



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

Dear Sunny Faces Day Care Families,

As we continue preparation for our September 8<sup>th</sup> reopening, we wanted to take this opportunity to keep our families up to date with the latest news and changes within the centres. Please keep in mind that there are changes happening daily as child care centres and schools try to coordinate a safe reopening, and as such, the delayed correspondence is to ensure our families are receiving the latest information.

We appreciate that everyone has different levels of concern regarding COVID – 19, and as such we are sharing this important information to help family's transition after being away for so long. It is important to know that Sunny Faces is working with a number of partners including the Ministry of Education, Toronto Public Health, two School Boards, Toronto Children's Services, Ministry of Labour and CUPE local 2484-20, to ensure the safe reopening of our centre.

While many things will seem different with the new COVID – 19 protocols and our new procedures, Sunny Faces will continue to provide an environment that fosters learning, growth & development and fun!

At this time, a formal Public Health inspection is not required prior to reopening. However, please know that Public Health will be resuming their routine child care inspections in the weeks ahead. Inspections will include the usual food safety and infection prevention and control components as well as the enhanced health and safety requirements associated with the COVID-19 pandemic.

As a licensed child care operator, Sunny Faces is required to submit an attestation form to our Ministry of Education Program Advisor confirming that we have developed and reviewed the enhanced safety protocols with staff, and that the policy has been made available to parents. Sunny Faces will be posting our COVID – 19 Pandemic Plan, inclusive of our Sanitary Health & Safety plan, Exclusion Policy and Hand Hygiene Policy & Procedures both online and at each centre location. In addition, the Ministry of Environment is requiring that all operators of child care centres need to ensure that our routine water flushing occurs prior to re-opening so that the water quality in the building is restored. Flushing, which is done daily, reduces potential exposure to lead in drinking water as it prevents water from standing in the plumbing for too long, reducing contact time within pipes and plumbing.

To support our reopening and for understanding the various roles and responsibilities of all parties involved, a list of roles and responsibilities is included in our COVID – 19 Pandemic Handbook. The list has been designed as a resource to be used in conjunction with the Operational Guidance During COVID - 19, Child Care Centre Licensing Manual, the Child Care and Early Years Act, 2014, and its regulations.

As shared earlier, operators are required to develop written policies and procedures outlining our health and safety protocols. ***Parents will be required to sign off on receiving these policies prior to their child returning to program.***

Parents may print the COVID – 19 Policies and Procedures Checklist found on the website, sign it and bring it with you when you drop off your child on the first day. You may also scan it and email it to the centre.

Sunny Faces has developed a COVID – 19 Pandemic Policies and Protocols inclusive of the following areas:

- Health Screening Procedure
- Entrance Screen
- Hand Hygiene Policy and Procedures
- Sanitary Health and Safety Protocols
- Exclusion Policy

The following is a detailed list of procedures to know and understand when returning to the child care centre at either Rivercrest or St. Benedict locations.

### **GENERAL**

1. Sunny Faces will be offering full day care at **RIVERCREST** from September 8<sup>th</sup> – 14<sup>th</sup>, while schools are closed
2. Sunny Faces will be offering full day care at **ST. BENEDICT** from September 8<sup>th</sup> – 11<sup>th</sup>, while schools are closed
3. When open, both sites will be open from 7am until 6 pm on full day operations
4. Beginning Tuesday September 15<sup>th</sup>, both sites will be offering before and after school care from 7 am until school starts and from school end until 6 pm
5. Masks are mandatory for ALL staff and children who will be entering either child care centre location. For those individuals with medical conditions that prevent the wearing of a mask, must provide a doctor's note that lists the reason for exemption. A doctor's note exemption must fall within the Toronto Public Health exemption criteria. If a staff or child are unable to wear a mask due to medical reasons, a shield (provided by the family) will be required.
6. Social distancing will be reinforced throughout the day, to maintain a 2 metre/6ft
7. There is a NO sharing policy in place until further notice (food, toys, water bottles)
8. No personal items are allowed to be brought into program rooms (excluding a small blanket for preschool children for napping, a water bottle)
9. Preschool blankets will remain onsite and washed at the end of every day by Sunny Faces
10. All personal items must be clearly labelled with the child's name
11. Spare clothing, sunscreen and a jacket can be brought on site in a small back pack or bag that will be kept in the child's locker.
12. All children will be required to have indoor shoes that are to left at the centre
13. Outdoor play time will be increased. Make sure you are providing appropriate clothing for the weather.

STAFF ARE MAKING EVERY EFFORT TO CONNECT WITH OUR FAMILIES TO CONFIRM RETURNING FAMILIES AND VERIFY REGISTRATION COMPLETION.

IF YOU HAVE NOT SUBMITTED AN UP TO DATE REGISTRATION PACKAGE, OR IF YOU ARE MISSING ANY PART OF THE REGISTRATION PACKAGE, INCLUDING BANK DEPOSIT FORMS, YOU WILL NOT BE ABLE TO BEGIN IN PROGRAM.

IF YOU ARE UNSURE OF YOUR STATUS, PLEASE EMAIL HELEN PRIMI AT [hpsunnyfaces@outlook.com](mailto:hpsunnyfaces@outlook.com) TO INQUIRE.

## SCREENING AND VISIBLY MARKED PHYSICAL SPACE

**ALL** children, staff and visitors must be screened before entering **Sunny Faces** and will be monitored throughout the day for COVID-19 related symptoms.

- Children, staff and visitors will need to complete a health check and screening prior to entry into the facility
- A designated screening area has been set up outside (or in inclement weather) inside the entrance of the child care centre in a manner that physical distancing can be maintained (2m or 6 ft)
- Visual markers/cues spaced two metres/six feet apart have been provided to assist children and parents/guardians to maintain a two-metre distance from each other when waiting to be screened
- Hand sanitizers (70 - 90% alcohol concentration) will be available at the screening station

**Individuals who answered 'YES' to any of the screening questions or have visible signs of illness or have a fever, will NOT be admitted to the facility and will be referred to Telehealth for further information and direction**

- Only one entrance/exit will be used to ensure effective monitoring and screening practices
- Parents are requested to arrange for only one parent to perform pick up and drop off duties
- Only one parent can enter the screening area with their child/children
- Parents may not enter the centre beyond screening area

## ENTRY/DROP OFF

- **Preschool, School Age Room 6 and School Age Gym** – All children in these groups will enter and exit the building through the PARKING LOT doors. Line up on the orange markers located outside on the ground along the side of the building (smiley faces). All parents will be asked to submit their questionnaire or be asked a series of questions to answer for themselves and their child. All children will have their temperature taken and recorded prior to entry into the centre. A staff member will escort each child to their program room.
- **JK/SK Room 15** – All children registered in JK/SK will enter and exit the building through the KINDERGARTEN doors. Line up on the orange markers located on the ground along the side of the building (smiley faces). All parents will be asked to submit their questionnaire or will be asked a series of questions to answer for themselves and their child. All children will have their temperature taken and recorded prior to entry into the centre.

## EXIT/PICK UP

- **Preschool, School Age Room 6 and School Age Gym** – All children in these cohorts will exit the building through the PARKING LOT doors. Parents must call the centre at 416 744 0778 **15 minutes prior to pick up**. Parents are encouraged to sign up for a pick up time when they drop their child off in the morning. This will help to alleviate waiting times. All children will have their temperature taken and recorded before leaving the centre.
- **Exit/Pick Up JK/SK Room 15** – All children registered in JK/SK will exit the building through the KINDERGARTEN doors. Parents are encouraged to sign up for a pick up time when they drop their child off in the morning. This will help to alleviate waiting times. All children will have their temperature taken and recorded before leaving the centre.

**Children must be in program by 9 am. Entry into the centre is not permitted throughout the day. Late entry due to an appointment will require a drop off time with the Supervisor.**

## **FEES**

- Fees for service will begin September 1<sup>st</sup> for all registered families. Please allow 2 – 3 days for processing upon reopening.
- Fees will not be prorated for September
- Families who used full day services for school 'strike days' between January 2020 to March 2020, will be charged those days with their October payment. Strike day fees will be directly debited from family accounts in October, separate from your monthly fee.

## **PARENT AND CHILD CODE OF CONDUCT**

The Code of Conduct has been enhanced. Parents are required to review with their child/ren prior to returning to the centre

## **DUTY TO REPORT SUSPECTED OR CONFIRMED CASES OF COVID - 19**

- All child care centres within the meaning of the *Child Care and Early Years Act, 2014*, have a duty to report suspected or confirmed cases COVID-19 under the *Health Protection and Promotion Act*.
- **Sunny Faces** will contact Toronto Public Health's (TPH) Communicable Disease Surveillance Unit

**Sunny Faces** staff have returned to work and are working hard to get our centres set up for safety and fun!

We all have a shared responsibility to support the safety of ourselves and those around us as we continue to reduce the spread of COVID - 19.

Looking forward to seeing everyone soon! Be well. Be safe. Be healthy!