



Building 9
Freeway Office Park
2728 Logan Road
Eight Mile Plains, QLD 4113

T: 07 3077 8867
E: info@tinytigerelc.com.au
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31 December 2021

Dear Parents and Guardians,

Since Queensland re-open its borders on 13 December 2021, there has been a substantial increase of COVID-19 infections in our community. This letter is to keep you up-to-date with all the precautions we are taking, **and additional measures we propose to take**, at Tiny Tiger Early Learning Centre to keep your children, you and all our Staff as safe as we can, and to minimise the risk of COVID-19 infection at the Centre.

Measures we have already taken include:

- Ensuring hand hygiene procedures are followed by all Staff, children and visitors to the Centre;
- Ensuring all Staff are trained in the identification of symptoms, and encouraging testing when indicated;
- Ensuring all Staff has been vaccinated as mandated by the Queensland Government;
- Thorough, periodic cleaning of the Centre, with particular attention to high touch points;
- Staggering Staff break times where feasible;
- Reducing interaction between groups; and
- Ensuring all records of attendance by Staff, children and visitors to the Centre is comprehensive and complete to facilitate contact tracing, if required.

Measures we will implement starting Tuesday, 4 January 2022 are:

- We would like to request all Parents and Guardians wear masks when dropping off and picking up your children.
- In order to reduce points of contact, **we are implementing a change in the drop off and pick up process** so this is done outside of the Centre, specifically:
 - **During drop off**, a member of Staff will be positioned so that they can see anyone standing outside the Centre's glass entrance door. The Staff will open the glass door for you, pick up your child(ren) and walk them into their room(s) as well as sign in your child(ren);



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- **During pick up**, a member of Staff will be positioned so that they can see anyone standing outside the Centre's glass entrance door. The Staff will open the glass door for you, ask you which child(ren) you are picking up, find the child(ren) in their room(s) and deliver the child(ren) into your care as well as sign out your child(ren).
- If you are dropping off or picking up your child outside of normal drop off and pick up hours and there is no Staff positioned at the Centre entrance, **please call the Centre Office on +61 7 3077 8867** and a member of Staff will pick up at any of the 8 phone extensions throughout the Centre and will be able to assist you.

We understand that this may cause inconvenience for some families and we do apologise if this is the case for you. We have carefully considered our options and decided that this is the best course of action we should take to ensure the health and safety of your children, you and our Staff.

We will introduce further measures if and when the risk escalates, or when health advice from the government is updated.

We thank you for your ongoing support through this testing time. If you have any questions about our management of COVID-19 risk, please do not hesitate to contact the Centre Office or speak to me directly (+61 450 487 056 and lisa.lee@tinytigerelc.com.au).

Yours sincerely,

Lisa Lee
Company Director
Tiny Tiger EMP Pty Ltd



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