

Dear Parent / Guardian

We know that the last few months have been an exceptionally challenging time for you all. We have been keen to restart contact sessions as early as possible but have been subject to the Northern Ireland Executive's guidelines as well as those of the church we use. We are pleased to announce that we are able to restart contact sessions, beginning on **Saturday 22nd August**.

As with all areas in life, there will need to be a number of changes made in order to ensure that all of our families and volunteers are as safe as possible in the coming months. We have outlined the key changes to contact sessions below, please take time to read them carefully; we will be in contact over the next couple of days to answer any of your questions.

Due to the size of the hall, in order to maintain social distancing, we will also be restricted to 8 families at any one time. If we expect there to be a high number of families we will have to split contact into two different 1 hour sessions, but we will let you know in advance if this is the case. To ensure we know how many families to expect **all families must confirm attendance by 5pm on the Monday prior to any contact session**. A text is find just confirming you will be there.

Masks, gloves and sanitiser will be available for anyone that wishes to use them and we will require parents to follow any Northern Ireland Executive regulations regarding the use of PPE.

Before Attending

- Please ensure that you are in good health before attending the session, if you believe that you have any of the symptoms of Covid-19 that you do NOT attend the contact session. Please call us and make us aware of the situation as early as possible.

Drop Off

- Contact parent will arrive as usual, 10-15 minutes prior to the start of the session. Upon arrival please use the hand sanitiser provided.
- Resident parent and child please ensure you arrive within 5 minutes of the start of your session.
- Where possible we will try to arrange the handover of your child to our volunteers at the front door of the church rather than in the foyer, this will minimise the number of people in the building. Please be aware of others arriving at the same time as you and maintain social distancing whilst waiting for your child to be met by our volunteers.
- Children will be asked / helped to use the hand sanitiser provided, before entering the hall.

Contact Session

- The hall will be divided into separate, distanced sections for each individual family, we will provide a table and chairs, which will have been thoroughly cleaned. Families are asked to stay within their own separate area and only to leave it if they need the toilet.
- We will **NOT be able to provide any toys or items to play with**, parents will need to ensure their children have activities, toys, games for the session.
- We will NOT be able to access the kitchen so **we will NOT be able to provide any refreshments**, again we ask for parents to provide these as needed.

Toilets

- We will only be using the disabled toilets within the church in order to minimise the cleaning needed. We please ask that parents and children alike, use facilities at home, before arriving at the centre to minimise the number of people needing to use the toilet.

Collection

- Children will be asked / helped to use sanitiser on leaving the hall
- We ask that resident parents arrive to collect their children no earlier than 5 minutes before the end of the session and that as far as possible (weather dependant) you wait outside the church until we bring your children to you.
- We ask that once you have collected your children that you leave the area as quickly as possible to enable us to prepare for the next session / users of the building.
- As previously, contact parents will be asked to stay behind for 5 minutes to give resident parents time to leave the area.

Accessing Centre Co-ordinator

- As we will be very busy during drop of and collection times, we ask that if possible you call us with your questions. We will both be available for an hour after each session to take any phone calls. However, if you must speak to us face to face please let us know and we will organise this. Please be patient though as we may ask you to wait 5 or 10 minutes until we are free.

After Attending

- If anyone dropping off or at contact has any symptoms between sessions, please seek the appropriate advice. If you test positive for Covid-19 please contact us immediately so we can inform others of their need to self-isolate and be tested. This will be done in the strictest of confidence, without revealing who has tested positive.

We realise that these are significant changes to the way in which contact sessions will be run, however, they will enable us to get back to running sessions. We will review all of the steps we have taken regular and amend them when appropriate, according to the guidelines we receive from the executive.

We thank you all in advance for your help and support in following these guidelines, which are in place for the safety of you, your children and our staff.

Yours Sincerely,

Bill Sheridan
Coordinator