



bizweni

PRE-PRIMARY & DAYCARE

P O Box 1601
Bizweni Avenue
Somerset West
7129
Tel: 021 852 6601
e-mail: bdc@bizweni.net
Website: www.bizweni.net
Lizette (Principal): 079 837 4870

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Dear Parents

We are so looking forward to welcoming our "Little People" back on Wednesday, 8 July 2020. The staff has been busy cleaning and preparing for their arrival this week. Our learners are returning under the Department of Social development's guidelines. We have received numerous rules and guidelines and are all getting used to the 'new normal'.

Lockdown has been difficult for all our families but for some more than others. Some learners will sadly not be returning for various reasons. This enables us to accommodate all the remaining learners with the required social distancing in place according to departmental guidelines.

As we await the return of the learners the following protocols have been put in place to ensure the safety of staff as well as our learners.

Communication to our parents

We are currently compiling our final class list for the learners returning on the 8th of July 2020. Communication to our parents will be vital during this time.

The teachers will be using whatsapp as a platform to communicate with the parents as we will not be making use of the message books for the duration of following the COVID 19 protocol at school. Please ensure that we have all the correct contact details for both parents. We will be compiling new whatsapp groups for communication. No parents will be allowed into the school premises according to departmental guidelines. This is for the safety and health of our learners and staff members. Parents will be able to meet with the principal or with the teachers, but by appointment only.

Shoe protocol

Where possible, we encourage learners to wear boots and shoes with Velcro straps. This will help when learners must take off and put on shoes. Learners will take off their shoes at the classroom door before they enter the classroom. Parents to ensure that learners are wearing warm socks as they will be wearing their socks when they are in the classroom. Learners will put on their shoes when they go outside the classroom area.



Personal Protective Equipment

The wearing of masks for children 2 to 5 years is not necessary due to the risk of suffocation and the poor ability of learners this age to comply with the requirements of correct and safe wearing of a face mask. Learners can wear their mask when traveling to school but upon arrival, teachers will assist the learners to correctly take off their masks, and place the mask in a safe place for use when they travel back home after school.



Meals

Due to the risks and safety protocol that needs to be in place for food preparation, Bizweni Pre-Primary will not supply meals to learners when we open on the 6th of July 2020. When we open on the 6th of July 2020, we will start evaluating all the protocols we have put in place in our classrooms.

During July 2020, we will implement similar protocols in our food preparation routine and kitchen area.

Once we are satisfied that we are ready to add food preparation to the list of services we provide, we will apply for our COVID 19 food preparation certificate to be issued by the Department of Health.

We therefore ask parents to please supply daily meals for our learners.

Please ensure that learners have **breakfast at home** before they arrive at school.

Please pack:

- a **snack** for snack time,
- lunch for **lunch** time and
- a **snack** for aftercare as well as
- their juice or water **bottle**.

Ensure that these are packed separately to help staff members and learners to identify the 3 different meals when it is time to collect them from the bags.

Unfortunately, due to COVID protocol we will not at this stage be able to warm up any foods for learners at school.



Fees

For the month of July 2020, a 50% discount on fees will still apply.

For the month of August 2020, a 25% discount on fees will apply.

As from September 2020, the normal monthly school fee will be charged.

ALL 2020 school fees are to be paid in full by the 7th of November 2020.

Those parents who have paid in full for the 11 months of 2020 (January to November), will have the benefit of making use of the services provided by Bizweni Pre-Primary in December 2020, at no extra cost.

Term 4 of 2020 will end on the 15th of December 2020.

Bizweni Pre-Primary will remain open until the 24th of December 2020.

Physical distancing

Educators have employed measures and compiled activities that reduce closeness between individual children, without compromising the quality of the early learning and development activities. All learners will be accommodated in the classroom and on the playground with a distance of 1 meter apart. Learning spaces have been re-organised to accommodate the principles of physical distancing. Clear plastic screens will be placed on the tables and on the floor where learners sit across from each other. Learners will not go to the bathroom unsupervised. Learners will be assisted to thoroughly wash hands after using the bathroom. Outside we have used dots and pictures of bees to help learners determine a safe physical distance.

Spare clothes

On the first day of school, parents to ensure that learners bring a spare set of clothes to school. These items are to be sent to school in a **CLEAR ZIP LOCK BAG**.

All clothes are to be **CLEARLY MARKED WITH THE NAME AND SURNAME OF THE LEARNER**.

Dirty clothes will be sent home for parents to wash. Parents to send a new set of clothes to school the next day, if dirty items were sent home.

In the morning, before coming to school:

A questionnaire will be sent out to parents. The questions will be asked to parents every day when they bring the learners to school. Where learners are experiencing any symptoms as per the questionnaire, it will be recommended that they remain at home until medical advice has been obtained. Check your child's temperature before leaving your home. Where learners are experiencing a temperature **of 37,8 °C**, or above it will be recommended that they remain at home until medical advice has been obtained.

When coming to school in the morning:

Arrival time for learners will be as normal - between 7:00 and 8:30.

When arriving at school in the morning, learners will remain in the vehicles with their families until it is their turn to come to the first gate of Bizweni Pre-Primary. We will be drawing up a timetable for the arrival of learners at school, ensuring that learners arrive at school at different times. This will be in line with arrival times that suits each parent.

No learner will be allowed to be dropped off; they should remain seated in vehicle until they have been cleared to enter the first gate of Bizweni Pre-Primary.

The screening area

The area between the first gate and the second gate (the area in front of the office) will be known as the screening area. Anyone who enters the premises to be screened upon arrival. 1 parent can enter the screening area with a learner. Recordings of screenings will be entered on a template provided. There will be 3 stations in the screening area.

The 3 stations at the gate will be as follows:

- Station 1 – **temperature** check
- Station 2 – **questions** regarding COVID 19 signs and symptoms
- Station 3 – **sanitising** station

At the **first station** each learner's **temperature** will be taken.

We will be using a non-contact digital thermometer pointed at the forehead.

For learners to be able to enter the second gate, they will have to have a temperature **below 37,8 °C**.

After the temperature have been checked and **if there is no fever present**, the learner and the parent will move to the **second station**.

Here, parents will report on the **questionnaire** answered at home on behalf of their children.

Should a learner display any of the listed symptoms, the learner will not be permitted to enter the school. Such a learner will have to be taken home by the parent.

It is advised that medical advice be obtained to ensure the health of such a learner prior to them returning to school.

Learners arriving via public transport

If a learner arriving via public transport (or any other method other than by the parent), shows any of the **symptoms as listed on the questionnaire** or should they have a **temperature above 37,8 °C**, the school will contact the parent.

Such a learner will remain in the **quarantine classroom** until a parent or another adult assigned by the parent, fetches the learner.

Before entering the facility any learner, staff member or any other person entering needs to be **sanitized** at the **third station**.

COVID 19 Signs and symptoms

Parents will be advised not to send any learners to school should they be ill (COVID -19 or any other illness).

Should a learner be absent from school parents should notify the office before 08:30 am and a reason should be provided.

There will be a designated isolation class at Bizweni Pre-Primary.

Should, during the school day, a learner have a temperature above 37,8 °C or should a learner start displaying any signs or symptoms as per the questionnaire provided, the learner will be taken to the isolation class immediately where they will remain until a parent or another adult assigned by the parent, fetches the learner. The class assistant to stay with the learner in the isolation class where the learner's temperature and symptoms will be monitored and recorded.

What if a learner/staff member tests positive for COVID 19?

The Learner/staff member will have to go into self- isolation until they have been tested and declared fit to go back to school.

All parents of learners at the school and all staff members of the school need to be notified in writing as soon as possible.

Should such event happen the school will ensure that the school is sterilized and sanitized immediately.

The Department of health and Department of Education's circuit manager will be notified immediately.

A medical certificate is needed to ensure the learner/staff member is fit to resume schooling. As for the rest of the staff members and learners that was in close contact with the learner/staff member, they should go into self-isolation for 14 days and get tested within 1 week.

A medical certificate needs to be supplied before educator/learners can resume work/school.

Cleaning, sanitizing, and disinfecting

Extreme measures have been put in place to ensure that all staff members follow strict protocol as far as cleaning, sanitizing, and disinfecting is concerned. No soft toys or fabric items to be used as part of classroom equipment. Teachers and learners will only use toys and equipment that can be cleaned and sanitised. Each learner will be allocated a container with toys specifically set out for him or her. The items used by each learners, will be sanitised and placed in the container assigned to that learner. Items will be rotated after they have been washes and disinfected. All activities inside as well as outside will be planned activities. The equipment used for these activities will be cleaned and sanitised as per the cleaning and sanitizing protocol.

Adjusted calendar and topics

The 2020 school calendar has been adjusted by the Department of Education. Topics to be discussed have been adjusted to fit into the remaining school terms for 2020.

Aftercare

We have adjusted the aftercare routine for the Gr RR learners returning to Bizweni Pre-Primary on the 6th of July 2020.

The normal aftercare routine for Gr RR learners will be amended to not include the nap time as normally scheduled from 13:00 until 14:30.

Instead of having a nap they will be doing quiet activities, supervised, and led by the aftercare staff members.

Our younger learners will still have nap time from 12:30 until 14:00. The space in the classroom will be organised so that children are 1,5 m apart. Where space may be limited, we will make use of plastic screens to separate learners while sleeping.

Each learner will have their own duvet, mattress and mattress cover. Duvets, mattress covers, and mattresses will be cleaned and sanitised on a regular basis.



Collecting of learners from school

Bizweni Pre-Primary will be open as normal for half day learners until 13:00 and for full day learners until 17:30.

In the afternoon upon collection learners shall be collected on the outside of the school premises.

We want to assure parents that the Bizweni Pre-Primary team is ready to care and love the learners. We are looking forward to having our learners back at school.

It has been a difficult time for many of our learners and parents.

We hope that by coming back to school, they can start feeling some normality in a world that have changed in so many ways.

We also want to assure our parents that we are only a phone call away and ready to answer any questions, listen to any concerns our parents might have and available to assist wherever we can to make the new normal for our learners as comfortable as possible.

Kind regards

Lizette Williams and the Bizweni Pre-Primary team