

## GUIDELINES FOR RESUMPTION – INFANT SCHOOL

These guidelines cover the following:

1. Blended learning schedule
2. Drop off procedures
3. Classroom arrangements
4. Lessons
5. After School Clubs
6. Assembly
7. Pick up procedures
8. Hygiene procedures
9. School bus procedures
10. Requirements

### Blended learning schedule

Date	*Classes attending physical school	Time
<b>6<sup>th</sup> – 8<sup>th</sup> January 2021</b> <b>18<sup>th</sup> -22<sup>nd</sup> January 2021</b> <b>1<sup>st</sup> – 5<sup>th</sup> February 2021</b>	Special Treasures, Early Dreamers, Explorers 1, Discoverers 1	Drop off – <b>8:30 am</b>
<b>11<sup>th</sup> –15<sup>th</sup> January 2021</b> <b>25<sup>th</sup> – 29<sup>th</sup> January 2021</b> <b>8<sup>th</sup> – 12<sup>th</sup> February 2021</b>	Special Treasures, Early Dreamers, Explorers 2, Discoverers 2, Discoverers 3	
<b>15<sup>th</sup> – 19<sup>th</sup> February 2021</b>	<b>HALF TERM BREAK</b>	Pick up – <b>2:00 pm</b>
<b>22<sup>nd</sup> – 25<sup>th</sup> February 2021</b> <b>8<sup>th</sup> – 12<sup>th</sup> March 2021</b> <b>22<sup>nd</sup> -26<sup>th</sup> March 2021</b>	Special Treasures, Early Dreamers, Explorers 1, Discoverers 1	
<b>1<sup>st</sup> – 5<sup>th</sup> March 2021</b> <b>15<sup>th</sup> – 19<sup>th</sup> March 2021</b> <b>29<sup>th</sup> -31<sup>st</sup> March 2021</b>	Special Treasures Early Dreamers, Explorers 2, Discoverers 2, Discoverers 3	

\* Kindly note that children who are not in the physical school should be in the virtual classroom for their lessons.

**Drop off procedures:**

- Drop off time for Infant School will be between 8:30am and 9:00am.
- Parents may drive into the premises as usual.
- Parents/ drop off person will be expected to remain in the car during drop off. However, parents are to wear their face masks if they are coming out of their cars to assist their children/ wards (toddlers/infants) with drop off (e.g.to open the door or get things out of the car).
- A member of the Health team will be waiting in the drop off area to check the temperature of each child (in the car) before they are dropped off.
- Children who have a high temperature, above 37 degrees, will not be allowed out of the car and will be sent back home at that point.
- Children who do not have a high temperature will be handed over to the designated nanny or teacher to be sent to class.
- Before entering the building, the child's hands will be sanitized at the entrance to the lobby.
- Children are to wear their face masks when entering school.
- Parents are encouraged to ensure that children are awake during drop off so children don't have to be carried in to school.
- Buggies will be available to transport children from the drop off point to their classes
- All adults in contact with the children will wear face masks.
- Parents and visitors to the school may not enter the main building until further notice.

**Classroom drop off procedures:**

- Nanny/ Teacher from car park will hand over the child to the 'toilet' nanny/ teacher.
- The child's hand will be washed and sanitized before the child enters the classroom.
- Children may only bring one bag to school. The bag should contain their lunch box and water bottle.
- Children's bags/belongings will be kept in their designated cubicles as usual.
- All adults in contact with children will wear face masks.

**Classroom arrangements**

- For effective social distancing, classes will be split into two main groups (Group A and Group B) Group A and Group B will alternate between remote and face to face learning on a weekly basis. For example, if Group A is in the physical classroom in Week 1, Group B will be in the virtual classroom; the following week, Group A will be in the virtual classroom and Group B will be in the physical classroom. The pattern will continue till the end of the term.
  - Only two children per table.

**Lessons:**

- There will be a combination of online and on-site lessons.
- They will be a lot of outdoor learning
- There will be no swimming or vigorous PE activities.
- Aerobics sessions will remain online.
- Children will remain in their classes for pick up by the designated teacher/ nanny after lessons.
- Your child's timetable will be communicated to you in due course

**After School Clubs:**

Co-curricular clubs will continue to run online from **1:00pm -2:00pm.**

## **Assembly**

In place of general assembly, we will have class assembly which may be in the classroom, park/gazebo or basketball court areas.

Social distancing routines will be enforced at all times.

### **Pick up procedures for Infant School:**

- School closes at 2:00pm for Infant School.
- Parents are to wear their face masks when coming into the school premises to access the designated waiting areas.
- Parents picking up Infant School children will wait in designated area (canopy, just outside the lobby)
- Parents will show pick up card to security to gain access to the waiting area.
- From 11:45am nannies/teachers will start collecting pick up requests from parents. ELT member will sight family ID card before the pick-up request is sent to class.
- Pick up requests will be communicated to teachers in class.
- Children will be released to the nanny/ teacher who will take children to their parents or to the school bus.

### **Classroom hygiene**

- Teachers and children will wash and sanitise their hands before entering the classroom.
- All adults coming into classrooms must wear face masks.
- Teachers and children will be sprayed with sanitizing spray at the door of the classroom at the start of the school day.
- After nature walk outside, teachers and children will wash their hands and sanitise before returning to class.
- Schedule for cleaning surfaces (table surfaces, door handles, taps, light switches) every 30 minutes
- Doors (and if possible) windows will be left open during class time.
- Tables must be cleaned at the end of the school day.
- Tables and other work areas in the classroom such as the shelves and cupboards must be cleaned.
- Children will have access to plastic toys only (Cliqs, Brittles, building blocks, kitchen set, plastic food)
- Soft toys will be placed out of sight and reach of children.
- Classroom toys will be washed at the end of every day and sanitized every morning.

## **Lunch time hygiene**

- Serving points for school lunch remain the same.
- All adults in contact with food must have hair covered, face masks on and wear gloves while serving.
- Gloves must be used solely for serving food.
- Table tops in the classroom must be cleaned before and after lunch.
- Nannies/Teachers feeding children who cannot feed themselves must wash and sanitise their hands thoroughly before feeding children.
- Nannies/Teachers feeding children must wear face masks during feeding.

## **Toilet hygiene**

- Children are to wear a mask when going to the rest room.
- Nanny will take one child at a time to the toilet.
- Maximum of 2 children at a time in the toilet area.
- Assisted hand washing and sanitizing after using the toilet.
- Changing unit mat (Mackintosh) should be sanitised before each use and washed at the end of the school day.
- Lower nursery nannies will wear disposable gloves and face masks when changing children.

## **Scheduled hand washing procedure**

- Before entering the classroom – between 8:30 am and 9:00 am
- During snack break -
- During lunch break
- Before pick up

## **School Bus**

- A teacher on duty will be assigned to monitor children who are going on the school bus
- The school bus will be disinfected before children get on the bus
- Children's temperature will be checked before they get on the bus
- Children's hands will be sanitized before they get on the bus
- Children must wear their face masks when on the bus

## **Requirements**

- Face masks (2)
- Face shield (1)
- Hand sanitizer
- One school bag and one lunch box
- If possible, wake children up before they arrive at school, so they don't have to be carried in to class