

18/11/20

Dear Parents,

Lockdown Level 4

I hope this letter once again reaches you, your loved ones, and families/friends in good health. Ahead of the 'Tier 4' Lockdown, announced by the First Minister on 17th November 2020, we would like to update you of the changes that are required at our nursery. We appreciate this may not be ideal for all concerned, but please trust that our approach has been well considered to account for what is in the best interest of our employees, children and families and also what is commercially viable and sustainable.

Nursery Opening Times

On Monday 23 November 2020 until Friday 11 December 2020 the nursery operating hours will be restricted to an **8.00am -5.00pm service**. This will ensure that all staff and children are cared for safely during this level of lockdown in the area, by making changes which will mean we will be required to care for your children in smaller 'Safer Playgroups'.

Safe Operating Procedure

We ask that you refresh yourselves on our Safe Operating Procedures, which are available via our website. This document shares detail on how we plan to operate our nurseries to ensure the safety of our children, employees and families in line with Government guidance surrounding COVID-19. We continue to review this week by week and will be increased or decreased subject to a review and sign off by Operations Directors, Head of Health & Safety and Head of Early Years.

We also have useful **FAQs** which are being updated weekly, as well as information regarding health and wellbeing. Please also follow us on Facebook, Twitter and Instagram for the latest updates on all nurseries.

If you cannot access our **Safer Operating Procedure (SOP's)** or **FAQ's** online, please speak to your nursery manager who will provide you with a copy via email.

Thank you for your patience and understanding during what continue to be challenging times during the current pandemic.

Kind regards

Julie Campbell

Julie Campbell
Operations Director
Bertram Nursery Group