



COVID-19 Parent Policies and Procedures Handbook



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Introduction

Dear Parents,

As we are getting ready to reopen after being closed for five months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Kids Connection Care and Education are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following Public Health guidelines as well as those put forth by Ministry of Education Child Care Licensing Division. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact your centre Supervisor, if you have any questions about the policies and procedures that are outlined in this COVID-19 Policies and Procedures Handbook. They are in place to ensure that Kids Connection Care and Education is a safe and enjoyable place for your family.

June Brown,

Executive Director
Kids Connection Care and Education

Enrolling Your Child

Prior to your child's first day the Supervisor will send you a link for a virtual tour that will take you through the screening process and a virtual tour of the classrooms.

Once we receive your enrollment package the Supervisor will review the package and contact you to answer any questions you may have. You will then receive an electronic copy of our Parent Handbook as well as a copy of the COVID-19 Policies and Procedures Handbook.

The acknowledgement receipt of both of these documents must be signed off prior to your child's start date and returned electronically.

Fees

Children who were enrolled prior to closure will be given priority when returning to the program and will have 14 days to accept or decline the space. If space is accepted, fees will commence on September 1, 2020 via pre-authorized bank debit. If space is declined, no fee will be charge.

Visitors

Visitors will not be permitted at this time with the exception of EI services who are providing support to children with special needs and will be permitted if they pass screening procedures and follow protocol. Other exempted visitors are MOE Staff, York Region Public Health, Inspectors and Fire Marshalls, all essential visitors will complete the Visitors Log

Students completing post-secondary educational placements will be permitted to enter child care settings and should only attend one child care setting and be assigned to one group of children. They will be subjected to the same health and safety protocols as other staff members such as screening, and the use of PPE when on the child care premises, and must also review the health and safety protocols.

Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

Food

- A. **Lunch**: We will continue to offer a catered lunch from Yummy Catering. Staff will plate and serve the children their lunch. During this time children will not be serving themselves and will ensure physical distancing during lunch time.
- B. **Snack**: A morning and afternoon snack will be provided. AM snack will be served between 7am-10am and PM snack between 3pm-5pm. We will continue to ensure physical distancing.

We are a peanut-cautious facility, so please do not provide any foods that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND Supervisor. All allergies will be posted in the classroom.

Enhanced Protocol and Procedures

1. **Handwashing**: As soon as students arrive to the classroom, they will wash their hands. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. **Enhanced Sanitizing/Disinfecting**: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be removed immediately and disinfected. High touch surfaces will be disinfected a minimum of twice a day. All sensory bins, soft toys, pillows, dress-up clothes will not be available. Each child will have access to individual labeled bags containing arts supplies and sensory materials. Cots will be disinfected on a daily basis and children blankets will be laundered daily at the centre. Please provide your child with a small children's blanket and no pillows or soft toys at this time.
3. **Outdoor Play**: Play structure will be used by one cohort at a time, and all high touch surfaces will be disinfected before and after each use by each cohort. Designated outdoor toys will be set aside for each cohort. Sandbox will be closed. Where the outdoor space is large enough to accommodate multiple cohorts, the space can be divided with physical markers to ensure 2 meters separation of cohorts.
4. **Mask wearing**: Children in grades 4 and up are required to wear a non-medical or cloth mask. All other children are encouraged but not required to wear a mask. All children mask to be provided by the parent. Medical mask and a face shield will be worn by all staff members throughout the day as per York Region Public Health guidelines and full PPE for staff who are at our screening stations and cleaning/sanitizing throughout the day.

The use of masks is not required outdoors if physical distancing of a least 2-metres can be maintained between individuals. Reasonable exceptions from mask wearing for medical conditions can be submitted by writing an exemption request.

Cohorting: Each class is considered a "cohort." Each "cohort" will physically distance from other "cohorts" to ensure safety. A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days. As per ministry guidelines BEFORE AND AFTER SCHOOL PROGRAMS AND GROUPS The ministry recognizes that in order for before and after school programs to be operational and viable, it may not be possible to limit students in the before and after school program to their groups from the core day. The ministry recommends that, in circumstances where students from different school

day classes must interact to participate in the before and after school program, boards make efforts to limit interactions between students from different classes to the greatest extent possible. Best practices to limit interactions between students from different classes and reduce transmission of COVID-19 may include: making best efforts to group the before and after school program class with the same core day class (e.g. determining core day classes based on whether the child is enrolled in the before and after school program); and making use of large, well-ventilated spaces (e.g. gymnasium) or outdoor spaces as much as possible for the before and after school programs. Before and after school programs are also required to follow strict health and safety guidelines, which are equivalent to those in schools.

Staffing

All staff will be trained prior to resuming employment on our COVID-19 Policies and Procedures. In addition to training, staff will be screened at the start of their shift and upon re-entering the child care centre throughout the day. Staff will follow the same handwashing procedures when serving lunch, after diapering a child, after washroom routines and frequently throughout the day.

Space Set-Up & Physical Distancing

During transition times when using common space physical distancing of at least 2 meters will be maintained between different cohorts and between children within the same cohort by:

- spreading children out into different areas, particularly at meal and dressing time;
- incorporating more individual activities or activities that encourage more space between children; and using visual cues to promote physical distancing

Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used. Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:

- Planning activities that do not involve shared objects or toys
- When possible, moving activities outside to allow for more space
- Avoiding singing activities indoors.

Indoor/Outdoor Shoes: Please provide a separate pair of indoor shoes. Outdoor shoes will be removed upon entering and placed in the children's cubbies. Indoor shoes for both staff and children is mandatory in the classrooms.

Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our centre by making necessary modifications to meet the child's needs with the support of York Region Inclusion Support Services.

Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Please provide a labelled water bottle and extra set of clothing. Water bottles will be sent home daily.

Arrival and Departure Procedures

Please review the attached child self-assessment form daily prior to dropping off your child that York Region Public Health has recommend. Our centres will operate from 7:00am – 6:00pm, Monday through Friday. All children must be dropped off by 10am and if you see another family being checked in, please be patient maintain physical distancing. Parents will not be permitted in the centres.

Drop-Off Procedures

All children must be accompanied to our screening area by an adult (just outside the front doors). Children will not be permitted in the program if they are not accompanied to the screening area by an adult. All parents must wear a face mask when in the screening area. Because we operate in various locations, please ensure that you follow the drop off/pick up procedures for your specific centre.

Upon arrival at the screening area, our screener staff wearing proper PPE will ask a series of yes/no questions regarding symptoms and travel (staff and children). We will take your child's temperature. If it is below 37.8C, and all the screening questions response is a "no", then the staff will escort your child to his/her classroom.

In the case with family siblings, where one child does not pass the screening then all children would be denied entry. Siblings are considered close contacts. Both children would need to be excluded from child care centre and advised to seek assessment and testing at a COVID-19 Assessment Centre. Both children can return to the child care centre when the child with the symptoms has a negative test result.

Anyone who answers "yes" to any of the screening questions will not be permitted to enter the centre and must follow the posted public health procedures. You can contact public health at 1-800-361-5653 or visit york.ca/covid19.

We ask that the designated drop-off and pick up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition). Daily records of screening results will be kept on premises for contact tracing purposes.

Pick-Up Procedures

Upon arriving please ring the doorbell and our staff will confirm your identification and bring your child out to you. Please ensure that you follow the pickup procedure for your specific centre. Face mask must be worn at all times.

Management of Children/Staff with COVID-19

Child care staff, parents/guardians and children must not attend the program if they are sick, even if symptoms resemble a mild cold.

Staff who become ill while at the child care centre will be sent home immediately and directed to seek assessment and testing at a COVID-19 Assessment Centre.

If a child begins to experience symptoms of COVID-19 while attending child care:

- Isolate the sick child and notify parents/guardians or emergency contacts for pick up immediately. The sick child will be kept at least 2-metres from others. We will provide the child with tissue and remind him/her of hand hygiene and proper respiratory etiquette and disposal of soiled tissues
- We will provide the sick child with a mask if tolerable and above the age of 2.
- Child care staff who supervises the sick child must wear a mask, gloves and face shield at all times and not interact with others. Avoid contact with the child's respiratory secretions. Perform meticulous hand hygiene.
- We will clean and disinfect (outbreak level disinfectant) the space and items used by the sick child. For items (e.g., paper, books and cardboard puzzles) that cannot be cleaned, they should be removed and stored in a sealed container for a minimum of 7 days.
- We will contact Public Health (call 1-877-464-9675 ext. 73588 between 8:00 a.m. and 8:00 p.m., seven days a week or after hours you can call 905-953-6478) if two or more symptomatic individuals are in the child care centre within 48 hours and seek input regarding the information that should be shared with other parents of children in the child care centre.
- Siblings of the sick child are also to be picked up and excluded from the child care centre. In the event that a COVID-19 positive case is identified in the child care centre, a COVID-19 outbreak will be declared by York Region Public Health and further direction will be provided by York Region Public Health on who else in the child care centre may need testing and/or isolation at that time.
- Staff who have been in close contact with a sick child should self-monitor for symptoms for the next 14 days. If the child is a confirmed case, the staff member should also self-isolate and seek assessment and testing.
- Parents/guardians of a child who was in the same cohort as a child with symptoms will be informed of the possible exposure, and should monitor their child for symptoms.
- Staff/ children with symptoms, who have not been tested for COVID-19, will be excluded from child care for 14 days after the onset of symptoms.
- Staff/ children who are being managed by York Region Public Health (e.g. confirmed cases of COVID-19, household contacts of cases) should follow instructions from public health to determine when to return to the facility.

Additional Reporting

Additional reporting will be submitted in the event of a Serious Occurrence to Ministry of Education through the Child Care Licensing System (CCLS), York Region Children Services and Child Care Manager at School Boards.

Testing Requirements as per York Region Public Health

ASYMPTOMATIC INDIVIDUALS

- Asymptomatic contacts of a confirmed case should seek out assessment and testing for COVID-19 at a COVID-19 Assessment Centre as soon as possible after identification of the case. If they test negative and the contact becomes symptomatic, they should be re-tested.
- If the test result is negative, asymptomatic contacts of a confirmed case must remain in self-isolation for 14 days from their last exposure to the case.

SYMPTOMATIC INDIVIDUALS

- Symptomatic child care staff and/or children who develop symptoms compatible with COVID-19 should be sent for testing.
- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit.

LABORATORY-CONFIRMED CASE OF COVID-19

- All child care attendees and staff in the child care centre should be tested.
- For further questions about testing guidance, contact COVID-19 phone line at:
- 1-877-464-9675 ext. 77280 between 8 a.m. and 8 p.m. (seven days a week) 905-953-6478 (after hours).

SERIOUS OCCURRENCE

A Serious Occurrence is will be submitted under the category “**suspected/confirmed case of COVID-19**” when one of the following individuals has a confirmed case of **COVID-19 OR a suspected case** involving the individual exhibiting **1 or more symptoms** AND the individual has been **tested**, or has indicated that they will be tested for COVID-19:

There is one confirmed case of COVID-19 OR a suspected case involving the individual exhibiting 2 or more symptoms AND the individual has been tested, or has indicated that they will be tested for COVID-19:

- (i) A child who receives child care at a child care centre,
- (vi) A parent of a child mentioned in subclause (i), or
- (vii) A staff member at a child care centre
- (viii) A student at a home child care premises or child care centre.

We ask that all parents and staff let us know of any potential exposure immediately. If symptoms develop at home, staff, parent/guardian and essential visitors must report illness to the centre immediately.

Extended Closure Policy

Kids Connection Care and Education (KCCE) strives to provide a safe, healthy environment for your child (ren). However, despite our best efforts there may be times when the centre may have to be closed for an extended period. Decisions to close for an extended period are made based on recommendations by one or more of the following ministries, the provincial and federal ministries of health, education, labor as well municipal departments of health and childcare licensing bodies. The reasons for an extended closure may include but are not limited to, faulty construction, mold, and flooding, serious illness outbreak, pandemic. etc.

In the event of a serious illness outbreak or pandemic, you may be required to sign a declaration confirming that you and your child have not been exposed to the identified contagion. Based on recommendations by the federal, provincial or municipal (school boards) public health you may be asked to remove your child from the program for a specified period of time, if they or any family member residing in the home, have been exposed to an identified contagion.

If your child has been removed from the program for any of the above health reasons, you may be required to provide a doctor's letter confirming that your child is fit to return to the program and no fee will be refunded.

COVID-19 SELF-ASSESSMENT

Before entering this facility, please assess yourself (and, if applicable, your child or other dependants) for symptoms of COVID-19. Symptoms can be mild – similar to the flu or other common respiratory infections or more severe – and may include:

COMMON:

- Fever (37.8 degrees Celsius or greater)
- New or worsening cough
- Shortness of breath

OTHER:

- Sore throat
- Difficulty swallowing
- New taste or smell disorder(s)
- Nausea/vomiting
- Diarrhea
- Abdominal pain
- Runny nose or nasal congestion (in absence of other reasons like seasonal allergies)

There are also a number of less-common symptoms of COVID-19. For an up-to-date list of all symptoms, which changes as we learn more about the virus, please visit york.ca/covid19

IF YOU HAVE SYMPTOMS OF COVID-19:

- Do not enter this facility and return home immediately
- Seek assessment and testing as early as possible at a COVID-19 Assessment Centre
- Self-isolate for 14 days (including any members of your household or people you had close contact with from 48 hours before symptoms)

For more information on COVID-19 and COVID-19 Assessment Centres, visit york.ca/covid19 or contact York Region Public Health at 1-800-361-5653.

STAY INFORMED.
Visit york.ca/covid19



York Region

Kids Connection Care and Education

COVID-19

Parent Policies and Procedure Handbook

Parents or Guardians,

Please thoroughly review the **COVID-19 Parent Policies and Procedure Handbook** for the 2020-2021 school year, which contains the policies and procedures for Kids Connection Care and Education while in the process of reopening. After reading the handbook, please complete this form and return it to the child care via email or drop of on the first day of care. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

June Brown

Executive Director
Kids Connection Care and Education

I, _____ (print your name), the parent/guardian of

_____ (print child's name), hereby acknowledge receipt of KCCE's COVID-19 Policies and Procedure Handbook. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent Signature: _____ Date: _____