

To maintain the safe care of children, families and community members, Brite Beginnings will continue to be in compliance with the Early Learning and Child Care Act, maintain the regular Health and Safety Guidelines for Child Care Facilities from Alberta Health Services and implement the Guidance for Day Care from Alberta Health.

The following outlines, in detail, the additional public health measures for childcare centres and the procedures necessary to implement them successfully. As like the pandemic, these guidelines are fluid and can change at any time. Your initial is your agreement to follow the required public health measures and understand these measures and that they will be in effect until further direction from Alberta Health and the Provincial Government.

### **Cohorts – In Classroom and Outdoor Play**

**The Little Buds** will be cared for by Radha during early morning drop off and Parul and Chelsea and will be its own cohort with the sole use of the strollers for walks in the neighborhood. Note that during the summer months the Little Buds will have sole use of the grass area with age appropriate toys and equipment.

**The Little Rascals** will be cared for by Manpreet and Belinda and will cohort with the Busy Bees during early morning drop off and late evening pick up. The Little Rascals will share the toddler play space and toys and equipment with the Busy Bees.

**The Busy Bees** will be cared for by Huma and Shelley and will cohort with the Little Rascals during early morning drop off and late evening pick up. The Busy Bees will share the toddler play space and toys and equipment with the Little Rascals.

**The Munchkins** will be cared for by Soniya and Jemo and will cohort with the Rug Rats during early morning drop off and late evening pick up. The Munchkins will share the preschool play space and toys and equipment with the Rug Rats.

**The Rug Rats** will be with Rakesh and Maya and will be a cohort with the Munchkins during early morning drop off and late evening pick up. The Rug Rats will share the preschool play space and toys and equipment with the Munchkins.

**The Cool Kids** will be with Lucy, Navnit, and Harpreet and will be its own cohort. The Cool Kids will use the preschool play space on their own with their own separate toys to play with.

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### **Active Symptom Screening**

Educators, parents, and children must not enter the centre if they are feeling unwell and/or have COVID-19 symptoms. Before leaving home, Educators must self-screen and children be screened by a Parent/Guardian for symptoms each day they are at the centre.

A copy of the Child Alberta Health Daily Checklist and/or Adult Alberta Health Daily Checklist screening questionnaire will be given to each family upon registration and Educator upon employment with the expectation that it be completed on a daily basis.

Every morning an Educator will ask the Parent/Guardian to attest to the absence of symptoms and do a temperature check on the child. Only if they have answered “no” to all questions may they proceed into the classroom.

If you have answered yes to any of the questions, please do not send your child to the centre and refer to the screening questionnaire and attached flow chart to help navigate the process required for anyone who is symptomatic.

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### During Drop Off and Pick Up – General Information

- All adults are required to wear a face covering before entering the centre. For now, the Educators will continue to wear their masks when in contact with adults or outside of their cohort. Educators are not required to wear a mask during typical daily interactions with their cohorts, but some choose to do so. Depending on what is happening in the community and within the centre regarding illnesses, we may move towards full time mask use for short periods of time.
- Each family will have a scheduled drop off and pick up time to support staggered entry. It is important that you stay within your scheduled time and children do not exceed more than 9.5 hrs. of care per day. This will be noted on the Sign In/Out documents to help us stay within ratios, keep within our cohorts, and monitor how many adults are within the classroom. Please talk with Isabel or Paige if this does not fit with your work/school schedule.
- If possible, we ask that only one parent drop off and pick up your child(ren) to limit the number of people on site.
- To support social distancing and your child’s cohort, make sure your child(ren) are close to you at all times when walking to and from the parking lot or your home. Please use only our designate parking or street parking during drop off and pick up time.
- There may be a time when you will be required to wait to enter the centre depending on the number of people in the building. We ask that you be patient and mindful of social distancing during this time.

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### Drop Off Procedure (Leave extra time)

- Families are to proceed to their child’s classroom. Once inside immediately use the hand sanitizer for both you and your child(ren). You will be met at the entrance by an Educator where you will be asked to attest to the absence of symptoms for your child(ren) and their temperature will be taken. Using the Sandbox Software you or the Educator will sign your child in and then you can proceed to your child’s locker to get ready for the day.
- If you are dropping off two children in separate classrooms, drop off the youngest first while the oldest waits at the youngest classroom door (to maintain cohort) until he/she can be taken to their classroom.
- For the Busy Bee and Little Buds Classroom, you must use the emergency exit by entering through the “North Playground”. The Munchkins must enter through their emergency exit by the small shed close to the parking lot. The Little Rascals and Cool Kids must enter through the front entrance door and Rug Rats must enter through the entrance doors to the second floor.
- Say a quick goodbye to allow the next family to enter the classroom.

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### Pick Up Procedure

- Families are to proceed to their child(ren) classroom using their designate entrance where the sanitizer is located for their immediate use before entering the classroom. Using the Sandbox Software you or the Educator will sign your child out. If your child (ren) is outside you can gather their belongings and proceed to their designated playground. Munchkins and Rug Rats will have their belongings with them. We ask that you refrain from entering other classrooms while you make your way to the playground.
- If you are picking up two children, pick up the oldest first, then he/she can wait at the youngest child’s classroom door (gate) until he/she is ready, and everyone can leave together.
- If needing to talk to an Educator, please keep in mind another family may be waiting to pick up their child. The Sandbox Parent App and Portal is a great way to communicate with the Educators and helps minimize the time spent within the classroom.

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## Sick while in Care

If a child develops symptoms while at the centre they will be removed from the classroom and brought to the office to rest. The Director supervising the child will wear a mask and eye protection during all interactions. Parents will be notified and must pick up their child immediately. The Directors will be able to assist in determining the next steps in the care of a sick child under Alberta Health Services protocols. Once the child is in the care of a family member, all items used by the child within the 48 hours prior to the onset of their symptoms and while isolated will be cleaned and disinfected immediately.

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The Health and Safety Guidelines for Child Care Facilities are regulations that we adhere to during the regular day to day operations of the centre. All our current health and safety policies are developed according to these guidelines and followed by the Educators. There are certain guidelines that will be done more often during the COVID-19 pandemic and are as follows:

### Regular Health Measures Done More Often

- Each classroom has its own toys and equipment and does not share outside of their own cohort. Educators have limited the toys on the shelf and will continuously rotate toys to ensure a rich variety of play materials are available to the children throughout the day. This will allow them to monitor the use of toys and give the extra time needed to thoroughly clean and disinfect the toys that are used more often.
- During naptime, the children's beds will be placed at least 2 feet apart with the children sleeping "head to foot" if there is no barrier between beds. Doing this will prevent children breathing into each other's face.

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## Handwashing

Handwashing will be done more frequently with soap and water for at least 20 seconds. This will be monitored closely by the Educators to ensure proper handwashing procedures by the children are followed. Educators will role model and sing songs through the handwashing process to complete the 20 second timed guideline. There are no changes to when we need to wash our hands, there will be more attention paid to ensure that these are done consistently throughout the day to ensure vigilant practice by both Educators and children.

- Upon arrival at the centre and before going home
- After going to the washroom
- After a diaper change (both children and Educator)
- Before preparing food (Educators)
- Before and after eating
- After getting hands dirty
- After wiping nose or handling dirty tissues
- After blowing nose
- After cleaning tasks (Educators)

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## Meals and Snack

Parents are required to provide a lunch and two snacks, and we ask that the children have breakfast at home. All surfaces such as countertops and tables are cleaned and disinfected thoroughly before and after mealtimes. The children have their own placemat which helps eliminate the possibility of cross-contamination of food items brought from home. Each classroom has a microwave if food needs to be heated and ice packs should be used to keep food cool.

Both the snacks and lunch will be provided at a set time with 4 to 6 children per table and an Educator to help with meals. The morning snack will start once the second Educator has arrived; Lunch at 11:15 am and the afternoon snack at 2:30pm.

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## Clean and Disinfect

There is a janitorial service that comes after hours and cleans and disinfects the bathrooms, vacuums carpets, and sweeps and mops floors daily. As part of their regular responsibilities Educators are to clean the bathrooms mid-day and floors and carpets as needed. Educators also clean and disinfect tabletops, counter tops, chairs, and all other regularly used equipment in the classroom throughout the day. (Appendix G)

High touch surfaces such as tabletops, door handles, gate latches, handrails, toilet flusher and paper towel dispensers, will be cleaned and disinfected frequently and when visibly soiled.

There are permanent toy cleaning and disinfecting stations in all classrooms. This will allow for immediate cleaning of toys that have gone into the mouth or in contact with saliva or other body fluids. All other toys will be cleaned and disinfected when visibly soiled and/ or frequently used, including outdoor toys. (Appendix G)

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## Visitors

Our priority has been, and continues to be, ensuring the health and safety of our children, families, and Educators. However, there are times when people outside of our Cohort needs to enter our centre. As posted on the front entrance, all visitors are required to wear a mask and call before entering the building. Once greeted, they will log in to our Visitor Log Book and complete an Alberta Health Daily Checklist for Adults screening questionnaire. The visitor must then attest to the absence of symptoms and have their temperature checked before moving past the entrance. If a visitor needs to enter a classroom, they must minimize the time spent in the room to under 15 minutes and stay two metres away from the children and Educators at all times.

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## Signs

There are signs posted throughout the centre to remind everyone of the protocols around hand hygiene and what to do if you are sick. Also, signs will be posted in our outdoor play spaces for clear direction as to what classroom is allowed in each playground and the outdoor toys allowed for each classroom.

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## Physical Distancing

We know that children are naturally drawn to their peers and that caring for young children does not always allow for a 2-metre separation, however it is still recommended this distance is maintained among adults. We have adjusted the physical environments within our classrooms and outdoor play areas to naturally encourage physical distancing. We use positive language and redirection consistently to help spread children out in play where they have naturally congregated.

Some of the things we have done within the classroom is to remove all permanent carpets and add smaller tables to create additional play centres for individual or small group interactions. These areas have visual cues to help understand the number of children that can be at one centre and in turn encourage children's play to spread across the room. We have also adjusted our routines to minimize group transitions and assigned each classroom their own entrance and exit to avoid congestion and contact between cohorts.

It is important to understand that our physical distancing strategies have been implemented to minimize close contact when possible, but not altogether. We recognize that it is necessary for physical interactions to support children who may be hurt or upset or just in need of a hug. We will not eliminate those moments and continue to look out for the emotional health and well-being of all children and nurture them accordingly. It is the cohorts that we will rely heavily on to keep our children healthy and safe.

Other measures have been put into place to reduce the spread of COVID-19 such as limiting the centres occupancy; reducing the number of children per classroom; children are separated and do not congregate; and children are to not mix with other cohorts. Our Educators are also provided with additional lounge space to ensure that they stay within their own cohorts during break times.

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### **Childcare Fees During a Closure**

If the centre is operating and your child cannot attend due to an illness, there will be no credit given for days absent. If you choose to withdraw your child from care, one month's written notice must be given to a Director or one-month childcare fee in lieu of notice is required if your child is withdrawn from the centre immediately.

If your child's classroom is ordered to close by Alberta Health due to a confirmed case of COVID – 19, your account will be credited a prorated amount of your child care fee payment based on the number of days the classroom is closed. This credit will be applied to the next month's childcare fees.

If an emergency order requires us to close the centre, the remainder of your unused childcare fee will remain as a credit on your account until the order is lifted. If you choose not to have your child(ren) return to care immediately, you may request a temporary leave of absence for up to three months. Refunds will not be provided.

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