



## Family Contract

The Play 2 Learn Child Care programs will begin to accept enrollments for a starting date of August 31 2020. We will offer full time care to our previously existing clients first before accepting new registrations.

To remain operational during such time **strict** policies and procedures have been recommended by Alberta Health Services (AHS), Children's Services (CS), and our organization, and require all persons involved to adhere to these rules and regulations. These are subject to change at any given time during these circumstances as information changes daily. If at any time this contract is violated by any persons involved, termination of childcare will commence.

A call for need question was sent out to all families requesting feedback on child care needs. If space is available you will be notified of your acceptance.

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### General guidelines and procedures

- Each classroom will be its own cohort with a limited number of spaces in each room.
- Parents/guardians are responsible for pre-paying fees. Families previously eligible for government subsidy will still qualify.

### Daily screening and illness

- Screening will take place each day prior to entering the premises. If you, your child, or any family member residing with the child is experiencing symptoms of an illness you and your child are **prohibited** from entering the center. These include but are not limited to:
  - runny nose,
  - nasal congestions,
  - fever,
  - body aches/chills,
  - sore throat,
  - coughing,
  - fatigued,
  - shortness of breath/difficulty breathing,
  - headache,
  - nausea,
  - vomiting,
  - diarrhea,
  - conjunctivitis,
  - a general feeling of being unwell
- If a child is displaying any symptoms of illness (listed above), that child must not attend care. The child must be tested for COVID-19. Upon receiving a negative test result, the child may return to daycare once symptom free for 48 hours.
- If a child has a negative test result and symptoms continue past 10 days, you may choose to have your child tested for underlying issues. If the child is not contagious (allergies etc), they may return to care with a doctor's note stating that they are able to attend with out the risk of getting others sick.
- If new symptoms occur, the child will need to be tested again.
- If you or your child has been exposed to a person who has tested positive to COVID-19 you must inform us immediately so we can follow AHS recommendations.
- **Please note, all staff and employee must follow the same guidelines, and if displaying any symptoms, will also need to stay home. This may result in very short notice of the inability to accommodate for childcare until the staff has returned to work.**

## Food Service

We will provide nutritional meals/snacks for all children onsite each day (morning snack, lunch, afternoon snack). Parents are **not permitted** to send food items with their children.

## Drop off/Pick up

- The center will be open from 7:00am – 5:00pm. Doors will be locked throughout the day and a staff will need to let families in.
- Only ONE family will be allowed to drop-off/pick-up at any one time. All others must wait in their vehicles until it is their turn.
- Drop-off and pick-up will take place at the entrance of the Center. One educator will be responsible for screening. Parents must complete the screen while the educator is taking the child's temperature. Only one (1) parent/guardian can enter the premises. **No visitors are permitted.** Parents will provide exact drop-off and pick-up times as this will help to schedule educators. Phone numbers of screening educator will be posted on the door for families to call once they have arrived.
- If a parent/guardian must accompany their child to their classroom (new enrollment, etc) the parent/guardian **MUST** wear a mask and sanitize their hands before entering the premises.
- We ask that ALL PERSONS entering and exiting the premises wash their hands following proper hand washing guidelines with approved soap and water or hand sanitizer. Hand sanitizer will be provided at the door for adults. Sanitizer is not recommended for use with children.
- If drop off/pick up times must change, please call to inform the educator so they can make arrangements prior to your arrival.

## Cleaning and sanitizing

- Employees will ensure that all current infection prevention and control practices are adhered to, this includes but is not limited to:
  - Ensuring all toys used on the premises are made of material that can be cleaned and disinfected prior to entering the room each day,
  - Increasing the frequency of cleaning and disinfecting objects, toys, and frequently touched surfaces (checklists will be provided),
  - **Rotating toys each day so educators are washing toys used from the day before. (OR) ensuring once toys are put down they are placed in a bin of soapy water to be cleaned and sanitized prior to being put out for another to use**
  - Adhering to the provided checklists and signing off on each item daily.
  - Performing proper hand hygiene (including assisting children with hand hygiene), and
  - Incorporating additional hand hygiene opportunities into the daily schedule.
- Parents will instruct their children on
  - Physical distancing
  - Proper handwashing techniques

## Environment

- Educators are encouraged to have more physical space between children by spreading children out into different areas and limiting the number of children allowed in each center.
- Incorporate more individual activities or activities that encourage more space between children.
- Do not use sand and water play.
- All sensory activities must be individualized. For example, playdough is put into bags and labelled after made.
- Do not use community playgrounds. Walks in the community are encouraged.

- Outdoor grassy spaces are permitted, provided any toys taken out are sanitized immediately afterward.
- Our gym space will continue to be used on a classroom schedules basis, and must be disinfected between use by each cohort.
- Increase the distance between nap cots and be sure all cots and cribs are disinfected after each use and linens are laundered daily then placed in child's locker.
- All belongings from children will be kept in their lockers. **Toys and other items from home are prohibited at this time. If your child needs a stuffy or special blanket from home for rest time/comfort purposes, it must be an item that can be left at daycare.**

### Interactions

- Masks will be supplied for staff when they are in close contact with children or each other for an extended period of time, when diapering, entering another cohort, and/or dealing with a child displaying symptoms of illness. Staff do not need to wear a mask in their own assigned cohorts unless they choose to do so, or in a situation stated previously.
- When holding infants and toddlers try to place a blanket or cloth over educator clothing and change the blankets or clothes between children.
- Avoid getting close to the faces of all children, where possible.
- Educators will provide reassurance, good listening and maintain routines.
  - Children hear and take in a lot of the talk that is going on around them, especially as they get older.
  - We can reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy.
  - Make sure the information is suitable for their age level.
  - Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
  - Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in physical distancing strategies into your play and activities.
  - Try to avoid talking about COVID-19 if the situation does not warrant it.

The Play 2 Learn Child Care programs will continue to follow all other Policies and Procedures not outlined in this document that are in place for regular operations. We are currently in the process of revising our policies for best practices.

These are unprecedented times and we are committed to ensuring the safety of our employees, children, and families. Thank you for trusting us during these times and we look forward to serving our community as we get through this pandemic.

## **The Play 2 Learn Child Care Policies and Procedures for Pandemic Operations**

Play 2 Learn Child Care programs will resume operations for those needing full time child care. Child care will be provided for parents/guardians working hours only. When registering please indicate specific work hours.

### **Location of Care**

At this time, we will be providing reduced hours of operation at our daycare location:  
4906 51 Street Elk Point, AB

- Monday – Friday 7:00am – 5:00pm

### **Fees**

Parents/guardians are responsible for paying the fee of \$25.00/day/ \$550/month for full time care (until ELCC program expires on March 30 2021) per child for the daycare, and \$40 per full day for OSC. Before and/or after school care is \$12.00/each per child

- ALL fees are prepaid.
- There will be no refunds/credits for cancellations or sick days. This includes times when staff may be out sick themselves and we are unable to accommodate childcare due to staffing.
- If/when we are able to accommodate part time care, you must provide a schedule for care before the beginning of the month. You will be billed for the days you require, based on your schedule and our fee agreement.
- If payment is not provided, care can resume once payment is made.
- Payments can be made by e-transfer to [play2learn2018@gmail.com](mailto:play2learn2018@gmail.com)

### **Subsidy**

Families previously eligible for government subsidy will still qualify. If changes are made from your previous contract you must provide them with an update. Please ensure your subsidy has not expired. If anything has changed with your job in terms of loss of wages or spousal support we encourage you to apply for subsidy to help during these times.

### **Physical Distancing**

It is important to note that practicing physical distancing is meant for interactions among colleagues, strangers, and adults, etc. and is set at maintaining a distance of 2 meters apart (length of a hockey stick).

### **What staff will be doing while working in a childcare setting:**

- Children with no symptoms should continue to be treated as you typically would care for a child.
- Where possible, they will arrange spaces to encourage more separation. For example, spacing children to avoid close contact during meal and nap times and assigning a designated chair and table for each child.
- They will remember that young children need easy to understand visual prompts and will be placing visual prompts into activity plans.
- For older children they will be playing games that encourage learning about physical distancing and activities that are fun that help them learn in an interactive way.
- Staff will wear a mask when changing diapers, entering another cohort (breaks etc), and in the case where they are caring for a symptomatic child who is waiting to be picked up by parent/guardian.

## Screening

All individuals, including children, parents/guardians and staff will be screened upon arrival using the criteria below. Entry will be denied to any person including the child of a parent/guardian who meets the following criteria:

- Signs or symptoms of respiratory infection (such as runny nose, cough, shortness of breath, sore throat, and/or fever, etc) (symptoms listed at beginning of this contract)
- Anyone who has travelled outside of Canada in the last 14 days.
- Infra-red Thermometers will be used to prevent cross contamination.

Upon arrival ALL INDIVIDUALS will be asked to use the sanitizer provided and to complete a standard questionnaire and your temperature will be taken. This will take place daily.

We ask that all employees, children, and family members:

- check their temperature daily before coming to the childcare setting
- If the temperature is equal or greater than 38 degrees Celsius (100.4 degrees Fahrenheit) or if the child/children/employee has any cold-like symptoms or vomiting and/or diarrhea, they must stay home
- If yourself, your child or anyone residing in the same dwelling is experiencing any symptoms of an illness you **must** isolate for 10 days. The final 48 hours of this 10 day period **must** be symptom free before your child may return to care.
- Symptoms include but are not limited to the following: runny nose, nasal congestions, fever, body aches/chills, sore throat, coughing, fatigued, shortness of breath/difficulty breathing, headache, nausea, vomiting, diarrhea, conjunctivitis, or feeling unwell.
- If at any time an employee suspects an illness of your child, you are required to pick-up **immediately** and follow AHS's guidelines for isolation.

## Drop off/Pick up

- Only ONE family will be allowed to drop-off/pick-up at any one time. All others must wait in their vehicles until it is their turn.
- Drop-off and pick-up will take place at the entrance of the Center. One educator will be responsible for screening. Parents must complete the screen while the educator is taking the child's temperature. Only one (1) parent/guardian can enter the premises. **No visitors are permitted.** Parents will provide exact drop-off and pick-up times as this will help to schedule educators. Phone numbers of screening educator will be posted on the door for families to call once they have arrived.
- If a parent/guardian must accompany their child to their classroom (new enrollment, etc) the parent/guardian **MUST** wear a mask and sanitize their hands before entering the premises.
- We ask that ALL PERSONS entering and exiting the premises wash their hands following proper hand washing guidelines with approved soap and water or hand sanitizer. Hand sanitizer will be provided at the door for adults. Sanitizer is not recommended for use with children.
- If drop off/pick up times must change, please call to inform the educator so they can make arrangements prior to your arrival.

## Management of children/staff with possible COVID-19

If a child begins to experience symptoms of COVID-19 while attending childcare, it is recommended that:

- Symptomatic children are immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2 metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
- While contacting the public health unit, at minimum the child and childcare worker should wear a surgical / procedure mask (if tolerated).
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning of the space the child was separated should be conducted once the child has been picked up.
- Contact the Director who will let the local public health unit know to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the child care centre.
- Children with symptoms must be excluded from childcare for 14 days after the onset of symptoms
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.

If a staff is to display symptoms of Covid-19 they will be sent home immediately and public health will be notified as they will require testing. Families will be informed immediately if at any time there is a positive case of Covid-19 and recommendations for all families will follow suit given under AHS guidelines.

### **Requirements for health and safety**

Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:

- Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g. avoid plush toys).
- Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces.
- Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day.
- Only using disinfectants that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used.
- Checking expiry dates of products used and always following manufacturer's instructions;
- Performing proper hand hygiene (including assisting children with hand hygiene); and,
- Incorporating additional hand hygiene opportunities into the daily schedule.
- Daily checklists have been added to each room, bathroom and gym to be sure that everything is being washed at minimum two times a day.
- Encourage more physical space between children by
- Spreading children out into different areas.
- Staggering, or alternating, lunchtime and outdoor playtime; and,
- Incorporating more individual activities or activities that encourage more space between children.

### **Occupational Health & Safety for Child Care Staff**

We have these written measures and procedures for worker safety, including measures and procedures for infection prevention and control.

Staff will follow the same protocols as the children in our care when it comes to symptoms, whether a result of Covid-19 or otherwise.

If a childcare worker is suspected to have or diagnosed with COVID-19, the childcare worker must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed. The employer will consult with the local public health unit to determine when the care provider can return to work. Childcare workers must keep in contact with the director while off work to determine next best steps.

Any instances of occupationally acquired infection shall be reported to the health unit within 72 hours of receiving notification of said illness.

### **Signage**

Signs will be posted asap. As part of routine measures for the respiratory season, existing signs are highly visible and include visual cues that remind staff and children to perform hand hygiene (e.g., sneezing or coughing into their elbow, putting used tissues in a waste receptacle and washing hands immediately after using tissues). Signs will be reminding persons not to enter if they are sick (even if symptoms resemble a mild cold) should also be posted.

### **Handwashing**

Child care facilities must adhere to the following handwashing guidelines for both children and employees. Specifically, programs must engage in frequent handwashing with soap and water for at least 20 seconds at the following times:

- at the start of the day and before going home
- after going to the washroom
- after a diaper change (both children and educators)
- before preparing food
- before eating
- after getting hands dirty
- after wiping nose or handling dirty tissues
- after coughing, sneezing, and blowing nose
- after cleaning tasks (employees)

Educators will help young children to ensure handwashing is done correctly.

- Good hygiene practices can be taught in a playful manner. One idea is to have timers to help ensure adequate time. See how many 20-second songs the children can identify. Be creative - engage the children in coming up with games and other ways to encourage everyone to wash their hands for 20 seconds.
- Alcohol-based hand rub (ABHR) is not recommended for routine use in child care.

### **Use of PPE**

Personal protective equipment, such as gloves and masks, are used in strict guidance with the OH&S act and public health policies.

- Educators will use gloves when changing diapers or assisting children with voiding in the bathroom
- Educators who supervise children while waiting for a parent/guardian to pick up in the case of illness will use a mask, as will the child (if tolerated). The area in which the child was waiting will be cleaned according to outbreak procedures once he or she has left with their parent/guardian.

- Educators who are permitted to move from one room to the next will use gloves and masks to limit cross-contamination.

### **Cleaning and disinfecting**

Our programs will engage in frequent and thorough cleaning every day, using routine practices that follow regulations for cleaning, sanitizing and disinfecting.

Educators are encouraged to review existing activities and practices within their settings to help determine where enhancements or increased cleaning frequencies may be beneficial. Increased monitoring of hand cleaning supplies is recommended to ensure all sinks in washrooms, kitchens and laundry areas are always well-stocked with hand washing supplies (i.e., soap and single-use towels).

**Toys:** As per standard procedures, it is recommended that facilities have toys that are easily cleaned and disinfected. It may be prudent to increase the frequency of the cleaning schedule for these items, especially when illness is circulating in the setting or the local community, or if symptomatic staff and children have been touching the toys. Plush toys should be avoided.

Children's personal toys that they require to offer them security and comfort are not to be shared with other children and should be stored in a way that ensures this.

**Sensory play** will be limited during this time and no water or sand tables will be open. No natural items that are difficult to clean and sanitize, such as sticks, pinecones, etc. will be removed from the rooms. Children when handling play dough/ slime can only handle their own amount which will go into a labelled bag specifically for that child. This must be thrown out weekly.

**High-Touch Surfaces:** It is recommended that high-touch objects and surfaces (e.g. light switches, doorknobs, faucet handles, toys, doors) in facilities are cleaned and disinfected regularly and that this process is monitored. One option to limit high-touch items is to provide children with their own containers of art and crafts materials that are not shared with others. Checklists have been provided for bathrooms and rooms. These checklists **must** be followed and completed daily.

### **Food handling**

- Cease activities involving child participation in food preparation
- "No sharing" policies: It is important to reinforce no food or water bottle sharing policies for children

### **Reassurance**

- Provide reassurance to children and families about their personal safety and health. Telling children that it is okay to be concerned is comforting. Reassure them about their safety and explain there are many things they can do to stay healthy:
- Hand washing: Wash hands often with soap and warm water for at least 20 seconds, or use a sanitizer, especially after coughing, blowing noses or sneezing, and when handling food.
- Cough and sneeze etiquette: Cough and sneeze into your arm or tissue. If using a tissue, wash hands afterward and immediately dispose of the tissue.
- Stay home when sick: Children should tell staff if they not feeling well and together plan to stay home from school or other activities.
- Keep clean: Do not touch your face, particularly your eyes, nose and mouth.
- Stay healthy: Stay healthy by eating healthy foods, keeping physically active, getting enough sleep and fresh air.

## **Maintain activities**

Maintaining familiar activities and routines will reinforce children's sense of security. While outings to social gatherings are discouraged, getting outdoors for walks or to the park (avoiding any play structures) with the children are generally safe activities. Remember to have everyone wash their hands when they re-enter the centre. As every educator knows, play is a priority – it promotes physical and mental health and development – and gives kids an outlet for their energy, concerns, and emotions.

The current situation presents many challenges for group play but can also be a source of creativity.

Spread children out as much as possible with small groups in different rooms, or have a group outside while another is inside, as another way to encourage physical distance.

Consider the equipment and play materials. Assess play materials currently available and remove those that are harder to clean and sanitize. Keep a bucket or laundry basket close by for items to be deposited when they need to be cleaned. Consider activities where children can do something to learn about and support all the people working to keep others safe and healthy:

- Talk about people in their neighbourhood or community and the role they are playing (e.g., mail carriers and grocery clerks, doctors and nurses).
- Young children could create artwork to post in windows to say thank you to health care workers and paramedics, etc.
- Older children could write a thank you song or a short play, then videotape a performance to send to essential workers
- Children at the center could connect virtually with children at home to perform their songs for each other or perhaps collaborate on something. Depending on the age of the children in the centre, they will have ideas and suggestions.
- Discuss the concept of physical distance, using a visual such as a string. Brainstorm with them, asking for their ideas in terms of coming up with ways they can play, and activities they think will allow an appropriate distance. Ask them about some of the typical experiences that are part of their typical day (e.g., circle time and snack), or areas in the playroom (e.g., house keeping or block areas).
- Give them scenarios -"How could you play in the block area" – and use the string to try out their ideas

We will be trying our best to provide the highest of quality care during these times. We will be maintaining routines as best as possible in a fun atmosphere

## **Communication**

Parents and educators can communicate through HiMama or via personal cell phones. If you have any questions or concerns you can message the educators directly, or you can call the office at 780-724-0007. To speak or Text the Director please feel free. Christa 780-645-1650 or Melanie 780-290-0378.

These policies are all policies & procedures that have been put in place or have been amended to help guide us during this Pandemic. We are still adhering and abiding by all other policies and procedures that are in place during normal operational hours.

By signing below, you acknowledge, understand and abide by this contact outlined above for operation during a Pandemic. You also understand that this is a working and ongoing document that is subject to change on short notice.

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Child/ren's name(s)

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Parent/guardian printed name

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Parent/guardian signature

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Date

**Please email completed and signed form to [play2learn2018@gmail.com](mailto:play2learn2018@gmail.com)**

**Release of Liability**

As the parent/guardian of: \_\_\_\_\_  
I give my full consent and permission for my child(ren) to participate in activities with Play 2 Learn Child care in the enclosed outdoor learning environment, nearby green spaces, and neighborhood walks.

I understand that there are certain risks of play that may result in damages and injuries in the participation of my child during these activities and I hereby accept these risks on behalf of my child. I understand that it is my child’s responsibility to abide by the rules and regulations imposed on the children by employees of Play 2 Learn Child Care for the safe conduct of activities in the areas indicated.

I hereby, for myself and on behalf of my child, agree to save and hold harmless and fully indemnify employees of Play 2 Learn Child Care, on the account that all normal safety procedures have been taken on behalf of employees, from any and all liability for any personal injury or injury to any third-party child resulting from my child’s actions/participation in the above-mentioned activities.

I hereby Play 2 Learn Child Care and its employees from any and all liability, on the account that all normal safety procedures have been taken on behalf of management and staff, for any injuries that my child may sustain as a result of any activities taken place at the above-mentioned locations during the designated hours of care for the duration of my child’s time enrolled in these programs.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## **Policies and Procedures Acknowledgement**

I understand that the Policies and Procedures outlined below have been modified to adhere to the regulations set forth by the Provincial and Federal Government, Alberta's Chief Medical Officer of Health and Alberta Children's Services and that they will remain in place during the duration of this Pandemic.

I recognize that Play 2 Learn Child Care will continue to maintain all other original policies not specified in this document and I agree to adhere to all policies and procedures currently in place.

I understand that this is an ongoing and everchanging document in regards to the guidelines we at Play 2 Learn Child Care are being given. I understand that these policies and procedures may change at any given time, likely with short notice.

***By signing below, I declare to have read and understand Play 2 Learn Child Care's Family Contract and the Policies and Procedures and will abide by such regulations.  
I understand that violating these policies may result in termination of care.***

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Parent/guardian signature

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Date

