

Coota Gulla Preschool Procedures



COVID-19

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
2.2	99	<ul style="list-style-type: none"> Preschool – Obtaining Parent’s Authorisation and Consent
2.1	88	<ul style="list-style-type: none"> Student Health in NSW Schools: A summary and consolidation of policy
Next Review Date:		10/02/24

Delivery of children to and collecting children from Education and Care Service Premises: -

- When the 9:10am bell rings parents/carers use the second gate (to the right of the main preschool entrance) to enter the preschool.
- The attendance register will be set up on the veranda outside the classroom. There is sanitiser available for parent/carer use before and after they sign in/out. Parents/carers are encouraged to social distance where possible. Children wash their hands when they enter the preschool.

NOTE: This is dependent on the restrictions and health advice at the time of enrolment and may be subject to change.

Dealing with Infectious Diseases (COVID-19): -

- In accordance with advice from NSW Health, parents and carers are reminded **NOT** to send children to school if they are unwell, even if they have the mildest flu-like symptoms, for example cough, sore throat, runny nose, shortness of breath.
- If a child shows any of the above symptoms the child is kept separated from the other children with an adult and the parents/carers are contacted to collect their child as soon as possible.
- Parents/carers encouraged to take their child to the doctor and follow advice given as requested by NSW Health.
- Prior to returning to the service:
 - the child must be symptom free **OR** provide a clearance letter from the doctor
- In the event that a child has tested positive, all steps as directed by NSW Health will be followed. All departmental protocol will be put in place, including notifying staff/families if necessary.
- Early Learning will be notified in the event that:
 - there is an outbreak of COVID-19 in the preschool (**5 or more cases within a 7-day period**).
 - the preschool is to be closed due to the impacts of COVID-19.

Hygiene Measures: -

- Clean hands for 20 seconds with soap and water or an alcohol-based hand sanitiser.
- Sneeze or cough into your elbow or a tissue. Used tissues to be placed straight into a bin and was hands immediately as above.
- Avoid touching eyes, nose and/or mouth.
- Don't share food or drink.
- Cleaner cleans common and high frequency areas during each day.
- Toys are washed more frequently.

Changes to delivery of learning: -

- Cooking – educator washes hands and wears gloves; educator models while children watch; children given individual serves.
- More time spent outside, weather permitting.
- Intentional teaching of hygiene practices and COVID-19 using social stories.

Remote learning: -

- Learning will occur through ClassDojo.
- Educators will share the early childhood guided learning digital packages with families.
- Educators will post regularly on ClassStory to keep in touch with families, upload videos and respond to questions.
- Parents/carers are encouraged to upload photos/videos in their child's portfolio to share learning at home with the educators.
- Educators will provide feedback to the children regarding uploaded work.
- The LWPS website has an additional, extensive range of activities/websites which can be used at home.
- Where a family has Internet limitations, Take-Home Packs will be made available.
- If there is no contact with a family through ClassDojo, an educator will do a wellbeing check via phone.

Additional: -

- Doors/windows are kept open as much as possible, weather permitting, to increase ventilation.
- Parents/carers are kept informed through ClassDojo SchoolStory and ClassStory.

Reference: -

[Prevent the spread of COVID-19: A guide for early childhood education and care services](#)