

Introduction

A. Enrollment

B. Non-discrimination Policy

C. Extra Hygiene Measures And Procedures

D. Inclusion Policy

E. Fee and Payment Policy/School Terms, Hours and Holidays

**F. Admission/Exclusion due to symptoms of illness/
Health Regulations**

G. Parent Meetings/Jobs in Membership

H. Arrival and Departure Procedures

I. Visitors

J. Field Trips/Special Events

K. Parties and Celebrations

L. Communications

Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly 6 months, we want to make sure we are all on the same page. While we know this can be a fearful time since none of us have ever experienced this before, the teachers and Parent Executive at Pied Piper Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety for all of us, this will still be an environment that fosters nurturing and meaningful interactions. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn within our “new normal” guidelines as laid out for us by ministry.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following Hamilton Public Health guidelines as well as those put forth by the Ministry of Education. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact us if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Pied Piper Preschool remains a safe and happy place for your family.

Sincerely;

Lisa Timofejew R.E.C.E

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Teachers for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Teachers the opportunity to clearly convey their expectations of Pied Piper Preschool and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with a Registration Package, all schedules and protocols, as well as a copy of our handbook. Unless previously completed and submitted, all forms would be filled out electronically and sent through email or mailed in.

B. Non-discrimination Policy

Admissions to Pied Piper Coop Preschool shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our classes when soap and water is not available. Sanitizing stations are located throughout our facility.

2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process as per usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All communal sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.

1. Mask And PPE: Each staff member will be provided masks, as well as a face shield to wear each day. If gloves or gowns are needed for any reason, staff will be provided those as well.

2. Physical distancing: Each classroom will be set up to encourage play areas and activities that give the children physical space to play. Each class is considered a “cohort”. Each cohort will physically distance from other cohorts to assure safety. Children within each class will be encouraged to give their friends “space to play” and will not be required to wear a mask when they are in their designated classroom, on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. All staff will wear masks while in program.

3. Outdoor & Indoor Footwear/Extra Clothing: All children will take their outdoor foot wear off and place them in their cubby before entering the classroom. A separate pair of shoes will be placed in/accessed from their cubby. Children and teachers will be allowed to bring in “indoor shoes” to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible. Also, please provide a change

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services typically provided to children at our center by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy/School Terms, Hours and Holidays

Pied Piper enforces the following policies and procedures for tuition payments:

1. Monthly fees are cashed on the first of each month or the closest Friday.
2. A \$40.00 fee will be charged if a payment is declined.
3. There shall be a registration fee of \$125 for each child (this includes the compulsory insurance fee as well as the snack fee for the year.)

4. The school year shall commence once the teachers have completed their reopening training, the classrooms and school environment have been adapted to reflect all the current health requirements, Hamilton Public Health has conducted its mandatory pre-reopening inspection, all parents have received and are in agreement with all new policies, and procedures and (barring any unforeseen circumstances) will continue until the first Friday in June.

5. The Public School Holidays (Thanksgiving, Christmas Break, Family Day, March Break, Easter, Victoria Day) shall be observed with the exception of Board of Education P.A. Days.

6. If you need to withdraw your child's enrollment, a two-week notice is to be given to the Executive Board Treasurer and President. A parent may be required to withdraw their child due to the child's inability to adjust or the parent's failure to adhere to the by-laws or a parent causing duress in the school. In this case, the two-week withdrawal notice shall be waived.

F. Admission/Exclusion due to symptoms of illness/Health Regulations

- 1. A complete and up to date Vaccination Form is required for each child.**
- 2. It is extremely important that parents monitor their children's health, keep their children home at any sign of fatigue or ill health, and report signs of illness to the school.**
- 3. Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 905 383-6320 or email info@piedpiper@gmail.com,. If your child appears to be sick or has any of the above while at school, **we will isolate the child (under supervision) and notify the parent or guardian immediately, and it is necessary that the child be picked up.****
- 4. If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, you must keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. For most, this will be 14 days after the household contact with COVID-19.**
- 5. We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Hamilton Public Health and our parents.**

G. Parent Meetings/Jobs in Membership

As a Cooperative, we have approximately three Parent Membership meetings throughout the school year. While in this phase of operation, meetings will most likely move to an online format. I.e. “Zoom”

As a Cooperative, each member is required to perform a “job” within the membership. A new list of “job” options detailing their responsibilities will be made available.

H. Arrival and Departure Procedures

Our program is operational from 9:00am – 12:00 pm, Monday through Friday. While operating in this phase, days may be reduced and drop-off times will be staggered. Upon consultation, you will be given a time between 8:45 – 9:15am to drop off and between 11:30am – 11:45am pick up. All children must be dropped off by 9:15am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

One at a time and observing physical distancing, at your scheduled drop-off time, bring your child into our health check area (just outside the front doors under the picnic shelter). Guardian **MUST** wear a face covering/mask and sanitize hands upon arrival in order to sign off on the screening check. Our check-in staff will do a visual assessment and you will be asked a series of yes/no questions regarding symptoms and travel. Your child will get their temperature taken and logged. If it is below 100.4F/38C, our runner will take your child to his/her classroom.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition). If this is a concern please make arrangements with Lisa or Jenn to meet at the vehicle.

Pick-Up Procedures

Pick-up times will be scheduled and staggered to allow for safe physical distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone entering the vestibule Screening Area to pick up their child must wear a face covering/mask and sanitize their hands upon arrival. A runner will bring any children to the vestibule for pickup.

I. Visitors

Visitors will not be permitted at this time. Representatives from Hamilton Public Health and the Ministry of Education will be permitted if they pass screening procedures and follow protocol.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Pied Piper, please check with your child's teacher at least one week in advance with what your plans will be for that celebration and **the teachers will pick up your special treat for you.**

.Note: All birthday treats must be nut-free, and pre-packaged as opposed to homemade

L. Communications

All communications with our families will be done via the Seesaw app or will move to an online format via email; newsletters, updates, etc. Please make sure we have an accurate email address, check your emails regularly and sign up to the new school year on Seesaw when prompted. Zoom meetings can also be accommodated upon request.

