



**ADDENDUM TO THE
PARENT HANDBOOK
FOR
JACKMAN
COMMUNITY
DAYCARE –
PANDEMIC VERSION**

About Us

Jackman Community Daycare (JCD) is a licensed, non-profit childcare centre that has been serving the Jackman Community for over 35 years. We provide care for children aged 3 to 12 years. JCD works in partnership with families, communities, and other service sectors to provide high quality early learning and child care programs that promote and support education, health, and economic outcomes for families with young children.

In support of the current COVID-19 public health emergency, JCD will be operating modified child care services during the summer. We intend to be open from July 13-August 28, 2020.

Please note that this document is for our 7-week summer program. We are awaiting direction from the province, public health and the TDSB regarding September. More information will be forthcoming as soon as it's available. Summer attendees will not be given priority over other families in the fall. All daycare families registered in 2019-2020 will be consulted once we have more information.

Our Daycare Team

Our team of professionals includes Supervisors who are Registered Early Childhood Educators. They are responsible for developing and implementing planned and responsive programs implemented by a skilled and caring team of staff. Our staff team includes Registered Early Childhood Educators and Child Care Assistants who work together to ensure your child's needs will be met while they are in our care.

Our staff have current Standard First Aid and Infant/Child CPR Certification and complete Vulnerable Sector Checks prior to their employment and on regular intervals after employment begins. Registered Early Childhood Educators are in good standing with the College of Early Childhood Educators. Each person on our team receives training and development on an on-going basis.

Our Summer Programs

During the summer we have access to 4 program rooms which are air conditioned and on the first floor. We can provide care to 32 children. The maximum number of adults and children allowed in any room is limited to 10. Each group of 10 is called a "cohort." Cohorts will remain segregated from each other throughout the day. We will be operating most of our rooms with 8 children and 2 early childhood educators. The 2 educators will work opposite shifts and cover each other's breaks. No additional staff or other persons are allowed to be in the program room other than the 10 in the cohort.

Your child or children may or may not be placed with their sibling or in a family grouping of various ages. Decisions were made in the best interest of the children and for operational/programming reasons. We have also ensured that we are maintaining effective health and safety and infection prevention and control practices.

We will do our best to provide childcare for your family, subject to the limitations required by the current circumstances, including Provincial, City and Public Health directives. Policies & procedures may be updated at any time to align with Public Health regulations and best practices. We believe every child belongs and will do our best to ensure that your child feels welcome.

Summer Fees

Summer fees will be pro-rated as we intend to be open 3 weeks in July and 4 weeks in August. The Daycare's 2020 fees are as follows:

Room 107 (Preschool) - \$1,450 or \$1,087.50 for July & \$1,450 for August

Room 107A (JK B & A) - \$895 or \$671.25 for July & \$895 for August

Summer (grades 1-4) - \$336/week or \$1,008 for July & \$1,344 for August

Through our online billing program, TUIO, we will process July fees on Friday, July 10th and August fees on Tuesday, August 4th.

Operating Dates and Hours

We anticipate we will reopen on Monday, July 13, 2020. At this time TDSB has indicated that the last day will be Friday, August 28. We will let you know if this date changes.

Care will be offered 5 days a week from 8 am to 5 pm. Please allow extra time at drop-off and pick-up to allow for added screening measures and logistics. We recommend dropping off between 8 AM and 10 AM and picking up between 3 PM and 5 PM. **If you arrive outside of these times, please phone us on the daycare's cell phone: 647-633-0117**

Drop-Off Procedure

Please drop off between 8-10 AM. To ensure health and safety as well as stringent infection prevention and control practices, we will receive your child at the front entrance of the school. At this time, our staff will greet you and do a health screen with you and your child as well as take their temperature using a non-touch thermometer. We will also receive and disinfect belongings at this time. We understand that this may be unsettling; however, this step will ensure that the childcare setting remains free of infection. The welfare of every child and adult will depend on all occupants of the building being truthful and upfront about any possible symptoms. Children will not be allowed to enter the building if they or a member of their household is positive or shows symptoms of Covid-19.

Pick-Up Procedure

Please pick up between 3-5 PM. Ensure you have completed a new Authorization Form. We will only release your child(ren) to individuals you have pre-authorized and these people should be in your family "bubble". We cannot accommodate special pickups during the summer. We may confirm identity by requesting government issued identification.

When you (or your designate) arrive at the centre to pick up your child, we will verify your identity and bring your child to you at the entrance of the childcare centre. This practice is used to ensure physical distancing protocols.

Response to COVID-19

Jackman Community Daycare is dedicated to protecting the health and safety of your children, our staff, partners, and the community. We are closely monitoring COVID-19 and base our response and actions on recommendations from Toronto Public Health, Toronto Children's Services, the Ministry of Education, the Ministry of Health, Health Canada and additional relevant authorities.

While infection prevention and control has always been an integral part of our child care culture, we have adapted and enhanced our policies and procedures in response to COVID-19, to mitigate risk and ensure the health and safety of all.

The following practices will be in place:

- Staff will be screened prior to entry into the facility,
- A screening area is at the entrance of the school. Only one entrance will be used to ensure effective screening practices,
- Only one parent can enter the screening area with their child/children,
- Children will be screened before entering the child care centre and monitored throughout the day for COVID-19 related symptoms,
- Screening will include daily temperature checks.
- Children will be excluded from care if they have or develop any symptoms related to Covid-19 and parents must pick up any sick child within 1 hour.
- Once a child is screened, one of the staff doing the screening will walk your child to their daycare room. Unfortunately, parents are not allowed into the building.
- Policies and procedures have been developed specific to COVID-19 in order to increase the health and safety of children, staff and families,
- Staff will supervise children to ensure infection prevention and control practices are prioritized,
- Staff will receive thorough enhanced infection prevention and control, and health and safety training. Training will be frequently updated and provided to ensure best practices and consistency,
- Regular communication on health and safety and infection, prevention and control practices will be shared with families for use at the child care centre and at home; and
- Procedures will be updated and revised regularly to ensure best practices in accordance with Public Health authorities.

Entry will be denied to any staff, child or parent/guardian who has any of the symptoms outlined in the screening tool or anyone who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days.

Children will be monitored for atypical symptoms and signs of COVID-19. Disease symptoms may be different, depending on age. Children with COVID-19 may also have non-specific symptoms such as disorientation, confusion, sleeping more than usual, muscle aches, dizziness, weakness or falls, chills, headaches.

Rarely, children can get an inflammatory condition that impacts the blood vessels, called vasculitis. It can present with prolonged fever, abdominal pain, red eyes, nausea, vomiting, diarrhea, and rash. It needs medical attention.

Delivering a Safe Summer Program

Group sizes will be limited to 10 individuals, including children and staff. There will be a maximum of 32 children on site per day, with a ratio of 8 children to 2 staff. Children and assigned staff will remain together in small dedicated groups (a cohort) for the entire week. Mixing between groups will not be permitted.

Each cohort will have their own designated program supplies, made up of materials that can be easily cleaned and disinfected. Programs will not include shared sensory play items. Children will be provided individual program supplies (i.e. Markers, crayons, paper, playdough, etc.).

Children will not be permitted to drink from water fountains. Water bottles must be filled at re-filling stations or sinks.

Outdoor Play

Outdoor play time will be used to support our efforts to maintain physical distance requirements and support children's immune systems. It is important that children be dressed for various types of weather to ensure they can actively participate in the outdoor program. This includes playing outside rain or shine. Please ensure that adequate and suitable clothing and footwear are provided as well as individually labeled sunscreen.

Parents are responsible for ensuring their child comes to daycare with sunscreen already applied. Staff will help your child put on additional applications throughout the day.

All trips have been cancelled this summer and we will not be taking the children on the TTC. The children and staff will spend a good deal of time out of doors all summer, being mindful of heat and smog alerts. The younger children will mostly stay on site using the JK playground as well as exploring in the community. The older children will use the playground and go on community walks, including spending time exploring the valley. At all times staff will ensure their cohort is not in contact with people outside of their cohort.

During inclement weather or when children need a break from the sun or heat, we will be utilizing both gyms this summer for gross motor activities.

Clothing and Personal Belongings

Please provide us with everything your child requires on a daily basis. Label everything with your child's name. No home toys are allowed at this time. Please keep your child's belongings to a minimum. Mandatory items include:

- Water Bottle (labeled) (we will sanitize this in our Hobart's sanitizer so it must be washable)
- Sunscreen (labeled)
- Sun Hat (labeled)
- Closed-toe shoes
- Water Shoes and, if desired, water boots
- Swim suit
- Towel
- Sandals are allowed if they can be attached to the foot (Tevas & Keens are ok but no Crocs)
- Rain coat or rain poncho
- Extra set of clothes (including socks)
- Everything needs to fit in a backpack (preferably vinyl / nonporous so it can be sanitized)

Promoting Healthy Behaviour

1. When to Stay Home

A reminder that all staff, children and their families must stay at home and not attend daycare if they are sick.

2. Hand Hygiene, Respiratory Etiquette & Protecting Yourself

Children and staff will be washing hands often with soap and water or use an alcohol-based hand sanitizer, provided hands are not visibly soiled. Children will have the ability to practice hand hygiene often, and when needed. Hand hygiene will be incorporated into breaks, transitions between activities and before/after snack and lunchtime. Hand sanitizer stations will be available in supervised areas.

Children and staff will be reminded to cover their cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash their hands. If they don't have a tissue, they can sneeze or cough into a sleeve or arm.

Children and staff will be reminded to avoid touching their face, nose, and mouth with unwashed hands.

3. Physical Distancing, Especially Inside

Cohorts will not mix with other groups, operating in separate indoor and outdoor spaces. In the rare event that groups cross paths, they will maintain physical distancing (a distance of two meters) at all times.

We will continue to encourage children within their groups to maintain physical distancing. While close contact may be unavoidable between members of a group, physical distancing and general infection prevention and control practices will still be encouraged, where possible.

Activities will be planned to allow for appropriate physical distancing (both indoors and outdoors) within groups. Individual activities will be incorporated into the program to encourage more space between children.

Visual cues will be incorporated into the site (i.e. Floor markings, signage) to remind staff, children and parents/guardians to maintain physical distancing.

Physical distancing will never compromise supervision or your child's safety.

4. Non-medical Masks and Visors

Children are not required to wear masks at daycare. We understand that face coverings may not be tolerated by everyone based on underlying health or behaviour issues. Children who would like to wear non-medical masks are permitted to do so, if properly trained on proper mask use at home. Staff are not responsible for training children on proper mask use or ensuring they are worn throughout the day. We will not provide non-medical masks for children, unless your child becomes sick during the day.

Staff will be required to wear non-medical masks and/or visors when physical distancing cannot be maintained (i.e. administering first aid). Face coverings will be changed if visibly soiled, damp, or damaged.

Masks and visors do not replace the need for physical distancing, hand washing, and staying home when sick.

5. Increased Public Health Awareness

Posters and signage will be in visible locations across the site to raise awareness about COVID-19 and encourage healthy behaviours.

6. Washroom Routines

Our goal is for each cohort to use their own washroom, as much as possible. This will minimize cross contamination between cohorts.

Room 107 children will use the 2 washrooms in Room 107; staff will use 2nd floor South Staff washroom

Room 107A children will use the washroom in Room 107A; Room 107A staff and cleaning staff will use 1st floor South Staff washroom

Room 105 children will use the Girls 1st floor washroom (taking turns with boys and girls); staff will use the 2nd floor South Staff washroom

Room 101 children will use the Boys 1st floor washroom (taking turns with boys and girls); staff will use the 1st floor North Staff washroom

Room 308 staff and screeners will use the 3rd floor Staff washroom.

Children will be supervised in proper toileting and proper handwashing.

Cleaning and Disinfecting

Frequently touched surfaces and all washrooms on site will undergo enhanced environmental cleaning and disinfection, a minimum of twice per day. TDSB caretakers have been trained in enhanced cleaning and are following Toronto Public Health guidelines. If a washroom is shared between groups, it will be disinfected prior to use by a different group.

Cleaning logs will be posted and maintained in every indoor program room. Shared program supplies (i.e. tools) will be cleaned and disinfected between uses.

Aside from cleaning duties that are regularly performed by our early childhood educators, we have scheduled cleaning staff to work full time from 7:30 am to 5:30 pm daily to ensure toys, surfaces, the playground structures and other heavily touched areas are cleaned and disinfected between cohorts and as needed throughout the day.

Duty to Report

We have a duty to report any suspected cases of Covid-19. Families and staff will be required to undergo a Covid-19 test if directed to do so by Public Health. Any probable or confirmed case of Covid-19 must be reported to the Ministry of Education as a Serious Occurrence.

When Your Child is Sick

Staff will complete a basic health check and screening to ensure your child is asymptomatic when they arrive. Your child will also be monitored throughout the day.

If your child is showing any ill symptoms at home (e.g. fever, cough, difficulty breathing, sore throat, trouble swallowing, runny nose, loss of taste or smell, nausea, vomiting, diarrhea stomach ache, headache, lethargy, change in appetite) your child should not attend care and should remain home and isolate for 14 days. Alternatively, we highly recommend you to get tested. Your child can return if the Covid-19 test is negative and if they no longer have symptoms. Call Toronto Public Health: 416-338-7600. If symptoms persist on the fourteenth (14) day, please contact the supervisor for further direction.

If your child becomes sick at the centre, they will be separated in an isolation room and supervised by one of our staff members. We will notify you to pick up your child within the hour. If it is appropriate and feasible, we will place a mask on your child. If your child requires immediate medical attention, your child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner.

If you or your child are being managed by Toronto Public Health, (e.g., confirmed cases of COVID-19, household contacts of cases) you must notify the supervisor and follow instructions from TPH to determine when to return to the facility.

Symptomatic at Daycare

If a child or staff begins to experience symptoms of COVID-19 during the day, we will:

- Contact the local public health unit at 416-338-7600 to notify them of a potential case and seek advice regarding the information that should be shared with other daycare families and staff. The local public health unit will provide any further direction on testing and isolation of these close contacts.
- Isolate the child/staff in a designated room until they are picked up or able to go home. Parents/guardians or emergency contacts will be notified to pick up a sick children as soon as possible and within 1 hour.
- The child and supervising staff will be asked to wear a mask (if tolerated).
- Children and staff with symptoms should be tested for Covid-19.
- Spaces used by the symptomatic child or staff will be disinfected after pick-up. If items cannot be disinfected, they will be sealed away for 7 days.
- Staff and children exposed to a confirmed case of COVID-19 will be informed immediately and excluded from the daycare program for 14 days.
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and maintain cohorting (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by Toronto Public Health.

Outbreak Management

A single, symptomatic, laboratory confirmed case of COVID19 in a daycare staff member or child participant is considered a COVID-19 outbreak. Outbreaks will be communicated in collaboration with Toronto Public Health, to ensure an outbreak number is provided.

Staff and children exposed to a confirmed case of COVID-19 will be excluded from the program for 14 days.

Symptomatic individuals who test negative for COVID-19 must be excluded from the program until 24 hours after symptoms have stopped. If a symptomatic person receives a negative result, a repeat test within 24-48 hours can be considered if clinical suspicion is high.

Symptomatic staff and children will be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management.

Staff and children who are being managed by TPH (i.e. confirmed cases of COVID-19, household contacts of cases) should follow TPH instructions to determine when they can return to the daycare. Any child or family that is being managed by TPH must inform the supervisor.

Parent & Child Code of Conduct

All children and parents are required to abide by the “*Parent and Child Code of Conduct.*” The Code of Conduct has been amended to read:

As part of your contract with Jackman Community Daycare, the Daycare reserves the right to withdraw or deny services if it is believed that the particular needs of your child or family cannot be appropriately met. The decision for suspension and/or withdrawal will be based on, but not limited to, the following types of incidents:

- Extreme or repeated physical acts against other children and/or Educators (hitting, biting, spitting or any other form of physical threat or assault).
- Non-compliance of Educators direction
- Verbal attacks on other children and/or Educators, which include the use of threats, name-calling, teasing as well as repeated profane or degrading language.
- Racial or other discriminatory incidents.
- A child who leaves the centre without permission and/or leaves the care of centre Educators on or offsite. (This will result in an automatic one-day withdrawal from daycare services.)
- Any verbal or physical abuse by a child or child’s family member.

We realize that occurrences and disputes will occur among children and it is not our intent to exclude children over normal developmental incidents that assist them in acquiring problem-solving skills. However, as individual needs vary in terms of environment and program, some children may not benefit from the program offered in this centre. We will make every effort to meet the needs of your child, which may require the assistance of an outside agency. If the behaviours still occur and it is still deemed that we are unable to meet the needs of you or your child, then services will be withdrawn, with approval from the Board of Directors.

Jackman Community Daycare is expected to be a safe place for all children and staff. If a child is behaving in a way that negatively impacts the daycare experience for others or that is jeopardizing their own or others safety, that child may be asked to leave the daycare without refund. Due to the Covid-19 pandemic, children who consistently break health or hygiene rules will be withdrawn from the program.

Immunization

We are required to collect and retain up-to-date immunization for children in our preschool program; the school collects immunization information for children who attend school. Please provide us with current immunization information. Clinics are currently open for immunizations. If you cannot provide up-to-date immunization records we are unable to provide preschoolers with childcare.

Medication

Our staff will only administer prescription medication. Prescription medication must be provided in the original bottle/packaging, clearly labeled with your child's name, and instructions for administering. Parents must complete and sign the appropriate medication administration form before the medication can be administered by our staff. Please try to minimize the amount of medication that is administered at the child care centre.

Non-prescription or over the counter medication must be accompanied by a written prescription by a medical practitioner outlining the exact dosage and time(s) to be given and symptoms of when to administer the medication.

For the safety of the children, all medication must be handed directly to the staff so that it can be securely stored away from the children's reach.

Nutrition

We provide lunch and three snacks for children in our care. During the summer all children will be receiving a catered lunch. Our caterer is Marvin Halpert Catering. Weekly menus will be available for you to review. No food from home will be allowed.

Rest Time

We will be suspending the formal nap time for our preschool children; however, cots will be made available for the younger children as necessary. Cots will be sanitized after each use and sheets will be changed and laundered after each use.

Absent Days and Withdrawing from Care

Spaces in our childcare centre this summer are very limited. You signed up for the whole summer. You must contact us before 10 AM if your child is not coming in that day and the reasons for the absence. If your child is sick you must inform us of the symptoms so that we can track it.

As per our policy, we require 30 days' notice to withdraw your child. If you no longer require care, please let the supervisor know by email. Include your child's name and your last day you require childcare. You will be responsible for paying for 30 days, regardless of attendance.

Unexpected Closure

A portion of parent fees may be refunded and/or credited for unforeseen closures, at the discretion of Management and the Board of Directors.

Respectful Environment

We realize these are extraordinarily difficult and unpredictable times. Everyone has the right to feel safe and to be treated with dignity and respect. Harassment and discrimination will not be tolerated. This is an expectation of everyone entering into any of the centres. Failure to adhere to this expectation may result in denied access to the centre.

If a parent/guardian or employee feels threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor.

Concerns & Suggestions

We are well aware that information changes rapidly during the Pandemic. If you have a concern, complaint or suggestion concerning your child's care, we encourage you to speak to the Educators in your child's room directly. If you feel your concern or complaint has not been addressed or resolved to your satisfaction or you prefer to speak to someone else, you may contact the centre supervisor, Karen Anthony. She can be reached by email at jackmandaycare@bellnet.ca.

Program Rooms open during the Summer

The Daycare's main phone number is 416-466-8715. To reach the supervisor, Karen Anthony, dial Extension 221.

Extension 222	Room 107 – Preschool
Extension 231	Room 107A – Younger Mixed age groupings this summer
Extension 223	Room 105 – Mixed age groupings this summer
Extension 224	Room 101 – Older Mixed age groupings this summer

The on-call phone number this summer is 647-633-0117. You can use this phone to report your child's absence. You can also call this number to contact staff if you arrive outside of the regular pick-up or drop-off times.