

Amendment to Parent Handbook

Purpose of document

This document is an amendment to our parent handbook. It includes information and changes to our policies due to COVID-19. These policies are in effect until the emergency in Ontario is declared over.

Definition

COVID-19 is a virus that spreads due to close contact with other people. Little Bright Stars Daycare has revised policies and procedures to provide a safe and healthy environment for children.

Hours of operation

Little Bright Stars Daycare is open Monday to Friday, 7:00 am to 6:00 pm. We are closed on weekends and statutory holidays

Communication with Centre

Parents can communicate with staff by calling the Centre or through Hi Mama app. Staff will be posting children's daily routine and activities on the app to share with the families. Parents can also communicate with the office staff through phone and email. Video meetings can be arranged as needed. If a parent must meet teacher, they need to arrange the meeting with the office. Staff will come outside the Centre to meet the parents, wearing proper PPE. Parents are requested to wear their masks when meeting with a teacher.

Sick days, vacation days and absenteeism policy

Children that did not pass the screening policy or have symptoms of illness related to COVID-19 will be reimbursed up to 2 days per month, as per the policy of Region of Peel. Parents will be paying for children that are away more than two days. Families that are on subsidy can use the sick days provided by subsidy to cover the sick days. Families whose attendance is getting affected by closure of the program or Centre due to a positive COVID-19 case will not be charged for the time the Centre or the program is closed.

Staffing at the Centre

Staff in our programs consist of early childhood educators. In addition to the regular staffing, we have kitchen staff and extra support staff available to help with sanitizing and covering classrooms as needed. Staff are also available for screening children in the Center upon arrival.

Classroom setup

All classrooms are set up to accommodate physical distancing. Children will be spread out across the classroom to play in different interest areas and practice physical distancing as much as possible. Once children move from one area to another, the toys from that area will be removed for sanitizing and area will be sanitized as well before the next child can use the space. Toys and furnishings that are harder to sanitized have been removed from the program. Children's washroom routine will be monitored by staff and will accommodate physical distancing measures.

Outdoor play

Classrooms will be taking part in outdoor play, weather permitting. They will be transitioning in small groups in order to maintain physical distancing. Classrooms will not combine together in the same playground. The playground will be sanitized after every use.

Lunch routine

Children are not allowed to bring in outside food. They will be provided with lunch and two snacks during the day. Program staff will be serving food to the children and they will be placed on the table following physical distancing measurers. Outdoor food to celebrate events is not allowed in the Centre. Parents wishing to celebrate children's birthdays are requested to bring in snacks that are individually packed and sourced from a nut free place. Snack items will be sorted out and sent home with children to consume. Please contact your child's teacher or office for a list of nut free food sources.

Sleep time

Children will be spaced out in the classroom during sleep time to accommodate physical distancing measures. Staff will still be available to sit next to the children to help them sleep.

Sanitizing routine

We have staff dedicated in the program for cleaning purposes. Sanitizing will be done more thoroughly and more frequently through out the day.

Personal Protective Equipment

Staff at our Centre are provided with personal protective equipment to use throughout the day as necessary. This ensures that they are protected while working with children and are keeping everyone safe. Equipment such as masks, gloves, face shields, protective glasses and surgical gowns are available for use.

Children's belongings

Parents are requested to bring in the following items to the daycare:

- Extra set of clothing for children – Please provide them in a zip-lock bag
- Blankets for sleep time

The items listed above will not be taken home unless needed. The Centre will take care of washing children's clothing and blankets every week or as needed.

The following items are not required at this time

- Sippy cup – Children will be drinking water from disposable dixie cups
- Back packs (as they are hard to clean and sanitize – Parents are requested to provide a large zip-lock bag to hold their children belongings).
- Strollers and car seats (as they are hard to clean and sanitize. – Parents can leave strollers outside the playground. They must be tied to the fence and can be left with covering so they don't get wet or dirty in the cold weather)

Medication policy

No changes have been made to our Medication Policy. Staff will provide the medication once the medication form is filled out properly. Parents are requested to inform the Centre of the medication before hand so that appropriate information can be taken down. Parents are reminded to come in before time in order to fill out the form.

Drop off and pick up routine

Little Bright Stars Daycare is restricting people entering the daycare in order to contain the spreads of COVID-19. Only essential people like staff and children are allowed at the Centre at this time. Parents are not allowed to enter the Centre, including the front entrance. They can come in the building to press the bell but must step outside after that and wait for the staff.

Parents dropping of their children must:

- Establish a consistent time for drop off and pick up of children
- Call the Centre before coming for drop off or pickup
- Inform the Centre if the drop off or pick up routine is changed

A staff from the Centre will drop off the child in the program or bring them out to parents at pick up time. Parents are requested to give themselves ample of time when coming to the Center. Our staff may take a little longer to come outside as they are inside helping children with their outerwear.

Meetings and family events

All pre-planned family events have been cancelled until further notice. Events taking place in the future will be planned based on the information provided by Public Health. Meetings with PIRS and other staff will be taking place over the phone or through video calls.

Screening policy

Children coming to the Center will be screened everyday upon arrival. The screening will take place over the phone or upon arrival by the supervisor or screening staff. The screening form is used to ensure that the child is in good health coming to the Centre.

If all questions on the screening form have been answered “No”, staff will take child’s temperature and will bring them inside the Center. If any questions on the screening form are answered “yes”, child will not able to come in the Centre. Supervisor will provide further instructions including contact information for Peel Public Health.

Illness policy

Our illness policy has been changed to accommodate symptoms of COVID-19. Below are the symptoms of illness for children:

- Fever – above 37.8 * C or 100 * F or chills
- New or worsening cough/ croup
- Shortness of breath
- Decrease in sense of taste and smell
- Unexplained fatigue
- Headaches
- Nausea
- Sore throat
- Muscle ache
- Diarrhea
- Runny nose without known cause
- Nasal congestion without known cause
- Discomfort or uneasiness
- Sore throat
- Vomiting

Parents must monitor children and other family members at home for these symptoms. A child along with their sibling will be excluded from the childcare:

- If they have any of the symptoms listed above
- If they have been in close contact with anyone displaying the symptoms listed above
- If they have been in close contact with anyone who has a confirmed case of COVID-19
- If they have been advised by Peel Public Health to isolate
- If they have been in close contact with anyone who has the symptoms listed above and has not been tested for COVID-19 or is awaiting the test results
- If they have travelled outside Canada or are in touch with anyone who have travelled outside Canada in the last 14 days

Staff will also be monitoring for these symptoms throughout the day. If any of the symptoms are noticed, parents will be given a phone call to pick up the child. The child must be picked up immediately. The child will be separated from the rest of the group where possible. A staff will be present with the child until they are picked up.

If parent notices these symptoms when the child is with them, they must inform the daycare. Parents are encouraged to get the any symptoms of illness checked out by their family doctor and determine the next course of action. Parents have the following choices:

1. Have the child tested for COVID-19
 - a) If the child is tested positive, then the directions from the Peel Public Health will need to be followed which will include a period of isolation
 - b) If the child is tested negative,
 - i) They will need to isolate for 14 days if they were a close contact of a confirmed COVID-19 case as well as be 24 hrs symptom free
 - ii) They can come back to the Centre, if they were not a close contact of a confirmed COVID-19 case and are symptom free for the 24 hrs

2. Have the child not tested for COVID-19

Child will have to isolate for 14 days before they can come back to the Centre. The child must also be free of all symptoms of illness for 24 hrs or more before they come to the Centre.

3. Provide an alternative diagnosis for the symptoms of illness that were noticed

A doctor's note will be required along with being symptom free for 24 hours or more in order to come back to the Centre

Parents are requested to keep in touch with the Centre during this whole process. The Centre will also be informing the Peel Public Health of any possible sickness. Please note that one confirmed positive case of COVID-19 is considered an outbreak. Peel Public Health will be making the decision if a program or Centre will need to shut down. **Parents are reminded to get their children checked out if they are displaying any symptoms listed above. Providing medication to hide symptoms of illness could mask possible illnesses and can also cause other children to be sick when they are at the daycare.**