

Parent Handbook
COVID-19 Edition
2020 -2021



Sunny South Day Care

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**Sunny South Day Care
Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

As we are getting ready to reopen after being closed for a week and then reopened for essential service workers, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Sunny South Day Care 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 from this COVID-19 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 CDC (Center for Disease Control) guidelines as well as those put forth by Alberta’s Chief Medical Officer of Health, Child Care Licensing, as well as our public health inspector with Alberta Health Services. Please be sure to read through this and sign and return the last page.

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 Sunny South Day Care is a safe and enjoyable place for your family.

Tobi Horon
Director
Sunny South Day Care

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) and visit the website for a virtual tour. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Sunny South Day Care and go through our enrollment package one-on-one. Upon the decision to enroll your child, a \$50 registration fee is required to save your spot. Parents and guardians will be provided with an application, fee schedule, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

B. Nondiscrimination Policy

Admissions to Sunny South Day Care shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. 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. Sanitizing stations are located throughout our facility.
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. Mask wearing: Each teacher will have a mask that they will use while here. Masks will be kept here in the facility and laundered each day. These will be used only when they enter another cohort (30 children and staff).
4. Social distancing: Childcare programs may operate in cohorts of 30 children. This includes both staff and children. A cohort is defined as a group of children and staff members assigned to them who stay together throughout the day. Cohorts cannot mix with other cohorts or be within the same room/space at the same time, including pickups and drop-offs, mealtimes, playtime, outdoor activities, naptime, etc. The way we explain it to children is each cohort or classroom is considered a "family." Each "family" will social 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. When staff leave the classroom, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag.

5. Indoor shoes, slippers, sandals classroom: All children will take outdoor shoes off before entering the classroom. Shoes will be placed in their lockers. Children and teachers will bring “indoor shoes” to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's specific needs.

E. Fee and Payment Policy

Sunny South Day Care enforces the following policies and procedures for daycare payments:

1. Part-time and Full-time fees are paid on the 1st of the month.
2. A \$20.00/day fee will be charged for a late payment after the 1st.
3. There will be a \$50.00 charge for every fifteen minutes elapsed after you scheduled pick-up time.
4. All fees are due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government/DHS, like a pandemic.**
5. If you need to terminate your child's enrollment, a one-month notice is to be given to the director/assistant director; otherwise you will continue to be charged your monthly fee. (No reimbursement will be granted).
6. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 25% per month fee.
7. Part-time options will be available for all ages while in the Phase 2. (2-day, 3 day, and 4 half-day and Friday).
8. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.
9. It is understood that there will be an annual increase each January at the start of the year.

F. Admission/Exclusion due to symptoms of illness

Parents are required to check children's temperatures daily **before** coming to the program. Parents should be reminded of this requirement when children are first registered for the childcare program, and through visible signage at the entrance to the childcare center. For reference, normal temperatures are:

- Mouth: 35.5-37.5 degrees C (95.9-99.5 degrees F)
- Underarm: 36.5-37.5 degrees C (97.7-99.5 degrees F)
- Ear: 35.8-38.0 degrees C (96.4-100.4 degrees F)

Parent or guardian conducting drop off must fill out attached screening tool for child every morning and childcare staff must review the screening tool with the parent to ensure the child is able to enter the center.

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 100 degrees, etc.) 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 403-328-5057 to be sure they may attend.

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. Sunny South Day Care keeps records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either Covid-19 or by a none pre-existing condition (e.g. allergies), the child should be tested for Covid-19 to confirm that it is not the source of their symptoms before entering or returning to the program.

A child that has tested negative for Covid-19 does not need to be retested unless new or different symptoms develop.

If a child develops symptoms while at the day care, the child should be isolated in a separate room and the parent or guardian should be notified to come and pick up the child immediately.

In the event your child is sent home with one of the above health concerns, they will not be permitted back to Sunny South Day Care without a doctor note. The doctors note must be written on their letterhead and read that the child can return to daycare because what they have is no longer contagious.

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. If two or more children are identified as having symptoms consistent with Covid -19, the childcare program should follow outbreak notification procedures as per routine zone protocols. Any cohort connected to a

confirmed or probable case of Covid-19 will be required to close a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health Services.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. If children bring personal items such as a blanket or stuffy for nap we can put their name on it and it will stay at daycare. All fabric masks will stay here on the premises and be laundered. Sleeping mats are sanitized daily and bedding is laundered weekly.

H. Arrival and Departure Procedures

Our daycare is operational from 6:45am – 5:30pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. All children must be dropped off by 9:30am. If you see another family being checked in, please be patient during this time. This will help to keep everyone safe. Only one adult to enter the center at these arrival and departure times.

Drop-Off Procedures

A designated check-in staff will unlock the door and do a visual assessment. Once you enter the center, please use the hand sanitizer. Fill in the children's sign in sheet and complete the health checklist (reminder to take your child's temperature before coming), pass child's backpack over the gate, say your goodbyes to your child. Have shoes removed. The staff will walk your child to their classroom.

We ask that the designated drop-off and pick up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition).

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. If you see another family being helped, please be patient and wait outside the door until it is your turn. A staff member will bring your child and their belongings to you at the gate.

I. Visitors

Visitors will not be permitted at this time. Government licensing officers and health inspectors will be permitted if they pass screening procedures and follow protocol.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time. We will still going for short walks in the community weather permitting.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Sunny South Day Care, 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. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

L. Food

- A. Lunch: **You may bring in lunches that need to be heated.** A packed lunch is acceptable. Milk is provided.
- B. Snack: A morning and afternoon snack is included in your monthly day care fees. Snack is provided at 9:30 am and 2:30 pm daily.
- C. Food Allergy: **We are a peanut-free , banana-free facility**, so please do not provide lunches that contain either peanuts or bananas. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

Sunny South Day Care

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" edition for the 2019- 2020 school year, which contains the policies and procedures for Sunny South Day Care while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Tobi Horon
Director
Sunny South Day Care

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of Sunny South Day Care's Parent Handbook COVID-19 edition. I have
read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____