

# NYLPD HANDBOOK

## COVID-19 POLICIES

### June 2020

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## About this Handbook

NYLPD is now re-opening our childcare services in a modified form to meet government regulations and protect the safety of our children and staff. This includes following all Toronto Public Health and Toronto Children's Services policies and procedures.

Our operations will be governed by this COVID-19 Handbook of Policies, the attached appendices, and our existing NYLPD Parent and Staff Handbooks. Of course, municipal/provincial regulations and licensing requirements will continue to apply.

This Handbook contains the policies and procedures we have adopted for COVID-19, which will be in effect when we re-open. This COVID-19 Handbook **supplements** our existing Parent and Staff Handbooks. *Unless otherwise stated herein or advised by your Centre Manager, the policies and procedures set out in our existing NYLPD Parent and Staff Handbooks continue to apply.*

**Our childcare services (including but not limited to groupings, enrollment, hours of operation, etc.) described in this Handbook apply for the month of August 2020.** Our services may change after that to meet the changing COVID-19 situation, municipal/provincial requirements, and physical distancing guidelines in effect this fall. We will communicate openly with parents/guardians about any changes to the policies and procedures set out in this Handbook as soon as possible.

The schoolboard's and landlord's employees, contractors, and other agents may enter our centres during and outside of operating hours. While we only have the authority to regulate our own staff and the families in our care, we have advised our landlords and schoolboard that we expect them to ensure rigorous health screening and physical distancing for their employees, contractors and other agents.

### AGES FOR CARE POLICY

We are re-opening our Blessed Trinity and York Mills locations in August of 2020. Upon re-opening, we will provide care for children 16 months – 4 years at York Mills and 18 months – 12 years at Blessed Trinity. **Notwithstanding these ages**, priority will be given as follows:

- **York Mills:** children aged 18 months – 3.8 years (in other words children who are not attending kindergarten in September 2020); and
- **Blessed Trinity:** children aged 2.5 years – 8 years old as of December 31, 2020. Childcare services end for kindergartners and school-agers on August 28, 2020 as per usual practices.

### CAPACITY FOR CARE POLICY

We are now required to implement new distancing protocols, limiting the number of children/staff to ten (10) persons in any one "defined space". This will help us protect your

children's safety as well as the safety of our staff. It will also allow us to focus on our passion again - *providing quality childcare*.

We have an allocated amount of physical space to accommodate the "groups of ten (10) rule", which means that we are not able to return to our pre-closure capacity. As time passes, we hope distancing protocols will ease and that our enrollment capacity will slowly return to its pre-closure levels.

If we are temporarily short of space, we will make childcare available on an equitable basis, consistent with Ontario's *Human Rights Code* and responsive to the impact of this pandemic. Management will work with you, ***prioritizing returning children and their siblings, care for households where all parents/guardians are working outside the home, and care for families with other special circumstances.***



If you know that your child(ren) will not be returning to NYLPD, please advise your Centre Manager immediately so that others who are seeking care can be assured a space.

**All families whose children attended NYLPD prior to the COVID-closure will not** lose their space if their child(ren) does not return right away. Those spaces will be "safe" at least until the government moves our province to the next phase of re-opening. The exception is for child(ren) who would have terminated childcare enrollment and moved to kindergarten programs in September.



**Exception:** Children who attended NYLPD school sites B&A programs from other schools. Depending on municipal and provincial guidelines, these children may not be permitted to attend NYLPD after August 31, 2020.

Of course, even if your space is "safe" and you chose not to return immediately upon our re-opening, you may experience a delay in your preferred start date as we juggle enrollment spaces and availability.

## ENROLLMENT PROCESS POLICY

All existing parents/guardians will receive an electronic copy of this Handbook via email. The email addresses on file will be used for this distribution. Parents/guardians will be required to sign the acknowledgement form at the end of this Handbook and return a scanned photo of this signed acknowledgement to their Centre Manager by no later than **seven (7) business days from the date of this email.**



**If parents/guardians do not send the signed acknowledgement within the seven (7) business days, then their child(ren) cannot be guaranteed enrollment on the preferred date.** Delays in waiting for a space could be significant thereafter, depending on the provincial stage of opening and physical distancing requirements in place at that time.

## FULL TIME CARE ONLY POLICY

The purpose of this policy is to maintain stable/set childcare groupings. Families who chose to return for summer childcare, are asked to commit until the end of the summer. This will enable us to limit the number of times children's groupings require change.



This means that children who return to childcare in August will only be permitted to enroll for full time care **and** must remain continuously enrolled until at least September 4, 2020 for toddlers and pre-school. If your child returns to our care this summer, then you will not be able to end your child's enrollment prior to September 4, 2020.

## PHYSICAL DISTANCING POLICY

**Childcare Groupings:** Children will be placed in fixed-groupings of a total of ten (10) persons – staff and children included. This will maximize safety and enable contact-tracing. Management will use its discretion to create groupings with reference to various factors including the children's ages and households. **Childcare groupings will remain static for at least seven (7) days as per provincial government requirements.**



This means that childcare groupings will not necessarily be age specific. At least while physical distancing protocols remain in place, childcare groupings will likely contain variable age-ranges.

**Distancing:** Groupings will not play together or mix. Our programming will encourage physical distancing, but also social interaction between children in the same grouping.

This means that children within the same grouping **will** come into physical contact from time to time and **cannot be entirely physically distanced**. For example, children within a grouping may play with a common ball, frequently being closer than two (2) meters of each other.

We will strive to create a family-like setting where children are engaged and feel social. We will also ensure that groupings do not mix with one another – groupings will be encouraged to be physically distanced.

**Staff:** Adults will practice social distancing among themselves, even within the same room, but may not be distanced from the children in their assigned grouping. Adults will only visit another room when necessary. In this case, they will wear face masks.



As per provincial guidelines, special resource staff are welcome into our program space and do not count towards the cohort of ten (10) numbers. Special resource staff will be required to wear masks.

**\* Please also see APPENDIX K "Physical Distancing Policy, Toronto Children's Services"**

## PERSONAL PROTECTIVE EQUIPMENT POLICY

**Staff** will be required to wear masks for portions of the day where they are within a physical proximity with a child that demands additional safety precautions. This might include exposure to body secretions or when providing care/other assistance to a child. **Staff** will wash their hands prior to wearing a mask and after removing it.

**Screening Staff:** Screening staff will be required to wear personal protective equipment as described below in the Drop Off Policy.

**Children** will not be required to wear masks as per government guidelines; however, if parents/guardians instruct their child to do so, they are responsible to teach their children safe mask etiquette. We cannot ensure that children will wear masks appropriately throughout the day.

**\* Please also see APPENDIX J “PPE Policy and Procedures, Toronto Children’s Services”**

## CARE AND ACCOMMODATION POLICY

We will provide childcare for your family in accordance with this Handbook, our existing Parent and Staff Handbooks, municipal/provincial/federal regulations, and Public Health directives.



**We will continue to accommodate requests for special support/needs, within the parameters of this public health crisis. If we determine that we are unable to meet those needs, we will follow the steps set out in the NYLP Parent Handbook (p. 21-22) regarding the withdrawal of childcare services.**

We will engage in our duty to accommodate and continue to work with children who struggle with daily routines and social safety guidelines. These efforts are outlined in our Parent Handbook (p. 21-22). If further accommodation is not possible for a child who has put their own safety/the safety of others at risk, we will follow established policies for withdrawal from childcare services.

Where appropriate based on a child’s age and development, we encourage you to speak openly with your children about the need to respect other people’s physical space and safety. Please work with your children to discourage biting, spitting, and other potentially unsafe habits, which carry added risks during this pandemic. Staff will communicate openly with you about areas where additional support or instruction is needed.

## HOURS OF OPERATIONS POLICY

We continue to remain steadfast in our commitment to the safety and care of your children

and our staff. Additional time will be required to attend to rigorous disinfecting and cleaning practices.

For the time being, our **hours of operation** will be between 8:00 am and 5:00 pm at York Mills and 8:30 am and 5:00 pm at Blessed Trinity, Monday through Friday. These hours are subject to change in response to emergencies or unforeseen events. We will strive to provide as much advance notice as possible of any changes in our hours of operation.

NOTE: **Staggered end/starts time** may be in effect – see page 7-8 of this Handbook.

## COMMUNICATION POLICY

Communication routines will be temporarily changed due to the new physical distancing protocols. Information/announcements can no longer be easily communicated verbally. Our goal is to streamline communication and ensure that everyone receives our communications. Especially now, things can change with little notice. We want to make sure families and staff are as up to date as possible.

We have therefore implemented new protocols for communication.



**EMERGENCIES: At least one parent/guardian per child must always be available by telephone throughout the childcare day.** Please be prepared to answer calls from numbers you may not recognize. It may be our staff/managers.

From time to time, managers may ask staff to use cell phones for communication purposes. Staff must also be available throughout the day as per usual communication methods.

**OTHER COMMUNICATION:** Protocols for receiving information from NYLPD now include:

1. Updates about your child's day will be communicated on their daily form for toddlers. Parents/guardians of toddlers and preschoolers will also receive written messages/photos through Seesaw. We will update you of your child's day on Seesaw as much as possible.
2. If you have additional concerns/questions, please call the centre and a staff will be able to speak to you during down times or we can schedule a meeting.
3. Changes in policies/updates will be communicated through email and Seesaw.
4. **Emergency announcements will be communicated by telephone, e-mail or Seesaw.**

Existing communication procedures in the event of evacuation and related emergencies continue to apply as set out the Parent Handbook (page 25).

## DAILY ROUTINES POLICIES

Our routines will continue to adapt to changing health conditions and government recommendations. We will be guided by the regulations and recommendations of relevant authorities including Toronto Public Health, the Ministry of Health, and Health Canada. Until further notice, the following practices will be in place:



**Staff Attendance/Health Checks:** Staff will receive ongoing and up-to-date infection prevention and health and safety training.

Staff must complete **daily** health AND screening checks, *including a temperature check* (see **Appendices A and B1 for staff/child forms**)

- Records/daily logs will be maintained of *all* health screening (staff/children)
- Staff will be required to use the sanitizing/handwashing station upon entering the facility
- Staff will be assigned to a fixed grouping of children, which will remain static/unchanged for at least one (1) week at a time
- Any substitute staff will comply with the health screening herein
- Staff will be asked to leave/not attend work for fourteen (14) days if:
  - They have any of the following symptoms/share a household with anyone with or been in contact with anyone with any of the Toronto Public Health identified COVID-19 symptoms including: temperature of 37.8 or +, new cough, vomiting/diarrhea, runny nose (non-allergic), red eyes (non-allergic), loss of taste/smell, sore throat, sore muscles, shortness of breath
  - They, someone in their household or someone they have been in contact with, have tested positive for COVID-19 and is serving a 14-day isolation period
  - They, someone in their household, or someone they have been in contact with has travelled outside of Canada in the previous fourteen (14) days and has not completed the fourteen (14) day isolation period
- Toronto Public Health will be notified by Centre Manager (or designate) if child/staff display symptoms of COVID-19. NYLPD will follow TPH's instructions regarding next steps and child(ren)'s future attendance
- This will be recorded as a "**serious occurrence**" and filed as required
- Within four (4) business days, the Centre Manager will report a **confirmed** case of COVID-19 within our centre to:
  - Paul Marut, Occupational Health and Safety Inspector at the Ministry of Labour at 705-690-9473 (cell);
  - NYLPD's Joint Health and Safety Committee representative; and,
  - where applicable, the school board.

## Starting the Day - Drop Off Procedures:



1. Staggered drop-off/pick-up times will be assigned AND EMAILED to you by your Centre Manager. Time slots will be fifteen (15) minutes long, organized by childcare grouping.
2. Arrive **on time** to minimize congestion/delays. If parents/guardians are late, they may have to wait until the entire drop-off/pick-up process has been completed.

### 3. **Parents/guardians must wear a mask.**

4. Physically distanced drop-off/pick up: SINGLE entrance and SINGLE exit point.
5. Parents/guardians will not be permitted *inside*, except that ONE adult may accompany their child(ren) to the screening station (see below).
6. Health screening will be in effect during drop-off:
  - Please check your child(ren)'s temperature EVERY MORNING and screen for COVID-19 symptoms *before* bringing your child to our centre
  - Upon arrival, ONE parent/guardian must accompany their child(ren) and report to the Health Screening Station (**Appendix D**) before child may enter
  - A written health check and temperature screening must be completed for each child before entry *each day*.
    - The health screener will take the child(ren)'s temperature
    - The health screener will collect the health screening form that must be completed by the parent/guardian (see **Appendix A&B**)
    - The completed health screening form will be time stamped by the health screener to show the child(ren)'s arrival time
    - The child will be required to use the sanitizing/handwashing station
    - We will receive child(ren)'s bags
    - Children will be escorted into the centre by designated staff
    - Attendance will be taken by classroom staff

Our health screener will wear a face shield, mask, and gloves. The Health Screening Station will be equipped with sanitizing, tissues, and a garbage can.

## Permission to Enter for the Day:



NYLPD will follow Toronto Public Health guidelines. Children will not be permitted to enter childcare (or will be asked to leave/not attend) for fourteen (14) days if:

1. The child has/shares a household with someone who has/had been in contact with someone who has any of the COVID-19 symptoms identified by Toronto Public Health, including a temperature of

37.8 or +, new cough, vomiting/diarrhea, runny nose (non-allergic), red eyes (non-allergic), sore throat, sore muscles, worsening chronic cough or shortness of breath OR

2. The child/someone in their household/someone they have been in contact with, has tested positive for COVID-19 and is serving a 14-day isolation period OR
3. The child/someone in their household, or someone they have been in contact with has travelled outside of Canada in the previous fourteen (14) days and has not completed the fourteen (14) day isolation period

## AUTHORIZED ADULTS/PICK UP POLICY



Urgent!

**We strongly recommend parents/guardians identify** at least three (3) authorized persons for pick up on the attached **PARENT/GUARDIAN ACKNOWLEDGEMENT AND AUTHORIZATION FORM.**

**Changes?** Any changes to the information on the attached form must be done in writing and signed by the parent/guardian before the change applies OR in-person (and in writing) by the parent/guardian at the Health Screening Station during drop off.

Effective immediately, these additional rules apply with regards to pick up:

1. If **NONE** of the listed designated pick-up persons have arrived by the time we close **AND** a designated pick-up person has not contacted the Centre Manager (or designate) within one (1) hour of closing, then NYLPD will contact Toronto's Children's Aid Society to make arrangements for the child(ren)'s care until a parent/guardian is available. Regular late fees will apply.
2. If a parent/guardian contacts NYLPD and advises that **NONE** of the listed designated pick-up persons are able to pick up their child(ren) prior to closing, then a Center Manager will happily wait with the child until a designated pick-up person arrives for pick up. Regular late fees will apply.
3. NYLPD will **NOT**, under any circumstances, release a child to a person that a parent/guardian has not listed as a designated pick-up person. This means that NYLPD will call Toronto's Children's Aid Society to arrange for temporary care unless the parent/guardian confirms that a designated person will eventually pick up the child. Again, a Centre Manager (or designate) will happily wait with the child until a designated pick-up person arrives; however, we will **NOT** release a child to the care of someone who is **NOT** listed on the family's designated pick-up list.

It is the parent/guardian's responsibility to ensure that designated pick-up persons and/or custody arrangements are up to date *in writing* with your Centre Manager. We

require legal documentation concerning custody arrangements. Children will only be released to authorized individuals. *Questions/uncertainty will be addressed with Toronto's Children's Aid Society before a child is released.*

## PICK UP PROCEDURES/END OF DAY POLICY



**PICK UP TIMES WILL BE EMAILED TO PARENTS/GUARDIANS by the Centre Manager.** Pls expect distancing and SINGLE entrance/exit.

Please arrive on time. If you are late, you may have to wait until the end of the entire pick-up process. Also,

- Designated pick-up persons must wear a mask;
- staff may be required to verify identity (please bring I.D.)
- designated staff will be contacted inside the centre to escort your child out to you with their personal belongings.
- Adults will not enter the centre during pick up, unless instructed otherwise.
- Upon receiving your child and their belongings, you will be guided to exit along a pre-marked route. This will ensure distancing.
- Any changes in authorized pick up persons and/or custody arrangements **MUST BE** communicated **in writing** to your Centre Manager **in person** at the time of drop-off on the date that the alternate pick-up arrangements are put into place. In all other cases, we will follow instructions on existing enrollment forms. *Any questions/uncertainty will be addressed with the Children's Aid Society before a child is released.*

## SAFETY PRECAUTIONS POLICY

Safe hand washing/sanitizing and coughing etiquette will be demonstrated throughout the day (see **Appendix C and C2**). In addition to health screening upon arrival, children will be monitored throughout the day for COVID-19-related symptoms. Staff will self-monitor.

If a child develops "greater than normal"\* symptoms/becomes ill while in our care:

1. The child will be isolated, taken to a room with one (1) staff member who will **wear a face shield, eye protection, mask, and gloves**
2. Staff will reassure the child, attend to their needs, and wait with the child until the parent/guardian arrives
3. All items used by the child will be cleaned and disinfected. Items that are not easily cleaned (books, paper, cardboard puzzles) will be removed and stored in a sealed container for seven 7 days by classroom staff/designate.
4. The child will generally not be able to return to childcare for fourteen (14) days, unless otherwise advised by Toronto Public Health. \*At the very least,

symptomatic staff/children must stay home while **they await COVID-19 test results and (even if test is negative) for at least 24 hours after symptoms cease**. Questions to be resolved with Toronto Public Health guidance

5. **Child's symptoms will be recorded in child's daily log as required by CCEYA;**
6. Additional reporting measures set out on page 7 of this Handbook will apply;
7. The Centre Manager will contact the **Program Manager, Toronto Children's Services** and Toronto Public Health **right away** and:
  - a. Advise of the sick child who was removed (and any children from the same household); AND
  - b. Seek advice about how to manage other children from the same grouping. Children and staff identified as "contacts" will be grouped together. **Absent symptoms, these "contacts" may remain at the centre.** NYLPD will follow the advice of Toronto Public Health for further steps.
8. If it is feasible, we will place a mask on your child. If your child requires immediate medical attention, existing policies found in our Parent Handbook will be followed (p. 26-27).
9. As per the CCEYA, any child requiring immediate medical attention will be taken to hospital by ambulance and examined by a licensed medical practitioner

\* "Greater than normal" symptoms defined by Toronto Children's Services (Jun 2020) as symptoms beyond what is to be expected of teething (or allergies), for example.

**\*Please also see APPENDIX I "Exclusion of Sick Children Policy" for Toronto Children's Services' detailed breakdown of the above policy**

**\* Please see also APPENDIX I2 "Procedures for Suspected or Positive COVID-19 Cases in TELCCS - COVID-19"**

## CLOTHING AND PERSONAL BELONGINGS POLICY

We want children to be safe and comfortable, but please limit personal belongings – only those that are necessary will be accepted.

Some essential items should be stored at the centre. These include diapers, diaper cream, soothers, sunscreen, hats, boots, spare shoes, and medication. This will minimize items traveling back and forth and help stop the spread of infection.

Some items will be sent home and must be washed DAILY. These include infant bottles, indoor and outdoor clothing that has been soiled/dirty. Please email your Centre Manager with questions about other items.

Stuffies or other sleep toys are not permitted. Strollers cannot be stored on-site.

Blankets for sleep time will be permitted, but they will be sent home at the end of each week for washing and must be laundered before sending them back to the centre with their child.

Linens for the sleep cots will be provided by our centre and they will be laundered daily. Linens will not be shared unless they have been laundered first. Cots will be disinfected daily after use by the children.

## MEDICATION POLICY

If your child needs to take physician-required medication, parents/guardians must complete a form that will be provided by the Centre Manager. It is the responsibility of parents/guardians to request this form be provided to them prior to the child attending our centre.

One bottle of medication must be left at the centre so that the medication does not have to travel back and forth each day.

## CHANGES IN PLAY AND LEARNING POLICY

Physical distancing protocols will be built into the children's days with a focus on fun and engaging activities and themes. Some programming modifications will be noticed:

- All sensory play is generally suspended. Limited exceptions may include where individually labelled containers or immediate disposal are feasible
- A "no sharing" approach will be encouraged, including food, water bottles and personal items, but also common toys and activities
-  Children must not share soothers and bottles. Please **clearly label** your child's personal items to limit accidental sharing
- Mixing children from different groupings is suspended
- Individual activities will be increased to promote space between children
- Children from different groupings will not be mixed during meals
- Each separate on-site playground/common space will be used by one grouping at a time and cleaned after each use
- We will not travel to or use community playgrounds
- Children will be asked to practice frequent hand hygiene throughout the day
- Distancing will be kept between cots/nap mats and cribs
- Toys that are not easily cleaned will be rotated for use once per week to minimize infection (examples include books and puzzles)
- Staff will avoid getting close to the children's faces

## SANITIZING AND CLEANING POLICY

Designated classroom staff will perform enhanced cleaning and disinfecting throughout the day in accordance with Health and Safety Committee training and **Appendices E, F, G, and H to this Handbook**.

High touch and common surfaces will be cleaned and disinfected twice per day and after

contact with body fluids. This includes offices, kitchens, classrooms, play areas, etc.

**Cleaning:** removal of dirt etc. from surfaces. Does not kill or deactivate germs.

**Disinfecting:** using chemicals to kill/deactivate germs on surfaces. Surfaces must be cleaned BEFORE disinfecting.

**High-touch surfaces and common items include** tables, chairs, toys, indoor/outdoor play equipment, doorknobs, light switches, handles, desks, toilets, sinks, electronic

Designated staff will clean and disinfect items including cots/cribs, linens, playgrounds, common play spaces at least twice (2) daily.

Low-touch surfaces (e.g. floors, wall, and windowsills) will be cleaned and disinfected daily by centre staff and caretakers on school sites.

*A cleaning log shall be kept in each classroom.*

**\*Please also see APPENDIX E “Cleaning Toys Policy, TPH”; APPENDIX F “Sanitizing Procedures, TPH”; APPENDIX G “Environmental Cleaning/Disinfecting, TPH”; for Toronto Public Health’s detailed breakdown of the above policy**

## CONFIDENTIALITY POLICY

In addition to our existing policies regarding confidentiality which can be found in our NYLPD Parent Handbook, NYLPD will take every precaution to protect the confidentiality of parents/guardians, children, and staff during this COVID crisis; however, exceptions may be required by Toronto Public Health and other government agencies for contact-tracing and other COVID-related safety purposes.

## NUTRITION POLICY

We will continue to cater through Real Food for Real Kids, our existing caterer who has confirmed that they have taken measures to minimize the spread of COVID-19. Children will not be permitted to share food or drinks. Please continue to follow our existing policy regarding allergies and nuts.

For infant/toddler/preschool programs, lunch and snacks will be provided and served in a physically distanced manner. Utensils will be washed after each use or disposable shall be used.

Sippy cups, water, and beverages will be provided by the centre.

Kindergarten and school-age children must bring two (2) snacks, a lunch, and their own individually labelled water bottles and/or drinks. **REFRIGERATION IS NOT AVAILABLE. Please pack with ice accordingly.**

For all children in all age groups, we will provide an afternoon snack.

## **OUTDOOR PLAY POLICY**

Outdoor play time will be used to support our efforts to maintain physical distance requirements and support children's immune systems.

Dress right! Children must be dressed for indoor and outdoor activities so that they can actively participate in the outdoor program. Please ensure that suitable, weather-appropriate clothing/footwear are worn and that a change of clothing/footwear is also provided.

Sunscreen must be individually labelled.

## **REST TIME POLICY**

We will provide your child with rest or sleep time based on their needs throughout the day. Cribs and cots will be sanitized after each use. Due to COVID, please see policies above regarding personal belongings and families' responsibilities for cleaning.

## **ABSENT DAYS/ENDING CARE POLICY**

Policies regarding absence from childcare are outlined in our Parent Handbook (page 7).

Please call or email into the centre by 10 am if your child will be sick/absent from childcare. The centre is required to keep a log of any illness.

If you no longer require care, please let your Centre Manager know as soon as possible by telephone or email. Include your client file number (if subsidized) and your last day you require childcare. Your deposit will be returned if you provide one month's notice of departure.

## **RESPECTFUL ENVIRONMENT POLICY**

Everyone has the right to feel safe and to be treated with dignity and respect. Both staff and children have the right to a safe childcare experience. Unsafe, harassing, or discriminating behaviours will not be tolerated. We will always attempt to work with families to ensure that our childcare centre is as inclusive as possible; however, please refer to the Withdrawal of Care Policy in our Parent Handbook (page 11, 21, 22).

Failure to adhere to safety and respect guidelines may result in denied access/withdrawal of care.

## **QUESTIONS/CONCERNS POLICY**

If you have any questions or concerns about your child's care, we encourage you to

speak to the Centre Manager directly. You can also contact classroom staff through the main office phone number. Our screening station staff can also relay messages to staff, where appropriate.

If you feel your questions or concerns require escalation, please contact Irene Udo, NYLPD Executive Director. Complaints are addressed as set out in our Parent Handbook on pages 11, 12, and 13.

## ADDITIONAL RESOURCES

This Handbook is based on current resources and guidelines including:

- Toronto Public Health's website at [www.toronto.ca/COVID19](http://www.toronto.ca/COVID19) or call at 416-338-7600
- Ministry of Education Childcare Operating Guidelines <http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>
- Province of Ontario <https://www.ontario.ca/page/covid-19-reopening-child-care-centres>

## SEESAW CONSENT POLICY

NYLPD is delighted to use Seesaw (<http://seesaw.me>), a secure online journal where children and staff can document and reflect on daily learning, activities, and shared experiences. Staff will be able to add posts including photos, videos, worksheets, drawings and voice recordings) to classroom Seesaw journals. Staff can share these posts privately with you and other family members to view and comment on.

Also, our centre managers, Executive Director, and Board of Directors plan to use Seesaw to communicate important information to you as we continue to operate in the context of physically distancing. Telephone and email will also be used, but Seesaw is known to be a more immediate form of communication for childcare providers and educators.

To use Seesaw, the app needs your child's name. Seesaw states that the app only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell children's personal information or content:  
<https://web.seesaw.me/privacy>.

**NYLPD requires parents/guardians' consent to use the app. By signing and returning this form, you give consent for NYLPD to use Seesaw for class activities as described above and deliver important communications about our childcare operations, changes in services, updates to our policies/Handbook(s) and other important information about the services we provide to your families.**

Student Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN ACKNOWLEDGEMENT AND AUTHORIZATION FORM**

By signing below, I confirm that I have read, understood, and accepted the contents of this COVID-19 Handbook, along with its accompanying Appendices and that I understand and accept that the policies and procedures of the existing NYLPD Parent and Staff Handbooks continue to apply, unless otherwise stated herein.

By signing below, I also confirm my consent to have my child use hand sanitizer provided by the centre while they are in childcare (70% or higher alcohol content). I understand that this consent does not apply if my child(ren) is younger than two (2) years of age.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing above, I also confirm the following:**

Preferred date my child(ren) will return to childcare: \_\_\_\_\_

Full Name of child(ren) returning: \_\_\_\_\_

Preferred site: York Mills or Blessed Trinity: \_\_\_\_\_

**List of designated/authorized pick-up persons (LIST AT LEAST 3):**

Person 1:

\_\_\_\_\_  
\_\_\_\_\_ (full name, address, phone number)

Person 2:

\_\_\_\_\_  
\_\_\_\_\_ (full name, address, phone number)

Person 3:

\_\_\_\_\_  
\_\_\_\_\_ (full name, address, phone number)

# **STAFF ACKNOWLEDGEMENT FORM**

**NYLPD HANDBOOK, COVID-19 POLICIES (July 10, 2020)**

**NYLPD HANDBOOK, COVID-19 POLICIES TRAINING (Jul 16, 2020)**

|                |   |
|----------------|---|
| APPENDIX A & B | STAFF AND CHILD SCREENING FORM                |
| APPENDIX C     | TCS HAND HYGIENE                              |
| APPENDIX C2    | TORONTO PUBLIC HEALTH COUGHING ETIQUETE       |
| APPENDIX D     | HEALTH SCREENING PROCEDURE                    |
| APPENDIX E     | CLEANING TOYS POLICY                          |
| APPENDIX F     | SANITIZING PROCEDURES                         |
| APPENDIX G     | ENVIRONMENTAL CLEANING/DISINFECTING           |
| APPENDIX H     | COVID-19 RISK ASSESSMENTS AND CHECKLIST       |
| APPENDIX I     | TCS EXCLUSION SICK KIDS POLICY                |
| APPENDIX I2    | TCS Procedures Suspected or Positive COVID-19 |
| APPENDIX J     | TCS PPE POLICY AND PROCEDURES COVID-19        |
| APPENDIX K     | TCS PHYSICAL DISTANCING IN CHILDCARE SETTINGS |

By signing below, I confirm that I have read, understood, and accepted the contents of NYLPD’s COVID-19 Policies Handbook, along with its accompanying Appendices and that I understand and accept that the policies and procedures of this COVID-19 Policies Handbook, along with the existing NYLPD Parent and Staff Handbooks, continue to govern my employment at North York Little Prints Daycare.

I hereby acknowledge that the policies and procedures contained in the NYLPD COVID-19 Policies Handbook, along with its accompanying Appendices, constitute, given the seriousness of this global pandemic, material terms and conditions of my employment, my violation of which may result in the termination of my employment for just cause.

By signing below, I also confirm that I have read and understood the special obligations that I now have as an employee to follow COVID-19 policies and procedures set out herein and by Toronto Public Health and Toronto Children’s Services upon returning to work. I acknowledge that I have also received training regarding same. I also understand and appreciate that it is my responsibility to actively assist in minimizing the risk of spreading COVID-19 within my workplace by ensuring that I vigilantly follow the policies and procedures set out herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_