



Brant St. Daycare

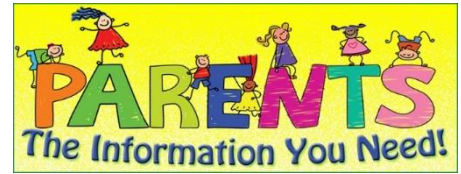
Alpha Location

D.A.S. Location

COVID-19 – Version 5.0

PARENT HANDBOOK





General

This handbook will lay out any changes as we enter the next phase of this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff, children and family by following Toronto Public Health guidelines as well as those put forth by Ministry of Education and City of Toronto, Children’s Services.

Please ensure to:

- Read the whole document
- Sign and return the last page

Response to COVID-19

Brant Street Daycare is dedicated to protecting the health and safety of families, children, staff, partners, and the community. We are closely monitoring COVID-19 and base our response and actions on recommendations from Toronto Public Health, the Ministry of Health, Health Canada and additional relevant authorities.

While infection prevention and control (IPAC) has always been an integral part of our childcare program, 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 persons.

Brant Street Daycare will provide care under the current COVID-19 Ministry of Education, City of Toronto, and Toronto Public Health guidelines. Brant Street Daycare will follow further revisions under the Ministry of Education, City of Toronto and Toronto Public Health for group size, physical distancing, and other respective guidance for daily operations.

Programs offered and Hours of operation at each location:

Alpha Location

- Instructional Days: After school - 3:30pm - 6:00pm
- Non-instructional Days: 8:00am – 5:00pm (effective September 9th, 2021)
- It operates on **20 kindergarten/primary/junior group** models whereupon children **3.8 years to 12 years** of age are together in one room.

D.A.S. Location

- Instructional Days Before and After School - 7:30am - 9:00am; 3:30pm - 6:00pm
- Lunch – Delivered to their rooms, extra fee applies. (At the moment, only available for students at D.A.S.)
- Non-instructional – 8:00am – 5:00pm (effective September 9th, 2021)
- Children are divided into four groups:
 - **1 Jk/Sk (up to 20 children - 3.8 yrs to 6 yrs - DAS)**
 - **1 primary/junior school age groups (up to 20 children – 6yrs to 12 yrs – DAS)**
 - **2 mixed age groups (up to 20 children each – 3.9 yrs to 12 yrs – Market Lane and St. Michael’s – Gym; two different cohorts with physical distancing)**

Summer (D.A.S Location)

- 7:30am to 6pm
- Lunch – Available with extra fee

While operating in this phase (COVID-19 pandemic), Brant Street Daycare is open from 7:30am – 9:00am (D.A.S. location only) and 3:30pm –6:00pm (both locations), Monday through Friday inclusive.

P.A. Days (non-instructional days) we operate from 8:00am – 5:00pm at both locations.

Confidentiality

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, and staff, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, Toronto Public Health, law enforcement authorities and/or a Children’s Aid Society).

The following practices will be in place:

- As mandated by the Province of Ontario, All staff at Licenced Childcare Centers must be vaccinated against COVID-19 with certain exceptions (ie: medical exemptions)
- Staff who are not vaccinated must agree to regular antigen testing
- Staff will complete a health check prior to each shift and will contact the Supervisor or designate if COVID-19 symptoms are present. If the staff’s screening is a pass at home, then they will be screened again prior to entry into the childcare centre,
- At D.A.S. Location only one entrance/exit will be used (Gym door # 2) to ensure effective screening practices.
- At Alpha pick up and drop off will be in the playground. On inclement weather days, the children will either be in the gym or room red. Parents will be informed to arrange pick up,
- A screening area is isolated at the entrance of the childcare centre,
- Children will be screened by their parents (information will be recorded by a staff on HiMama! App) prior to entering the childcare centre and monitored while in our care for COVID-19 related symptoms,
- Children who do not attend morning care will be screened by their parents using the daily signing sheet (handed to families on the previous week) or HiMama! App, once available. NOTE: Children

without a screening completed by parents (signed sheet and/or HiMama! App), will not be acceptance at daycare and parents will be contacted by the school to arrange pick up.

- In cases where a child does not pass the screening questions after school, Brant Street Daycare will not take the child and/or their siblings, and the school will be responsible for contacting the parents,
- Children will be excluded from care if they develop any symptoms related to COVID-19
- Policies and procedures have been developed specific to COVID-19 in order to increase the health and safety of children, staff, families and essential visitors, (refer to COVID-19 binder, available upon request and on the website)
- Staff will monitor children to ensure physical distancing and 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 childcare center as well as at home
- Procedures will be updated and revised regularly to ensure the best practices are in place and in accordance with Public Health authorities.
- Children must wear a mask when indoors unless there is a medical condition that does not permit them to do so.
- Children do not have to wear a mask when outdoors while they are in their cohort
- Masks must be worn when lining up to return indoors

Staff

To minimize risks Brant Street Daycare will follow the procedures above:

- Staff will keep the same cohort for before and after school
- Morning shift: 7:30am to 9:30am; afternoon shift: 2:30pm to 6:00pm
- On P.A. Days staff shifts will be 8am to 4pm or 9am to 5pm.
- Each staff is assigned to one center, in case of a supply emergency, the staff will wear complete PPE in the other center/cohort.
- When the number of enrollments increases, each staff will be assigned to one cohort with max of 20 children each.
- Staff must wear mask at all times when indoors. Staff must wear a mask outdoors when social distancing is not possible.

Extra Hand Hygiene Measures and Procedures

Hand washing will be done where there is access to running water and soap. Hand sanitizer will be used at other times. The frequency of hand hygiene will be done at these times:

- Upon arrival at the screening area,
- Upon entering the classroom,
- Before and after rotating toys,
- After the washroom,
- After Touching a cut or open sore,
- Before and after mealtimes,
- After sneezing, coughing or blowing one's nose,

- Before and After using the playground structures (if structures are available)
- Between activities and when changing toys/games
- Hand sanitizer will be used when running water is not available, for example if the group is using an outdoor space where there is no access to running water
- Permission from parent/guardian is required for children to use hand sanitizer
- Hand sanitizer is located throughout the childcare centre, in each room and is kept out of reach of children.

Cleaning and Disinfecting will be done as follows:

- All high-touch surfaces and objects (e.g. doorknobs, light switches, toilet handles, sink faucets and tabletops) at least twice a day and when visibly dirty,
- All indoor toys and equipment will be one-time use only by each child or small group of children and removed from the classroom for cleaning and disinfecting
- Items that may be used by more than one child will be cleaned and disinfected, between users, after each use, such as electronic devices, toys and balls.

Drop-Off Procedure

To ensure health and safety and infection prevention and control practices, we will receive your child with the following measures:

Alpha Location:

- Playground (in inclement weather, please buzz the daycare and a staff will come to the door to screen the child and bring them in)

D.A.S. Location:

- Entrance at Gym Door # 2
- Only one parent/guardian will be allowed in the screening area with their child(ren)
- At this time, our staff will greet you and complete a health check and screen your child. A staff will escort your child to his/her room.
- Parents will have the option of disinfecting the child(ren)'s essential belongings. We understand that this may be unsettling and take extra time; however, this extra step will help to ensure that the childcare setting remains a low risk for infection.

Physical Distancing

Screening and Pick up/Drop Off:

In order to ensure physical distancing in the screening area and during the drop off/pick up routine the following measures are in place:

- Families will be asked to drop off their child(ren) between 7:30am - 8:45am and pick up between 4:00pm –6:00pm
- On P.A. Days, drop off will be extended until 10am. Families arriving any time after 10:00 a.m. or before 4:00 p.m. will need to call the centre and make arrangements for a drop off or pick up time.

- It is the expectation to provide on the first day of your child at Brant Street Daycare the Registration Package with updated phone numbers, email and emergency contacts, in the event your child is ill.
- Any child who becomes ill must be picked up within 30 minutes of being contacted.
- There may be a wait time for drop off/completing a health check and screening or pick up. Please plan for extra time, we appreciate your patience during this process.

Programming:

- Extended outdoor times are in place to ensure extra fresh air
- There are visual cues in the rooms for social distancing measures
- HiMama! App is part of our programming, to share children's activities with parents, ease communication and documentations. Log in and signed agreement are encouraged, so families can experience the full experience HiMama! offers.

Fees Payment

Brant Street Daycare accepts e-transfers to brantdc@hotmail.com
We ask parents to avoid paying with cheque or cash at this time.
Invoices will be sent through email, please, ensure your email is always updated.

Pick-Up Procedure

Contact the landline and/or buzzing the daycare of your location in order to have your child walked to the Gym door # 2 (D.A.S. Location) and side door (Alpha Location).

Please share with the Supervisor, designate or classroom teacher if there is any change regarding pick up for your child. For example an authorized pick up person and/or custody arrangements. Brant Street Daycare requires legal documentation concerning custody arrangements and will only release your child to individuals who you have authorized for pick up. We will confirm identity by requesting photo government-issued identification. When your designate arrives at the centre, the staff will verify their photo identification and bring your child to the exit of the childcare centre.

The daycare will not allow guardians under the age of 13 (exception: 12-year-old is permitted if on the pick-up list on the registration form) years to pick up a child from the center.

Visitors

- Ministry of Education staff or other public officials will be allowed to enter and inspect the centre at any reasonable time. They must be screened before entry, sanitize their hands, and wear mask.
- “Emergency Personnel” on duty responding to an emergency at your childcare centre, for example, Firefighter, Police Officer, Paramedic, are exempt from screening
- Parents/guardians are permitted to enter the childcare centre once pass active screening. Parents/guardians must contact the director/supervisor previously to their intention of entering the center, so a screening can be conducted.

Field Trips/Special Events

- Parents' tours will be done virtually
- Meetings will be held on Zoom (minutes will be recorded and kept on file) or maintaining social distance.
- Field trips/special events will be permitted, and staff will follow all Toronto Public Health guidelines when facilitating these events.

When Your Child is Sick

Staff will complete a health check and screening to ensure your child has no COVID-19 related symptoms. Your child will also be monitored throughout the day. Please become familiar with the Toronto Public Health screening tool [TPH screening tool](#)

Centre Policies and Toronto Public Health (TPH) (Guidelines for Common Communicable Diseases) are referred to determine inclusion and exclusion of children from childcare when:

- The illness prevents the child from participating comfortably in the program
- The illness results in greater care or need more than the staff are able to provide
- The child has any of the following COVID-19 symptoms, including but not limited to:
 - fever over 37.8 degrees Celsius (100.04 Fahrenheit) and above
 - Cough
 - Difficulty breathing
 - Loss of taste or smell
 - Chills
 - Nausea, Vomiting, Diarrhea

Toronto Public Health and The Ministry of Education will be notified as required on the guidelines.

Symptomatic children and siblings will be excluded from the childcare centre and must be tested and/or self-isolate for 10 days. While awaiting test results, symptomatic children and siblings will be directed to stay at home and self-isolate. Those who test negative for COVID-19 must be excluded for 24 hours after symptom(s) are no longer present and fill in the Returning to Childcare Confirmation Form from TPH [Returning to childcare](#). Those who test positive for COVID-19 will need proof of a negative COVID-19 test before reengaging in daycare services.

If your child becomes sick at the centre:

- One staff will supervise the child and siblings in a designated room/space with a hand washing sink and/or hand sanitizer available
- Parents/guardians or emergency contacts will be notified if a child becomes sick, it is expected that the child and their siblings be picked up within 30 minutes of being notified
- Only one staff will be in the designated exclusion room/space and attempt physical distancing. Staff must wear a gown, mask, gloves, and eye protection. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- The ill child will be given tissue to help support respiratory etiquette
- Increased ventilation in the designated exclusion room if possible (for example, open windows)

- All children are required to wear a mask (if tolerated) and there are no conditions that impede them from wearing one.
- Staff will clean and disinfect the area immediately after the child has been sent home
- Staff will wear full PPE while cleaning and disinfecting.
- Children who are being managed by Toronto Public Health (TPH) (for example, confirmed or probable cases of COVID-19, close contacts of cases) must follow TPH instructions to determine when to return to the childcare centre.

If your child is sick at home with COVID-19 symptoms:

- Symptomatic children and siblings will be excluded from the childcare centre and must be tested or self-isolate for 10 days. While awaiting test results, symptomatic children and siblings will be directed to stay at home and self-isolate. Those who test negative for COVID-19 must be excluded for 24 hours after symptom(s) are no longer present.
- Children who are being managed by Toronto Public Health (TPH) (for example, confirmed or probable cases of COVID-19, close contacts of cases) must follow TPH instructions to determine when to return to the childcare centre.

Children ill at school

Parents/guardians are to follow respective School Board Policies of ill children while in the care of instructional school time.

Children ill at school (who are escorted to school)

- If your child becomes ill while Brant Street Daycare is escorting him/her to or from school, Brant Street Daycare will follow the “Exclusion of Sick Children Policy”
- If your child becomes ill while in school and continues to be at school at the end of day dismissal, please note that Brant Street Daycare will not be escorting your child and other siblings (in school) back to the childcare program, it will become the school's responsibility to contact parents/guardians for pick up

Children ill at school (who are bussed)

If your child is bussed and arrives to the program not feeling well, the centre will follow the “Exclusion of Sick Children Policy”

Nutrition

Meals and snacks are provided by Wholesome Kids Catering. <https://wholesomekids.ca>

The menu:

- rotates on a 4-week schedule
- is seasonally adjusted 2 times a year.
- Brant Street Daycare provides a morning and afternoon snack in addition to a third snack for all children in care for a full day.

- Upon request, weekly menus can be made available for your review. (Available on the website and posted in the rooms)
- Please, advise the Supervisor or designate if your child(ren) has/have allergies or any other food restrictions. All Brant Street Daycare locations promote a nut and pork awareness environment, and we ask that parents do not include these ingredients in their child's packed lunches or snacks. We also have allergies to sesame, pistachio, chickpea and lentils, those items should be avoided too.
- Brant Street Daycare offers hot lunch services (only to D.A.S. children, at the moment). Contact the supervisor for prices and more information.
- Children are given an individual bagged snack with their snack. There is no serving or sharing at this time.

Outdoor Play

Outdoor curriculum will be planned to support the effort to maintain physical distance requirements and fresh air. It is important that children are dressed for various types of weather to ensure they can actively participate in the outdoor program.

- Please ensure adequate and suitable clothing for the weather (hat, winter gear, boots, etc)
- Closed toe footwear
- Some Snack and Activities will be planned for outdoors
- Toys are disinfected between use
- Hands are sanitized before and after changing activities and using the playground structures (if available)

Clothing and Personal Belongings

Please provide the program with any necessary items your child will require on a daily basis (labelled with child's name). This includes:

- Hat, gloves
- Extra masks
- Extra clothing
- Indoor shoes

In this phase of operation children may not bring:

- any personal belongings aside from what is discussed or approved with the Supervisor or designate
- toys or non-essential items, for example sunglasses (unless required)

Rest Time

- Brant Street Daycare will provide your child with rest time throughout the day. (P.A. Days)
- If needed, your child will be provided a couch, cot or mat with bedding, that will be sanitized/washed after use
- Please, note that Toronto Public Health does not permit tooth brushing

COVID-19 Screening:

Notice with Respect to the Collection, Use and Disclosure of Personal Health Information The information pertaining to your COVID-19 screening is being collected, used and disclosed under the authority of the Health Protection and Promotion Act R.S.O. 1990 c H.7 and will be retained, used and disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, use, disclosure, disposal of information including the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c.M.5 and the Personal Health Information Protection Act 2004 S.O. 2004 c.3.

This information will be used by Toronto Public Health to investigate the occurrence of COVID-19 in the City of Toronto, provide case management, follow up with close contacts to access the risk to others, program planning and evaluation. If you test positive, your test result may be disclosed to your childcare provider to reduce the risk of spreading the virus in the childcare program. Any questions regarding this collection, use or disclosure may be directed to Toronto Public Health, Disease Surveillance Unit 416-392-7411.

Health Resources:

1. Telehealth Ontario Call if you develop symptoms 1-866-797-0000
2. Toronto Public Health Hotline
8:30 a.m. –8:00p.m.

Call if you have questions about COVID-19
Translation is available in multiple languages
Telephone: 416-338-7600
TTY: 416-392-0658
Email: PublicHealth@toronto.ca

3. 311 Toronto
Outside of City Limits: 416 392-2489
Call if you have any questions about City Services
Telephone: 311 TTY: 416-338-0889
Email: 311@toronto.ca

4. If symptoms change or worsen, the individual may need to seek medical attention. If the individual has severe symptoms such as difficulty breathing or chest pain call 911

Signature Page

As a Parent/Guardian responsible for my child(ren)'s childcare placement, I agree to the following:

1. _____ I have read and understood the COVID-19 Parent/Guardian Handbook
2. _____ I understand the risk of illness associated with placing my child(ren) in the childcare program
3. _____ I agree to all screening requirements and to report all symptoms of ill health to the childcare immediately. Misrepresentation of illness may result in the termination of my childcare placement.
4. _____ I will not administer any medication to my child that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping off at the childcare program.
5. _____ I agree to exclude my child(ren) from the respective Brant Street Daycare programs immediately upon observing any signs listed in this agreement or symptoms of illness.
6. _____ In the event my child becomes ill while attending school, I understand that Brant Street Daycare will not pick up my child or siblings from school.
7. _____ In the event of illness, I agree to provide Brant Street Daycare a copy of any test results (positive or negative) for COVID-19 and/or clearance by Toronto Public Health prior to returning my child(ren) to the childcare program.

Child(ren)'s name(s): _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____