

Hearts in Bloom Academy Parent Handbook: COVID-19 Edition 2020 School Year

Hearts in Bloom Academy

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**Hearts in Bloom Academy
Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

As we are getting ready to reopen there are new policies that will be implemented going forward.

This handbook will lay out the changes as we enter the next phase of the COVID-19 pandemic. This situation is unprecedented and is constantly evolving, therefore policies may change as required by Public Health. Please be sure to read through the handbook, sign and return the last page electronically.

All policies are in place to ensure that Hearts in Bloom Academy is a safe place for children and staff.

A. Re-enrollment

Upon the decision to enroll your child, parents or guardians will be notified by email or phone call. Parent/guardian must submit a signed copy of the Parent Agreement, the Parent Handbook: Covid-19 Edition Acknowledgement and make payment for the first period upon starting. If there are any outstanding balance prior to closing, payments must be made in full to re-enroll your child.

In the event of a class being at its full capacity, due to cohort restrictions you will be placed on the waiting list until restrictions are lifted.

B. Nondiscrimination Policy

Admissions to Hearts in Bloom Academy (HBA) shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Enhanced Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds.
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 disinfected. 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: Staff will be required to wear a mask throughout the day. Children will not be required to wear a mask unless they are ill and over the age of two. If you require your child to wear a mask they must be sent in a labeled ziploc bag. Children's masks will be sent home on Friday to be washed and returned.
4. Social distancing: Each class is considered a cohort. Each cohort will social distance from other cohorts to assure safety. Cohorts will not intermix and will be with the same teachers throughout the day.
5. Shoe Policy: All children will be required to have a pair of indoor shoes and a pair of outdoor shoes. Acceptable outdoor shoes are: running shoes or closed toe sandals with backing. Flip flop and crocs are not permitted in on the playground.

D. Prioritization of Families

Reenrollment of families has been prioritized by the Region of Peel. Therefore families will return to care based on the following criteria:

- Children who received care from emergency centers
- Children who have parents that must return to work.
- Children with special needs who would benefit from the program
- Children that receive fee subsidy
- Families with special circumstances (e.g. working from home with younger age children)

E. Fee and Payment Policy

HBA enforces the following policies and procedures for fee payments:

1. Fee payments must be made prior to the enrolment period.
2. There will be a \$1.00 charge per child for every minute elapsed after you scheduled pick-up time.
3. All fee payments 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 regional/federal government, like a pandemic.**
4. If you need to terminate your child's enrollment, a two-week notice is to be given to the Supervisor; otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).

F. Health Screening Procedures

In order to help reduce the risk of respiratory infections (including COVID-19), an active health screening procedure is an essential step. This procedure applies to all staff, and children at HBA. Everyone must be screened prior to entering the centre.

Prior to health screening HBA will:

- Ensure staff are familiar with the health screen.
- Identify/set up the screening station and assign staff to conduct the screening:
 - Place the screening table at the front entrance in the vestibule
 - Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible, and wear personal protective equipment (PPE) (i.e., surgical/procedure mask, eye protection (goggles or face shield)). Staff will follow guidance provided on how to properly put on and take off PPE.
 - Implement measures to physically separate or impose physical distance of at least 2 meters between persons. This could be done by using physical partitions, visual cues or signage to limit close contact.

- Place hand sanitizer at the screening table, and ensure it is visible to every person entering the building. Once a person has passed the active screening, s/he must complete hand hygiene with the hand sanitizer (minimum 60% alcohol content) or by handwashing with soap and water.

SCREENING PROCEDURE

- Every person arriving at HBA MUST BE actively screened daily PRIOR to entering the centre. The screening information will be documented on the appropriate COVID-19 Active Screening Forms for Staff, Households or Essential Visitors and Vendors to facilitate contact tracing by Peel Public Health in the event of a confirmed COVID-19 case or outbreak.
- Temperature must be recorded for every person entering HBA. Individuals will be asked to self-monitor temperature at home and to report their temperature upon arrival as part of the screening process. In the event that individuals have not taken a temperature in advance of arriving at HBA, the screening station will have a forehead thermometer or a digital thermometer with a supply of single use tips available. A waste container will be available at the screening table to dispose of thermometer tips, which can be disposed of in the regular garbage afterward. Disinfectant will also be available at the screening table to disinfect the thermometer in-between uses. Thermometers may be disinfected with 70% isopropyl or ethyl alcohol (i.e. alcohol prep wipes).
- Parents must wear masks when dropping and picking up their children from HBA.

Screening of Parents, Guardians and Children

The Supervisor must inform all parents/guardians whose children are enrolled in HBA of the screening requirements prior to the family beginning HBA. HBA will request that parents/guardians confirm their understanding of, and consent for, all screening requirements, using a Parent/Guardian Agreement provided by HBA. HBA will obtain from parents/guardians their acknowledgment of, and consent for, the following:

- Acknowledgement that children who are ill should not attend HBA.
- Acknowledgement that children should not attend HBA if any member of their household is ill with COVID-19 related symptoms.
- Agreement that any child or his/her family members experiencing symptoms should be tested for COVID-19 before the family can return to HBA.
- Understanding of the information provided on the active screening procedure.
- Agreement to all screening requirements and to accurately respond to all screening questions, including the reporting of temperatures daily for all persons screened.

- Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of the HBA placement.
- Agreement to not administer any medication to their child that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping child off at HBA.
- Agreement to exclude child(ren) from HBA immediately upon observing any signs or symptoms of illness in any family member until medically deemed able to return to care.
- Consent to provide copies of any of child(ren)'s COVID-19 test results to HBA

Daily active screening **MUST BE** completed upon arrival.

- There will be no volunteers, students or nonessential visitors permitted to enter HBA.
- Daily records of screening results must be maintained and kept on premises.
- Families should allow extra time upon arrival for screening to be completed.
- Daily temperature checks must be conducted on every person as part of the screening process before entering HBA (both at home by parent & in person at the centre).

SCREENING RESULTS

Screening Tool:

Staff at HBA will be trained on conducting the screening using the COVID-19 Active Screening Forms for Staff, or Essential Visitors and Vendors, as well as using the COVID-19 Reentry Screening Form for Previously Ill Individuals in situations where previously ill individuals who have tested negative are returning to the school.

Screen POSITIVE:

Any staff/parent/child who answers YES to ANY of the questions on the active screening form will be directed to not enter HBA and to return home immediately or will be told on the phone they are not permitted to come to school.

- COVID-19 testing will be required for any staff/parent/child/household member experiencing new or worsening symptoms before returning to the HBA.
- Staff or children with a pre-existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash) should have this documented in their file. Only medical notes from physicians or nurse practitioners that indicate that the individual is free from communicable disease are acceptable.
- Individuals who choose not to have COVID-19 testing must be excluded from the child care setting for 14 days.
- The Supervisor will provide contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.

- When calling Peel Public Health, the Supervisor will collect as much information as possible, including:
 - Who is symptomatic (child/parent/household member/staff) and age (if child)?
 - Type of symptoms?
 - Date and time of onset of symptoms?
 - Circumstances when symptoms began?
 - Where symptoms experienced (HBA or at home)?
 - How long has child attended HBA?
 - Did individual answer YES to any other screening questions?
- The Supervisor will contact Peel Public Health for any information and actions for staff and other parents/guardians while test results are pending. Peel Public Health will provide the following advice on return to HBA for the staff/child once the staff's/child's/household member's test results are known.
- Staff and children must self-isolate for 14 days from the start of symptoms (unless tested negative for COVID-19). Any siblings of the child attending HBA must also be excluded.
 - If tested negative for COVID-19, the staff/child may return to the centre 24 hours after symptoms resolve if they have not been exposed to a confirmed or suspected case of COVID-19.
 - If tested positive for COVID-19, staff/child will be required to continue self-isolation for 14 days from the start of symptoms. Peel Public Health will confirm when staff/child can return to HBA.
- Staff or children who have been identified as a close contact of a confirmed or suspected case of COVID-19 will be excluded from HBA for 14 days after their last exposure, regardless of their test result.
- The need to isolate close contacts while test results are pending will be assessed on a case by case basis.

Screen **NEGATIVE**:

- If screened negative (NO to ALL questions), the parent/staff will also take a temperature at the screening table and then sanitize their hands.
- Once the parent/guardian and child(ren) have all passed the active screening requirements, the child(ren) will be escorted into HBA by staff. Parents/guardians are discouraged from entering the school. Pick-up and drop-off of child(ren) will happen outside HBA unless it is determined that there is a need for a parent/guardian to enter the setting.
- Individuals who were previously ill, and have been symptom free for 24 hours, and have tested negative for COVID-19 must complete additional screening using the COVID-19 Re-entry Screening Form for Previously Ill Individuals PRIOR to also completing the

daily active screening process. These individuals must provide the Supervisor with a copy of the negative COVID-19 test result

Re-entry Screening of Previously ILL Individuals Tested Negative for COVID-19

If a previously ill child, parent/guardian or staff person has:

- 1) tested NEGATIVE for COVID-19;

AND

- 2) remained symptom-free for at least 24 hours,

they can return to HBA (unless they have had close contact with a confirmed COVID-19 case or symptomatic person(s), in which case, they will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected case).

The parent/guardian or staff person must provide a copy of the COVID-19 test result to the Supervisor to verify the negative result. The Supervisor will conduct re-entry screening for previously ill staff.

If YES was answered to ANY of the questions in Step 2 of the re-entry screening form, staff must refuse the individual entry into HBA. The individual will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected COVID-19 case.

If NO was answered to ALL questions in Step 2 of the re-entry screening form, staff may proceed with conducting active screening on the individual.

Note: Individuals tested positive for COVID-19 require direction from Peel Public Health on when they can return to HBA.

G. Illness Policy and Outbreak Management

Children who are ill with any of the following conditions, will not be admitted to the program as all illness considered COVID-19 related as directed by Peel Public Health.

- Fever
- Diarrhea
- Vomiting
- Runny nose
- Pick Eye
- Shortness of breath

If you have any doubts about your child's health, please call the centre to be sure they can attend for the day. If your child appears to be sick or has any of the above while at HBA, the

parent/guardian will be notified immediately, and it will be necessary that the child be picked up within one hour of notification.

Children with symptoms must be excluded from HBA and self-isolate for 14 days after the onset of symptoms.

The child will be permitted to return when his/her temperature is normal for 24 hours **without** the aid of fever-reducing medication. In the event your child is sent home with one of the above health concerns, they will not be permitted back to HBA without a doctor's note. The signed doctor's note must state that the child's symptoms are not COVID-19 related and are no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the doctor and parent utilizing the Medication Administration Authorization form. The medication must be given to the Supervisor in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

HBA asks that all parents and staff let us know of any potential exposure immediately. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 at HBA, Peel Public Health, the Ministry of Education, Region of Peel Early Years and Child Care Services Division and parents will be informed. Please be aware that if there is a positive case of COVID-19 in HBA, the individual will remain unidentified according to the Ontario Personal Health Information Protection Act, to respect and protect the privacy of individuals.

Procedures:

Health Checks for Children:

Staff must ensure that all children in care are monitored for illness, with a temperature taken as appropriate, including for the following signs and symptoms of COVID-19:

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)
- Any of the following symptoms:
 - Sore throat
 - Difficulty swallowing
 - Pink eye (conjunctivitis)
 - Chills
 - Rash
 - Headaches
 - Unexplained fatigue/malaise/muscle aches
 - Abdominal pain

- Croup (respiratory infection resulting in barking cough and difficulty breathing)
- Diarrhea
- Nausea/vomiting
- Decrease or loss of sense of taste or smell
- Runny nose without other known cause
- Nasal congestion without other known cause

Staff must ensure that hand hygiene is performed before and after each health check with each child. Staff are only required to conduct and document the health check or take a temperature if symptoms are noted. Staff must document any symptoms observed on the child's Illness Tracking Form.

Children Who Display COVID-19-Related Symptoms

During care, if ANY ONE of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from HBA and sent home. If the child has siblings who attends HBA, all siblings must also be excluded.

Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a separate room/area. If a separate room is not available, the sick child should be kept separated from others at a minimum distance of 2 meters in a supervised area until they can go home.
- The child should be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
- Ensure the child wears a surgical-type or non-medical face mask (if tolerated) to cover the child's nose and mouth. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. The staff caring for the child should also wear a face mask. Hands must be washed before and after taking off a mask.
- In addition, staff will perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves will be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Staff will also wear eye protection (e.g. safety glasses or face shield)
- Respiratory etiquette will also be practiced while the child is waiting to be picked up. Tissues will be provided to the child and disposed of properly after use in a lined, covered garbage container.

- Increase ventilation if possible (e.g., open windows).
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the centre.
- Staff will notify the parent/guardian to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Illness Tracking Form.
- Once the child has been picked up, the Supervisor will ensure that the room/area where child was separated to and any other areas/surfaces that the child had contact with are thoroughly cleaned and disinfected.
- The child will be excluded from HBA and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before returning to HBA.

The Supervisor will provide the parent/guardian with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.

- **If tested negative**, and free of symptoms for 24 hours, the child must pass re-entry screening
- **If tested positive**, Peel Public Health will provide direction on when the child can return to HBA

Closure of HBA

The decision to close HBA will depend on several factors and will be determined on a case by case basis in consultation with Peel Public Health. Case scenarios could include but are not limited to a case with an ill staff member with exposure to multiple children, or two or more cases within HBA.

H. Personal Belongings

While in this phase of operation, children may not bring in any unnecessary; such as, toys, and food etc. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

I. Arrival and Departure Procedures

Our facility is operational from 7:00am – 6:00pm, Monday through Friday. The designated screening time is 7:00am – 9:00am; therefore, all children must be dropped off by 9:00am. Please allot extra time for drop-off as screening protocols must be adhered to. If you see another family being checked in, please be patient and keep a safe distance during this time.

Drop-Off Procedures

Infants and Toddlers

During drop-off you will enter and approach the screening table. Please be aware that parents/guardians will not be permitted to enter the centre. All parents MUST wear face covers. Once you enter the building, please use the hand sanitizer station. You will be asked a series of yes/no questions regarding symptoms and travel. Your child's temperature will be taken and logged. If it is below 37.8C, our screener will take your child to his/her classroom.

HBA recommends 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

The designated pick-up time is 4:00pm – 5:30pm. Upon arriving at the centre, please call to notify HBA of your arrival. At this point, the parent/guardian will be instructed to either enter or wait. Only one designated parent can enter the building for pick.

J. Visitors

Visitors will not be permitted at this time. This includes all third party instructors until further notice.

K. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

L. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at HBA, 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. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

M. Food

- A. Lunch: Lunch will continued to be catered by Wholesome Kids Catering. **We ask that you do not bring in outside food.**
- B. Food Allergy: **We are a nut-safe facility.** If your child has an allergy to any foods, please be sure that it has been indicated in your child's registration package. All allergies will be posted in the classroom.

Hearts in Bloom Academy

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 Hearts in Bloom Academy 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,

Board of Directors and Management

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of Heart in Bloom Academy 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: _____