

Onsite Operating Guidelines during COVID-19 restrictions

Arrival Procedures

The boys' start and finish times in the ELC will be staggered to comply with social distancing rules. Please note the times to drop off and pick up your son below:

- **ELC4:** Drop off from **8.00–8.30am** (enter via the Secondhand Uniform shop doors, this will be clearly marked), pick up from 3.30 – 4.00pm. Siblings will arrive at this time.
- **ELC3:** Drop off from **8.30–9.00am** (enter via the main ELC entrance), pick up from 3.00–3.30pm.

Please understand that we are not able to be flexible outside of these times whilst these protocols are in place.

We ask that only one adult attends the Centre with their son and recognises the social distancing restrictions.

Boys will have their temperature checked on arrival and will be signed in/out by an ELC staff member. If a boy has a temperature of 38 degrees and above and/or is showing cold or flu symptoms, he will not be allowed to enter the Centre. In this circumstance, any siblings will also need to be taken home.

Boys will be accompanied to their locker by an ELC staff member to unpack their belongings before they enter their classroom. Parents will not be allowed to enter the ELC building.

Departure Procedures

As documented above, the boys' finish times in the ELC will be staggered to comply with social distancing rules. Please note the time to pick up your son below:

- **ELC4:** Pick from **3.30 – 4.00pm** (enter via the Secondhand Uniform shop door, this will be clearly marked). Siblings will be collected at this time.
- **ELC3:** Pick up from **3.00– 3.30pm** (enter via the main ELC entrance).

We ask that parents adhere to the social distancing rules and line up to collect their son.

An ELC staff member will handover boys individually to parents and sign them out. If a parent wishes to collect their son earlier, or is running later than the allocated time, contact the ELC on 0409 400 198.

Food Handling

- Strict food handling hygiene precautions will be observed.
- Morning tea and lunch are to be provided in separate named containers, with a drink bottle which will be kept in your son's locker.
- During morning tea and lunch times, the boys will sit separately to adhere to 1.5m social distancing guidelines.
- There will be no cooking or shared eating experiences in Term 2.

- A reminder that the ELC has boys and staff who are anaphylactic to sesame seeds and nuts. **Please ensure you do not sent your son with any products containing sesame seeds or nuts** (this includes hummus).
- Please note: no tuck orders are available.

Hygiene Protocols in Place

- Boys will be reminded repeatedly throughout the day to wash their hands with warm water and soap and hand sanitizer.
- The health of all boys and staff members will be closely monitored throughout the day.
- Staff will support additional hand washing and bathroom needs, restricting the number of boys in attendance.
- Additional temperature checks will occur at 11.30am and 2.30pm – if a boy has a temperature of 38 degrees and above and/or is showing cold or flu symptoms, his parents will be contacted immediately to collect him.
- Mattresses will be placed at least 1.5m apart during rest time, and cleaned regularly
- Bed sheets will be washed weekly by ELC Staff
- Rest toys from home will be required to be washed by parents weekly.

General Information

- Learning experiences will be limited to two boys per activity
- Weather permitting, we will provide an indoor/outdoor program throughout the day.
- Additional cleaning and sanitizing will occur throughout the day (both indoors and outdoors).
- Boys are to wear their school uniform and bring a coat, gumboots and named spare clothes (2 pairs of underpants, 2 tracksuit pants and 1 long sleeved top) that will be kept in the Centre for Term 2.
- ELC3 and ELC4 monthly programs will be emailed out to all families
- Parents can contact their son's teacher by emailing them directly and copying in Amelia Barrow as Director of the Early Learning Centre.