

**Tender Years Co-operative School Inc.**

# **Registration Package**

**2020 – 2021**



**1444 Dundas Crescent  
Mississauga, ON L5C 1E9**

905.949.1949  
admin@tenderyears.ca



## The TYC Difference

Established in 1982, Tender Years Co-operative School Inc. is a non-profit, co-operative school providing superior education to children from 18 months to six years old. For over 35 years, through the consistent efforts of our dedicated parents and staff, we have earned a reputation for excellence in delivering an exceptional learning experience to our community's youngest learners. Our outstanding team of Registered Early Childhood Educators (RECEs) engage students through inspiring leadership and thoughtful planning.

Every child at Tender Years receives individualized attention from experienced RECEs who are dedicated to student success and development. An inclusive setting, TYC is committed to serving all learners, regardless of ability. We work closely with community agencies and families to ensure students with special needs are set up for success and have the greatest opportunity for growth and development. Please speak to the School Supervisor prior to registration so that we can ensure that your child's needs are best understood and supported in the classroom environment.

Our classrooms introduce a variety of activities that stimulate learning while allowing each child to grow at their own pace. Each program offered encourages creative learning through fun activities including arts and crafts, music, song and dance, puzzles, dramatic play, sensory bins, and gross motor activities. Additional school events are often planned such as themed days, animal shows, special guests, pageants, and our annual Fall Fair.

Our child-centred approach to learning includes time both indoors and outdoors in our two enclosed playground areas, one specifically designed and designated for our toddlers and a second for our preschool and kindergarten classes. TYC also has child-size restroom facilities to help build confidence and independence, and our staff will work with you and your child on their potty-training journey.

Select programs offer two healthy snacks and a hot catered lunch, and Tender Years is happy to accommodate certain dietary needs/restrictions in our allergy sensitive and nut-free environment.

## 2020–2021 SCHOOL CALENDAR

### SCHOOL YEAR

The school year begins	September 1, 2020
First day of classes for 2-day & 5-day students	September 1, 2020
First day of classes for 3-day students	September 2, 2020
Last day of classes for 2-day students	June 24, 2021
Last day of classes for 3-day & 5-day students	June 25, 2021
The school year ends	June 25, 2021

### HOLIDAYS ~ NO SCHOOL

Labour Day	September 7, 2020
Thanksgiving Day	October 12, 2020
Winter Break (inclusive)	December 21, 2020 to January 1, 2021
Family Day	February 15, 2021
Good Friday	April 2, 2021
Easter Monday	April 5, 2021
Victoria Day	May 24, 2021
Canada Day	July 1, 2021
Civic Holiday	August 3, 2021

### PROFESSIONAL DEVELOPMENT DAYS ~ NO SCHOOL

Professional Development Day	January 22, 2021
Professional Development Day	June 4, 2021

### GENERAL MEETING DATES

General Meeting	September 23, 2020
Annual General Meeting	December 2, 2020
General Meeting	March 3, 2021
General Meeting and Board Elections	June 2, 2021

**\*\* Details of all General Meetings will be provided 2 weeks prior. Please arrive at least 15 minutes early to all meetings to allow for registration.**

**NOTE:** General Meetings are **mandatory** for active families. Non-active families are encouraged to attend.

### BOARD OF DIRECTORS MEETINGS (Dates subject to change)

July 9, 2020	January 12, 2020
August 28, 2020	February 9, 2020
September 8, 2019	March 9, 2020
October 13, 2019	April 13, 2020
November 10, 2019	May 11, 2020
December 8, 2019	June 8, 2020

## REGISTRATION POLICIES

Prior to registration, we encourage new parents to call the school to arrange a visit to our toddler, preschool, or kindergarten program with their child. This allows the parent and child to meet our staff, become familiar with the school and program, and ask any questions they may have.

Tender Years is an inclusive setting and has well-established relationships with community agencies (i.e., PIRS). If your child has been identified with some developmental delays or you have concerns about your child's development, it is mandatory that you speak to the School Supervisor prior to registration.

In accordance with the Accessibility for Ontarians with Disabilities Act, Tender Years is committed to excellence in serving all customers including children with disabilities. All customers with disabilities will be treated with independence, dignity, integrity, and provided equal opportunities.

**School registration and placement can only be confirmed upon completion and receipt of all forms in the registration package, all necessary immunization information, and the required fee payments.**

### Waiting List

Should a family wish to enrol their child at Tender Years Co-operative School Inc. but the school is at capacity in the program of their choice, we will do our best to accommodate their child in another program. Should we not be able to accommodate, then we will happily place the child on a waiting list for the program of their choice.

Names are placed on a waiting list in the order of interest. We operate on a first come, first serve basis. When a spot becomes available, the family first on the list will be contacted and offered a placement. That family then has 24 hours to accept the placement or Tender Years will move to the next family on the list.

Should a family wish to place their child on our wait list prior to their child being of age (i.e., a newborn wanting space in the Toddler program), we will accept names in these circumstances **up to 3 months prior to the anticipated start date**. We encourage families to contact us closer to the start date to ensure that space is available. Parents are welcome to contact us about their child's status on the waiting list at any time, in a manner that protects the personal information of other families. Please note that, effective September 1, 2016, licensed child care centres are no longer permitted to charge fees in order to place a child on a waitlist for care (*Ontario Regulation 137/15 section 75.1*).

This waiting list policy is reviewed by all supervisors, board members and staff and is provided to parents in the parent handbook.

## Withdrawal

In the unlikely and unfortunate event that you need to withdraw your child from Tender Years, a minimum of **30 days written notice** is required in order to avoid payment for the following month. Monthly fees are refundable with the exception of the non-refundable registration fee. The General Meeting deposit is refundable in full or in part dependent on the time of withdrawal and the number of general meetings attended.

In the case of prolonged illness or absenteeism (i.e. vacations), a place will be held in the school as long as fees are paid and the parents fulfill their co-operative agreement.

## PROGRAM INFORMATION

Tender Years Co-operative School Inc. is licensed by the Ministry of Education to accommodate the following number of children:

- 14 Toddlers (18 months – 2.5 years old)
- 48 Preschoolers (2.5 – 4 years old)
- 11 Kindergarteners (3.6 – 7 years old)

Full Day and School Day programs are provided throughout the calendar year. Half-day programs are offered from September to June.

## Toddler Program

Scheduling Options	Participation Level	Monthly Fee Schedule			Fee Inclusions
		5-day	3-day	2-day	
Full Day 9:00am – 5:00pm	Non-active	\$1,234	\$804	\$627	Morning snack Lunch After school snack
School Day 9:00am – 3:00pm	Non-active	\$1,160	\$758	\$594	Morning snack Lunch
Before School 8:00pm – 9:00pm		\$74	\$46	\$33	Before school snack
After School 3:00pm – 5:00pm		\$74	\$46	\$33	After school snack

\* Fees reflect September to December 2020, and may be adjusted for 2021 as per the Region of Peel.

\* All snacks and meals are balanced and healthy, adhering to Canada's Food Guide.

## Preschool Program

Scheduling Options	Participation Level	Monthly Fee Schedule			Fee Inclusions
		5-day	3-day	2-day	
Full Day 9:00am – 5:00pm	Non-active	\$1,204	\$787	\$614	Morning snack Lunch After school snack
Half-Day 9:00am – 12:00pm	Non-active	\$577	\$400	\$327	Snack
School Day 9:00am – 3:00pm	Non-active	\$1,138	\$745	\$584	Morning snack Lunch
Before School 8:00am – 9:00am		\$66	\$42	\$30	Before school snack
After School 3:00pm – 5:00pm		\$66	\$42	\$30	After school snack

\* Fees reflect September to December 2020, and may be adjusted for 2021 as per the Region of Peel.

\* All snacks and meals are balanced and healthy, adhering to Canada's Food Guide.

## Kindergarten Program

Scheduling Options	Participation Level	Monthly Fee Schedule			Fee Inclusions
		5-day	3-day	2-day	
Full Day 9:00am – 5:00pm	Non-active	\$1,204	\$787	\$614	Morning snack Lunch After school snack
School Day 9:00am – 3:00pm	Non-active	\$1,138	\$745	\$584	Morning snack Lunch
Before School 8:00am – 9:00am		\$66	\$42	\$30	Before school snack
After School 3:00pm – 5:00pm		\$66	\$42	\$30	After school snack

\* Fees reflect September to December 2020, and may be adjusted for 2021 as per Region of Peel.

\* All snacks and meals are balanced and healthy, adhering to Canada's Food Guide.

## FEE INFORMATION

Our programs are all competitively priced, and fees are billed on a monthly basis. All fees reflect the above noted school closures (see School Calendar for specific dates).

At the time a child is registered, the following fees are due:

- Non-refundable Registration Fee: \$80.00.
- General Meeting Deposit: \$100.00 (applies to active families ONLY; refundable with a 30-day notice).

Fees are not refunded due to illness, vacation, facility, or weather related issues. A 5% discount on tuition fees is applicable to a second child registered.

**General Meeting Deposit** – All active families are required to attend four (4) General Meetings scheduled throughout the year. Upon registration, each active family must provide a cheque for \$100.00. Returns in increments of \$25.00 will be made to each active family upon documented attendance at each General Meeting.

It is mandatory that all active members attend the first General Meeting at the beginning of the year in September. The purpose of this meeting is to review the policies of the school, the Early Years and Child Care Act, Peel Health requirements, and any changes from the previous school year. This meeting will also give parents the opportunity to ask questions and get to know other parents. Non-active member are strongly encouraged to attend this meeting as well.

## Active Families

As a co-operative, we rely on our families to be actively engaged and assist us in running the school, activities, and events (such as by serving on a committee or team). We welcome your involvement as an integral part of Tender Years and offer a discount on monthly fees for those interested in participating.

Families can get up to \$110 back on student fees each month for their participation in the school (\$22 per hour is earned for a maximum of 5 active hours per month).

## Non-Active Families

Tender Years respects the fact that not every family is able to be actively involved with the school and offers a limited number of spaces for non-active families.

Please note that **tuition will be higher for non-active families** in order to reflect the contribution of active families.

## Child Care Fee Subsidy

Should a family require fee assistance, they can apply with the Region of Peel. Full eligibility details and a child care fee subsidy estimator can be found at [peelregion.ca/hsapply](http://peelregion.ca/hsapply) or by calling 905-793-9200.

## PAYMENT POLICIES

TYC's preferred method of payment for fees is:

- VISA or MasterCard (a 2.5% credit card fee is applicable) or
- Email money transfer (admin@tenderyears.ca)

While our preferred method of payment at this time is by credit card or email money transfer, we will still accept payment by cheque.

### Late Payments

Should fee payments be late or declined, TYC will notify the parent/guardian. Payment is due within one week of being notified. Failure to comply will result in the suspension of the child from school for one week during which time you must pay the full amount owed. Upon receipt of the full payment, your child may return to school. Continued failure to pay fees will result in the termination of services and withdrawal of the child from the school.

**N.S.F. Cheques** – Should a cheque be returned to the school due to insufficient funds, the amount of the cheque plus a **\$45.00 fee will apply that must be paid in cash**. Payment is due within one week of being notified. Failure to comply will result in the suspension of your child from school for one week during which time you must pay the full amount owed. Upon receipt of the full payment, your child may return to school. Continued failure to pay fees will result in the termination of services and withdrawal of the child from the school.

## PICK UP AND DROP OFF PROCEDURES

For all programs, an authorized parent, guardian, or caregiver must accompany child(ren) to the classroom and wait for them to be greeted by an educator.

If someone other than those authorized will be picking up your child, you must notify the school ahead of time. **We will not release any child without authorization from a parent or guardian.** All car pools must register with the office.

The school must be kept up-to-date on the names and phone numbers of emergency contacts and those authorized to pick up your child. Staff will request photo identification of authorized drivers at pick up if they have never seen this person before.

Program	Drop Off	Pick Up
School Day 9:00am – 3:00pm	Doors open at 8:45am	No later than 3:00pm





Half-Day Mornings 9:00am – 12:00pm	Doors open at 8:45am	No later than 12:00pm
Full Day 9:00am – 5:00pm	Doors open at 8:45am	No later than 5:00pm*

**\*Late fees after designated pick up times are subject to a fee of \$5.00/minute**

Please be advised that staff will offer a verbal warning if pick up is too late, and the time will be recorded on a late arrival form. Should arrivals continue to go beyond the aforementioned time frame, at the discretion of the Board of Directors, you may be levied a fine.

In the case of unforeseen circumstances, please notify the school (905-949-1949) that you will be late picking up your child and state the reason.

**FAMILY INFORMATION**

CHILD'S INFORMATION ( Please complete in full)		MEMBERSHIP	
		<input type="checkbox"/> ACTIVE	<input type="checkbox"/> NON-ACTIVE
LAST NAME		FIRST NAME	
MIDDLE NAME		DATE OF BIRTH (dd/mm/yyyy)	
LANGUAGE(S) SPOKEN AT HOME		GENDER	
LIVING WITH	<input type="checkbox"/> BOTH PARENTS <input type="checkbox"/> MOTHER ONLY <input type="checkbox"/> FATHER ONLY <input type="checkbox"/> LEGAL GUARDIANS <input type="checkbox"/> FOSTER PARENTS		<input type="checkbox"/> F
CUSTODY	<input type="checkbox"/> BOTH PARENTS <input type="checkbox"/> MOTHER ONLY <input type="checkbox"/> FATHER ONLY <input type="checkbox"/> LEGAL GUARDIANS <input type="checkbox"/> CHILDREN'S AID		<input type="checkbox"/> M

**MOTHER'S INFORMATION**

RELATIONSHIP TO CHILD			
LAST NAME		FIRST NAME	
HOME ADDRESS		CITY	
POSTAL CODE		EMAIL	
HOME #		CELL #	
WORK ADDRESS		WORK #	

**FATHER'S INFORMATION**

RELATIONSHIP TO CHILD			
LAST NAME		FIRST NAME	
HOME ADDRESS		CITY	
POSTAL CODE		EMAIL	
HOME #		CELL #	
WORK ADDRESS		WORK #	

**EMERGENCY CONTACTS / AUTHORIZED PICK UP PERSONS**

1	NAME		RELATIONSHIP	
	ADDRESS (street, city, postal code)		HOME #	
			CELL #	
			WORK #	
2	NAME		RELATIONSHIP	
	ADDRESS (street, city, postal code)		HOME #	
			CELL #	
			WORK #	

Please tell us how you originally found out about Tender Years?

SIGNATURE		DATE	

## HEALTH / MEDICAL INFORMATION & LEARNING PROFILE

It is the responsibility of the parents/guardians to inform Tender Years of any additional immunizations, boosters, and changes to doctor information or health card details.

HEALTH / MEDICAL INFORMATION				
DOCTOR'S NAME		ADDRESS		
CITY		POSTAL CODE		
PHONE NUMBER				
ALLERGIES	<input type="checkbox"/> FOOD	<input type="checkbox"/> ENVIRONMENTAL	<input type="checkbox"/> DRUG	EPI-PEN? Y N
IF YES, SPECIFY				
<i>Does your child have any ...</i>	<i>Circle one:</i>	<i>Please provide details where appropriate:</i>		
• Dietary restrictions?	Y N			
• Medical condition(s)?	Y N			
• Signs of ill health?	Y N			
• Special dietary, rest, or exercise concerns?	Y N			
• Condition, congenital or acquired of which we should be aware?	Y N			
<i>Has your child ever ...</i>	<i>Circle one:</i>	<i>Please provide details where appropriate:</i>		
• Been treated for a serious condition?	Y N			
• Had any communicable disease(s), i.e. chicken pox, measles, mumps	Y N			
LEARNING PROFILE				
<i>Please answer the following:</i>	<i>Circle one:</i>	<i>Please provide details where appropriate:</i>		
Does your child speak?	Y N			
Does your child have any hearing or vision difficulties?	Y N			
Does your child have any communication difficulties?	Y N			
Is your child toilet trained?	Y N			
Has your child attended school?	Y N			
What is the method of discipline in your home?				
Does your child have any particular likes or dislikes?				
What are your expectations of Tender Years?				
Is there any other information about your child that we should know?				

## CONSENTS & COMMITMENTS

Please review the following and provide your consent as appropriate.

Area	Description	Consent <i>Circle one:</i>	Initial
<b>Community Excursions</b>	I consent to my child to participating in neighbourhood excursions under teacher supervision.	Y   N	
<b>Field Trips</b>	<p>The Toddler, Preschool, and Kindergarten programs may include field trips during the school year. Please take note of the following:</p> <ul style="list-style-type: none"> <li>• Extra fees may be applicable</li> <li>• Toddler and Preschool trips require an adult to accompany a child on a field trip</li> <li>• Notification of trips will be sent out in advance, which must be signed by the parent</li> <li>• For insurance reasons, siblings are not permitted on trips</li> </ul>	Y   N	
<b>Payment Policy</b>	Should fee payments be late or declined, TYC will notify the parent/guardian. Payment is due within <u>one week</u> of being notified. Failure to comply will result in the suspension of the child from school for one week during which time you must pay the full amount owed. Upon receipt of the full payment, your child may return to school. Continued failure to pay fees will result in the termination of services and withdrawal of the child from the school.	Y   N	
<b>Late Policy</b>	On pick-up, please arrive no later than 5:00 pm to pick up your child(ren) from the full-day programs. <b>(Late fees after 5:00 pm are \$5.00/minute.)</b>	Y   N	
<b>Sunscreen</b>	I consent to Tender Years staff to apply sunscreen on my child. I understand sunscreen must be supplied by myself and labeled with my child's name.	Y   N	
<b>Audio-Visual Recordings &amp; Photographs</b>	I consent to photographs and other audio-visual recordings being taken of my child while in Tender Years' care. I further consent to Tender Years using photographs and recordings of my child in the following ways:	Y   N	
	<ul style="list-style-type: none"> <li>• Via Tender Years' website and social media (i.e. Facebook, Twitter, Pinterest, Google+, Instagram)</li> </ul>	Y   N	
	<ul style="list-style-type: none"> <li>• For classroom activities</li> </ul>	Y   N	
	<ul style="list-style-type: none"> <li>• For class/group photos, and photos for memory books and keepsakes. These may be distributed to other Tender Years' families.</li> </ul>	Y   N	
<b>SIGNATURE OF PARENT / GUARDIAN</b>		<b>DATE</b>	



## IMPORTANT CONSIDERATIONS

<b>HEALTH</b>		<b>Initial</b>	
<p>If my child becomes ill at Tender Years, I will be notified. If requested, I understand and agree that it is my responsibility to pick up my child or arrange for an emergency contact person immediately. I understand and agree that if my child is not well enough to participate in all components of the program, including outdoor play, then I am responsible for arranging alternate childcare. I also understand that my child must be symptom-free for 24 hours before returning him/her to school.</p>			
<p>I understand that it is best to administer my child’s medication at home whenever possible. Should daytime administration be necessary, I understand that I must first complete a Medication Authorization form in order to authorize any Tender Years staff member to administer any medication.</p>			
<p>I understand that for health and safety reasons, Tender Years does not permit children or parents to bring food into the school. I confirm that I will not bring, and will not allow my child to bring food into the school. I will also ensure that my child’s clothing and backpack does not contain any food items or medication.</p>			
<p>I acknowledge that reasonable efforts have been taken to provide an allergen free environment at Tender Years; however I understand that Tender Years cannot guarantee an environment free of all allergens. I acknowledge that my child may inadvertently come into contact with a substance that he/she may be allergic to and that such contact may result in an allergic reaction. I understand that there are certain risks of allergen contact in a child care setting.</p>			
<b>RELEASE DISCLAIMER</b>			
<p>In consideration of the provision of child care services, I hereby agree to release, waive, forever discharge, save harmless and keep indemnified Tender Years Co-operative School, (including its employees, Board of Directors, volunteers and other representatives for whom it is legally responsible, from and against all claims, actions, damages, costs, expenses, losses and liabilities, of any kind whatsoever, and however caused, arising from, or in connection with, the provision of child care services, unless same is caused by the sole negligence of Tender Years Co-operative School.</p>			
<b>PARENT/GUARDIAN SIGNATURE</b>		<b>DATE</b>	
<b>WITNESS SIGNATURE</b>		<b>DATE</b>	

## PRIVACY POLICY

### TENDER YEARS' PRIVACY STATEMENT

Tender Years Co-operative School is committed to protecting the privacy of the personal information of its members and the children enrolled at our centre. We value the trust of those we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

In accordance with Tender Years' Privacy Policy, Tender Years collects, uses, transfers and discloses personal information for purposes limited to those that are related to its business of providing education and related services to its co-operative members. Tender Years may disclose personal information as required by law, to the Ministry of Education, under the Child Care and Early Years Act, the Children's Aid Society, and Revenue Canada. Copies of Tender Years' Privacy Policy are available in the office.

If you wish to receive Tender Years' notices and reminders about upcoming general meetings, team and committee communications, school closures, newsletters, special events, and fundraising events, please provide us with your email address below. Email addresses are collected solely as an avenue to communicate specific information to our Tender Years' families. They will not be provided to any third party for purposes of solicitation.

<b>EMAIL ADDRESS</b>	
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### PROTECTION OF CONFIDENTIAL INFORMATION

It is the policy of Tender Years Co-Operative School, as per section 38 of the *Freedom of Information and Protection of Privacy Act* and Tender Years' Constitution, Article XIV, that all staff, Board of Directors, parents, volunteers and students be made aware of the confidential nature of information concerning children and their families and that the confidential nature of such information will be respected.

All reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal, or other abuse, will be exercised. Only Tender Years' staff and the Program Advisor from the Ministry of Education during their mandatory annual inspection will have access to the children's records. All client information, which will come to our knowledge, will be considered confidential and will not be released to any agency or third party without signed authorization by the parent(s).

<b>PARENT / GUARDIAN NAME</b>		<b>DATE</b>	
<b>SIGNATURE</b>			
<b>OFFICE USE ONLY</b>			
MANAGEMENT SIGNATURE			
TITLE			
DATE			

## MEDICAL CONSENT FORM 2020/2021

This form enables a doctor to give necessary treatment in case of an emergency when parents/guardians cannot be contacted. It is understood that every effort will be made to reach the parents. If at any time, due to circumstances such as accident, sudden illness, or emergency, and medical treatment is necessary, this treatment may be given to the following named child.

<b>CHILD'S FULL NAME</b>			
<b>CHILD'S DATE OF BIRTH</b>			
<b>CHILD'S HEALTH CARD #</b>		<b>VERSION CODE</b>	
<b>HOME PHONE #</b>			
<b>FULL NAME PARENT #1</b>			
<b>HOME / CELL #</b>		<b>WORK #</b>	
<b>FULL NAME PARENT #2</b>			
<b>HOME / CELL #</b>		<b>WORK #</b>	
<b>EMERGENCY CONTACT</b>		<b>PHONE #</b>	
<b>ALLERGIES</b>			
<b>MEDICATIONS</b>			
<b>HEALTH CONCERNS</b>			
<p>I, the undersigned, hereby give permission to Tender Years' staff to take my child, named above, to the hospital in case of emergency, in the event that I cannot be reached and the situation is such that medical assistance has been deemed necessary.</p>			
<b>PARENT/GUARDIAN NAME</b>		<b>DATE</b>	
<b>PARENT/GUARDIAN SIGNATURE</b>			

## PARENT/GUARDIAN COVID-19 SCREENING AGREEMENT

Under Provincial direction, child care centres may operate following strict health and safety protocols to prevent the spread of COVID-19 and to ensure the safety of child care staff, children and their families.

### What is COVID-19?

COVID-19 is a new strain of coronavirus that has not been previously seen in humans. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

### Health and Illness Protocol for COVID-19

**Children who are ill should not attend the child care centre.**

**Children should not attend child care if any member of their household is ill with COVID-19 symptoms.**

To manage the risk of spreading illness within the child care centre, Peel Public Health has provided direction on cleaning/sanitation protocols and personal health care practices including frequent hand washing. Peel Public Health also requires daily active screening of all individuals arriving at the child care centre.

**ALL CHILDREN AND PARENTS/GUARDIANS** must be screened **DAILY UPON ARRIVAL** at the child care centre. Temperature checks are required for children entering the child care setting. Temperatures will only be required for parents/guardians if there is an extenuating circumstance that requires them to enter the centre. In addition to daily active screening, all children will be monitored throughout the day for emerging signs or symptoms of illness.

**Your COVID-19 screening results, including contact information, collected by the child care centre during the screening process, may be provided to Peel Public Health, to help manage and reduce the risk of spreading the COVID-19 virus in the child care centre.**

As a Parent/Guardian, you can prevent the spread of illness by keeping your child(ren) home from the program if you or your child(ren) experience **any** of the following signs or symptoms:

- A temperature at or above 37.8 degrees Celsius (100 degrees Fahrenheit)
- New or worsening cough or shortness of breath
- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)
- **Any** of the following symptoms:
 

○ Sore throat	○ Headaches	○ Diarrhea
○ Difficulty swallowing	○ Unexplained fatigue/malaise/	○ Nausea/vomiting
○ Pink eye (conjunctivitis)	muscle aches	○ Decrease or loss of sense of taste or smell
○ Chills	○ Abdominal pain	○ Runny nose without other known cause
○ Rash (in children)		○ Nasal congestion without other known cause
○ *Croup (in children)		

\*Respiratory infection resulting in barking cough and difficulty breathing



If your child(ren) experiences **any** of the signs or symptoms listed above while at the child care centre, staff will contact you or one of your emergency contacts to pick up your child(ren) **immediately**. While your child(ren) waits for you or your designate to arrive, s/he will be separated from the other children.

Any family member experiencing symptoms should be tested for COVID-19 before the family can return to child care. The Supervisor will provide the parent/guardian with contact information for Peel Public Health. Children with symptoms must be excluded from child care and self-isolate for 14 days after the onset of symptoms (unless tested negative). This exclusion will also apply to children exposed to a confirmed case of COVID-19 or to symptomatic person(s).

To protect the health of all individuals at the child care centre, staff will support the arrival and pick up routine for families. Upon arrival, once a child(ren) has completed active screening and been deemed able to enter the centre, staff will escort the child(ren) to the appropriate program room. Parents/guardians are discouraged from entering the centre. Pick-up and drop-off of child(ren) will occur outside the child care setting unless it is determined that there is a need for a parent/guardian to enter the setting.

As a Parent/Guardian responsible for my child(ren)'s child care placement, I agree to the following:

- I have read and understood the above information;
- I understand the risk of illness associated with placing my child(ren) in child care services;
- I agree to all screening requirements and to accurately respond to all screening questions, including the reporting of temperatures daily for all persons entering the centre. Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of my child care placement;
- I will not administer any medication to my child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping my child(ren) off at the child care centre;
- I agree to exclude **all** of my children from child care **immediately** upon observing **any** of the above signs or symptoms of illness in any family member until medically deemed able to return to care; and
- I consent to providing copies of any of my child(ren)'s COVID-19 test results to the child care centre.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### COVID-19 Screening Notice with Respect to the Collection, Use and Disclosure of Personal Health Information

The information pertaining to your COVID-19 Screening is being collected, used and disclosed under the authority of the *Health Protection and Promotion Act R.S.O. 1990 c.H.7* and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, use, disclosure and disposal of information including the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c.M.5* and the *Personal Health Information Protection Act 2004 S.O. 2004 c.3*.

This information will be used by Peel Public Health to investigate the occurrence of COVID-19 in the Region of Peel, provide case management, follow-up with close contacts to assess the risk to others, program planning and evaluation. If you test positive for COVID-19, your result may be disclosed to your child care provider to reduce the risk of spreading the virus in a child care setting. Any questions, regarding this collection, use or disclosure may be directed to the Medical Officer of Health, Peel Public Health, 7120 Hurontario Street, P.O. Box 669 RPO Streetsville, Mississauga, Ontario, L5M 2C2, 905-791-7800.

# COVID-19 EXPOSURE CONTROL PROGRAM FOR CHILDCARE CENTRES

## PURPOSE

**Tender Years Co-operative School**, Mississauga, Ontario, is committed to providing a safe and healthy centre for all our staff, the children who attend our programs, their parents and others who enter our centre. A combination of measures will be utilized to minimize exposure to COVID-19, including the most effective control technologies available. Our work practices and procedures will protect not only our workers, but also other workers such as volunteers, the children who attend our centre's programs, the parents of the children and public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

## POLICY

**Tender Years Co-operative School** will strive to find ways to control or eliminate exposure COVID-19 by developing and implementing proper controls, safe work procedures and educating and training workers. **Tender Years School Co-operation** will follow direction and controls as specified by the World Health Organization, and the local Health Authority's Medical Health Officer.

## SCOPE

This program applies to all employees who could be at risk of exposure to COVID-19.

## DEFINITIONS

<b>COVID-19:</b>	A mild to severe respiratory illness that is caused by a coronavirus. It is transmitted chiefly by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. Also known as SARS-CoV-2 or the coronavirus.
<b>Influenza:</b>	A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-like illness also have the same type of symptoms as influenza that has a known or unknown origin.
<b>MHO:</b>	Medical Health Officer
<b>Pandemic:</b>	An epidemic over a wide geographical area or even throughout the world.
<b>PHO:</b>	Provincial Health Officer
<b>Physical/Social Distancing:</b>	Maintaining 2 meters/6 feet between people
<b>WHO:</b>	World Health Organization
<b>Cohort:</b>	A group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days.

## RESPONSIBILITIES

### Management

- Ensure that the materials (for example, gloves, masks, alcohol-based hand rubs, and hand washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.
- Select, implement and document the appropriate site-specific control measures.
- Ensure that Supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Ensure that a copy of the exposure control plan is available to workers.
- Close facilities or limit services to the public if warranted and/or as directed by the applicable health authority.
- Ensure that workers maintain physical distancing (2 meters/6 feet apart) while completing their work safely.

### Supervisors

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers use proper masks
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Send workers home if they are ill with symptoms associated with the COVID-19 and/or have been diagnosed by a medical practitioner to have the flu.
- Ensure that physical distancing is maintained.

### Workers

- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use of required PPE as instructed.
- Report any unsafe conditions or acts to the Supervisor.
- Know how and when to report exposure incidents.
- Leave work if suffering from the flu and stay home until the symptoms are gone.
- Ensure that physical distancing is maintained.

### Human Resources

- Provide information to workers on COVID-19
- Keep copies of any records or concerns related to COVID-19
- Acting as a resource for any workers with questions or concerns

### Worker Health and Safety Representative

- Participate in developing hazard awareness at the workplace
- Promote participation of education and training on workplace specific infectious diseases and the exposure control plans

- Monitor the workplace to ensure that effective safe work procedures are developed and implemented
- Participated in accident/incident investigations of exposures to infectious diseases
- Review safe work practices and make recommendations for improvements
- Participate in infection control program review

## PROGRAM DETAILS

### Health Hazards

COVID-19 is a global pandemic and a public health emergency, SARS-CoV-2 is a virus that can cause the respiratory illness COVID-19. This illness can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

### Symptoms

Covid-19 symptoms are likely to include fever, cough, sneezing, sore throat, difficulty breathing and loss of smell.

### Transmission

Exposure to the virus that causes COVID-19 can occur by:

- Breathing droplets in the air that are generated when people cough or sneeze
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth or food
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People may be infected with COVID-19 should not come to work. This includes people who:

- Have or have had symptoms of COVID-19 in the past 10 days
- Have travelled outside of Canada within the previous 14 days
- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.

### Risk Identification and Assessment

The extent of control measures outlined in this policy will depend on the level of risk to worker health and safety. An important part of the policy is to ensure all work groups and tasks are identified and assessed for their level of risk. Appropriate protective measures will vary according to the level of risk and kinds of activities an employee performs.

There are three primary routes of transmission for SARS-CoV-2, all of which need to be controlled. These include contact, droplet, and airborne transmission.

## Breathing in droplets in the air

It is advised that SARS-CoV-2 is not typically transmitted through airborne transmission, however, if somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters/6 feet of distance from other people at all time) will reduce the risk of this occurring.

## Close contact

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of SARS-CoV-2 may transfer the virus from their hands or clothing to others during close contact.

## Surface contact

Surfaces can become contaminated when droplets carrying SARS-CoV-2 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because SARS-CoV-2 can persist for several days on surfaces.

Various forms of PPE may be required or provided as an additional form of protection depending on the site or worker comfort.

## RISK CONTROL

The Regulation requires us to implement infectious disease controls in the following order of preference (Hierarchy of Controls):

1. **Elimination**
2. **Engineering controls**
3. **Administrative controls**
4. **Personal Protective Equipment (PPE)**

**Elimination** of face-to-face contact is the best control possible. This would include closing reception counters, relying on phone, email or regular mail to answer public questions. Limit meetings and rely on conference calls, mail or messenger tools. Take financial transactions by electronic means rather than cash or cheque. Other elimination measures include:

- Contactless sign in/out process for parents, children and other visitors
- Cancelling group events/in-person meetings where possible
- Preventing entry of non-essential visitors in the centre
- Remove self-serve meal options and the sharing of food

**Engineering controls** would be such things as working from behind Plexiglas at reception desks, sign-in locations. This will not prevent all exposure so Administrative and/or PPE will be required. Other engineering controls include:

- Utilizing barriers, personal protective equipment, and distancing when escorting children into the centre
- Following maximum cohort size requirements: each room in a centre will have no more than 10 individuals at a time (including both staff and children)
- Ensuring each cohort remains together throughout the day and does not mix with other cohorts
- Cot separation during sleep times
- Assigning separated cubby space (use every other cubby) to ensure distance is maintained
- Separation of play areas to use at same time
- Designate a room to be an isolation room for symptomatic children
- Installing physical barriers where two cohorts may be using the same space at a time such as indoor gym areas
- Distance placement of gym mats during activities

**Administrative** controls include hand washing and cough/sneeze etiquette. Other administrative controls include:

- Communicating with families on new safety protocols and expectations in place
- Screening all individuals such as children attending child care, staff and child care providers, parents/guardians, and visitors every day before entering the centre
- Phone screening individuals before arriving at the centre where possible
- Temperature checks as part of screening process
- Monitor entrances at all times
- Have clients wear masks at screening tables before entry to the centre
- Keep daily log books of children and client attendance
- Limited contact during drop-off and pick-up; always physically distance, wear masks, etc.
- Limiting the number of personal belongings that children can bring into the centre
- Limiting public transportation use where possible – employees who use public transportation should always physically distance and wear a mask at all times
- Staggering lunch and playground times with smaller groups
- Limit number of children permitted in one washroom at a time
- Alternating employee shifts between opening and closing the centre
- Limit time spent in a closed space that prevents distancing from taking place
- Implement hand sanitization/ washing procedure for children before and after playground/equipment use
- Outdoor play structures to be used by one cohort at a time
- Have separated, prepared arts and crafts materials in bags to prevent children from sharing materials; use single use materials where possible for activities
- Cleaning toys and equipment after each use
- Frequent cleaning of twice per day of commonly touched surfaces in the centre
- Isolate children if they become symptomatic, if above the age of 2 they should wear a face mask and a staff member will remain with them until a family member arrives to pick them up
- All items used by a symptomatic child are to be cleaned and disinfected, items that cannot be cleaned will be removed and stored in a sealed contained for a minimum of 7 days
- Provide pre-packaged food with single use utensils to prevent sharing



**Personal Protective Equipment** would be the wearing of masks, gloves, goggles and/or face shields.

- Masks are not recommended for children, specifically those under the age of 2
- Wash your hands before and after mask use
- An appropriate supply of personal protective equipment and cleaning supplies will be provided to support daily operations of the centre

## IMPLEMENTATION PLAN

The following risk control processes will be instituted. Signage is required for centres to ensure no one enters the centre if they are experiencing symptoms or have been exposed via travel/contact etc.

### Low Risk

- All workers will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be asked to remain at home

### Moderate Risk

- All workers will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be asked to remain at home
- Personal protective equipment will be made available if/where required and/or safe distance from others (gloves/hand sanitizer etc.)

### High Risk

- All workers will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be asked to remain at home
- Personal protective equipment will be made available
- Mandatory use of all required personal protective equipment
- Standard de-contamination of equipment and clothing is required

## RECORD KEEPING

**Tender Years Co-operative School** will keep records of instruction and training provided to workers regarding COVID-19.

## TRAINING

Workers will receive information on the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- Safe work practices/procedures to be followed, including hand washing and cough/sneeze etiquette
- Reminders on location of washing facilities, including dispensing stations for alcohol-based hand rubs
- Proper use of a mask when required
- How to report an exposure to, or symptoms of COVID-19

Training will be in form of staff bulletins, email communication and intranet postings. Should presentations be made available from Public Health or the local Health Authorities, these will be made available to staff where required.



**REFERENCE**

- Safe Work Practices – specific to our **Tender Years Co-operative School** location as well as those outlined by Public Health Ontario and Public Health for the Peel region
- Region of Peel required forms for screening and parent/guardian agreement

<b>Reviewed by/Approved:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Document to be posted: No</b>

**REVIEW HISTORY – ANNUAL REQUIREMENT**

<b>Date</b>	<b>Signature</b>	<b>Next Review Date</b>
		One year from today
		One year from today
		One year from today

**Memo: Clients & Children**

All clients and children who come into contact with our centre must comply with the safety procedures we have in place that protects our employees and others. We expect all protocols to be followed at all times during drop-off, pick-up, and when entering our centre.

Thank you,

**Tender Years Co-operative School**