



ليتل مونتسوري نيرسري  
little montessori nursery

# Corona Virus (Covid-19) Information Pack

## Little Montessori Nursery Precautionary Measures Coronavirus

In light of the Coronavirus (COVID-19) situation, LMN have implemented precautionary measures to keep the Nursery community - students, staff, Parents and Guardians healthy and safe.

### Temperature Checking

Students will have their temperature checked by a staff member before entering the Nursery. Students/Parents are encouraged to check their temperature at home daily before coming to Nursery.

### Physical Distancing

The physical distancing standard will be respected. Visual markers and cues will be applied around the Nursery in order to comply with the physical distance standards. Classrooms will be set up appropriately ensuring safe distance between children.

### Small Groups

Individual groups will use the same area of the Nursery (classroom) throughout the day as much as possible. Each classroom will be set up into small groups and we will avoid mixing students in the common areas. Common areas that are used will be cleaned thoroughly before a new group enters.

### Hand Hygiene

All children and staff must wash their hands upon arrival of the Nursery for no less than 20 seconds as recommended by the WHO and CDC and will be encouraged to practice effective hand washing throughout the day.

### Carry Less Items

Children and staff must limit the items they carry with them between school and home.

### Washing/ Disinfecting Areas

All Staff members will receive appropriate training on cleaning procedures and will continue to clean the Nursery and equipment throughout the day as instructed.

### Dropoff and Pick up

Where possible, a staggered drop off and pick up time will be implemented to avoid large numbers of people arriving and leaving the Nursery at one time. To prevent the risk of infection to children, Parents are requested to say goodbye outside and not to enter the building. Children will be met by the class Teacher or Teacher Assistant and taken safely to the class. Parents/Guardians are asked to call in advance to inform when they will be collecting their child. The teacher will prepare and assure children hand over to Parents/Guardians. When Parents/Guardians are waiting to collect their children, they should adhere to physical distancing guidelines.

## What to Bring – Corona virus Guidelines

### Carry Less Items

It is very important that items brought from home are kept to a minimum, in order to control the spread of infection. Please read and follow carefully, the information and what you should bring to the nursery. **\*NO fabric bags or lunch boxes will be accepted inside the nursery.\***

All items should be in a clearly labelled ZIP LOCK or easy wipe sealable plastic bag.

#### Accepted Items:

- Spare change of clothes labelled with your child's name - to be kept at nursery.
- Nappies/ diapers
- Wet wipes
- A sheet and light blanket or sleep sack every week that can be easily compacted into a clearly labelled - small sealable **non fabric bag**, e.g. Ziplock bag, small laundry bag for nap time.
- Please ensure that all of your child's belongings are clearly labelled.
- Any formula and Bottles brought into the nursery will need to have the child's name clearly labelled on the bottle and formula container.
- Indoor shoes to be kept at the nursery. Children will remove their shoes when entering the nursery and wear their designated indoor shoes. Please make sure these shoes are clearly labelled.

#### Snack/ Lunch

- Insulated bento style or plastic lunch box with nutritious snack and lunch items.
- Drink bottle- push down lids **ONLY**, Please **NO** capped water bottles.
- Hot meals need to be sent in clearly labelled **thermos containers** that can be easily served to children. We will not be reheating any food inside our nursery kitchen.
- Labelled utensils/ cutlery needs to be provided every day.

Little Montessori Nursery encourages Healthy eating at all times. Children need a variety of fresh nutritional food and well-balanced meals.

- Please do not send sweets, chocolates, take away food or anything containing nuts (including Nutella spread or similar products).

We are a **NUT AND POPCORN FREE NURSERY**. This food will be sent home.

All items should be clearly labelled with your child's name.

- We encourage you to send plain milk rather than flavoured milk and keep juice to minimum no more than 1 a day).
- We prefer children to drink water or plain milk at nursery and juice can be consumed at home.

**Please keep toys, books etc at home, only items listed above will accepted into the nursery.**

## Official Operational requirements of practice from MOSA and MOPH

In order to offer our services properly and ensure the safety of everyone attending our premises, Little Montessori have to follow guidelines set out by the Ministry of social affairs and the Ministry of Public health. This can be achieved by staff and parents working together to create a safe space for everyone, along with parent's cooperation to follow the requirements stated below.

**These requirements are issued by the Ministry of Social affairs and are expected to be followed at ALL times.**

- Everyone including staff, parents, and child's companions (nanny, driver) MUST show the "EHTEAZ" application, to ensure the existence of the "green code" to be able to enter the nursery.
- It is necessary to avoid touching the eyes, nose and mouth, as well as preventing handshaking, kissing, and physical contact, as avoiding such behaviours significantly reduces the transmission of the virus and maintains the public safety.
- food utensils are not shared between children in any way whatsoever and provide the direct sterilization of surfaces and tools after meals are finished.
- It is necessary to ensure that there are at least two phone numbers for the purpose of communicating with the family in the event of any emergency.

### Payment

- Parents shall be encouraged to pay the nursery's fees by using online banking services, electronic transfer.
- In the event of a desire to pay in cash, parents are required to place the due amount in an envelope and the management of the nursery will receive it at the main gate.
- The receipts of payment related to the fees of the nursery or the child's reports shall be sent to parents via email or WhatsApp application, whilst storing the original copies in the nursery until further notice.
- If a parent wishes to receive a paper receipt, he should contact the management of the nursery by telephone in order to inform him of how to receive the receipt (the receipt shall be placed in an envelope to be delivered to the parent at the main gate of the nursery).

### Receiving Children:

- It is prohibited to receive children who are in contact with the Coronavirus patients, and parents shall sign a written undertaking not to bring the children if they or their children are in contact with any of the Coronavirus patients.
- Any child, parent, staff or visitor **must not** enter the nursery if they are sick, even if symptoms resemble a mild cold. These Include:
  - Fever / High temperature
  - Cough
  - Shortness of breath
  - Sore throat
  - Runny Nose
  - Nasal congestion
  - Headache
  - vomiting
  - A general feeling of being unwell.
- If your child becomes unwell at nursery and presents any of the symptoms above you will be contacted and expected to collect your child from the nursery immediately.

Your child will wait in a separate room until you arrive. The child shall not be received again unless he/she has been examined and found not to be infected based on an approved medical report.

Name and signature of Parents:

.....

Date .....

### Pick up and Drop off

- Thermal sensors shall be provided to periodically measure the temperature of children inside the nursery (more than once during the working hours of the nursery), especially when receiving children.
- Hand sanitizers shall be provided at the nursery door, to be used by parents for the purpose of sterilizing their hands and the hands of their children before the nursery door is opened, and children shall be received from the nursery door quickly to prevent overcrowding and observe the conditions of social distancing.
- Parents and visitors **shall not be permitted** inside the nursery.
- All the children and workers in the nursery shall be obliged to remove outdoor shoes and replace with clean indoor shoes inside the nursery. (please ensure indoor shoes are labelled)

### Practice of Social Distancing:

- A place shall be found to keep each child's bag separately, whilst reducing the items therein and washing hands for every use, and it is preferable to use the bags made of a material that can be cleaned and wiped.
- Parents or carers should drop off and pick up children outside of the nursery gate and are not to enter the playground areas.
- The time of delivering and receiving children shall be divided with parents or companions and communicated to reception in order to prevent overcrowding and keep distancing.

### Sterilization & Hygiene:

- The nursery shall provide hygiene and sterilization supplies and make them available for children and workers, conditional upon providing hand sterilizers in each of the rooms of the nursery.
- It is necessary to ensure daily cleaning of all surfaces and floors in the nursery such as door handles, barriers, offices, the sterilization equipment related to the bottles, fridge, chairs and tables, in addition to toys, by way of using appropriate sterilization materials, conditional upon sterilizing the surfaces of the dining tables before and after eating and the floors before and after serving food to children.
- The authorized sterilizers shall be used for disinfecting plastic toys and common large toys such as (playhouse, kids kitchen, etc.), provided that the surfaces shall be immediately dried and children should not be in the area that is sterilized in order to prevent these materials from being inhaled or coming into contact with the skin.
- It is necessary to ensure the healthy ventilation and safety of air conditioners in classrooms, children's sleep areas and activity rooms.

## Corona Virus Pre-Registration Questionnaire

It is important that you answer all questions below correctly to ensure the safety of everyone attending the nursery. These questions are designed to reduce risk of exposure to COVID-19. Guidelines may change based on emerging circumstances and information from public health officials.

### Child's Information

Last Name (Surname) ..... First Name .....

Date of Birth ..... Gender: Male / Female.....

### Parent's Information

Father's Name:.....Occupation:.....

Mobile.....Home Phone..... Work Phone.....

Email.....

Mother's Name:..... Occupation:.....

Mobile.....Home Phone..... Work Phone.....

Email.....

## Emergency Contact Form

Details			
Child's Name			
Father's Name			
Mobile Phone.		Work Phone	
Mother's Name			
Mobile Phone.		Work Phone	

Pre-registration COVID-19		Circle ONE	
1	Do you have EHTERAZ App?	YES	NO
2	Do you agree to show your EHTERAZ status when dropping and picking your child? This is to include carers, family members & drivers.	YES	NO
3	Do you allow your relative/nanny to drop and picking your child?	YES	NO
4	Is your child full immunized according to the Ministry of Health of Qatar?	YES	NO
5	Has your child or anyone in the household including staff, experienced any cold or flu-like symptoms in the last 14 days?	YES	NO
6	Have you/your child had close contact with or cared for someone diagnosed with COVID-19?	YES	NO
7	When was the last date your child visited the doctor and for what reason?		
8	Have you been in a large group setting in Qatar in the last 14 days where someone has been confirmed to have COVID-19, such as mall or a large meeting or event?	YES	NO
9	Have you/or your child travelled outside of Qatar in the last 3 months? If so, where?	YES	NO
10	If you answered yes to question 9, did you go into Isolation?	YES	NO

Additional Emergency Contacts	
Contact 1	

Name		QID Number	
Relationship to Child			
Mobile Phone.		Other Phone	
Contact 2			
Name		QID Number	
Relationship to Child			
Mobile Phone.		Other Phone	
Contact 3			
Name		QID Number	
Relationship to Child			
Mobile Phone.		Other Phone	

Notes relevant to Emergency Care	Photograph
	Insert Photo of Child Here

## Agreement

- I/We have read the Covid 19 information pack and agree to abide by the terms as stated.
  - Ministry regulations including: Isolation if presenting symptoms, Presenting Ehteraz application, practicing social distancing- paying online.
  - Drop off/ Pick up – NOT entering the nursery.
  - Procedures if your child becomes ill while at nursery.
  - Updated contact information.
  - Items accepted at nursery.
- I/We certify that each part of the covid information pack and the content contained herein has been carefully read, and all information supplied is true and correct.

Parent Signature.....

Date.....



3. I/We certify that I/We understand the policies in regard to my child presenting symptoms whilst at the nursery and agree to collect them immediately as well as adhere to providing a doctor's certificate to prove good health.

Parent Signature.....  
Date .....

4. I/ we understand that It is prohibited to receive children who are in contact with Coronavirus patients, and agree that, In the event of anyone within my household being exposed to coronavirus I will not bring my child to the nursery and agree to Isolate for 14 days as well as inform the Nursery. I understand that I will not be accepted in the nursery without a doctor's certificate proving that my child is not infected.

5. I/We waive all legal claims against Little Montessori Nursery, their teachers, assistants, employees, it's successors, individually or collectively for any loss, damage, injury or illness that may occur on route, whilst under its custody or upon departure from the nursery, except when arising out of willful misconduct or gross negligence and agree to the above terms and conditions.

**No Refunds Under Any Circumstances**

I/we have read the Parent handbook and agree to abide by the terms of the No refunds Policy.

1. No refunds or discounts apply for vacation, illness or your child's absence from the nursery.
2. No refunds apply to your decision or management's decision to remove your child from the nursery, or in the event of relocation.
3. Fees are non-refundable, nor transferable under any circumstances.

Parent Signature .....

Date .....

LMN Manager Signature .....

Date .....