



# Migizoons Childcare Centre

Revised Parent Handbook 2020

Providing Child Care for Essential Workers

## Introduction

As we move through the third phase of the global pandemic, we are beginning to slowly open up Migizoons Childcare Centre by providing childcare to the essential workers of our community. The Health, Safety and Well-Being of our staff and children in our care is top priority.

COVID-19 is an infectious disease caused by the Coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a sick person coughs or sneezes. It may also be possible for a person to get COVID-19 by touching contaminated surfaces and then touching their own mouth, nose or eyes. The majority of people with COVID-19 develop a mild illness, which may include fever, cough or shortness of breath. Children may present with milder symptoms or be an asymptomatic carrier of COVID-19, and the virus may still be transmitted to others.

For more general information about COVID-19, visit

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html> or <https://covid-19.ontario.ca/index.html>.

## About Our Early Childhood Education Team

Our Childcare Team is comprised of trained Registered Early Childhood Educators and Early Childhood Educator Assistants. All our employees are trained on our childcare policies and procedures, including Health and Safety Protocols, especially designed for working during the COVID-19 pandemic. These protocols have been advised by local public health, Health Canada, and the Ministry of Education.

Several of our educators have been trained to recognize the signs of anxiety caused by the pandemic and can help your child through these difficult times. Please speak with your child's educator if you notice your child having a difficult time; we are here to help.

## Helping Families and Children transition into the Childcare Environment

Our Centre understands that in this time of uncertainty, both children and adults are coping with a “new norm”. As we welcome children and families back to Migizoons Childcare Centre you will notice several safety procedures that have been put in place regarding screening, cleaning, sanitary practices and the important reporting requirements around signs and symptoms of illness. We feel that the extra steps we have put in place will assist families and children in the transition of returning to the childcare centre.

We value each child’s strengths and abilities and will work to expand their knowledge by using their natural curiosity and ability of complex thinking to lead our discoveries. We value our families as the experts on their children and we encourage parent/caregiver involvement in our programming. Each family unit is unique, and we encourage open communication.

Through the Himama app, Educators will be able to provide updates such as mealtimes, nap times, activities, needed supplies, and photos to each family. The HiMama app also allows parents/caregivers to message the educators and share information and photos from home. Using this technology will allow educators and families to stay connected during this “new norm”. Our intention is to keep parents/caregivers as informed as possible about how their child’s day went and add the reassurance that would normally come during drop off and pickup times. If you need some assistance using the HiMama app, please ask an educator, using text, email or childcare phone 705-746-2654 ext.2225

## Curriculum and Programming

Our Early Childhood Education is centered around the Ministry of Education’s pedagogy “*How Does Learning Happen?*”. I like this quotation, from the Ministry of Education website ([www.edu.gov.on.ca](http://www.edu.gov.on.ca))

“... *How Does Learning Happen?* describes effective practices and emphasizes positive relationships as critical for quality early years’ programs. It is meant to promote deeper reflection on how to create places and experiences where children, families and educators explore, question, and learn together”.

So much strength comes from the sharing of our culture and our language. We strive to make our culture visible and heard within our centre.

If you have something to share with Migizoons, it would be an excellent way to become involved with our Centre.

## Our Requirements

- First and foremost, ensure all health and safety procedures are always in place; safety exceeds the curriculum.
- Develop a routine and schedule as it helps children feel safe and comfortable.
- Plan activities that support the interests and needs of the children.
- Room capacities have been lowered; therefore, we must be flexible with the number of activities provided at one time. For example, here are a few strategies that staff might utilize:
  - Toys can be taken out of rotation and disinfected if there is enough variety and toys for the children.
  - Suspension of overall sensory activities (water, sand, etc.) during COVID-19 operation.
  - Set up enough table activities for the children; not necessarily all tables will be required.
  - Some play areas may be closed at times (morning or afternoon) for disinfecting.
  - Support play by being a caring, sensitive and fun play partner.
  - Toys that are harder to clean will be removed from the play equipment (fabric or porous material)

- Children naturally play in close physical proximity. There is no requirement to separate children during play; rather, we are implementing additional precautions like screening and enhanced disinfection to reduce the spread of illness.
- When choosing groups, focus will be placed on keeping the same children and staff together, when possible, to reduce the spread of illness.
- While outside, younger children will play in fenced areas or in strollers where physical distancing will apply.

## Childcare Procedures for COVID-19

At this time, during the pandemic, Migizoons Child Care Centre can only offer limited, shared childcare spaces to essential workers of our community, due to the lower number of classroom cohorts (maximum amount of staff and children per room), set out by local Public Health and Health Canada to reduce to risk and ensure the health and safety of the children, families, and staff.

The Childcare Manager will remain on site during all hours of operation.

Infants will remain at 2-3 to help reduce the spread of COVID 19

Toddlers will have 5 max.

Preschool room will have its maximum 8.

School-age children will be put into two groups (A or B). These groups will alternate in attendance according to a two-day rotating schedule. Families will be contacted as to which group your child will be in.

Please ensure your registration forms are up to date. This includes:

- Address of your workplace, in the event of an emergency
- Telephone number where you can be reached in the event of an emergency
- A list of emergency contacts and their phone numbers

- Please ensure that an up-to-date immunization record is at the Centre or your service will be suspended until Migizoons has the record in your child's file. (This is a Policy put forth by the Ministry of Education.)

The Registration Package will be available on the Wasauksing website as an attachment to this Handbook or you can call the Childcare Manager at 705-746-2654 or cell 705-346-1748.

All other children and families will be contacted by the Centre when space becomes available. We will have programming available to families waiting for space. You will be contacted by childcare staff to see if you would like this fun and exciting service.

## Screening Process

First, we want to welcome back all families and children. We want to make sure this process is as natural as possible for the children during the pandemic.

All staff, parents, children and essential visitors will be screened before entering the childcare centre. Currently, we are limiting who enters the childcare centre to staff and children only. This will greatly reduce the risk of cross contamination.

- We will start the screening process just inside the gate to the centre.
- All staff will have on approved personal protective equipment (PPE) as recommended by local Public Health.
- There will be lines, arrows and signage to help you and your child/children navigate the process.
- We will ask parents/caregivers to wear a mask and use hand sanitizer at the start of the screening process.
- You will then be asked some screening questions; you and your child's temperature will be taken, and all the information will be recorded in writing.

- A staff member will then help your child to wash his/her hands before entering the Centre.
- Please limit possessions that come into the Centre.
- A staff member will then escort your child to his or her room. Families will have to say their goodbyes outdoors.

## Signs and Symptoms of COVID-19

- Fever (equal or greater than 38°Celsius or 100.4°Fahrenheit)
- Cough & Chest Congestion
- Muscle Aches and Tiredness
- Difficulty Breathing
- And less commonly: sore throat, headache, diarrhea, nausea, stomach pains, rash

If the parent/caregiver on behalf of the child(ren) answers "NO" to all questions, they have passed the screening process.

If the parent/caregiver on behalf of the child(ren) answers "YES" to any of the questions or refuses to complete the form, no-one in the family can enter the Centre.

The Childcare Manager or designate will explain that because you answered "YES" to one or more of the Ministry of Health screening questions, Migizoons is unable to let you enter the program and recommends that the family reach out to our Local Nursing Station -705-746-8022, First Nations and Inuit Health Branch 705-746-5807, you can call Telehealth at 1-866-797-0000 or call your Health Care Provider.

All childcare staff, children, and parents/caregivers are required to take their temperature before arriving at the childcare centre. Anyone who has a temperature of 38°C (100.4°F) or greater, must not come to the childcare centre. Parents/caregivers are required to inform the Childcare Manager immediately. Please be assured that confidentiality will be respected.

## Tracking of Symptoms of Ill Health

The Childcare Manager or designate is responsible for monitoring all staff for symptoms of ill health during the day.

Staff are responsible for monitoring children throughout the day for symptoms of ill health. If staff observe children with symptoms of ill health, they must report their observation to the Childcare Manager or designate immediately.

## Isolating an Ill Child or Staff Member

One room is designated for isolating a child that becomes ill during operational hours. One staff member will remain with the child in isolation to continue to provide childcare until parent/caregiver returns to the Centre to pick up the child.

The room will have a door that can close and must be approved by Public Health. All Personal Protective Equipment (PPE) must be in place that is known by all staff in the event this process is enacted (masks, gloves, cot, lined bucket etc.)

If a child is observed to have symptoms related to COVID-19 or any other communicable illness, the child must be isolated from the group under the supervision of one staff member.

Tissues are provided to the child for proper respiratory etiquette with proper disposal of the tissues and proper hand hygiene.

Childcare Manager will call the parents/caregiver for immediate pick-up and call public health for further directions. The Childcare Manager or designate will also advise the parent to contact their healthcare provider or the Wasauksing First Nation Nursing Station at (705) 746-8022, First Nations and Inuit Health Branch 705-746-5807 and /or Telehealth at 1-866- 797-0000

Staff should keep as much distance as possible from the ill child, while maintaining appropriate supervision. At minimum childcare staff and child will wear a mask, if tolerated, from the time the child is moved into the isolation room with the staff member to the time they leave the childcare centre.

Upon arrival at the Centre, the parent/caregiver will use the cell number provided to confirm their arrival at the Centre. The Childcare Manager or designate will allow the parent/caregiver into the lobby screening area where the parent/caregiver will wait for the child to be delivered to them by the staff member who is attending to the child in the isolation room.

After the child is picked up, the Centre will ensure that a deep clean and disinfecting occurs for the child bedding, cot, equipment and disinfecting of the entire isolation room. The areas where the child was playing/toys must also be cleaned and disinfected.

### Ill Staff

If a staff member is observed to have symptoms related to COVID-19 or any other communicable illness, the staff member will be sent home. They must self-isolate and contact the local Public Health for instructions. The Childcare Manager or designate will also place a call to the Public Health.

### Centre Opening Checklist (before children arrive)

A designated staff member will:

- Flush the plumbing by running water for 5 minutes or other prescribed length of time, then document this.
- Conduct a playground check, which will then be documented.
- Take an inventory of personal protective equipment
- Take an inventory of cleaning and disinfecting supplies
- Take an inventory of emergency food supply

## Emergency Contact List and Site

The Centre maintains an emergency contact list to ensure all staff know how to contact each other and all families.

### **Short term evacuation site:**

All children and staff will walk to the grassy area by the dumpster, in front of the Band Office.

### **Long term evacuation site is at:**

The Elders' building on Geewadin Rd.

Emergency Contact cell number-705-346-1748

## Hand hygiene

Proper hand hygiene is the best way to prevent the spread of illness for staff and children. All staff and children will wash their hands with soap and water or hand sanitizer with alcohol solution, gels or wipes to maintain clean hands and fingernails throughout the day.

We will ensure an adequate supply of liquid soap and paper towels in every washroom. Staff are instructed to ensure that they and the children wash their hands using liquid soap and running water for 20 seconds, which is enough time to sing Twinkle Twinkle Little Star.

Staff are responsible for educating and supervising children to ensure they are hand-washing correctly.

Each staff member must wash their hands:

- After arriving to work and before leaving
- After removing gloves
- Before and after handling food, including eating
- After coughing, sneezing and blowing their nose or helping a child do the same
- After using the toilet or helping a child to use the toilet
- After each child diaper change
- Before and after administering medication
- Before and after administering First Aid
- Before and after cleaning and disinfecting
- Before and after using a mask and gloves
- After handling bodily fluids, contaminated water or laundry
- When hands are dirty
- After playing outside

Children must wash their hands:

- After arriving at the Centre and before leaving
- Before and after eating
- After coughing, sneezing, or blowing their noses
- After using the toilet
- After diaper change
- After playing outside
- When hands are dirty

## Hand sanitizer

- If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains at least 70% alcohol; ensure all surfaces of the hands are covered and rubbed together until they feel dry. If there is no access to soap and water and the children are using the hand sanitizer, the children must be supervised until the hand sanitizer has dried.

- Try to limit the use of hand sanitizer for children.
- Soap and water is the best method.
- We do not allow infants to use hand sanitizer.

## Respiratory etiquette

We require that each staff member and child:

- Cover their mouth and nose when they cough or sneeze with a tissue. If no tissue is available, sneeze into the crook of your arm.
- Immediately dispose of the tissue in a lined garbage bin with a lid. Wash hands immediately after disposing of used tissue.
- Keep hands away from face after sneezing or coughing.
- WASH HANDS IMMEDIATELY AFTER SNEEZING OR COUGHING

## Diapering and toileting

For diapering and toileting of children at the Centre we:

- Provide a separate bin for each child to store their extra diapers, creams, etc.
- Clean and disinfect bins regularly
- Discard gloves and wash hands after diapering each child
- Assist each child to wash hands after toileting and each diaper change
- Clean and disinfect change table after each child
- Have increased the frequency of cleaning and disinfecting toilets, sinks, and after each toileting routine
- Provide a lined garbage bin with a lid to dispose of used diapers.
- Will allow children under 6 to use the open concept washroom. School age children 6+ have access to washrooms in the school age room.

## Cleaning and disinfecting

Cleaning involves removing all visible dirt from the surface of an object. To clean, our staff uses spray cleaner as well as wipes.

Disinfecting is done after cleaning to reduce germs on the surface.

Centre staff:

- Are trained on the correct concentration of disinfectant to use during outbreaks.
- Check to ensure that disinfectant is not expired.
- Leave disinfectant on surfaces for the correct contact time.
- Follow the strict guidelines for use (let sit for required time and rinse) when using bleach. Children are away from tables or other surfaces when they are being disinfected by staff. Preferably, toys are washed in the dishwasher; only the toys that cannot go through the dishwasher will be washed using bleach or other approved products.
- Read the label on the approved disinfectant or look up the manufacturer's instructions on the internet to determine which PPE is required. Typically, PPE is only required if cleaning up bodily fluid. For example; vomit, urine, stool, saliva, mucus, or blood.
- Always wash their hands after removing gloves.

Staff clean and disinfect:

- When children are not present.
- Before children arrive each day.
- Tables before eating.
- All high touch areas.
- Shared toys/equipment after children leave the room.
- All cubbies after children have left for the day.
- Toys after a child puts a toy in their mouth, sneezes, or coughs on it.

- Washrooms including sink faucets, toilet flusher, and soap dispensers frequently throughout the day and after every washroom routine.
- Outdoor toys as per public health guidelines

The Centre has enhanced cleaning on all areas that are high touch surfaces.

We have increased:

- The use of anti-bacterial hand sanitizer and disposable gloves.
- The use of sanitizers for all electronic devices, such as iPads, after each use.
- Cleaning and disinfecting bodily fluids.

In cleaning and disinfecting bodily fluids staff:

- Treat all bodily fluids (example; urine, vomit, blood, etc.) as potentially infectious.
- Wear single use non-latex gloves when there may be contact with another person's body.
- Wear a mask when cleaning up vomit or bodily fluids from a contaminated surface.
- May use an apron, gown, or separate set of clothes if direct contact is likely to occur.

## How staff clean and disinfect bodily fluids:

The steps staff follow to clean and disinfect body fluids are set out as follows:

1. Put on gloves and mask
2. Clean up bodily fluids using a disposable absorbent cloth.
3. Clean the area with an approved spray cleaner, then rinse off area.
4. Disinfect the area using the manufacturer recommended concentration and contact time.
5. Discard contaminated paper towel, gloves, etc. in a plastic bag. The bag will be tied closed and placed in regular trash.
6. Contaminated clothing can be wrapped, tied, and closed in a plastic bag, and sent home for cleaning. Normal detergent and cycles are effective.

7. Wash hands after removing gloves.

## Rest and sleep

We are mindful of the value of rest and sleep each day. In new situations it may be difficult for children to fall asleep. For non-sleepers staff will offer alternate quiet activities. To ensure that social distancing is followed during sleep time, cots will be placed 2 metres apart where possible, the minimum being a 1-metre apart head-to-toe set-up.

Staff will:

- Wash blankets every day with regular detergent on regular cycle
- Disinfect cots prior to stacking
- Not stack blankets and sheets with cots
- Ensure children only take out plush toys/blankets at sleep time and do not share them with anyone. We ask that the parent/caregiver provide any toy/blanket in a zip-lock bag as a best practice and refrain from bringing the plush toy/blanket back and forth from home.

## Medication

The Childcare Manager or designate:

- Is responsible for administering prescription medication.
- Follows regular procedure for medication.
- Ensures all medications are sent home at the end of the day with the parent/caregiver.
- Wears proper protective PPE and mask while administering medication (example, wears gloves where contact is likely to occur)

## Anaphylaxis

Anaphylaxis is a severe potentially life-threatening allergic reaction. It can occur within seconds or minutes of exposure to something a person is allergic to, such as peanuts or bee stings.

To protect our children and staff we:

- Ensure families and staff are aware of our policy on peanuts/nuts
- Follow regular procedure for anaphylaxis
- Ensure all medications are sent home at the end of the day
- Request that families do not bring lunch/snacks into daycare as per regular procedure

If there are special circumstances where food must be brought into the Centre, for example a special diet, the Childcare Manager must approve this plan and our regular policy will take effect (label and proper storage). We ask that parents/caregivers inform us of any allergies so that we may provide alternate food.

## Food handling

At the Centre, we designate one staff with a current Food Handlers Certificate to be responsible for handling snacks/lunch and do lunch checks. Thus, this person must not be the same person designated to cleaning and disinfecting, or the person designated to look after ill children.

The best practice and the one we follow is to have the cook pre-plate and cover all meals just before serving. There is no family-style-serving in which children serve themselves. If there are special meals, the plate is clearly labelled with the child's name. Staff supervise children when eating so they do not share food.

Food should be covered when not being served. Where possible the Centre uses disposable dishes.

## Approved physical distancing for Essential childcare

Once a child has been screened and passes the entry process, physical distancing in the actual childcare centre/classrooms will not be required. To reduce the risk of spread of COVID-19 in the childcare centre, the following requirements are currently in place:

- Avoid gathering groups in one area (example, cubby room or outside).
- Avoid holding hands.
- Avoid sharing of toys and materials between children, where possible, without disrupting play.
- Families must remain in the drop off pick-up area and are not permitted to enter the childcare centre.
- No visitors allowed.
- Reduce the child to educator ratios.
- Reduce childcare centre operating capacity.
- Same children stay together with educator.
- Small groups rotate through available space indoors and outdoors.
- Children must remain in their assigned cohort and remain in the same classroom.
- Set up activities to provide larger distance between each child
- Place cots 2 metres apart where possible.

## Staff personal belongings and routines

To support a safe healthy childcare centre, each staff member:

- Only brings what is necessary into the centre.
- Has a designated space to store personal items that are separate from other staff and children.
- Is responsible for cleaning and disinfecting their area throughout the day and at the end of each shift.

- Is responsible for cleaning/disinfecting the staff room and staff washroom after each use.
- Is to practice social distancing wherever and whenever possible.
- As best practice, we recommend that staff wash their hands and clothes after arriving home after each shift.
- Is to avoid touching his/her face throughout the day.

## COVID-19 parent information key messages

- You and your child(ren) will be screened each day for COVID-19.
- We encourage the same parent/caregiver (or alternate 18-year-old or older) to drop-off/pick-up each day.
- We request that drop-off/pick-up is limited to one person at a time.
- All of your child's belongings must be labeled.
- It is preferred that all belongings come in a wipeable bag(backpack).
- Diapers and wipes can be left overnight at the Centre.
- If someone in the household develops signs of COVID-19, the family should stay home and contact their healthcare provider and the Centre.
- No food may be brought into the Centre, unless approved by the Childcare Manager.
- Parents/caregivers/visitors are not permitted to enter the childcare centre.
- Parents/caregivers are limited to the drop-off/pick-up area only.
- It is important to identify an emergency pick-up person.
- Blankets/sleepy toys must be freshly laundered each day.

## Personal protective equipment (PPE)

We train our staff on the procedures required by Public Health in wearing PPE.

These instructions are available on the following website

[www.publichealthontario.ca](http://www.publichealthontario.ca).

## Managing a child or persons presenting with COVID-19 symptoms

The information below was sourced from the Centers for Disease Control and Prevention (CDC) and Public Health Ontario recommendations. All of these situations require our staff to notify Public Health and take their direction on how best to proceed as these instructions could change daily depending on Public Health direction.

At the time this procedure was released, these procedures are required. The Centre will update any procedures as requested by local Public Health.

This (i.e., an incident where a person presents with COVID-19 symptoms) must be reported to Public Health. Failure to report is a serious offence within the Ministry of Education.

As stated above if a child, staff, or family member displays COVID-19 symptoms during the screening process they will be excluded from entering the childcare centre and immediately be asked to contact Public Health for further instructions. The childcare supervisor or designate will also inform local Public Health and follow their instructions.

If a staff member is informed that a child or any of the child's household members/contact are known to have symptoms of COVID-19, have an unconfirmed or confirmed case of COVID-19, Public Health will be contacted and the child should be excluded from the childcare centre and we will follow local Public Health directions.

If a child or staff member develops symptoms of COVID-19 while at the childcare centre, staff will immediately separate the child and the parents/caregiver will be asked to pick up the child (masks must be worn). Staff members will be sent home

immediately. The Childcare Manager will call and inform Public Health and follow their directions.

Parents/caregivers of children enrolled at the childcare centre will be notified if a child, staff, or parent/caregiver attending the childcare centre has tested positive for COVID-19. Staff and families are encouraged to mindfully track close interactions with others.

## Required Centre Postings and Resources

### Important Signs Posted in the Centre

- Proper Hand Washing
  - Hand washing for Adults
  - Hand washing for Children
- Cover your Cough
- COVID-19 TIPS
- Proper PPE
- Screening Process
- Staff Entry Procedure
- Toileting/diapering procedure
- Preparing Bleach Solutions
- Cleaning and Disinfecting Outdoor Toys
- Daycare Cleaning routine

### Important Resources

- National COVID Website: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Provincial COVID-19 website: <https://covid-19.ontario.ca/index.html>
- Child Care Centre Employer Guideline

- Public Health Ontario resources

Wasauksing Nursing Station-705-746-8022

First Nation and Inuit Health Branch

40 James St, 2<sup>nd</sup> floor

705-746-5807

West Parry Sound Health Centre

6 Albert St, Parry Sound

705-746-9321

# Migizoons Childcare Centre

## Parents or caregivers COVID-19 Handbook Receipt Form

Parents/caregivers,

Please thoroughly review the Parent Handbook COVID-19 Edition. This document outlines the policies and procedures for Migizoons Childcare Centre. After reading the handbook, please complete this form and return it to the Childcare via email as soon as possible. This form will be kept in your child's file for the duration of the year.

Thank You in advance for your cooperation.

Sincerely,

Jen Colson,  
Childcare Manager  
[childcare@wasauksing.ca](mailto:childcare@wasauksing.ca)

I, \_\_\_\_\_ (print name), the parent/caregiver

Of \_\_\_\_\_ (print child's name), hereby

acknowledge receipt of Migizoons Childcare Centre'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/caregiver Signature: \_\_\_\_\_

Date: \_\_\_\_\_