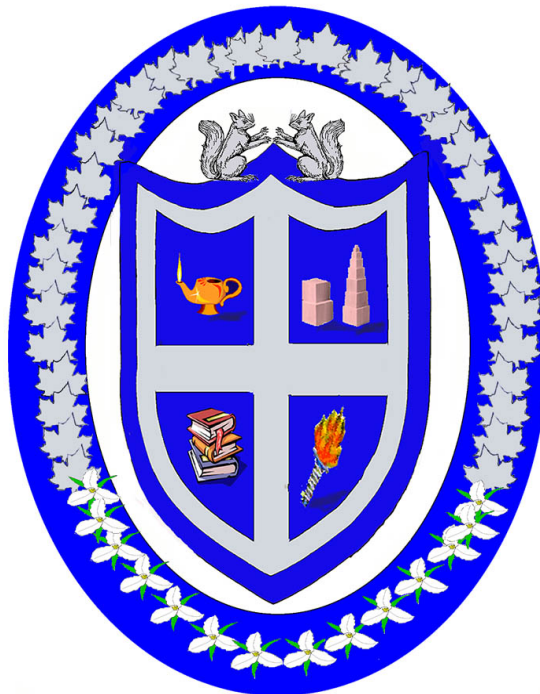




Montessori Learning Centre 750985 Ontario Inc.
“Knowledge with Understanding”

PARENT HANDBOOK FOR COVID-19



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MLCP is committed to ensuring we take all required measures to reduce and contain the spread of COVID-19. We are committed to following all government and public health directives to protect everyone in our school environment to the best of our abilities. We all play an important role in stopping the spread of this disease by following best practices and adhering to all the required policies and procedures both while on site and in our personal lives. We understand and appreciate the challenges in trying to navigate the unpredictable and constantly changing directives affecting the workplace. In addition to altering the way that we interact with one another, everyone is now expected to perform duties that are not normally considered a part of their "normal" life style. Our responsibility to keep safe also extends to our actions outside of the school as these can have a significant impact on those we interact with who may be living with family members or individuals with health issues that put them at greater risk from COVID-19. We are asking all families to adhere to all government, regional, municipal, and public health orders, and guidelines to protect not only themselves and their families but to also protect everyone who is part of our school environment. We want to thank every one of you for your support, understanding, and dedication as we continue to work together to keep everyone safe.

MLCP reopened last September optimistically cautious about this academic year. We now offer our traditional program with the required amendments to ensure the safety of staff students and families. As such, we undertake to:

- ❖ Modify behaviours that reduce the spread, including hand hygiene and respiratory etiquette, as well as use of personal protective equipment (PPE) where recommended.
- ❖ Maintain healthy environments, including environmental cleaning, cohorting and physical distancing.
- ❖ Maintain healthy operations, including mitigating risks for students at higher risk of infection, protecting staff and at-risk persons or families, screening and management of individuals with suspected COVID-19, cases and outbreaks.

Know that we will do all that we can to keep our environment clean and healthy. Remaining COVID free depends on ALL OF US doing what is needed to stay safe.

Response to COVID-19

MLCP is dedicated to protecting the health and safety of your children, our staff, partners, and the community. We are closely monitoring COVID-19 and base our response and actions on recommendations from with Ontario.ca, Public Services Health and Safety Association, the Ministry of Education, Sick Kids, the local Public Health Officer, the Occupational Health and Safety Act under the Ministry of Labour, TJ Solutions, CCEYA and additional relevant authorities.

We have continued to adapt and enhance our policies and procedures in response to COVID-19, to mitigate risk and ensure the health and safety of all.

The following practices will be in place:

- ❖ **Signed Waiver received prior to September 7, 2021.**
- ❖ Staff and students will self-screen prior to entry into the facility and monitored throughout the day for COVID-19 related symptoms.

- ❖ Each classroom has a specific entrance.
- ❖ 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 in order to increase the health and safety of children, staff and families.
- ❖ Staff will monitor children to ensure social distancing as much as possible 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 updated as necessary and provided to ensure best practices and consistency.
- ❖ Families are welcome to request information on health and safety as well as infection prevention and control.
- ❖ Large gatherings, assemblies and meetings will be avoided for the time being. On line interactions will be encouraged if possible.
- ❖ Procedures will be updated and revised regularly to ensure best practices in accordance with Public Health authorities.

Following Ministry and Health Directions

Students and Staff will operate in their cohort group with the required numbers of teachers dependent on age.

- ❖ For the purposes of this document, a cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the day.
- ❖ Staff are considered part of the cohort that stays together.
- ❖ Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).
- ❖ Each cohort must stay together throughout the day and is not permitted to mix with other cohorts.
- ❖ Licensees are required to maintain ratios set out under the CCEYA.

Staffing

- ❖ Properly PPE'd staff with hand sanitization between classes may move between cohorts.
- ❖ Supervisors and/or designated will limit their movement between rooms, doing so only as necessary and following PPE protocols.
- ❖ Supply/replacement staff will be assigned to a specific cohort so as to limit staff interaction with multiple cohorts.
- ❖ As per new Ministry mandates, all staff in the education industry must receive the COVID vaccine. MLCP continues to work with staff in complying with the regulation.

Health and Safety

MLCP will continue to liaise with the Ministries of Health and Education to follow applicable guidelines and/or mandates.

- ❖ Frequently touched surfaces will be cleaned and disinfected at least twice a day (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops), with approved disinfecting/sanitizing solutions. Disinfecting products will have a DIN number and expiry dates will be checked.
- ❖ Students of different cohorts will not be in the bathroom at one time. Toilets, handles, sinks, and doorknobs will be disinfected between cohorts and regularly at least 2 times per day. Should a toilet or sink need to be used by a child from a different cohort, they will be disinfected before and after use.
- ❖ Rooms/spaces used by more than one cohort will be cleaned and disinfected in between.
- ❖ Fabric based classroom items should be removed from the classroom and rooms containing group seating carpets - sprayed twice per day with approved disinfectant spray. Sharing of items will be discouraged.
- ❖ Students are required to bring a filled, labelled water bottle to school each day as water fountains are closed.
- ❖ Windows and doors are kept open for additional ventilation where possible.
- ❖ Physical distancing will be supported and encouraged.
- ❖ Air from portable fans will be directed upwards.
- ❖ Increased hand washing will be supported and encouraged. Hand sanitizers, both wall mounted and independent bottles, will be offered, replenished and use encouraged as needed.
- ❖ Each student has a labeled, dedicated space to store their items.
- ❖ Cleaning/disinfecting solutions and wipes etc. will be managed by the office and will include a DIN/or $\geq 70\%$ alcohol.
- ❖ Personal belongings (e.g., backpack, clothing etc.) should be minimized. If brought, belongings must be labeled and kept in the child's cubby/designated area.
- ❖ Children will enter and exit through designated doors to their classroom in order to maintain cohort separation as much as possible.
- ❖ There should be no non-essential visitors at the program. Where necessary, masked individuals will remain at classroom entrances with no physical interaction with students.
- ❖ The revision of special needs services will continue.
- ❖ Use of video and telephone interviews will be used to interact with families where possible, rather than in person.
- ❖ Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect at any reasonable time.
- ❖ Hand washing will be encouraged throughout the day but certainly before and after eating as well as any unhygienic contacts seen.
- ❖ Attendance records, including log in and log out times and screening logs will be maintained on site as required.
- ❖ The Ministry encourages all eligible to receive the COVID-19 vaccination.

PPE Use

- ❖ PPE will be used by staff while cleaning and disinfecting blood or bodily fluids if there is a risk of spreading.
- ❖ Full PPE will be used by staff when caring for a sick child or a child showing symptoms of illness.
- ❖ Masks are not required for children under 6 but are encouraged - with safe "break times".
- ❖ Masks will be removed for lunch and snack times, where children are physically distancing at tables to eat/drink. Masks may be removed outdoors with physical distancing.
- ❖ Staff are required to wear medical masks at all times when not physically distancing from students. Face shields or goggles are mandatory when working with unmasked students and when in close contact.
- ❖ The wearing of masks observes accepted exceptions necessary.
- ❖ Mask "off" time should be limited and physical distance maintained.
- ❖ All entering the buildings will be required to wear a mask.

Screening for Symptoms

- ❖ All individuals must self-screen each day before entering MLCP. Masks will be worn by staff. Masks must be worn by all others in Grade 1 and above. Masks are encouraged but not mandated for all other students.
- ❖ Records will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- ❖ As much as possible, parents should not go past the classroom entrances.
- ❖ Sanitizers containing at least 60% alcohol will be available at all entrances and throughout the building.
- ❖ Paper based screening is available in the event that online is unavailable.
- ❖ Entry will be denied to anyone with any symptoms of COVID.

Testing Requirements

- ❖ Symptomatic children or staff will be referred for testing.
 - Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit.
- ❖ A list of symptoms, including atypical signs and symptoms, can be found in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website.

Protocols When and Child/Staff Demonstrates Symptoms of Illness

- ❖ 2 symptomatic, laboratory confirmed case of COVID-19 in a staff member, or child within a 48 hour period must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit.
- ❖ Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.

- ❖ Symptoms to look for include but are not limited to: fever, chills, cough, shortness of breath, vomiting and diarrhea, and loss of taste and smell.
- ❖ Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website.
- ❖ If a child or child care staff/provider becomes sick while in the program, they will be isolated and family members contacted for pick-up.
- ❖ If the sick person is a child, a child care staff/provider will remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a mask. The child care staff/provider will wear a medical mask and eye protection at all times and not interact with others.
- ❖ Public health should be notified, and their advice will be followed.
- ❖ Where a child/staff has a confirmed case of COVID-19, MLCP must report this to the ministry as a serious occurrence.
- ❖ Other children, including siblings of the sick child, and child care staff in the program who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e. grouped together). The local public health unit will provide any further direction on testing and isolation of these close contacts.
- ❖ As advised by the Ministry, communication to families affected will be notified via email, postings and/or phone calls.
- ❖ The areas will be thoroughly cleaned after the sick person has departed.

Reporting and Serious Occurrence Reports

- ❖ Report confirmed cases of anyone who is regularly present on site to Public Health.
- ❖ Report confirmed cases to the Ministry.
- ❖ Provide any required documents.
- ❖ Follow direction of the Health Department.
- ❖ Revise the Serious Occurrence report if there are additional cases or submit a new Serious Occurrence report if the first case has been closed.

Outbreak Management

An Outbreak will be declared if there are 2 or more confirmed cases within a 14 day period with an epidemiological link. Cohorts or groups may be closed based on the direction of Public Health. Public Health directions will be followed. An isolation area with required PPE and disinfectant will always be available. Any violation with required PPE resulting in quarantine time will be unpaid.

When Your Child is Sick

Self-screening will be completed before attendance on site each morning. Your child will also be monitored throughout the day.

If your child is showing symptoms at home (e.g. fever, chills, shortness of breath, cough, loss of taste or smell, vomiting or diarrhea) your child should NOT attend care and should remain home and isolate as directed by the Health Department.

If your child shows any COVID symptoms or becomes sick at MLCP, they will be separated from the other children and supervised by one of our staff members. We will notify you to pick up your child. If it is appropriate and feasible, we will place a mask on your child. If your child requires immediate medical attention, your child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner.

If you or your child are/have been contacted by Public Health, (e.g., confirmed cases of COVID-19, household contacts of cases) follow instructions from the health department to determine when to return to the facility.

Space Set Up and Physical Distancing

The ministry recognized that physical distancing between children in a child care setting is difficult and staff are encouraged to maintain a welcoming and caring environment for children.

- ❖ Each cohort will have their own assigned indoor space, separated from all other cohorts by a physical barrier. (the purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between cohorts. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow).
- ❖ Personalized seating daily/weekly is encouraged.
- ❖ Offsite visiting using chartered busing is discouraged for more than one cohort at a time.
- ❖ Each cohort will have their own supplies and equipment which will be disinfected if sharing is needed at any time.
- ❖ When in the same common space (e.g., entrances, hallways) physical distancing must be maintained between different cohorts and should be encouraged, where possible, between children within the same cohort by:
 - Children within the same cohort will be spread out into different areas, particularly at meal and dressing time:
 - Individual activities or activities that encourage more space between children will be encouraged.
 - Visual cues where necessary to promote physical distancing.
- ❖ Increased distance between cots and cribs and placing the children head to toe for nap times will be maintained.
- ❖ Recognizing that physical distancing is difficult with small children and infants, additional options include:
 - Planning activities that do not involve shared objects or toys;
 - When possible, moving activities outside to allow for more space.
- ❖ Classrooms will provide toys and equipment which are made of materials that can be cleaned and disinfected. Fabric based activities etc. have been removed from the classrooms.
- ❖ Toys, materials and equipment will be cleaned and disinfected at least 2x per day.
- ❖ Mouthed toys will be cleaned and disinfected immediately after the child is finished using it or stored separately until such time.

- ❖ There will be toys and equipment (e.g., falls, loose equipment) for each room or cohort. Where toys and equipment are shared, they will be cleaned and disinfected prior to being shared between cohorts.
- ❖ Play structures will only be used by one cohort at a time.
- ❖ Table mats and work rugs have been exchanged for plastic which can be regularly disinfected.
- ❖ Furnace filters have been upgraded to HEPA filters and ultra violet units installed in each furnace.

Outdoor Play

Outdoor play time will be used to support our efforts to maintain regular daily activities, support children's immune systems and allow a break from masks when distanced. It is important that children be dressed for various types of weather to ensure they can actively participate in the outdoor program. Please ensure that adequate and suitable clothing and footwear are provided. Hand hygiene will be performed as always on return to the building.

- ❖ Outdoor play will be by an individual cohort group.

Interaction with Infants and Toddlers

- ❖ Cots and cribs will be placed as far away from each other as possible - children will sleep head to toe. Where possible infants are encouraged to use cots to aid in physical distancing measures.
- ❖ Children will not share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys will be removed immediately for cleaning and disinfecting.
 - Label personal items with the child's name to discourage accidental sharing.
 - Items will be stored safely, as always, personally for each child

Food Provision

- ❖ Staff and students will wash hands before and after eating.
- ❖ Hot lunches and snacks will be served by staff to avoid sharing of utensils.
- ❖ Meals should be served in individual portions to the children.
- ❖ There should be no items shared (i.e. serving spoon or salt shaker).
- ❖ Food will not be shared between students.
- ❖ Children should neither prepare nor serve food.
- ❖ Proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- ❖ Children should practice physical distancing while eating.
- ❖ There should be no sharing of utensils.
- ❖ Water fountains have been closed. Students are asked to each provide a clearly labelled bottle of water for consumption each day.
- ❖ There can be no sharing of the microwave within the Elementary classroom so heated lunches from home should be kept warm in a thermos.

Operating Hours

MLCP will offer care for the academic day 8:45am - 4:00 pm with complimentary drop off and pick up care between 8:00 and 8:45am and between 4:00 and 4:30pm. Extended care (7:00 - 8:00 am and 4:30 - 6:00 pm) will **NOT** be offered at this time.

Drop-Off Procedure

To ensure health and safety as well as stringent infection prevention and control practices, we will receive your child at entrance to their classroom/building. At this time, our staff will greet you and check that your child has been screened before entry. Should a student not have been screened the parent will be contacted to answer screening questions and the child's temperature taken. We will also receive belongings at this time. We understand that this may be unsettling; however, this step will further ensure that the childcare setting remains free of infection. Our staff will be pleased to answer any questions you may have. Handwashing or sanitizing is encouraged upon entry.

Pick-Up Procedure

Please share instructions and/or custody arrangements with the office concerning pick up or access to your child and ensure we are notified of any changes. Children will be brought to the door/car for pick up. This practice is used to further ensure physical distancing protocol.

Transportation

Please let us know if you require transportation between locations as bussing between locations is again allowed with additional disinfecting protocols. Reduced seating is necessary to support distancing although students in the same cohort or family may sit together. Masks are required for this age group. Seating will be assigned and transport, for now, will be offered only to siblings at different locations and on a first come, first serve for remaining seats.

Specialty Classes

With amendments, most specialty classes are offered. Time may be reduced to accommodate additional groups due to cohorting. Staff will be masked and will perform hand hygiene and disinfecting - where necessary - between cohorts.

Other

Duties and obligations can be suspended immediately without notice during all periods that MLCP is closed because of FORCE MAJEURE events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond our control. If such an event occurs, duties and obligations will be postponed until such time as we, in our sole discretion, may safely reopen. In the event that MLCP cannot reopen due to an event under this clause, we are under no obligation to refund any portion of the parent/client fees.

Extended policies are available for viewing on our website at mlcp.ca. Please do not hesitate to contact us with anything missed or unclear.

With all parties committed to making this work, following recommendations from the various Ministries and, being always aware of how the children are coping, we can make the new transition a positive and safer way to enjoy classroom time.

**Please note that this documentation is a
living document and is subject to change.**

PARENT HANDBOOK FOR COVID-19 SIGN OFF FORM

In spite of all our collective efforts, we could end up with a case of COVID-19 at our facility. No set of actions will ever eliminate the risk of COVID-19 transmission but these agreed upon implementations can reduce the risk. As we exercise due diligence and comply with all applicable laws, MLCP and its staff members are therefore released from any and all actions, claims or liability. Please sign below to indicate that you are aware of the potential for illness, and that you accept the risk associated with sending your child(ren) to school during this time and submit this form to the office.

As a Parent/Guardian responsible for my child(ren)'s child care placement, I accept the risks associated with enrolling my child at the Montessori Learning Centre of Pickering and agree to the following:

- I have read and understood the information documented in the Parent Handbook for COVID-19.
- I understand the risk of illness associated with placing my child(ren) in the school environment and recognize .
- I agree to all screening requirements and to accurately respond to all screening questions, including the reporting of temperatures daily for all persons entering the centre. Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of my child care placement.
- I will not administer any medication to my child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping my child(ren) off at MLCP.
- I agree to exclude **all** of my children from child care **immediately** upon observing **any** of the signs or symptoms of COVID.
- I consent to providing copies of any of my child(ren)'s COVID-19 test results to MLCP.
- I understand that work packages or online learning may need to be implemented during a quarantine or Ministry directed lockdown.

Child(ren)'s Name: _____ Date: _____

Parent Name: _____ Parent Signature: _____

COVID-19 Screening

Notice with Respect to the Collection, Use and Disclosure of Personal Health Information

The information pertaining to your COVID-19 Screening is being collected, used and disclosed under the authority of the *Health Protection and Promotion Act R.S.O. 1990 c.H.7* and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, use, disclosure and disposal of information including the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c.M.5* and the *Personal Health Information Protection Act 2004 S.O. 2004 c.3*.

This information will be used by Public Health to investigate the occurrence of COVID-19 in the Regio of Durham, provide case management, follow-up with close contacts to assess the risk to others, program planning and evaluation. If you test positive for COVID-19, your result may be disclosed to your child care provider to reduce the risk of spreading the virus in a child care setting. Any questions, regarding this collection, use or disclosure may be directed to the Durham Health Connection Line 905-668-2020 or 1-800-841-2729.