

RED APPLE DAY CARE

PARENT INFORMATION PACKAGE

**PROTOCOL FOR
COVID 19 PANDEMIC**

SEPTEMBER 2020

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Welcome Back Red Apple Day Care Families

Welcome back children and families! We have missed all of you so much. Red Apple Day Care has been providing quality licensed childcare since 1986 and currently work with over 150 families, providing care for 199 children between both of our sites. Even though we can't have everyone back together right away, we are excited to start doing what we love to do. We have learned over the last months that this is an ever-evolving situation, and our commitment to support our families and children remains the same. As you can appreciate, childcare will look different this year because of COVID-19. We have had to develop some new policies and procedures for our program to ensure the highest degree of safety for everyone participating.

All of you have already completed our standard policy intake process when you started with us. With the re-opening of childcare, we created a new set of policies pertaining to Covid-19 for your review and signature. The last page of this Information Package is where you sign off that you understand the new measures.

Red Apple Day Care has and will continue to implement all recommendations and requirements from Toronto Public Health (TPH) and/or the Ministry of Education (MOE) to support the health and safety of all children and staff to help stop the spread of Covid-19. Our hours of operation are Monday through Friday from **8:00 am – 5:30 pm**. The staff will be preparing, cleaning and sanitizing in the centre between 7:30 – 8:00 am and from 5:30 – 6:00 pm.

We will do our best to provide childcare for all our families, subject to the limitations required by the current circumstances, including Provincial, City, and Public Health directives. We believe every child belongs and, as always, will do our best to ensure that your child is welcomed into our centres. If your child has extra support needs, diagnosed or undiagnosed, so we can assess our ability to provide childcare that meets your child's individual needs, within the parameters of care. If its determined that we are unable to meet those needs despite our best efforts to accommodate your child, either as a result of the initial assessment or as circumstances develop, we reserve the right to decline or withdraw the childcare services for the safety of the children.

We appreciate your continued support and confidence in us. On behalf of everyone at Red Apple Day Care, we are very grateful to be back working with all of you!

Sincerely,

Neena Locke
Executive Director

Donna Robinson
Supervisor

A. Notice of Risk

We are closely monitoring Covid-19 and while measures to attempt to control these risks are implemented in all of our centres, it is important that parents and staff are made aware of and understand the risks. Please read the Notice of Risk below:

When children from multiple families attend a single childcare centre, there is an increased risk of the COVID-19 virus coming into the centre. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults in the centre. This means that children can bring home an infection acquired at the centre. This childcare centre has a screening process to help detect infections when symptoms are present; however, this screening process will not detect infected children or adults who do not have symptoms.

B. Daily Home Health Check

All child(ren)/employees results of temperature taken at home is **REQUIRED for Entrance** and is to be reported at time of onsite screening, these results will be logged on daily log sheet by a staff.

At home online screening is required by TPH to be completed by **All families, employees and service workers Prior to coming to Red Apple Day Care**

If you or your child have any of the symptoms outlined below, from the Ministry of Health's COVID-19 Reference document for Symptoms' **stay home, do not come** to Red Apple Day Care and report symptoms by phone to your scheduled location.

Illness with Symptoms that may Indicate COVID-19

If your child is showing any symptoms of illness at home, please do not send them to daycare. This places everyone in potential danger. Your child must remain home and isolate for fourteen days and/or until the results of a COVID-19 test come back with a negative result. Please contact your health practitioner as soon as possible for advice and instructions to follow.

Symptoms:

- Fever (37.8 degrees C or 100.04 degrees F or greater)
- New or worsening cough, shortness of breath
- Sore throat, difficulty swallowing, new olfactory or taste disorder
- Nausea, vomiting, diarrhea, abdominal pain
- Runny nose, nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies, postnasal drip, etc.)
- Other signs – clinical or radiological evidence of pneumonia
- Atypical symptoms and signs – unexplained fatigue/malaise/myalgias, delirium, unexplained or increased number of falls, acute functional decline, worsening of chronic conditions, chills, headaches, croup, conjunctivitis, multisystem

inflammatory vasculitis in children, unexplained tachycardia (heart rate over 100 beats per minute), including age specific tachycardia for children, decrease in blood pressure, unexplained hypoxia, lethargy and difficulty feeding in infants (if no other diagnosis)

If you, or any member of your household answer **YES** to any of the questions outlined below, from Toronto Public Health COVID-19 Screening Checklist, **stay home, do not come** to Red Apple Day Care and report the answers by phone to Red Apple Day Care administrators.

1. Have you been in close contact with someone who has confirmed COVID-19 in the past 14 days without wearing proper PPE's?
2. Have you returned from travel outside of Canada within the last 14 days?

C. Daily Screening Prior to Entering Red Apple Day Care

At this time, TPH has recommended that only staff and children enter the centre and that all others, such as parent/guardians of children and delivery persons be met at the door.

Online screening is required by TPH of all children, employees, and service workers before entrance to Red Apple Day Care can be approved.

Important: Red Apple Day Care screening staff **will take** the temperature of any child, employee or essential service worker during the screening process. Absence of results will be considered an incomplete screening and entrance to Red Apple Day Care site will **not be granted**.

- Only one parent/guardian, over the age of 18 years old, is to drop off and pick up the child(ren)
- Children, employees and service workers will be required to arrive to be screened for their assigned time block
- Only ONE entrance/exit will be used at each site
 - Overlea Site – Back entrance/Parking lot area
 - Grenoble Site – SA Yard by back door
- At screening a 2-meter distance from others will be maintained (posters)
 - Adults with children are to ensure their child(ren) follow distancing rules
- All children, employees and service workers will be required to complete hand hygiene at screening before entrance into a RADC site.
 - Hand sanitizer for children/adults
- Screening staff will monitor temperature results on spreadsheet, review online health questions and visually inspect children for symptoms and general wellness
- Only children, staff and essential service workers will be given access to the Center upon successful screening (parents will say good-bye outside)

TPH additional requirements for screening area

Definition of Cohort: defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for a minimum 7 days.

- One family will be screened at a time; social distancing will be adhered to by all families waiting to be screened.
- Staff will ensure the health screening area is disinfected regularly throughout the screening process
- Staff that are actively screening need to maintain 2 meters distance and wear PPE (mask, lab coat/gown and face shield)

D. Consistency During Drop Off and Pick Up

Where possible, we would ask that one person be responsible for the drop off and pick up of your child(ren) every day. We understand that this may not always be possible. It may be that one parent drops off and the other parent picks up or the drop off and pick up may be done by the nanny or babysitter. Anyone picking up the children must be over the age of 16 years. We would also request, where possible, that drop off and pick up happen at approximately the same time every day. This will help us tremendously in knowing our staffing needs for these busy periods. We want to ensure a smooth and efficient drop off and pick up procedure to the best of our ability.

E. Drop Off Procedure

Drop off will occur at the daycare entrance in the morning between the hours of 8:00 am and 10:00 am. We will have a staff stationed at the door to greet you. Parents will not be permitted to enter the school as per public health guidelines. Staff and children will be screened daily before admission into the program for the day. You will be asked to complete an online self-assessment for your child. We will also be taking your child's temperature as part of the screening process. Any belongings your child is bringing into the centre will be kept on a cubby that is clearly labelled with their name. Do not send any toys to the centre. Please be patient if there is a wait period.

F. Pick Up Procedure

In the afternoon, weather permitting, pick up will occur on the playground if your child's class is outside or through the drop off door, if their class is inside. If your child is on the playground, please make contact with one of your child's teachers and let her/him know that you are taking your child(ren) home. Please maintain social distancing (2 metres) when communicating with the staff. It is vitally important that you let your child's teacher know that you are picking up your child. We don't want to have to initiate a "Missing Child Search".

If your child is inside the school, we will have pick up times from 3:30-5:30 p.m. If no one is outside, please call the center to let them know you have arrived to pick up your child. If you have more than one child in our program, you will need to let us know. If no one answers the phone, please ring the bell at Doorbell. You may be asked for your

name and who you have come to pick up. The angle of the camera lens sometimes makes it difficult for us to know who you are.

G. Late Fees

Please note that late fees are in effect for any child(ren) not picked up by 5:30 p.m. at \$5.00 per minute per child, if parents are late more than 3 times, we will need to withdraw the child (ren), as it is imperative that children are picked up by 5:30 p.m. so staff have time to clean.

H. Reporting Absences

It is extremely important that you either email or call the centre if your child will not be in attendance on any given day. Please email your child's absence to:

- Overlea Site: radc@look.ca or 416-429-5437
- Grenoble Site: radc2@look.ca or 416-429 6662.

We must keep detailed records of all absences as a precautionary measure. If your call is answered by the answering machine, please leave your child's name, the reason for his/her/their absence and a number where we can call you back if we need further information.

We would ask that you please try and call in by 10 am. If your child is absent and you do not call us, we will call you. Out of an abundance of precaution we will not permit your child to return to the program until we know why he/she/they were absent as there may be public health procedures to follow prior to readmittance.

If your children are absent to spend a day with a parent at the zoo, returning to the centre the next day will not be an issue. If your child is absent because he was up all night vomiting, there will be an issue and public health guidelines will need to be followed.

I. Enhanced Hand Hygiene

- Staff will supervise **all** child hand hygiene to ensure hands are cleaned appropriately.
- Staff will review daily with age appropriate children, proper hand hygiene practices as well as coughing etiquette, tissue use, etc.

Proper hand washing steps using soap and water (in a sink)

- Wet hands up to the wrist
- Apply enough soap to cover hands
- Lather for at least 15 seconds doing all the following
 - Rub between each finger and front/back of hands
 - Rub each fingertip, under nails
- Rinse off all lather with water
- Dry hands well with paper towel

- Turn taps off with paper towel

Proper hand cleaning steps using hand sanitizer (70% and up alcohol-based)

- Apply enough alcohol-based sanitizer into the cupped palm of one hand to wet both hands completely
- Rub the liquid into the palm, back of hands, between fingers and under nails

Hand hygiene practices/frequencies

- Enhance hand hygiene practices for children and staff as follows:
 - before entrance and leaving the building
 - before and after preparing food or drinks
 - before and after eating or handling food/feeding children
 - before and after administering medications or first aid
 - before and after diapering
 - before and after playing outside/gym
 - before and after use of gloves
 - after the use of the bathroom or helping children use the bathroom
 - after any contact with bodily fluid
 - after handling garbage, laundry, children's bedding
 - after wiping a child's nose, after washing a child's face

J. Enhanced Environment Cleaning and Disinfecting

Definitions:

Cleaning: refers to the removal of germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning removes, rather than kills germs, it lowers their numbers and the risk of spreading infection. Warm water, soap and a wiping action is required to clean surfaces. Rinsing with clean water is necessary to complete the cleaning process to ensure the detergent film has been removed.

Disinfecting: kills germs on surfaces using chemicals. (i.e., Oxivir TB Ready-to-use (RTU), In order to be effective a disinfectant must be left on a surface for period of time known as contact time. Oxivir TB (RTU) has a 1-minute contact time.

How Cleaning is done

- Use soap and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water to ensure soap is removed
- Let the surface dry

How Disinfecting is done

The disinfecting products used at Red Apple Day Care is Oxivir TB (RTU) and Benefect Botanical (RTU). All products are high-level disinfectants.

- For general environmental disinfection and of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution use Oxivir TB RTU, which comes ready to use in spray bottles, the contact time for disinfecting is **1 minute**.

- For all other toy cleaning & disinfecting use Soap and water, Oxivir Concentrate or sanitize in the dishwasher.
- All cooking and eating items are single use and will be disinfected using a mechanical dishwasher or in the absence of, the standard bleach 3 sink posted method.
- Only authorized staff are permitted to enter the kitchen and they will be appropriately clothed (clean clothes, hair net, proper no slip footwear)

Frequency Requirements:

All staff are to clean and disinfect upon ENTRY to any of Red Apple Day Care buildings:

- Any hard surfaces such as cell phones, keys, purse, etc.

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:

- Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use
- Chairs in tables for must be cleaned and disinfected before and after serving food
- Spills: must be cleaned and disinfected immediately
- Handwash sinks: staff and children washroom areas must be cleaned and disinfected at least 3 times per day and as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids).
- High Touch surfaces: these are surfaces that have frequent contact with hands, these areas must be cleaned before and after every transition such as leaving and entering a room, (e.g. door handles, light switches, food carts etc.)
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- Floor Mats/Cots: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily, before and after each use.
- Outdoor equipment/play toys: must be disinfected daily before the children use them and then additionally as required (e.g., visibly dirty). All outdoor play equipment/toys that are used must be easy to clean and disinfect.

K. Enhanced Toy Cleaning & Disinfection

All toys that are plush must be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. In addition, all group sensory play is suspended, this includes but not limited to water and sand play. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play. Carpets will be removed from all rooms.

Toy Washing: Cleaning and Disinfecting Large Toys/Equipment In-Place

- 5 step method for disinfecting large toys/equipment with use Oxivir Tb (RTU) 1 min contact time
- Large toys, wooden toys, cots, etc. that cannot be immersed in a disinfectant solution should use this method for washing.

- Manual cleaning steps for large toys/equipment that can not be immersed in water
 1. Clean with soap and water using a cloth
 2. Wipe with a clean wet cloth to rinse
 3. Disinfect by spraying Oxivir Tb Ready-To-Use (RTU) and let it sit for 1 minute required contact time for disinfecting. Do not spray product to toys and surfaces when children or other staff are nearby
 4. A final rinse is required using a single-use wet paper towel
 5. Allow toys to air dry

Frequencies and Toy Cleaning Schedules

- Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.
- Toys, including large toys, cribs, cots, equipment and high touch items will be cleaned and disinfected at least two times per day and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with bodily fluids.
- Toys and items such as electronic devices will be cleaned and disinfected between users prior to redistributing.
- **Refer to Environmental Cleaning and Disinfecting Policy and Process for more guidance.**

Handling used toys

- Toys that have become visibly dirty or that have been in contact with bodily fluids (e.g., toys that have been mouthed) should be taken out of circulation immediately and cleaned and disinfected immediately.
- Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.

L. If Symptoms Develop During A Child/Employees Day

Children and adults (parents, employees and essential service workers) will be excluded from Red Apple Day Care Sites as per the recommendations of TPH. A serious occurrence report to the MOE is required in any suspected case seeking a COVID-19 test and/or confirmed case of Covid-19 of children and/or staff that attend or work at any of Red Apple Day Care Sites.

Any child or staff who has any symptoms of illness OR whose parent or other household members are showing any symptoms of illness will be asked to stay home and self-isolate and/or get tested for Covid-19 as per TPH guidelines.

Exclusion steps for children

- Ill children will be separated from all other children to the designated exclusion space (indoor or outdoor)
- A mask will be provided to children over the age of 1 to wear (only if tolerated)

- The parent/guardian will be contacted for immediate pick up (**within 60 mins**) or if immediate medical attention is required, an ambulance will be called, and the parent/guardian will be informed
- One staff will supervise and monitor the child until they are picked up by parent/guardian
 - Staff will attempt physical distancing
 - Staff will wear a mask and face shield
 - Staff will perform hand hygiene
- Symptoms of illness will be recorded on the exclusion form
- Toronto Public Health will be contacted and will provide recommendations
 - Currently if child has one symptom, it is recommended that children take a Covid test or self-isolate for 14 days.
- The exclusion space will be cleaned & disinfected immediately after child has left

Exclusion steps for staff

1. Ill staff will inform the Director/designate immediately of symptom(s)
2. Staff will be separated from all others and leave the childcare site immediately
3. Symptoms of illness will be recorded on the exclusion form
4. Toronto Public Health will be contacted and will provide recommendations regarding testing
 - Currently if staff has one symptom, it is recommended that staff take a COVID test or self-isolate for 14 days.
5. If exclusion room has been used, the room will be cleaned and disinfected immediately after staff has left

**Note Covid-19 situation is evolving very quickly, refer to:
TorontoPublicHealth.ca/Coronavirus for the latest information**

TPH Guidelines for Self-isolation – whichever is the longer time frame of:

- For 14 days from the first day of symptoms and be symptom free
- OR**
- Negative Covid-19 Test and symptom free for 24 hours

TPH Definition of Self-isolation

Self-isolation is when you are sick with symptoms of COVID-19 and you have been told by a health care provider or Public Health to separate yourself from others, including from the people you live with, to the greatest extent possible. The purpose of self-isolation is to prevent the spread of COVID-19 to others in your home and your community.

Exposure to a Confirmed Case of COVID-19

Childcare staff and children who were exposed to a confirmed case of COVID-19 must be excluded from the childcare setting for 14 days and get a COVID-19 test. This means the children and staff must self-isolate at home and monitor for symptoms during the 14 days. Asymptomatic individuals will also be asked to get a COVID-19 test during the 14 days of isolation. Even if the test is negative, the isolation must continue for 14 days.

Staff and children who were exposed to the child or staff who became ill with symptoms will remain in there and be monitored for signs and symptoms of ill health. The Director/Supervisor will contact and inform the parents of children who were exposed to the ill child or staff. Parents will be advised that they need to monitor their child for symptoms. Childcare staff must avoid being in contact with vulnerable persons or settings where there are vulnerable persons.

Cases and outbreaks must be reported to Toronto Public Health immediately. The phone line is open from 8:30 am – 4:30 pm Monday to Friday. The surveillance line is 416 – 338-7600. Reports outside of these hours are to be made to 3-1-1. Specifically, clusters of suspected cases (2 or more children or staff with COVID-19 symptoms within a 48-hour period) and any cases of COVID-19 among staff or children that have been confirmed through testing or probable (symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).

Toronto Public Health will provide advice about information that should be shared with other staff and parents in the event there is a case or outbreak of COVID-19 in the centre.

Children and staff who are being managed by Toronto Public Health must follow Toronto Public Health's instructions to determine when to return to the centre. Clearance tests may be required of staff or children prior to returning to the centre.

Returning from exclusion due to illness

- Staff/children who are **being managed** by TPH (e.g., confirmed cases of COVID-19, household contacts of cases) will need to follow instructions from TPH to determine when they will be permitted to return to Red Apple Day Care childcare site.
- Staff/children who are **not advised** by TPH, will not be permitted back to Red Apple Day Care site for whichever is longer of the following:
 - For 14 days from the first day of symptoms and be symptom free**OR**
 - Negative Covid-19 Test and symptom free for 24 hours

All COVID-19 suspected or confirmed cases that involve any child, family or employee of Red Apple Day Care, requires a Serious Occurrence to be submitted to the Ministry of Education.

M. Additional Guidance for Providing Care

Children will be placed in a maximum cohort size that will consist of no more than 15 individuals ("a cohort") as per MOE & TPH guidelines. This group includes staff plus children that must stay together throughout the day for a minimum of 7 days and cannot mix with other cohorts.

Each cohort will have their own separate indoor program space. Outdoor play will be extended as much as possible as this will limit close contacts and promote social

distancing. Cohorts will have access to their own time for outdoor play. All toys and equipment used will be cleaned and disinfected between the cohorts use of outdoor space or removed until cleaned and disinfected.

All children over the age of 3.8 years of age must wear a mask indoors. When outside children must wear masks if physical distancing is not possible.

Additional Measures for the Care of Children at all RADC locations:

- Children will stagger for arrival/departure and the runner will bring the child(ren) to their assigned program space inside or outside
- Children and staff in the infant, toddler and preschool cohort are not to mix with other cohorts
- Children over the age of 3.8 years old, who attend school, will stay in the same cohort as when they are in the school with no more than 3 cohorts mixing in the after school program.
- Children's environment/space will be setup to encourage the children to be spread out into different areas of the room while they play
- Children will bring their bag from home and it will be stored in their program space
- Children's activities will be planned/provided as individual activities, and activities that limit close contact
- Children's nap cots will have increased space between them, see posted bed charts for each space.
- Children's bedding will be stripped daily and washed
- Cots will be disinfected and remade for the next day
- Children will have all snacks and meals in the child's program space (indoor or outdoor)
- Children are to be spread apart for meals/snacks:
 - One designate staff is to serve food
 - Use chairs at different tables in program space
 - Use small blankets on the outdoor surface/grass spread apart for each individual child to sit on for outdoor snack/lunch
- Children's group sensory play have been removed (e.g. water tables / sand tables) water tables can be used in yard space for staff to clean toys ONLY
- Children's toys that cannot be easily cleaned and disinfected will be removed
- Children's program space will have reduced clutter, remove/store unnecessary items (e.g. extra chairs, toys, shelves turned)
- Children's toys will be limited to those that can be easily cleaned and disinfected repeatedly during the day, or if mouthed after each use
- Children that are age appropriate will have hygiene practices such as proper hand hygiene, coughing etiquette, tissue use, etc. reviewed with them daily
- Children will all be supervised to ensure hand hygiene practices are being done appropriately and hands are clean

Additional Measures for Staff providing Child Care

- All staff working for Red Apple Day Care during the Covid-19 pandemic will not work for any other organization
- Staff will follow physical distancing guidelines
- Staff will communicate with co-workers prior to moving into common areas by using phone and social distance in common area
- Staff must wear mask and face shield at all times when inside.
- Staff have been provided a full-face shield, gowns, masks to wear in their cohort for close contact, such as diapering and providing first aid.
- Staff can protect themselves by wearing an oversized button-down, long sleeved lab coat (easy to put on and take off over work clothes)
- Staff will use receiving blankets/towels/dental bibs as a physical barrier on their shoulder to allow for comforting a child, blankets/towels will be replaced with clean blanket/towel after each child interaction. Dental bibs to discarded after each use.
- Staff will wear long hair up in a ponytail or off their face to minimize the touching of their face
- Staff will wash their hands, neck and anywhere touched by child's secretions several times a day
- Staff will use assist application of sunscreen; staff will wash hands in between helping/applying each child's sunscreen
- Staff will call for extra food/utensils using phone to kitchen
- Staff will ensure that door handles are cleaned after their cohorts have come in by wiping with a disinfectant on a cloth (last staff with group to wipe)
- Staff will change a child's clothes if secretions are on the child's clothes
- Staff will place any contaminated clothes in a labeled plastic bag to go home with the child
- Staff will have staggered rest times/breaks/lunch times to limit contact with each other.
- Staff are required to work with the same cohort for 7 days

Additional Measures for the use of ALL outdoor spaces

Each outdoor space/yard will have a caddy with the following supplies:

- Hand sanitizer, paper towels, disinfectant, etc.
- Drinking water, disposable cups
- Bin for mouthing toys
- Receiving blanket/dental bibs for staff shoulder

N. Social Distancing and Classroom Staff

Red apple Day Care has large playgrounds. This will assist us in maintaining social distancing while allowing the children to participate in the activities we have planned for the outdoors. Staggered outdoor times will ensure social distancing both inside the classrooms and outside in the playground.

Outdoor play and time spent outside is an integral part of our camp program. Fresh air and sunlight are essential to support your child's immune system. Many of our programs will be happening outside this winter. Your child will need a jacket, snow pants, a hat, mittens, boots for outdoor play.

Please ensure all items are labelled with your child's name. While the children are engaged in outdoor activities the classroom and equipment will be disinfected and ready for use once the children return.

The staff will be supervising the children closely and will always do their best to ensure social distancing and to ensure infection prevention and control. The rooms will be set up to promote social distancing. Activities will be spaced throughout the room to encourage social distancing. Individual activities will be provided for the children as much as possible. Extra chairs will be removed, and visual markers will help everyone remember to practice social distancing.

With our younger children we will aim for social distance promotion in a fun and friendly way that is appropriate to their younger age.

O. Communication with Families/Guardians

Toronto Public Health will be contacted if there is a suspected or confirmed case of COVID-19 in any of our centres and we will follow their recommended protocol. Please refer to <https://www.toronto.ca/home/covid-19/> to stay up to date on latest updates.

Any change or update to any of our policies and processes we have provided concerning Covid-19 will be sent to all families by email.

Signs are posted indoors and outdoors at all sites to allow visualized instructions for families and staff. All signage is in support of Toronto Public Health's message to help stop the spread of Covid-19.

All day to day communication will take place by phone, HiMama or by email pertaining to children in our programs. Tours or meetings are not being scheduled at any location at this time. Parents are required to update us **immediately** with any change to phone numbers or email addresses.

For the duration of Covid-19, we will make every effort to provide families with contactless paperwork via email.

If you are **not** bringing your child to the centre, please call or email and report the reason why your child is not coming in.

Locations contact number / email:

Overlea: 416 429 5437 radc@look.ca

Grenoble: 416 429 6662 radc2@look.ca

Please provide us daily with the following

Bag with the following labelled items; 2 extra sets of clothes, coat, snow pants, mittens, hat, boots, diapers (if required) weather appropriate outdoor wear as required. Your child will need a pair of indoor shoes to wear when they are inside the centre and all children must wear socks. These shoes will be worn when your child is in his/her classroom and while inside the school. They will change to their outdoor shoes/boots for activities outside and on the playground.

All children's belongings sent to daycare will be with your child for the day and will go home with them at pickup, we will not be storing daily belongings during the Covid-19 pandemic.

In Conclusion

We have an awesome, fun filled program planned for the children. We will keep them active and engaged with special activities and time with their friends while practicing social distancing. It's going to be a different program experience under the circumstances, but we are looking forward to being together again.

I, _____ have read the Protocol for COVID-19 Pandemic Parent Information Package and any questions I have had, have been explained to me and I have noted the following specific and applicable points:

- | | Client Initials |
|---|-----------------|
| A. Notice of Risk | _____ |
| B. Daily Home Health Check | _____ |
| C. Daily Screening Prior to Entering RADC | _____ |
| D. Consistency during Drop off/Pick up | _____ |
| E. Drop Off Procedure | _____ |
| F. Pick Up Procedures | _____ |
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| N. Social Distancing and Classroom Staff | _____ |
| O. Communication with Families/Guardians | _____ |

I will ensure that I report my child(ren) results of temperature taken at home and I am aware that I am **REQUIRED for Entrance** to all Red Apple Day Care Locations.

Parent's Signature/Guardian

Date of Signing

Parent's Signature/Guardian

Date of Signing