



**24-03-2020**

Dear Parents and Carers,

We now have an understanding of demand for childcare from our key worker customers and have taken the decision to close two of our sites. We will remain open at our Adel and Lofthouse settings.

In addition to our usual customers, Lofthouse will offer childcare for our Rothwell and Middleton families as of tomorrow morning, key workers only.

We have transferred some of our Rothwell and Middleton nursery staff to our Lofthouse nursery so children will be met with familiar faces. Hopefully this will help to reduce the amount of disruption at this difficult time. Parents from our Middleton site will not be required to provide a packed lunch as food will be provided. Please be assured that we are able to cater for any dietary requirements. If your child is on a care plan at either Middleton or Rothwell this will be transferred.

Both nurseries will be open at 8:00 am until 6:00 pm however, we ask that you collect your children as soon as possible at the end of your working day to reduce numbers and risk.

When dropping off your child, please ensure you sterilise your hands and your child's hands immediately on entering the nursery. You will then be directed to a room to leave your child's outdoor coat and shoes (please store in your child's named bag). Please remember to pack a pair of indoor shoes for your child.

At collection time, to help us with infection control, please call nursery when you arrive in the car park. Our staff team will then put on your child's outdoor coat and shoes and meet you at the entrance door. There will be no need for you to enter the premises.

Thank you for your co-operation.