



**MAIN SITE**  
2603 Falconbridge Highway  
Garson, Ontario, P3L 1K6  
**PHONE** 705.693.5282  
**FAX** 705.693.7330  
**EMAIL** [admin@discoverycare.ca](mailto:admin@discoverycare.ca)

September 2020

## **Discovery Early Learning & Care Re-Opening Family Information Guide**

To help inform you about your child returning to child care we want to assure you of our commitment to maintaining the social and emotional health of your child. Our spaces will reflect the values of our organization, and despite new conditions as a result of Covid-19, we will strive to create environments that support the well-being of your child and will maintain pedagogical approaches to early years education. *Building on How Does Learning Happen?* will reinforce our commitment to our pedagogy.

We would like to assure you of the measures we are taking to protect your child and our employees. We are working together with the Public Health Sudbury & Districts (PHSD) and are following their recommendations as well as simultaneously living into our own values regarding care for children. We will continue to make every effort to support as many families as possible while taking into consideration the operational guidance provided by the Ministry of Education and PHSD.

### **Updated Practices during our September Re-Opening Period**

#### **Screening**

Upon arrival to your program for the first time, you will be asked to sign a new Enrolment Agreement. It will be in effect from September 1, 2020 to June 30, 2020. Once completed it will be added to your child's file.

Please be prepared to answer a list of questions daily at the screening station. We encourage you to complete a self-assessment before arriving to program. If your child has any symptoms of ill health, COVID-19 related symptoms, fever, vomiting, diarrhea or other communicable diseases please stay home and contact us with details.

We will continue to implement screening measures at the door for employees, each child, and parents/guardians. An employee (screener) will greet you and your child at the door wearing required personal protective equipment, and ask you a set of questions each morning. We ask that only one parent/guardian drop off and pick up at the door and be mindful of physical distancing if having to wait. We also encourage each parent/guardian to wear a mask when approaching the screening area. If you or your child cannot answer the questions according to what is required, you will not be permitted to attend the program that day and will be instructed of your next steps as per policies directed by PHSD. At this time, they are advising us that we should not allow parents/guardians to enter the building. An employee will walk your child to their playroom each morning from the front entrance.

Once inside the playrooms, the teams will record attendance of your child in our care.

At pick up time, we will also walk your child back to the front door and share information with you about their day.

## **Entrances**

Each site will provide information on site-specific entrance and exit protocols that support physical distancing. We ask if there are multiple drop-offs happening at once, that you maintain physical distancing and wait until a child is dropped off before bringing your child to the door. Please allow a few extra minutes at drop-off time to ensure you're not late in getting to work/school. We are working with our school board partners and Public Health Sudbury & Districts to consider other screening/drop off and pick up policies as the weather conditions change.

## **Physical Distancing**

Our operating capacity is increasing but we still have some staffing restrictions. In order to respect physical distancing, we are moving towards Child Care and Early Years Act groups and ratios as much as possible and will try to keep core educators with specific groups of children. Float educators will work at one site only. Each child stays in their own playroom with their own educators and uses assigned outdoor spaces. If outdoor spaces are shared with groups, each outdoor space will be cleaned/disinfected before a new group enters it. Educators will consider activities they can implement that support distance between children as much as possible, however we cannot require that children stay apart from others within their group as this does not support the emotional wellbeing of children.

## **Cleaning Measures**

Along with practicing physical distancing between playrooms and implementing strict screening measures, we are also strictly following the cleaning/disinfecting guidelines that the PHSD have approved. This includes doing a thorough disinfection of the room at midday as well as another thorough disinfection at the end of the day. The before and after school shared spaces and materials will be cleared before after use. Throughout the day, toys will be washed regularly or run through the sanitizer and highly touched surfaces will be disinfected regularly. We will have additional employees on site and have worked into our routines time to ensure that all of these cleaning measures can be carried out effectively. In addition, if we are doing sensory activities with the children (i.e. making play dough, painting, slime etc.) each child will have their own bucket of material so that multiple hands are not in the same play dough or slime, spreading germs. The slime/play dough will then be put in plastic containers and labelled with the child's name for later use by the same child. All sensory materials will be discarded at the end of the day. Our goal is to continue to offer familiar activities to the children but in new ways.

## **Communication**

We will continue to ensure that families and educators have the opportunity to build relationships throughout the day. Each evening we will provide you with updates from educators, and share documentation as it is completed. We welcome emails to your Program Supervisors and phone calls directly to your child's educators can be arranged. Calling during naptime is a perfect time to check in with specific questions for your child's educator. Our Facebook Page is also another tool that we will use to remain engaged. We will continue to keep in mind the safety and well-being of the children and employees in our programs by following all guidelines and practice. If there are any concerns regarding these practices, please let us know.

All COVID-19 related policies, procedures and resources can be viewed on our website at [www.DiscoveryCare.ca](http://www.DiscoveryCare.ca)

## **Billing and Payments**

In the past you would be invoiced for your child care in advance of the care used. Moving forward, you will receive your first invoice for September care during the first week of October. This transition to billing after using care will streamline our administration responsibilities and will result in less adjustments for you to your invoices.

We also need to restrict the number of people entering the building so effective August 4, 2020, we will be accepting online payments as our requested method of receiving payments for child care. We no longer have a debit/credit card terminal in the Main Site office and will not be taking credit card transactions over the phone. Cheques and money orders are also welcomed as a second choice at this time. Please place your cheque or money order in an envelope and hand to the screener at the entrance. The Program Supervisor at each site will collect payment from the screener. If you need assistance on setting up your online banking, please visit our website at [www.Discoverycare.ca](http://www.Discoverycare.ca)

### **Daily Practices & What to bring to child care?**

We recommend packing a bag with an extra pair of clothes, appropriate outdoor shoes, and diapers/wipes if your child requires them. Please do not send any additional toys. In keeping with our PHSD policies we want to refrain from bringing “extra” items into the programs. Diapers, wipes and clothing can be stored in the programs.

### **In the event that a child develops any symptoms of illness (respiratory or otherwise) while in the program**

The child must be immediately isolated at their site and their parent/guardian called to take the child home as soon as possible. The child (over the age of 2 years) and employee will both wear a mask during this self-isolating period and employees will follow all PPE policies and procedures. The employee caring for the symptomatic child must wear the necessary PPE and maintain a 2-metre physical distance if possible. Public Health will be notified and Discovery Early Learning & Care will follow their direction. Employees caring for a child with respiratory symptoms will wear gloves and gown in addition to a mask/face shield to avoid coming into contact with contaminated surfaces or respiratory droplets from the child. Once symptomatic individuals have left the program an employee will ensure that contaminated surfaces and high touch areas are disinfected. Above all, PHSD has final authority on the decisions regarding isolation, removal of employees or children from programs, and closing programs due to outbreak. Discovery Early Learning & Care is accountable to all recommendations of PHSD until further notice. A Testing and Exclusion of Sick Children or Employees Policy and Procedures has been developed and approved by PHSD and will be posted on our website ([www.discoverycare.ca](http://www.discoverycare.ca))

## **Hours of Operation**

Discovery Early Learning & Care will remain open as per regular hours from 6:30 a.m. to 6:00 p.m., Monday to Friday. Please provide your anticipated schedule to your Program Supervisors as soon as possible via email as well as a list of any dates when pick-up/drop-off times will be changing drastically. If persons on your pick up lists have changed or you need to add others to support your family, please email that list with contact information to your Program Supervisor.