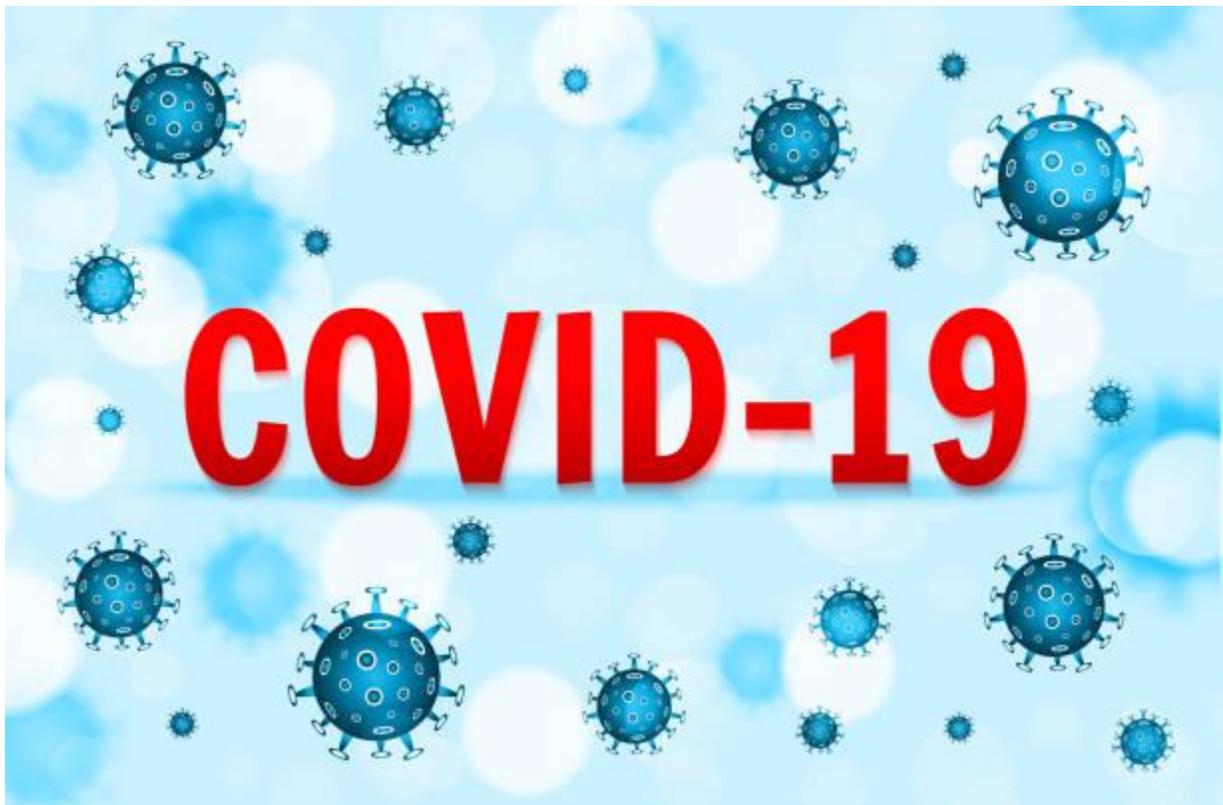


# COVID – 19 DOCUMENT: PARENTS AND STAFF



## MARIA MONTESSORI STEPPING STONES DAYCARE

Dear Parents and Staff,

As we prepare to reopen our centres, I write to let you know how excited we are to reconnect with our families, our educators and our children. As we finalize the details to launch our restart journey, we want to assure you that the safety of both our children and our team of educators is our top priority. We have gained solid understanding of how to implement and maintain safety measures and are very confident of our ability to implement a safe environment for your children. We have worked, and will continue to work, very closely with both Children's Services and Alberta Health Services as we enter the Province's Phase One opening.

We appreciate the anxiety you may be facing as we experience yet another change. As such, we want to advise you in advance regarding what you should expect prior to your return to the centre on June 1<sup>st</sup>, 2020, so that your family's restart with us is as fluid and stress free as possible. There will be some necessary changes within our practices and routines. A detailed breakdown of these changes follows. We hope this provides you with not only an update of our enhanced procedures, but also reassures you that we remain focused on the health and safety of the children, you as parents and our teams.

**Please note that the old medication policy will not be in effect until these guidelines are in effect.**

### **GENERAL RULES ABOUT DISTANCING:**

- ✓ While we are happy to reconnect with all the families, we will have to follow the strict guidelines laid down by Alberta health. We will be maintaining a level of physical distancing wherever possible. Each educator will connect to your child at their eye level, smiles and personalized joyful greetings.
- ✓ We will work with our families to plan arrival times as we proceed, but please note that when there is more than one family arriving at the same time, we do need to implement a 2-metre separation. Please provide us with your weekly drop off and pick up times.
- ✓ Finally, we also ask that only one family member, and ideally the same family member, assist with the drop off and pick up of your children.
- ✓ We ask that you wait for a centre representative to bring children to their classrooms. Our classrooms may have no more than 10 individuals, including educators, within them. As such, your child's prior classroom may be changed. Please note that we will be minimizing movement between classrooms to ensure reduced contact with others within the centre.
- ✓ As our enrollment increases, we may be required to revisit room allocations and configurations. We anticipate that things will continue to change, and we will evolve and adapt as they do.
- ✓ We will not allow non-essential visitors or tours within our centres at this time.

### **ACCESSING THE CENTER:**

- ✓ Parents will discard gloves before entering the facility.
- ✓ Hand sanitizer will be available at the entrance and we ask that you use it when entering the building
- ✓ All individuals, including children, parents/guardians and staff must be screened for temperature upon arrival.
- ✓ We are required to ask that all people entering our facilities answer a short screening questionnaire provided by Alberta Health each day.
- ✓ Any evidence of symptoms will prohibit you from entering the centre, and you will be advised to contact Health Link for further direction.
- ✓ Parents will be required to provide us with a contact phone no which they will have access to in case of emergency.

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### **MEALS:**

- ✓ During this phase of reopening, at the request of Licensing, we ask you to provide lunch and two snacks for your children. Using icepacks and an insulated lunch bag would be very helpful.
- ✓ Family style dining will be eliminated at this time. We will limit the number of children per table at mealtimes by leaving an empty space between them.
- ✓ While these changes are necessary, our educators will continue to facilitate engaging conversations and interactions throughout mealtime, especially reflecting on the morning learning activities.

### **ENHANCED CLEANING AND DISINFECTING:**

- ✓ Cleaning and disinfecting of high touch surfaces will be done throughout the entire day.
- ✓ Regular and frequent handwashing by our staff members will be role-modelled for the children and encouraged throughout the day.
- ✓ Children will be required to wash their hands at multiple times throughout the day, including arrival time, after outside time, before and after eating, and after toileting.
- ✓ Any toys that are mouthed by young children will be removed, cleaned and disinfected before being put back into use.

### **CLASSROOMS:**

- ✓ Our classrooms have been re-organized to allow for multiple small group interactions.
- ✓ Activities that were traditionally entire group activities, like circle time and mealtimes, will be replaced with small group activities to enforce physical distancing.
- ✓ Lesson plans and visual cues will be provided to help our children understand what physical distancing looks like.
- ✓ Our educators have also been empowered to program those activities that provide quality learning and engagement while ensuring space between the children.
- ✓ Sensory tables and sensory activities that involve shared mediums have been removed and replaced with materials that promote individual experiences.
- ✓ Materials that cannot be easily cleaned and disinfected, such as soft toys and porous materials, have been removed from the classrooms.
- ✓ In addition, we will space cubbies apart to ensure the 2-metre physical distancing is achieved when placing and retrieving items for or with your children.
- ✓ We must prohibit items brought from home at this time including toys, homework and tablets.
- ✓ Show and Share times will involve telling stories and sharing memorable experiences.
- ✓ No medication (prescribed or non – prescribed) will be administer to the children.

## MARIA MONTESSORI STEPPING STONES DAYCARE

### HEALTH POLICY & WAIVER, LIABILITY OR ACKNOWLEDGEMENT TO COVID-19

This policy has been created in accordance to the restrictions placed by Alberta Health Services and Child Care Licensing. MMSSCDC will place the following restrictions in place effective June 1<sup>st</sup>2020:

- Families & staff must attempt to maintain a minimum distance of 6 feet (2 meter).
- Parents must check children's temperatures daily before coming to the program. For reference, normal temperatures are:
  - ✓ Mouth: 35.5-37.5°C (95.9-99.5°F)
  - ✓ Underarm: 36.5-37.5°C (97.7-99.5°)
  - ✓ Ear (not recommended in infants): 35.8-38.0°C (96.4-100.4°F)

- Upon entering the building all children & staff will have their temperature taken. If a temperature of 38.0.c or higher is detected the child or staff will not be allowed to enter the program premises.

If the child temperature reaches 38.0.c or higher any time during day the child must be picked up from the center immediately.

- If a child develops symptoms while at the facility, the child will be isolated in a separate room and the parent will be notified to come and pick up the child immediately. If a separate room is not available, the child will to be kept at least 2 meters away from other children.
- If the child is young and requires close contact and care, staff will continue to care for the child until the parent is able to pick the child. Staff will be mindful of handwashing and will avoid contact with the respiratory secretions of the child.
- All items, bedding, toys etc. used by the child while isolated will be sanitized as soon as the child has been picked up.
- If a child or staff have fever or any other signs of COVID-19 they must be tested for COVID-19 and are not allowed to return to the program until they receive a negative test result
- Every day at drop off time parents & staff will be required to complete a screening questionnaire, if they enter yes to any of question on the Questionnaire staff or child will not be allowed to attend the program
- Child or staff must be tested for COVID-19 and are not allowed return to the program until they receive a negative test result
- If a child is not allowed to attend the program due to these restrictions, MMSSCDC will not be able to provide compensations for monthly fees.
- During this time MMSSCDC will not provide any meals to the children. Parents are responsible for providing all the meals to the children including the utensils. (meals preferably non microwavable). Children should bring a water bottle daily.
- If there is a confirmed or probable case of COVID-19, program must remain closed for minimum 72 hours to allow contact tracing and then adhere to AHS recommendations.
- We will be guided through this process by Alberta health and program may need to be closed longer
- These restrictions will be in place until MMSSCDC are not permitted to resume normal operation based on the recommendations of Alberta health

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|---------------------|----------------------------|
| <b>Parent Name:</b> | <b>Parent Signature:</b>   |
| <b>Date:</b>        | <b>Director Signature:</b> |
| <b>Staff Name:</b>  | <b>Staff Signature:</b>    |

## MARIA MONTESSORI STEPPING STONES DAYCARE

### LIABILITY RELATED TO COVID -19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

**MMSSCDC** has put in place preventative measures to reduce the spread of COVID-19; however, the daycare **cannot guarantee** that you or your child (ren) or staff will not become infected with COVID-19. Further, **attending the daycare could increase** your risk and your child (ren)'staff risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that staff (MMSSCDC) or my child(ren) and I may be exposed to or infected by COVID-19 by attending the daycare and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the daycare may result from the actions, omissions, or negligence of myself and others, including, but not limited to, daycare employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to me ,my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the daycare or participation in daycare programming ("Claims"). On my behalf , and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the daycare, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the daycare, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any daycare program.

|                     |                            |
|---------------------|----------------------------|
| <b>Parent Name:</b> | <b>Parent Signature:</b>   |
| <b>Date:</b>        | <b>Director Signature:</b> |
| <b>Staff Name:</b>  | <b>Staff Signature:</b>    |