



COVID-19 Reopening Information Booklet

(June 2020)

We thank everyone of our families for their understanding and patience during our closure and upon our reopening.

During our closure, we have completed a deep clean of the full child care centre, all toys and books on the shelves as well as toys and books that are stored away for rotation, reorganised the outlay of the classrooms so, the children will have more space to play, working towards developing a pick-up and drop-off plan, rewriting and developing new policies and procedures, staff training and so much more in order for us to reopen in the safest manner as possible.

This information booklet is a guidance on how Wee Leprechauns Child Care Centre will be moving forward when we are able to reopen in a safe manner that will protect our Wee Leprechauns families, all staff members and our community members during the COVID-19 pandemic. Please note that we will be following the guidelines given to us by Ministry of Health, Toronto Public Health and Ministry of Education therefore this document will be updated accordingly and posted on our website.

We know this is a lot to take in and it will take some time for everyone to get used to this new way of coming into the centre but WE all can do this together! All staff, Kyla and Georgina are committed to making this as easy and fun way to transition back into the centre as well as a pleasant experience for all new families coming aboard. We do appreciate any feedback and suggestions by email to help make this the best experience for everyone. We are all apart of the Wee Leprechauns family and can get through this.

Stay Safe!

Kind Regards,

Kyla and Georgina



Updated Policies and Procedures

The following policies and procedures will be in effect until further notice to help keep all staff, children, families, and community members safe. These will be in place of and/or addition to some of the policies and procedures located within our Parent Handbook.

Operating Hours

WLCC operating hours are from 7:30am – 6pm, Monday to Friday. For health and safety as well as security reasons, the centre will always be locked. We will allow parental access to your child for pick-up by procedures below must be followed.

Drop-off Procedure

To ensure the health and safety as well as stringent infection prevention and control practices, we will receive your child at the front entrance of the childcare centre. At this time, our staff will greet you and health screen your child using a questionnaire and follow up with a temperature check. We will ask that you remain 2 meters / 6 feet away from screening staff and all other staff. In the event this is not possible you will be required to use hand sanitizer and a face covering/mask. During the screening, you will be asked questions on behalf of your child and yourself/household, your child will be asked to step forward onto the line then a temperature check will be conducted, once successful on both steps we will welcome your child into the centre to sanitize their hands, wave goodbye and then go to the next staff member which will get your child ready to wash their hands and go into their assigned classroom. All results will be recorded for Public Health and WLCC records due to COVID-19. We will also, receive any belongings to disinfect at this time.

We understand that this may be unsettling; however, this step will ensure that the childcare setting remains free of infection. Our staff will answer any questions at the door and on the phone. We are still accessible, but it just looks different. Hi Mama is the best resource for daily updates on your child's day and ways to contact the teachers.

During our drop-off procedure please keep your physical distance from others and come on time if you have been given a time slot. Otherwise you will have to wait until all others in line are screened. Each family member will be allocated between 4-7 minutes of screening.

Pick-up Procedure

Please share instructions and/or custody arrangements with the supervisor concerning pick-up or access to your child and ensure we are notified of any changes prior to entry. We require legal documentation

concerning custody arrangements and we will only release your child to individuals that you have authorised for pick-up, including emergency contacts. WLCC will ask that parents with 1 or less individuals pre-approved for child pick-ups be added in case the designated persons are unavailable during a required pick-up. We will confirm identity of any individuals we do not recognise by requesting government issued identification.

WLCC will be trying a pick-up procedure outdoors for all classrooms to ensure that children are accessible to their families. If, this is not possible we will split the classes into half inside and half outside, so we do not mix with other rooms. However, during bad weather or heat alerts we will ask families to call 5 minutes prior to pick-up or when outside (416-446-1726 – Classrooms) and we will bring your child to the door when ready. This practice is used to ensure physical distancing protocol.

We will ask that you remain 2 meters / 6 feet away from screening staff and all other staff. In the event this is not possible you will be required to use hand sanitizer and a face covering/mask.

Visitors

WLCC is limiting entry to only Children, Staff & Ministry Officials. No families can enter due to spacing issues in the entrance way & we are following the advice of the public health officials. We understand that this new practice is hard for new families especially with smaller children, but it is in place to protect everyone and we can have no exceptions so please do not ask.

WLCC will not be conducting in-person tours at this time. We will still offer virtual tours, but it will be limited to before /after hours and times when children are outside.

Cohort Size, Ratios, and the Classrooms

As per requirements outlined by the Ministry of Education, we will only be operating with 10 people in a classroom at any one time until further notice. Our teacher to child ratios remains the same: 1:8 in the preschool room and 1:5 in the toddler room. Please note that if you have 2 children at WLCC they will be in the same room no matter their age group, this is called family grouping. Your child may be placed in a family grouping setting when there is no space in a “designated” age room or when enrollment allocates this. Any room we are ensuring that we follow physical distancing as best as possible. This done by having more space, less toys around the room, tape on the floors, signs, tape on the tables, 2-3 child “pods”, etc.

Response to COVID-19

WLCC is dedicated to protecting the health and safety of your children, our staff, and the community. We are closely monitoring COVID-19 and are following the recommendations from Toronto Public Health, the Ministry of Health, Health Canada, Ministry of Education, and additional relevant authorities.

While infection prevention and control (IPAC) has always been an integral part of our childcare culture, we have adapted and enhanced our policies and procedures in response to COVID-19, to lower the risk and ensure the health and safety of all.

The following practices will be in place:

- Staff will complete a health check by telephone prior to each shift and will be screened again prior to entry into the facility,
- A screening area is isolated at the entrance of the childcare centre,
- Only one parent can enter the screening area with their child/children (if inside)
- Children will be screened before entering the childcare centre and monitored throughout the day for COVID-19 related symptoms,
- 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 to increase the health and safety of children, staff and families,
- Staff will monitor children to ensure social 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,
- Only one entrance/exit will be used to ensure effective screening practices,
- Regular communication on health and safety and infection, prevention and control practices will be shared with families for use at the childcare centre and at home; and
- Procedures will be updated and revised regularly to ensure best practices in accordance with Public Health authorities.

When Your Child Is Sick

Staff will complete a basic health check and screening to ensure your child is asymptomatic when they arrive. Your child will also, be monitored throughout the day.

Children and staff who are ill should stay at home. If your child is showing ill symptoms at home (i.e. fever/feverish, new onset cough), worsening chronic cough, shortness of breath, sore throat, loss of appetite, nausea/vomiting, diarrhea, runny nose, headache, lethargy) your child should not attend care and should remain at home and isolate for 14 days, seek COVID-19 testing and to call Telehealth/doctor for more information.

Please advise WLCC before 8am if your child is not attending childcare that day due to sickness and of the symptoms that have shown. This helps us keep an eye for any trends in sickness within the classrooms/centre.

When a child develops symptoms of respiratory illness while at the centre, parents will be notified immediately to pick up their ill child. While awaiting parental pick-up, staff will separate the ill child from others by removing the child from the regular care-giving room to an office or a separate area under supervision. We will place a mask on your child if it is appropriate and feasible.

What Else Are We Doing Different?

Wee Leprechauns Child Care Centre Staff will be doing their best to ensure that we adhere to our vision of an art and play based centre but we will need to make changes in order for us all to stay safe during this time. We know the social distancing will be extremely hard during this time so, we will be focusing on everyone's safety by limiting picture taking to 2-3 times per week. However, since our teachers will be

unable to stand and chat with you to give extensive updates, we will use HiMama to update you on your child's day. These would be sent out at the at the end of each day. If you need to know your child's update sooner, then you can give us a quick call prior to pick-up, and we are more than happy to discuss it with you. In event that your child's teacher is outside then we will arrange for him/her to call you back asap.

In class changes:

- Limiting sensory play to 1-2 times per week - the children will have their own tub of the sensory item(s) – this includes water, sand, slime, playdough, etc. Don't worry science & sensory isn't going anywhere 😊, it just looks different!
- Art/learning times will be more focused on individualised activities (writing, group art instruction)
- Our programming activities will begin upon opening and we will have more outdoor play than previously with many activities planned for outdoors such as circle times, learning opportunities and lots of physical education. We are unsure how the pandemic will affect our sandbox play, but we will close it if needed.
- All toys will be on a daily rotation to ensure that they are cleaned and sanitised each day. Any toys that are mouthed will be washed promptly after use. As per recommendation for Toronto Public Health, we will have no toys that we cannot cleaned each day or immediately such as plush toys, dramatic clothing, doll clothes.
- Daily Routine Scheduling will change to suit the health and safety requirements – this will be emailed separately.
- No carpets or sensory tables will be in the classrooms
- Zumbini class will be offered once per week per room outdoors to ensure the children are kept busy and socially distanced as much as possible. If this is not possible, Zumbini will operate whenever we deem it safe to do so.
- No Party treats, foods or drinks shall be accepted from families for any reason!
- All staff will be required to wear a mask (child friendly masks are recommended) when not able to socially distance (within 6 feet) from others, especially indoors.
- No toys/plush toys or blankets can be accepted for sleeping as we will need to disinfect these items prior to use.

Additionally, we will not be using the gym space during the pandemic as it requires a deep clean prior and after use. We will use it when we see that it is COMPLETELY safe to do so until then we will use our wonderful classrooms.

Changes to the daily operation:

- Limited Entry to WLCC (only Children, Staff & Ministry Officials). No families can enter due to spacing issues & we are following the advice of the public health officials.
- Any Ministry or Public Health Officials will be asked to wear a mask (provided by us), sanitise hands prior to entry, wear shoe covers and wash their hands throughout their visit.
- Screening Procedures (taking temperatures, questionnaires for staff, children/families, and any support workers/Public Health & Ministry Officials).
- Contact tracing will be conducted for any essential visitors such as maintenance workers, fire officials, custodial staff, support workers, etc.

- Preschool children must be able to walk in without assistance / Toddlers can be lifted after screening (if really need to but we want to limit this due to health & safety).
- Outdoor Physical Distancing & Symptoms signs will be posted
- If you or your child is feeling unwell, you will be asked to go home.
- Temporary Reduced Hours for the Summer – survey will be conducted.
- Additional Daily Cleaning Procedures of Equipment/Toys, as well as our usual cleaning practices and the evening COVID-19 cleaning conducted by our custodial staff only.
- Outdoor Pick up only (weather permitting) / Indoor Pick-Up will require a phone call 5-10 mins prior to arrival. No messaging on the app to be used. Call Classroom @ 416-446-1726.
- Drop-off only between opening time and 9am, as 2 extra staff will be required to admit the children to adhere to the Public Health guidelines and we will not be able to do this for extended time periods for health and safety reasons.
- Admittance/Screening staff will be wearing a mask/face shield and gloves, as well social distancing prior/during to the child's entry.
- All children will need their own backpack with extra clothing, & a wet bag (for accidents), which will be brought home each night for us to be able to clean the centre thoroughly (exception is indoor shoes as they must stay)
- All children will have spare shoes that are for in-class only. They cannot be brought back and forth to avoid contamination. Shoes must be slip on and/or have Velcro, no laces or zips, no crocs and closed toe shoes only. No dance/fancy shoes allowed!
- New Office Hours: 9:30am – 3pm.
- If your child is unwell/sick, please call the office before 8am or call the classroom phone to prevent office staff from calling you.
- No in-person or Cheque payments. We will only be accepting e-transfers or pre-authorised credit cards at this time.
- No use of the Gym facility.

Please feel free to email us anytime to ask questions about our new policies and procedures.