



Paradise Child Care Centres Ltd.
www.paradischildcarebc.com • admin@paradischildcarebc.com
Parksville 250-586-8688 • Courtenay 250-871-2424

COVID-19 Policies and Procedures Handbook

On June 1, 2020 Paradise Child Care Centres restored services with enhanced protocols for health and safety implemented through recommendations by the Provincial Government. Paradise continues to offer care with the expectation families agree to the entirety of our updated COVID-19 Policies and Procedures Manual in order to maintain the health, safety and wellbeing of all. Help us build on our positive restart this fall.

Paradise has carefully constructed the following policies and procedures to ensure adequate preventative measures are in use during and after operating hours. These policies and procedures help guide us to safeguard the health and wellbeing of all our childcare and family members. Parents are required to agree to all policies and procedures in this COVID-19.

It is advised the public to continue to distance outside your family and in the community as much as possible. Families are asked to care for their children at home whenever possible.

***As Covid-19 related public health can change rapidly, our ability to remain open may be affected without notice. Please do your part to help keep everyone safe by following all public health recommendations as well as all required procedures included in this manual.**

Group Code of Ethics

By enrolling, families agree to continue to physically distance themselves and keep their personal exposure bubble as small as possible, following all provincial health orders and recommendations. The smaller each family's personal exposure bubble is, the smaller our daycare community exposure bubble will be. This will help promote everyone's health and safety.

At no time should a child, family member, staff or any other person enter the facility or play areas when exhibiting any symptoms of illness, including the common cold.

As per the BCCDC recommendations, families must keep their children at home when exhibiting any symptoms of COVID—19 and arrange for testing.

Staff members exhibiting any symptoms of COVID-19 must be excluded from work and arrange for testing for COVID-19.

Please refer to the BCCDC website for symptoms of Covid-19.



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In the event of a positive COVID-19 test result, the facility will be closed immediately for a minimum of fourteen days. Families and staff will be notified by public health for further guidance regarding a Covid-19 exposure.

An individual with a positive COVID-19 test result may only return to Paradise after the mandatory fourteen days of isolation AND their symptoms have resolved completely without the use of medication.

For the safety of everyone, families and staff agree to share any positive COVID-19 test results with Paradise. and give consent for these results to be then shared with all enrolled clients so that exposures can be properly mitigated. Confidentiality of persons testing positive will be respected.

Falling Ill While At Paradise

If a child becomes sick with Covid-19 symptoms while in care, the following procedure will be implemented:

- The child will be separated from the group and monitored by staff until pick up
- A parent or emergency contact will be notified and required to pick up the child immediately
- Enhanced cleaning and disinfecting protocol will commence immediately in the program the sick child attends
- Family must arrange for Covid-19 testing
- The child will be excluded from care as per Paradise's Group Code of Ethics policy.

*please note: child care fees are due regardless of attendance

If a staff member becomes sick with Covid-19 symptoms while at work, the following procedure will be implemented:

- The staff member will be replaced immediately
- The staff member will arrange for Covid-19 testing
- Enhanced cleaning and disinfecting protocol will commence immediately in the program where the staff member worked
- The staff member will be excluded from work as per Paradise's Group Code of Ethics policy.



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Distancing and Physical Contact

Some strategies can help encourage physical distancing among young children; however, these strategies are not an assurance that children will adhere to physical distancing and will not engage in physical contact with others. All encouraged distancing practices will be implemented with great care and attention to the children's whole wellbeing while keeping advised safety precautions intact as much as possible.

As per the public health order in childcare settings, we are guided by public health to follow the K-12 guidelines regarding mask wearing in our School Age Programs. Staff in the School Age Programs must wear masks at all times when indoors as well as children grade 4 and up.

Paradise will endeavour to encourage but not enforce physical distancing in the childcare setting by utilizing the following methods; role modelling and reminders, positive reinforcement, room arrangements/ furniture placement to encourage individual play, play provocations and learning centres that support individual play or distanced play. To support children's unique emotional needs at this time, Paradise will continue to focus on compassionate care in a developmentally appropriate way (ie: physical contact between staff and children will not be eliminated).

Paradise will not utilize the following conduct to encourage or enforce physical distancing; negative or alarming verbal statements, physically obstructing children, rejection of children's needs for affection while in care.

Distancing at Nap Time

Paradise will ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart and children will be placed head to toe in order to further reduce the potential for viral spread. Bedding will be stored individually and laundered weekly. Soiled bedding will be washed immediately.

Distancing at Pick-Up & Drop-Off

It is recommended a designated person should drop off and pick up children each day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk. At discharge; if we are outside the children will be given hand sanitizer to clean their hands or they will wash with soap at an outdoor washing station before leaving, if we are inside the children will wash their hands before leaving. **Programs in each centre will have a specific protocol for pick-up and drop-off.* This information will be provided prior to commencing care.



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Arrival, Admittance & Attendance Logs

Parent interactions within the program will be limited. Parents will no longer be admitted into facilities or play areas, at least until further notice. We ask that all parents now say their goodbyes and part from their children in the designated area for each individual program. Staff will greet families there, and sign the child in. The child will then be guided into the classroom by the educator.

Families are required to complete the daily health checklist at home before arriving.

Personal Belongings

Personal belongings other than what is required for individual programs will not be permitted into facilities.

Meals, Snacks & Water Bottles

It is recommended parents provide all food items for their child's day in care. Parents are required to pack two snacks daily, along with lunch. Parents are required to provide a clean, filled water bottle each day, eating utensils in a Ziploc bag, and clearly label *all* packaging daily. Please be aware that educators are unable to heat food items. Parents are required to wash their child's lunch bag daily or use paper bags.

Environmental Precautions

We have identified new routines for our programs and set up our classroom environment to reduce risk by implementing the following:

- Individual cubbies are spaced to allow physical distance where applicable
- Classroom physical distancing measures are adhered to when appropriate
- Materials not easily sanitized are removed
- Outdoor play time is increased
- Persons other than scheduled staff and enrolled children are not permitted to enter the facility
- Enhanced cleaning and disinfecting protocols
- Increased hand hygiene protocols
- Additional hand washing/sanitizing stations are provided
- Suspension of shared activities such as cooking, baking etc
- Suspension of group sensory activities



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Talking with Children about Covid-19

At Paradise we talk about Covid-19 in developmentally appropriate ways. When talking about Covid-19 we make every effort possible to remain calm and reassuring. We make ourselves available to talk to and do not shut down questions surrounding Covid-19, the pandemic or new protocols in the childcare setting. Children are given information that is honest, accurate, and developmentally appropriate. Children are taught ways to reduce the spread of Covid-19 through modelling, reminders, stories, games, experiences and dialogue.

Parents should also have developmentally appropriate conversations with their children at home about Covid-19, hygiene practices and physical distancing, and how their days in care may look different (ie: drop-off/pick-up protocol). This assists us in guiding the children gently and helping them make the transition to our “new normal”. This also helps them feel more secure.

By reading this document I hereby acknowledge that I understand and agree with the policies and procedures set fourth, as recommended by the BC Government, in the Paradise Childcare Centres LTD Covid-19 policies and procedures handbook.

Please print a copy of this handbook for your records.

Updated: April 1, 2021