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Dear Parent/Carers

20th March 2020

Covid 19 – Update Fees & Centre Closure

My updates to you are harder and harder to write. It is one of the toughest and saddest times, providing to be even more of a challenge with the unfolding levels of uncertainty and closing the Centre for most of our children. We really appreciate your support you have shown us over the past few days and weeks.

It is with regret that the government has made a decision to close the Centre for majority of our children. The reality of this decision means that we might not see some of our children to say good-bye before they leave us to go to their primary school. I very much hope that that we will find a way to do that even if it is done virtually.

Our staff will be providing work via our Facebook page. We are also exploring other forms of remote learning. The learning will include staff modelling singing of our Easter songs, reading a story and other interactive activities and learning opportunities you can do at home with your child. You will be receiving weekly calls from your child key-worker to ensure your wellbeing and offer any support or guidance if needed.

We have already spoken to those parents whose children fall into the government categories and are continuing to attend the Centre from next week. All children will be cared for in our Waterside building.

Our Governing body met this morning to discuss fees across Norcot Early Years Centre following the Covid 19 Pandemic and have made the following decisions:

- For both Waterside and Nursery School all fees due for March 2020 should be settled by 31st March 2020. This is regardless of whether your child attended or not. This will help us to remain viable, pay staff and keep all the essential invoices paid across the Centre over the coming weeks.
- We will not be invoicing for fees for April 2020 unless we are providing childcare for you under the categories of vulnerable child or child of a keyworker. We anticipate this continuing into May & June, but will update you as soon as possible.

Vulnerable children or child of a keyworker attending from Monday 23rd March onwards.

Waterside:

We will invoice next week for April 2020 fees. To process these invoices on our accounting system, we will invoice you for usual sessions, then make the necessary adjustments on your account at the end of the month for sessions not taken or extra sessions booked.

Nursery School:

We will invoice for April 2020 wraparound care clubs fees towards the end of the month.

Invoices will be sent via the usual way and your payments should continue as you usually make them.

At this time it is our priority to keep your children safe in our care and provide all the resources they need and your co-operation and understanding about the decision that has been made will help us to do this.

Please remember that we are here for you during this understandably difficult time. Please do get in touch with us if you need to.

Yours sincerely



Katarina Bingham
Head of centre



Chris Armstrong-Stacey
Chair of Governors