



Parent Information Booklet

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Face book page: Blue Elephant Daycare

January 2021 to December 2021

(updated September 2021)

Thank you for your interest in Blue Elephant Daycare. We have successfully been operating a high quality program for children aged eighteen months to five years. We are licensed by the Ministry of Education and governed by the Child Care and Early Years Act. We accept children between 15 to 18 months as part of our license (20% mixed age group) and can have 4 children in this age group in two of our toddler rooms as long as they are walking.

Blue Elephant Daycare participates in Raising the Bar in Peel, an ongoing quality initiative for child care and early years programs in Peel. It engages child care and early years professionals in ongoing reflection and critical thinking to enhance quality in programs. This initiative fosters relationship-building and is based upon the following foundations:

***Lifelong Learning
Mentorship***

***Reflective Educators
Leadership***

Collaborative Inquiry

Our staff are committed to providing a high quality, caring and professional environment for your child.

We offer a full day program that provides children with enjoyment, rewarding experience and a feeling of self worth and independence. Children are given freedom to make choices while learning to accept the limits and respect each other. Children work and play together in an inclusive atmosphere that promotes co-operation, celebrating differences and accepting similarities and diversity. Parents can be rest assured that their child is left in a safe and happy environment where all children belong. We are adhering to strict Peel Public Health protocols relating to health and safety during COVID-19 in order to keep our children, families and staff safe as possible. A copy of the Enhanced Health and Safety Protocols is on our website at www.blueelephantdaycare.com.

Our program is designed to instill the grass roots of learning: Language (Reading and Writing), Math, Music, Art through our purposeful and intentional Play Based Learning curriculum. We provide high-quality care and education that is built on a foundation of co-operation and trust that leads to mutually rewarding relationships involving children, parents and teachers. When such relationships are developed, children are likely to be well adjusted and have a strong sense of their own value and self-worth.

Some key features of our program:

- Staff include professionals with certificates in Early Childhood Education, (ECE) who are registered at the College of Early Childhood Education and in good standing
- Staffing: great retention of staff
- Professionals follow the child's lead and interest in intentional Play based learning curriculum
- Toddler, Preschooler and Kindergarten enrichment program - Play Based Learning philosophy
- We offer a safe, learning environment that is inclusive and children have a sense that they all belong.
- Licensed since 1989
- Children are treated in a positive manner that enhances self-esteem and confidence
- Teachers work with small groups for most of the day thus promoting one on one attention and interaction
- Memberships with Raising the Bar, CDRCP (Child Development Resource Connection Peel), High Scope
- Cook on site cooking nutritious meals following Canada Food Guidelines

We have also developed a parent handbook about the daycare and the various policies and procedures that have been developed to ensure the safety and well-being of your child. The parent handbook is available on our website too. The Enhanced health and safety protocol document supersedes our parent handbook during COVID-19. If you are interested in admitting your child to this program and would like further information, please feel free to call us for a virtual meeting/tour. We will answer any questions you may have by phone or email. Once you have decided that you are accepting the placement after it is offered to you, you can complete the attached application and consent forms and send it electronically back to us. You can also drop it off at our mail box by the main entrance door. **All information remains confidential.** Under the Personal Information Protection and Electronic Documents Act, the personal information collected in the application form is solely used for gaining more information on the child when in the care of the Daycare. It is important in emergencies purposes for staff to contact parents. No personal information is disclosed without the consent of the parent.

If you have any questions relating to information in this booklet or general questions, please contact Christine Dourado, RECE, Director or Gina Halul, RECE, Supervisor. You can reach us at 905 891 1279 or info@blueelephantdaycare.com.

Blue Elephant Daycare is committed to delivering an inclusive child care program that promotes high quality care and positive and healthy environments where children, families and educators are co-learners.

The program statement for Blue Elephant Daycare is built on the pedagogical framework presented in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. It builds on the four foundations, expectations and goals of learning as follows:

Foundations	Goals for children	Expectations for programs
Belonging	Every child has a sense of belonging when he/she is connected to others and contributes to his/her world	Cultivate respectful relationships and connections to create a sense of belonging among and between children/adults and the world around them.
Well-Being	Every child is developing a sense of self and health and well-being	Nurture children's healthy development and support their growing sense of self.
Engagement	Every child is an active and engaged learner who explores the world with his/her senses, bodies and mind	Provide environments and experiences to engage children in active, creative and meaningful exploration and learning
Expression	Every child is a capable communicator who is able to express himself/herself in many ways.	Foster communication and expression in all form

How Does Learning Happen builds on a shared understanding between children, families and educators as follows:

Children are	Capable of complex thinking, curious, competent, contributes to their world, deserve an opportunity to succeed, should feel that they belong
Families are	Competent, curious, capable, rich in experience, the experts on their children, first and most powerful influence on children and deserve to be engaged in a meaningful way.
Educators are	Capable, competent, curious, knowledgeable, caring, reflective professionals, life long learners who collaborate

To this end:

We promote the health, safety, nutrition and well-being of every child

- By observing children and communicating with staff throughout the day to check for signs of illness including COVID -19 and report it to Supervisor who in turn communicates with the parent. Children or staff who become ill while attending the daycare must return home as soon as possible. The Supervisor initiates the Centre's Illness Management Policy
- Educators follow the health and safety guidelines set out by the Ministry of Education and Peel Public Health and Peel Children Services.
- Staff and children wash their hands throughout the day following hand washing policy.
- Educators sit with the children and encourage children to try new foods.
- Well organized materials easily available to children and cleaned and disinfected after each usage.
- Educators follow child's interest and provide materials and activities that enhance all round development. All materials used are easily washable and sanitized after every use.
- Throughout the day every Educator ensures that the environment is safe for children and family and follow physical distancing.
- We promote nutrition by ensuring the meals follow Canada Food Guidelines and being mindful and inclusive of children's individual meal requirements (i.e. allergies, food restrictions, etc.)

We support positive and responsive interactions among children, parents, child care providers and staff by

- Providing a warm environment for children, families and all staff to feel comfortable to share ideas, communicate any concerns and be sensitive to the needs of others. We connect with parents strengthening the relationships by phone or email. We give attention to those who need it by encouraging the child through communication and positive guidance maintaining physical distancing. If physical distancing cannot be maintained where a child needs support, then Personal Protective equipment is used ie: face shield, face cloth, follow hand wash etc. Children choose their own activities from their own area/space and we respond to their needs in a positive way. Children and families can express themselves and we listen. We provide positive feedback and work together to provide the best care for children.
- Virtual Team meetings and staff meetings occur weekly and monthly and we share information and discuss possibilities to provide children with deeper explorations. We invite others perspectives in planning (children, parents, teachers etc.) to work towards the child's goal. Develop an environment where children feel safe and comfortable to share their thoughts and ideas.
- Provide families with information on their children's daily routines, maintaining open communication to create an inclusive program between families and child care providers and done through email, virtual meetings, phone calls etc.

We encourage the children to interact and communicate in a positive way and support their ability to self-regulate by:

- Positive interactions between children, parents and staff using phone calls, emails, one on one virtual meeting etc.
- For new parents, arranging virtual tours and telephone consultation sharing information about the program
- Observing children, providing support when needed, guide them by talking to them and maintaining a physical distance of 2 meters as much as possible in their interactions and play.
- Promoting problem solving where staff observe and watch and provide positive guidance and self-independence
- We provide children with opportunities to self-regulate by encouraging them to eat independently when possible, dress and undress themselves. At rest time, they choose to sleep or have a quiet rest. Once they can self-regulate their bodies, they can choose to go when they need to the washroom.
- Educators are sensitive to child's needs and acknowledge their emotions – eg: I see, It looks like..
- They are being encouraged to self-regulate their emotions by communicating with the peers and letting their peers know how they feel and resolve conflicts in a respectful way.

We foster the children's exploration, play and inquiry by

- Provide opportunities and encouragement for children to express themselves through positive guidance
- Preparing an environment to foster their learning and development that reflect their interest
- Having them choose their activity and observing them in play and extending the learning with open ended questions, building on the children's questions, ideas and theories observed in play.
- Provide a variety of open-ended and loose part materials in the classroom which can be cleaned and disinfected easily which have multiple uses and stimulate different kinds of play; encourage children to brainstorm and explore ways in which the material can be used

We provide child-initiated and adult supported experience

- Provide children with age and developmentally appropriate activities that allow for language, cognitive, social-emotional, physical and creative development. Individual bins for each child.
- Observing them at play and accordingly plan and provide materials for children to engage and choose their play. We support them by building on children's questions, ideas and theories observed in play. Children make their own decisions in their choice of play. Provide children opportunities to lead their play independently
- Allow children opportunities to play independently

We plan for and create positive learning environments and experiences in which each child's learning and development will be supported by:

- There are times when the children take the lead in planning activities and Educator observes and builds on child's interest and expand and support child's learning
- Promote appropriate modes of communication amongst children through role modeling and encouragement to use positive language/body language (i.e. speaking calmly about how we feel/what we can do when we feel the way we do)
- Observing children and planning and implementing based on their interests and support their learning development – Use Every Learning for Every Child Today (ELECT) document for capturing the development for each child as well as the Nippissing Screening Tool.
- Focus on children's interests, providing material allowing them to extend their learning on these interests.

We incorporate indoor and outdoor play as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving child care;

- Individual bins for children with their names on bins that have creative materials
- Spreading children in different areas incorporating more individual activities or activities that encourage space between children.
- Provide children opportunities to share their own experiences, ideas and understandings with their peers and Educators and understanding and responding to child's individual needs
- Offering quiet activities for individual play at quiet times and/or rest time

Foster the engagement of and ongoing communication with parents about the program and their children by:

- Having a close professional partnership with families based on trust so we can meet the needs of their child.

- Daily communication (phone call and email) to discuss child's health or highlights of the child's day
- Planned opportunities to communicate with parents

Involve local community partners and allow those partners to support the children, their families and staff by:

- PIRS (Peel Inclusion Resources Services) and involving our contact for support
- Sharing information through emails to parents on workshops or materials of interest to parents such as : to Unlock food Ontario menu planning, Region of Peel and Child Development Resource Connection Peel parenting workshops information,
- Memberships with Raising the Bar in Peel, a Quality Initiatives program where staff network online with other programs and share information
- Getting support from our Early Years Specialist in the Region of Peel
- Getting advice and support from our Program Advisor, Ministry of Education.

Support continuous professional learning by:

- Providing opportunities and support for staff to attend workshops and training on line in the Child Care field and keep updated on the changes and knowledge in early childhood education and development.
Webinars offered through Child Development Resource Connection Peel (CDRCP) or through College of Early Childhood Educators.

Document and review the impact of the strategies (all noted above) on the children and their families by:

Child's observations being documented on the Development Continuum as well as Nipissing District Developmental Screen to help them revisit their thoughts and ideas expressed in order to extend their understanding. This can be done through recall Teachers then review documents in order to support the child's expression in all forms. They reflect on the activities presented and how it went and how to extend the learning further or what could they have done to get a better response.

Engaging families by sharing their child's play with them by email, monthly photos displayed with the learning domain and skill noted. Communicating on email or phone to parents

Resources: How Does Learning Happen (HDLH) Think, Feel, Act
Child Care and Early Years Act (CCEYA)
 By-law 21: *Code of Ethics and Standards of Practice* and the Professional Misconduct Regulation under *the Early Childhood Educators Act, 2007*

Ministry compliance and Blue Elephant Daycare compliance and sign offs:

Blue Elephant Daycare staff are expected to review and sign off on the program statement and implementation policy on an annual basis.

Monitoring Policy relating to the implementation of the program statement of Blue Elephant Daycare:

Staff will be regularly monitored and observed by the Supervisor, Director or designate. These observations will be documented and recorded. Feedback provided to the person regarding their interactions with children and programing in their early learning setting. The staff monitoring observation logs will be kept on file for 3 years.

If staff are not in compliance with the Program Statement, depending on the nature of the non-compliance, a plan may be implemented to aid the staff to come into compliance or the situation may result in following our internal process for staff non-compliance to policy. We will follow Progressive discipline policy.

Throughout the Program Statement and monitoring of it, our program will continue to be committed to delivering an inclusive child care program that promotes high quality care and positive and healthy environments where children, families and educators are co-learners.

Hours of Operation: Our hours of operation are 7 a.m. to 6 p.m.

Last month Deposit and registration fee:

Last month deposit (four weeks fees) and registration fee is required immediately to secure a spot for your child when a child has registered. Last month deposit can be sent by etransfer to info@blueelephantdaycare.com or by cheque. Registration fee is \$75.00 non-refundable and its to cover administration cost.

If fee prices have changed during the time, there will be adjustments to reflect new fee prices in last month's deposit.

We accept subsidy. We have a service agreement with the Region of Peel.

Starting Date and month of your child may vary based on the ratios and age group. **This could be due a variety of reasons. We have the right to give you minimum three months notice regarding your child's confirmed start date and month.**

Tuition Fee:

Parents are responsible for all fees. Upon registering your child, a deposit of first and last month's fee will be required. This deposit will be used for the child's last month in the program and adjustments made to reflect new fee price. Post dated cheques need to be provided for the rest of the months. Your child's fees must be paid the first day of the month. *Please make cheques payable to Blue Elephant Daycare.* Those parents who submit late fees will be charged a penalty of \$10.00. A service charge of \$35.00 will apply for any "NSF" cheques returned. If two "NSF" cheques are returned, you will be required to pay by cash or certified cheque only.

If paying by cheque, please make cheque to Blue Elephant Daycare Incorporated. A cheque is required on the first of the month and paid accordingly to the number of days for that month. You will receive an email notice on fees for that month a few days before the month starts. If you can paying by E-transfer, you can make a payment on the first of the month to info@blueelephantdaycare.com

Fee payment continuation

Fees are paid throughout the year (52 weeks including statutory holidays - attached are the days we are closed) irrespective if a child is on vacation or is sick as we do not cut back on any overheads. **Enrollment is for the full calendar year.**

For Active Screening for parents/guardians/child during a pandemic (COVID-19), if a parent/guardians answers "Yes" to any questions and the child will not be permitted into the daycare and has to do COVID-19 testing based on Peel Public Health Advice. The fees will continue as child/parent or guardian await results. If results are negative, child has to be symptom free for 24 hours and provide a negative test result. Fees will continue during this time.

If Peel Public Health mandates Blue Elephant Daycare to close due to an outbreak, then fees will not be applied.

Fee discount: 5 % discount of fees if there is a second sibling enrolled.

PROGRAMS OFFERED: Pre-Schoolers/Juniors (31 months to 6 years) Toddlers (18 months to 30 months)

We always give priority to full time placement but reserve the right to provide part-time service accordingly.

Part Time Program (based on availability and discretion of management). Only 2 spots for a 3 day and 2 day program available in the Pre-School room and Toddler Room. There are no make-up days if the part time day falls on a statutory holiday.

Pre-Schoolers/Juniors: 2 full days (Tues Thurs), 3 full days (Mon, Wed, Friday), 4 full days (based on availability)

Toddlers: 2 full days (Tues Thurs), 3 full days (Mon, Wed, Friday), 4 full days (based on availability)

Withdrawal policy for children already enrolled at Blue Elephant Daycare: 1 month written notice : There are situations when a parent has to withdraw his/her child. Based on the circumstances, the parent is required to give written notice of **one month** prior to withdrawing their child from the Daycare.

If the child is being temporarily withdrawn, a space cannot be reserved for the child. If the child registers again, a \$75 registration fee would be required if it is not in the same calendar year.

Termination policy:

Blue Elephant reserves the right to terminate services to families if policies and procedures are not adhered to or if fees are not paid on time. Based on the circumstances termination can be immediate.

At the discretion of the director for reasons that have been previously discussed with the parent where we cannot meet the needs of your child or your own child care needs, Blue Elephant Daycare will provide you with one month notice and termination of your child's placement will take place.

Wait list policy:

This provision is intended to prohibit licensees from charging parents a fee or deposit for the placement of their child on a waiting list for an unsecured spot in the child care centre. This written waiting list policy explains the order in which children are offered admission from the waitlist and describes how the waiting list will be available in a manner that maintains privacy of the child listed on it, but informs parents or guardians of the position of a child on the list.

When you call the Centre to get information, we schedule a virtual visit that is convenient for you. You are given a virtual tour of the facility and the supervisor or director will talk to you about our programs. We will answer any questions you may have. We will have you fill out some information on our wait list book that will be sent to you on email. We have a toddler and a Pre-School wait list. Every parent's information is on one page to maintain confidentiality and privacy. No personal information is shared or visible to another parent. A follow up call may be done by the supervisor or by you thereafter as to the interest for the placement for your child. If there are two parents interested in one placement, we will reach out to both parents giving priority to the first parent on our wait list. We will leave a message and or email for the first parent to call as soon as possible or respond on email if interested in the placement. If we have not heard back from the first parent in 3 days, we will then call the next parent on the wait list.. We work one on one with some parents who would like a payment plan to pay off the full last month deposit. Last month deposit and registration fee is post-dated to the date the child starts at Blue Elephant Daycare. This deposit is used for the last month the child is with us and if there are any adjustments with fees, it will be adjusted.

January 2021 to December 2021 *Statutory Holidays/Early Closures*

New Year's Day, Friday, January 1, 2021
Family Day February 15, 2021 (Monday)
Good Friday, April 2, 2021 (Friday)
Victoria Day, May 24, 2021 (Monday)
Canada Day, July 1, 2021 (Thursday)
Simcoe Day or Civic Holiday August 2, 2021 (Monday)

Labour Day, Monday September 6, 2021

Thanksgiving, Monday October 11, 2021

Christmas Eve, Friday, December 24, 2021 (*early closure at 3:30 p.m.*)

In lieu of Christmas Day, Monday, December 27, 2021

In lieu of Boxing Day, Tuesday, December 28, 2021

New Years Eve, Friday, December 31, 2021 (*early closure at 3:30 p.m.*)

BLUE ELEPHANT DAYCARE CONSENT AND PERMISSON FORMS:

Agreement for Active screening testing for Parent/Guardian/child or children before entering Blue Elephant Daycare:

I _____ parent of _____ confirm understanding of and consent to daily active screening requirements for Blue Elephant Daycare. I understand that entry will be denied if there are any symptoms of illness that may be present in my child/children or myself or another guardian.

Signature: _____ **Date:** _____

PERMISSON FORM FOR NON-PRESCRIPTION MEDICATION: ie(sunscreen, lotion, lip balm, bug spray, hand sanitizer, diaper cream to name a few and ensure no nuts in any of the products)

I hereby give permission to the employees of Blue Elephant Daycare to apply non-prescription medication when required and sent by me that has my child's name on it.

Child's Name: _____ Guardian's name : _____

Guardian's signature: _____ Date: _____
(No hand sanitizer will be used on child under 2 years of age). All non-prescription medication are applied by staff)

PARENT MEDICAL CONSENT FORM:

This form will enable a doctor to give necessary medical treatment in case of an emergency resulting from an accident or illness and when the parent cannot be reached. All efforts will be made to contact the parents. But if medical attention is required immediately and the parent cannot be contacted, permission is given to take the child mentioned below to the nearest hospital/medical facility to proceed with medical treatment. I understand that any expenses incurred for such treatment is my responsibility.

Blue Elephant Daycare Incorporated, its directors, officers and employees will not be held responsible for any claims, damages or other liabilities for injuries caused by an accident to a child or due to becoming ill while at Blue Elephant Daycare Incorporated and showing symptoms of COVID-19 which are not a result of negligence of Blue Elephant Daycare Inc., its agents, directors, officers and its employees, or are not entirely beyond the control of Blue Elephant Daycare Inc., its agents, directors, officers and employees.

Child's Name: _____ Guardian's name : _____

Guardian's signature: _____ Date: _____

PHOTOGRAPH AND VIDEO CONSENT FORM: From time to time we will take photographs and or videos of the child/children in the daycare during activities for play based photographs to be posted in the classroom or send the photos/video to parents of the child. The purpose is for having it in the classroom or posting it for children to see or sending to a parent. If any photos or videos that are taken out in the daycare and sent to you by email, please do not share these photos on any social media or social networks if there is another child in the background. This is in order to safeguard and respect the privacy of the parents and children. Blue Elephant Daycare will post photos in the daycare only. If any pictures or videos are taken of children that are posted, it will be with children's backs and no faces exposed.

I, _____ parent of _____ give permission for my child's picture or video to be taken

Signature of Parent : _____ Date: _____

NO FOODS OR DRINKS FROM OUTSIDE:

No outside foods or drinks will be accepted as all meals are prepared on site (unless your child has a special dietary need or severe allergy that we cannot accommodate and the parent in that case completes a form). All food must be nut-free.

I _____ parent of _____ will not bring in outside foods or drink

Signature of Parent: _____ Date: _____

VIDEO SURVEILLANCE CAMERA POLICY

This purpose of this policy is to regulate the use of video surveillance and recording on Blue Elephant Daycare premises. Information obtained through video surveillance will be used exclusively for law enforcement purposes, which must relate to the protection of students, staff and the public, or the deterrence or detection of criminal activity, including theft, vandalism, or other property damage. Please refer to parent handbook for more information.

Name of parent: _____ Signature of parent : _____

Date: _____

Personal information being transmitted via internet:

This acknowledges that information transmitted over the internet may be at risk of inadvertent risk or loss. Personal information shall not be transmitted over the internet unless full and sufficient consent from the party whose information is involved has been received in advance and in writing. Such consent shall include to the acceptance of all risk and liability of using email.

Name of parent; _____ Signature of parent: _____

Date: _____

No Toys from home

We will not accept any toys from home under a pandemic (COVID-19). Please respect that we want to protect the health and safety and well-being of all children and staff at Blue Elephant Daycare.

Name of parent: _____ Signature of parent: _____

Date: _____

Sleep time and no plush or stuffed toys

We will not accept any plush or stuffed toy that is personal to your child during the pandemic (COVID-19) if s/he has to sleep. These toys are very absorbent and cannot be easily cleaned and disinfected. Please understand that this toy can transmit any virus or germs. We will encourage your child to sleep in an environment that is soothing (soft music), good ventilation with window shades down at nap time.

Name of Parent: _____ Signature of parent: _____

Date: _____

APPLICATION FOR ENROLMENT

STUDENT INFORMATION:

Student's Name: _____
Last First Middle

Sex: ____ **Birth date:** _____ **Home Phone No:** _____
yy mm dd

Address: _____
Street City Postal Code

Days of Attendance: Mon. Tues. Wed. Thurs. Fri. Full Day

GUARDIAN INFORMATION:

Guardian 1

Guardian 2

Name: _____

Occupation: _____

Home Address: _____

Home Phone: _____

Work Address: _____

Work Phone: _____

Cell phone: _____

Email address: _____

RELEASE INFORMATION (name of persons to whom the child may be released)

Name _____ **Relationship** _____

Home Address _____

Home Phone: _____ Work Phone: _____

Name _____ **Relationship** _____

Home Address _____

Home Phone: _____ Work Phone: _____

MEDICAL INFORMATION (Please provide 2 copies of child's immunization record)

Name of Doctor/Physician: _____ **Phone #** _____

Address: _____

EMERGENCY INFORMATION: In case of an emergency, every effort will be made to reach the parent. Please provide names of persons to be contacted in an emergency if parents are not reachable.

1st contact Name: _____ Home Phone: _____

Address: _____ Relationship: _____

Work Phone #: _____ Cell Ph/Pager: _____

2nd contact Name: _____ Home Phone: _____

Address: _____ Relationship: _____

Work Phone #: _____ Cell Ph/Pager: _____

What is your child's daily routine like? _____

Are there parts of the routine that are challenging? _____

Are there parts of the routine that go well? _____

Are there any sleep arrangements or sleep requirements for your child? _____

Are there any comments around rest time that we should be aware of? _____

Please comment on your child's overall health:

Is your child unable to participate in certain daycare activities or exercises? If yes, please state what activities with reason.

Does your child have a medical need or device _____ If yes, state the medical need or device: _____

Does your child have a prescribed medication for this medical conditions: _____?

Name of medication: _____

(Individual Plan for child with a medical need has to be completed by parent if any allergy or medication condition)

Does your child have an allergy? (List) _____

Does your child require an epipen _____

Please complete an Individualized Plan for child with medical condition if required)

Does your child have any dietary needs? Please state. _____

Please complete a letter, sign and date it if any dietary restrictions and if ingested, what is the protocol for the Daycare.

Is there any previous history of communicable diseases that the daycare should be aware of: _____ Does your child

have any problems with hearing or vision? _____ Has he or she had a hearing or eye test?

Signature of Parent: _____ Date: _____ Date of Admission _____

Registration Fee: _____ Last month deposit: _____

I, _____ parent of _____ have read and understood the policies in the information booklet and parent handbook on our website at Blue Elephant Daycare.

Parent name: _____ Parent signature: _____ Date: _____

Date of Withdrawal: _____ Reason for withdrawal: provide withdrawal letter to retain on file.

PARENT/GUARDIAN COVID-19 SCREENING AGREEMENT FOR CHILD CARE

What is COVID-19?

COVID-19 is a new strain of coronavirus that has not been previously seen in humans. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

Health and Illness Protocol for COVID-19

Children who are ill should not attend the child care setting.

Children should not attend child care if any member of their household is:

- **ill with COVID-19 symptoms OR**
- **isolating as a close contact of someone with COVID-19**

To manage the risk of spreading illness within the child care setting, Peel Public Health has provided direction on health and safety measures that should take place within the child care setting including cohorting/grouping, cleaning/sanitation protocols, frequent hand washing and how to manage ill individuals. Peel Public Health also requires daily active screening of all individuals arriving at the child care setting.

ALL CHILDREN must be screened **DAILY**. Parents/guardians are required to report any symptoms in household members and should take the temperature of children attending child care prior to arriving at the child care setting (if temperature checks are not a part of on-site screening). Parents/guardians will report the information to staff/Licensed Home Child Care (LHCC) provider during the active screening process or during the self-assessment for children attending school. In addition to daily screening, all children will be monitored throughout the day for emerging signs or symptoms of illness. Staff/LHCC provider may follow up with parents/guardians to determine the reason for any unplanned absences of their child such as illness or close contact with a positive COVID-19 case. If the absence is due to illness, they may ask parents/guardians to provide information on any symptoms experienced by their child.

Your COVID-19 screening results, including contact information, collected by the child care setting during the screening process, may be provided to Peel Public Health, to help manage and reduce the risk of spreading the COVID-19 virus in the child care setting.

As a Parent/Guardian, you can prevent the spread of illness by keeping your child(ren) home from the program if your child does not pass screening. **Any siblings (or any other children living in the same household) must also not attend school or child care and stay home.** If you, household members or your child(ren) experience signs or symptoms (not related to other known causes or conditions) described in the screening form or the [Ministry of Education's COVID-19 Screening Tool for School and Child Care Settings](#), your child must not attend child care. **Note:** If the person experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is only experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, the child may attend child care provided they answer NO to all other screening questions. If the symptoms worsen, continue past 48 hours, or if they develop other symptoms, the child may not attend child care. Children who have no symptoms and are fully vaccinated or have tested positive for COVID-19 in the last 90 days and have since been cleared do not need to stay home.

If your child(ren) experiences **any** new or worsening COVID-19 signs or symptoms while at the child care setting, the staff/LHCC provider will contact you or one of your emergency contacts to pick up your child(ren) **immediately**. While your child(ren) waits for you or your designate to arrive, they will be separated from the other children.

A COVID-19 test is strongly recommended for any family member experiencing symptoms (even if they are fully vaccinated) before the family can return to child care. The child(ren) and all household members including any siblings attending the child care setting should also self-isolate while waiting for the test results.

Individuals who have no symptoms and are fully vaccinated or have tested positive for COVID-19 in the last 90 days and have since been cleared do not need to isolate. **Fully vaccinated individuals** are individuals who have completed a Health Canada approved COVID-19 vaccine series or received all recommended doses of a COVID-19 vaccine that has been listed for emergency use by the World Health Organization AND it has been 14 days or more since receiving the full vaccine series (i.e., second dose of a two-dose series or a single dose of a one-dose series). An immunocompromised individual should continue to follow standard public health measures (e.g., self-isolate after having close contact with a COVID-19 case), whether they are fully vaccinated or not. Data is currently limited on vaccine effectiveness in this population.

- Children who have tested negative for COVID-19 or have an alternate diagnosis from their health care provider AND whose symptoms have been improving for at least 24 hours (48 hours for digestive issues such as nausea/vomiting, diarrhea, or stomach pain) can return to the child care setting after passing the daily screening process.
- Children who have tested positive for COVID-19 will follow the direction from Peel Public Health on when they can return to the child care setting.
- Children who did not get tested must be excluded from child care for 10 days from the start of their symptoms unless a health care provider has specifically not recommended COVID-19 testing or as directed by Public Health. Household members including siblings who are not fully vaccinated must isolate for 10 days from their last contact with the ill child before they went into self-isolation.
- Children who had close contact with a person with COVID-19 must self-isolate for 10 days from their last close contact with the person or as directed by Peel Public Health. Children are not required to isolate if they have no symptoms and are fully vaccinated or previously had COVID-19 in the past 90 days, recovered and were cleared from isolation by Public Health.
- If anyone in the child(ren)'s household is isolating as a close contact of someone who has COVID-19, the child(ren) must stay home for the duration of the household member's isolation period. Children who are fully vaccinated or have tested positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home if they have no symptoms and are not immunocompromised. NOTE: If the household member was fully vaccinated prior to an exposure to COVID-19 OR the household member was asked to test for COVID-19 but not isolate (i.e., routine employment testing), the child(ren) are not required to stay home. Child(ren) are still required to stay home if the fully vaccinated household member has an immunocompromising condition.
- To care for a child's well-being and provide emotional support, the child and one caregiver can isolate together. For tips, please visit: [self isolation - Region of Peel \(peelregion.ca\)](https://www.peelregion.ca/self-isolation).

Staff/LHCC provider will support the arrival and pick up routine for families. Upon arrival, once a child(ren) has completed active screening and been deemed able to enter the setting, staff/LHCC provider will escort the child(ren) into the child care setting. Parents/guardians are discouraged from entering. Pick-up and drop-off of child(ren) will occur outside the child care setting unless it is determined that there is a need for a parent/guardian to enter.

To protect the health of all individuals at the child care setting, all children in grades 1 and above are required to wear a non-medical or cloth mask while inside the child care setting. Peel Public Health recommends that child care settings consider making masks mandatory for children in kindergarten while inside the child care setting. Children who are 2 years of age up to kindergarten age are encouraged but not required to wear a mask.

As a Parent/Guardian responsible for my child(ren)'s child care placement, I agree to the following:

- I have read and understood the above information;
- I understand the risk of illness associated with placing my child(ren) in child care services;
- I agree to all screening requirements and to accurately respond to all screening questions daily;
- I will not administer any medication to my child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping my child(ren) off at the child care setting;
- I agree to exclude **all** of my children from child care **immediately** upon observing **any** of the above signs or symptoms of illness in any household member until medically deemed able to return to care OR if any of my children do not pass screening (except for children who have no symptoms and are fully vaccinated or have tested positive for COVID-19 in the last 90 days and have since been cleared);

- In the event of illness, I agree to verbally report to the child care centre/LHCC agency/provider any illness and any test results (positive or negative for COVID-19) and/or clearance by Peel Public Health immediately when known;
- I understand that failure to accurately respond to any screening requirement and/or misrepresentation of any health and safety requirement may result in the termination of my child care placement.
- I give consent to my child using hand sanitizer under the supervision of staff at Blue Elephant Daycare on arrival to Daycare. Hand sanitizer will only be provided to child over 2 years of age.
- For my child who is under 2 years of age, I give consent to use hypoallergic and alcohol free hand wipes (staff will follow manufacturer's instructions)
- Fees are paid throughout the year irrespective if your child is sick or on vacation. This is on our policy for fee payment and still stands. There is a child absenteeism policy from April to December 2021 . The fees will be reimbursed for those days as stated on the policy based on the criteria and eligibility.
- Blue Elephant Daycare Incorporated, its directors, officers and employees will not be held responsible for any claims, damages or other liabilities for injuries caused by an accident to a child or due to becoming ill while at Blue Elephant Daycare Incorporated and showing symptoms of COVID-19 which are not a result of negligence of Blue Elephant Daycare Inc., its agents, directors, officers and its employees, or are not entirely beyond the control of Blue Elephant Daycare Inc., its agents, directors, officers and employees.
- I understand that failure to accurately respond to any screening requirement and/or misrepresentation of any health and safety requirement may result in the termination of my child care placement.

Parent/Guardian Name and Signature: _____

Date: _____

COVID-19 Screening
Notice with Respect to the Collection, Use and Disclosure of Personal Health Information

The information pertaining to your COVID-19 Screening is being collected, used and disclosed under the authority of the *Health Protection and Promotion Act R.S.O 1990 c.H.7* and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, use, disclosure and disposal of information including the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c.M.56* and the *Personal Health Information Protection Act 2004 S.O. 2004 c.3.*

This information will be used by Peel Public Health to investigate the occurrence of COVID-19 in the Region of Peel, provide case management, follow-up with close contacts to assess the risk to others, program planning and evaluation. If you test positive for COVID-19, your result may be disclosed to your child care provider to reduce the risk of spreading the virus in a child care setting. Any questions, regarding this collection, use or disclosure may be directed to the Medical Officer of Health, Peel Public Health, 7120 Hurontario Street, P.O. Box 669 RPO Streetsville, Mississauga, Ontario, L5M 2C2, 905-791-7800.

Fee Schedule: January 2021 to December 2021

The fees for the specific month is based on the number of days in that month x daily rate.

FULL TIME FEE

Age Group	
Infant/Toddler (15 – 18 months) Can take 2 infant/toddlers based on space/capacity and child is walking	\$68.00daily
Toddlers (18 months to 30 months)	\$62.75 daily
Pre-School (31 months to 5 years)	\$55.42 daily

5 % discount on fees if there is a second sibling

PART TIME FEE IN THE JUNIOR ROOM (31 months to 47 months)

4 days a week	\$62.75 daily
3 days a week	\$78.42 daily
2 days a week	\$104.55 daily

PART TIME FEE – FOR 18 months to 30 months - ONLY 2 SPOTS IN THE TODDLER ROOM

4 days a week	\$71.88 daily
3 days a week	\$83.65 daily
2 days a week	117.61 daily

A service charge of \$30 will apply to any “NSF” cheques return

Cheques payable to Blue Elephant Daycare Inc. or etransfer to info@blueelephantdaycare.com

Registration fee: \$75.00 non-refundable. 5% discount in fees if there is a second sibling enrolled.

Income tax receipt provided at year end.

There will be a fee increase as of January 1, 2022 (2 percent increase)

WE WILL CLOSE AT 3.30 P.M. ON DECEMBER 24, 2021 AND DECEMBER 31, 2021