

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 | ▪ Preschool – Obtaining Parent’s Authorisation and Consent |
| 2.1 | 88 | ▪ Student Health in NSW Schools: A summary and consolidation of policy |
| Next Review Date: | | 06/09/22 |

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

1. On arrival at the school gate, press the buzzer and let the office staff know that you are delivering/collecting your preschool child.

If arrival is prior to 9:10am parents/carers will be allowed to come on site, however, they are asked to walk directly to the preschool area, wait outside and practise social-distancing. Parents/carers are encouraged to bring their child after the 9:10 bell (to avoid waiting outside) and we ask that all preschool children are at school by 9:30am at the latest to ensure learning is not missed.

2. When the 9:10am bell rings parents/carers use the second gate (to the right of the main preschool entrance). There will be a sign directing you to the gate to enter the preschool playground.
3. The attendance register will be set up outside the classroom at the bottom of the ramp where there will be sanitiser available. There is sanitiser available for parent/carer use before and after they sign in/out. Children wash their hands when they enter the preschool. If it's raining this table will be set up on the veranda.
4. In the morning, once the child is signed in, a staff member will be there to take them inside the preschool building.
5. In the afternoon, once the child is signed out, a staff member will bring your child to you.

NOTE: In the case of a new family joining the preschool and wanting to see the inside space or if a child is unsettled and needs their parent, those adults will be able to enter the preschool. They will be asked to sanitise and wear a mask. There will be a school supply of masks in the preschool. Social distancing recommendations will apply. This is dependent on the restrictions and health advice at the time of enrolment.

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 parent/carer must provide a copy of a negative COVID-19 test result **OR** a clearance letter from the doctor
 - the child must be symptom free.
- In the event that a child or parent/carer has tested positive, all steps as directed by NSW Health will be followed. All departmental protocol will be put in place, including notifying the community/staff and deep cleaning, with the support of the director. Early Learning

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 three times during each day.
- Toys are washed more frequently.

Changes to delivery of learning: -

- Singing – only if in a straight line or in a circle facing out.
- 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.
- Teachers will post an overview of the week on the first day of each group. The children are given activities to choose from, including literacy, numeracy and movement.
- Educators post daily on ClassStory to keep in touch with families, upload videos and respond to question.
- Parents/carers are encouraged to upload photos/videos in their child's Portfolio to share learning at home with the educators.
- Educators 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 are 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](#)