



Archway Montessori School & Daycare

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COVID 19

SUPPLEMENTARY

HANDBOOK

&

OPERATING

GUIDELINES

UPDATED AUGUST 2020

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Introduction & Purpose

During the global COVID-19 pandemic, Archway Montessori School & Daycare (AMSD) remains committed to the safety and security of our students. The purpose of this document is to provide guidance on the measures that will be taken to help minimize the spread of COVID-19. This document forms an important part of your child's enrollment with AMSD and works in conjunction with our parent handbook. As a school, we are always striving to meet and exceed the needs and expectations of our children and their families. These guidelines have been created based on the requirements laid out by the Ministry of Education and the Ministry of Health and Toronto Public Health and may be revised or modified at any time. To ensure appropriate preventative measures are put in place, this guidance document has been designed to work in collaboration with the Children Community Education Youth Association (CCEYA) and Ministry regulations. It includes enhanced health and safety measures, staff training protocols and operational restrictions in place. AMSD will do our best to provide childcare for your family, subject to the limitations required by the current circumstances, including Provincial, City, and Public Health directives. Please note, all guidelines, and limitations are mitigating the risk of COVID19 and are not an elimination of risk. We believe every child belongs and will do our best to ensure that your child is welcomed. Violations of this document can result in suspension; repeated or severe violations can lead to your child's withdrawal from the program. It is at the sole discretion of AMSD when such actions need to be taken to best maintain a safe environment for students, staff, and parents.

About Us

Founded in 2010, Archway Montessori School is a non-denominational Montessori School & Daycare located in Scarborough that offers Montessori education and childcare for children aged 18 months to 6 years. We are conveniently located in the Markham and Lawrence area, accessible by transit and within walking distance to numerous apartment buildings and homes in the area. Archway Montessori School in Scarborough offers your child a foundation in life long learning that is unmatched and unparalleled to public school education (small class size, 1:8 ratio). You will find a well-balanced program based on Maria Montessori's pedagogical principles and method. We also offer childcare that is a perfect blend of play based learning and Montessori methodology.

Response to Covid -19

This Supplementary Handbook is for the purpose of addressing policies and procedures as a result of the COVID-19 Pandemic. AMSD is dedicated to protecting the health and safety of your child(ren), our staff, partners and the community. We are closely monitoring COVID-19 and base our responses and actions on the recommendations from Toronto Public Health, the Ministry of Health, Health Canada and additional relevant authorities. We will do our best to provide childcare and Montessori education to your child, subject to the limitations required by the current circumstances, including government directives. While infection prevention and control (IPAC) has always been an integral part of our childcare and School culture, we have adapted and enhanced our policies and procedures in response to COVID-19, to mitigate risk and ensure the health and safety of all. This Supplement works in conjunction with our Parent Handbook and existing School policies and procedures. If we determine that we are unable to meet the needs of your child, despite our best efforts to accommodate them, we reserve the right to decline or withdraw our childcare and educational services.

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These are the few practices that we will put in place

- Staff will be screened prior to entry into the facility,
- A screening area is isolated at a designated "Screening Zone"
- Only one parent can enter the screening area with their child/children,
- Children will be screened before entering the childcare centre and monitored throughout the day for COVID-19 related symptoms,
- Children will be excluded from care if they develop any symptoms related to COVID-19,
- Policies and procedures have been developed specific to COVID-19 to protect the health and safety of children, staff, and families,
- Staff will monitor children to ensure social distancing and infection prevention and control practices are prioritized,
- Staff will receive thorough enhanced infection prevention and control, and health and safety training. Training will be updated as necessary and provided to ensure best practices and consistency,
- Families are welcome to request information on health and safety as well as infection prevention and control; and
- Procedures will be updated and revised regularly to ensure best practices in accordance with Public Health authorities

Licensing guidelines

Staffing

For the purposes of this document, a *cohort* is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program.

- I. AMSD Staff includes Supervisors, Registered Early Childhood Educators, Montessori trained teachers and dedicated assistants who work together to ensure your child's needs will be met while they are in our care
- II. AMSD will ensure each group/cohort has the required number of qualified staff as set out in the CCEYA. If applicable staff director approvals will be submitted to the Ministry. **a.** Supply/replacement staff will be assigned to specific cohorts/groups. **b.** AMSD can also request a staff have Director Approval for multiple age groups.
- III. All staff will work solely at AMSD. Supervisors and/or designates will limit their movement between rooms, doing so only when necessary.
- IV. Staff that are included in ratios are required to have valid certification in first aid training (unless exempted by the Ministry or extended by WSIB)
- V. AMSD's administration will monitor the WSIB website for any updates on First Aid/CPR certificate extensions for any staff whose certification would have expired after March 1, 2020.
- VI. AMSD will obtain a Vulnerable Sector Check (VSC) from all staff who are interacting with children on site. It is not required to obtain a new VSC from staff or persons interacting with children where the fifth anniversary of the staff or person's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.



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Cohort groupings

- I. AMSD will provide care for children from 18 months to 6 years of age. Your child(ren) may be placed in a family grouping, from within respective households, of various ages to ensure that we can maintain small group size and appropriate physical distancing. This also ensures that we maintain effective health, safety and infection prevention and control practices.
- II. If your child has extra support needs requiring accommodation, please request an accommodation Form. We will assess our ability to provide emergency childcare that meets your child's individual needs, within the parameters of care possible during this emergency. If we determine that we are unable to meet those needs despite our best efforts to accommodate your child, either as a result of the initial assessment or as circumstances develop, we reserve the right to decline or withdraw our childcare services.

Maximum Centre Capacity (effective September 8, 2020)

Beginning September 8, 2020, AMSD will return to full capacity (32 children). In order to maintain physical distancing between cohorts/groups (if necessary) and adhere to all health and safety requirements, we will be implementing the following:

- I. We will provide flexibility on time requirements for outdoor play to mitigate challenges with accessing space and/or rotating children on the playground.
- II. We will set out additional exceptions for restricting access to the premises to support in limiting the number of non-essential persons entering the premises.

Health & Safety Guidelines

- I. **Immunization** We are required to collect and retain up-to-date immunization for children in our care. Please provide us with current immunization information. If your child has not been immunized, please provide The Statement of Medical Exemption Form completed by your health practitioner. You may also complete the Statement of Conscience or Religious Belief which requires a notarized affidavit. If you cannot provide either of these documents, we are unable to provide you with childcare. If an outbreak occurs, the entire facility will need to be closed down. Any child who is not adequately immunized, regardless of legal exemption, will not be able to attend care unless the child receives the required vaccine or until the outbreak is over.

- II. **Daily Cleaning & Sanitization Procedure**

POLICY

AMSD is committed to providing a safe and healthy environment for children, families, and employees. We will take every reasonable precaution to prevent the risk of communicable diseases. This is a mitigation of risk not an elimination of risk.

PURPOSE

To ensure that all employees are aware of, and adhere to, the directive established by our local health departments and Children's Services regarding cleaning and disinfecting. This policy applies to all employees, students, community members, and any other persons engaged in business with us.



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Definitions

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent, and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Sanitize: is defined as the reduction of microorganisms to levels considered safe by public health standards. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface. **Disinfecting:** describes a process completed after cleaning in which a sanitizer, is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time ("contact time"). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, may require a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants must be kept in a secured location that is out of reach of children.

I. **Cleaning and Disinfecting surfaces and items**

- **High contact surfaces** - Surfaces that are frequently in contact with hands such as light switches, shelves, doorknobs, toilet seat and sinks will be cleaned and disinfected at least 2 times in the day or after each use.

- **Low contact surfaces** - Surfaces such as windows, doors, ledges etc. will be cleaned and disinfected daily

- **Diaper tables and toilets** - Regular diapering and toileting procedures will be followed ensuring proper cleaning and disinfecting between diaper changes and toilet process is conducted. We will also increase the frequency of our cleaning schedule for toilets and toilet seats.

- **Materials & Toys** - Toys & materials such as electronic cots & Montessori Materials should be cleaned and disinfected between users or after each use.

II. **Toy & Montessori Material Disinfection**

The disinfection of toys and Montessori Material is vital to ensuring the health and safety of children, as it reduces the potential spread of germs and viruses among children and those who may encounter them.

All toys that are plush will be removed and not used in play. These include stuffed animals, hand puppets, cloth toys, dramatic materials etc. In addition, all sensory play is suspended, this includes playdough, slime, and water play. All porous toys and material that cannot be effectively cleaned and disinfected must be removed and not used in play.

Toy & Montessori Material Washing Procedures – Manual Cleaning and Disinfection

Step 1: Inspect all toys and Montessori Material to ensure there are no broken parts or jagged edges

Step 2: Wash with soap and water, rinse with clean water & air dry.

Handling used Toys & Montessori Materials

Items that have become visibly dirty or that have come into contact with body fluids (e.g. toys that have been mouthed) should be taken out of circulation, cleaned, and disinfected immediately. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty/mouthed toy bin. The bin should be clearly labeled and inaccessible to children.

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Use of PPE and Screening for symptoms protocol Policy

Every person entering the facility must be actively screened and the information will be documented on the daily screening form. Parents will be informed of this process at registration.

Procedures

All staff are trained on proper procedures for wearing appropriate PPE and screening all children, staff and parents entering the school. There will be ONE screening area located at the MAIN ENTRANCE of the school.

Hand sanitizer of at least 60% alcohol content will be visible to clients/staff at the screening table set up at the entrance. Screening personnel should maintain a minimum of 2 metres distance between themselves and the person they are screening. Where social distancing cannot be maintained staff are to use appropriate PPE – surgical masks, gloves, face shields/goggles

Screening Procedure

Every staff, child and any essential visitor will be actively screened in the designated screening area prior to entering the center.

Staff must follow the screening checklist for each person and record the outcomes. Screening checklist is a series of Yes/No COVID – 19 related questions along with a daily temperature check. Record temperature in comment section of childcare surveillance form. A fever is considered higher than 37.8 °C or 100 °F.

ONLY ONE parent/caregiver will be allowed to enter the screening area with the child(ren), to reduce the number of visitors. We request that the parent/caregiver use the hand sanitizer provided when entering the screening area.

Once screening is complete the staff will take the student(s) into the facility.

Parent/caregivers are not allowed into the facility unless it is determined by the supervisor that there is a need for the parent/caregiver to enter.

Screening personnel can refuse to allow anyone, students included, who indicate showing symptoms of illness. If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building. This will be recorded in the comment section of childcare surveillance form and Toronto Public Health will be informed.

Screening personnel will also do a visual check of anyone entering the screening area. Where a child or adult is obviously ill, vomiting, diarrhea, fever, runny nose, sore throat, staff must refuse entry into the facility to reduce the chances of having an outbreak at the centre.

The staff, parent/caregiver, child(ren) and essential visitors pass screening by answering NO to all the questions, having a body temperature below 37.8 °C and being visibly in good health.



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For staff that answer YES to the screening questions or are experiencing any symptoms of ill health must stay home and report their absence to the supervisor. Staff will follow direction from Toronto Public Health for healthcare clearance prior to returning to work.

The screening poster and Surveillance form will be updated as advised by the Medical Officer of Health.

Documentation of the information received during active screening will be recorded on the active surveillance form. These forms will be filed on site and available for Durham health department or Ministry of education in the event of an outbreak.

A follow up with Toronto Public Health will take place for anyone with symptoms of ill health for further direction on control measures.

Attendance records

All screening checklists and Essential Visitor logs with sign in and out times will be completed – recording the following:

- Name
- Company (if applicable)
- Contact information
- Time of arrival and Departure
- Temperature check

Serious occurrence reporting

As per the Child Care and Early Years Act, 2014, all childcare centers have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. AMSD will contact Toronto Public Health to report a child suspected to have COVID-19. Toronto Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children. AMSD must report the following as a Serious Occurrence to the Ministry of Education:

- I. Where a child, parent or staff has one or more symptoms or has tested positive of COVID-19.
- II. Where a room, centre or premises closes due to COVID-19

Upon reporting – AMSD is required to post the serious occurrence notification form near the license unless directed otherwise.

Testing

Any symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by Toronto Public Health as part of outbreak management.

AMSD must consider a single, symptomatic, laboratory confirmed case of COVID19 in a staff member or child as a confirmed COVID-19 outbreak and perform reporting procedure.

Children, including siblings, or staff who have been in contact with a suspected COVID19 case should be monitored for symptoms and self isolate for 14 days.

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Protocols for Children or Staff that become ill during care

Policy Statement

AMSD is committed to providing a safe and healthy environment for children, families, and employees. We will take every reasonable precaution to prevent and mitigate the risk of communicable diseases.

The measures below replace any previous ill child policies in place.

Procedures for Exclusion

As required by the Child Care and Early Years Act , the parents of children who display symptoms of fever, vomiting, diarrhea, severe cough, sore throat, skin rash, severe itching will be contacted immediately, and the child must be isolated from others and supervised until the parent/caregiver arrives.

Staff should ensure that the child is as comfortable as possible and attempt physical distancing. If physical distancing cannot be avoided, staff should wear a mask and gloves. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands.

Children must be free from all symptoms for 48 hours prior to returning to school.

If a child begins to experience symptoms of COVID-19 while at school:

- Parents of the child will be contacted immediately for pick up.
- The school will contact Toronto Public Health to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of children in the school.
- If possible, the child (over the age of 3) and staff member should wear a surgical/procedure mask and any other PPE appropriate for the circumstance.
- Hand hygiene and respiratory protocol should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory hygiene, along with proper disposal of the tissues.
- Environmental cleaning of the space the child was separated from should be conducted once the child has been picked up.
- All items used by the child will be cleaned and disinfected. All items that cannot be cleaned or disinfected will be removed and stored in a sealed container for a minimum of 7 days.
- Children with symptoms should be tested. Other children and staff in the school who were present while a child or staff member became ill should be identified as a close contact and grouped together. The Health department will provide any further direction on testing and isolation of these close contacts.



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Returning from exclusion due to illness

Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the school for 14 days.

Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by TPH.

Those who test **negative** for COVID-19 must be excluded until 48 hours after symptom resolution.

Staff/children who test **positive** for COVID-19 must be **excluded from school for 14 days after the onset of symptoms and can only return once clearance has been received from TPH.**

What to do if your child is sick at home

If your child is showing ill symptoms at home (e.g. sore throat, stomach ache, headache, cough, lethargy, change in appetite) your child should not attend care and should remain home, isolate for 48 hours or seek medical advice from your physician.

If you or your child are/have been managed by Public Health, (e.g., confirmed cases of COVID-19, household contacts of cases) follow instructions from the health department to determine when to return to the facility.

Staff Illness

Any staff who suspects that they have an infectious disease should not attend the childcare program, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the active screen process to work at the site.

If a staff member becomes ill while at the centre they should, if possible, isolate themselves immediately until they are able to leave the premises.

A staff member who presents with symptoms of ill health must notify their supervisor. The Health Department will be notified, and staff will follow the direction of TPH. Direction may include further self-isolation, monitoring of symptoms, completing self assessment, and testing.

Administration guidelines

Communication with families and guardians

- I. Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. All new policies will be shared with families, to ensure they are aware of these expectations.
- II. AMSD will share with parents and new registrations the operating guidelines during COVID-19 – this includes enhanced health and safety protocols, administration requirements & operational restrictions.
- III. AMSD is not required as part of re-opening to revise our program statement, full parent handbook and other policies.
- IV. AMSD may provide helpful resources/links to helpful information, as well as detailed instructions regarding screening and enhanced health and safety protocols.
- V. Where possible, the use of in-person communication will be limited.

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Staff Training

- I. AMSD will ensure that training is provided to all childcare staff/providers on the health, safety and other operational measures outlined in this document plus any additional local requirements in place prior to re-opening.
- II. Training will include instruction on how to; thoroughly clean the space and equipment, safely conduct daily screening, keep daily attendance records, and proceed in case someone becomes sick or symptomatic of COVID-19.
- III. In the event of modifications and changes to any policies in this document – all staff will be re-trained. All training will be documented in staff files.

Operational guidelines

Pick up and Drop off procedure

To ensure stringent infection prevention and control practices are in place, the students/families will have a dedicated screening area & entrance/exit. Families will be directed via signage to the screening area upon their arrival.

Our staff will greet you and perform the daily screening of your child – this includes a series of Yes/No questions followed by a daily temperature check. Once your child passes the screening process we will receive and disinfect all belongings. Children should bring only a minimal number of belongings needed for the day.

Children will then be transferred into the care of staff; parents cannot go beyond the screening area.

We understand that this may be unsettling; however, this step will reduce any chances of exposure.

Only one parent/ caregiver can enter the screening area and should follow proper physical distancing (6 feet/2 metres apart), sanitize their hands and wear a face covering/mask.

Drop-off will take place between 8 am - 9 am and pick up between 3 pm - 4 pm.

All changes to the drop-off or pick-up schedule must be approved by the Supervisor. Please share instructions and/or custody arrangements with the Supervisor concerning pick up or access to your child. We will only release your child to individuals that you have authorized for pick up and we will confirm identity by requesting government issued identification. Once this has been completed, your child will be brought to the assigned entrance/exit, to maintain physical distancing.

Visitors and Tours

Non-essential visitors are not permitted to enter AMSD. Video conferencing or telephone conversations will replace any in-person interactions with families.

Ministry staff and other public officials (e.g. fire marshal, public health inspectors) will be permitted to enter, and will be screened prior to entry and will follow physical distancing protocols. All attendance trackers must be filled out and will be filed on site in case of an outbreak.

Volunteers and teaching practice students are not allowed to participate in the program at this time.

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Equipment/toys use and restriction

All toys used will be made of material that can be thoroughly cleaned and disinfected (i.e. no plush toys or playdough).

There will be no water, sensory tables, or other communal toys.

Each room will have their own set of toys and will not be shared between cohorts.

Mouthed toys will be cleaned and sanitized immediately after a child is finished using it.

Each child will have their own set of material to use within the classroom (i.e. pencil, eraser, art supplies etc., which will be stored in a labeled container).

Outdoor play structures will be used by only one cohort at a time and will be cleaned and sanitized before and after each use.

Classroom set up and physical distancing

Furniture and equipment will be set up in each room to encourage and support physical distancing. Children will be divided between different areas in the classroom.

Children will engage in individual activities to support physical distancing. Visual cues will be used to ensure children are spread out during transition times.

When possible, staff will avoid getting close to children's faces. Distance will be increased between cots during rest time, and children will be positioned head to toe, toe to head.

Structures and spaces that cannot be cleaned and sanitized will not be used. Activities will be planned that do not involve shared toys.

When possible, activities will be moved outdoors to allow for more space. Singing activities will be avoided indoors

Outdoor play procedure

Each cohort (if necessary) will be assigned a designated outdoor play area, which will be used by only one cohort at a time and play structures will be cleaned and sanitized before/after each use.

Each cohort will have their own toys & toys will not be shared between cohorts.

Each child must have their own sunscreen, which will not be shared. Staff will assist children with sunscreen as necessary, washing hands before and after application or wearing gloves.



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Toddler interactions

When holding toddlers, caregivers will place a blanket or cloth over top of their clothing, changing the blanket or cloth between children.

Toddler cots will be placed with increased space in between and children will be positioned head to toe.

All belongings will be labeled to ensure items are not shared.

Activities will be planned that do not involve shared toys. When possible, activities will be moved outdoors to allow for more space.

Staff will sit with children during lunch and snack times, to ensure there is no sharing of food, utensils, sippy cups etc.

Mouthed toys will be immediately removed for cleaning and sanitizing.

Catering provisions

To prevent an outbreak and maintain physical distancing, staff will serve individual portions to children during mealtimes. Children will not prepare or provide food to be shared with others.

Staff will follow proper hand washing procedure prior to serving food. Children will be seated in a manner that ensures physical distancing.

Yummy Catering will be providing a catered lunch and snacks will be provided by AMSD. Catered food will be delivered to the kitchen after the driver has been screened.

Each cohort will have their own serving utensils that will be cleaned and sanitized between uses, there will be no sharing of food serving utensils between cohorts.

Food will always be protected from contamination; catered food will be stored in closed containers in the kitchen.

Special need resource services

AMSD recognizes that children with special needs and their families continue to require additional supports and services. The provision of in-person services will continue where appropriate. All Special Needs Resources staff will be screened before entering AMSD. AMSD will consult with TPH as to which service providers are to enter the premises and will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible. AMSD will inform all families when Special Needs Resources are provided through external service providers on site and keep a record of their attendance for contact tracing purposes.



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Conclusion and Liability form

Covid-19

New policies and procedures will be in place to minimize the risk of Covid-19 transmission. At times this will be frustrating, but we ask that you please be patient as we do our best to keep your children and our teachers as safe as possible.

Our plan to keep everyone safe:

- All staff will be trained on the proper use, care, and limitations of any required PPE.
- Children are screened as soon as they are dropped off
- Staff are cleaning and sanitizing throughout the day and throughout the building
- We are helping the children wash their hands properly and frequently
- We are keeping all children separate to reduce the possibility of transmission
- We will encourage the children to sit further apart than usual (Please know that young children have no concept of 'personal space'. We will not be able to guarantee that the younger children will maintain social distancing.)
- Cribs and cots will be further apart at nap time
- If any child shows signs of illness, we will separate the child and call the parents immediately. We will advise all families in the event of an outbreak.

How you can help: |

- Monitor your children for signs of illness - If in doubt, do not bring your child to school. Never give your child medication to bring down a fever and then bring them to school.
- Wash your hands often with soap and water or alcohol-based hand sanitizer (with greater than 60% alcohol content)
- Sneeze and cough into your elbow.
- Avoid touching your face. Especially your eyes, nose, or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick or suspect you could be sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Implement all measures to ensure physical distance, if physical distance and separation cannot be maintained, wear face covering/mask.
- Wash your clothes as soon as you get home.
- Ensure we have your current phone numbers and provide back-up numbers.
- One case of Covid-19 could shut down our centre for two or more weeks.
- Do not take any risks as there are families with vulnerable people who live in the same home as our students.
- For all students: We ask that you provide a pencil case, clearly labelled with your child's name (include pencils, an eraser, coloured pencil crayons, scissors, etc. to minimize the possibility of transmission)

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Despite all our collective efforts, we could end up with a case of Covid-19 at our facility.

Please sign below to indicate that you are aware of the potential for illness and that you accept the risk associated with sending your child to school during this time.

On behalf of my family, I accept the risks associated with enrolling my child at Archway Montessori School & Daycare.

Parent Name: _____

Parent Signature: _____

Date: _____