

Kia ora Whanau,

Thanks for reading our safety plan so carefully and for the feedback you have given us. As you are aware COVID-19 is a very new experience for all of us and we are learning as we go how to set up the best procedures to protect everyone's safety. From an Employer's perspective we thought the safety plan we had set up gave the best protection to our staff while keeping our families safe and this of course will remain as our top priority. After reviewing the feedback and with further consultation with the Ministry of Education this morning, we have been advised that we can be slightly more relaxed and child/family friendly with our plan.

On Monday we will be operating in a "almost business as usual" plan. The drop offs and the pick-ups for your children will continue as they were before we entered into Level 4, except that there will be **meeting areas set up in the rooms** and **some entrances are changed**. We do have some requirements for you to follow to help us best meet the requirements of Level 2.

1. The number of adults dropping off and picking up at one time will be limited. (Once we have your booking forms, we will only get in contact with you if there is likely to be a queue at your requested time) otherwise we will see you at your normal time starting next week.
2. We ask you to txt or phone the room on arrival (see previous newsletter for phone numbers) and queue (if necessary) until asked in by one of the teachers. The Winder Family have made very nice signposts directing you to the right place of entry.
3. We ask that you make the drop offs and the pick ups as efficient as you can so that we do not have to make other families wait too long. That means that sadly you cannot stop and read a book to settle your child in but it does mean that staff will take time to be with you in the room and support you during the transition stage.
4. If you have more than one child attending, you are welcome to drop them to one room and the teachers will transition the other child/children later when the children are settled., or you can do 2 drop offs. At the end of the day we can make sure the children are in the one room if that helps for ease of pick up.
5. In level 2 we are asking for parents' consideration to assist us with our operating hours. To help us roster in all the extra cleaning requirements, and the staggered arrivals for children, we would appreciate if our earliest starting time could be 7.45am and the final collection time by 5.15pm. Please phone to discuss if this temporary change is too difficult for your work situation.
6. Parents may also need to allow for the time required for longer drop offs and pick- ups, and let your work know there may be delays.
7. **DROP OFF:**
 - 7.45am: Entry though the office to Te Whare Koru room.
 - 815am:
 - Te Rito:** Entry through Te Rito Fire Exit Door (signposted in the Isabella Street carpark
 - Waihopai:** Entry up the ramp on the south side of the building
 - Koru:** through the main office entrance
 - Totara & Kawakawa:** entry as normal in to the two reception areas**PICK-UPS:**
 - **Before 4.15** from the rooms as for 8.15 entry arrangements
 - **4.15pm:** Over two Children to be collected from Waihopai room on the south side ramp entrance and Under two children from the Koru room through the main office.
8. At all times please remember to maintain the 2 metre social distancing

Please get back to me if you have any concerns. We are working to support you and our staff in the best way we can as we progress through the COVID levels

Regards from Avril