

*4Pillar Early Learning Centre*

# Family Handbook



Group Care

Pre-School

Before & After School Care

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**Contact 4Pillar Early Learning Centre:**

Mailing Address: 5110 Manson Avenue, Powell River BC V8A3P1  
 Email Address: [roxanne4pillar@gmail.com](mailto:roxanne4pillar@gmail.com)  
 Phone: 604-414-5757  
 Website: [www.4pillarlearning.ca](http://www.4pillarlearning.ca)

## **Welcome!**

Dear Parents,

Welcome to 4Pillar Early Learning Centre! Serving the Qathet Regional district (Powell River) and surrounding areas, we look forward to providing a warm, engaging and interactive childcare program for your children.

We make every effort to ensure all children feel safe and secure. We believe in inclusivity, and are open to all families, regardless of race, nationality or faith.

If you have any questions, please do not hesitate to reach out. Our staff are happy to chat, and one-on-one meetings can be arranged quickly and easily. We welcome inquiries and discussions, and parents have free access to all areas used by their children.

As our children's centre grows, so too do our methods of communication. We are always looking for the best and fastest ways to update parents on special events, holiday closures and theme days.

Please be sure to read through our Pandemic Protocols, in the Appendix at the end of this book.

Stay in touch:

Website: [www.4pillarlearning.ca](http://www.4pillarlearning.ca)

Facebook: [www.facebook.com/4pillar](http://www.facebook.com/4pillar)

Email: [roxanne4pillar@gmail.com](mailto:roxanne4pillar@gmail.com)

Phone: 604-414-5757

Sincerely,

**Roxanne Penner**  
Executive Director  
4Pillar Early Learning Centre

## **Our Philosophy:**

We at 4Pillar believe in creating a safe, welcoming and open space where children can explore, play and create. We believe in education through exploration, building on a child's experience to foster adaptability, flexibility and a keen interest to learn.

What is a good childcare program?

- It is a home away from home. A warm, welcoming place with people who are dedicated to making a child feel comfortable leaving their parents
- It is a place where your young child learns social skills that will enable him/her to get along with fellow human beings.
- It is a place where a child can feel the joy of creativity in words music, movement and various artistic media.

### ***Additionally....***

We believe in providing parents peace of mind while their child is away from home. We want parents, as much as children, to be excited to bring their kids to 4Pillar.

All parents are part of the 4Pillar Family.

## **Our Goals**

As a childcare provider, our goals include:

- Meeting the child's needs in a childcare capacity
- Meeting the parent's needs for childcare
- Promoting positive social skills including cooperation, responsibility, respect and communication in a safe and fun environment
- Providing community support to Powell River families



*4Pillar's Pledge... We do not discriminate against any race, denomination, nationality, disability or income level. We believe childcare should be a service all can access. If you require assistance in the registration process, please call 604-414-5757.*

## **Staff & Programming**

### **Our Team**

4Pillar's childcare programs only run because of our amazingly skilled and dedicated staff. Our team holds the qualifications and certificates required by the Provincial Community Care licensing regulations. This includes a Criminal Record Check for all employees, renewed every 5 years, and First Aid with a focus on Child Response, renewed every 2 years.

Our team consists of Early Childhood Educators, Assistants and Responsible Adults. They are employed with the experience and expertise to lead daily programs and execute our vision to it's highest standard. They are also well versed in health and safety protocols, including emergency and pandemic protocols.

Our team is invited to grow, learn and continue their education. This desire to learn new skills and develop oneself is passed on to the children in our care – creating a balanced program that stimulates the growth and development of everyone and promotes a positive and creative learning experience for all

If you have any questions about the qualifications of our team, please reach out.

### **Programming**

4Pillar Early Learning Centre currently provides two childcare programs:

- Group Care (ages 30m-5yrs): for children who are not yet in school
- School Age Care (k-12yrs): children 5yrs and up who have begun school
- Pre School (ages 36m-5years): a more structured alternative to group care

Attending a good childcare centre can be a transformative experience. Children have the freedom to build healthy, supporting relationships with caring adult role models, which in turn can positively influence their later years. Children also have the opportunity to create healthy, respectful and lasting relationships with peers their own age, allowing them to build their social and creative skills and learn new forms of interaction.

Our staff plays a crucial role in creating a balance of support and allowing for self-discovery. They work daily with children to build self-esteem, nurturing their ideas and encouraging learning through the power of play. This is where the early seeds of life and leadership skills are born!

## **Programming (continued...)**

Staff provide children with daily learning and skills development through:

- Physical activity
- Nutrition and nature
- Education support
- Literacy
- Social and life skills
- Creative arts
- Cultural diversity
- Leadership development

### **Active Free Play**

Active free play is when a child is actively moving their body in a self-chosen way. At 4Pillar Early Learning Centre we will provide a safe environment and play time where children can choose the direction of their play activities.

Unstructured physical activity allows children to practice social skills and encourages creativity (by allowing them make up their own games and rules). For example, if a child is sitting at the playground playing with a truck, they are not being active. However, if they are running the truck along the equipment in the playground and racing it down the slide, they are participating in low to moderate intensity physical activity.

We can facilitate unstructured physical activity by:

- Choosing play areas carefully
  - Allowing children to have lots of room to move
  - Removing chairs and other sedentary objects
- Have equipment available:
  - Provide toys and equipment that children might associate with being active, such as balls or bean bags that were used for a different activity earlier in the day
  - Provide equipment that encourages reaching, jumping, stretching
  - Boxes, blocks or tape on the floor can provide a fun pathway to follow
- Planning structured and unstructured physical activity together
  - Allow children to discover and explore new equipment on their own. Follow up with a game using the equipment and then end with allowing the children to have free time with it.
  - Encouraging storytelling, using fun music, modeling active free play

## **Registration Requirements:**

We cannot guarantee that space will be immediately available for your child. Our registration process ensures that, when space is made available, we will have all details and information needed to provide proper care to the children that visit us.

### **Prior to being accepted at 4Pillar, we require the following:**

- Children must fit the age requirements of one of three programs:
  - Group Care (30 months – 5 years of age)
  - School Age Care (Kindergarten – 12 years of age)
  - Pre School (3-5 years of age, depending on current programming)
- Children must be able to self-care after using the washroom
- It is mandatory that all families must read and sign the Family Handbook prior to the first day of attendance
- Registration forms must be completed in full for each child planning to attend
- Immunization records must be provided for each child planning to attend
- A recent photo of each child planning to attend
- Any court orders or documents pertaining to a child's situation
- Any subsidy documentation already active
- Medical notes regarding special care or needs
- \$20 Registration Fee (payable by cash, cheque or e-transfer). Registration fees are non-refundable.

Registration packages will be held for those families put on a waitlist for care.

### **Prior to your child's first day of attendance, we also require:**

- That the enrolling parent and child schedule a meeting with the care facility in order to ascertain fit and care requirements

## **Hours, Pricing & Billing Policies:**

<b>Group Care</b>		<b>School Age</b>	
	Hours: 8:00 – 4:00pm	Before School	\$20 daily rate*
	Year Round Care	Hours: 7:30am – School	
	\$45 daily rate*	Includes: Walk to Edgehill Elementary	
		After School	\$10 daily rate*
Preschool		Hours: 2:30 – 5:30pm	
	Hours: See Yearly for details	Pro-D Days & School Closures	\$60 daily rate*
	\$25 daily rate	Full Day – 8 hrs	

*\* Childcare is billed monthly. Please see the Pricing & Fee Schedule, PAGE 22-25, for full details*

### **Scheduling your Visits**

We will **NO LONGER** be accepting any child by drop-in. You will be billed at the first of each month for the space you reserve. Adjustments to your schedule must be made by the Friday before (at least), and a monthly schedule is preferred. You can email, text or speak with any of the staff to arrange your schedule ahead of time.

Pro-D Days & School Closures must be booked in advance

### **Billing & Additional Charges:**

- You will be billed for overages to your monthly pre-paid allotment, on a per-day basis.
- After Business hours & Late Pick-up: \$30 per half hour
- No-Show Charge: \$10

Late Pickup & No-Show Charges can be avoided by providing a minimum of 24hrs notice for any last-minute cancellations or schedule changes. After-hours charges will still apply to cover staff overtime.

### **How to Pay Your Bill:**

Invoices can be paid via:

- E-transfer to [roxanne4pillar@gmail.com](mailto:roxanne4pillar@gmail.com). Please use manson as the security answer. Please note your child's name and invoice month in the space provided.
- Cash (Canadian funds only)
- Cheque (made payable to 4Pillar Early Learning Centre)
  - A \$45 fee will be charged for NSF cheques.



## **(How to Pay Your Bill... Continued)**

Invoices are prepared at the start of each month and are emailed within the first week of the month. Invoices are due by the 15<sup>th</sup>. Past-due statements are issued every 2 months.

Past-due amounts may result in a suspension of your child's space at 4Pillar. Please reach out if you are having difficulty paying your bill or need to make payment arrangements. We will do our best to work with families on a case-by-case basis.

### **Affordable Childcare Benefit:**

As many of you have become aware, 4Pillar Early Learning Centre is not able to follow up on your subsidy requests with the Ministry. It is up to each family to ensure that all documents have been submitted and that renewal notices (typically mailed to you) are followed up on.

If there is subsidy available, it will be taken off your monthly bill. We will try our best to remind all families when their subsidies may be expiring. However, 4Pillar Early Learning Centre takes no responsibility for expired or incomplete subsidy claims, and cannot guarantee the amount of funding any family may receive.

If you require assistance completing your subsidy documents, please let us know. If we can help, we will. If we can't, you may need to contact the Ministry directly.

Please note, all families are asked to complete their subsidy registration and file their forms online through the Ministry's subsidy portal:

<http://www.gov.bc.ca/affordablechildcarebenefit>

If you are currently waiting for a response from Subsidy which may impact your current or past-due bill, please speak with us immediately to make arrangements.

### **Withdrawal from Program**

Please note, we require one month's notice for withdrawal of your child from a program. In lieu of notice, one month's worth of fees (up to \$500) will be due immediately.

## **Additional Policies**

### **Drop-off & Pick-up / Release of Child**

**All children must be signed in and out by the parent/guardian every day on the form provided.**

For your child's safety, it is important that we have everyone who might drop off or pick up listed on the registration form.

This means that if you call us and say "John Doe" is picking up your child, but "John Doe" is not listed on your registration form, our staff will not allow your child to go with that person. Please ensure everyone who may be coming to the centre is listed on the registration form and introduced to staff. By law, staff are unable to release a child into the care of an adult who appears to be unable to provide safe transport (ie. May be under the influence of drugs or alcohol). In such circumstances, alternate arrangements will be made to ensure your child's safety.

It is also very important that your child be dropped off and picked up safely. To do so, we need to have staff make eye contact with the person dropping off your child at the centre. We also ask that children are not left to enter the centre alone; please walk in with them. We are unable to release your child to anyone under the age of 16. If the person picking up your child is deemed inappropriate, the child will not be released. Under these circumstances, the child's emergency contact will be reached, and if no one can be reached, the Ministry of Family and Children may be contacted at end of day.

If you would like to make changes to your pick-up/drop-off list, please request an update form from staff.

### **Late Pick Up**

School Age children not picked up by 5:45pm and Group care children not picked up by 4:15pm: we will contact all authorized adults listed on the registration form. If we cannot contact an authorized adult, Protective Services will be called. It is imperative to contact 4Pillar AS SOON as you know you may be late.

## Health & Safety

A childcare facility is a busy place where illness can spread very easily and quickly. To help keep other children and adults healthy, those who are not well or have communicable illnesses must not attend 4Pillar Early Learning Centre until they are suitably well. Staff will refuse to provide service to a child who is too ill to attend, or who poses a risk of infection to others.

In cases of pandemics, the following rules additionally apply: that all families entering the childcare facility must wash their hands; children in the home of any family member who is unwell should stay home; and families that have come in contact with the disease or travelled outside of BC must self-isolate for a minimum of 14 days. 4Pillar follows the cleaning and operating guidelines set forth by the Centre for Disease Control, WorkSafeBC, as well as the Ministry of Family and Children.

Parents and guardians are asked to keep their children at home when the child exhibits any of the following:

- An acute cold with fever, runny nose and eyes, cough, sore throat.
- Outside of pandemics, once their temperature and energy are back to normal, cough and runny nose (As long as the discharge is clear) may continue without the child being contagious. If symptoms are caused by a well-known allergic reaction, the child is not contagious and will be welcome at the centre.
- Difficulty breathing, wheezing or persistent cough
- A fever (100F) accompanied by general symptoms such as listlessness may be an early sign of illness that requires a physician's attention.
- Sore throat or trouble swallowing
- Infected skin or eyes, or an undiagnosed rash
- Headache or stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramping – these symptoms can indicate bacterial or viral infection, which is easily passed from one child to another, and the child should be kept at home until all symptoms have stopped
- Nausea or vomiting
- Severe itching of the body and/or scalp
- A known or suspected communicable illness
- Head lice or other parasites

## **Medication**

Please speak to us during the 4Pillar Registration Process if your child is on long-term medication.

The staff will administer medication **only** if it is in the original container with the child's name on it and is accompanied by a completed Permission to Administer Medication form (available at the facility). All medications will be kept in our locked medications box. When asked staff may refuse to accept the responsibility of administering medication if they do not feel comfortable with doing so safely.

## **Fire Drill Procedure**

This is the fire drill procedure that we follow at our Group Childcare Program.

1. Make sure all children are wearing shoes or slippers.
2. One designated staff member will signal with the smoke detector to attract the children's attention.
3. The staff member collects the attendance and emergency information, and collects and escorts the children to the designated meeting place, the vacant lot next to the French Club building.
4. At the smoke detector's signal, the other designated staff member collects the first aid kit and checks for any children left behind doors or in the bathrooms.
5. An attendance roll call will be taken once the children are safely taken to the designated meeting place.

Earthquake and Fire drills will be performed once per month, and results will be recorded as required by the Child Care Licensing Board.

## **Field Trips**

Short walking trips are a regular part of the Childcare Program, and we ask that parents sign a permission slip at the time of enrollment to allow their child to participate. We do most of our bigger trips in the spring. We find that the children need time to adjust to our program, and by the spring they know what we expect of them. By this time, we have been on many walks, and find that children have grown accustomed to walking with partners.

Any major excursion requiring transportation will usually be done by parent drivers, and will be announced well beforehand. Parents must sign a special permission slip for each excursion before the child will be able to leave the learning centre.

The law states that any child under 40lb must be in a car seat, and any child between 40 and 80lb must be in a booster seat. 4Pillar Early Learning Centre will not be able to take any child on a field trip unless they are properly secured in a child restraint system.

4Pillar Early Learning Centre is a non-smoking environment, and this includes staff, students, volunteers, and any parents or guardians who are participating in our activities.

### **Clothing**

A pair of slippers or indoor shoes are required for inside use. Outdoor clothing needs to be suitable for all weather as we try to go outside most days. In case your child may have a bathroom-related accident, please make sure you provide a change of clothing. Please label all things that come from home with your child's name.

If your child does not already know how to tie their own shoes, please purchase shoes that can be zipped, slipped or have Velcro. Getting 16 children ready to go outside in a hurry can be hard on staff if each child needs to have their shoes tied.

### **Personal Items**

Children often enjoy bringing items from home, as they offer a bit of security and comfort to their day. 4Pillar will not be responsible for lost or damaged personal items. Except for Show and Tell, we ask that families refrain from bringing personal items unless it is felt necessary. Our preference is to facilitate sharing between children, which can often be difficult with personal items. Items may be limited during Pandemic situations. Please check with staff.

### **Show and Tell**

We have show and tell every week. In order to limit the size of things and to prevent them from being lost, please provide a large Ziploc bag with your child's name on it. One item is all we have time to show for each child. We appreciate it if parents encourage their child to bring things pertaining to the theme or colour of the month. Please make sure your child takes their show and tell item home with them each time they bring one.

## Food & Nutrition

**4Pillar is a NUT-FREE Facility. Please be sure to avoid all peanut and nut butter products when packing snacks and lunches for your children, as nut allergies for other children in our care can be severe.**

Your child needs to bring their own snacks and lunch each time they come to the Childcare program. Snack time is a social time when nutrition and hygiene will be introduced. Items such as cheese and crackers, fruit, vegetables are encouraged.

It is also very important to realize that this is just a snack time and lunch time, and that one snack and drink is plenty. Children are not given a lot of time to eat a whole bunch of food, and may miss out on activities if they have too much food in their bag. If their snack or lunch needs to be kept cold, please make sure to pack it in an appropriate lunch bag with an ice pack.

Throughout the day water is available for the children as needed. Children are required to be seated (at a table) and not engaged in any play activity at all times during drinking and eating. This is to ensure safety, cleanliness and to promote appropriate eating/drinking habits. Under no circumstances will children be allowed to walk around or play while eating or drinking.

Please remember to take your child's leftover food home at the end of each day as we will not store food overnight in the fridge. We appreciate your cooperation in this matter.

### **Nutrition Policy:**

At 4Pillar Early Learning Centre we are aware of the importance of establishing healthy eating habits within our child care environment. Our aim is nutritious snacks, minimizing the intake of food and drink containing sugar, salt, additives, preservatives and colouring.

## Discipline Policy

The disciplinary goal for 4Pillar Early Learning Centre is to reinforce appropriate behaviour. We prefer to use positive reinforcement including praise, encouragement and rewards to recognize acts of helpful and positive behaviour displayed by children.

The staff will also use a three chances system as a means of behaviour management and discipline in the program to maintain a safe and pleasant atmosphere. The system operates on three steps described below:

- When a child is displaying inappropriate behaviour and/or engaging in an activity that is disrespectful or harmful to themselves or others, they will have their first chance taken away. The first chance is a warning
- When a child continues the above behaviour, their second chance will be taken away and an appropriate consequence will be given (such as a short time-out). The purpose of the consequence is to discourage the inappropriate behaviour, and to allow the child some time to themselves. In addition to the consequence given to the child, the parents may be asked to discuss the inappropriate behaviour with the staff if it continues
- When a child continues to display inappropriate behaviour and/or engage in an activity that is disrespectful or harmful to themselves or others after their first two chances have been taken away, their third chance will be taken away. When a child's third chance is lost, the child will be asked to miss the next day of care. Parents will be notified that they will need to make other arrangements for childcare for that day. A child's third chance is serious, and this suspension of care will be implemented only after the child's behaviour has been discussed with the parent and child, and when the staff feels that the child is continuously disruptive and needs some other form of care for one day. Children lose their third chances very rarely

If this set of procedures appears to have no effect on the child's misbehaviour, then alternative child behaviour management can be discussed with parents. If a child remains unmanageable and continues to threaten the safety of themselves or others, they will be asked to permanently leave the program.

The staff ensures that while under their supervision no child is subject to:

- shoving, hitting, shaking, spanking or any form of corporal punishment
- Harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self respect

- Punishment in the form of confinement, physical restraint, kept without staff supervision, deprived of snacks or use of a toilet

The staff will only resort to physical restraint when a child becomes out of control and endangering themselves or others in the facility. The restraint will be in a holding form and will only be used until the child regains self control or a caregiver picks up the child.

The objective of the staff at 4Pillar is to provide a safe and fun environment for the children at the facility. The children are asked to be respectful to themselves and others, be safe and most importantly have fun. We encourage and appreciate parent's involvement, suggestions and support.

### **Injuries During Care**

If in an incident at 4Pillar Learning Centre your child receives an injury and requires medical attention we will call the child's parent or emergency contact immediately. If the injury requires immediate emergency medical attention an ambulance will be called to transport the child to a hospital. The injured child's parents are responsible for ambulance fees. Parents or emergency contact (if parents cannot be reached) will be notified as to which hospital their child was admitted to, and at what time they arrived. Any injury that receives medical attention will be documented and reported to parents, manager, and Licensing within 24 hours

### **Birthdays**

Your child's birthday will be a special day at the 4Pillar Early Learning Centre. For this occasion, you may wish to provide a treat for snack time to be shared with other children. Mini cupcakes or cookies are some examples of common treats that are brought to share.

### **Religious Holidays**

If you have objection to the recognition of religious or other holidays, including Halloween, Christmas, Easter, Thanksgiving and Valentine's Day, please let us know upon registration so that we can make other arrangements to respect you and your child's wishes.



## **Attendance Policy**

The staff at 4Pillar Early Learning Centre are responsible for the children once they are dropped off at the facility or are dismissed from school. Parents and caregivers are asked to notify the staff if their child will be absent from the program that day. We have requested that they leave a message for Roxanne at 604-414-5757 or provide a written note in advance or on the same day is sufficient.

If a child is expected for After School care and there has been no written communication or a phone call to indicate that the child will be absent (i.e. sickness, appointment or play date, etc.)

The following will be carried out by staff:

- Attendance taken as soon as school is dismissed
- Children unaccounted for (i.e. not at the facility and no communication from caregiver stating the child will be absent) must be accounted for by
  - Call school and speak with child's teacher and inquire if the child was in class and if they were picked up, (speak with administration if teacher is unavailable)
  - Call child's primary caregivers (home, work, cell phones) leave messages at each explaining reason for call and ask for them to return the call ASAP
  - Call alternate pick-up contacts
  - Phone local police if the child has not been accounted for 20 minutes after school dismissal time (time frame recommended by police)
- The above steps should all be completed within 20 minutes after dismissal. Please note that staff are required to note all times of calls, staff who made the calls and to whom the calls were made for record keeping and accountability

## **After-School Care - Early Dismissal**

4Pillar Early Learning Centre will be aware of any early dismissal days as the staff check in with Edgehill school on a regular basis. Your child(ren) will be picked up at the early dismissal time, unless the family lets 4Pillar know otherwise. This includes the weeks involving parent teacher conference. This early dismissal will be at a rate of \$6.00/hr.

## **Outdoor Play**

Outdoor play gives children an opportunity to be a little louder and move in a larger space. It is a great place for the children to run and burn off energy and use their large motor skills. 4 Pillar Early Learning Centre will provide at least 60 minutes of outdoor play to the children daily.

Unfortunately, we cannot allow the siblings of enrolled children to play on our outside equipment, as we are liable if something happens to any child not enrolled as a 4Pillar Learning student. Enrolled students may only play on our outdoor equipment when they are at their Group Childcare Program.

## **Child Abuse**

As required by law, any incident of suspected child abuse/neglect or disclosure of child abuse/neglect will be documented and reported to the manager and Ministry of Social Service – Child Protection immediately

## **Discharge**

A child may be discharged from the facility due to:

- Inability of the program to meet the needs of the child or family, including behavior that directly impacts the well-being of the child, peers or staff
- Inability of the child or family to follow the policies of the programs
- Non-payment of fees

## **Note**

We believe all families should have fair and equal access to childcare. If you are struggling financially, or having difficulties with your child's temperament or behavior inside or out of the home, please reach out. There are many services in our area aimed towards assisting families in need. We would be happy to direct you to them.

## **Signature of Agreement**

Please sign below to confirm that you agree to the policies and procedures set forth in this document.

I, \_\_\_\_\_(print name), have read the 4Pillar Early Learning Centre Parent Handbook and I understand and accept the program's policies.

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

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

A copy of this document will be retained in your children's files.

You will be asked to re-read and re-sign updated policies on a yearly basis.

Thank you!

## Appendix:

### **Pandemic Safety Protocols**

*The safety procedures below are designed to minimize risk and the spread of any virus – from common colds and flus, to pandemic situations, such as COVID-19.*

#### **Child Arrival**

- School Age / Pre School: Families must wash their hands with soap and water (provided outside the entrance) before entering the centre. Paper towel is provided and should be disposed of before walking in. We require all adults entering the centre to wear a mask.
- Group Care: Families are asked to wait with children at the gate at the top of the stairs; staff will walk children to the handwashing station and into the centre. Parents may not enter the centre, unless given permission from staff, and are wearing a mask.
- Group Care: We ask that one parent walks their attending children into the centre (or to the gate) at a time, while other families wait their turn outside (maintaining proper physical distancing of 2m or 6ft). Visiting family members or children who do not attend the centre should not be present.
- All Programs:
  - Parents should drop off their children's coats and bags at the designated area, and ensure their children switch their outdoor shoes for their indoor shoes.
  - Children should arrive with prepared lunches and snacks that require no extra preparation. This ensures minimal transference between children and staff.
  - Children should arrive with a water bottle; they will not be provided.
  - Staff will test children's temperature upon arrival
  - FIRST VISIT OF THE WEEK: parents are asked to fill out the weekly health check and attendance form, including signing on the back.
- SIGN-IN / OUT:
  - School Age / Pre School: parents are responsible for continuing to sign-in / out their children every day.
  - Group Care: staff will sign-in / out the children

#### **During Care:**

- Children will play outside as much as possible, as there is more space to practice physical distancing
- Tables, chairs and toys are sanitized regularly between use. Door handles, railings and high-touch surfaces are cleaned frequently.
- Staff will watch for signs of illness, and report any signs of increased temperature or other symptoms. Staff will repeat temperature checks on any

child with an elevated temperature. If it remains high, families will be called to pick up the child.

- Handwashing is now a regular part of the daily program for both children and staff – including upon arrival, during play, during transition between activities, and at meal and snack times, as well as when using the washroom.
- Staff maintain an organized system of items to be cleaned, items that are clean and ready to use, and have put away difficult to clean items.
- PERSONAL ITEMS FROM HOME: items should be properly laundered before coming to the centre, and each day the item comes.
  - Group Care: Aside from daily clothing needs and lunch/snack items, please do not bring any personal items from home
  - School Age / Pre School: Children may arrive with their daily school bag or backpack. Personal items, such as toys, must stay at home. School supplies (for school age children) should remain in their bags.

## **Health Protocols for COVID-19**

*As per the update from BC Centre for Disease Control on September 25, 2020:*

**Children should stay home when new symptoms of illness develop, such as.....**

- **Fever**
- **Chills**
- **Cough**
- **Difficulty breathing**
- **Loss of sense of smell or taste**
- **Nausea or vomiting**
- **Diarrhea**

For mild symptoms without fever, we ask families to keep children home and monitor symptoms for 24 hours. If symptoms dissipate within that time, children may return to care.

If symptoms include fever or difficulty breathing, or if symptoms last for more than 24 hours or get worse, seek a health assessment by calling 8-1-1 or a primary care provider. If a COVID-19 test is recommended as a result of the health assessment, self-isolate while awaiting results.

If the COVID-19 test is negative, children may return to care once symptoms have dissipated.

If a COVID-19 test is recommended but not done, self-isolate for 10 days after the onset of symptoms and return only after symptoms have dissipated.

Please follow the direction of health authorities if you test positive for COVID-19.

*Thank you – from all of us at 4Pillar Early Learning Centre.*