



Request for Key Worker Childcare at Palm Bay Primary School during Coronavirus Situation

21st March 2020

Dear Keyworker Parents and Carers of children enrolled at St Peters-in-Thamet Junior School and Ramsgate Holy Trinity Primary School.

As you have been informed by Mrs Price and Mr Hunter-Whitehouse, our three schools are working together as a local hub, in order to continue to provide childcare over the Easter holidays, for the families who need it the most due to this unprecedented situation.

We look forward to welcoming your child/children to Palm Bay, where I can assure you we will do everything we can to make them feel safe, settled, happy and part of the school community.

In order for me to organise appropriate staffing rotas, we need to know as far as possible in advance how many children we will be caring for each day. We also need to make sure we hold appropriate information on the children who are not enrolled at Palm Bay (e.g. allergies, medical needs and emergency contact details). We would therefore be very grateful if you would complete the form below; please note that this information will be treated confidentially and will be destroyed once you no longer require childcare at Palm Bay.

Once we have received this form from you, we will then send you a text to a weekly survey, where you can book childcare for the following week. I appreciate that, because some of you work unpredictable shift patterns, it may not always be possible to let us know in advance. We have therefore set up an email address specifically for the keyworker parents at all 3 schools keyworkerchildcare@palmbay.org.uk where you can get in touch with any short-notice requests or changes.

Yours,

A handwritten signature in black ink, appearing to be "Miss Williams", written in a cursive style.

Miss Williams

(Headteacher at Palm Bay Primary School)

Childcare Questionnaire

Full name of parent/carer:

Address:

Mobile phone number of parent/carer to which you would like us to send text re booking:

Child's full name:

Age of child:

School at which your child is enrolled:

Emergency contacts (we require details of two additional emergency contacts for your child, who must be contactable by telephone during the hours of 8.45 and 3.20)

Emergency contact 1:

Emergency contact 2:

Does your child have any medical conditions e.g. asthma, diabetes etc? YES/NO (please give details)

Does your child take medication for a medical condition? YES/NO (please give details)

Does your child have any allergies? YES/NO (please give details)

Any other relevant information about your child:

Name(s) of all adults who will be collecting your child (if different from named parent/carer above):

Please read the following information and sign and date at the bottom to confirm you have understood:

- *I understand that childcare will be provided from 8.45am to 3.20pm at Palm Bay Primary School, Palm Bay Avenue, Margate, CT93PP*
- *I confirm that only the adults named above will collect my child and they will be requested to provide identification, for Safeguarding purposes*
- *I understand that I cannot bring my child to Palm Bay if they, or anyone in our household, is showing symptoms of coronavirus (high temperature and/or new persistent cough)*
- *I understand that my child will be sent home if they are showing symptoms of coronavirus whilst at Palm Bay (high temperature and/or new persistent cough) and will then be unable to access this childcare for the following 14 days, due to self-isolation*
- *I will ensure my child brings a water bottle and a packed lunch each day (please note we are a nut-free school) and clothing appropriate for outdoor play*

Date:

Signed: