

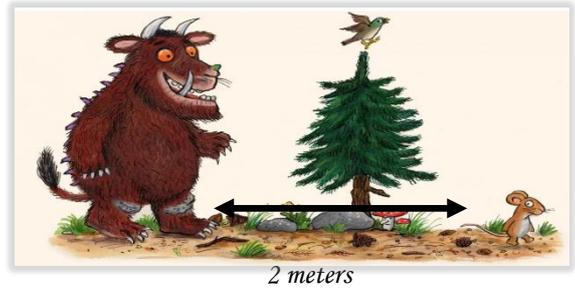
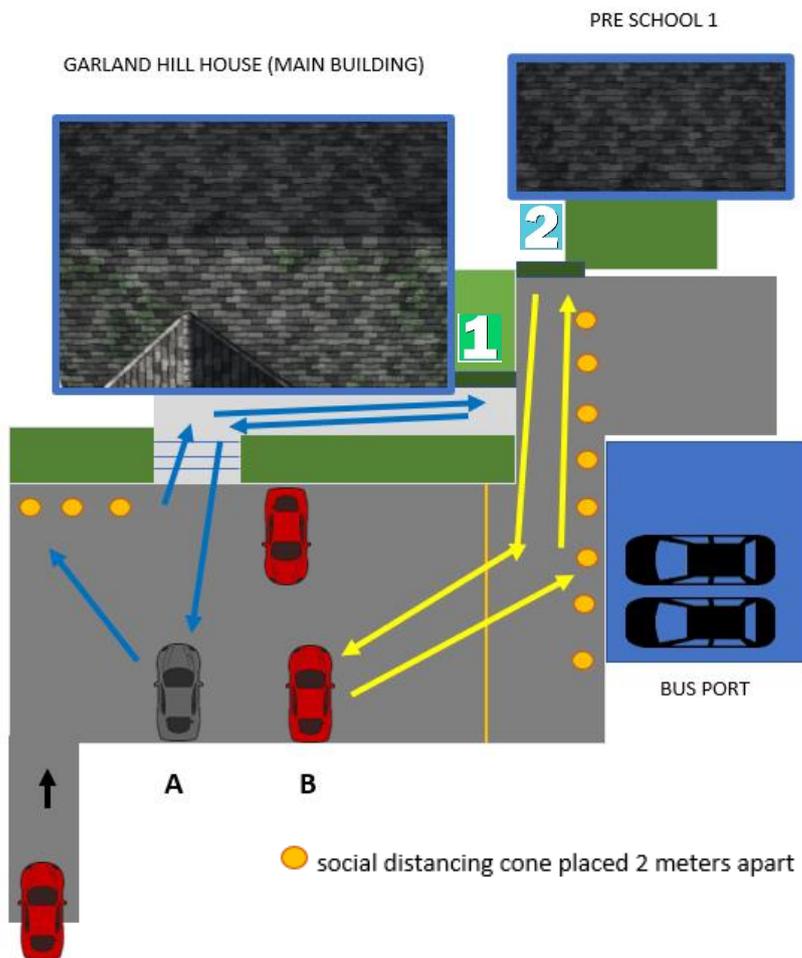


Twixus Social Distancing during Drop Off and Collections



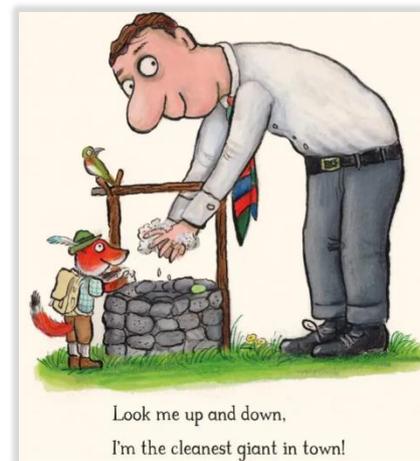
Please follow our procedures to stay safe during drop off and collections

Babies and Toddlers



1 Babies and Toddler gate

2 Nursery and Preschool gate



The grey Car 'A' represents a parent that has arrived to drop off or collect a 'ground floor child'. The blue arrows represent the route that they will take.



1. Once parked, the parent will check to see if any of the social distancing cones by the front stairs are free.
2. When a cone is free the parent and child will move to a cone. If none are free then they will wait inside the car until a cone space is available.
3. The parent will be able to see from the cones that the route (as blue arrows) and gate is free.
4. The parent will move to the gate (one parent at a time) and will ring the doorbell on the baby garden gate or wave through the baby window to alert a member of staff.
5. A member of staff will assist you.

Please note the following rules -

- You can use your mobile phone to tell us that you have arrived or will be arriving soon.
- Your child must be accompanied by only 1 parent that leaves the car.
- You may be asked to return to your car with your child if they are excessively agitated and will not cooperate with the handover. Once calm then please follow steps 1-5 again.
- You will be asked to wipe/clean your child if they have a runny nose or visible saliva.
- You must not talk with or delay the staff member at the gate - any communications other than the briefest of instructions should be communicated by phoning your child's department.
- No parents will be allowed inside the setting unless by prearranged appointment.
- The front porch will be closed, any office enquires must be made by email or phone.
- We reserve the right to refuse your child if they appear to have symptoms of illness or if any member of your family has been ill during the last 14 days.

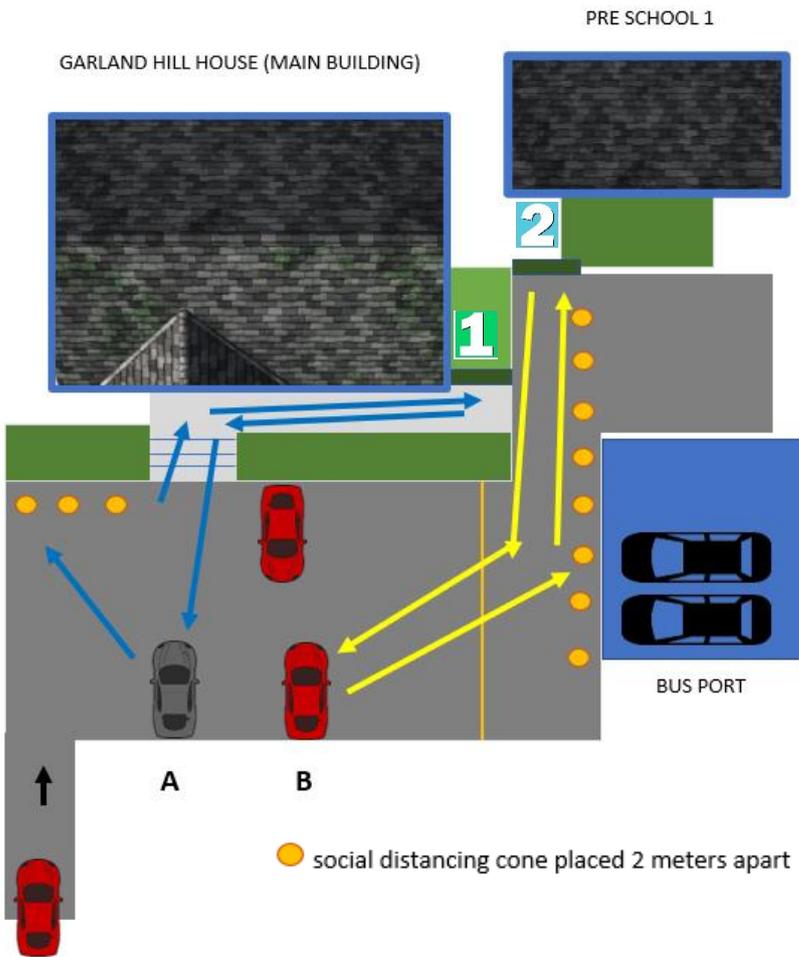


Twixus Social Distancing during Drop Off and Collections



Please follow our procedures to stay safe during drop off and collections

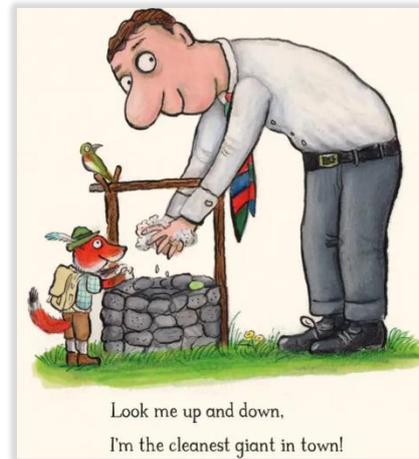
Nursery and Preschool



2 meters

1 Babies and Toddler gate

2 Nursery and Preschool gate



The red Car 'B' represents a parent that has arrived to drop off or collect a Nursery or Preschool department child. The Yellow arrows represent the route that they will take.



1. Once parked, the parent will check to see if any of the social distancing cones by the bus port are free.
2. When a cone is free the parent and child will move to a cone. If none are free then they will wait inside the car until a cone space is available. The parent will move up cones as they become available.
3. You will use your mobile phone to tell us that you have arrived or will use the phone at the green gate if this is free. The handset can be used handfree if you select the speakerphone key to open the line.
4. The parent and child must remain on a cone until the staff member arrives at the green gate.
5. A member of staff will call you from the cone to the gate for the handover (*this may not be in order of arrival).

Please note the following rules -

- You can use your mobile phone to tell us that you have arrived or will be arriving soon.
- Your child must be accompanied by only 1 parent that leaves the car.
- You may be asked to return to your car with your child if they are excessively agitated and will not cooperate with the handover. Once calm then please follow steps 1-5 again.
- All children should be encouraged to walk in (staff cannot carry).
- You will be asked to wipe/clean your child if they have a runny nose or visible saliva.
- You must not talk with or delay the staff member at the gate - any communications other than the briefest of instructions should be communicated by phoning your child department.
- No parents will be allowed inside the setting unless by prearranged appointment.
- The front porch will be closed, any office enquires must be made by email or phone.
- We reserve the right to refuse your child if they appear to have symptoms of illness or if any member of your family has been ill during the last 14 days.