

REV2 / COVID-19 Edition / 2020 School Year

PARENT HANDBOOK

KABAN MONTESSORI SCHOOL

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INTRODUCTION

Dear Parents,

As we are getting ready to reopen after being closed for several months, Kaban Montessori wants to make sure we are all on the same page. While we know this can be an uncertain time, since none of us have ever experienced this before, the teachers and administration at Kaban are committed to providing a quality Montessori program that is safe, educational, child-friendly, and fun!

While the focus of this guidance document is on the new health, safety and operational measures that are required in order to safely re-open, please note that every effort will continue to be made to uphold the welcoming and caring environment that Kaban Montessori has always provided for its children and families.

While many things will seem different with new safety procedures in place, this will still be a Montessori environment that fosters inquiry and experiential learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase of the COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following the Peel Public Health and the Ministry of Education (Child Care and Early Years Act, 2014) guidelines.

Please feel free to contact us if you have any questions about the policies and procedures that are outlined in the Parent Handbook REV2. They are in place to ensure that Kaban Montessori is a safe and enjoyable place for your family.

Kind regards,

Blanca Sanchez and Karla Escobedo

SCREENING PROCEDURE

Kaban Student Screening Map – See Attachment for larger resolution image



SCREENING PROCEDURE

Refer to the *Kaban Student Screening Map* in conjunction with the *Guidelines* below for full screening procedure.

Note: as outlined by the Province of Ontario, Parents/Guardians/ are to be asked to take the child(ren)'s temperature daily before coming to Kaban. Likewise, all Staff are to be asked to take their own temperature daily before coming to Kaban Montessori School.

Drop-Off Times: Between 8:00am - 9:00am

Pick-up Times: Between 3:00pm - 3:45pm

- If your child will be dropped-off or picked-up between 9:30am and 3:00pm, Parents/Guardians **MUST** arrange this with the Office Staff to ensure proper procedures are followed at all times.

Classroom – Number Assignment:

- Maple Toddler Classroom = Entrance 1
- Cherry Infant Classroom = Entrance 2
- Palm Casa Classroom = Entrance 3
- Caoba Elementary Classroom = Entrance 4
- Pine Intermediate Classroom = Entrance 5
- Oak Casa Classroom = Entrance 6
- Olive Casa Classroom = Entrance 7
- Cedar Casa Classroom = Entrance 8

Drop-off Steps:

- Use the 'ENTRANCE ONLY' laneway.
- **Follow the directional signs** along the screening procedure laneway.
 - Sign one: Zone A) Queue - Please wait to phone until you are in calling 'Zone B'.
 - Sign two: Zone B) Phone-in Pre-screening – Call 289.981.8582 for pre-screening health questionnaire, once complete proceed to temperature screening station.
 - Sign three: Zone C) temperature screening station – Parents/Guardians will receive a screening ticket, which will be given to the Teacher at their assigned classroom entrance. Once complete, proceed to student drop-off/pick-up parking lot.
 - Sign four: Zone D) Student drop-off/pick-up parking lot – Proceed to walk your child to their assigned classroom entrance. Refer to '*Kaban Student Screening Map*' for classroom number locations. Please use the 2-meter social distancing guides to wait in the outdoor designated area while the Teacher prepares to guide your child inside.

Pick-up Steps:

- Use the 'ENTRANCE ONLY' laneway.
- **Follow the directional signs** along the screening procedure laneway.
 - Skip to Zone D) Student drop-off/pick-up parking lot – Parents/Guardians, walk to your child's designated classroom entrance. Please use the 2-meter social distancing guides to wait in the outdoor designated area while the Teacher readies your child to meet you outside.

Important Notes:

- Please **only** use your Child's assigned classroom entrance to ensure effective screening practices are followed.
- The Pick-up and Drop-off of children will occur **outside the school only**.
- In order to keep our arrival/dismissal running smoothly and respecting social distancing, visual guides will be provided to assist (ex. pylons/tape on floor) with social distancing in the event that a line-up forms while Parents/Guardians are waiting to pick-up or drop-off their children at their designated classroom entrances.
- Screeners will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier), or wearing personal protective equipment (PPE) (i.e., surgical/procedure mask; gown; gloves; eye protection (goggles or face shield)).
- Thermometers will not be used between people without single use covers or disinfecting between use.

Zone B) Phone-in Pre-Screening Procedure:

All individuals, including Children and Staff must be pre-screened upon entry to the school using the procedure below.

- Kaban must deny entry to any Person who:
 - Has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.
 - Has a temperature equal to or greater than 38 degrees Celsius.
 - Has a family member, living in the same house, who has developed COVID-19 like symptoms. The child of that household will not be permitted to enter our school for 14 days after all family members are symptom free.

Health Questionnaire for Staff and Families:

1. Have you/the child travelled outside of Canada within the last 14 days: Yes/No
2. Have you/the child had close contact with a confirmed or probable COVID-19 case? Yes/No
3. Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days? Yes/No
4. Do you/the child, or any member of your household have any of the following symptoms:
Yes/No (for each)
 - a) Fever (confirm temperature was taken before arriving at School)
 - b) New or worsening cough
 - c) Shortness of breath
 - d) Sore throat
 - e) Runny nose or sneezing, nasal congestion
 - f) Hoarse voice, difficulty swallowing
 - g) New smell or taste disorder(s)
 - h) Nausea/vomiting, diarrhea, abdominal pain
 - i) Unexplained fatigue/malaise
 - j) Chills
 - k) Headache

Health Questionnaire – Responses:

- If the Family or Staff answers NO to all questions, they have passed the Pre-screening and the Family/Staff can proceed to Zone C) temperature screening station.
- If an individual answers YES to any of the Pre-screening questions, or refuses to answer, they have failed the Pre-screening and cannot continue to Zone C) temperature screening station or enter the building.
 - The Staff or Family will be asked to please return to their home and self-isolate immediately.
 - If a Child or Staff member is denied entry at Pre-screening, Peel Health reporting procedures will occur.

DOCUMENTATION OF SCREENING

Documentation of the information received during the Screening Procedure must be recorded on Kaban's Active Screen Tracking Checklist sheets for Children and Staff. The supervisor or designated person is responsible for ensuring that this information is managed and recorded as required.

MANAGEMENT

If a child or staff begins to experience symptoms of COVID-19 while attending Kaban Montessori School, the following procedures will occur:

- Staff members presenting any COVID-like symptoms will be required to go home immediately.
- Symptomatic children will be immediately separated from others in a designated, supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2-metres.
- If a 2-metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
- Kaban will contact the local public health unit to notify them of a potential case and seek input for next steps. All steps will be strictly adhered to.
- Environmental cleaning of all spaces the child was in will be conducted.
- Other children and staff in the school who were present while a child or staff member became ill will be identified as a potential close contact to the Peel Health and grouped together. The Peel Health will provide any further direction on testing and isolation of these close contacts.
- Children or staff who have been deemed a close contact by the Peel Health Assessment Team, will be excluded from the childcare setting for as long as is determined by the Peel Health Assessment Team.

ILLNESS POLICY

The Illness Policy, previously sent to all families on August 22, 2020 via email, will be addressed in conjunction with the Parent Handbook REV2.

REPORTING

- Child care centres within the *Child Care and Early Years Act, 2014*, have a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*. Kaban will contact the Peel Health to report a child suspected of having COVID-19. The Peel Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- Kaban will respect the confidentiality of any staff member or student who experiences COVID-19 symptoms and/or tests positive for COVID-19.
- Reportable diseases (diseases of public health significance) shall be reported immediately by an administrative staff member by calling.
- Refer to Peel Public Health's website for information on symptoms, getting tested and self-isolation at <https://www.peelregion.ca/coronavirus/>. Peel Public Health can be reached at 905-799-7700, Caledon 905-584-2216. The Public Health Call Centre is open 8:30 a.m. to 6:30 p.m., 7 days a week. The Peel Health will investigate and confirm these reports prior to any communications to parents or staff.

TESTING

- Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can be also be found in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.
 - Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
 - Those who test positive for COVID-19 must be excluded from Kaban Montessori for 14 days after the onset of symptoms and clearance has been received from the Peel Health.
- Kaban must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the Peel Health.
- Children, including siblings, or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the Peel Health.
- Staff members awaiting test results, who are asymptomatic, *may continue to work* unless there is reason to believe they would be considered a case (e.g., potential exposure to an ill or positive case or household contact). Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, they should be excluded from work.

COMMUNICATION

- When a child begins to show signs of COVID-19, the parents/guardians will be notified immediately by phone by the administrative staff. The time, date and symptoms will be documented by classroom teachers and kept for future reference if needed.
- Parents are required to provide current phone numbers to Kaban Montessori School and keep them updated at all times, as well as, all other emergency contact phone numbers necessary. If a parent/guardian cannot be reached, the emergency contacts will be called. Parents/guardians need to make arrangements to pick up their child as soon as possible.
- Kaban will follow all direction from the Peel Health in regard to when and how to communicate information about a communicable disease and/or outbreak to parents/guardians and staff.
- Kaban is committed to providing information in a reasonable timely, respectful manner to all parents/guardians and staff about communicable diseases or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors/walls of the school, etc.
- Video and telephone interviews/meetings will be used to interact with families when needed.

EXTRA HYGIENE MEASURES AND PROCEDURES

1. Handwashing:
 - Kaban has a Hand Hygiene Policy and Procedures that will be used for all staff, children, parents/guardians and visitors.
2. Sanitizing/Disinfecting:
 - Kaban has an *Environmental Cleaning/Sanitizing and Disinfecting Policy and Procedures* that all staff will be properly and routinely trained in.
3. Mask Wearing:
 - Masks and other appropriate personal protective equipment are required for staff that are part of screening procedures or with a child who is being isolated for pickup.
 - As per government recommendations, wearing masks or visors for staff is mandatory and Elementary children will be wearing masks.
 - Parents may choose to provide and have their child wear a mask.
4. Social Distancing
 - Kaban will promote physical distancing, to the greatest extent possible, in all school settings.
 - Each class is considered a "family". Each "family" will social distance from other "families" to assure safety.
 - Classes will not intermix and will be with the same teachers as much as possible.
 - When staff are holding infants and toddlers, blankets or cloths will be used over their clothing and changed between children.
 - Staff will avoid getting close to faces of children, where possible.
 - Staff will set up classrooms in a way that encourages physical distancing, especially during meal and dressing times.
 - All large group events are cancelled at this time.
 - Any meetings required by staff or with parents/guardians will be done through online meetings.

5. Managing Communicable Diseases
 - Kaban has a *Managing Communicable Diseases Policy and Procedures* that all staff will be properly and routinely trained in.

6. Interactions with Infants and Toddlers
 - Our Infant caregivers will hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking. Proper hand hygiene will be practiced at all times. When holding infants and toddlers, our staff will use blankets or cloths over clothing and change the blankets or cloths between children.
 - Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include: planning activities that do not involve shared objects or toys; and, when possible, moving activities outside to allow for more space.
 - Children must not share food, feeding utensils, bottles, sippy cups, etc. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children. Label these items with the child's name to discourage accidental sharing.

7. Outdoor Play
 - Only one classroom will be in the playground at a time.
 - Playground toys will be cleaned and disinfected between classes.
 - Children will wear their own sunscreen which will be applied from home.

VISITORS

- There will be no non-essential visitors to the school during this time.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect Kaban Montessori School at any reasonable time and will follow Screening Procedures.
- There will be no volunteers or students in the school during this time.