TEMPLATE LETTER FOR SETTINGS TO ADAPT FOR THEIR FAMILIES

Date issued: 18 February 2021

Note to settings: This is an optional template for those who would find it helpful. You can choose to adapt this to fit your setting, or use parts of this in your existing communication. Childminders who have remained open for all families may still wish to use some of the relevant text, to remind families about what they can due to reduce risk.

Dear families,

We are looking forward to welcoming all children back to [setting].

We know that some families might be a bit nervous about coronavirus, so we wanted to share some of the information we have about how ELC settings are low risk environments, and some of the measures we’re taking to keep this risk low.

Current evidence continues to show that children are less likely to contract and transmit coronavirus. This includes the new variant of the virus that you might have heard about.

**In Our Setting**

Here are some of the things we’ve already been doing to reduce the risk of transmission in our setting.

1. Spending lots of time outdoors in the fresh air
2. Keeping the children in small consistent groups
3. Regular hand washing

In addition, regular testing [is/will shortly be] available for all staff.

**Changes for Parents**

We know that ELC settings are low risk environments for children. However, because we know this new variant is more infectious for everyone, it’s more important than ever that we all do what we can to keep everyone in our setting as safe as possible. We know that the main risk is from adult to adult transmission, or an increase in community transmission. We’re therefore trying to really reduce any opportunities for adults to come into contact with each other, whether it’s staff:carer or carer:carer.

We are going to introduce a couple of new changes from [22 February]. These will be:

1. [Asking the children to carry their own belongings, so that staff don’t have to pass them to you.]
2. [Introducing/renewing the markings at the gate to make sure parents and carers can stand 2m apart at pick up]
3. [Introducing phased pick up times to reduce congestion]

We have been asked to share important information about some other things that you can do to reduce risk:

1. Keep wearing face coverings at pick up and drop off time.
2. Keep 2m apart from other adults (staff and parents/carers) at pick up and drop off time, and try not to stand in groups.
3. [Try to come at your allocated time to reduce busy periods – if applicable]
4. Think about wearing a mask in any busy areas on the way to drop off.
5. Stick to the guidance outside of [nursery] – so if you are having play dates, then keep them outdoors for now. For information on how the guidance applies to children and families, look at [www.parentclub.scot](http://www.parentclub.scot).

**At Home**

It might seem strange that children can play together at their ELC setting all day, but can’t have indoor play dates at home. But it’s really important to remember that keeping the restrictions at home and across society is what is enabling us to reopen ELC at the moment. In addition, there are lots of precautions taken at our setting that families can’t always replicate. One of the main precautions is spending time outdoors in the fresh air. So if you want to meet up with another family, then please do so outdoors. It’s more important than ever that we keep following the rules at home, as that’s the best way to keep our ELC settings open.