddler Leader : Terena Cottell

Preston Community Preschool – Contingency Plan - Covid-19

Dear Parents, Carers,

We are writing to inform you of our Contingency Plan in the event of a possible closure of the preschool in relation with Covid-19 cases.

The DfE and Early Years have issued guidelines outlining what Early Years Settings should do in the event of possible cases of or confirmed cases of Covid-19.

Our Preschool currently runs under 'one bubble' definition, therefore the plan outlined below affects the setting as whole rather than 2 separate rooms.

Here are the details of the plan that we will follow in any of the events:

- 1. Member of staff has to self-isolate for 14 days (but not tested positive):** The Preschool will remain open unless the number of staff absent compromises the safety of children and we are unable to run as normal and be Ofsted compliant with staff to children ratio.
The Preschool, in consultation with the Trustees, will decide to either close either one room or both room.
- 2. A confirmed case in child or staff:** We need to stress that it is very important that we work together and as soon as your child is either showing signs or have a positive or negative result you inform the preschool.
We need to remind you to ensure that the confirmed case isolates at home for 10 days. Household of the case isolates for 14 days.
The preschool will inform the DfE and Torbay Early Years Team for advice who will call a rapid risk assessment.
The Health Protection Team will identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to isolate for 14 days.
A template letter will be provided to the setting on the advice of the Health Protection Team, to send to parents, carers and staff.
You will be notified as soon as possible if we have been advised to close the preschool.
- 3. In the event of local lockdown,** the government policy is to keep school open. However if we have to reduce our provisions, we will work with the local authority to provide provisions for the vulnerable children, keyworker's children and children starting school next year.
- 4. Fees:** If we have been advised by the Health Protection Team to close the preschool for a specific duration, fees will not be charged or will be credited to the following term's invoice. If you have been advised to self-isolate, normal Terms & Conditions apply.

We thank you for your support and your cooperation in this matter, please rest assure that the safety of the children and our staff are paramount.

Yours Sincerely

Susan Gibbons
Preschool Manager