



Daily procedure at Little People's Place Montessori Preschool / Daaglikse prosedures by Little People's Place Montessori Kleuterskool:

On arrival at school staff sanitize and open the school

Children are to be taken straight to class by a welcoming team and at the entrance of each class there are sanitizing stations.

Parents will need to sign a declaration each morning to state that their household and child are free of any of the symptoms of COVID19, (temperature, coughing, sneezing, sore throat etc.) and that they have not been in contact with someone who has/could have COVID19.

At the entrance of each class the child's hands will need to be sanitized and temperature taken and recorded on the register. Parent/guardians temperature will also need to be recorded.

School bags and under shoes will also be sanitized upon entry.

Each child will be issued his / her face shield by the teacher upon arrival. Shields / hats will stay at school to be washed / sanitised regularly throughout the day.

Staff will be working entrances on a rotational basis to sanitize children as they enter the school.

Before any bathroom visit hands need to be sanitized.

After bathroom visits, wash hands under running water with antibacterial soap and dry hands on paper towels.

Sanitize hands after they have been properly dried.

Before eating hands need to be washed and sanitized.

After eating hands will need to be sanitized again.

Classes will be eating and sleeping in their own classrooms and will be kept separate.

After playing outside hands will need to be washed and sanitized.

At home time when parents come to fetch children, both parent and child will again need to be screened. Both parents and child's temperature will need to be recorded at the end of the day.

All movements in and out of the school will need to be accompanied with sanitization of hands.

Entrance to the preschool / Toegang tot die kleuterskool

As per government regulations we need to limit entrances to the school, therefore we will be locking the pedestrian gate entrance and only allowing entrance to the property from the main gate.

If you have lost or misplaced your entrance tag please inform the school. Each tag requires a deposit of R100 that will be refunded when the tags are returned.

NO PERSON WILL BE ALLOWED ON THE PREMISES WITHOUT WEARING A PROPER FACE MASK

PLEASE DO NOT PICK-UP YOUR CHILD BETWEEN 13H15 AND 14H45 IN THE AFTERNOON.

PICK-UP HALF DAY: 12h30 - 12h45

PICK-UP AFTER NAP: 14h45 - 15h00

PICK-UP FULL DAY: 16h00 - 17h30

If a child/staff presents Covid-19 symptoms / Covid-19 simptome

As soon as a child/staff presents symptoms of COVID19 such as fever, cough, shortness for breath, or any other flu like symptoms the following protocol will be followed:

Identified child/staff will be immediately taken to the isolation area (as indicated on COVID floor plan)

Temperature to be taken and recorded.

A child's guardian/parent needs to be contacted immediately and the child needs to be collected and taken to a health care practitioner.

A list needs to be made of everyone the suspected infected person may have come in contact with.

The child may only return to school once he/she has been cleared of COVID19 and can provide a negative test that the school will include in the child's file.

Please note that any and all COVID19 tests will be done at own costs and the school will not be held liable for any medical costs.

If a staff member is presenting symptoms, he/she will need to go to a doctor and will need to provide a negative test before he/she is allowed to return back to work

Area that child/staff was active in as well as the isolation room will need to be disinfected and sanitized.

Action to be taken when a case of Covid-19 has been confirmed at our pre-school / Wanneer 'n geval van Covid-19 by die kleuterskool gediagnosser sou word

Contact the NICD toll-free emergency hotline for Covid-19 on 0800029999 for referral to the relevant provincial official to discuss the case and advice on any actions or precautions that should be taken.

Contact the Department of Health 082 678 8979 (Covi-19 issues) let them advice on steps that need to be taken.

Contact the Department of Education.

If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the public health officials.

In most cases, closure of the facility or school will be unnecessary. This decision will be facility or school specific, based on various factors such as establishment size and pupil mixing.

Refer those colleagues and learners who may be at risk for screening and take any other appropriate measure to prevent possible transmission.

Ensure that the person who has contacted Covi-19 is not discriminated against in any way.

The Health professional should advise on further action once the diagnosis is confirmed regarding the health and wellness of the person.

Action if the test is negative / Indien die toets negatief is

They should be allowed back at work and observe all Covid-19 preventative measures

Ensure that the person is not discriminated against

Free Covid-19 Testing in Moreleta Park - Pretoria East / Gratis Covid-19 Toetsing in Moreletapark - Pretoria Oos

Dis-Chem and the Solidarity Fund will be assisting with free tests for people in need, who are unemployed and/or do not have a medical aid. To determine if you are eligible & qualify for a free test, use one of these channels:



Doctors on Call Helpline 087 055 0234

Hello Doctor (www.hellodoctor.co.za)

Discovery Medication online consultation (www.discovery.co.za/corporate/covid-19-free-onlinecovid-19-consultations)

Referral by your family doctor via Vula App

Covidclinic@dischem.co.za

Learners that cannot attend the preschool / Leerders wat nie die kleuterskool kan bywoon nie

Resources and worksheets will be provided by the school in order for children who are not able to return to school to continue their education and to not fall too far behind.

Social distancing protocol in the classroom / Sosiale distansiering in die klaskamer

We are going to limit the contact in the classrooms by staggering play times and planning activities that encourage the different age groups to have separate play times. As the children attending our pre-school are still so young and learning about social etiquettes, completely cutting off their socialising will be detrimental to their well-being and over-all long-term development. Therefore, we have done our best to encourage the children's social interactions but still being mindful and putting in measures in order to limit physical touching as far as possible. There will also be regular sanitizing of work equipment and of hands.

Inside the Classrooms / In die Klaskamer

Markers will be set out on the carpets (1-1,5m apart) to indicate to the children where to sit.

The chairs will be reduced and spaced out around the tables.

Picture table mats will also be stuck on the tables to indicate where the child should be seated to work. After a child has worked on the work mat it will be wiped down with sterilizing wipes – either by a teacher or if the child is older, he/she will be taught how to do it properly to encourage the child's continuing development of independence.

After a child has worked with material, the material will also be sprayed with a disinfecting solution.

Basic health & safety protocols inside the pre-school / Basiese gesondheids en veiligheids beleid in die kleuterskool

Feeding or Holding a child

It is important to comfort a crying, sad, and/or anxious child, and they often need to be held.

Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.

Hands should be washed with running water and soap for child and teacher. Teacher to wear a face mask at all times.

Nappy Changing

After each nappy change wash/disinfect area with sterilizer and wipe clean.

Wash hands (running water and soap) before and after changing a nappy.

Spray hand sanitizer on lid of nappy dustbin after throwing nappy away.

Nappy Baskets need to be spray sanitized on a regular basis during the day.



Preparing bottles or food in the baby centre:

Wash hands before and after each child has been helped with their food or bottle.

Pack their bowls/bottles etc into their holder, in the designated area. (School bag/cooler bag)

Toys

Plastic toys to be spray and sanitized after each child has played with the item.

Any toys that are inserted into the mouth have to be washed. (Toy to be taken away immediately after the child is done with it)

Nap time

At nap time, children's mattresses will be spaced out as much as possible, ideally 1 meter apart so ensure social distancing. Children will be placed head to toe.

Mattress covers will be sprayed with sanitizer daily after nap time and taken home every Friday to be washed.

Blankets will stay in each child's individual locker during the week and will be sent home each Friday to be washed at home.

Cots will be sprayed with sanitizer and disinfectants at the end of each day. Cot linings will be sent home at the end of each week to be washed at home.

Outside Playtime

Staggered playground times in order to limit the number of groups outside on the playground at one time so there are less children crossing paths.

Hands will be sanitized on a regular basis during outside playtime.

Hands will be washed with running water and soap before going into the class from outside playtime.

Outdoor equipment:

Spray outdoor equipment e.g. slides and swings after every playtime if different groups use them.

Spray plastic motorbike handles.

No water plays or group sensory play areas are permitted until further notice.

Practise hand-sanitising routines on returning to class.

Play and learning equipment:

No soft toys or teddies are allowed.

No playdough will be allowed.

After use, toys must be cleaned and left to air-dry (not left out on the grass to dry).

Storybooks must be wiped down daily if used.

A roster must be compiled allowing children to play outside class by class.

Social distancing must be ensured during line-up time.

Hats and Shields

Hats and shields will be cleaned and sanitized on a daily basis.

Shields will be cleaned should a child sneezes onto/into the shield.



Staff Bathrooms

Hand towels will be replaced with paper towels and they will need to be disposed of appropriately. Hands must be washed according to the policy – poster will be placed at each washing station to remind staff the correct way to wash hands.

Hand sanitiser will be available.

Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a 70% ethyl alcohol solution for disinfecting small items.

Sanitiser spray will be supplied to clean taps before and after use.

Toilets

Use a toilet brush with a cleaning agent containing bleach (e.g. JIK) to clean toilets.

Wipe the outside and rim of the bowl with a damp cloth that is specifically used for that task and the same type of cleaning agent. Wash the cloth in hot water and detergent before using it again.

Bathroom routines need to allow for only a few children to use the bathroom at one time.

Toilets to be cleaned after every use, wiped down using a disinfectant and a paper towel.

Each child will wash their hands after each toilet use with running water and hand wash.

Dishes

Dishes are to be washed after every use.

Dishes should be rinsed in hot water and allowed to air-dry.

Any cutlery or crockery that is slightly cracked or damaged should be replaced.

General cleaning PPE and procedures

Wear disposable rubber gloves.

Use a different disposable cloth per room.

Mops must be soaked in a solution/disinfectant in a safe area.

Wear a disposable plastic apron.

Use hot water and detergent.

Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a 70% ethyl alcohol solution for disinfecting small items.

Children's tables and chairs should also be wiped down after every use with a 70% ethyl alcohol solution.

Household rubber gloves are appropriate for undertaking household tasks. These gloves should be washed with soap or detergent and hot water, both inside and outside, after use and hung up to dry.

When to sanitize hands / Wanneer om hande te ontsmet

All children, staff, and volunteers should engage in hand hygiene at the following times:

Arrival to the facility and after breaks

Before and after preparing food or drinks

Before and after eating or handling food, or feeding children

Before and after administering medication or medical ointment

Before and after nappy change



After using the toilet or helping a child use the bathroom

After coming in contact with bodily fluid

After playing outdoors or in sand

After handling garbage

PPE of staff, learners & parents / Persoonlike beskermings items vir personeel, leerder & ouers

Any person entering the premises is required to wear a mask/shield.

Children are required to wear their school shield at all times during the day, with regular sanitizing during the day and only removing them when eating / sleeping. Children will be taught how to sanitize their own masks under adult supervision. Shields will also be washed & sanitized by staff at the end of each school day in order for them to be ready to wear the next morning. Each child's shield will have his/her name written on to ensure no mixing of PPE. Face shields will be given each morning and returned at the end of each day; they may not be taken home. If a child does not have a face shield at school, they will not be permitted entrance, thus returning them at the end of each day to be cleaned will ensure that they don't get forgotten at home.

Each staff member will be required to wear a mask and or a shield at school. A staff member may remove his/her mask if at a distance further than 1,5m away from another child/staff, but must continue to wear the shield. These shields will also be collected at the end of each day to be washed and sanitised and kept at school.

Visitors at Little People's Place Moreleta Park / Besoekers by Little People's Place Moreletapark

Any visitors will only be allowed onto the premises if a meeting has been previously scheduled with the principal. All visitors will be expected to follow the same health and safety procedures as previously stated - temperature will be taken and recorded, declaration will need to be signed, sanitizing of hands and shoes will be done and a face mask will be worn at all times.

Finances allocated to COVID19 equipment / Fondse geallokeer teenoor COVID19 toerusting

Little People's Place has allocated various funds towards purchasing COVID19 equipment, sanitizing equipment and PPE for staff and learners. Funds have also been allocated towards training and orientation of staff.

Parents will be invoiced to pay for their children's face shields at a cost of R135-00 for the sun-hat shields.

Toiletries to be supplied by parents / Toiletware voorsien deur ouers

The standard toiletries will still be required – 4x toilet rolls, 2x wet wipes and 1x box of tissues for the 3-6 class and 2x roller towels, 2x wet wipes and 1x box of tissues for the 1-3 class.

In addition to these toiletries we are asking parents from all classes to please bring an additional 2x rolls of paper towel.

Meal preparations at the pre-school / Voedsel voorbereiding by die kleuterskool

The kitchen will be sanitised in between each meal preparation.

After crockery and cutlery has been used it will be washed in warm and soapy water immediately.

The staff who cook and prepare meals have completed a COVID19 awareness and prevention course in order to keep the areas sanitized. This includes the use of gloves, a face mask, face shield and a plastic apron while the meals are being prepared.

Staff that work with food will also be required to complete a check list before and after each preparation in order to keep the food area safe and sanitary.

Crockery and cutlery are washed and sanitized in between meal times.

The small class and big class will be kept separate during meal times and kept in their respective classrooms.

During meal times the tables will be set up in order to keep to the 1m social distancing.

Children will wash and sanitize hands before and after each meal.

School meals / Skool etes

Breakfasts and snacks will still be provided by Little People's Place Montessori Centre. Healthy lunches will be provided by the preschool.

Travel register / Reis register

A travel register will be available for any staff member or parent/guardian/household member that has travelled between provinces. Please inform the school if you or anyone in your household has travelled so that we can keep our information accurate and up to date.

Little People's Place Montessori Pre-school Staff / Little People's Place Montessori Kleuterskool Personeel

Each staff member will be required to wear a face mask upon entry to the school.

Sanitising station will be set up by the outside washing basin - including hands wash and sanitising sprays.

Staff members will be required to wash hands with soap and water, sanitise hands and handbags, and sanitiser underneath shoes.

If a staff member uses public transport, she will be required to have a change of clothing for school.

Staff members will have a school face shield that will be required to be put on upon entry to the school.

Lunch and tea time schedules:

Lunches and tea times will need to be done in a staggered manner in order to minimise social contact and adhere to the 1-1,5m social distancing.

Training and orientation will be provided regarding health and safety precautions, e.g. social distancing and hygiene.

Staff must wash their eating and drinking utensils.

School phone to be sanitized between each use.

Preschool Floor plans / Kleuterskool Vloerplan

Floor plans are available to show where the different children are to enter the school, as well as how the classrooms are going to be set up in order to follow the government stated social distancing measures.

Pretoria East Pre-school transport / Pretoria Oos Kleuterskool vervoer

It has been recommended that the transport to and from school is preferably done by only one caregiver in order to keep the amount of people with access to the school as well as foot traffic as low as possible.



When collecting your child from Little People's Place please remember that an adult will need to collect the child from the allocated areas and not another child. If alternative arrangements need to be made for the collection of your child the school needs to be contacted and a visitor's register will need to be signed.

☎ : 012 998 3182
☎ : 079 144 729

Communication between Little People's Place Montessori Pre-School & Parents / Kommunikasie tussen Little People's Place Montessori Kleuterskool & Ouers

As adjustments & amendments are made to any procedures at Little People's Place Montessori Centre a newsletter will be sent out and parents will be kept up to date & informed at all times in order for us to all work together for our preschool to run smoothly.

Please note that any of the above is subject to change if found necessary by Little People's Place Montessori Centre or if rules and regulations are changed by the Department of Education, Department of Social Development, SA Childcare Association, Association of Christian Schools International or any other associations we affiliate with. Any and all changes to the above will be clearly communicated with staff and parents via email and/or letters. Please don't hesitate to contact us if you have any queries or questions about the above.

Please note that Little People's Place Montessori Centre, Moreleta Park will not take any liability for the spread of the COVID-19 in the school as we are adhering to the protocols sent through from various Government officials and we will be following a strict rule when it comes to opening the school on the 6th July 2020.

Resources:

SA Childcare Association (<https://sachildcare.net/> and various letters sent to the school)

ACSI (<https://acsi.co.za/> and various letters sent to the school)

Department of Basic Education (<https://www.education.gov.za/Home.aspx> and various letters sent to the school)

Department of Social Development (<https://www.dsd.gov.za/> and various letters sent to the school)

Early Childhood Education Blog (<https://blog.himama.com/ways-to-social-distance-at-preschool-during-covid-19/>)

Centre for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#SocialDistancing>)

Standard Operating Procedures for Independent Schools 27 May 2020 Final:
<https://drive.google.com/file/d/1YedwV80wUUGFzpN-cz-vRONJXcpx5hny/view>

Government Gazette Vol 658 No 43257 29 April 2020 COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES COVID-19 (C19 OHS), 2020
<https://drive.google.com/file/d/1RaQjMxqECZSqimRKQu3OJXskuTWRYPak/view>

Government Gazette Volume 659 No 43372 29 May 2020 Disaster Management Act, 2002



Directions regarding the re-opening of schools

<https://drive.google.com/file/d/1iWUaMAX6B5OaO-xQjnsUAgnVrVK5UrKo/view>

 : 012 998 3182
 : 079 1441 729

Montessori Centre for Early Childhood Development
Moreletapark, Pretoria East
Corona Virus Orientation Guidelines for Schools Web

https://drive.google.com/file/d/1nLh_BCy90p3uO8VHKfTpZQ-knhi_upHZ/view

Standard Operating procedure for screening of learners in South African Schools Final 29 May 2020

https://drive.google.com/file/d/1x91dZJf1VADEdLimD6aGHQvnppg1_KGH/view

National Institute for Communicable Diseases FAQ

<https://www.nicd.ac.za/diseases-a-z-index/covid-19/frequently-asked-questions/>

