

REGISTRATION DETAILS

Child's Name

School Attends.....

Date of Birth Age Sex M/F.....

Parents/Carers Name

Address (home) Address (work)

.....

.....

Telephone Telephone

.....

Mobile

.....

Email Address.....

Child's Health

Child's Doctor

Address Telephone

Any Allergies/medical conditions/family circumstances staff should be aware of

Allergies:.....

If yes please give brief details

Ethnic Origin

Religion (If any)

Custody and Court Orders

Yes..... No.....

If yes, please indicate which Court made the Order and the Date.....

.....

Days Attending – Enter dates you require into boxes please

Mon	Tue	Wed	Thur	Fri
20 th July				
27 th July				
3 rd August				
10 th August				
17 th August				
24 th August				
xxxxxxxxxx	1 st September			

Please circle session required 8-6 9 – 3.30 Including Lunch Yes No

Who will be collecting the Child/ren.....

EMERGENCY CONTACT DETAILS (OTHER THAN PARENTS)

Name..... Tel. No.

Relationship to child.....

I consent to the following while my child is attending day care at Fun House: -

- My child can use the Fun House Equipment under supervision.
Using my child's photograph in promotional displays.
- Using my child in case study's and observations without using their name for college courses and training.
- My Child can go on short trips off site, walking and in the minibus with seat belts and adult supervision.
- Staff can administer **PRESCRIBED** Medicines if necessary.
- My child can use sun cream and may be given help to apply it if needed.
- Can use Face Paints.
- In the event of illness or accident, I consent to any necessary medical treatment, which might include ANAESTHETICS.
- My child can go to hospital in an ambulance is required
- My child can be given plasters.
- I understand that CCTV is in operation for the safety of children and staff.
- I have read and understood the behaviour management policy.
- I have read and understood the child protection policy.I have read and understood the equal opportunities policy and procedure. I understand that prejudice of any sort will not be tolerated from either the children or the parents.

PLEASE SIGN AS APPROPRIATE.

SignedParent/carer Date

Please complete the attached form in full. The legal basis for which this data is processed is – Legal Obligation. For more information in relation to our compliance with the Data Protection Act 1998 and GDPR Regulation 2018 please see our Privacy Notice displayed on each parents notice board, and our Data Protection Policy available in the office

DAILY RATES AND TERMS AND CONDITIONS.

PER CHILD 8:00AM – 6:00PM £29.00

PER CHILD FOR FULL WEEK £125.00 - To be eligible for this discount you must book for the full five days a week in advance and pay when booking.

PART DAYS 09:00AM – 3:30PM £22.00 PER CHILD

Holiday Club:- If you would like us to provide your child with lunch this will be at an additional charge of £3.50 per head per day. This will include breakfast, hot or cold lunch and pudding

All fees are due MONTHLY in advance. We accept cheque, cash and all major credit or debit cards. Please put cheque guarantee card number on the reverse of any cheques. Bounced cheques will attract a £6.00 administration charge.

Two weeks fees must be paid in advance when you make your booking. **This will be used as a non refundable deposit if you decide to cancel prior to the commencement date.**

IF FEES ARE NOT PAID AND NO AGREEMENT HAS BEEN MADE THEN WE ARE VERY SORRY BUT WE ARE UNABLE TO TAKE YOUR CHILDREN INTO CLUB.

FAILURE TO MAKE REGULAR PAYMENTS MAY RESULT IN ACTION BEING TAKEN THROUGH A DEBT RECOVERY SERVICE. IF THIS ACTION IS TO BE TAKEN THEN CHILDCARE WOULD BE WITHDRAWN.

THERE WILL BE A CHARGE OF £6 FOR EVERY 30 MINUTES YOU ARE LATE FOR PICKING UP YOUR CHILDREN. **PLEASE NOTE OUR INSURANCE ALSO RUNS OUT AT 6:00PM SO PLEASE BE PROMPT.**

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND ACCEPT RESPONSIBILITY OF PAYMENT.

Signed Parent/carer..... Date

Policy for dealing with COVID-19

Fun House LTD.

Policy created: 01/05/2020
Updated: 26/05/2020

1. Information about COVID-19

2. Preventing the Spread of Infection

3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Fun House

4. Guidance on dealing with children who have travelled to affected countries/regions

5. Guidance on cleaning Fun House after a case of COVID-19 (suspected or confirmed)

6. Guidance to assist Professionals

1. Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above)
- Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

1.1 How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then

touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

2. Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- Washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch it, Bin it, Kill it
- People who feel unwell should stay at home and should not attend work or any education or childcare setting (see below: Guidance on dealing with suspected or confirmed cases of COVID-19 at Fun House)
- Staff will not be permitted to take lunch breaks together, lunch breaks will be staggered throughout the afternoon and will be allocated by the manager/owner daily. Staff will be required to maintain 2 metre social distancing at all times.
- Pupils, students, staff and visitors should wash their hands:

- before leaving home
- on arrival at setting
- after using the toilet
- after outdoor play/walks
- before food preparation
- before eating any food, including snacks
- before leaving setting

- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- Wearing appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19

- If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment see further information on the Public Health England Blog and the NHS UK website.

2.1 Cleaning Routines

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, keyboards/ mouse, telephones, office desks, printers, phone, money safe, banisters, children's chairs.

Disposable cleaning cloths will be used throughout the setting, for example blue roll for cleaning hard surfaces and disposable mop heads.

Toys will be rotated each day and sterilised between uses to prevent cross contamination between children who attend on different days. The toys available will be toys that can be cleaned effectively, and resources will be limited to enable rotation.

Toys that are difficult to clean, such as toys with lots of fiddly parts, soft toys and the wooden blocks will not be available at this time.

Sand, water and sensory play such as playdough will also be removed from the play rooms to further prevent the possible spread of infection.

Children will leave the setting by 18.00 to allow time to clean at the end of each day.

2.2 Hand Washing Routines

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to setting all adults will sanitise their hands in the entrance hall.
- On arrival all children will wash their hands with the soap and water provided outside the entrance to the setting.

- Staff should wash their own hands before supporting a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks, and when arriving back from a walk.
- Fun House will introduce the Happy Birthday Song to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Children's guides on handwashing will go in all bathrooms.
- Disposable baby wipes or hand towels with water are used at meal times.
- Staff must wash their hands before preparing or serving food even if wearing gloves.
- Staff should wash hands before putting on any PPE.

2.3 Personal Protective Equipment (PPE)

In line with recommendations from the DfE and PHE PPE will be worn as follows:

- Face masks and covering will not be required for general use within the setting in line with government guidance.
- Gloves, aprons and visors will be available for nappy changing and helping with toileting. Hands must be washed before putting these on and again once they have been removed.
- In the event of a child or team member showing symptoms of COVID-19 during the day the person supporting this person will need to wear a disposable apron, disposable gloves, a disposable face mask and a face shield. (see How to isolate an adult or child at Fun House)
- Clean uniform or clothes to be worn daily by staff and children then washed on a 60 degree wash.
- Staff should arrive early enough to ensure they are changed and ready to start work at least 5 minutes prior to their shift starting time.

2.4 Social Distancing and further measures to protect from infection

2.41 Managing Pickup and Drop off

- Only one parent at a time to drop off. Parents will not be permitted past the red gate and will preferably drop at the door once the child has washed their hands.

- One adult only per child to attend setting to drop off or collect. Parents will not be permitted to enter the setting.
- In each room one team member will be responsible for the register they will communicate with other staff to sign them in and out.
- The member of staff leading registration will ensure messages are passed to the key person and the child is welcomed into setting in a warm and friendly way.
- Children must be collected on time at the end of their session because they will be waiting in the reception area.

2.42 Regulating movements within the nurseys

Signs will be displayed on front doors stating:

- Please do not enter the setting if you or your child has any COVID-19 symptoms.
- No visitors allowed into the settings.
- Virtual tours will be conducted with pre-recorded videos and remote meetings with prospective parents with the manager via Zoom.
- Small staff rooms closed for anything other than food and drink prep, storage of bags/belongings.
- Office to be limited to two people at a time.

2.43 Other measures

- Children will not be permitted to attend another setting while they are attending ours for the foreseeable future.
- Office door to be kept open unless a meeting is in place via zoom and a mark taped on the ground to prevent visitors getting too close.
- Buggy car seat storage will not be available.
- Children can not bring in toys and belonging from home. A bag of spare clothes and nappies can be kept on site and topped up as required, bottles and sippy cups for the youngest children can be kept on site and sterilised between uses.
- Water will be available to children in cups, which will be washed after each use.
- Children will not be able to bring in a water bottle from home.
- Gardens will need to be cleaned each day and limited to use of only one group of children.

- Staff and parents are to follow government guidance even when outside of the setting.
- Staff are not to use the car park under any circumstances so there is enough space for parents to park socially distanced and wait in their cars if the queue area is full.

2.5 Management of staff and organisation of groups of children to prevent cross contamination within the setting.

Staff will work within an allocated room/group and not be moved around the setting to provide cover. This may mean that one room requires staff to work overtime to cover the ratio even when other rooms have spare staff.

In emergencies (for example a staff member is sent home ill) the setting ratios may need to be met across a site not in an individual room, in such an incident a risk assessment will be conducted to ensure children are safeguarded. In the event of not being able to safely care for the children the room may be closed for that day.

The divided areas of rooms must be kept separate. The shared toilets will need to be used by one group at a time and cleaned thoroughly after use.

Children will not be moved to different rooms for any reason.

Children will be in smaller groups of no more than 16 in pre-school and 8 in the two year olds and 6 in the under-two's rooms.

Where demand for places does not allow this, children may have to be re-allocated to another room permanently.

2.6 Settling in new children (nursery only)

On the first day the parents will be invited to a Zoom meeting with the manager to discuss their child's care needs and answer any questions.

On the second day the parent will be invited to attend with their child for one hour, this will be in the setting garden, or in the case of poor weather, in a space inside that is not used by another group of children. The child will meet their key persons and have an opportunity to play with the security of their parent present. The parent and keyperson will socially distance during this session.

On the third day the parent will be permitted to enter the setting hallway to have a hand over, the child will join the setting group without their parent for 2 hours.

On day four, the session will extend to 3.5 hours

On the final day they will join the social distancing que and be greeted at the setting door and stay with the group for 5 hours

3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Fun House

3.1 What to do if child or adult becomes unwell with symptoms of COVID-19

- Call the child's parent to request they collect their child from the setting immediately.
- The staff member should leave the setting immediately and return home.
- Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), you can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital. Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as a office or staff room (outside kitchen area). If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.
- If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet if available.
- Make sure that the children who are old enough know to tell a member of staff if they feel unwell.

3.2 How to isolate an adult or child at Fun House

- If an adult becomes unwell with symptoms of COVID-19
- If they become unwell in the workplace the person should be removed to an area which is at least 2 metres away from other people. If possible, find a

room or area where they can be isolated behind a shut door, such as the office or staff room. If it is possible to open a window, do so for ventilation.

- If the person is well enough they should leave the setting immediately and return home.
- The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms. If the person affected is not able for any reason to call NHS 111 themselves, then a staff member should call on their behalf.
- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet, if available.

If a child becomes unwell with symptoms of COVID-19

- The child must be isolated in the same manner as an adult; however an adult should remain with them, and keep their distance from the child, at least 2 meters. If this is not possible then the adult must wear appropriate PPE.
- To ensure the child and staff members safety the child will be sat in a chair, which could be strapped into a buggy if appropriate, in order to maintain their distance from the adult supporting them. They will be provided with an iPad for entertainment.
- The child's parent would be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called. The child should be off the setting premises within thirty minutes of becoming unwell.
- After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

3.3 Getting tested

The parent of the child or team member who has symptoms must contact 111 or apply online immediately and request a test.

Test are available to all team members and their families, children attending the setting and their families.

If any person in a team member or child's household shows signs of COVID-19 the family must get tested immediately. They cannot attend the setting whilst they await the results and the entire household must isolate.

The setting must be informed of the result as soon as possible to enable appropriate action to be put in place if required.

3.4 What to do if a case of COVID-19 is suspected in the setting

If anyone has been in contact with a suspected case in the setting, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to setting.

3.5 What to do if a case of COVID-19 is confirmed in the setting

The setting will need to contact the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.

Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by Fun House with advice from the local Health Protection Team.

The room or group that has been affected will be required to close, all team and children within this group will be required to self-isolate for 14 days along with the other members of their household.

In most cases, closure of the whole setting will be unnecessary.

3.6 What to do if children or staff in the setting are contacts of a confirmed case of COVID-19 who was symptomatic

The definition of a contact includes:

- Any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- Talking with or being coughed on for any length of time while the individual is symptomatic
- Anyone who has cleaned up any bodily fluids of the individual
- Close friendship groups
- Any child or staff member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- They will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance.
- They will be actively followed up by the Health Protection Team
- If they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- If they become unwell with cough, fever or shortness of breath they will be tested for COVID 19.
- If they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless

they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the setting the local Health Protection Team will provide advice and will work with the management team. Outside those that are defined as close contacts, the rest of the setting does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the group. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the setting and (if they are old enough) the child. Advice should be given as follows:

- If they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- If they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

4. What to do if children or staff return from travel anywhere else in the world within the last 14 days

Team or children returning from abroad are required to self-isolate for 14 days upon their return and can not attend the setting during this time.

This will be updated in line with government guidance.

5. Guidance on cleaning Fun House after a case of COVID-19 (suspected or confirmed)

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- All surfaces and objects which are visibly contaminated with body fluids

- All potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

5.1 Disposing of waste in the setting including tissues, if children or team become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues and PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the setting will be instructed what to do with the waste

6. Guidance to assist professionals

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links

Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings <https://www.gov.uk/coronavirus/education-andchildcare>

Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Call NHS 111

PHE South London Health Protection Team Floor 3C Skipton House, 80 London Road London SE1 6LH

phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk

Phone: 0344 326 2052

Fax: 0344 326 7255

This policy was adopted on 26/05/2020

Signed on behalf of the Setting Sarah Farmer

Date For Review Ongoing

I agree to the guidance set out in this document and I understand if I am found to be in breach of the guidance it may jeopardise my place within the setting.

Signed – Full Name –

Date -