

Richard Secord Out of School Care Society

RSS Location

Policy Changes

September 2020 - June 2021 School Year

1. Daily Health Screening

- a. Parents are required to screen their children for symptoms on a daily basis and will be required to fill in the online Daily Health Screening Questionnaire each day prior to their child attending the program. The link will be e-mailed out to parents prior to the start of the school year and will be posted on our website (www.rsosc.com). If you are unable to fill in the online questionnaire, parents/guardians will be required to make alternative arrangements with the Executive Director or asked to submit a paper copy of the questionnaire.
- b. If we have not received your completed survey prior to your child attending the program, the centre will be contacting you to conduct the screening over the phone. Families who consistently fail to complete the Daily Health Screening Survey may be asked to leave the program, since they pose a risk to the other children and staff.
- c. If your child attends the program in the morning, we will be checking your child's temperature using an infrared thermometer upon entering the building and in the afternoon shortly after s/he has arrived after school. If your child's temperature exceeds 38 degrees on our ear thermometer, you will be contacted immediately to come pick up your child. Our staff will also be conducting a brief verbal symptom screening with your child after they arrive after school.

2. Entrance, Exit & Afternoon Meeting Point

- a. Parents will need to drop off and pick up their child at the Main Entrance of the school, which is next to the Richard Secord School Office.
- b. Children will be required to walk outside from their assigned recess doors around to the Main Entrance by the School's office after school. Children may not be allowed to walk through the building to the gym. Please discuss and show the new entrance and exit that they will need to use to your child before their first day of school.
- c. If you need to drop off anything for your child in the middle of the day (i.e. during school hours), please contact our office to arrange to meet our staff at the OSC office entrance on the South West corner of the building.

3. Drop off and Pick Up

- a. Parents will be required to call the centre in advance to notify the staff when they are on the way to drop off their child at the centre and must stay outside or remain in their vehicle. They must stay and wait until their child has safely entered the building and is the care of our staff.
- b. To pick up your child, you will be required to call the centre in advance to notify our staff that you are on the way to come pick up your child and must remain outside or in your vehicle. Please park near the front door by the School Office, so the staff can see you when you arrive. Our staff will get your child ready for you and send them out to you when you arrive. Our staff will be required to wait with your child until they have determined that your child is safely in your care.

4. Washrooms and Daily Hygiene

- a. Children will be required to wash their hands thoroughly upon entering the building and before leaving the centre at the end of the day.
- b. Children will be required to wash their hands upon entering the gym after school.
- c. All children in the program be required to use the Kindergarten washroom next to the gym or another assigned washroom designed for our group by the school administration.

5. Meals & Snacks

- a. The centre will not be providing snacks to the children for the school year until further notice. Parents will be required to pack lunch and snacks for their child(ren) each day until further notice. These will

need to be nut-free. If you forget or fail to pack enough snacks for your child, we will contact you. On site, we will have a small supply of emergency pre-packaged snacks (e.g. granola bars, nutri-grain bars) to serve to your child at your request.

- b. Please refrain from sending food items that need to be heated or refrigerated. Space will be limited.
- c. Use of water fountains and communal water jugs are not recommended, please send your child with a water bottle to the centre each day.

6. Illness Policy

- a. As per Alberta Health Guidelines, we are unable to admit any child with symptoms related to COVID-19 until they have gone for testing. Symptoms to look for include (fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache and general feeling of being unwell). If results are negative, they are welcome to return when symptoms have improved. If your child has allergies or asthma that cause them to display cold like symptoms – we will need to see that a COVID-19 test comes back negative before they will be able to attend (as per Alberta Health). We will be VERY strict with this Illness Policy for the safety of the children and staff. **NO SICK CHILDREN WILL BE PERMITTED - NO EXCEPTIONS.**
- b. If your child develops symptoms at the program, s/he will be isolated away from other children and parents and/or guardians will be notified to come and pick up their child IMMEDIATELY. Parents will be required to complete the AHS’ online COVID-19 Self-Assessment Tool or provide us with a doctor’s note indicating that they have had their child checked and that they are in good health.
- c. If a parent/ guardian develops symptoms consistent with COVID-19 and has had close contact with their child, you will be required to keep your child at home until the parent has been able to complete a COVID-19 test, no longer has symptoms and receives a negative result or has been checked by a doctor.

7. Cohorts

- a. The program will operate in a cohort of a maximum of 30 people (including staff).

8. Physical Distancing

- a. Physical distancing will be maintained as much as possible while the children are on site. We cannot guarantee that children within the same cohort will remain 2 m distance from each other at all times throughout the day. However, we will have the following protocols in place to minimize the amount of contact that children may have with one another.
 - i. All children will stay in their assigned 30-person cohort in the same room each day with their assigned educators.
 - ii. Children will be physically distanced at tables during meal/snack times and during table activities.
 - iii. Educators will strive to offer activities where each child has their own tools to use for cutting, gluing, painting, etc. These will be disinfected after use.
 - iv. Water/ sand play and certain types of sensory play will be discontinued until further notice.

9. Visitors

- a. Only children and assigned staff will be permitted in the rooms and in the building.
- b. Parents or guardians will only be provided with admittance into the room in the event of an emergency. If they must enter, they must maintain a minimum of 2 meters distance between themselves and other staff and children.
- c. Any essential visitors that must enter the program and who will be staying on site for more than 15 minutes will be required to complete the Daily Screening Questionnaire and a temperature before gaining admittance to the program. They will also be required to provide us with their contact information for contact tracing purposes.

10. Personal Items & Belongings

- a. Child will not be allowed to bring any unnecessary personal items to the centre. (e.g. stuffies, toys, blankets and electronics). Aside from the necessary weather appropriate clothing, lunch, shoes, water bottle, sunscreen/ bug spray – anything not necessary for school or daycare should not be brought into the centre.
- b. Children will not be allowed to use the cubbies until further notice from the school. Children will be required to take their backpacks and personal belongings with them into the gym. Parents are required to provide their child with a large reusable bag (e.g. large cloth grocery bag or IKEA bag) labelled with their child's name on it to store their backpack and personal belongings (e.g. jacket, snowpants, indoor shoes, hat, gloves, indoor shoes etc.). All child's personal items will be placed in their reusable bag and placed 2 metres apart from others against the walls in the gym. Parents will be responsible for taking their child's bag home for cleaning.
- c. Children will be required to have indoor shoes to wear while at the centre. They should keep their shoes with their other personal belongings in their backpack or reusable bag. Children may use the same shoes that they have for school; however, it will be their responsibility to ensure that they are brought everyday to the centre.

11. Face Masks

- a. All children and staff will be required to adhere to Edmonton Public Schools mask wearing guidelines. Children will be required to wear masks while in the hallways and when physical distancing is not possible. Children will be strongly encouraged to wear masks while on site; however, they will not be required to wear them if they are able to remain physically distant from one another while in the gym.
- b. Parent will be required to pack at least one face mask for their child to use while on site.
- c. Staff will provide children with reminders for cleaning their hands before putting on their mask, before taking off their masks and after taking off their mask. Please ensure that your child can put on their face mask by themselves.

12. Cleaning and Disinfecting Items

- a. Enhanced sanitization will take place on a daily basis. Frequently touched surfaces will be wiped down several times per day and throughout the day. Toys will be sanitized more frequently according to AHS' Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illness in the Community.

13. Field Trips/ Ground Transportation/ Holiday Events/ Performances or Celebrations

- a. Will be postponed or cancelled until further notice.

14. Outdoor Play

- a. We will be taking the children outside to play in the park/ field space, since this allows children to naturally social distance from one another. Playgrounds will be off limits at this time until approved by licensing. Any shared equipment will be clean and disinfected prior to use by the next group.

15. Volunteer Policy

- a. Due to the inability to have parents on site. Volunteer tasks have been modified for the school year to include the following:
 - i. Member of the Board of Directors (6 credits)
 - ii. Joining a sub-committee (5 credits)
 - iii. Attending the AGM (2 credits) or General Meeting (2 credits)
 - iv. Donating cleaning supplies (i.e. bleach, hand sanitizer, etc) (1-2 credits per container depending on size)
 - v. Donating a package of face masks for children or staff. (1-2 credits depending on quantity)
 - vi. Providing a virtual presentation or reading a story virtually to children at the centre. (2 credits)
 - vii. Other relevant tasks determined by the Board of Directors and/ or the Executive Director.

- b. The Board has decided to reduce the number of required volunteer credits that each family is required to complete for this school year to 6 credits. Volunteer credits must be completed by August 31, 2021 or your volunteer cheque will be cashed.
- c. All families will be required to attend a minimum of one of the three General Meetings either virtually or in person. Attendance of these meetings will go towards your yearly volunteer credits. If you are unable to meet this requirement, please speak to the Executive Director to discuss make alternative arrangements.

*Note: The new policy changes outlined in this document may be modified or changed as Alberta Health guidelines change and will remain in place until further notice.

I have read and understand the new policy changes that will be in place for the September 2020 – June 2021 school year. I agree to abide by the health and safety guidelines and will do my part to keep others safe at RSOSCS.

Child/ren's Name: _____

Parent's Signature: _____

Date: _____