



Dear Parents

In this letter we will explain the new policies and procedures on how the school will run to keep your child safe and happy with quality focused childcare and education.

Dates and Times

We are opening on the 06 July 2020 at 06:00. The school will have to close at 18:00. We cannot accept late comers as the school will be thoroughly cleansed and sanitized for the following day.

Screening, sanitation, washing and temperature times.

- There will be a weekly screening sheet sent to you to fill out. Please hand the form in the morning as you drop your child off.
- Please check your child's temperature before leaving home. If your child's temperature is higher than 37°C they will have to stay at home and see a doctor to receive a proper diagnosis. Please let the school know and once your child returns please hand in a doctor's note stating your child is well enough to return to school.
- Upon arrival your child's temperature will be taken and recorded and they will wash their hands at the hand washing station provided before entering the school.
- Your child's temperature will be taken and recorded throughout the day such as after nap time at 14:45 and before they leave to go home.
- Screen dividers are placed on the tables between the children for their protection.
- The children's hands will be washed with soap and water with the correct hygiene methods. They will wash before and after breakfast, lunch, snack times, toilet routines, after nap time and before going home.
- During activity and play times the children will work and play in designated groups and be supervised at all times.
- Teaching tools, stationary and toys will be sanitized during the day and at the end of the day.
- Staff will be screened every day before they enter the school and have received COVID-19 training to understand how to keep themselves and others safe in the school.

Masks, Visors, clothing and blankets.

- There will be a package being sold consisting of a mask and visor. It is R 50-00. The package is compulsory for school attendance. Please pay into the school's account and show proof of payment that we may hand it over in the morning.
- Masks and visors will be worn during the day except for breakfast, activities, lunch, nap time and snack times.
- Children will be taught and supervised on how to put their mask on and take it off safely and to keep it on at the necessary times.
- Visors will stay at school and will be sanitized.
- Masks will be sent home and cleaned.
- Please send a water bottle to school clearly marked for your child to drink throughout the day.
- Sending snacks to school is optional. If you do send lunch please make it healthy and sanitize and mark their lunch boxes and bottles.
- Please mark your child's clothing and blankets.



Procedures of Suspected or Positive COVID-19 Case.

- If a child has shown any flu-like symptoms such as fever, coughing, sneezing and a sore throat they will be sent to the sick room and receive a disposable mask and be supervised. Their previous mask will be placed in a plastic bag to be sent home and cleaned. The child’s parents will be contacted immediately. The parent will have to take their child to the doctor to receive a proper diagnosis. The child will be accepted into the school once we receive a letter from the doctor stating your child is well enough to return to school.
- If a staff member is not well they will be sent home immediately and will not be allowed to return once they have once they given a doctor’s note stating they are well enough to return to work.
- If there is a positive COVID-19 case we will follow the necessary guidelines set out by the Department of Health and we will contact the Department of Health as well to receive any further instructions. All parents will be notified immediately.

Fees

- Fees and other payments for the school will be paid into the school account.
- Cash payments will not be accepted.
- Extra mural payments must be paid into the extra mural accounts.

General

- Parents will not be allowed inside the school as we have to keep it as a safe zone for the children and staff.
- There will be a virtual tour of the school for the parents to see how the school has been prepared. It will be posted on the school’s website www.microkidz.org.
- Parents may contact the school telephonically to ask questions during office hours.
- Please make sure your contact details are up to date.

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Please send this back to school as soon as possible.

I _____ parent of _____ have read and understood the policies and procedures placed by Microkidz Nursey School.

Witness 1: _____

Parent/Guardian Signature: _____

Witness 2: _____

Date: _____



Please send this back as soon as possible.

Child's name: _____

Father's Name and Surname: _____

Cell phone Number: _____

Home Number: _____

E-mail Address: _____

Mother's Name and Surname: _____

Cell phone Number: _____

Home Number: _____

E-mail Address: _____