



**Early Adventures Nursery School
and Child Care Centre**

200 Melrose St.
Toronto, Ontario
M8Y 1B7
Phone: (416) - 251 - 5151
earlyadventures@rogers.com
www.earlyadventures.ca

**PROTOCOL FOR CHILD CARE DURING
COVID 19 PANDEMIC**

PARENT INFORMATION PACKAGE

Revised: April 05, 2022.

Notice of Risk

We are closely monitoring Covid-19 and while measures to attempt to control these risks are implemented in our centre, it is important that parents and staff are made aware of and understand the risks. Please read the Notice of Risk below:

When children from multiple families attend a single child care centre, there is an increased risk of the COVID-19 virus coming into the centre. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults in the centre. This means that children can bring home an infection acquired at the centre. This child care centre has a screening process to help detect infections when symptoms are present; however, this screening process will not detect infected children or adults who do not have symptoms.

Response to COVID-19

Early Adventures Child Care Centre 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 through- out 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 confirmed to have completed online screening, a staff will walk your child to their child care room. Unfortunately, parents are still not allowed past the screening area.
- 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
- 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 confirmed COVID-19 in the past 10 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.

Drop Off

To ensure health and safety as well as stringent infection prevention and control practices, we will receive your child at the parking lot entrance of the school. Online Screening is to be completed prior to arriving at the centre, upon arrival the screening staff will verbally confirm with the parent through our screening response system that screening has been completed for the day. 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.

As the drop off process will take time, we have arranged designated drop off times according to your child's classroom. This ensures there is not an influx of parents and families waiting at screening areas during drop off times, and that there is adequate time for children to be individually escorted to their programs.

Morning drop off times will be as follows:

Kindergarten 7:30 A.M - 8:00 A.M

School Age 7:30 A.M - 8:00 A.M

(Children who arrive after 8:00 will not be accepted as the designated drop off time will have passed.)

Preschool 8:00 A.M - 8:45 A.M

Toddler 8:00 A.M - 8:45 A.M

(Children who arrive after 8:45 A.M will not be accepted as the designated drop off time will have passed. Unless you have an authorized appointment)

Screening

Staff and Employees are required to complete online screening prior to entry to Early Adventures each day.

All children attending Early Adventures Child Care Centres are required to complete online screening prior to attending the program.

The online screening form can be accessed here: <https://forms.gle/UUnTnVCz-HzdH8eV38>

Toddler and Preschool families must submit the online screening form by 8:45 am

Kindergarten and School age families must submit the online screening form by 10:00 A.M in order to be accepted in the after school session.

Screening Procedure:

All children attending Early Adventures Child Care Centres are required to complete online screening prior to attending the program.

Staff and Employees are required to complete online screening prior to entry to Early Adventures each day.

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

- **1.) A) Does your child or anyone in your household have any of the following new or worsening symptoms in the last 5 or 10 days* ?**



Fever > 37.8°C and/or chills



Cough



Difficulty breathing



Decrease or loss of taste/smell

- **1.) B) Does anyone in your household have 2 or more of these new or worsening symptoms in the last 5 of 10 days* ?**



Sore throat



Headache



Feeling very tired



Runny nose/
nasal congestion



Muscle aches/
joint pain



Nausea, vomiting
or diarrhea

use 5 days if the child is fully vaccinated or under the age of 11, use 10 days if the child is partially vaccinated, unvaccinated and over the age of 12

If the symptoms s from a known health condition that gives them the symptom select "No". If the symptom is new, different or getting worse, select "Yes"

If there is mild tiredness, sore muscles or joins within 48 hours after a Covid-19 vaccine, select "No". If longer than 48 hours select "Yes"

Anyone who is sick or has any symptoms of illness, should stay home and seek assessment from their health care provider if needed.

IF "YES" TO QUESTION 1) A & B, STAY HOME AND SELF ISOLATE. + YOUR HOUSEHOLD INCLUDING SIBLINGS MUST SELF ISOLATE, REGARDLESS OF VACCINATION STATUS.

- **2.) Has the child or anyone in your household had a positive Covid-19 test or been told to stay home and self isolate?**

If you had a positive test or live with someone who is isolating or awaiting test results select "yes". If "yes" stay home and self-isolate.

- **3.) in the last 14 days has the child travelled outside of Canada?**

If "yes" follow federal quarantine travel rules

Fully vaccinated means 14 days or more after getting a second dose of a two dose COVID-19 vaccine series or one dose of a single dose series. Or as defined by the Ontario Ministry of Health

Any staff or child who fails the screening will not be allowed to enter Early Adventures Child Care Centre. These people will be encouraged to self-isolate for 10 days. 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

Designated pick up hours will be between the hours of 3:30 and 6:00 PM

(after April 11th). 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 parking lot 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. If your child is not on the playground at the time you arrive for pick up, parents are allowed to buzz on the daycare buzzer located outside the parking lot entrance doors, and your child will be brought outside to you. Preschool and SK children will likely be outside in the playground at pickup time. All other children will be released at the front doors of the school.

Delivering Safe Programs

Hand hygiene is practised before and after using playground equipment.

Hand hygiene is practised before and after group sensory play activities.

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 as needed.

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 returning to the individual classrooms.

Outdoor play structures do not need to be cleaned or disinfected between uses unless the equipment is visibly soiled or dirty. Hand hygiene is practised before and after using playground equipment or outdoor play structures.

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 so it must be washable)
- Sunscreen (labeled)
- Sun Hat (labeled)
- Sandals are allowed if they can be attached to the foot (Teva & Keen 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)

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.

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.

Child care staff must ensure that proper hand hygiene is practiced often and when necessary (before and after eating, after using the bathroom, after covering a cough or sneeze). This includes supervising and/or assisting children with hand hygiene.

Staff must wash their hands and use alcohol-based hand sanitizer (70%-90% alcohol concentration) before and after touching any child's personal belongings, and shared items.

Masking and PPE

Masking for children is optional. We ask that if your child is going to be masked to provide 5 masks each day as well as a paper bag for storing the masks when not in use.

Staff are encouraged to wear medical masks, but it is optional.

Masking is required when:

- cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets
- Caring for a sick child, or a child showing symptoms of illness

Children in the toddler program are not encouraged to mask.

When masks are not in use, a child's non medical mask or face covering may be stored in a clean paper bag.

Children should practice proper hand hygiene before taking off their mask and before putting it back on.

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.

Washroom Routines

Our goal is for preschool and toddler children use the Early Adventures washroom at individually scheduled times throughout the day.

Kindergarten children in room 104, and School age children in room 102 have washrooms inside the classroom. The children in these rooms will use these washrooms.

Children will be supervised in proper toileting and proper hand washing.

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.

Frequent cleaning and disinfecting of high-touch surfaces and shared objects (doorknobs, light switches, toilet handles, faucet handles etc..) at least twice daily and when visibly dirty.

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.

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 or emailed in to Early Adventures Child Care Centre. You are required to leave a detailed message of your child's symptoms.

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 10-days.

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 begins to experience symptoms of COVID-19 during the day, we will:

- Isolate the child in a designated room until they are picked up or able to go home. Provide supervision until the child is picked up. Parents/guardians or emergency contacts will be notified to pick up a sick children as soon as possible and within 1 hour.
- Children older than two years old should wear a medical mask (if tolerated), if they are able to use it properly.
- Child care staff supervising the child should maintain physical distancing as best as possible, wear PPE, including medical mask and eye protection
- Provide tissues to the ill child to help support respiratory etiquette

- Open outside doors and windows to increase air circulation in the area if it can be done so safely.
- Clean and disinfect the area immediately after the child is picked up
- The designated room must have hand sanitizer (70-90% alcohol concentration) available

If a Staff gets sick/develops symptoms:

1. Ill staff will inform the Director/designate immediately of symptom(s)
2. Staff will be separated from all others, and sent home immediately
 - a. in designated exclusion space (indoor or outdoor) to arrange a ride
 - b. leave the childcare site immediately
3. Symptoms of illness will be recorded on the exclusion form
4. Staff will be encouraged to receive a COVID-19 test. They may be allowed to return to the centre based on a Negative Covid-19 test result, or an alternative assessment made by physician or health care practitioner regarding symptoms or the determination that COVID-19 testing is not required.
5. The exclusion room will be cleaned and disinfected immediately after staff has left

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 Early Adventures Child Care Centre, the centre 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 childcare 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.

Early Adventures Child Care Centre 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.

Absent Days, Withdrawing

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 at 416 251 5151. If your child is sick you must inform us of the symptoms so that we can track it.

As per our policy, we require two weeks 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 two weeks, regardless of attendance.

Unexpected Closure

Early Adventures Child Care Centre is committed to having our programs open on all scheduled days. We recognize that emergencies beyond the Centre's control such as the breakdown of essential services (hydro, heat and/or water) or inclement weather days can occur, health outbreak. We must consider the safety of all students and staff when we make decisions regarding full day closures or early closures due to emergency conditions.

In the event that Early Adventures Child Care Centre will need to close the centre due to any emergency condition and/or when the adjacent/host school has decided to close, the staff will call or email families for an early pick up. Should Early Adventures be unable to open our program in the morning, a message will be left on the centre's voice mail. Parents are asked to call in to the centre on severe weather days to confirm that Early Adventures is open.

Closure due to job action or strike:

- In the event of a job action or strike involving the Public School personnel, every effort will be made to keep the Centre open and operating at full capacity. A job action or strike causes restrictions to the hours of operation and or programs offered. If there is a complete lockout, the Centre may not be able to operate as normal.

Closure due to Health & Safety or other circumstances:

- Due to unforeseen circumstances, the Centre may be required to close for health or safety reasons (i.e. illness outbreak, fire, flood, etc.)

Closure due to weather conditions:

- If the School Board determines that the schools must close early due to severe weather conditions, the Centre will advise parents to make arrangements to pick-up their child(ren) earlier than usual. If a trip has been scheduled for the day and is cancelled due to weather, the trip portion will be credited to families.

For any of the above circumstances fees for two weeks will not be refunded due to centre closures resulting from circumstances beyond the centre's control.

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. If you have a concern, complaint or suggestion concerning your child's care, we encourage you to call the centre directly at 416 251 5151 and leave a message or email earlyadventures@rogers.com

Early Adventures main phone number is 416-251-51. To report your child's absence, please leave a message and don't forget to let us know their symptoms if they are sick.