

COVID-19 POLICIES & PROCEDURES



Seedlings Early Learning has implemented a series of protective measures to meet the requirements by Alberta Health guidelines related with COVID-19 pandemic. We are taking care to bring you a fully safe and healthy environment, where your children can learn and succeed. In the next pages you will find important information regarding the daily operation in our locations.

Classroom

- As our enrollment increases, we may be required to revisit room and teacher's allocations; however, we will try to minimize change as much as possible.
- Classrooms have been reorganized to allow small group activities while enforcing physical distancing.
- Lesson plans have been modified to help children understand physical distancing.
- Programming will reflect activities that provide quality learning and engagement while ensuring space between the children.
- Sensory play will be avoided and sensory tables will be closed.
- Materials that can't be easily cleaned and disinfected such as soft toys and porous materials have been removed from the classrooms.

Drop Off and Pick Up

- If possible, please one family member picks up and drop off your child to limit the number of people that staff come into contact with.
- Parents will drop off the children at the entrance,
- Staff member will come to the door to bring the child to the classroom.
- Parents will be required to sign the **attendance Sheet** and a family **Health Screening Questionnaire** at drop off. Normally, this sheet will be given by the teacher or will be at the entrance to our facilities without actually coming inside. We required to keep a daily log of arrival and departure times and screen results as well as contact information to help with contact tracing in the event of a COVID-19 outbreak at the facility.
- Staff member will conduct symptom screening of your child.
- Children's hands will be sanitized and their temperature (Contactless Thermometer) taken by staff before entering.
- Parents **please send a text to their Seedlings's Location Cellphone when they are close** to the facility for pickups. A staff member will have the child ready at the door to minimize time spent in entry areas.
- Social distancing markings will be located outside the building to keep a 2 metre apart near our entrance so you know where to stand safely from one another.

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Cleaning and Sanitizing

- According to the government regulations to COVID-19, we will be limiting our registration in order to respect the maximum of 30 people in the cohorts at each location. Our staff members will ensure a thorough cleaning and sterilizing of surfaces before and after each class.
- We will also incorporate hand washing into every transition period during our classes (including arrival time, after outside time, after play time, before and after eating, and after toileting). We will do our daily activities outside as much as possible.
- Frequent handwashing will be modelled by our staff members.

Inside the Facility

- Only Students and Staff Allowed Inside.
- This is much different than what we were used to, so we plan to send to parents a picture once their child is inside and settled can help to reassure any anxiety with this process.
- Once inside, children will be separated into groups, including teachers, and will have to stay with that group both inside and outside for the remainder of the day. They will not be allowed to mix with other groups.
- While teachers are being told to maintain a "**welcoming and caring environment**" for children, they will also be expected to keep groups of children separated as much as possible including during mealtime and playtime.
- Each person who enters a facility increases the chances of COVID-19 transmission. We ask for your help to **stay outside** and not allow any Non-essential visitors.

Child Personal Belongings

- At first day of classes please **bring a pair Indoor Shoes** to be kept at Seedlings Location. Avoid laces or shoes that are too tight, because we will encourage your child to put them by themselves.
- Classroom activities are varied and sometimes messy. Please avoid very delicate clothes. It would be better if your child wears clothe suitable for these activities (painting, drawing, physical exercises in class and also outside.)
- Parents please limit your child's personal belongings – including backpacks, clothing and other non-essential items which would eliminate a parent's need to enter the daycare. ***Personal items must be clearly labelled*** (clothes, coats, boots, hats, gloves, etc.) with the child's name to prevent accidental sharing.
- Not other items from home will be allowed.

Social Distancing

- We are going to have a smaller number of children in the classroom.
- We also modified our structure for classes. We will set up the room using colored spot markers helping maintain social distancing while still allowing for conversation and interaction with peers.
- As the children get used to the new playing set up, teachers will encourage open play and keep the children busy.
- Teacher will try to connect with the children without physical contact; unless needed.
- Children will maintain a level of physical distancing where possible.

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Outside the Facility

- We plan go outside every day to play (unless it is more than -20 'with a wind factor). So, it is essential that your child is well dressed for the weather. Hat and sunscreen (put on before arriving at school, please) when the weather is nice; snow overalls, snow boots, gloves and hat when it is cold, boots, pants and rain coat when it rains.

Communications

- All important information will be communicated by email.
- Pick up and drop-off time will be organizing to do as fast as possible. Please avoid extra conversations with the teacher at this time.
- In case you require more information about your child please let us know in advance to arrange the best time suitable for both parties. Teachers will provide email, phone calls or ZOOM meetings.

Staff Members

- Must sanitize their hands and take their temperature before entering the building.
- Must fill out and sign a Health Screening Questionnaire provided by Alberta Health to decide if they should enter the facility.
- Mask are mandatory at drop off and pick up times.

Sharing of books and toys - Singing

- Respecting the maximum of 30 people in our cohort for each location, we can allow for the sharing of books and toys.
- We will limit the sharing of craft supplies and ensure a continuous cleaning of books/toys/puzzles to limit the spread of germs.
- We will increase personal space for children during our groups activities (circle time) by room using colored spot markers.

Physical distancing

We plan to promote maintain physical distancing as best as possible between cohorts in common areas:

- Using visual markers/cues spaced two metres/six feet apart (e.g. tape on the floor, pylons, signs) in common areas such as entrances and corridors.
- Encouraging children to greet each other using non-physical gestures (e.g. wave or nod or a verbal "Hello") and to avoid close greetings (e.g. hugs, handshakes).
- Regularly remind children to keep "hands to yourself".

MASK policy for teachers, children & parents

Based on COVID-19 regulation by Alberta Health Services and government, masks are not required in classrooms as long as cohort-sizes are respected (maximum 30 people.) We **leave the choice to wear a mask up to children and educators.**

Every adult has to wear a face mask. Masks must be worn when entering the building, leaving the room, while in any hallway and washrooms. All persons entering the classroom who do not belong to the cohort must wear a mask at all times.

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CHILDREN with symptoms of COVID-19 during class

If a child develops symptoms while at the facility, the child will be isolated in a separate room and the parent will be notified to come and pick up the child immediately. If a separate room is not available, the child will be kept at least 2 meters away from other children. The lead teacher will follow any additional protocols as detailed in the government's "**Guidance for Preschools**" document <https://open.alberta.ca/publications/covid-19-information-guidance-for-preschools>.

We will keep records of childrens' known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.

LENGTH Children / teacher have to stay home once they show symptoms

If a child / teacher develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies), they should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.

Kid get sick at Seedlings Early Learning

The decision to close the school will be taken by AHS.

If two or more children are identified as having symptoms consistent with COVID-19, the preschool program should follow outbreak notification procedures as per routine zone protocols. Any program connected to a confirmed or probable case of COVID-19 will be required to close for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health Services.

Plan in Case of closing

Seedlings Early Learning immediately will start a detailed and thorough online program (as we did in March). This included ZOOM meeting "Circle-times", weekly document with activities, crafts, games, stories and songs to do at home. We are ready to continue with this programming if schools close again.