Dear parent/carers,

 Following the latest lockdown we have made the decision to put our children into ‘bubbles’, this is to minimise the spread of infection between both children and staff. As you are aware early years settings are to remain open during this time and we are trying our best to ensure everyone’s safety so please help us by following our rules set out below.

Your child Is in the **GREEN** bubble, their leaders for this bubble are Rebecca, Yvonne & Joely.

* Start time is **9am**
* Finish time is **2pm**
* Please use the **BACK DOOR** of the building, you can find this by following the **GREEN** floor markers.
* Please wait on the floor markers, you do not need to let us know you are there, a member of staff will come out at 9am and will call you in one at a time.
* Staff will sign your child in/out, they can pop their lunch into the box on their way in.
* Ensure you are always keeping your distance from other parents
* If you need to share information with staff, please call or text so we can avoid contact and cut waiting times.
* Your child will play in the lower school room which is set up with everything they need.
* The red bubble will play in the upper school room and will not mix with the green bubble.
* The outside area will be shared and cleaned between groups.
* At pick up time please wait on the markers and a member of staff will come out at 2pm and bring your child out to you. You do not need to let us know you are there.
* If you arrive late or wish to pick up early please phone to say when you have arrived, and a member of staff will come out to you.
* Make sure you are available to pick up at any time, and others on your contact list are still safe to pick up in an emergency.
* Only ONE parent/carer to pick up and drop off wearing a face covering.
* Plastic/metal lunch boxes.
* No rucksacks to be bought in.
* No Toys from home.