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PRE-SCHOOL & DAYCARE

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**Return to Care/Covid-19 Safety Plan for
Families and Caregivers**

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Kids-R-Unique return to care/ Covid-19 safety plan

As we begin to come back together and continue to provide care for families in our community, there will be a number of changes to be aware of in our preschool/daycare. Beginning in June 2020, we will be opening with reduced hours (7:30-4:00) as well as a reduced number of children. Although we will gradually increase the number of attending children, we will not be operating at our maximum capacity to ensure proper staffing ratios, thorough cleaning/sanitizing, and social distancing, etc. Please understand that although we will be implementing extra precautions/measures there is still a level of risk involved by sending your children to preschool/daycare. We have created our new policies/procedure based upon the guidance of BCCDC, WCB, and the BC Ministry of Health. The following are a list of guiding principles for how we will operate in the safest way possible as well as all return to our daycare lives together.

Please Note:

The following changes made in May 2020, are **in addition to** the policies found in the Kids-R-Unique Preschool/ Daycare Parent Handbook. In cases where enhanced Covid-19 policy/communicable disease outbreak, information or expectations differ from those found within the current Parent Handbook Policies; the **NEW** policy will be in full effect until further notice.

Please keep this information package handy for reference

COVID-19 Public Health Guidance for Child Care Settings
May 15, 2020

Appendix A. Summary of Child Care-Based Control Measures

1. STAY HOME WHEN SICK
All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.

2. HAND HYGIENE
Everyone should wash their hands more often!
Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.

3. RESPIRATORY AND PERSONAL HYGIENE
Cover your coughs.
Do not touch your face.
No sharing of food, drinks, or personal items.

4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT
Spread children out to different areas.
Take them outside more often.
Stagger lunch times. Incorporate individual activities.
Remind children, "Hands to Yourself!"

5. CLEANING AND DISINFECTION
Clean and disinfect frequently touched surfaces at least twice a day.
General cleaning of the centre should occur at least once a day.
Use common cleaning and disinfectant products.

Hours of operation/Schedules

Until further notice Kids-R-Unique will be open Monday to Friday (closed on Wednesdays in June only) 7:30am- 4:00pm

In recognition of the changes and challenges Covid-19 has created for many, we will not be holding families to their previous schedule, nor may we be able to accommodate some families for care immediately as we are reducing the class group size for the time being. We will gradually increase the numbers of children in our group however we do not anticipate operating at full capacity for the near future. We will be offering a range of options including half days, full days, and reduced schedules.

* please note: for the time being, **individual schedules and times will be established with each family**, based upon availability and need.

Temporary Emergency Funding (TEF)

For as long as we qualify and throughout the duration of TEF (the emergency funding), we must continue to follow these guidelines:

1. We must continue to prioritize care for **Essential Service Workers**, beginning with Tier One
2. Until further notice (when the TEF is no longer available for care providers to hold spaces), **fees will not be billed to families whom are not attending.**
3. **We will guarantee all spaces are available for families to resume care following the COVID-19 pandemic, according to their previous enrollment schedule.**
4. If you choose to permanently withdraw during the pandemic, your space will no longer be held.
5. If you are an **Essential Service Workers** and require care beyond your established schedule, please **contact Vanessa via phone (250-816-7026) or email vanessadorman@shaw.ca**
6. Regular childcare hours may be adjusted to reflect actual need.

Amended Emergency Closures and Refund Policy

Although we do not in any way wish to disrupt the work or lives of the families that we care for, we do face the challenge of what to do should we (the staff) get ill. As we are asking families who exhibit cold-like symptoms to stay home and /or get tested for COVID-19, we are asking the same from all the Kids-R-Unique employees. In the event that Kids-R-Unique must close due to a shortage of staff/staff illness, families will be reimbursed for the emergency closure while we are still receiving the TEF, otherwise we will only be considering reimbursing /crediting emergency closures that go beyond 10 consecutive business days. We do understand that this may place hardship on the families we care for as they must find and pay for alternative care during this time (as our staff may also have to do for our own children as well), however we have taken into consideration our lower than average daily/monthly rate while making our emergency closure refund policies. We care deeply for the families that we work with and will work hard to prevent this situation from happening. It is a good idea during these times to make arrangements with other family members or close family friends who may be able to care for your children as an alternative and/or speak to your employer about what kind of flexibility your job can offer should you have to care for your children or yourself at home .

Enhanced Health Policy
(May 2020, Covid-19 amendments)

General Information:

- -Parents are expected to assess their children daily for symptoms before sending them for child care, and keep them home if they are unwell.
- Staff are expected to self-assess daily for symptoms before reporting to work.
- -In the event children or staff become sick while at the facility we will adhere to the recommendation in the Appendix below.
- -Parents will be asked about illness at drop-off to confirm that the child, or close caregiver, does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- -Clear signage to remind people **not to enter the facility if they are sick** will be posted at facility entrances, with symptoms listed for clarity.
- -If a parent or staff member is unsure if they, or a child, should self-isolate, they will be directed to use the BC COVID-19 Self-Assessment Tool, contact 811, their physician or the local public health unit.
- -In the event your child is returning to care we ask that you:
 1. Have the ability, or support, to pick up your child immediately if required based upon our health policy.
 2. Ensure that your child(ren) will only be attending care in one childcare facility.
 3. Agree to notify the daycare via email immediately of any symptoms of illness within your family.

Colds, Influenza, health guidelines (updated October 2020)

We understand children and families are still going to get sick with common colds and flus, etc... (especially during cold and flu season), but it is still our due diligence to ensure that we can provide as healthy and safe of an environment as possible for everyone. We do not want families or staff having to stay home for 10 days or receive the COVID testing unnecessarily as we also understand the hardship that this can present for everyone involved. Preschool age children are not always able to keep their germs to themselves, and even with all the extra measures in place, it is almost impossible to prevent illnesses from quickly spreading to staff and other families.

We are asking that families please follow the steps below for **All** illnesses:

- 1) Keep your children home for a minimum of **at least 24 -48 hrs** to monitor the progression of any new signs of illness such as runny noses, coughs, fatigue, etc..
- 2) If after 24-48 hours nothing more than a runny nose or slight cough is present, please determine if your child's symptoms are easily "self-contained" and if they can return to school/care while still keeping their germs, mucus, and saliva (via coughing, sneezing, and runny nose in general) to themselves. If their noses are very runny, we are not able to adequately keep this from getting on objects that they touch throughout the day, their clothing, and on others. We ask that you please keep them home until they are on the mend and their symptoms are more manageable (without medication).
- 3) In the case that a fever, extreme sore throat, vomiting, or any other symptoms of concern are present please call 811 and do as they advise. Please do not bring your children to preschool/ daycare if you are unsure, instead make arrangement to see a physician, nurse practitioner, or call 811 they will instruct you on whether COVID testing or more monitoring of symptoms is required before returning to care/school.

Please remember, there is no real way to determine what the outcome of new symptoms are, so staying home for a minimum of 24-48 hrs can make all the difference in seriously reducing the spread of colds and flus unnecessarily within our group. We appreciate everyone's diligence to keep the children, staff and our families healthy!

Appendix B: Daily Health Check Example

The following is an example of a daily health check to determine if you or your child should attend a child care setting that day. **Remember, if you think your child is ill, please keep them at home.**

Daily Health Check			
1. Key Symptoms of Illness	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Breathing difficulties (breathing fast or working hard to breathe)	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered “YES” to two or more of the questions included under ‘Key Symptoms of Illness’, or you have a fever or difficulty breathing, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to the child care setting until COVID-19 has been excluded and your symptoms have improved.

If you answered “YES” to only one of the questions included under ‘Key Symptoms of Illness’ (excluding fever and difficulty breathing), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to a child care facility when you feel well enough. If the symptom persists or worsens, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should seek testing for COVID-19.

If a COVID-19 test is recommended as a result of the health assessment, self-isolate while waiting for results (see information on how results are provided [here](#)).

- **If the COVID-19 test is positive,** self-isolate and follow the direction of public health.
- **If the COVID-19 test is negative,** return to the child care facility once well enough to participate.
- **If a COVID-19 test is recommended but not done,** self-isolate for 10 days after the onset of symptoms and return when you or the child are well enough to participate.

If a COVID-19 test is not recommended, staff or children may return when well enough to participate.

A health-care provider notes (i.e., a doctor’s note) should not be required to confirm the health status of any individual.

Source: Ministry of Health BCCDC

Appendix B. Protocol for child or staff with symptoms of COVID-19 in a child care setting

Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
IF CHILD DEVELOPS SYMPTOMS AT HOME:	IF STAFF DEVELOPS SYMPTOMS AT HOME:
<p>Parents or caregivers must keep their child at home for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p>	<p>Staff must be excluded from work, stay home and self-isolate for a minimum of 10 days from the onset of symptoms AND until all symptoms resolve, whichever is longer.</p>
IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE:	IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Identify a staff member to supervise the child. 2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home. 3. Contact the child's parent or caregiver to pick them up right away. 4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated, or use a tissue to cover their nose and mouth. 5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene. 6. Open outside doors and windows to increase air circulation in the area. 7. Avoid touching the child's body fluids. If you do, wash your hands. 8. Once the child is picked up, wash your hands. 9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas). 10. If concerned, contact 8-1-1 or the local public health unit to seek further advice. <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<p>Staff should go home right away where possible.</p> <p>If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> 1. Separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up. 4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas). 5. If concerned, contact 8-1-1 or the local public health unit to seek further advice.
<p><i>If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to child care once symptoms resolve.</i></p>	

Enhanced Cleaning and Disinfecting Procedures

Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from the cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

(source: BCCDC)

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. In addition to our usual cleaning procedures Kids-R-Unique will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document.

- General cleaning and disinfecting of the centre will occur daily by our staff/cleaners, in addition to ongoing cleaning and disinfecting throughout the day by staff.
- Toys will be disinfected frequently throughout the day and allowed to air dry (we have toys on standby to rotate out while we clean the others and to ensure we are providing an adequate amount of materials for the children.
- Disinfectant bins or sinks will be used throughout the day to soak any toys which are mouthed
- Frequently touched surfaces such as taps, doorknobs, light switches, handles, tables, counters, chairs, etc. will be cleaned with bleach wipes and disinfected at least twice a day
- Bathrooms will be cleaned and disinfected frequently
- All garbage will be taken outside daily
- We will use commercially available detergents and disinfectant products, following the instructions on the label, according to the BCCDC Cleaning and Disinfectants for Public Settings guidance
- Toys, sensory play items (e.g.: playdough) and soft surfaces that cannot be easily cleaned will be removed and/or stored in a sealed container with specifically designated for each child to play with independently.
- We will also ensure adequate ventilation, and open windows whenever possible.

What to Bring

With a focus on containment and self-help measures as much as possible, the staff would like to request that you bring the following items:

Food Related:

- Your child's lunch (preferably in a hard-plastic lunchbox that can be easily wiped down). 2 Snacks daily will still be provided by Kids-R-Unique however it will be passed out individually rather than "buffet style/shared plate style"
- Easy open containers or zippered bags for food. Please have your child try in advance to see if they can open them independently (staff will still help when necessary, we are just trying to reduce the amount of help require at one given time, due to handwashing/sanitizing in between touching separate family's items)
- A water bottle that can stay at the centre which we will clean and disinfected daily

General:

- Spare clothes in a sealed plastic Ziploc type bag that stays here at the centre (we will wash as per use)
- Weather appropriate outdoor gear (we prefer that muddy buddies stay here at the centre instead of going back and forth)
- Hat and sunscreen (if you would like it reapplied later) again we would prefer that the sunscreen stay at the centre.

What NOT to Bring

For the foreseeable future we will be suspending the following activities:

- **Shared Snack with food from home (friendship fruit salad etc)**
- **Show and Tell items from home (children are still welcome to do a show and tell with items they've created/built or enjoy that are already at our centre)**
- **For now, we are asking that backpacks stay at home. Currently we have bins that we can keep clean and kept in the cubbies for each child's items. As time passes, and as the need arises, we may begin to request backpacks once again.**

Please do not allow your child to bring anything from home other than the essentials for the day: their lunch, a complete change of clothing, food, diapers etc.

Absolutely no toys from home at the daycare at this time, please!

Hand Hygiene

Rigorous hand washing with plain soap and water is the single most effective way to reduce the spread of illness. Children and staff can pick up germs easily from anything they touch, and can spread those germs to objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Antibacterial soap is not needed for COVID-19.

How to perform hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds (sing the "ABC's" or "Twinkle Twinkle Little Star")
- If sinks are not available (e.g., children and staff are outside), supervised use of alcohol-based hand sanitizer containing at least 60% alcohol may be considered.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- A Hand Hygiene poster and signage is posted by daycare's sinks.

Strategies to ensure diligent hand hygiene:

- Children will be directed to wash their hands when they arrive. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of children's reach and its use will be supervised.

- We will incorporate additional hand hygiene opportunities into the daily schedule, based upon the guidance of the appendix below.
- We will ensure the centre is well-stocked with hand washing supplies including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer. A fresh towel will be used for each hand washing and laundered after use.
 - Staff will assist young children with hand hygiene as needed, and model proper handwashing throughout the day. In addition to the below appendix children will wash hands before transitioning to new activities, toys, games, ect.

(source: BCCDC)

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Appendix C: When to perform hand hygiene

Children should perform hand hygiene:	Staff should perform hand hygiene:
<input type="checkbox"/> When they arrive at the child care centre and before they go home <input type="checkbox"/> Before and after eating and drinking <input type="checkbox"/> After a diaper change <input type="checkbox"/> After using the toilet <input type="checkbox"/> After playing outside <input type="checkbox"/> After handling pets and animals <input type="checkbox"/> After sneezing or coughing <input type="checkbox"/> Whenever hands are visibly dirty	<input type="checkbox"/> When they arrive at the child care centre and before they go home <input type="checkbox"/> Before and after handling food (raw, cooked or pre-packaged), preparing bottles or feeding children <input type="checkbox"/> Before and after giving or applying medication or ointment to a child or self <input type="checkbox"/> After changing diapers <input type="checkbox"/> After assisting a child to use the toilet <input type="checkbox"/> After using the toilet <input type="checkbox"/> After contact with body fluids (e.g., runny noses, spit, vomit, blood) <input type="checkbox"/> After cleaning tasks <input type="checkbox"/> After removing gloves <input type="checkbox"/> After handling garbage <input type="checkbox"/> Whenever hands are visibly dirty

Drop off and Pick up

- **Pick-up and drop-off of children should occur outside the childcare setting** unless there is a need for the parent or caregiver to enter the setting (e.g., very young children). If a parent must enter the setting, they should maintain physical distance from staff and other children present and be reminded to practice diligent hand hygiene and maintain physical distance when they are in the facility.
- **Parents and caregivers that are symptomatic must not enter the childcare facility**
- Daily check at drop-off may be conducted by asking parents to confirm that their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. (staff see below)

(source: COVID-19 Public Health Guidance for Child Care Settings)

Please follow these guidelines for pick-ups and drop offs:

- Before entering the gate/building, please use hand sanitizer provided on the table outside of the gate.

- Please come the window to the right of the front door and wave, we will be watching out for you and send a staff member out to sign and let your child in. If you do not see anyone in the facility please call the facility 250-245-7400 and let us know you've arrived (the same can be done if you are on your way and are short on time). Texting/calling staff directly is not always recommended as we may not always have the same staff on "door duty" for opening/closing especially if one of the staff is away.
- A staff member will sign you in and out, and conduct a daily symptom assessment. Please let us know if your contact number for the day differs from what we have on file.
- Please limit the number of people in your family picking up or dropping off at one time as much as possible.
- For now, only two separate families will be allowed to enter the gate at one time, those families are required to practice social distancing and remain close to the gate/front entrance while we gather your child, their belongings, and sign them out.
- If there are already two families within the gate waiting to be signed in/out we are asking that families please patiently wait in your vehicle or along the pathway while remaining at a safe distance of at least two arm lengths from other families who may be waiting to pick-up/drop off. Once one family exits the gate another may come through to pick up/drop off.
- Staff will practice hand hygiene before and after touching the doorknob and sign in/out sheet

Staff:

“Staff should conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm that the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.”

(source: COVID-19 Public Health Guidance for Child Care Settings)

- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Are you or your child feeling sick? (Examples include a new cough, headache, weakness, fever, difficulty breathing, etc.)
- Have you traveled to any countries outside Canada (including the United States) within the last 14 days?

“Make a visual inspection/observation of the child for obvious signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.” (source: BCCDC)

Programming/Outdoors

We will be exploring options for how best to encourage fun, developmentally appropriate and enriching play opportunities, with the concept of physical distancing, both indoor and out, while allowing for the children's need to be together. Please see the following section for more details on physical distancing in daycare.

As recommended in “COVID-19 Public Health Guidance for Child Care Settings” we will be moving a large part of our programming outdoors, weather permitting. This guidance includes:

- Have children outside often, including for learning activities, snack time and play time.
- Activities should be organized in a thoughtful way, taking into consideration personal measures.
- Reassure children and parents that playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play.

(source: COVID-19 Public Health Guidance for Child Care Settings)

Please send your child with appropriate attire for outdoor play, as an example: hats, sunscreen, and proper footwear for the weather that the child can take off and on somewhat independently can sometimes be overlooked).

Physical Distancing

While we recognize that the physical space requirements for licensed child care settings set out in the Child Care Licensing Regulation mean that child care centres have sufficient space to support physical distancing (maintaining a distance of 2 meters between each other), we will begin with a reduced staff to child ratio in order to help everyone adjust, as we believe **this is an adult responsibility and should not create stress for the children**. We will be using the guidelines quoted below, given to us by Public Health, but it is very important to recognize your own comfort level in reentering group care. **Please be aware when bringing your child back that physical distancing is not possible in meeting the direct care needs of young children. While we can encourage distancing through the games, toys and physical set up, children are social beings who will naturally gravitate to one another and must be allowed to play. If this is not something you are currently comfortable with, you may wish to delay your return.**

Staff

- Staff should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.
- Staff should maintain physical distancing from one another.

It is reasonable to establish different expectations based on age and/or developmental readiness. For example:

- Younger children should be supported to have minimized direct contact with one another, while older children should be supported to maintain physical distance possible.
- Children from the same household (e.g., siblings) do not need to maintain physical distance from each other.

The following physical distancing strategies should be implemented where possible in the childcare setting:

- **Avoid close greetings** (e.g., hugs, handshakes). Regularly remind children to keep “Hands to yourself”.
- **Strive to minimize the number of different staff that interact with the same children throughout the day.**
- **Organize children into smaller groups and/or spread children out** to minimize direct physical contact.
 - o Use different room configurations (e.g., separating tables)
 - o Set up small group environments to reduce the number of children in a group, for example, set up 2 or 3 areas for colouring or doing crafts.
 - Incorporate more individual activities or activities that encourage more space between children and staff.
 - o Remove toys that encourage group play in close proximity or increase the likelihood of physical contact. Keep toys that encourage individual play.
 - o Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as “two arm lengths apart”.
 - o Consider using books, and individual games, as a part of learning so children can sit independently and distanced from each other.
 - o Increase the distance between nap mats, if possible. If space is tight, place children head-to-toe or toe-to-toe.
- **Minimize the number of additional adults** entering the center, unless that person is providing care

and/or supporting inclusion of a child in care (e.g. supported child development mentors/employees, CDC referral program professionals)

(source: COVID-19 Public Health Guidance for Child Care Settings)

Before Returning

As you begin to prepare your child to return to daycare after an extended absence, you may encounter some resistance, clinginess or worry. Some children will respond with excitement to returning to their routine and seeing friends again, while others may show signs of separation anxiety after being at home with their family for so long during these uncertain times.

Children intuitively pick up on our emotional response and find safety in our calm. You are the expert on your child, and we encourage you to let us know if your child would benefit from a slower, gradual reentry into care. Consistent routines and predictability are also key to giving children a sense of security. We will strive to ease this transition for everyone by ensuring parents and staff feel comfortable and confident in their return to Kids-R-Unique, so we are able to set a positive tone for the children we are welcoming back.

Acknowledge and Agree

Please confirm that you have read, understand and agree with our new COVID safety plan, updated policies, and enhanced procedures, by signing this page and returning it to a staff member at the centre. We must have a signed copy of your acknowledgment and agreement of this new “return to care guide for families and caregivers” in order to resume care at Kids-R-Unique. As per the new Work-Safe regulations as well as our own due diligence Kids-R-Unique is also requiring that all employees read, sign, and adhere to the new requirements/expectations set out in our COVID safety plan/ May 2020 revised policies. A copy of everyone’s signed acknowledgement will be kept in our individual family/staff files.

Parent Signature _____

Date _____

Staff Signature _____

Date _____