



Ladybirds Preschool Daily Running Policy (Revised 4th January 2025)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Policy Statement:

The preschool committee and staff are keen that we continually maintain a high level of early years education; whilst ensuring that the health and safety of all children, parents and staff are protected and is paramount to us being able to open and continue to run successfully.

Aims:

We aim to provide and maintain a high level of educational care and commitment to all families registered with the pre-school

We aim to ensure that we maintain high levels of hygiene and to promote the hygiene for all individuals whilst on and off the premises

We aim to measure the infection level rates both within the pre-school, the local community and within the country. Any changes to any of the monitored areas will be communicated to parents, staff, committee and any other bodies that may need to be aware.

We aim to make all children, parents, staff and committee aware of the increased risks and provide relevant risk assessments and additional displayed information in and around the pre-school.

We aim to continue to provide a caring atmosphere, whereby the children and staff can feel safe, healthy and secure especially during the pandemic.

Procedures:

We have implemented some changes that the pre-school will have to undertake to ensure the safety, well-being and to minimise the spread of infections. When necessary and in the light of any future pandemics, we will undertake these by any of the following; reducing our opening hours, capping the numbers of children attending daily, staggering the drop off times/pick up times to enable parents and children and staff to socially distance themselves, have adequate numbers of staff to enable small groups of children to be together, stagger snack times to enable social distancing, change our drop off/collection registration process, provide smaller resources that can be either not shared or cleaned daily, increase our hygiene routines and

promote these amongst the children, increase our daily cleaning of highly touched areas.

Daily operating schedule:

We will operate between the hours of 8.30am and 15.15pm, Monday to Friday.

Parents will be dropping off and collecting their children via the outdoor gate. They will not be permitted into the setting unless invited. Their pegs will be inside the main room and staff will supervise children washing their hands, children will use the lunch shelves for their lunchboxes and water bottles.

Should we have any future lockdowns, all children will be welcomed into pre-school, but we will be limiting any visitors into pre-school and constantly monitor how the situation changes in line with advice from the government and DFE.

Children and staff will maintain extremely high levels of personal hygiene, we will ensure that regular washing of hands takes place and stress the importance to the children in a fun and friendly manner of why we must maintain this. Staff will ensure that all high touched areas are cleaned before, during and after each session to help prevent any spread of viruses.

The children will be reminded of good hygiene at the snack table and staff will ensure that all surfaces will be cleaned regularly, the children will be offered a choice of fruit which the staff will prepare and serve to them directly. No sharing of food/drink will be allowed.

Children will be reminded to keep their own things safe. We will not permit any toys from home coming into pre-school as virus's can live on surfaces for up to 72 hours. Children will only be allowed access to those resources that staff can clean daily. They will be reminded not to mouth the toys etc... to help prevent any potential spread.

As a responsible employer we wish to ensure that the health, safety and well-being of all individuals attached to the pre-school is always at its highest.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Children's Records Policy*
- *Children's Rights Policy*
- *Confidentiality & Client Access Records Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *First aid Policy*
- *Health & Safety Policy*

- *Infection Control Policy*
- *Key Person & Settling In Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children & Staff Allergies Policy*
- *Nappy Changing Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Physical Contact & Handling Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Safeguarding Policy*
- *Special Needs & Inclusion Policy*
- *Staff Behaviour Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Vaccination Policy*
- *Working from Home*

January 2024

Review Date: January 2026

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

This Notice was adopted by the committee on 15/01/2025

Signed: *Jean De Zavis*_____

Reviewed Date: 20/01/2026

Signature: *N L Mann-Rae*

Amendments: