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Franklin Community Preschool

COVID-19 Policies and Procedures

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DROP-OFF AND PICK-UP PROCEDURES

The health and safety of our community is our number one priority and therefore due to the ongoing COVID-19 pandemic, we will currently only be allowing staff and children inside the classroom.

This is to lessen the potential risk of virus transmission as much as possible for the children and staff.

There is a strict no illness policy. Please plan accordingly. We are unable to care for your child/ren if they are sick.

DROP-OFF PROCEDURE:

1. One staff member will open the door at 8:45am (AM session) or 12:15pm (PM session).

Please do not come into the Preschool, a staff member will invite the children inside.

2. Teachers will be doing “check-ins” with the children (see Health Screening Procedure).

Please be patient with each other and with the staff. Kindly respect other family’s space and maintain two metres apart as much as possible while waiting outside.

Temperature checks for children may be taken before parents leave. If the temperature is less than 38 degrees Celsius, the child/ren will be invited inside to wash their hands immediately

3. Until further notice, staff will sign your child/ren in and out for you.
4. Teachers will assist your child/ren in washing their hands upon entering the Preschool and putting their belongings away at their cubby.
5. Teachers may implement staggered drop-off and pick-up times.

Please be mindful of social distancing while waiting to enter the Preschool.



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Parents are encouraged to wear facemasks if unable to maintain two metres social distancing.

BELONGINGS

Please keep child/ren belongings to a minimum. For example, inside their backpack please only pack a snack, inside shoes, change of clothes and a water bottle. These items must fit inside their backpack in order to eliminate lost belongings.

Label all your child/rens belongings. Also, please only bring what is needed, especially in terms of jackets and outerwear.

No special items may be brought from home such as: stuffed animals, blankets, toys. If they come to Preschool, they will be sent home with parent.

PICK-UP PROCEDURE

1. Doors will open at 11:45am (AM class) or 3:15pm (PM class).
2. Staff will assist your child/ren to wash their hands and collect their belongings prior to circle time.
3. When a staff member opens the door, we will allow one parent at a time to the entrance to collect their child.

Kindly, do not enter the Preschool. Your child/ren will see you have arrived and will be excused from circle.



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COVID-19 ILLNESS POLICY

The health and safety of our children, staff and families are our number one priority. It is important that all families understand our COVID-19 illness policies.

These policies may continue to be altered and strengthened as the school year progresses. We will notify you of any changes.

We are requesting the following from all families and/or caregivers:

1. Do not send your child to Preschool if they are sick. They will not be permitted into the Preschool and/or will be sent home immediately.
2. Do not administer medication to your child (such as Tylenol or Advil) to mask symptoms of illness prior to coming to Preschool.
3. Have a plan of action in case you are called to pick up your sick child.
4. If you are called to pick up your child/ren, we are asking for a commitment that your child/ren is picked up within 15 minutes of the call.

Children that have symptoms of a cold, flu or COVID-19 must stay home.

If your child experiences any of the following symptoms, please keep them at home, they will not be permitted to attend.

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and/or painful swallowing
- Stuffy and/or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite
- Vomiting



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- Diarrhea

Children with symptoms must stay home until symptoms resolve or for 14 days, whichever is longest.

If your child/ren has received a negative COVID-19 test and are symptom free, they may show their result to the Preschool in order to return before the 14 days are over.

Fever, diarrhea, and vomiting require children to be symptom free without fever-reducing medications for an additional 48 hours following last symptoms.



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HEALTH SCREENING

DAILY 'CHECK-IN':

1. Staff must visually screen each child when entering the Preschool. Things to look for:
 - a. Are they pale?
 - b. Are they clammy?
 - c. Do they have glossy eyes?
 - d. Do they seem lethargic?
 - e. Are they coughing?
 - f. Are they sneezing?
 - g. Do they have any breathing difficulties?
 - h. Is their nose running?
2. Staff are to question the parents regarding their child/ren:
 - a. Is your child/ren's behavior different than normal?
 - b. Did they have a fever prior to coming to Preschool?
 - c. Was any medication given to their child/ren before?

If medicine was given for illness they should not be at Preschool and will be sent home.

3. If a child has any symptoms, they will be sent home from Preschool as stated within Franklin Preschool's COVID-19 Illness Policy.
4. However, staff may use personal judgments and/or involve the Supervisor before allowing child/ren into the Preschool that may present with one or more symptoms but who are otherwise feeling well.

For example: a crying child will have a runny nose and glossy eyes or a child who has been running around may be sweaty.

If staff member is unsure, they will ask the parent to wait 15 minutes, re-assess the child and then decide whether to accept or send the child home.

5. When checking child/ren's temperatures, staff will ensure that the plastic bud is on the thermometer so that it can be thrown away immediately after.



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Temperature:

Method	Normal Temperature Range	Fever
Armpit	36.5-37.5 Celsius/97.8-99.5 Fahrenheit	37.6+/99.6+
Mouth	35.8-37.9/95.9-99.5	37.6+/99.6+
Ear	35.8-37.9/96.4-100.4	38+/100.5+
Forehead	35.8-37.9-96.4-100.4	38+/100.5+

Other criteria for immediate exclusion from Preschool, includes families/children:

- Returning from any international travels (including the United States) within 14 days
- Waiting for a test or test results for COVID-19
- Currently ill with COVID-19 (active case, including asymptomatic)
- Has been in close contact with a positive COVID-19 case or if that case is being investigated by public health to confirm if they have COVID-19 within 14 days
- Has not travelled but has flu like symptoms (see COVID-19 illness policy)

Depending on the above, the Preschool will seek direction from the regional health authority as to how long a child must be excluded for.



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PROCEDURE FOR WHEN A CHILD IS ILL AT PRESCHOOL

1. Children showing symptoms must be immediately separated from others and moved to a supervised area until they are able to be picked up. In this circumstance, **symptomatic children will be moved to the office with a staff member.**
2. Parent and/or emergency contact must be notified immediately to pick up their child/ren.
3. Hygiene and respirator etiquette should be practiced while waiting for parent to arrive. For example: the use of social distancing, gloves, tissues, face mask, etc.
4. Disinfection of office space must happen after child has gone home.
5. Vancouver Coastal Health must be notified regarding potential case.
6. Seek guidance on how information will be shared with other families.

Speak with our Community Care Facilities Licensing Officer/Vancouver Coastal Health: Shelley Esau: 604-675-3862. If she is unavailable, leave a message and call back to talk to an available licensing officer.

7. Document all symptoms and procedures taken.

Children and/or staff who have been exposed to a confirmed case of COVID-19 or a symptomatic person must be excluded from Preschool for 14 days.



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STAFF ILLNESS POLICY

Any staff member who feels unwell or who has symptoms of a cold, flu or COVID-19 with coughing and/or sneezing must stay home.

If staff member becomes ill at work, they must go home.

Symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold.

The symptoms include but are not limited to:

1. Fever
2. Chills
3. Cough
4. Shortness of breath
5. Sore throat and painful swallowing
6. Runny nose
7. Loss of sense of smell
8. Headaches
9. Fatigue
10. Loss of appetite
11. Diarrhea

Average body temperature taken orally is approx. 37C/98.6F. Please refer to the body temperature and fever HealthLinkBC for more information.

A staff member with symptoms must stay home until:

- They receive a negative COVID-19 test and no fever is present
- A physician confirms that symptoms are not a related illness
- Or until 14 days have passed and all symptoms have resolved



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Other criteria for exclusion of staff member from the Preschool:

- Returning from any international travels (including the United States) within 14 days
- Waiting for a test or test results for COVID-19
- Currently ill with COVID-19 (active case, including asymptomatic)
- Has been in close contact with a positive COVID-19 case or if that case is being investigated by public health to confirm if they have COVID-19 within 14 days
- Has not travelled but has flu like symptoms (see COVID-19 illness policy)

Depending on the above, the Preschool will seek direction from the regional health authority as to how long a child must be excluded for.

When a staff member become ill at work:

If staff develop symptoms while at work, they must leave immediately. If immediate departure is not possible, they must self-isolate in the office away from children and staff. Environmental cleaning of the Preschool will be performed once staff leaves.

Vancouver Coastal Health will be notified of any staff members illness' and the centre will follow their protocols.

If a staff member's symptom(s) have subsided and/or a negative test has been received, the staff member may return to work.



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COVID-19 ROUTINE AND SANITIZATION PROCEDURES

All staff and children must wash their hands immediately upon entering the Preschool.

Morning classroom set-up routine for staff:

1. Staff must wash their hands upon entering the centre
2. Change bleach solution
3. All surfaces touched upon entering the Preschool must be sanitized: door handles, light switches, taps, etc.
4. All tables and counter tops must be sanitized: soap/water solution followed by bleach/water solution
5. Follow pre-COVID-19 morning set-up along with bringing outside toys for the morning class out

Transition between classes and after school routine:

1. All toys, books and other play materials must be sanitized after school using the '3-sink method' or put away for 1 week before re-use. Follow same procedure regarding outdoor toys.
2. All doorknobs, tabletops, countertops, shelves, chairs must be sanitized with soap/water solution followed by bleach/water solution.
3. Cubby area, walls bathrooms (toilets, toilet flusher, potties, walls, doors) and sinks must be fully sanitized.
4. Carpets must be vacuumed.
5. Bike helmets will be sanitized in between each individual use.
6. Bike handles will be sanitized in between each individual use.



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During the day:

1. Tables and chairs must be disinfected before and after each use.
2. Frequently used areas such as light switches, doorknobs, cupboard handles, taps and toilet flushers should be disinfected regularly.
3. Toilets and potties must be cleaned after each use.
4. Children must wash their hands:
 - a) Upon entering the preschool
 - b) Before and after each snack
 - c) Before and after reading a book
 - d) After hands have been on their faces, nose and/or mouths
 - e) After sneezing or coughing. Encourage the children to sneeze and/or cough into their germ pouch (elbow)
 - f) Before and after going outside to play.
5. General cleaning and disinfection of the workplace will happen everyday after school.
6. Frequently touched areas should be cleaned and disinfected at least twice a day.

Snack time:

1. Snack table must be sanitized before and after each use.
2. Dishes used must be cleaned by the '3-sink method' as suggested by the Vancouver Coastal Health
3. There will be no sharing of snacks and/or no communal snacks offered.
4. All snacks will remain inside the children's snack bags.



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Physical distancing for children:

1. Staff will attempt to keep all tables to a maximum of 4 children
2. Staff will limit how many children at a time may be at one activity. For example, setting 4 chairs at a table welcoming only 4 children to play.
3. Staff will provide children with enough high-touch materials at the art table in order to minimize sharing between children.
4. We will limit the cubby space to maximum of 10 children at a time.
5. Children will only have backpacks in their cubby with their jackets, shoes, snack, water and change of clothes inside. No extra belongings will be permitted such as blankets, teddy bears, and/or toys.
6. Staff will ensure appropriate ventilation and keep windows open when possible.
7. Staff will encourage longer outdoor explorations on top of mandatory licensing requirements.

Physical Distancing for staff:

1. Staff will maintain at least 2 metres from each other as much as possible.
2. Staff will limit the number of persons in the following spaces:
 - a. Office area: 1 staff member
 - b. Cubby area: 1 staff member
 - c. Outside shed: 1 staff member
 - d. Inside storage space: 2 staff members
3. Staff will limit sharing supplies and equipment (pens, and phones) and will disinfect after each use.
4. Gloves, sanitizer, and other cleaning supplies will be available to staff.
5. Staff may wear a mask if preferred.



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CLOSURE AND WITHDRAWAL POLICY

Fee Policy

In the event of a short-term closure (less than 30 days) of Franklin Preschool due to a pandemic or communicable disease outbreak, tuition fees are due and payable as per our usual terms of operations.

However, in the event of a closure for more than 30 days, the Board of Directors will convene an emergency meeting to discuss options and a decision will be communicated to families. The decision will be based on all the available information from the BC Ministry of Health, BC Centre for Disease Control, WorkSafe BC, Vancouver Coastal Health and any other relevant bodies.

Fees will not be refunded due to illness (less than 30 days) of a child or staff member.

The Preschool will do everything it can to keep operating in the event that a staff member is ill. However, if a substitute is not able to be found, the Preschool will have to run with a 1 staff:10 children ratio. Front line workers will receive priority of spaces. After front line worker spaces have been filled, it will be first come, first serve basis. If we are short staffed and you can keep your child/ren at home, it would be very much appreciated by the preschool if you could do so during this short period of time.

It is possible that families who receive a subsidy through the Affordable Child Care Benefit may not receive their subsidy in the event of a closure due to a pandemic or communicable disease outbreak. In this circumstance, families would have to contact the Ministry of Children and Family Development (MCFD) to discuss their case directly. If MCFD will not cover the fees, then parents will be responsible for the full monthly fee of their childcare if the closure is under 30 days.

Withdrawal Policy

Franklin Preschool is a non-profit organization and we rely heavily on tuition fees and donations to keep the school running.

While we are very sympathetic to the changing circumstances that a pandemic and/or communicable disease outbreak may cause families, we also need to balance this with ensuring the financial viability of the Preschool.



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In the event that you need to withdraw your child from Franklin Preschool, you must provide one month's written notice prior to or on the first day of the month. Failure to do so will result in the Preschool keeping one month's fees.

Vacancies which occur after April 1st are difficult to fill. Therefore, the fees for May and June will be retained if you withdraw your child after April 1st.

The last day to give notice of withdrawing your child without paying for additional months of tuition is therefore March 1st (for withdrawal effective April 1st).

The registration fee is non-refundable under all circumstances.



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ACCEPTANCE OF FRANKLIN PRESCHOOL'S COVID-19 POLICIES

I have read and understood Franklin Preschool's policies and procedures related to COVID-19. I also understand that these policies can be changed at any time by the Board of Directors without notice based on the guidance of Vancouver Coastal Health and other related institutions.

I understand that the safety, health and wellbeing of the children, families and staff of Franklin Preschool rely on my family's acceptance in following all these COVID-19 policies and procedures.

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____