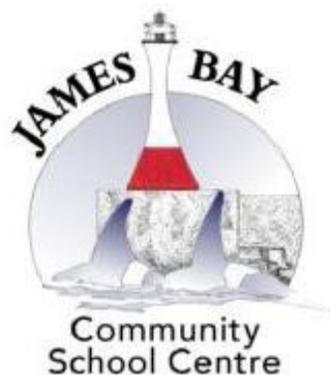


# James Bay Community School Centre



140 Oswego Street  
Victoria, BC V8V 2B1

---

## **CHILDCARE PARENT HANDBOOK: Out of School Care**

---

### **Contact Information**

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

**OSC Cell Phone: 250-514-4885**

**Out of School Care Coordinator (Chelsea Blackmore)**

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

# OSC Childcare Procedures:

Thank you for taking the time to read this handbook. It is important that all of us are on the same page and understand all of the procedures and protocols to keep everyone safe. If you have any questions please feel free to email or call Chelsea Blackmore.

Any staff showing symptoms will contact the Out of School Care Coordinator. 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.
- 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 and staff.
- Parents will be asked if they have completed their daily health check
- At drop-off please do not linger in the Childcare area. If you need to communicate with a staff member about the day and that staff member can write it in the communication binder. If it is anything of greater importance please email the OSC Coordinator. Drop-off time is not a time for in depth conversations.

## Afternoon Pick-up Procedures:

- Scheduled pick-up time is between 4:30- 5:15pm in the Our Pond Backyard.
- Parents must come check-in with their child's leader to sign out and before taking the 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 ensure to respect social distance of 6 feet.
- If parents NEED to pick up before 4:30pm they must contact text the OSC cell phone or contact OSC Coordinator via email ([osc@jamesbaycentre.ca](mailto:osc@jamesbaycentre.ca)) the day before.

## Healthy and Safety Protocols

### Illness Screening

Step 1: Families will be required to complete their daily health check each day before sending their child to care.

Children should stay at home when symptoms of illness develop, such as:

Fever	Yes	No
Chills	Yes	No
Cough or worsening chronic cough	Yes	No
Shortness of Breath	Yes	No
Loss of Smell or taste	Yes	No
Diarrhea	Yes	No
Nausea and vomiting	Yes	No

If you answer “YES” to one of the questions included under “Key Symptoms of Illness” (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptoms improve, you may return to daycare when you feel well enough. If symptoms persist or worsen, seek a health assessment.

If you answered “YES” to two or more of the questions included under “Key Symptoms of Illness” or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to daycare until Covid-19 has been excluded and your symptoms have improved.

**When a Covid-19 test is recommended by the health assessment:**

- If the COVID-19 test is **positive**, the person must stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, the child can return to the childcare facility once well enough to participate. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. (BCCDC has more information on receiving negative test results.
- If a COVID-19 test is **recommended but not done**, self-isolate for 10 days after the onset of symptoms and return when feeling Well enough to participate. If you are unsure, call 8-1-1 for advice.
- If a Covid-19 test is not recommended by the health assessment, the person can return to care when symptoms have improved, and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not Covid-19).

**If you are unsure, call 8-1-1 for advice.**

## Healthy and Safety Protocols

### Sick Child or Staff on Site:

If a child or staff starts showing 2 or more 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.** We will have a separate and supervised area where we can promptly separate a sick child or staff.
- Please be advised that we will not allow the child or staff to come back into program until they have followed the steps above.
- If a child is exhibiting any new symptoms at home, parents should notify Out of School care Coordinator and keep the child at home.

### Testing Positive Protocol

- If a staff member or child that attends the program has been confirmed to have tested positive for Covid-19, we will take direction from public health and licensing regarding next steps.

<https://www.islandhealth.ca/learn-about-health/covid-19/symptoms-testing-and-isolation>

## Hand Washing:

Hand washing will take place continuously throughout the day:

- When they arrive at the center 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 for 20 seconds with soap and water

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 highly 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

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 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 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.

## 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 school safe cleaning solution as recommend by BC Child Care Licensing Regulation and School District 61.

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

## Program Policies

If you are coming into the center to pay for your fees, please ensure that you have a mask with you. Everyone will be required to wear a mask in the lobby. Please remember to sanitize your hands at the front lobby doors before entering the facility.

## Program Fees

Before School Care: \$80/month

After School Care: \$245/month

Both Programs: \$285/month

**Fees are due on the 1st of the month, or the next business day if the 1st falls on a holiday**

Payment can be made at the Centre Desk between 9:00am and 5:00pm Monday-Friday. We accept cash, cheque, debit, or credit. Credit card payments can be made over the phone.

Our system is not set up for automated payment at this time. If you have trouble remembering to make your payments on time, you are welcome to drop off post-dated cheques made out to James Bay Community School Society.

Lack of payment will result in the loss of your childcare space. If you are experiencing financial difficulty, please contact the Coordinator to discuss payment options.

## Withdrawal notice

If you need to withdrawal your child from care or make an adjustment to their programs, you are required to give one month's notice (from the 1st of the month) to the Childcare Coordinator by email.

## Removal from program

While we will always do our best to accommodate all children and to support them through the wide range of behaviours and stages that are all part of growing up, there may be situations that arise where a child's needs are beyond the scope of care that our staff are able to provide.

This includes:

- 1) Physical outbursts that result in your child hurting themselves, other people, or our space.
- 2) Running away from staff or leaving program space/boundaries
- 3) Behaviour or conduct that requires ongoing one-on-one supervision or consistent individualized attention from staff.

If these situations arise, staff will contact you and may require that your child be picked up from program immediately. A collaborative meeting will be set up with you and the Childcare team to come up with strategies and a plan for care. If these types of incidents continue and staff feel that the safety of your child or other children is at risk, we may be required to withdraw your child from our care. This decision will be made solely at the discretion of the Childcare Coordinator.