

Parent Handbook
COVID-19 Edition
2020 School Year

(revised January 2022)

Negaan'abik Early Learning Centre

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**Negaan'abik
Parent Handbook
COVID-19 Edition**

Introduction	3
A. Enrolling Your Child	4
B. Nondiscrimination Procedures	4
C. Extra Hygiene Measures and Procedures	4
D. Daily Screening	5
E. Personal Belongings	5
F. Arrival and Departure Procedures	5
G. Visitors	
H. Food	6

Introduction

Dear Parents,

The teachers and administration at Negaan'abik are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with COVID19 procedures in place for safety of all. 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.

This handbook will lay out the changes as we enter the different phases 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 Ministry of Health guidelines as well as those put forth by Ministry of Education.

Please feel free to contact me if you have any questions about the procedures and guidelines that are outlined in this Parent Handbook. They are in place to ensure that Negaan'abik is a safe and enjoyable place for your family.

Amanda Laforge, RECE
Supervisor
Negaan'abik Early Learning Centre
alaforge@aokfn.com

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the supervisor. We believe this provides both the parent and the supervisor the opportunity to clearly convey their expectations of Negaan'abik and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an enrollment package, all health and emergency forms, as well as a copy of our COVID19 handbook. All forms would be filled out and signed.

In the event of a class being at its full capacity, we will place you on the waiting list. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the supervisor when an opening becomes available.

B. Nondiscrimination Procedures

Admissions to Negaan'abik 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 Centre, they will wash or sanitize 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 all 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 like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away until further notice.
3. Shoes only-Centre: All children will need to wear shoes and socks during this time. (no flip-flops allowed) All outdoor Shoes will be removed in the foyer prior to entering. Educators will continue to wear indoor only shoes. Since children spend time on the floor, we want it to be as clean and safe as possible to try and avoid the possible spread of COVID19.

D. Daily Screening

Children will be screened everyday for COVID19 Symptoms through our Screening form. If your child has any of the symptoms listed on the screening for your child 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 (705)368-2196 to be sure they may attend. If your child appears to be sick or has any of the above while at the Centre, we will notify the parent or guardian immediately, and it is necessary that the child be picked up as soon as possible.

The child will be permitted to return when your child is symptom free for 48 hours with one symptom without aid of fever-reducing medication.

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, we ask you to keep your child home and isolate. They must be isolated for 5 days if vaccinated and 10 days if non vaccinated.

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 the band manager, health unit and our parents.

Refer to Screening form at the end of this parent COVID19 handbook.

E. Personal Belongings

During this time of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time.

F. Arrival and Departure Procedures

Our facility is operational from 8:00am – 4:15pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 8- 9am to drop off and between 2-4pm to pick up. **All children must be dropped off by 9am.** 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

Our check-in staff will do a visual assessment at the entrance. You will be asked a series of yes/no questions regarding symptoms and travel. You and child will get their temperature taken and logged. If it is below 100.4F, 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). Only one alternate pickup person allowed besides parent or guardian.

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. A runner will bring your child to foyer for pickup.

G. Visitors

Visitors will not be permitted at this time with exception to health and maintenance with contact tracing.

H. Food

All meals will be provided and individualized in our Centre.

Negaan'abik

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" edition for the 2019 (revised in January 2022) school year, which contains the guidelines and procedures for Negaan'abik while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Amanda Laforge, RECE
Supervisor
Negaan'abik Early Learning Centre
alaforge@aokfn.com

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of Negaan'abik's Parent Handbook COVID-19 edition. I have read and
agree to adhere to all the procedures and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____

NEGAAN'ABIK EARLY LEARNING CENTRE
Child & Parent Health Screening Form

Date: _____

Name: _____

Temp Check: Child #1 _____ vac Child#2 _____ vac
Parent _____ vac _____

Visual check of: Body, Eyes and Nose of Child _____ Parent _____

Circle any Symptoms:

Cough	Sore Throat	Diarrhea
Rash	Fatigue	Vomiting
Pink Eye	Runny Nose	Stomach Pains
Chest Congestion	Nausea	Loss of smell, taste
Difficulty Breathing	Headache	Chills
Fever (without other known cause)		

1. In the last 10 days has your child or family member in the household tested positive for COVID19? Yes _____ No _____
 - a. If Yes have you completed your 10 days of isolation? Yes ___ No ___
2. Has anyone in your household travelled outside of Canada, including USA within the last 14 days? YES ___ NO ___
3. Have you or your child had close contact with a person who has tested positive for COVID19 or is suspected to have COVID19 in the last 5 days? YES ___ NO ___
4. Have you or your child been in contact with anyone from another province or country including the USA within the last 14 days? YES ___ NO ___
5. My child is well and has no symptoms of any illness in the past 48 hours? YES ___ NO ___
6. Has your child had any medication in the past 5 hours that could potentially mask or minimize symptoms of illness? YES ___ NO ___
7. Has your child been in attendance at a large group, social gathering as defined by the government, Health Unit and AOKFN stages? YES ___ NO ___

Parent/Guardian Signature: _____ Date: _____

Witness: _____

NOTE: Fever is 37.8 C = 100.04 F or above.