



## NEWSLETTER AUGUST 2020

### CONTACT NUMBERS

**Knightswood**

950 2779/07585918074

**St Ninians**

950 2497/07901385999

**Antonine**

944 6868/07824427916

**St Clare's**

944 1758/07824390076



It feels like a very long time ago since we, sadly, had to close our doors back in March due to this dreadful COVID-19 virus, so our first thoughts must be to those who have been affected by this virus.

This newsletter has been drawn up to highlight what we have been doing, how we will operate and, also how we will continue to put our service user's wellbeing at the forefront of our practice. My apologies in advance that it is a lengthy newsletter but there is so much information that needs to be shared.

The service has tried to keep as positive as possible and look forward to the future so that we can continue to be there for our parents and children. During our closure, a lot has been going on behind the scenes. Funding was applied for to

ensure we could offer something to help brighten up your days, and give your family something to look forward to. Staff training was focussed on, as well as keeping up-to-date with everything that would aid a safe service return.

Currently, we are working extremely hard trying our absolute best to move forward towards re-opening. Importantly for everyone, our service policies and procedures have been updated to address the current COVID-19 situation.

These policies and procedures will reflect the latest guidelines from the Scottish Government and support the school's routines. It is important to understand and address that these may change periodically as information and guidance changes.

This has been a difficult time for everyone, particularly children. Upon returning to our services, we shall ensure that we fully explain the new processes to the children, especially those important changes like infection control, and the daily arriving to and leaving the service.

It is important that everyone understands our new policies and procedures. Members of staff will be happy to talk through these with you, and will be able to answer any queries you may have.

### PRIMARY ONE CHILDREN

Many of your children may have missed out in our welcome and induction process. This year is particularly more anxious for our new parents and children. I will happily arrange zoom sessions either as a group, or on a one to one basis to help with any questions or concerns you may have. Please be

assured, we really do realise that this is particularly difficult for you.

### INFECTION CONTROL



Staff have already been working on the existing local guidelines within their settings to

ensure all the necessary steps to maintain high level of infection control measures are followed and implemented accordingly. All staff were required to update their Infection control qualification.

We have been into the services and the staff have been deep cleaning area surfaces, toy cupboards etc. Everything has been thoroughly cleaned using disinfectant and appropriate sterilizer agents. Anything that we are unable to properly disinfect has been disposed of accordingly, and replaced with alternative equipment, in line with the existing government's guidelines regarding safe play. Some equipment has been stored away, where there have been concerns that, at this time, it is too difficult to ensure that they can't pass any infection on.

### RISK ASSESSMENT

We have new risk assessments reflecting our improved and updated cleaning measures and controls.



These procedures have been put in place in accordance with COVID-19 guideline

requirements. We will ensure that all the appropriate measures are being followed by both staff members and service users. To support your child's ability to risk

assess and ensure their own environment and play areas are safe, we will now be introducing more visual guidance, helping to reinforce the importance and their understanding of both hand washing, and social distancing.

### PICK-UP CHANGES

At this present time, we believe that parents and carers will be asked to wait outside the school entrance when picking up their child. Whilst these rules remain in place, staff when alerted to your arrival by buzzer, telephone etc will guide your child to the collection point. A member of staff will then sign your child out on your behalf, once they have made visual contact and confirmed the name and relationship of the person collecting the child. To make this quicker, please identify the child you are collecting, your relationship to them and your name.

More than ever, it is important that you keep the agreed named persons details up to date throughout this un-precedented period.

### FAMILY ENTERTAINMENT

Thank you to all those parents and children who participated in our many entertainment activities during lockdown. We hope that these activities that were delivered through



zoom, helped to lift everyone's spirits, and

gave you all something to look forward to. The family quizzes by 'Sir James' were fantastic, with one in particular, ending with a dance off taking place between our 'Teddy Bear' friends, a sight to see I assure you! Everyone who joined us on that

particular occasion, experienced a wonderful, fun filled, fabulous hour of entertainment. To be honest, we were a little more than concerned as the majority of our staff members became extremely competitive and had to be held back so they didn't beat any of the children!! **Please join us via ZOOM on Sunday 9<sup>th</sup> August at 1pm for another quiz.**

Meeting ID: 837 9265 5394

Password: 238238

<https://us02web.zoom.us/j/83792655394?pwd=QWZ6R0lPUmh0dmkrVlFUakh0ejZ1dz09> - I will send this link to our FB page

As well as the quizzes, we had drama workshops delivered by Wicked Productions. If you can imagine (If you were not able to join in), all the children, adults and again staff having a magnificent magical time We really cannot wait to book our next Wicked Production events for our return.

We also had some creepy fun during our online ZooLab class. It was great that the children personally got to ask questions.

Our high tea afternoon was also a huge success. We catered for over 250 service users. I'd like to take this time to thank all the staff who volunteered that day to help in the production and delivery of these teas. I'd also like to thank the parents who contacted the service with their kind words of thanks and appreciation. These kind words mean a lot to the staff, who also needed to feel that they were connecting with their families again.

These activities were funded by the Scottish Government's Community Wellbeing Fund, and we would like to thank Impact Funding Partners for supporting our application and allowing us to use this funding to

lessen the impact lockdown had on your children.

### **YOUR CHILDS INFORMATION**

It is vitally IMPORTANT all information regarding your child's health and also your contact details are kept up to date and fully accurate.

If we do not have appropriate and correct contact details then we will not be able to provide a service for you.

### **STAFF UPDATE**

All staff members have attended our regular scheduled virtual 'team meetings' via ZOOM to discuss the latest updates received from the Education Department and the Scottish Government. All members have participated in detailed sessions where we have held in depth discussions on service delivery and how we can continue to improve and adapt our action plan, in order to ensure a safe return of our services across all units. It is incredibly important to us that we continue to deliver our service in the safest possible way, whilst still providing our families with a warm, safe, and nurturing environment.

During our lockdown time, staff have also been busy working their way through a wide variety of online



courses to support their personal development, and to ensure that they are equipped with the relevant skills to support children and families through this difficult time. As well as Infection Prevention and Control the courses covered included; Food Hygiene, COVID-19 Awareness, Risk assessment, Mental

health awareness and Bereavement and Anxiety training.



*Fees - Due to the difficulties experienced in collecting overdue fees from a substantial number of users when we closed, we will be strictly adhering to our fee policy. Places are limited, and may at any point become restricted. We will not be providing provision for anyone in arrears. We have offered many opportunities for these to be paid off during the last 5 months.*

Payments must be made in advance and must be paid at the latest by the Monday before the following week that your child will attend. We wish to focus on safe childcare provision and will not be focussing on fee collection. If they are not paid in accordance with this policy then we will be unable to offer, and reserve the right to withdraw the service.

Please be aware, if your child is absent or has been asked not to attend due to illness, fees will still be due in accordance with our fee policy.

### COUGHS AND SNEEZES SPREADS DISEASES

If your child becomes ill when attending the service, you will be required to attend straight away to collect your child.



If your child shows any signs or symptoms related to COVID, they will be

isolated and supervised at a safe distance by a staff member. If you can't collect your child within a short reasonable period of time, then for the time being can I ask that you make alternative childcare arrangements.

Remember these rules have been put in place to ensure we can operate, and more importantly to protect everyone, and help to control the spread of this virus.

We will have the right to exclude your child if we have any concerns about the spread of infection.



if you do have any enquiries, worries or thoughts about returning to the service contact us. All managers can be contacted via the mobile phone numbers or by email. If you do email, please reference this to the service you use. We shall continue to update you with the latest information, alongside any adaptations to our processes and procedures as and when we have received any updated information ourselves. Please keep checking our website

[www.tascafterschoolcare.org.uk](http://www.tascafterschoolcare.org.uk) .

and if you haven't already done so



and follow us on



to get the latest information. We are really looking forward to seeing you all again and welcoming you all back to our service soon, until then

Stay safe....

Christina