



Parent Handbook COVID-19 Edition 2020/21 School Year

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**Grimsby Co-operative Preschool
Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly six months, I want to share some important information related to the operations of the preschool during the COVID-19 pandemic. While I know this can be a fearful time, largely due to the many unknowns surrounding this virus, please know that the teachers and administration at Grimsby Co-operative Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase of the 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 and children by following Niagara Region Public Health guidelines.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Grimsby Co-operative Preschool is a safe and enjoyable place for your family.

Mrs. McLauchlan

Executive Director
Grimsby Co-operative Preschool

A. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. PPE: All staff within the center will be required to wear a medical mask and eye protection (shield or goggles) effective September 1st, 2020 until further notice. Children are NOT required to wear masks in the center at this time.
4. Physical distancing: Each class is considered a "family." Each "family" will physically distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. Staff will be permitted to remove their masks while having lunch in the Executive Directors office while physically distancing.
5. Temperature check: We will be doing 2 temperature checks a day for our half day children (at drop off and right after morning snack). Our extended day children will have 3 temperature checks a day (drop off, after morning snack and right before they go outside in the afternoon). This will only help us to ensure that we record any possible symptoms right away and isolate if we need to.

B. Admission/Exclusion due to symptoms of illness

In addition to new COVID-19 precautions, our typical policy regarding all illnesses continues to apply:

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 37.2 (forehead) 37.8 (ear)) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 905-945-1519 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as

antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Grimsby Co-operative preschool without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, this will be considered a "Serious Occurrence" and we will need to report this to the Ministry, Niagara Region Public Health and our parents.

C. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time.

D. Arrival and Departure Procedures

Our facility is operational from 9:00am – 3:00pm, Monday through Friday. While operating in this phase, all children must be dropped off by 9:30am. If you are dropping off outside of the time due to an unplanned event, please call the Preschool to inform us to ensure we have our screening staff available. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

Please drive to the center if possible. Depending on which class your child will be in, you will either drop off outside in the playground or inside in the upstairs classroom. We ask that one adult drop off your child and wear a mask as well. You will be greeted by a designated check-in staff wearing proper PPE. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel. They will then proceed to take your child's temperature. If it is below 37.2 forehead or 37.8 ear, the staff will then take your child to the classroom staff and enter the classroom.

Pick-Up Procedures

Please abide by this pick-up time, all children MUST be picked up by 11:45am for our half day class and by 3:00pm for our extended day children. Please be diligent of these times as we have to ensure that the classrooms are fully cleaned prior to our departure. Pick up times tend to begin at 11:30am for our morning children and at 2:30pm for our extended day children. If you require to pick up at a different time, please either inform the staff at drop off or call the Preschool to make arrangements.

Pick up will be done outdoors at the playground (unless it is raining) for all classes (half day and extended day). If you see another family being helped, please be patient until it is your turn. You will line up at the Playground gate (6ft apart). The adult who is picking up your child is asked to wear a mask. The staff will ask who you are picking up and the staff will bring your child to you. You will not be allowed to enter the playground to retrieve your child during this time.

E. Visitors

Visitors will not be permitted at this time. Instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

F. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Grimsby Co-operative Preschool please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. Note: All birthday treats must be nut-free

L. Food

- A. Lunch: Lunch is provided for our extended day children and included in the monthly tuition amount. Lunch is provided at 12:00pm and the children will be physically distanced during this time.
- B. Snack: A morning (a.m. and ext. day children) and afternoon snack (ext. day children) is included in your monthly tuition amount.
- C. Food Allergy: **We are a peanut-free facility!**

Returning to School

After Showing Symptoms



Contact your health care provider
Niagara Health: **905-378-4647 *42819**
or COVID-19 Line: **905-688-8248 *7**



Follow all directions



Await any COVID-19 test results



Complete any self-isolation requirements

AND



Be symptom free for 24hrs

Call 905-945-1519
to confirm return date

