



Booking Confirmation for COVID-19 Level 2 @ Surrey Park Early Learning Centre Inc:

Child's Name: _____ **Start Date:** _____

Names of Parents/Caregivers collecting or dropping off **and an Emergency Contact.** (Please keep to the listed people for the drop off and collection to ensure reliability for contact tracing.) Anyone not listed here will have to wait while we contact you for confirmation, and then will need to complete a contact tracing form.

Name	Phone Number	Email

Enrolled Hours: We are continuing your child's booked hours as they were in April. If your circumstances have changed, please phone the office to discuss any changes needed before completing the details below. My booked hours are:

	Monday	Tuesday	Wednesday	Thursday	Friday
Times					

When confirming your start times with your work, please let them know that there may be a small delay in your drop off time at the centre. We will be working to maintain social distancing while trying to make the transition as positive as we can for you and your children. We thank you for your consideration of this process.

Just a reminder that we will be following very strict observation of the guidelines from the Ministry of Education and the Ministry of Health regarding sickness.

- Children must not attend the centre if they are sick- and must be symptom free for 48 hours before returning. COVID SYMPTOMS which children should not be at the centre with include any of the following: Temperature of 38+, a cough, sneezing and a runny nose, loss of sense of smell
- If parents or caregivers become sick, they must not enter the centre, and need to notify the centre that one of their back up people will be collecting their child.
- If anyone else in the household is sick, please keep your child at home.
- Any child that becomes sick at the centre will be placed in our isolation area until the parent is able to collect them.
- If any staff member presents with symptoms of respiratory illness, they will be sent home and required to contact the Health Line or their Doctor. Depending on the advice received, they may be required to be tested for COVID-19. If the test shows a probable or confirmed case of COVID-19 we will follow the directions of Public Health South. This could mean a room could be closed for 72 hours to allow contact tracing and cleaning- and then may be closed for a further 14 days for self- isolating.
- To ensure we support you the best we can to keep your child at home when any of the COVID symptoms are present, the holding fee charges will not be enforced during the pandemic COVID- 19 Levels

I have completed the contact details, completed my usual booked hours and read the safety plan, and the details above. I confirm I will adhere to the safety & sickness requirements for COVID-19 and adhere to the pickup/drop-off requirements.

Signed: _____: Date: _____: