**Jozone COVID-19 Procedures for Parents/Carers, Children and staff**

**BOOKINGS**

Bookings must be made online in advance (no later than 48 hours before session). This is to allow us time to allocate the child/ren and staff to the required Group.

PLEASE MAKE SURE YOUR CHILDS CLASS AND EMERGENCY CONTACT INFORMATION (minimum of 2 contacts) ARE UP TO DATE ON YOUR ONLINE ACCOUNT TO SUPPORT THE NHS TRACK AND TRACE.

**ARRIVALS**

Parents/Carers are not allowed to park on car park and can not enter the building.

**Before School**

Parents/Carers to arrive at the Jozone door and ring the doorbell. If there are other Parents/Carers dropping off, please ensure you are socially distancing as per government guidelines.

A member of staff will answer the door and children are required to wash/sanitise their hands upon arrival. Jozone staff will mark the child/ren present on our online register and take them to their allocated group.

**After School**

KS1 children will be brought to Jozone by school staff (they will have a list of which Children will be attending Jozone). KS2 will be collected by Jozone Staff from their allocated zone as per school procedures.

Children will be required to wash/sanitise their hands upon arrival. Jozone staff will mark the child/ren present on our online register and take them to their allocated group.

**DEPARTURES**

**Before School**

At the end of Jozone Children will be required to wash/sanitise their hands before leaving and then be taken to their allocated zones as per school procedure. We will be staggering exits to ensure groups don’t cross paths.

**After School**

Please arrive at the Jozone door and ring the doorbell. A member of staff will answer the door and bring your child/ren out to you. Children are required to sanitise their hands before leaving Jozone.

If there are other Parents/Carers collecting, please ensure you are socially distancing as per government guidelines.

**GROUPS**

Children will be allocated to a group (no more than 15 children) and we will allocate the groups to separate areas:

* Group 1 = Nursery, Reception & KS1 in the Blue room
* Group 2 = KS2 (year 3 & 4) in the Hall in separate area
* Group 3 = KS2 (year 5 & 6) in the Hall in separate area

We will be using a colour coding system for our groups so staff and children can recognise which children are part of which group.

**ACTIVITIES**

Play equipment will be allocated to each group.

Any shared play equipment will be allocated to one group at a time for a session and then cleaned thoroughly before the next session.

**BREAKFAST/SNACKS/DRINKS**

We will continue to provide breakfast, snacks and drinks for children however we will no longer be using the self-serve trolley.

Staff and Children will be required to wash their hands before and after handling food/drink.

The kitchen will be cleaned prior to use.

One member of staff will be preparing and serving the food/drinks and children will be asked to sit at an allocated seat.

**STAFFING**

**Jozone Chadsmead Team**

Emma Davis is the Club Manager

Louise Paskin

Sarah Murphy

Georgia Mayers

Helen James

Staff allocated to groups as below:

KS2

Emma Davis (years 5 &6)

Georgia (years 3 & 4)

Nursery, Reception KS1

Louise

Sarah

**CONTACT**

Chadsmead Club Mobile: 07961 641769

Head Office: Tel 01543 897980 or email jozone.office@gmail.com

**OTHER IMORTANT INFORMATION**

CHILDREN MUST NOT ATTEND JOZONE IF THEY OR ANYONE IN THEIR HOME ARE DISPLAYING SYSTEMS OF COVID-19 OR BEING TESTED.

If a child becomes unwell whilst at Jozone we will remove them from their group immediately and they will be moved into a separate room. Parents/Carers will be contacted to collect their child/ren immediately.

**Please bear with us as we implement new procedures into our daily routine. If anyone has any questions or concerns please contact us and we will be happy to discuss.**

**Jozone will regularly update its information regarding COVID-19, by checking the latest guidance from Public Health England and the local authority and will inform Parents/Carers and staff of any changes when necessary.**