



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

Revised September 1, 2020

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 operated modified child care services during the summer of 2020. This allowed us to become familiar with all the new safety protocols as we gear up for the start of the new school year.

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 Daycare Programs

During the school year we provide full-time care to a group of Preschool children and before & after school care to children grades JK to Grade 6. We are licensed to serve 226 children; however, we are starting September 2020 with fewer children. Each program will serve 12-20 children with 2-4 educators, depending on the age group. Each group / room is called a “cohort.” Cohorts will remain segregated from each other throughout the day. The educators will work opposite shifts and cover each other’s breaks. No additional staff are allowed to be in the program room other than the cohort, except in an emergency.

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 have ensured that we are maintaining effective health and safety and infection prevention and control practices. We believe every child belongs and will do our best to ensure that your child feels welcome.

Fees

The week of September 8-11 will be provided to families coming in September, at a cost of \$270. Families must register to attend. The daycare will be CLOSED Monday September 14 to children in grades JK to Grade 6 but open to Preschool. Daycare hours September 8-14 are 8 AM to 5 PM.

The first day of school is September 15. This year the TDSB has decided to stagger the days each grade starts school. September 15-18 the daycare is only allowed to provide childcare during our regular before & after school hours.

September fees will be pro-rated. The Daycare's 2020 fees are as follows:

Room 107 (Preschool) - \$1,450 / month
Room 107A (JK B & A) - \$895 / month
Room 207A (SK B & A) - \$740 / month
Room 105 (Grade 1 B & A) - \$495 / month
Room 101 (Grade 2 B & A) - \$495 / month
Room 207 (Grade 2 & 3 B & A) - \$495 / month
Room 209 (Grade 4 B & A) - \$495 / month
Room 309 (Grade 4, 5 & 6 B & A) - \$495 / month

Through our online billing program, TUIO, we will process September fees on September 8th and 15th, respectively. Subsequent monthly fees are due the first of each month.

Operating Dates and Hours

The week of September 8-11 will be summer hours from 8 AM to 5 PM. Please drop off between 8:00 & 9:30 AM and pick up between 3 & 5 PM.

During the school year our hours will be 7:30 AM to 6:00 PM. Due to the logistics of sanitizing rooms after each cohort, we require parents needing morning care to drop off before 8:15 AM. For the safety of the daycare children, we cannot have drop-offs of school aged children happen after 8:15 as we are trying to avoid being in the hallways when they are crowded.

***NEW: DROP OFF IS BETWEEN 7:30 & 8:15 AM. IF YOU CANNOT ARRIVE BY 8:15 YOU MUST DROP YOUR CHILD OFF AT SCHOOL (TDSB staff are on the school playground at 8:30 AM and in the kindergarten playground at 8:45 AM). WE CANNOT ACCOMMODATE LATE ARRIVALS. Note: Preschool drop-off is 7:30-8:30 AM.**

PICK-UP TIME IS 4:00 PM TO 6:00 PM. Please arrive by 5:45 PM.

Families must allow extra time at drop-off and pick-up times to allow for Covid protocols and logistics. **If your child has an appointment that requires you to drop off or pick up outside of the times noted above, please phone us on the daycare's cell phone: 647-633-0117. Or call your child's daycare room.**

Drop-Off Procedure

Parents can drop off between the hours of 7:30 AM and 8:15 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. We understand that this may be time-consuming; 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.

Every day parents, their children and child care staff will be screened prior to entry by asking about the following:

- Do you/the child or *any member of your household* have any of the following symptoms: fever, new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches, nausea, vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause?
- Have you/the child travelled outside of Canada, including the United States, within the last 14 days?
- Have you/the child had close contact with a confirmed or probable COVID-19 case?
- Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada, including the United States, in the last 14 days?
- Have you/the child been given fever reducing medicine in the last 5 hours? Yes/No

Any staff or child who fails the screening will not be allowed to enter JCD. These people will be told to get a Covid-19 test. They will be told to contact Toronto Public Health and to call Telehealth or their primary care provider to determine if further care is required.

Pick-Up Procedure

Please pick up between the hours of 4:00 and 6:00 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 same-day pickups.** 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 safety protocols.

If you see your child is outside playing and you can easily get the attention of the supervising staff, staff are allowed to release your child to you. Parents are allowed to knock on the window or door of room 107A (JK) to pick up their JK child. Preschool and SK children will likely be outside in the kindie playground at pickup time. All other children will be released at the front doors of the school.

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 daily prior to the start of work.
- 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,
- Children will be excluded from care if they have or develop 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 Safe Programs

Children are assigned to one program with the same staff and will remain together in small dedicated groups (a cohort). 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.

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.

The children and staff will spend a good deal of time out of doors. Please send your child prepared to be out in all weather, including rain and snow. During inclement weather or when children need a break from the weather, we will be utilizing both gyms 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:

- 3 clean masks (to allow for rotation when soiled) + plastic container/box for masks when not used
- Water Bottle (labeled) (we will sanitize this so it must be washable)
- Sunscreen (labeled)
- Sun Hat (labeled)
- Sandals are allowed if they can be attached to the foot (Teva & 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 and/or showing any signs of Covid-19.

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 event that groups cross paths, they will maintain physical distancing (a distance of two meters). 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

All children in the daycare will follow the TDSB mask policy for their age group during daycare hours. Preschoolers will be strongly encouraged to follow the TDSB mask policy for FDK and staff will help children adjust to consistent mask wearing indoors, with possible exceptions for health and developmental reasons. We understand that face coverings may not be tolerated by everyone based on underlying health or behaviour issues.

Parents are responsible for providing 3 masks each day as well as a container for storing the masks when not in use. The daycare will provide non-medical cloth masks at a fee if parents forget.

Staff will be required to wear non-medical masks and eye protection when inside, and outside when holding or attending to a child.

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 children in each cohort to use their own washroom, if possible. This will minimize cross contamination between cohorts.

Rooms 107, 107A, 207, 207A have washrooms and children in these rooms will use these washrooms. Children in rooms without a washroom will use the washroom located on their floor. Children will be supervised in proper toileting and proper handwashing.

Daycare staff will sanitize washrooms after each cohort.

Enhanced Cleaning and Disinfecting

Frequently touched surfaces and all washrooms on site will undergo enhanced environmental cleaning and disinfection, a minimum of twice per day. 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 and washroom. Shared programs 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 two cleaning staff to work full time 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. Daycare cleaners will assist the school's caretakers in sanitizing washrooms during the school day.

Educators will be responsible for cleaning and sanitizing surfaces in their program rooms as needed throughout the day as well as prior to another cohort utilizing the space.

Duty to Report

Parents have a duty to report any illness of your child to the daycare. Any absence must be phoned in to your child's daycare room (see last page). You are required to leave a detailed message of your child's symptoms.

Parents must also inform the daycare if parents or any member of the child's household has tested positive for Covid-19. Children are not allowed to come to daycare and must stay home for 14 days if any member of their household has a confirmed case of Covid-19.

We have a duty to report any suspected cases of Covid-19 to Toronto Public Health (TPH) and Ministry of Education. 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. A Serious Occurrence occurs when a child in the daycare, a daycare staff or student, or a parent of a daycare child 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.

When Your Child is Sick at Daycare

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 have been free of symptoms for 24 hours. Call Toronto Public Health: 416-338-7600. If symptoms persist on the fourteenth (14) day, please contact the supervisor for further direction.

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.

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 will be assisted 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

Jackman Community Daycare will immediately report the following to TPH at 416-392-7411 from 8:30 AM to 4:30 PM or 311 after hours:

- Clusters of suspected cases (e.g. two or more children or staff with Covid-19 symptoms within a 48 hour period.)
- Cases of Covid-19 among staff or children that are laboratory-confirmed or probable (i.e. symptoms occurring among a staff or child who has been exposed to a person with confirmed Covid-19.

Two, 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 TPH 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.

Immunizations

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

Our caterer is Marvin Halpert Catering. Weekly menus will be available for you to review. Preschool children receive 3 snacks per day as well as lunch. Children in our before & after school programs receive a snack after school and a light snack (fruit or veggies) at around 5:30. Water is available throughout the day; all children must bring a reusable water bottle labeled with their name.

Absent Days, Withdrawing and the Covid Wait List

Spaces in our childcare centre are very limited. You must contact us before 10 AM if your child is not coming in that day and the reasons for the absence. Leave a message 24 hours/day on your child's room phone. 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.

For parents who have withdrawn or wish to withdraw in 2020 due to concerns about the Covid-19 Pandemic, their child can be placed at the top of their cohort's waiting list, upon written request. The Covid wait list will be maintained in the order received. There is no guarantee when children on the waiting list will be invited back to the daycare; adding children to our programs after September 2020 will be based on the operational needs of the daycare as well as health & safety considerations.

As a result of Covid-19 the daycare created a charge of \$25 for daycare families on the Covid-19 waiting list, IF they request to retain their status as a daycare member with voting rights and the ability to sit on the Board and remain on the email distribution list.

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.

Parent Engagement

The Daycare is still working on protocols to ensure staff and families are able to connect and develop professional working relationships in the absence of daily personal interactions. Each staffing team will be in touch with families once we have established our systems.

Should you ever need to speak to the educators in your child's room, please call and leave a message on the room phone and they will return your call when they can.

Concerns & Suggestions

Due to limitations of face-to-face meetings during a pandemic, communication will generally be by telephone, email and Zoom meetings.

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

The Daycare's main phone number is 416-466-8715. To report your child's absence, please leave a message in your child's room and don't forget to let us know their symptoms if they are sick.

Extension 221	Karen Anthony, Supervisor
Extension 232	Christine Bird, Administrative Assistant
Extension 226	Donna Spreitzer, Executive Director
Extension 222	Room 107 – Preschool
Extension 233	Room 107A – JK B & A
Extension 234	Room 207A – SK B & A
Extension 223	Room 105 – Grade 1
Extension 224	Room 101 – Grade 2
Extension 227	Room 207 – Grade 2 & 3
Extension 228	Room 209 – Grade 4
Extension 225	Room 309 – Grade 4, 5 & 6

The on-call phone number is 647-633-0117. You can call this number to contact staff if you arrive outside of the regular pick-up or drop-off times.