



PARENT HANDBOOK

PHILOSOPHY:

Kinder Academy Education Centre provides a positive learning environment for your child that enhances his or her level of development. Through various learning experiences and the guidance of specially trained staff, your child will be exposed to situations that will stimulate:

- Curiosity, initiative, and independence
- Self- esteem and decision making capabilities
- Interaction and communication with and respect to and for others
- Physical activity developing gross motor skills
- Fine motor development

CONFIDENTIALITY AGREEMENT:

It is understood that all discussions between the employees of Kinder Academy Education Centre and the parents/guardians of the children are confidential. We will not divulge any information that is of confidential manner to any person without prior written consent from parents/guardians. We will not discuss any situation that involves other children without their parents/guardian present. It is understood that all discussions will be conducted in a respectful and caring manner. We will not participate in discussions that disclose information about children and families enrolled in our school. We respect that the families of children will uphold the same consideration. It is understood that discussions with parents/ guardians will occur during a time in which confidentiality can be upheld (example: not during busy drop- off and pick-up times or in the presence of their child(ren)). We will make ourselves available for meetings or phone discussions to ensure they can be conducted in a confidential manner.

PROGRAM DEVELOPMENT:

Programs are re- evaluated regularly to reflect changes within the Ministry of Education. Instagram at [kinderacademyec](https://www.instagram.com/kinderacademyec) is the form of communication we will use to update you on your child's progress, updates in the preschool programming and any reminders. We will update you on what happened that day and show pictures. Direct message on instagram can also be used to message us.

PROHIBITED PRACTICES:

Kinder Academy will not permit the following prohibited practices:

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet.
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

IN CASE OF EMERGENCY:

Staff will follow the emergency response procedures outlined in our full policy by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation. They will ensure to taking the emergency contact binder at the exit so parents can promptly be contacted.

Parents will be notified by phone when all children are safe and accounted for.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: Corner area located near the plaza on sidewalk area.

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: Brock Ford Dealership 4500 Drummond Rd or Lai's Restaurant both located at the front of the plaza, 4497 Drummond Road

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, Alana or Lisa will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by staff on duty in the daily written record.

Kinder Academy will conduct monthly fire drills, lockdown and evacuation drills with staff. There will be a first aid bag and Emergency Info binder located in the front locker area at all times and another first aid kit and binder in the staff area located near the back emergency exit. These are ready and prepared to take in the event of an emergency.

Any person working at Kinder Academy Education Centre will be First Aid, CPR trained.

SUPERVISION OF CHILDREN: VOLUNTEERS & STUDENTS

All children will be supervised by a Registered Early Childhood Educator at all times. Any volunteer or student and any staff not qualified as an RECE will never be left alone with the children. Group ratios are 8 children to 1 teacher. Volunteers and students are not included in group ratios and always supervised by RECE in the preschool room.

PLANNED OUTINGS / TRIPS:

Kinder Academy Education Centre may plan trips or outings. All trips will require a parent or guardian to attend with the child and provide their own transportation. Permission forms and payment will be required if applicable before any scheduled trip.

CHILDREN ADMISSION REQUIREMENTS:

Age: 2.6 to 5 years

Children will be accepted into the program at 2.6 years of age provided they are toilet trained and emotionally able to cope. Age extension permission may be granted in special circumstances.

Morning Program: 9:00am-12:00pm

All Day: 9:00am-2:45pm

Operating 2nd Monday of September to 3rd Friday of June. Kinder Academy is closed on and recognizes all statutory holidays, Christmas holidays 2 weeks break and 1 week March Break

2 day program(Tues/Thurs) Half Day: \$270.00/month All Day: \$380.00/month

3 day program(Mon/Wed/Fri) Half Day: \$380.00/month All Day: \$540.00/month

5 day program(Mon- Fri) Half Day: \$645.00/month All Day: \$920.00/month

DAYS AND HOURS OF OPERATION, HOLIDAYS AND TUITION:

****Fees subject to change yearly!**

Please note that doors open 5 minutes prior to start time. Please pick up your child on time. The doors to the school will only be opened when the students are all ready to be dismissed. The morning program ends at 12, noon and the afternoon program ends at 2:45pm. Late pickup will result in an additional fee of \$2.00 a minute up to 10 minutes. After 10 minutes you will be called and an additional fee of \$10 (total \$30) will be required to pay by cash when you pick up your child. If more than 15 minutes late our all day daily rate will apply.

Registration Fee: \$50.00 (nonrefundable). Monthly tuition is due on the first of the month. E Transfers are required. A late fee for any payment will result in a \$5.00 a day up to 3 days late then \$10.00 a day exceeding 3 days. If more than 5 days late removal from the program may occur if payment schedule cannot be agreed upon. The amount of monthly tuition is the same each month, all holidays are already accounted for and the rate for all of the active school days is divided by 10 months.

A receipt will be given in December and June for income tax purpose.

WAITLIST POLICY:

- In the event of a waitlist scenario, Kinder Academy will place a numbered sheet in the Registrations Binder. This numbered sheet will correlate to sequence children in the waitlist are currently listed at.
- Parents are encouraged to call the center so we can indicate what number their child stands at. No names shall be given but rather “your child is number 2 out of 15 on our waitlist”.
- If a space opens up we will call the next child in order of the list to offer space to that child

DISCHARGE POLICY:

If you wish to withdrawal your child from our program, two week paid notice is required or a full month tuition will be charged. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Therefore, your child will be placed on a wait list. Kinder Academy Education Centre may terminate services if policies are not followed, fees not paid or if the program is unsuitable for your child.

ARRIVAL AND PICK UP/PARKING:

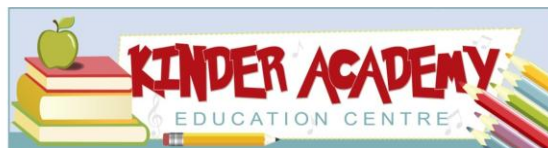
Unless otherwise arranged, children will not be released to any person other than those who are specified on the admission form. Parking is available in the plaza parking lot.

CLOTHING AND POSSESSIONS:

Your child should be dressed in clothing that is appropriate for physical activity, the weather and the season. A second set of clothing is to be kept in your child's back pack in case of accidents. Indoor Velcro shoes only with nonmarking soles are also required. All clothing and shoes are to be labelled with your child's name.

NUTRITION:

Please read and follow recommendations in our bagged lunch policy. If your child has special diet limitations or requirements you can speak to Lisa or Alana and discuss alternate options. For special occasions we do allow treats such as cupcakes but they must store bought, packaged and nut free. Homemade treats are not permitted as we cannot be known of any unaware, unintentional cross contaminations.



Sample Weekly Menu

Week of: dd/mm/yyyy to dd/mm/yyyy					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack	Grapes and crackers	Apples and animal crackers	Yogurt and granola	Cucumber and saltine crackers	Cheese and crackers
Lunch	Pease see bagged lunch policy	All lunches are provided by the parents	Following Canadian food guide	All lunches are labelled with child's name	All lunches are served by 12:30 pm
PM Snack	Cheerios and bananas	Goldfish crackers and carrots	Watermelon and arrowroot cookies	Pretzels and grapes	Variety of fruit and vegetables left over and crackers

Week of: dd/mm/yyyy to dd/mm/yyyy					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack	Cheese and crackers	Cucumber and pretzels	Apples and goldfish crackers	Watermelon and animal cookies	Yogurt and granola
Lunch	Pease see bagged lunch policy	All lunches are provided by the parents	Following Canadian food guide	All lunches are labelled with child's name	All lunches are served by 12:30 pm
PM Snack	Grapes and arrowroot cookies	Strawberries and animal cookies	Cheese and crackers and carrots	Goldfish crackers and cucumber	Variety of fruit and vegetables leftover and cookies

Bag Lunch policy

Lunches must follow the Canada food guide, sugar must be limited (eg. no juice or candy) Canada food guide is found at food-guide.canada.ca

All lunches must be labelled clearly with your child's name and have appropriate ice packs to keep food fresh.

In the case where a child has forgotten their lunch the parent will be called and asked to bring in their child's lunch. If the child lacks nutrition we will educate the parents further to provide a balanced nutritious lunch. We always have cheese, crackers, cereal, fruit or vegetables at the school and we will provide these to the lunch if required.

All parents have been directed to the Canadian food guide website and if required we will provide a copy to the family.

All lunches must be peanut free and allergy aware according to classroom allergies. All allergies and food preferences are posted in the preschool room and kitchen area.

Sample bagged lunches:

~turkey and cheese sandwich, carrot sticks, apple, graham cracker cookie, water

~green salad, pizza, grapes, nutrigrain bar, water

~pasta, whole grain bread and butter, strawberries, yogurt, water

~hardboiled egg, cucumber slices, cheese and crackers, teddy grahams, water

~meat sandwich, caesar salad, fruit cup, animal crackers, water

INCLEMENT WEATHER, SCHOOL CLOSURE:

We follow the news on school board closures due to inclement weather and we will close. We will send a message through Instagram notifying our families. If you are need clarification Lisa 905 358 4193 or Alana 289 228 2814 are available by phone or text.

Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Policy

General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of, and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Kinder Academy Education Centre Lisa Horth and Alana Stefanidis and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 3 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 3 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Student- / Volunteer- Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to info@kinderacademy.ca, direct message on instagram; [kinderacademyec](https://www.instagram.com/kinderacademyec), by phone to Lisa 905 358 4193 Alana 289 228 2814 or verbally in person within 5 days.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

[Lisa Horth 905 358 4193 horthlisa@gmail.com](mailto:lisa.horth@kinderacademy.ca)

[Alana Stefanidis 289 228 2814 info@kinderacademy.ca](mailto:alana.stefanidis@kinderacademy.ca)

OTHER POLICIES AND PROCEDURES

Our full detailed policy and procedures binder is available in the office and may be requested to review at any time!

Medication Policy

Monitoring Compliance & Contraventions Policies and Procedures

Wait List Policy

Staff Training Policy

Emergency Management Policy

Criminal Reference Policy

Supervision of Volunteers and Students Policy

Parent Issues and Concern Policy

Serious Occurrence Policy

Sanitary Policy

Fire Evacuation Procedure

PROGRAM STATEMENT

KINDER ACADEMY BELIEVES ALL CHILDREN ARE COMPETENT, CAPABLE, CURIOUS AND RICH IN POTENTIAL. FOR THIS REASON, KINDER ACADEMY WILL NURTURE SUCH CHARACTERISTICS IN ALL STUDENTS. THUS, A SET OF GOALS HAS BEEN SET IN THIS POLICY TO IMPLEMENT SPECIFIC APPROACHES IN OUR PRESCHOOL PROGRAM.

GOAL & APPROACH

A. promote the health, safety, nutrition and well-being of the children

- **A healthy snack is a mandatory component in our program that has been included in our tuition price.**
- **Each student shall wash their hands prior to snack. There will be proper steps to hand washing in the bathrooms so children can follow along by themselves and model the children in the visual picture.**
- **For special occasions we do allow treats such as cupcakes but they must store bought, packaged and nut free. Homemade treats are not permitted as we cannot be known of any unaware, unintentional cross contaminations.**

B. support positive and responsive interactions among the children, parents, child care providers and staff

- **Instagram page kinderacademyec will be a mode of communication regarding our program, what children are learning and asking about, and what parents feel about certain topics being explored at school.**
- **Engage in authentic, reciprocal communication with children allowing children to be initiators and equal partners.**

C. encourage the children to interact and communicate in a positive way and support their ability to self-regulate

- **A key component to the program is to allow for children to have time, space and materials which enhance opportunities to share, play as a team, collaborate and work independently.**
- **Soft spots or quiet areas will be enforced in times of difficult behaviour to allow for cool down time to think and reflect.**

D. foster the children's exploration, play and inquiry;

- A selection of provocations will be available with time for exploration and questions from children along with varied materials in the centers for construction, and ample art forms for creativity.
 - A Daily Routine (Flow of the Day) will be used to ensure there will be open ended materials used for investigating and prompting questions with large blocks of time to do so.
- E. provide child-initiated and adult-supported experiences**
- A shift from adult monthly themes towards what children are interested to explore as a starting point for planning.
- F. Plan for and create positive learning environments and experiences in which each child's learning and development will be supported**
- Exploration and provocations will foster all areas of learning. Literacy, Cognition including math and science, Social, Physical, Fine Motor, and Gross Motor focusing on what draws children's' attention for exploration.
- G. 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**
- Blocks of time will be used for active play with various activities/equipment such as balls, balancing beam, cottage house, trains, cars, plasma cars, hula hoops, yoga and dance.
 - Music and movement also allows for active play through movement
 - Soft spots or a Quiet Zone will be readily available

H. foster the engagement of and ongoing communication with parents about the program and their children;

- **Instagram at kinderacademyec is where we will post pictures and use as direct message to inform of child's day. Permission to post pictures will be in your child's folder and will only post if permission by parent granted.**

- **Supply the accurate modes of technology such as iPad, computer and printer for staff to use consistently.**

I. involve local community partners and allow those partners to support the children, their families and staff;

- **Wellness Retreat Days for Staff will be organized.**

- **Accessible information on resources for families to aid in specific health concerns will be available such as dental clinics, and immunization clinics in our information area at the front doors.**

- **A list of workshops/classes available to parents/guardians/educators will be sent home when received to by ECCDC.**

- **QCCN (DPS) tools will be used along with correlating resources.**

J. support staff who interact with the children in relation to continuous professional learning;

- **All staff members will be members of the ECCDC upon hire at the expense of Kinder Academy.**

- **All staff are required to attend monthly staff meetings to accept/welcome and discuss positive criticism and offer such to others.**

K. document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families

- **The approaches must be adjusted if not suitable for the children/families as frequently as needed.**
- **Daily observations and documentation of children's engagement and when they are most engaged allows for proper approaches to be attained for the set goals.**

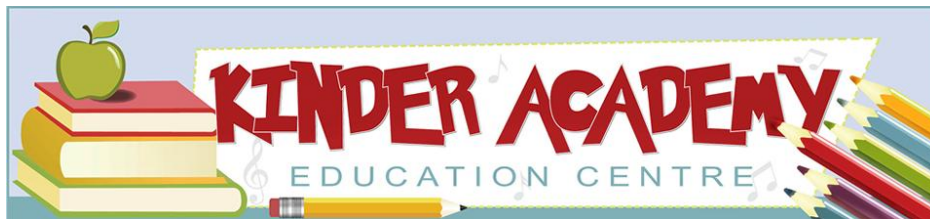
Please see the following page for a checklist to make sure you and your child are ready for the first day of Preschool!



This is a list of reminders we would like you to check off once you have read it. This will ensure the school year runs as smoothly as possible.

- Drop off time is at 9:00am for the morning session. Doors will not open before 8:55a.m.
- Children are to be dropped off to the teacher outdoors following the online screening <https://covid-19.ontario.ca/school-screening/>
- Have all completed forms ready and 2 copies of immunization records
- **Large** back pack for your child for any communication and art work.
- Pick up time is at 12:00p.m /2:45pm. A late fee will be charged if continuously late, as per our policy. We will open the door and dismiss each child as we see a parent/guardian who is here for pick up.
- Please drop off your child and leave as quickly as possible, our window cover allows us see outside and most of the time is only a mirror when looking in; lingering around will upset the students who do not see his/her guardian.
- **Please label everything!** It is very important to label your child's shoes they must have non marking soles, be velcro or slip on easily to promote independence.
- No breakfast foods to be brought in the classroom in the morning time.
- Please ensure a change of clothes that are labelled are in your child's back pack in case of an accident.
- No toys are to be brought in from home unless it is something for the Special Helper to show.
- We understand accidents happen but we cannot change bowel movements. A phone call home will be made if such an issue occurs. Dirty diapers, underwear cannot be left in the school garbage. your child must be changed in your car then brought back into school.
- For special occasions we do allow treats such as cupcakes but they must store bought, packaged and nut free. Homemade treats are not permitted as we cannot be known of any unaware, unintentional cross contaminations.
- Parent hand book has been emailed to you and is available in the office for your review and will be on our website [www. kinderacademy.ca](http://www.kinderacademy.ca)
- We are closed statutory holidays and have the same Christmas and March Break as the school board. We are open on PA Days.
- Please contact us if your child will be absent by direct message on our instagram [kinderacademyec](https://www.instagram.com/kinderacademyec)
- Feel free to contact Lisa 905 358 4193 or Alana 289-228-2814 for any questions or concerns.

We are looking forward to having all our Little Learners this school year.
We thank all of you for joining our Kinder Academy family!!



Covid 19 Daily Procedures

All staff have completed the 2 dose vaccinations.

All staff will self screen and stay home if they feel ill, screen will then be emailed to supervisor <https://covid-19.ontario.ca/school-screening/> Staff will sanitize their hands after arriving to the school and put their non medical mask and eye protection shield or goggles on, Teacher will sanitize their hands after each child they assist. Teacher will monitor throughout the day themselves and the children of any symptoms of Covid 19.

The entrance we have a shelf with PPE , masks and face shields, hand sanitizer, disinfecting wipes, and binder for attendance, contact information, daily log and visitor information. Hand sanitizer is also at mounted at the entrance wall.

All children will be screened prior to coming to school by parent and or caregiver, screening will be done online <https://covid-19.ontario.ca/school-screening/> and emailed to info@kinderacademy.ca . Child will not be permitted entrance if they fail the screen. No parent will enter school with their child. Attendance will be recorded and daily log filled out.

Child will sit on the red bench and a teacher will assist with removing of coats and hanging back packs. Teacher uses portable hand sanitizer pump to administer to child to sanitize their hands and go play.

Teacher will disinfect with a disinfectant wipe 4 minute contact time the door handle and light switches. Check label to insure contact time.

Children will play in the preschool centres while physical distancing and will have their hands sanitized between each activity centre. All toys, materials, tables,

stools and surfaces will be cleaned between each use. Activity centres include, table games, puzzles, train table, painting area, colouring, gluing, cutting, printing, play kitchen centre, doll centre, ipad, small blocks, science and math activities. Children will have their own crayons and play dough to use. Markers, scissors, glue pots and paint brushes are provided and sanitized after each use with alcohol wipe.

Lysol wipes are used between each use of all table games, etc., as well as alcohol wipes on electronics. Hand sanitizer on all our hands between activities.

After activity centre time children will use individual mats to sit on spaced out at least a meter from each other for a gathering learning activity. During this time one teacher will disinfect all activity centres and the children will not participate at these activities until the afternoon, then this teacher will prepare snack.

Teacher disinfects with bleach and water solution of 1000ppm 20ml bleach to 1 ltr of water, spray all areas, toys and equipment and let air dry 1 minute and spray with plain water and let air dry.

After the learning gathering the children, 2 at a time will use the washroom and get ready to eat snack. The teacher is the only one that administers the soap and paper towels to each child. The toilets are sanitized between each child with disinfectant wipe. After use, clean toilet bowl with comet, use disinfectant wipe i on all touch areas, taps, sinks, flusher, toilet seats outside of toilets and light switch.

At snack the children sit 2 at a table across from each other corner to opposite corner.

One teacher sets up gross motor activities while the children eat. After snack one by one the children put away their water bottles. At this time the children use the riding toys, balance beam, balls, rocker, slides, play house and large blocks.

Teacher cleans snack area, tables, floors and kitchen counters, etc. 100ppm 1 tsp Bleach and 1 ltr water is used to clean kitchen surfaces, 5 minutes contact time. Chlorinated dishwasher detergent is used to wash dishes as well as toys. 1hr and 30minute wash cycle.

After gross motor time the children get their mat and end the morning with a gathering circle. One teachers runs the activity the other teacher puts everything

away and disinfects all gross motor equipment and activities with the bleach and water solution of 1000ppm 1 minutes contact time and spray water rinse and lets air dry.

After the morning ends children are assisted with their coats and one by one, we sanitizer their hands and they go home.

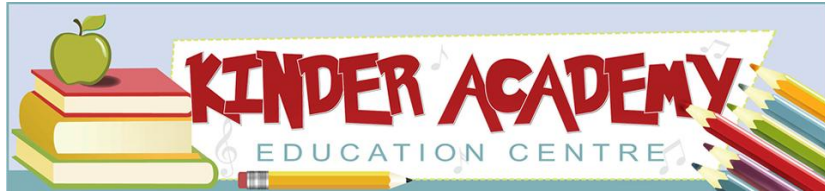
Teacher disinfects all mats and door handles, switches with disinfectant wipe.

During the afternoon, the children play in all centres until lunch, all above protocols are followed as we do in the morning.

Any visitor such as public health, ministry or resource teacher, supply staff, or any essential person will have to self screen and sign in our visitor log. <https://covid-19.ontario.ca/school-screening/> All logs of attendance and visitors are located in the binder at the front door.

There is a cleaning checklist to be completed with initial and times when completed. At least 3 times a day.

Any goggles or eye protection shields left at school must be disinfected with a wipe, air dried then placed in a labelled container with a lid or clean zip lock bag.



COVID 19 SAFETY PLAN

All our procedures are reviewed and updated with the guidance from the Ministry of Health. Covid 19 is constantly evolving and we refer to the Ontario government website covid-19.ontario.ca to monitor any changes to be up to date at all times. Lisa Horth has been responsible to communicate to all staff at Kinder Academy education and the families that attend the preschool.

Screening of all staff, students and visitors

To ensure all staff, students and visitors are healthy and able to attend the preschool we ask that all screening be done via e mail to info@kinderacademy.ca by completing the screening form found at <https://covid-19.ontario.ca/school-screening/> The screening must be complete and passed every day before entrance to the preschool. Once the email is received a check will be made along with the attendance of each person's time of arrival.

Ongoing monitoring for any symptoms are done throughout the day.

PPE is available at the school entrance, masks, face shields, disinfecting wipes, and hand sanitizer.

Cleaning protocols to control any risk of transmission

After a passed screen..All staff must frequently wash their hands with soap and water for at least 20 seconds and or use the provided hand sanitizer, they must wear a medical mask provided and eye protection by either wearing a face shield or goggles. Maintain at least 6ft from each other and when engaging with children. We have 3 staff members that do not change in our cohorts. All tables and sitting is limited and gathering times are separated by placing mats for the children to sit on. Teachers sit on a stool or chair. When distancing is not

possible ie. working one on one with a child, the area must be disinfected after each use and the teacher and child must use the hand sanitizer.

At least 3 times a day... times may vary and be added all times are recorded and initialed by staff throughout the day on our clipboard cleaning checklist.

All high touch areas: door handles, light switches are to be disinfected with a Lysol wipe after all person's have entered and left the preschool.

9am 12pm 2:45pm

All tables, stools, toys and equipment are to be disinfected with 1000ppm bleach solution with a drying time of 1 minute then rinsed with water and air dried. AirX ready mix disinfectant is used at the last time of disinfecting and left to air dry as school will be then be closed for the day.

10:30 am 11:40am 2:30pm

Washrooms are cleaned after each use with Lysol wipes on taps, sink, toilet handles, toilet seats and around outside of toilets, light switch and comet in the toilets. Teachers are the only ones to flush and touch taps and administer toilet paper, the soap and paper towel to each child.

11:00am 12:30pm 2:15pm

Kitchen counters and picnic tables any food surfaces are disinfected with 100ppm bleach and water solution, microwave and sinks, taps and cupboards and fridge surfaces are all wiped down and left to air dry. Before snack, lunch and after snack and lunch and afternoon snack. Floors swept after each time.

11:20am 1:00pm 2:20pm

Mopping is done daily after all children leave for the day. AirX disinfectant is used on floors when mopping follow label directions.

2:45pm

Vacuuming and floor sweeping and done as required

Windows, blinds and ledges are dusted and disinfected when needed

Eye protection left behind for next day use must be disinfected with a wipe, air dried then place in a labelled container with a lid or clean zip lock bag.

Potential Case or suspected exposure to Covid 19

If the case of potential contact or exposure while at the preschool we will follow all public health guidelines outlined on the Niagara Public Health website.

niagararegion.ca and call 905-688-8248

We have an isolation area located in the back of the preschool where we can pull in our child size couch for the child to rest. When the family arrives they will be brought to the back door to retrieve their child as to avoid any further exposure in the preschool. Here we have a tote with the necessary PPE for staff to wear, the items in the tote are as follows. Gowns, masks, face shields, gloves, AirX disinfectant spray bottle, disinfecting wipes, kleenex, garbage bags. There is full size garbage can with lid to remove all PPE and other garbage after infected person leaves and area is disinfected. Garbage must be removed and brought out to the dumpster available outside.

Attendance and contact information is available and completed every day for fast convenient access for contact tracing. It is all in the binder at the entrance of the preschool.

If staff feels ill during the day they will leave immediately and inform us of any diagnosis and follow up with their doctor or advice from public health.

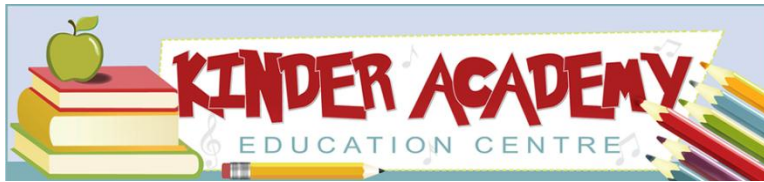
If any person decides not to get tested person must

14 day quarantine if they have any covid 19 symptoms

Must be symptom free for 24 hrs after at least 10 days from first day of any symptom(s)

If test positive, public health will be called and provided with all contact tracing information and we will follow all guidelines

negative test result and no symptoms before returning after 14 days



COVID 19 SAFETY PLAN

All persons are kept up to date on any and all changes occurring with the Covid 19 pandemic. Public health information at niagararegion.ca can be reviewed frequently for any changes and updates.

[905-688-8248](tel:905-688-8248) can be called for anyone having questions

All screening must be completed by all staff, children and visitors <https://covid-19.ontario.ca/school-screening/> and emailed to info@kinderacademy.ca BEFORE entrance.

All attendance, documentation of passed covid screen and all contact information of all persons is available and completed every day with names numbers and times in and out of the preschool is located in the binder at the school entrance.

PPE is available at the school entrance, masks, face shields, disinfecting wipes, and hand sanitizer.

Physical distancing and separation must be followed as best as you can by maintaining 6 ft apart and proper PPE and disinfecting when unable to.

Proper use of PPE is available, mask and face shields or goggles are to be worn at all times.

When working with children one on one proper disinfecting of the area must be done after each use and both child and teacher must sanitizer their hands.

All areas of the preschool will be disinfected 3 or more times a day by following the cleaning checklist clipboard. All times and initials will be recorded to be sure it is being done according to our procedures available in our Covid 19 Safety Plan.

All counters and tables in the kitchen 100ppm bleach and water solution, 5 minutes contact time. Area swept after each use.

2 times a day All equipment toys, tables and stools in preschool area 1000ppm, 20ml bleach to 1 ltr of water, drying time 1 minute, rinse with water let air dry

End of day All equipment, tables, stools in preschool sprayed with AirX disinfectant and left to air dry, 4 minute dry time and mopping of floors with AirX solution.

3 times a day High touch areas, door handles, light switches, use a Lysol wipe 4 minute contact time, air dry

3 times a day clean washrooms, teacher touches all flushers, taps and paper products to hand to children, clean flusher, taps, sink, toilet seats, and around the outside of toilets, and light switch with Lysol wipes after each use, comet in toilet bowl with toilet brush.

Any soiled or mouthed toys will be removed and cleaned via dishwasher or sprayed with 1000ppm solution 1 minute contact time and rinsed before returned.

With any suspected case follow procedures and go to our isolation area. Contact family and prepare yourself by adding PPE to existing PPE and wait with the child to be picked up in isolation area. Our Covid 19 Safety Plan outlines what is to be done in the Isolation area, this area has documentation on how to properly use the provided additional PPE, disinfect the area after use, and proper removal of the PPE. Family will be brought to the back door to pick up their child to avoid further exposure.

If Staff becomes ill they must leave immediately and follow up with public health and keep us informed.