



Sunny Faces Day Care, 30 Harefield Drive, Etobicoke ON, M9W 4C9 (416 744 0778)

COVID – 19 POLICIES AND PROCEDURES CHECKLIST

Welcome to Sunny Faces

- Message from Board of Directors
- Board of Directors contact information
- Membership & Organization Chart
- Introduction to COVID - 19

Responsibilities and Welfare

- Roles and Responsibilities during COVID - 19
- Compliance during COVID - 19
- Family Prioritization Guide during COVID - 19
- Staffing during COVID – 19
- Parent and Child Code of Conduct

Health and Welfare

- Serious Occurrences
- Infection and Prevention during COVID – 19
- Duty to Report
- Use of Masks and Personal Protective Equipment (PPE)

Programs and Cohorts

- Program Rooms
- Procedures within Cohorts

Financial

- Fee schedule
- Fee Assistance

Communication and Contact

- Voicemail, Email, Website
- Hours of Operation
- Absenteeism
- Emergency Contacts
- Late Pick Up
- Parent and Staff Exchange of Information
- Clothing and Possessions
- Escorting Children to and from the Centres
- Release of Child/ren

Centre Locations and Operations

- Operating Procedures during COVID – 19
- Daily Entry
- Screening and Visibly Marked Physical Space
- Entry/Drop Off
- Entry/Pick Up
- Visitors
- Attendance

APPENDICES

- Exclusion Policy COVID - 19
- Environmental Cleaning & Disinfecting Protocols
- Toy Cleaning and Disinfecting
- Hand Hygiene Policy & Procedure
- Health Screening Procedure
- Communicable Diseases

I have read and understand the Sunny Faces Daycare COVID – 19 Policies and Procedures

Rivercrest St. Benedict

Child Care Centre

Date

Signature