



Happy House Daycare Family Contract – Pandemic/Essential Intake

Happy House Daycare has opened both locations to provide care for Essential Workers during the current Pandemic. Essential workers currently is anyone who is currently working. If you are currently working and need access to care, it can be provided. To remain operational during such time STRICT policies and procedures have been set forth and require all persons involved to adhere to these rules and regulations. These are subject to change at any given time during these circumstances.

If at any time this contract is violated by any persons involved, Happy House Daycare will refuse the right of care for a child. Regulations have been set forth by Alberta Health and Safety as well as Children's services to ensure all necessary measures are taken to avoid the spread of this virus.

School aged children (5 years of age and older) will receive care at the SOUTH location: 5104 56th Street. It will be the following rooms open Rangers, 1:9 staff to child ratio. Jr.Rangers 1:9 staff to child ratio and Outstanding Owls 1:6 staff to child ratio.

To register your child who is ages 5-12 please click this link and fill in the form. If you are already a family who is registered at the South site for this age group, please email admin and DO NOT refill out this form.

<https://berlin.timesavr.net/prod/registration.php?cid=1537>

Daycare aged children (0 – 5 years of age) will receive care at the NORTH location: 806 Schooner Drive. It will be the following rooms to open: Friendly Foxes 1:6 staff to child ratio, Brave Bears 1:6 staff to child ratio, Darling Deer's 1:6 staff to child ratio and Silly Skunks 1:6 staff to child ratio.

To register your child who is ages 0-5 years old please click this link and fill in the form. If you are already a family who is registered at the NORTH site for this age group, please email admin and DO NOT refill out this form.

<https://berlin.timesavr.net/prod/registration.php?cid=1753>

Online registration and a copy of this signed contract must be sent to admin before care can proceed for your family.

A maximum of 30 people is allowed on each site. This includes children, staff, parents/guardians and inspectors. With no more than 10 people per room at one time (staff and children). With a maximum of 24 children and 6 staff per center.

Parents/guardians are responsible for paying fees. Families previously eligible for government subsidy will still qualify. If changes are made from your previous contract you must provide them with an update.

Parents/guardians are responsible for providing nutritional meals/snacks for their child each day (breakfast, lunch and two snacks). Please include utensils, beverages, etc. All items will be sent

home at the end of each day. Fridges and microwaves are available. Staff are held responsible to ensuring that children are not sharing food during this time. If at any point this gets lifted Happy House Daycare will resume providing food effective immediately. We will let families know if this changes.

Screening will take place each day prior to entering the premises. If yourself, your child or any family member residing with the child is experiencing symptoms of an illness you and your child are PROHIBITED from entering the center. These include but are not limited to:

- runny nose,
- nasal congestions,
- fever,
- body aches/chills,
- sore throat,
- coughing,
- fatigued,
- shortness of breath/difficulty breathing,
- headache, nausea, vomiting, diarrhea, conjunctivitis a general feeling of being unwell

If a child or family member who resides with you are displaying symptoms of any illness or has come in close contact with a person displaying symptoms (symptoms listed above). You are required to isolate for 10 days. Following those 10 days you MUST be symptom free for 48 hours. If you have been exposed to a person who has tested positive to Covid-19 you must tell Happy House Daycare immediately so we can follow AHS recommendations.

Drop-off's and pick-ups will take place at the entrance to the center with a dedicated float staff member following screening. We are asking parents to not leave the entrance; a staff will be the only person bringing child(ren) to and from the classroom upon arrival and departure. we ask that only 1 parent/guardian enters the premises for drop-off's and pick-ups. No visitors will be allowed. Please provide EXACT drop-off and pick-up times as this will help to schedule staffing as we are operating at minimal numbers to follow AHS's recommendations.

We ask that all persons entering and exiting the premises wash their hands following proper hand washing guidelines with approved soap and water or hand sanitizer. Sinks and hand sanitizer will be provided at the door.

Staff will be ensuring that all current infection prevention and control practices are adhered to, this includes but is not limited to: Ensuring all toys used on the premises are made of material that can be cleaned and disinfected prior to entering the room each day. Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces. Rotating toys each day so that Float Staff are washing toys used from the day before. Following the provided checklists and signing off on them daily. Performing proper hand hygiene (including assisting children hand hygiene): and incorporating addition hand hygiene opportunities into the daily schedule.

At all times social distancing practices should occur, for example, avoid close greetings like hugs or handshakes. Staff are encouraged to put more physical space between children by spreading children out into different areas and limiting the number of children allowed in each center. Incorporating more individual activities or activities that encourage more space between children. There will be no use sand and water play. All sensory activities must be individualized ex-playdough

is put into bags and labelled after made. There will be no use of community playgrounds- South gym space, North Gym space and the outdoor fields/walks in the neighbour hood are still allowed following any toys taken out are sanitized immediately after and not given to another group until done so. If possible splitting outdoor toys for each group instead of sharing. There will be an increase in the distance between nap cots and be sure all cots and cribs are disinfected after each use and linens are laundered daily then placed in individual bags and labelled to ensure no cross-contamination. All belongs from children are separated by a minimum of two hooks or placed into lockers. All items must be LABELLED.

Staff are to provide reassurance, good listening and maintain routines. Children hear and take in a lot of the talk that is going on around them, especially as they get older. We can reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Staff will be making sure the information is suitable for their age level. Staff will let them know they can ask questions. Staff will answer questions honestly but make sure that the information is suitable for their age level. Happy House Daycare will be maintaining familiar activities and routines, as possible, as it can reinforce the sense of security of children. Staff will try to avoid talking about Covid-19 if the situation does not warrant it.

These are unprecedented times and we are going to ensure that the safety of staff, children and their families are first and foremost. Thank you for trusting us during these times and we look forward to helping as we get through this pandemic.

By signing below, you acknowledge, understand and abide by the information that has been read above.

X

Parent/Guardian name printed

Dated:



X

Childs Full Name

Title of Gaurdian Signing for Child

X

Child Full Name

Title of Gaurdian Signing for Child

Click or tap to enter a date. Please email completed forms to happyhousedaycare3933@gmail.com

Release of Liability

As the parent/guardian of: _____

give my full consent and permission for my child(ren) to participate in activities with Happy House Daycare at Happy House Daycare play yard/nearby fields, Happy House Daycare's gym and neighbourhood walks.

I understand that there are certain risks of play that **may** result in damages and injuries in the participation of my child during these activities and I hereby accept these risks on behalf of my child. I understand that it is my child's responsibility to abide by the rules and regulations imposed on the children by the Happy House Daycare Staff, Teacher, and/or Aid for the safe conduct of activities in the area's indicated.

I hereby, for myself and on behalf of my child, agree to save and hold harmless and fully indemnify Happy House Daycare Staff, on the account that all normal safety procedures have been taken on behalf of Staff, from any and all liability for any personal injury or injury to any third-party child resulting from my child's actions/participation in the above-mentioned activities.

I hereby release Happy House Daycare and its entire staff from any and all liability, on the account that all normal safety procedures have been taken on behalf of Management and Staff, for any injuries that my child may sustain as a result of any activities taken place at the above-mentioned locations during the designated daycare hours for the duration of my child's time enrolled at Happy House Daycare.

X

Parent/Guardian

Click or tap to enter a date.

Policies and Procedures Acknowledgement

I understand that the Policies and Procedures outlined below have been modified to adhere to the regulations set forth by the Provincial and Federal Government, Alberta's Chief Medical Officer of Health and Alberta Children's Services and that they will remain in place during the duration of this Pandemic.

I recognize Happy House Daycare will continue to maintain all other original policies not specified below and I agree to adhere to all policies and procedures currently in place.

By signing below I declare to have read and understand to Happy House Daycare's Policies and Procedures and will abide by such regulations. I understand that violating these policies may result in termination of care.

X

Parent/Guardian

Click or tap to enter a date.

Please email completed forms to
happyhousedaycare3933@gmail.com



Happy House Daycare's Policies and Procedures for Pandemic Operations

Care for Essential Workers

Happy House Daycare will resume operation for essential workers. If you are required to work during such time you qualify as an essential worker care will be provided for parents/guardians working hours only to successfully operate with minimal staff. When registering please indicate specific hours at work – we ask that all parents follow these times accurately.

Location of Care

We are required to divide the children by age at each center. All school aged children (5 years and older) will receive care at our South location. All daycare aged children (0-5 years) will receive care at our North location.

Hours of Operation

At this time, Happy House Daycare will only be providing care for our regular operational hours.

Monday – Thursday 6:00AM – 6:00PM

Friday 6:00AM – 5:00PM

If you are needing extended or weekend care please speak with admin

Fee's

Parents/guardians are responsible for paying the fee of \$45⁰⁰/day per day per child. You are to let admin know each week the days of care that you are needing, and you will be billed for the days of care used only. We have our fees a daily rate to encourage flexibility for our shift workers and so that families will keep children home when not working. All payments are due every Friday for the days of care used for each week invoices will be sent each Friday. (excluding subsidy families and foster/kinship families).

Subsidy families and those whose bill is paid by children services will continue to be billed monthly. If payment is not made by every Monday-Happy House Daycare has the right to refuse care until payment is made.

All payments can be paid by e-transfer to lawuta7@gmail.com.

Subsidy

Families previously eligible for government subsidy will still qualify. If changes are made from your previous contract you must provide them with an update. (ex. If your child previously attended the south location and is moving to the north for the time being: you must update the center information.) Please be sure your subsidy is not expired, if anything has changed with your job in terms of loss of wages or spousal support we encourage you to apply for subsidy to help during these times.

Social Distancing

It is important to note that social distancing advice is meant for interactions among colleagues, strangers and adults, etc. This is remaining 2meters apart-length of a hockey stick.

What staff will be doing while working in a childcare setting:

- Children with no symptoms should continue to be treated as you typically would care for a child.
- Where possible, they will arrange spaces to encourage more separation. For example, spacing children to avoid close contact during meal and nap times and assigning a designated chair and table for each child.
- They will remember that young children need easy to understand visual prompts and will be placing visual prompts into activity plans.
 - For older children they will be playing games that encourage learning about social distancing and activities that are fun that help them learn in an interactive way.

Screening

All individuals, including children, parents/guardians and staff will be screened upon arrival using the criteria below. Entry will be denied to any person including the child of a parent/guardian who meets the following criteria

- Signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, and/or fever.
- Anyone who have travelled outside of Canada in the last 14 days.
 - Thermometers must not be used between children/staff without single-use protective covers or disinfecting between use.

Upon arrival you will be asked a standard questionnaire and your temperature will be taken. We then will ask your child and yourself to wash your hands at the sink provided. Goodbyes will be given, and the designated float staff will escort your child and their belongs to their homeroom for that day. If at any point on the questionnaire you answer yes you will be denied entry.

Drop-Off/Pick-Up

All childcare drop-offs will take place in the entrance of the center. Parents/guardians will be asked to complete a screening questionnaire and the temperature will be taken of the child requiring care. You will then be informed at this time if you will be granted or denied access to the center. We must follow strict safety precautions to avoid the spread in a high traffic area. Parents are asked to not drop-off directly to the classrooms – this will slow the spread of any infections and viruses. One designated float staff will be taking all children to the rooms after screening during arrival and departures. If you any reason you arrive at the center outside of your normal pick up or drop off time cell phone numbers of the float staff will be listed that you can call to have your child brought to the front.

Maximum Capacity

Operating under a Pandemic restricts more than 30 people on the premises at one time (staff, parents/guardians inspectors and children included). At this time, we request that only 1 parent/guardian performs the pick-ups and drop-offs and that no visitors are brought into the center. Each center will have no more then 24 children and 6 staff on site with only a maximum of 10 children at any one time in each room. Children and staff will be assigned a room at the start of each day and will remain in that room until pick-up.

Illness

We ask that all staff, children and family members:

- check their temperature daily before coming to the childcare setting.
- If the temperature is equal or greater than 38 degrees Celsius or if the child/children/ staff have a any cold-like symptoms or vomiting and/or diarrhea, they should stay home.

If yourself, your child or anyone residing in the same dwelling is experiencing any symptoms of an illness you **MUST** isolate for 10 days. Following those 10 days the individual must be symptom free for 48 hours before your child may return to care. Symptoms include but are not limited to the following: runny nose, nasal congestions, fever, body aches/chills, sore throat, coughing, fatigued, shortness of breath/difficulty breathing, headache, nausea, vomiting, diarrhea, conjunctivitis, or feeling unwell.) If at any time a staff suspects an illness of your child, you are required to pick-up **IMMEDIATELY** and follow AHS's guidelines of isolation.

Management of children/staff with possible COVID-19

If a child begins to experience symptoms of COVID-19 while attending childcare, it is recommended that:

- Symptomatic children are immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
- If a 2-metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
 - While contacting the public health unit, at minimum the child and childcare worker should wear a surgical / procedure mask (if tolerated).
 - Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
 - Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning of the space the child was separated should be conducted once the child has been picked up.
- Contact the director who will let the local public health unit know to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the childcare centre.
- Children with symptoms must be excluded from childcare for 14 days after the onset of symptoms
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.

If a staff is to display symptoms of Covid-19 they will be sent home immediately and public health will be notified as they will require testing. Families will be informed immediately if at any time there is a positive case of Covid-19 and recommendations for all families will follow suit given under AHS guidelines.

With following all the policies and procedures in place it would be a contained/stop of spread if this were to happen and those that are sick are not allowed in the building. Which again should make it so there is much less risk of exposure.

Meals and Snacks

Parents/guardians are responsible for providing ALL meals/snacks for their child each day (breakfast, lunch and two snacks). Please include utensils, beverages, etc. All items will be sent home at the end of each day. Fridges and microwaves will be provided in the rooms. Staff will be helping children to make sure they are not sharing and washing water bottles, utensils if they are needed more than once through out the day. A food list will be going out to help those that need some ideas. We have tried to push to keep food and if this is lifted, we will resume providing meals as soon as it is. If a child's lunch is forgotten for the day happy house daycare will and is able to provide food for the day.

Nap/Rest Time's

Parents/Guardians are required to provide the child with a blanket or comfort item. These items will be washed daily and remain at the center in a labelled bag after each wash.

Requirements for health and safety

Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:

- Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g. avoid plush toys).
- Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces.
- Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day.
- Only using disinfectants that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used.
- Checking expiry dates of products used and always following manufacturer's instructions;
- Performing proper hand hygiene (including assisting children with hand hygiene); and,
- Incorporating additional hand hygiene opportunities into the daily schedule.
 - Daily checklists have been added to each room, bathroom and gym to be sure that everything is being washed at minimum two times a day.

Encourage more physical space between children by

- Spreading children out into different areas.
- Staggering, or alternating, lunchtime and outdoor playtime; and,
- Incorporating more individual activities or activities that encourage more space between children.

Occupational Health & Safety for Child Care Staff

We have these written measures and procedures for worker safety, including measures and procedures for infection prevention and control.

If a childcare worker is suspected to have or diagnosed with COVID-19, the childcare worker must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed. The employer will consult with the local public health unit to determine when the care provider can return to work. Childcare workers must keep in contact with the director while off work to determine next best steps.

Any instances of occupationally acquired infection shall be reported to the health unit within 72 hours of receiving notification of said illness. Where the center will proceed from there.

Signage:

There is posted signs. As part of routine measures for the respiratory season, existing signs are highly visible and include visual cues that remind staff and children to perform hand hygiene (e.g., sneezing or coughing into their elbow, putting used tissues in a waste receptacle and washing hands immediately after using tissues). Signs will be reminding persons not to enter if they are sick (even if symptoms resemble a mild cold) should also be posted.

Handwashing:

Childcare facilities must adhere to the following handwashing guidelines for both children and staff. Specifically, programs must engage in frequent handwashing with soap and water for at least 20 seconds at the following times:

- at the start of the day and before going home
- after going to the washroom
- after a diaper change (both children and staff)
- before preparing food
- before eating
- after getting hands dirty
- after wiping nose or handling dirty tissues
- after coughing, sneezing and blowing nose
- after cleaning tasks (staff)

Childcare staff should help young children to ensure handwashing is done correctly. Good hygiene practices can be taught in a playful manner. One idea is to have timers to help ensure adequate time. See how many 20-second songs the children can identify. Be creative -engage the children in coming up with games and other ways to encourage everyone to wash their hands for 20 seconds. Alcohol-based hand rub (ABHR) is not recommended for routine use in childcare. With all the hand washing if you would like your child to have a lotion please send it with their belongs. It will be labelled and used specifically for ONLY your child each day.

Cleaning and disinfecting:

Happy House Daycare center will engage in frequent thorough cleaning every day, using routine practices that follow regulations for cleaning, sanitizing and disinfecting. Clean and disinfect frequently touched objects and surfaces,

Staff are being encouraged to review existing activities and practices within their settings to help determine where enhancements or increased cleaning frequencies may be beneficial.

Increased monitoring of hand cleaning supplies is recommended to ensure all sinks in washrooms, kitchens and laundry areas are always well-stocked with hand washing supplies (i.e., soap and single-use towels).

Toys: As per standard procedures, it is recommended that facilities have toys that are easily cleaned and disinfected. It may be prudent to increase the frequency of the cleaning schedule for these items, especially when illness is circulating in the setting or the local community, or if symptomatic staff and children have been touching the toys. Plush toys should be avoided.

Children's personal toys that they require to offer them security and comfort are not to be shared with other children and should be stored in a way that ensures this.

Sensory play will be limited during this time no water or sand tables are to be open. No natural items are to be played with.

Children when handling play dough/ slime can only handle their own amount which will go into a labelled bag specifically for that child. This must be thrown out weekly.

High-Touch Surfaces: It is recommended that high-touch objects and surfaces (e.g. pencil sharpeners, doorknobs, faucet handles, remote controls, toys, electronic devices and small appliances) in facilities are cleaned and disinfected regularly and that this process is monitored. One option to limit high-touch items is to provide children with their own containers of art and crafts materials that are not shared with others. Checklists have been provided for bathrooms, the gym, and rooms. These checklists **MUST** be followed and filled out daily.

Food handling:

Parents will be providing meals and snacks. If a child does not show up with food for the day, the program may provide the child food. At mealtimes, children should not serve themselves food items that are not individually wrapped. There should be no common food items (e.g., shared snack bowls). Utensils should be used to serve food items, not fingers.

- Cease activities involving child participation in food preparation

"No sharing" policies: It is important to reinforce no food or water bottle sharing policies for children.

Reassurance

Provide reassurance to children and families about their personal safety and health. Telling children that it is okay to be concerned is comforting. Reassure them about their safety and explain there are many things they can do to stay healthy:

- Hand washing: Wash hands often with soap and warm water for at least 20 seconds, or use a sanitizer, especially after coughing, blowing noses or sneezing, and when handling food.
- Cough and sneeze etiquette: Cough and sneeze into your arm or tissue. If using a tissue, wash hands afterward and immediately dispose of the tissue.
- Stay home when sick: Children should tell staff if they are not feeling well and together plan to stay home from school or other activities.
- Keep clean: Do not touch your face, particularly your eyes, nose and mouth.
- Stay healthy: Stay healthy by eating healthy foods, keeping physically active, getting enough sleep and fresh air.

Maintain activities:

Maintaining familiar activities and routines will reinforce the sense of security of children. While outings to social gatherings are discouraged, and prohibited for gatherings of more than 10 people, getting outdoors for walks or to the park (avoiding any play structures) with the children are generally safe activities. Remember to have everyone wash their hands when they re-enter the centre. As every childcare provider knows, play is a priority –it promotes physical and mental health and development –and gives kids an outlet for their energy, concerns and emotions. The current situation presents many challenges for group play but can also be a source of creativity. Spread children out as much as possible with small groups in different rooms, or have a group outside while another is inside, as another way to encourage physical distance. Consider the equipment and play materials. Assess play materials currently available and remove those that are harder to clean and sanitize. Keep a bucket or laundry basket close by for items to be deposited when they need to be cleaned. Consider activities where children can do something to learn about and support all the people working to keep others safe and healthy:

- Talk about people in their neighbourhood or community and the role they are playing (e.g., mail carriers and grocery clerks, doctors and nurses).
 - Young children could create artwork to post in windows to say thank you to health care workers and paramedics, etc.
 - Older children could write a thank you song or a short play, then videotape a performance to send to essential workers
 - Children at the center could connect virtually with children at home to perform their songs for each other or perhaps collaborate on something. Depending on the age of the children in the centre, they will have ideas and suggestions. Discuss the concept of social distance, using a visual such as a string. Brainstorm with them, asking for their idea sin terms of coming up with about ways they can play, and activities they think will allow an appropriate distance. Ask them about some of the typical experiences that are part of their typical day (e.g., circle time and snack), or areas in the playroom (e.g., house keeping or block areas).
Give them scenarios -"How could you play in the block area" –and use the string to try out their ideas
- Happy House Daycare will be trying our best to still provide the highest of quality care during these times. We will be maintaining routines as best as possible and evoking fun with our program as best as we can.

Out of School Care Learning

With schools being shut down and classes moved to online it is still Happy House Daycares job to be sure your child is following each individual child's schoolwork while in our care. If it involves an electronic, we ask that you please bring that in where staff will monitor. If the lesson plan is given out weekly and how much time you as the parent deem essential that they work on schoolwork is a plan that can be made with the staff. All staff can still communicate through HiMama during this time. If you have any questions or concerns you can message them as you would have before.

These polices are all extra polices that have been put in place during this Pandemic times, Happy House Daycare is still adhering and abiding by all other policies and procedures that are in place during normal operational hours.