



17.03.2020

Dear Parent/Career,

Coronavirus Measures With Immediate Effect

- **Drop off & Collection at all Shine clubs**

All parents and carers are to drop off children at the gate or main entrance and staff members will sign all children in / out of each club. Please note that there maybe a short delay in getting children to the gate or main entrance due to the measures that we have put in place to ensure children and staff are kept safe. Parents / carers can contact the club directly and speak to club managers via phone to advise of the approximate time of arrival so children can be ready for collection. Alternatively, contact the Area Manager Mrs Ibrahim directly on **07500 752 166** or email info@shineclubs.com.

- **Safety Measures within the club**

All children and staff upon entry to the club will wash their hands or use hand sanitiser. All surfaces and activities are regularly cleaned with appropriate disinfectants. All children and staff will wash their hands or use hand sanitiser prior to serving or eating food with the club.

- **Food Provisions**

Due to the unprecedented demand for food supplies by the general public it may not be possible to provide the food options available on our current menus. Please be assured that our main priority is to provide balanced and healthy snacks within the club.

- **Vulnerable people**

All children who are vulnerable are advised not to attend the club for their own safety. Any staff members that are vulnerable or are required to self-isolate will not be at work so if clubs are required to close due to staff shortages all parents / carers will be advised as soon as possible. It is important that all parents / carers who are also vulnerable do not come to the club for their own safety.

- **Do you have any Coronavirus Symptoms? Have you travelled to an affected country?**

PLEASE DO NOT COME TO SHINE CLUBS. Have you been expose to the Covid-19 virus or are you 'self-isolating'? For the safety of all children, staff and parents we request that you do not come into Shine Clubs. If your children or you have been in contact with Shine Clubs and now have symptoms please contact the Area Manager, Mrs Ibrahim on **07500 752 166** or email info@shineclubs.com **immediately** so we can take appropriate measures as we maybe required to inform the school, local health services, other parents/carers and staff as necessary.

- **Your Financial Account**

Please ensure that your account is paid up to date **by Friday 20th March 2020**. Going forward in these uncertain times we request that your account is **paid in full on a daily basis** for your child to attend the club in case we have to close the club at short notice. If you pay by Child Care Vouchers these will be processed as normal.

We hope you and your family keep safe and well during these difficult times.

If you have any questions or concerns please call the Area Manager, Mrs Ibrahim on **07500 752 166** or email info@shineclubs.com.

We look forward to seeing your child at a Shine Club session very soon!

Kind Regards,
The Shine Club Team