



Cool Kids Club, Wheatley C of E Primary School, Littleworth Road, Wheatley, Oxford. OX33 1NN

Tel: 01865 876395 www.coolkidsclub.org.uk

13th March 2020

Dear Parents/Carers,

CORONAVIRUS (COVID-19) UPDATE

I am sure we are all watching the developments with respect to COVID-19 with some concern, especially with school/childcare closures now being implemented in other European countries.

We are committed to keeping the Club open as usual for as long as is possible and sensible but are also mindful of the need to ensure the continued health and safety of children attending the club and adults working there as well as parents and carers dropping off and collecting from the premises. In this letter we summarise the current situation.

Infection Control

We have longstanding processes in place around handwashing before handling food or eating and the whole Club is cleaned over a number of visits each week by an experienced cleaning contractor. We have increased vigilance around good hand hygiene at all times for children and adults and staff are wiping down high-traffic surfaces such as door handles in addition to the usual cleaning cycle. You may also notice more posters with public health information as well as hand sanitiser available for staff, visitors and children in Reception and other areas.

If a child becomes ill with symptoms suggestive of COVID-19 while at the Club they will as far as possible be isolated from other children by at least two metres until the child can be collected by his or her parent/carer. The Club will remain open unless or until advised otherwise by the local Health Protection Team.

When to Keep Children at Home

The updated advice from 12th March is that children should be kept at home for 7 days if they have either a high temperature OR a new, continuous cough.

Guidance on self-isolation after travel also remains in place- anyone returning from an area classed as Category 1 should self-isolate for 14 days on their return to the UK so if this applies to you as a parent or carer but your child is still attending Club please arrange for someone else to drop off or collect them for the 14 days.

Please inform us as soon as possible if a child will be absent.

Will the Club have to Close?

The Committee and Club managers are working closely with one another and with Wheatley Primary to respond to this rapidly-changing situation.



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Currently, the government position is that schools and childcare settings should remain open. We will continue to monitor Public Health England and government guidance in this area and respond accordingly.

Information for Educational Settings can be viewed at <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

If, in the coming days or weeks, schools and childcare settings have to close we will inform you as soon as possible. In this eventuality we will aim to reopen as soon as schools do and hope that any disruption can be kept to a minimum.

We have reviewed our emergency cover and deputising arrangements to minimise the likelihood of closure because of staff illness absence but it remains a possibility in the event that multiple staff members are absent at one time; we will notify all parents as soon as possible if this becomes unavoidable.

Fee arrangements

If your child is unable to attend Club because they are ill or in isolation then fees will still be due for regular bookings.

If the Club closes for a short period while school remains open e.g. for a deep clean or because of staff absence then we will offer a full credit for the number of sessions missed for regular bookings. This will be included on the following months invoice.

If a longer closure of schools and childcare settings is mandated then we will offer a credit of 50% for all regular sessions on the invoice for the following month. We are unable to reduce the fees to zero as our costs including staff salaries and utility bills will not be zero in any closure period. If closure is mandated for more than one month we will review this policy.

What About Holiday Club?

We had planned an Easter Holiday club to run on 8 days in the school break from Monday 6th to Thursday 9th and Tuesday 14th to Friday 17th April. Given the current situation, this is under review and bookings are only being accepted on a provisional basis subject to final confirmation by the end of term. If you would like to make a provisional booking for Easter please request a booking form by email to coolkidsinfo@aol.com. Fees for holiday club will only be due if it goes ahead.

Thank you so much for all your support at this time.

Cool Kids Club Committee