



Parent Handbook COVID-19 Edition 2021

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**Goderich Municipal Childcare Centre
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Goderich ON
519-524-7441**



**Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

Thank you for your on-going support. We continue to follow the direction of the Ministry of Education and the local Health Unit. While I know this can be a fearful time. The staff and administration at Goderich Municipal Childcare Centre are committed to providing a quality program that is safe, educational and child-friendly!

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 children 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 Ministry and local health guidelines. These policies are in addition to our existing parent handbook, which outlines our program statement, parent concerns, prohibited practices etc. This parent handbook can be found on the Town of Goderich website. Please be sure to read through this information, sign and return the last page.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. The complete policies and procedures can be found on the Town of Goderich website upon completion. They are in place to ensure this a safe and enjoyable centre for your family.

Bonnie Hastings RECE
Director
Goderich Municipal Childcare Centre
519-524-7441

A. Enrolling Your Child

Before enrolling any new children, parents or guardians may schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online discussion, if requested. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of the centre and go through our registration package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with a registration package, all health and emergency forms, as well as a copy of our handbooks. All forms would be filled out electronically and sent through email or mailed in. In the event of a group being at its full capacity, we will place you on the waiting list. We cannot always meet the needs of parents or guardians when requested, however you may call us and request an update on the waiting list. You will be called by the Director/Supervisor when an opening becomes available.

On-site tours will be available by request only, following screening guidelines as set out by the current guidelines.

B. Nondiscrimination Policy

Admissions to Goderich Municipal Childcare Centre shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age, or gender.

To the greatest extent possible, all children be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet all children's needs.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as children arrive to the classroom, they will wash their hands properly. 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. 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 put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Social distancing: Each class is considered a "family." Each "family" will socially distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible.

4. Group sizes: As per the Operational Guidance During COVID-19 Outbreak- Childcare Re-Opening guidelines, version 3-August 2020. Each group classroom will return to maximum group sizes as set out in the CCEYA. (i.e., licensed age groups prior to the COVID-19 outbreak). These groups will stay together throughout the duration of the day.

5. Screening: The screening process will be explained to parents in the initial call to connect for childcare, and complete initial COVID-19 screening.
Staff will complete the screening process outside the front entrance and then escort your child to their appropriate classroom.
Please respect the 6 feet distancing from the screener, the screener will be wearing personal protective equipment (mask/eye protection / gown).
Visible signage is posted at the entrance of the centre.
Parents and Guardians are encouraged to wear a mask in the screening area.
All families and staff are also strongly encouraged to self-screen for symptoms before arrival at the centre by using the online screening tool.
<https://covid-19.ontario.ca/school-screening/>

During the initial screening, parents will be required to provide accurate drop off and pick up times according to their work schedule. These times will reflect classroom hours and staffing will be scheduled accordingly.

6. Staffing: Staff will be assigned to specific “family”. Supply/Replacement staff shall be designated to one specific room as much as possible.
All staff will screen for symptoms before entry into the centre, using the <https://covid-19.ontario.ca/school-screening/> screening tool.

Individual staff members in each specific “family” will be required to wear a mask, and eye protection and will follow policies and procedures as outlined by the Ministry guidelines. The use of masks and eye protection for staff is not required if physical distancing of at least 2-metres can be maintained.

Staff have read and agreed to the Immunization Disclosure Policy and its contents therein.

7. Hi-mamma: Please download the Hi-mamma app. This app will directly connect you to the classroom and your child’s educator. Staff will be uploading pictures and updates as much as possible throughout the day. Please contact the centre for any comments or support regarding the Hi Mama app.

D. Late Fees

The Centre is closed and the doors are locked at 5:30 pm. If a child is still in attendance after 5:30 pm, the Child Care Teacher will call the parent whose name is on the Child's Enrollment Form to inquire how long they will be before they arrive at the Centre for pick up.

If you are late, the Child Care Director will forward one written late notice warning letter to the affected family, and subsequent late pick ups will be subject to a charge in accordance with the Town of Goderich Fee By-Law No. 111 of 2019. "The Child Care Centre Secretary will invoice the family a minimum of 2 hours labour and benefits rate for a Step 5 ECE Teacher."

E. Fee and Payment Policy

Goderich Municipal Childcare centre enforces the following policies and procedures for payments:

1. Payments of fees is required in advance of care.
2. Fees must be paid in full on the 1st business day of each week for the upcoming week of scheduled care. Payments are encouraged to be made online. Debit cards, or cheques are acceptable.
3. Please advise the screening staff of your preferred payment option. The debit machine is available to travel to the screening area.
4. A \$25.00 administration fee will be charged when a payment is returned by the bank, after 2 returned items payments must be made online.
5. Vacation time:
 - a. We require a 2-week written notice prior to requested from parents who want to cancel or change a day.
6. If you need to terminate your child's enrollment, a two-week notice is to be given to the centre director(s); otherwise, you will continue to be charged.
7. **Any absence due to the COVID-19 isolation requirements, fees will be waived, any other symptoms will be billed accordingly**

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, infected eyes, disease, or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 37.8/100.04 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 519-524-7441 to be sure they may attend. If your child appears to be sick or has any of the above while at the centre, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication, symptoms are visibly improving along with either a NEGATIVE

COVID test or advise from a doctor or medical practitioner. This requirement may change as the requirements set out from public health are evolving.

Permission for a child to be administered prescription medicine in the centre must be approved by the parent utilizing the MEDICATION ADMINISTRATION form.

Medications are only administered when prescribed by a physician.

Medications will be administered throughout the day as required. The medication must be given to the Director/Screeners in its original bottle, which contains the physician's directions. The medication administration form must be signed by the parent and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 14 days after symptom onset.

Suspected cases that test negative are excluded from the program until 24 hours after symptom resolution.

Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

When a suspected case of COVID-19 happens within the centre, staff will consult with the local public health and follow their direction regarding next steps. When a COVID-19 case is confirmed the "family" classroom that the child attended may be closed for the 14-day quarantine.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Huron Perth Public Health Unit, Ministry of Education, and our families.

In the confirmed case of COVID-19, centre will report to the Ministry of Education and file a serious occurrence.

The serious occurrence will be

- Filed within 24 hours of becoming aware of the occurrence.
- Submitted on-line through the childcare licensing system.
- No identifying information will be shared.
- Recorded in the daily written records.
- Posted at the childcare entrance-accessible for parents for 10 days.

Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop an additional confirmed case, we will update the existing/open serious occurrence report to add this information, i.e., new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. Blankets for sleep time will stay at the centre and will be laundered after each use. No toys or additional personal items from home will be permitted at this time.

Please ensure that your child has everything that they will need for the day including the following items.

- Shoes for indoors (that will stay at the centre)
- Appropriate outdoor wear (splash pants/snow pants etc.)
- Hat
- Sunscreen
- Water bottle that will stay on site (cleaned and disinfected daily)
- Sunscreen (to be left at the centre)

Please ensure that all items are LABELLED properly.

H. Arrival and Departure Procedures

Our facility is operational from 7:30am – 5:30pm, Monday through Friday. While operating in this phase, drop-off times may take longer. Please plan accordingly, to keep everyone safe. If you see another family being checked in, please be patient during this time.

Hours of classrooms may be modified due to staffing and parent schedules

Drop-Off Procedures

The parking lot has been changed to a one-way driveway. Entrance at the west end and exit on the east. Please stay in your car until the family in front of you have moved from the drop off spot in front of the main entrance doors.

Please plan your day accordingly this procedure may take longer than usual.

Bring your child to the main entrance screening area. Our check-in staff will do a visual assessment. Please use the hand sanitizer station. Please complete the school screening before arrival at the centre. <https://covid-19.ontario.ca/school-screening/>

Proof of completion of this tool will be required at the door, if unable to provide, you will be asked a series of yes/no questions regarding symptoms and travel. If screening is passed accordingly our staff will take your child to his/her classroom.

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).

Please wear a mask when dropping off or picking up your child.

Pick-Up Procedures

Upon your arrival at the centre please phone the centre at 519-524-7441.
If you see another family being helped, please be patient until it is your turn.
A staff member will bring your child to the front entrance with their belongings.
Please remain in your vehicle until a staff brings your child to the entrance.

I. Visitors

Screening will take place for anyone entering the building. Essential workers (custodial/maintenance/Ministry) will be permitted if they pass screening procedures and follow protocol. Classroom support visitors will be allowed to enter and follow screening, all visits are scheduled in advance.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time. We will be encouraging groups to spend as much time as possible and may go for small walks offsite.

K. Parties and Celebrations

Birthdays- If your child celebrates their birthday while at Goderich Municipal Childcare Centre, please do not send treats or sweets. The staff will co-ordinate a small celebration and will be posted on the Hi-mama app.

L. Meals

In partnership with the local health unit, specific policies have been implemented regarding meals, including the following.

- Self-serving of foods are avoided.
- Staff shall arrange seating to encourage as much space between children as possible.
- Children will not prepare or provide food that will be shared with others.
- Proper hand hygiene shall be implemented before and after eating.
- Staff will use the utensils to serve food, always avoiding direct contact with foods.
- Meals will be pre dished by staff before serving to children.
- Items will not be shared between children.

Outside food from home will be discouraged and only accepted when required and special precautions are put in place.

Food Allergy: We are a peanut-free facility, so please do not send any foods into the centre. 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 director. All allergies are posted in the classrooms and kitchen.

Please follow guidelines as outlined in the Parent Handbook.



Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for GMCC (revised edition, December 2021) which contains the policies and procedures for Goderich Municipal Childcare Centre. After reading the handbook, please complete this form and return it to the centre via email as soon as possible. This form will be kept in your child's confidential file.

Thank you in advance for your cooperation.

Sincerely,

Bonnie Hastings RECE
Director
Goderich Municipal Childcare Centre
519-542-7441

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of Goderich Municipal Childcare Centre's Parent Handbook COVID-19
revised edition (Dec 2021). I have read and agree to adhere to all the policies and regulations
set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____