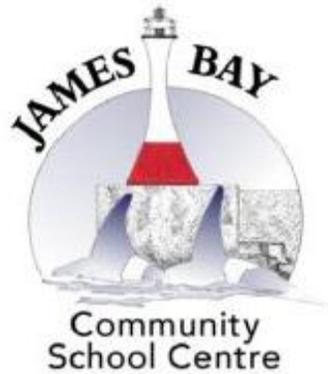


James Bay Community School Centre



140 Oswego Street
Victoria, BC V8V 2B1

EMERGENCY CHILDCARE PARENT HANDBOOK : Out of School Care

These protocols are in addition to the current parent handbook

Contact Information

Community Centre: 250-389-1470

Childcare Coordinator: osc@jamesbaycentre.ca

Childcare Supervisor (Chelsea Blackmore): supervisor@jamesbaycentre.ca

OSC Childcare Procedures:

Any staff showing symptoms will be sent home immediately. Our ratios allows 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.

Drop off/Pick up Protocols:

Morning Drop-Off Procedures:

- Scheduled Drop-off time starts at 7:30am (please do not arrive any earlier than that)
- Parents are not permitted to enter the building and must drop off outside space.
- There will be a "Check-in table" in the undercover area of the Our Pond Backyard where parents must wait with their children for a leader to approach and sign them in. Leaders will be signing children in and out of care. Leaders will also be taking the incoming child's temperature (see protocol below).
- There will be distance markers indicating where people should wait if there are multiple families arriving at the same time. Please practice social distancing with other families.
- Parents will be asked screening questions upon arrival.
- At drop-off please do not linger in the Childcare area. If you need to communicate with a staff member please email the Childcare Supervisor to do so. Drop-off time is not a time for communication.

-We are planning to spend most of our time outside but if numbers stay low in the AM time, we feel comfortable using the Our Pond room as a Childcare Space.

CHECK-IN ILLNESS SCREENING:

To ensure the wellbeing of all children, families and staff we will follow this health protocol upon arrival and outside the center, this will include:

STEP 1: Temperature will be taken with a no touch thermometer before child or staff can enter care. 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.

STEP 2: Families will be required to complete screening questions at time of arrival. If child (ren) or someone who is in contact with that is sick they may not attend program.

If a child has been identified as sick, parents must call 811 or family doctor to seek further medical guidance before returning to care.

Parents are required to share information around the child's health with us prior to returning and make sure they have followed advice from their practitioner or 811.

STEP 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.

Afternoon Pick-up Procedures:

- Scheduled pick-up time is between 4:15- 5:00pm in the Our Pond Backyard.

-Parents must come to "Check-in" table and wait for a staff member to come and sign out child.

-At pick-up please do not linger in the Childcare area. Please pick-up your child and leave the area. If you need to communicate with a staff member

please email the Childcare Supervisor to do so. Drop-off time is not a time for communication.

-All kids will be in OP backyard from 4:15-5:00pm with their stuff packed up and ready to go for pick-up.

- If parents NEED to pick up before 4:15pm they must contact the Childcare Supervisor via email (supervisor@jamesbaycentre.ca) the day before.

-If raining, the tentative plan will be to have our "Check-in table" set up in the gym. Access to the gym will be through the outside doors. The Childcare Supervisor will be in contact via email regarding this plan if the forecast projects rain.

Healthy and Safety Protocols

Sick Child or Staff on Site:

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

- Contact the child's parent or caregiver to come and pick up. **An immediate pick up will be required.** Please be advised that we will not allow the child to come back into program for 10 days or until you contact 811 or your health care provider and follow their direction.

-If a child is exhibiting any symptoms at home, parents should notify staff of symptoms and keep the child at home.

- We will have a separate and supervised area where you can promptly separate a sick child or staff. If a child becomes sick, they will be removed

from the rest of the children with supervision until their parent or caregiver can come and pick them up.

- Any staff showing symptoms should go home right away. And should not attend program. Our ratios allow for a staff to leave if this is the case. Please be aware that we will be running these programs with a limited number of staff and may have to suspend care if we don't have the appropriate number of staff to operate.

We are taking opening up and providing this service to our families very seriously and we know and understand that this looks different than in the past. We have you, your child(ren) and our staff as our first priority in keeping everyone safe and healthy. With that in mind, The James Bay Community School Centre are responsible for the policies and procedures that we have implemented and can control. We are committed to ensuring that proper procedures and policies are being followed. We **cannot guarantee** that social distancing will take place amongst the children. We will do our part by limiting the number of kids in attendance, encouraging spaced outdoor play, and try to enforce a 'No-Touch' policy. As stated in our Emergency Childcare Handbook, we will screen children when they arrive at OSC. It is important to note that we do not have control over what families do when their children are not in our care. We ask that all families bringing their children in to care are doing their absolute most to ensure their family is social distancing outside of care. Because there are factors out of our control, if this makes you nervous or uncomfortable, please do not bring your child into our care.

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
- And other times at staff 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.

Food and Drink

-Water bottles MUST be provided every day. Please clearly label your child's water bottle. We will be providing a PM snack as usual.

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 OSC 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 Health guidance to childcare facilities, with your child's health as our priority.