

# Parent Handbook & COVID-19 Procedures

January 2021

**Disclaimer:** The information reflects the state of play on 14 January 2021. For the latest guidelines, please visit the government website ([www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)).



# YMCA Day Camps during COVID-19

Although there have been a few unavoidable changes to YMCA's programme, we are delighted to offer two brilliant, fun-packed activity clubs this summer holiday!

Both locations will be bursting with amazing activities for children to enjoy, and have been adjusted to be safe and secure during these uncertain times.

Please read this handbook in full. It includes lots of important information you need to know before your child's first day at camp.

For enquiries before/after your child has attended a YMCA Day Camp, please phone our main number on 0115 711 7006 or email [ymcadaycamps@nottsymca.org](mailto:ymcadaycamps@nottsymca.org). These are monitored Monday- Friday, 9am-5pm.

For urgent enquiries on the day, for example to tell our staff you will be late, please call the team on site.

**Melbourne Park Day Camp:** 07786 919 305

**Wollaton Holiday Club:** 07398 388 073

## What to expect at camps

Children will be able to get involved with all sorts of sports, games and creative activities during their time with us!

### **Park Visits**

Both locations offer fantastic access to beautiful open spaces. Weather permitting, children at Wollaton Holiday Club will enjoy time at Wollaton Deer Park, and children at Melbourne Park Day Camp benefit from the park being right on their doorstep.

### **Arts and Crafts**

We get children involved with a variety of artistic methods; painting, collage, clay modelling, decoration making and sketching. There's no crafts project too big for our Play Leaders!

### **STEAM**

STEAM is a hands-on approach to learning that uses Science, Technology, Engineering, Arts and Mathematics. We engage children in fun activities to

demonstrate how these subjects work in the real world, and use them to encourage creativity, imagination building, critical thinking, and teamwork.

### **Outdoor and Indoor Sports**

We'll be playing football, cricket, rounders and loads more outdoor sports and games! We also try our hand at orienteering and outdoor team building challenges.

### **Food/Snacks**

YMCA has been advised by guidance not to provide snacks for children which is a usual occurrence in our settings. Children will need to bring their own food for the day camp, and it is advised that that parents provide them with wipes for their lunch or snack bag.

### **Physical distancing / grouping**

We are only accepting week bookings to reduce the need to mix groups of children. Each week, children will be split into groups (sizes in line with government guidelines) and remain with their group for the duration of the week.

The use of communal internal spaces will be restricted as much as possible. Our outdoor spaces will be used by the group as much as possible performing activities which incorporate social distancing.

## **Pick up and drop off information**

**Sign-in time:** 8am – 9am

There will be staff on site at both locations from 8am. Play Leaders will welcome the children, introduce them to the group and show them around the site.

We will show children where they can keep their belongings and also explain how we'll be using the space throughout the day. Please encourage your children to ask lots of questions if they have them!

Parents are asked to follow our safety signage around site, which marks spaces such as waiting areas, to help us maintain social distancing.

**Important Note:** There will be no YMCA bus service, for either location.

**Flexible pick-up:** 4pm – 6pm

We won't let any child leave without a designated adult. If someone else is picking up your child from site, please make sure:

1. You have filled out a designated person for pick up form. This was on your booking form, but please ring 0115 711 7006 if you are unsure if you have completed it
2. You let the Play Leader know on the day
3. The designated adult has your collection password
4. Your child knows who is going to be picking them up

If you would like your older children to make their way to and from the club by themselves, we'll need your written permission before your week begins. You can send this to [childcare@nottsymca.org](mailto:childcare@nottsymca.org) and we'll let you know that we have received it.

### **Late pick-ups**

If you are going to be late please let us know on 07398 388 073 for Wollaton Holiday Club or 07786 919 305 for Melbourne Park Day Camp. We reserve the right to charge £5 followed by £5 for every 5 minutes that you are late. If you need to collect your child early, please let us know on arrival.

## **Physical distancing/grouping**

Wherever possible staff will remain within their room of children and not come into contact with others. Staff to child ratios will be adhered to as per the EYFS (Early Years Foundation Stage), although emergency revision to flexibility on required qualifications may be used to make this feasible. Staff members will avoid physical contact with each other including handshakes, hugs etc.

### **What to bring**

To be prepared for the day, please pack the following items:

- Packed lunch (including two healthy snacks)
- Clothes that can get a bit messy
- Water bottle
- Waterproofs
- Sun cream and hat

### **Lunch, afternoon snacks and allergies**

Please let us know if your child has any allergies.

Your child will need a water bottle, a packed lunch and at least two healthy snacks to keep them fuelled for the whole day. Food must be non-perishable as no refrigeration is available. Please add an icepack to your child's lunchbox, especially in summer.

### **Labelling belongings**

Please mark all personal items, including clothes and packed lunches, with your child's name. Nottinghamshire YMCA is not responsible for lost, misplaced or stolen items but we'll do our best to make sure your child leaves with everything they arrived with.

### **Sun cream**

If the sun comes out, we'll help your child apply sun cream. This will be done by a member of staff. Please let the Play Leader know if you would rather we didn't apply sun cream to your child.

### **What not to bring**

To keep distractions to a minimum and avoid disagreements with other children we ask that electronics, toys such as yo-yos and fidget spinners, money, jewellery and pets are all left at home. Children won't need these during our club as there's so much to do!

## **COVID-19 Guidelines**

Our team have put into place a number of positive hygiene measures to keep children safe this summer. We will be continually reviewing them throughout the holidays, in line with government guidelines and updates.

Our COVID-19 Operating & Infection Control Procedures document outlines the actions and expectations of YMCA staff, parents and children. Please make sure you familiarise yourself with them before your child's first day with us.

If there are any updates to measures during the holidays, you will receive a notification email or call.

## **Illness, accidents and emergencies**

Please do not bring your child to the holiday club if they are not feeling well, or if anyone in your household is displaying symptoms of COVID-19.

You can call us on 07786 919 305 for Wollaton Holiday Club or 07786 919 305 for Melbourne Park Day Camp to let us know of any non-attendance.

If you or anyone in your household begins displaying symptoms of COVID-19 during or within 14 days of attending the club, please notify us immediately.

In the event of an accident or sudden illness during a session, the club staff are equipped with the training and supplies to administer first aid. If the situation warrants further attention, emergency services will be contacted. You will be notified, by phone, if any injury or illness requires medical attention or if your child needs to be picked up. If we can't contact you, the emergency contact person that you have indicated will be notified.

## Code of Conduct

### For children

- I will respect the other children and staff. This means no bad language or bullying
- I will leave phones, electronics, yo-yos, fidget spinners and other games at home or out of sight
- I will travel around the site with a buddy
- I will talk to staff if I have a problem or am upset

### For parents

- I will always sign my child in and out with a staff member
- I will share relevant information about my child with the Senior Play Leader
- I will collect my child on time
- I will not bring my mobile phone onto the site
- I will refrain from smoking on site

## Physical Distancing

- Only parents who are symptom free or have completed the required isolation period must drop off/collect at the childcare site.
- Only 1 parent per family to collect.
- Collection will be at the door only; parents will not be able to enter the setting.
- Whilst waiting to drop off/collect please adhere to social distancing, directions will be sign posted where possible.
- Please call the site phone on and staff will bring your child to you along with their personal items and sign them out – parents will not make contact with anything or anyone other than their child. The site number is 07786 919 305 for Melbourne Park Day Camp, and 07398 388 073 for Wollaton Holiday Club.
- Signs and procedures will be displayed in prominent areas as visual reminders outside.

## Other considerations

### Face coverings

Public Health England does not currently recommend the use of face coverings during out-of-school settings activities. PHE advises that they are not required as children are staff are kept in consistent bubbles, and misuse among young children may inadvertently increase risk of transmission. However, face coverings are required by adults and children aged 11 and above when in communal spaces or when moving around premises.

Therefore, YMCA staff and children are not expected to use face coverings at out-of-school settings, with the exception of adults and children aged 11+ when moving through corridors and communal areas.

### Travel

Wherever possible staff should travel to the childcare site/school using their own transport or walking/cycling. If public transport is necessary, current guidance on the use of public transport must be followed. Parents cannot leave travel accessories

including buggies, car seats, scooters in the childcare premises, but rather in external buggy areas if necessary.

### **Hygiene, Health & Safety**

Hand sanitiser is available at all drop off/collection points and inside the setting for staff.

### **Cleaning**

An enhanced cleaning schedule has been implemented. Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly throughout the day.

### **Waste disposal**

All waste is disposed of in accordance with local authority collections. Flannels and tissues will be immediately disposed of with the 'Catch it, Bin it Kill it' approach.

Risk assessment

All activities will be risk assessed and due consideration given to any adaptations to usual practice. This may mean a suspension of learning experiences involving materials which are not easily washable such as soft toys, cloth materials, malleable materials and the suspension of the sharing of food and utensils

### **PPE**

Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.

PPE will continue to be worn as normal for the administration of first aid. Masks are available in the first aid kits for emergencies.

### **Building**

We will keep windows open where possible to ensure ventilation.

### **Resources**

Children will not be permitted to bring items from home into the childcare setting unless absolutely essential for their wellbeing.



Where this is the case items will be appropriately cleaned upon arrival. All resources required for play and learning experiences of children will be daily washed and/or sterilised and some resources will be removed that are difficult to clean. Some malleable resources will be used by individuals only and will be disposed of at the end of the day e.g. playdough.

Equipment used by staff such as stationary, tablets etc. are allocated to individual staff members where possible and cleaned regularly.

## Responding to a suspected case

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they need to be collected as soon as possible and isolate at home in line with the NHS guidance.

Whilst waiting for the child to be collected they will be isolated from others in a previously identified room.

A window will be opened for ventilation. The staff member responsible for the child during this time will stay with the child. PPE will be provided for the staff member.

The area will be thoroughly cleaned immediately after collection. The person responsible for cleaning the area will wear appropriate PPE.

In the event of a staff member developing suspected coronavirus symptoms whilst working at the day camp, they will return home immediately and isolate at home in line with the NHS guidance.

## In the Event of a Positive Case

**Important:** Please note that you/your child only needs to self-isolate (and not attend YMCA Day Camps) if you are showing COVID-19 symptoms and/or you have been contacted by NHS Test and Trace. If you think your child has been in contact with someone who has coronavirus but they do not have symptoms and have not been told to self-isolate, they may continue to attend camp in line with the latest

government advisements, provided they continue to follow health and safety guidelines in place (i.e. frequent hand washing, social distancing outside group bubbles etc.).

## COVID-19 Testing

All staff and children who are attending a YMCA Day Camps setting will have the option to book a test through the GOV.UK ([www.gov.uk/getting-tested-for-coronavirus](http://www.gov.uk/getting-tested-for-coronavirus)) online portal if they show symptoms of coronavirus. You should only order a test if you are displaying symptoms of COVID-19.

Where the camper or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

If a child tests positive in the camp setting, NHS Test and Trace will speak directly to anyone with whom they have been in contact to offer advice. This advice may be that the rest of their camp group (social bubble) within the setting should be advised to self-isolate.

To support NHS Test and Trace in identifying close contacts, Nottinghamshire YMCA Day Camps will keep records of:

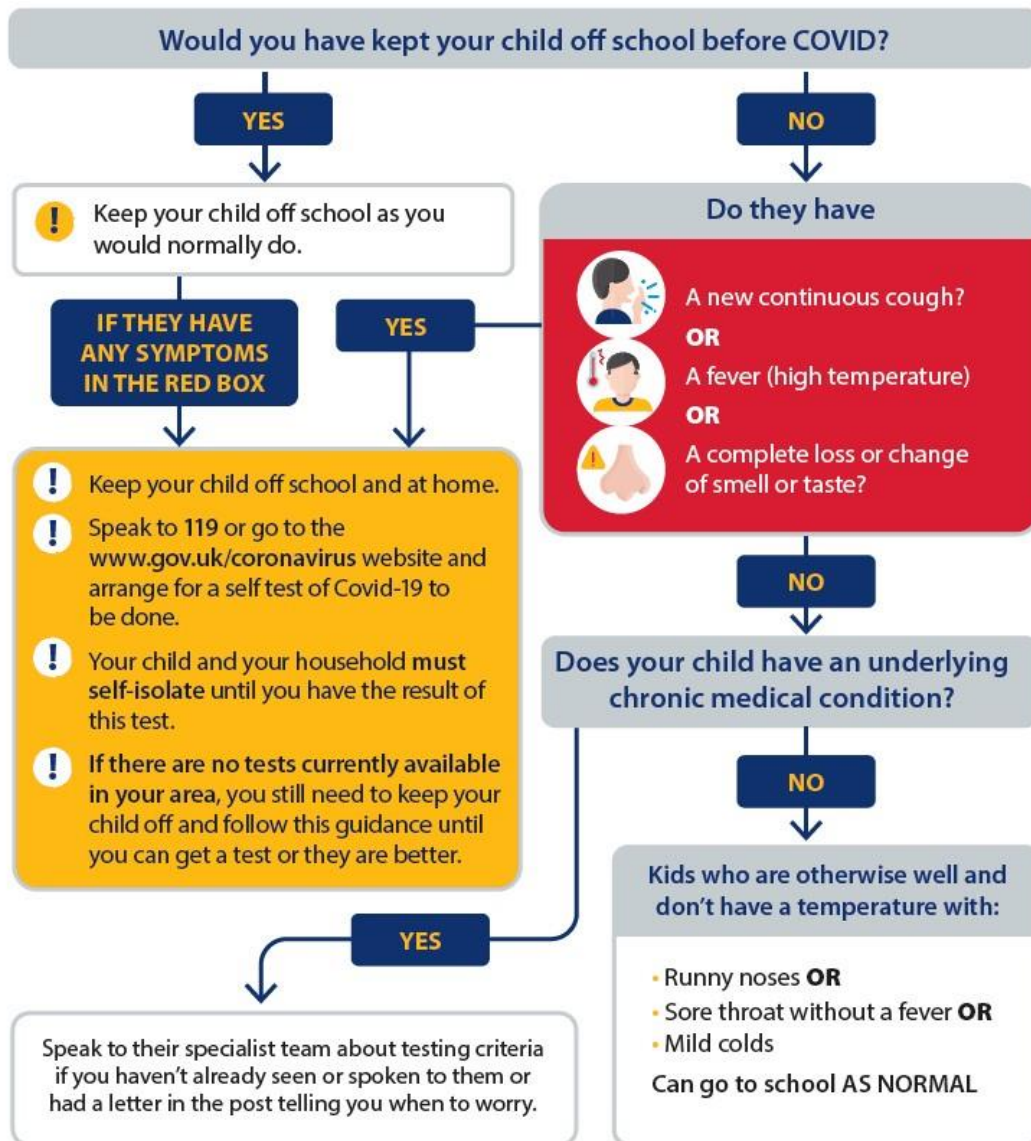
- children and staff in specific groups/rooms
- close contact that takes places between children and staff in different groups/rooms
- the timing of the activities/interactions

If you or your child develops any of the below symptoms of coronavirus you will need to self- isolate immediately and take a coronavirus test:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Please refer to this graphic made for our YMCA Childcare services for further guidance:

# Managing illness during COVID - Guidance



\* A 'Continuous cough' is defined currently as someone who is coughing for at least 3 hours a day. This is DIFFICULT to determine in a child. Any child who is coughing A LOT throughout the day and night has a continuous cough.

## FAQs

### **My child needs medication – how do you manage this?**

We need your permission before we can administer your child with any medication. This must have been prescribed by their doctor, dentist or nurse. You will need to complete a medication administration form on the first day your child attends the club, please request a form from a member of staff during sign-in time.

We can only administer medication if it is in its original container with the following information:

- Child's name
- Date of prescription
- Prescription's expiry date
- Name of pharmacist
- Correct dosage instruction

Please give any medication to the Senior Play Leader. When the medication is administered the Senior Play Leader and a fellow member of staff, acting as a witness, will sign the medication administration form, and your child will sign the form too.

### **How will COVID-19 impact activities?**

We've made some adjustments to keep children as safe as possible. But don't worry – there is still tons of fun to be had! The changes include:

- Flexible pick-up and drop-off times
- Bookings will be made through our online system which allows for contactless sign-in and sign-out
- Group size will be limited and assigned their own base room and Play Leader
- The YMCA bus will not be available for pick up/drop off
- Swimming will not be available
- Some close-contact activities may be limited, adjusted or cancelled
- We will not be able to offer Skill Clinics
- For table-based activities, children will have their own caddy of art and craft materials
- Positive hygiene measures will be present throughout, e.g. hand-washing, appropriate physical distancing and regular cleaning throughout the day

## **We would love to hear your feedback!**

Our team are always happy to listen to your concerns or thoughts at arrival and collection time. If you require a longer chat just let a member of staff on site know to arrange a time or email [martyn.gibbons@nottsymca.org](mailto:martyn.gibbons@nottsymca.org).

There are feedback forms available on the front desk to give your written feedback throughout the week. If you'd like to leave us positive feedback, you can visit [facebook.com/YMCADayCamps](https://www.facebook.com/YMCADayCamps) and leave us a 5 star rating.

Alternatively, you can write a letter and return it another day or pop it in the post to head office: YMCA Children's Services, Third Floor, Nottingham, Voluntary Action Centre, 7 Mansfield Road, Nottingham, NG1 3FB

## **Ofsted complaints policy**

**Ofsted Number:** EY468606

If you have concerns about the quality of the care your child is receiving, it is usually best if you discuss it with us. Contact [martyn.gibbons@nottsymca.org](mailto:martyn.gibbons@nottsymca.org)

If you are a parent/ carer and cannot resolve your concern through discussion, you can send your formal written complaint to [childcare@nottsymca.org](mailto:childcare@nottsymca.org) or by post to the address above.

If you are a parent/carer that has made a formal written complaint to the childcare provider, which relates to the requirements of the Ofsted Registration, we must carry out an investigation into your complaint. We must tell you about the outcome of the investigation, and any actions we have taken, or plan to take, as an outcome of your complaint.

We must do this within 28 days of receiving your complaint. You can ask to have the outcome of their investigation in writing. We must keep a record of written complaints. If you are not satisfied with our response, or your concern relates to a matter you cannot discuss with us, you can contact Ofsted. You can contact Ofsted at

any time about any concerns about a childcare provider on 0300 123 4666 or visit [ofsted.gov.uk](http://ofsted.gov.uk)

## Lost Property

We'll display all lost property items at the end of the day on the lost property table, please check the table each day if your child has lost an item. We'll donate lost items that aren't claimed to charity.

**Disclaimer:** The information reflects the state of play on 14 January 2021. For the latest guidelines, please visit the government website ([www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)).

If you have any questions or concerns, please email [ymcadaycamps@nottsymca.org](mailto:ymcadaycamps@nottsymca.org) or call **0115 711 7006**

