

# James Bay Community School Centre



140 Oswego Street  
Victoria, BC V8V 2B1

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## EMERGENCY CHILDCARE PARENT HANDBOOK

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**This is in addition to the current parent handbook**

### **Contact Information**

**Community Centre: 250-389-1470**

**Childcare Coordinator: [osc@jamesbaycentre.ca](mailto:osc@jamesbaycentre.ca)**

**Childcare Supervisor (Chelsea Blackmore): [supervisor@jamesbaycentre.ca](mailto:supervisor@jamesbaycentre.ca)**

## Drop off Procedures

To ensure the wellbeing of your child, yourself, and our staff, we will be conducting the following steps of health and safety protocols upon drop-off:

1. Temperature will be taken with a no-touch thermometer before child can enter. If the child has a temperature, they cannot attend program. A normal temperature range for children is 36.5°C-38°C. A fever is when a child's body temperature is higher than 38°C.
2. You will be required to complete a screening questionnaire at time of drop off.
3. Once the child enters the space, they will immediately wash their hands with soap and water for 20 seconds. Please reiterate the importance of hand washing with your child and prepare them for the expectation that hand washing will happen several times a day in care.

## General Protocols:

- Allow more time when arriving. Parents must drop off at the steps of Little Waves Daycare program and practice social distancing.
- Be respectful of others – only one family should be at drop off area at the bottom of Little Waves stairs. Families must practice social distancing. If you arrive and you see another family in the entrance, please remain a large distance away until it is safe to enter. Parents must practice social distancing with our childcare staff as well.
- Drop off time is between 8:30-9:00am. If you are planning to drop off after 9:00am please call the front desk so we can be ready to take your child to program.
- Parents are not allowed in the childcare space for both pick-up and drop off.
- When possible please have the same parent drop off and pick up child(ren) each day to limit exposure.
- Staff will greet parent and child at the front door for sign in. Childcare staff will sign child(ren) in and out of program. Parents must communicate with staff member when picking up their child to ensure they have been signed out.
- Inside the space we will keep children's belongings as separate as possible. Please send a large selection of spare clothes that can be kept in program. The goal is to limit the amount of items traveling between home and program.
- A pick-up timeslot will be assigned to each family. The Childcare Supervisor will contact you with this information.
- At the end of the day, children will be in the backyard for pick up. Parents will wait at the gate and staff will bring your child and their belongings to you. Please do not enter the backyard.

## Food and Drink

Water bottles must be provided from home and will remain at Little Waves. They will be washed and sanitized every night. Please send your child with a cold AM snack/lunch as we will not be using the microwave. We will continue to provide an afternoon snack.

## Illness Policy

**\*Please note that we are following BC's Ministry of Health protocols and will adapt if needed to keep up with any changes.**

We will continue to use our existing Health and Safety policies (See Parent Handbook), with some added emphasis on the following:

- No person who is sick is permitted to enter the facility for any reason (Child, parent, or staff).
- If your child, or anyone in the household is showing signs of influenza or Covid 19, please do not send your child to care. This protocol is crucial to maintain the health and safety of all those attending our programs.
- If your child or anyone in the household shows signs of influenza or COVID-19 they must be self-isolated for 10 days.

If a child or staff member starts showing symptoms of what could be influenza or COVID-19 we will:

- Contact the child's parent or caregiver and pick up will be required immediately. Please be advised that we will not allow the child to come back into program for 10 days or until you contact 811 and/or your health care provider and follow their directions.
- If your child is exhibiting symptoms at home, please keep your child home and notify us of the child's symptoms
- We will have a separate and supervised area where we can promptly separate a child or staff. If a child becomes sick, they will be removed from the group with supervision until their parent or caregiver can pick them up.
- Any staff showing symptoms will be sent home immediately. Our ratios allow for a staff to leave if this is the case. Please be aware that we will be running this with a limited number of staff and may have to suspend care if we do not have the appropriate number of staff to operate.

## Healthy and Safety

### Hand Washing

Hand washing will take place continuously throughout the day:

- When they arrive at the centre and before they go home

- Before eating and drinking
- After using the toilet
- After playing outside
- After sneezing or coughing
- Whenever hands are visibly dirty
- Before and after quiet time
- And other times at educators discretion

### **Six Steps to Proper Hand washing:**

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

### **Cough and Sneeze Etiquette:**

- Cough and sneeze into arm or tissue.
- Wash hands

When sinks for hand washing are simply not available, we will use alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol. Know that this is not very effective when a child's hands are quite soiled, when coming in from outside, for example. Read labels and wash hands with sanitizer the same way you would wash with soap and water.

### **Quiet Time:**

At quiet time, each child will be permitted their mat and personal blanket. Blankets and mats will be washed after each use.

### **Outdoors**

-We are unable to use any playground structures; we will spend a lot of time outside and in nature.

- Staff and children are encouraged to be outdoors as much as possible throughout the day. We have full use of Macdonald Park Field and Little Waves Front and Backyard.

### Cleaning Protocols:

- Sanitizer will be used throughout the day to clean toys. A limited amount of toys will be put out for the day and the toys used will be sanitized each evening.

- All high touch surfaces (door handles, light switches, washrooms, sinks, etc.) will be cleaned 3 – 4 times per day.

-The entirety of the Little Waves rooms will be sanitized each evening.

-Our sanitizing solution consists of 1:100 bleach solution as recommend by BC Child Care Licensing Regulation.

We are currently following all Public Heath guidance to childcare facilities with your child's health as our priority.