



Fernwood NRG

## Emergency Childcare Parent Manual

\*This is in addition to our current Parent Manuals

Our hours of operation during Emergency Childcare are: 8:00am-4:30pm

### Contact Information:

Community Centre: 250-381-1552

3-5 Program: Ext. 106

Infant Program: Ext. 109

Toddler Program: Ext. 108

OSC Program: 250-588-0101, until further notice

### **Drop off and Pick up procedures:**

- Allow More Time When Arriving. There are additional health and safety procedures upon arrival that will take a little longer. Parents are asked to drop off and pick up outside of the building.
- Drop off time is between 8:00am-9:30am. If you are planning to drop off after 9:30am please call so a staff member is available to take your child into program.
- Be Respectful of Others. Only one family is permitted in the outside yard at a time. Practice social distancing. If you arrive and you see another family in the entrance please remain outside until it is safe to enter. Please practice social distancing with our childcare staff and other families.
- When possible, please have the same parent/caregiver drop off and pick up the child(ren) each day. As well, staff will sign the children in and out of program to limit the number of individuals handling these documents.
- To ensure the health and wellbeing of your child, yourself, our staff and the other children in our care, we will follow these health protocols upon arrival, which will include:
  - You will be required to complete a screening questionnaire at of drop off.
  - Temperature of your child will be taken before the child can enter the centre.
  - Once your child arrives in our care they will immediately go and wash their hands with soap and water for 20 seconds. Please talk to your child about

the importance of handwashing and prepare them for the expectation that handwashing will happen several times a day in care.

- Inside our spaces we will keep children's belongings as separate as possible. Please send lots of changes of clothes that we can keep in program so that we are limiting the amount of items traveling between home and our programs.
- Limit Items from Home. Parents are encouraged to limit items brought to the facility from home. Staff will ensure that children's belongings are stored separately to prevent potential cross contamination. For IT and 3-5 we will supply blankets for naptime.
- Pick up time is between 4:00pm-4:30pm. If you are planning to pick up before 4pm, please call the program to connect with one of our staff to arrange for pick up.
- At the end of the day please only enter the yard if no other family is picking up. We may have to stagger pick up and drop off times as we increase enrollment.
- Parents are asked to stay out of childcare space for drop off and pick up.

### Food and Drink

We will continue to provide all snacks and lunches. Please do not send food or water bottles with your child. If your child has any dietary restrictions please advise your Team Lead or Director of Childcare so we can accommodate your child's needs.

### Registration fees:

IT and 3-5, Monday- Friday, 8:00am-4:30pm	\$200.00/month
OSC Camp, Monday-Friday, 8:30am-4:30pm	\$200.00/month
OSC ESW Before and After School Care	waived for June 2020
OSC ESW Summer Camp	\$50/weekly

Fees will be processed monthly and billed monthly. If you registered late in the month you will be charged the next billing cycle. For example if you registered after May 15<sup>th</sup> you will be charged July 1<sup>st</sup> for the month of June and July.

### **Health and Safety:**

**\*Please note that we are following the BC's Ministry of Health and the BCCDC and will adapt if needed.**

We will continue to use our existing Health policies (see Parent Manual) that we have in place, with the added emphasis on the following:

- No person who is sick is permitted to enter the facility for any reason, this includes Child, Parent or Staff.



- If your child is showing symptoms of common cold, influenza, COVID-19 or other respiratory illness they **must** stay at home and self isolate for 10-14 days. If you are unsure please use the BC assessment tool <https://bc.thrive.health/>, contact 811, your family Dr. or the local health unit.
- Testing is now available for anyone showing mild symptoms of COVID-19.
- If your child, or anyone in your household is sick, please do not send your child to care during this time, this is to maintain the health and safety of those attending our programs.
- If your child has seasonal allergies please advise your Team Lead and Director of Childcare, so we can create a baseline of symptoms. Your child will be sent home if their baseline symptoms worsen.

### Illness Policy

If a child or staff member starts showing symptoms of common cold, influenza or COVID-19 we will:

- Contact the child's parent or caregiver to come and pick them up right away. An **immediate** pick up will be required. Please be advised that we will not allow the child to come back into program for either 10-14 days or until they have received a negative test for COVID-19.
- If your child is exhibiting symptoms at home, you must keep them at home and notify us of the child's symptoms.
- We will have a separate and supervised area where we can promptly separate a child or staff. If a child or staff becomes sick, they will be removed from the group. Children will be supervised until their parent or caregiver can come and pick them up.
- Any staff showing symptoms will be sent home right away. Our ratios allow for a staff to leave if this is the case. Please be aware that we will be running these programs with a limited number of staff and may have to suspend care if we don't have the appropriate number of staff to operate.

### Hand Washing:

Hand washing will take place continuously throughout the day:

#### **Children will wash their hands...**

- When they arrive at the centre and before they go home
- Before eating and drinking
- After a diaper change, using the toilet
- After playing outside
- After sneezing or coughing into hands
- Whenever hands are visibly dirty
- Before and after nap
- And at other times during the day at the educators discretion



### **Six steps to proper handwashing**

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together **for at least 20 seconds** (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

### Cough and sneeze etiquette:

- Cough and sneeze into arm or tissue.
- Wash hands

When sinks for hand washing are simply not available, you may use alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol. Know that this is not very effective when a child's hands are quite soiled, when coming in from outside, for example. Read labels and wash hands with sanitizer the same way you would wash with soap and water.

### Outdoors:

- We are unable to use city playground structures, but are able to use our own; we will spend a lot of time outside and in nature.
- Staff and children are encouraged to be outdoors as much as possible throughout the day.

### Cleaning and disinfecting protocols:

COVID-19 is a respiratory illness and is transmitted in the same fashion as influenza.

Administrators, teachers, caregivers, parents and students should take the same precautions they do to prevent the spread of influenza.

- We will clean and sanitize all toys after use and throughout the day.
- All high touch surfaces (door handles, light switches, faucet handles, table counters, chairs, electronic devices, gates, tables, phones and any surface that children may touch (shelves, play kitchen, etc) will be sanitized at least twice a day.
- We will remove toys and other items that cannot be easily cleaned (e.g. No plush/stuffed toys or dress-up clothing.)
- We will only use sanitizers that have been approved as effective against COVID-19 by the Government of Canada; <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>



**No Non-Essential Visitors and No Volunteers are permitted** – We will be minimizing the number of additional adults entering our programs, unless they are providing Inclusion support. So at this time there will be no Music, Multi Sport, Story Time, Yoga, or students in our programs. We will allow staff to complete working practicums.

Physical Distancing:

- Our staff will social distance with each other and you at all times.
- We will have the children outside as much as possible.
- We will ensure good ventilation where possible by opening windows.
- The use of playdough and goop will be limited as to reduce hand-to-hand contact and cross contamination. We will not set up group food preparation activities.
- We will minimize the frequency of direct physical contact with children when possible.
- We will establish different expectations based on age and developmental level. Such as; supporting younger children to have less direct contact with one another and support older children to maintain physical distance (creating your own personal bubble)
- We will be avoiding close greeting such as hugs, cuddles and handshakes.
- We will organize children into smaller groups to minimize direct contact.
- We will spread the children out during snack, lunch and nap times.

We are currently following all the Public Health guidelines provided to childcare facilities with your child's health and safety as our top priority.

