



# Maple Lane

Early Learning Academy

## PARENT HANDBOOK

2022-2023

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# Policy Amendments

## Highlights of Changes

EFFECTIVE 2022/2023 School Year: Inclement weather policy will remain the same, however amendment includes: “In the event inclement weather closures exceed 6 days in a school year, Maple Lane will extend programming one week in June at no additional cost”.

EFFECTIVE JANUARY 14TH 2022

### COHORTING

- Maple Lane will continue to make every effort to keep separate cohorts between the front and back classroom (ie. separate entrance, cleaning between shared spaces like the gymnasium, no mixing of toys etc)

### MASKS

- All Maple Lane Staff are required to wear a medical mask and shield in all classroom situations with the exception of outdoors and gymnasium (face shield) – where a 2m distance can be maintained (MEDU). Maple Lane does not require students to wear masks unless they are symptomatic and awaiting pick up.

### MANAGEMENT OF ILL CHILDREN

- Individual reports to the local health unit of ill staff/children are no longer required. (MEDU/SMDHU). All staff/child cases diagnosed with COVID-19 by PCR testing only must be reported to the SMDHU. Families are informed of COVID-19 cohort contact if 30% above baseline.
- If a child/staff is tested and results are negative, return can occur 24 hours after symptoms resolve.
- Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at time of return to centre, (which is allowed if other symptoms have resolved) the child is able to participate in programming and there is a negative test.
- On occasion, a parent/guardian or staff may feel there is another explanation for new symptoms requiring medical assessment rather than a covid-19 test. If a health care provider makes an alternative diagnosis and determines that the condition is not COVID-19, they may indicate that the individual can return to the centre when free of symptoms for 24 hours.
  - In the absence of testing or alternative medical diagnosis, parents must keep ill children home and self isolate for 5 days from symptom onset.

### TESTING RECOMMENDATIONS TO PARENTS

- Parents should be advised to follow the testing recommendations as per the Ontario self-assessment tool or SMDHI resource (provided in screening area). SMDHU will not be following up with individual reports of illness.
- If parents choose not to test their child, they must remain at home and self-isolate for 5 days from symptom onset OR the child may return to care if an alternative diagnosis has been made by the health care provider and the child has been symptom free for 24 hrs.

# Introduction

Dear Parents,

Welcome to Maple Lane - Early Learning Academy. A place for children to grow, learn and play. Preparing for the brightest future, Maple Lane provides unparalleled dedication and commitment to students and their variety of needs, passions and curiosities. While many things will seem different with new procedures in place for the safety of all, our educators and administration team at Maple Lane are committed to providing a quality program that is safe, educational, child-friendly, and fun! We commit to supporting every person's well-being and prioritizing emotional and social development as we transition back into the classroom.

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 Ministry of Education – Operational Guidance for Child Care Centres as well as those put forth by Simcoe Muskoka District Health Unit for Child Care Centres. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact our team if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Maple Lane is a safe and enjoyable place for your family.

Leadership Council,

Maple Lane – Early Learning Academy

New Life Collingwood

## Program and Pedagogy Statement (Program Statement, CCEYA 2014)

### Our Influences and Approaches

At Maple Lane our work is largely influenced by the work of Reggio Emilia schools, along with Ontario's Pedagogy: "How does learning happen?" Our approach to early learning curriculum is emergent, focuses on children's natural interests, and play based.

### We believe

We believe that children are capable learners, rich in potential, and have the ability to make connections about the world around them. We believe children learn best when they are the architects, developers and researchers for their own learning. We believe that offering a holistic and nurturing learning environment will strengthen a child's relationship and connection to things in their world. We see the importance of learning through relationships with children and families in our community: Building trust and connection with children and families. You will see unique programming that has been inspired by children's interests and inquiry. You will find passionate educators who believe in the importance of empowerment and autonomy. We commit to positive, affirming, encouraging and respectful language and communication.

### We Promote a child's well-being

The well-being and holistic development of children is important to us. We believe this happens when we are in caring and responsive relationships with children and families. We adapt our program to fit the ever-changing physical and emotional needs of our children, including children with exceptionalities. We stay current on best practices and regulations in the Early Years, whether in our kitchens, playgrounds or classrooms.

### We Support Positive and Responsive Interactions

The quality of our practice is compassionate and relationship based. We believe in the importance of time engaged directly with children. We believe that every person is doing their best and choose to meet their efforts with love, support and respect. Valuable relationships are based on trust between educator, child and family.

### Environments and Experiences are Thoughtfully Planned

We will provide a program that is developmentally appropriate in all domains by meeting regularly to discuss what is working and what is not. We will also allow for changes to be made and maintain flexibility within the program based on the needs of the classroom.

## Communication & Engagement with Families is Ongoing and Important

We recognize parents as valuable contributors to their child's learning and will actively seek their input and participation in our program while respecting their individual cultures, perspectives and ideas. Educators will communicate with families regularly, allowing families to express their concerns or discuss their child's progress. As a school community, we believe in the value of family centered activities outside of school hours to engage our families.

## We Foster Exploration, Play and Inquiry

As educators we understand that reasonable risk taking is an essential step in the development of self-esteem and critical thinking skills and will allow for these activities and opportunities in our program. We will arrange our learning environment regularly, with fresh and intriguing activities that are centered on the children's interests and provide open invitations for play and learning.

## We Focus on Feelings and Empathy

We understand that children learn to regulate their feelings, behaviours and emotions by watching the adults in their lives. We will support all children in their learning about respect, through purposeful interactions and role modeling. Children are encouraged to identify their feelings and recognize the impact of their choices on others. Educators acknowledge children's powerful feelings and strong emotions and help them learn socially acceptable ways of dealing with them.

## Children Initiate Experiences and Adults Support Them

At Maple Lane we provide learning environments that are rich in materials, allowing for open, safe, exploration, and maintaining a flexible schedule that allows for extended child-initiated learning experiences. We see the importance in using our professional discretion, knowing when to stand by and allow children to experience the beauty of discovery and inquiry through self-directed activities and experiences.

## Local Partners are Welcomed Into Our School to Offer Support & Guidance

We will seek opportunities to partner with the community and its available preschool resources. We will communicate and attend valuable workshops presented through Simcoe County to enhance our strategies in the classroom and to continue to network and communicate within our resource community.

## Staff are Continuous, Reflective Professional Learners

Growing children deserve growing adults. Our commitment to professional learning helps deepen understanding of our own practices, fosters innovation and strengthens the profession. We will engage in self-reflection in order to create a personalized development plan for each member of our teaching team. We will examine the highs and lows of the job and reevaluate. We will build mentorship relationships within our organization and within the larger community to support our team and build a culture of continuous professional development.

## We Evolve Our Process

The pedagogy is a living statement and is constantly evolving. These practices have become part of our daily life. By studying our work with others, we make discoveries, leading to thoughtful changes in our practice. Our team of educators are committed to reviewing this living statement on a regular basis.

## Program Information

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### Maple Lane

Maple Lane is a licensed child care centre that provides a preschool program for children 2.5 - 6 years of age. Maple Lane has been operating in Collingwood, Ontario since September of 1979. Maple Lane has maintained a unique play-based program that borrows from both daycare and school models. We offer half day programming and extended day programming to a maximum of 6 hours a day. Maple Lane is a non-for-profit preschool that relies on tuition fees to operate.

### Days and Hours of Operation

We are a licensed child care program for up to 32 children per day. Our morning class is offered from 9:00 am - 11:30 am. Extended Day learning classes are offered from 9:00 am - 2:30 pm. Staggered drop-offs being at 8:30 am.

Families may register for any of the following HALF DAY or EXTENDED DAY schedules.

2-DAYS PER WEEK	Tuesdays and Thursdays
3-DAYS PER WEEK	Monday, Wednesday and Fridays
5-DAYS	Monday-Friday

### Eligibility 8

We are a licensed child care program for children aged 2.5 - 6 years of age. Children are required to be potty trained as required by our license.

# Enrolling Your Child

## Admission and Discharge Policy

ADMISSION: Maple Lane's program runs from September until June. The preschool will accept new children when there are vacancies, on a first come, first serve basis. Registrations must be accompanied by the \$70 registration fee for all new families. A \$45 registration fee for returning students or siblings. Admission into the preschool will close by March 31<sup>st</sup> each year for the current running school year. All other inquiries will be directed to the coming Fall registration.

Procedures:

- To enroll into the program, families are asked to register online through the school website: [www.maplelanecollingwood.com](http://www.maplelanecollingwood.com)
- The maximum capacity for the 2022-2023 school year will be 48 students' school wide. This will allow us to have a maximum of 24 students on part-time and full-time schedules daily. Ratios of 1:8 in the smaller classrooms and 2:16 in the large classroom are maintained.
- Only children 2 1/2 (30 months) and older shall be eligible to enroll.

DISCHARGE POLICY:

On occasion there may be special circumstances where Maple Lane must dissolve their relationship with a family. The director reserves the right to withdraw a student from the program for the following reasons:

- If a child's behavior is destructive, uncontrollable, violent, or threatening to the other children or staff at the school.
- If the parents refuse to pay the tuition fees on time.
- If parents fail to complete the required forms and submit them on time.
- If the parents fail to cooperate with or abide by the school policies and contract.
- If parents knowingly bring a child to school ill or medicated to mask fever or illness after a written warning has been given.

The school will offer families a two-week notice to find other care arrangements. However, if there are repeated violations of the parent conduct or contract, the director may terminate without notice. To avoid this unfortunate situation from occurring, parents or guardians are required to thoroughly read the entire handbook and online consents and ask for detailed explanation if further understanding is needed.

As part of our commitment to keeping your child's spot in the program, Maple Lane requires one-month written notice of withdrawal if you need to terminate care. If sufficient notice is given, the enrollment deposit will be refunded to families. However, as of March 1<sup>st</sup> 2023, the June Enrolment Deposit will be non-refundable for the remainder of the school year – even if a family chooses to withdraw.

## Virtual or Phone Interview

Before enrolling any child, parents or guardians can choose to schedule an appointment with the Director for a virtual or phone interview. Families can also be emailed a Video Tour of the facility. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Maple Lane and go through our enrolment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

## Waitlist Policy

In the event of a class being at its full capacity, we will place your child on the waiting list for up to six months. Names are placed on the list on a first come first served basis. We are sorry that we cannot always meet the needs of parents or guardians when requested. At any time, you may call and request a waitlist update or submit an application to be placed on a waiting list. The Director will call you when an opening becomes available and families will be given 48 hours to decide. There are no fees applied when you are placed on the waiting list.

## Holidays and Closures

- Maple Lane recognizes and closes for all statutory holidays.
- Maple Lane will be closed for two-weeks during Christmas and New Years as well as one-week in March.
- Sometimes families will take extended holidays during our school year. If your family is planning a holiday, please inform staff of their absences in advance. Tuition fees are still to be paid in FULL regardless of the length of absence. This is to maintain your child's reserved spot in the program.

## Inclement Weather School Closures Policy

- Maple Lane will close if the Simcoe County Student Transportation Consortium cancels the *Simcoe West* buses. It is our school policy to close the school if the SCSTC deem road travel or weather conditions unsafe for travel for the safety of our families and staff. We do appreciate your understanding and **respect for our safety policies**, we do apologize for the inconvenience this may cause you. A refund will not be issued for a day the school is closed. Maple Lane will make every effort to notify parents of a school closure. Parents will receive an email notification of the closure and/or receive an announcement of the closure through the PARENT app. In the event inclement weather closures exceed 6 days in a school year, Maple Lane will extend programming one week in June at no additional cost.

## Non-discrimination Policy

Admissions to Maple Lane shall be made without discrimination on the basis of race, colour, religious creed, ancestry, sexual orientation, national origin, disability or gender.

## Health and Safety Procedures

### Hand-washing:

As soon as students arrive at the school, they will wash their hands properly before entering the classroom. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be accessible when soap and water are not available (i.e., outdoors). Sanitizing stations are located throughout our facility.

### Sanitizing/Disinfecting:

All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Maple Lane ensures increased cleaning and disinfecting on frequently touched surfaces including door knobs,

light switches, toilet handles, glass on doors and tabletops, will be disinfected at least twice a day. Any toys that go into a child's mouth will immediately be discarded or removed from play until it can be cleaned. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All soft toys, pillows, dress-up clothes may be removed at any time throughout the school year.

## Mask wearing:

Staff will be required to wear masks when conducting the initial screening procedure with anyone wishing to enter the building. All Maple Lane Staff are required to wear a medical mask and face shield in all classroom situations with the exception of outdoors and gymnasium (face shield) – where a 2m distance can be maintained (MEDU). At this point, we are not requiring students to wear masks during regular programming. The only time when a child or staff would be required to wear a mask is if they exhibit symptoms during the program, or when dealing with an ill child.

## Social distancing:

Each class is considered a “family.” Each “family” will socially distance from other “families” to assure limited exposure for all and as required by the MEDU (Ministry of Education – Early Years Division). These groups or “families” will have a maximum of 16 and a minimum of 8 per group. Children will not need to wear a mask when they are in their “home” (classroom), on the play yard during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. Children will not be required to maintain a 2m distance inside their “home” (classrooms). Educators will encourage social distancing as much as possible within their “families” in the classrooms. These “home” (classrooms) will function as normally as possible.

## Indoor Shoes Policy:

All children will take shoes off before entering the classroom. Shoes will be placed in the hallway. Children and Teachers will be allowed to bring in “indoor shoes” to wear in the classroom only. School indoor shoes are required and will stay at school in their baskets.

## Medications and Inhalers:

Maple Lane's educators do not administer medications to the children except in life threatening situations. These medications must be prescribed by a Family Doctor with the prescription number and Doctor information readable on the medication or inhaler. Families are responsible to provide new medication, if medication expires. Inhalers and Epi-pens will be administered after the parent has signed a waiver and provided adequate instructions for the staff via the Medication administration forms and or Anaphylaxis plan. All medications will be stored in a locked cabinet and out of the reach of children. Emergency medications like inhalers or epi-pens will be easily accessible by adults only and out of reach of children. (Teachers Emergency Backpacks)

## Anaphylaxis Policy:

Before a child attends school or upon discovery that a child has an anaphylactic allergy, an individualized student plan (ISP) and emergency procedures will be developed for that child. This ISP will be completed in consultation and collaboration with the child's parent and any relevant health professional. Staff and volunteers will be made aware of any potential anaphylactic students in advance and will do everything to limit the exposure to possible anaphylaxis triggers.

### Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the child care centre.

- Do not serve foods where its ingredients are not known.
- Do not serve items with ‘may contain’ warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- Ask the caterer or cook to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic

allergies.

- In cases where a child has food allergies and the meals and snacks provided by the child care center cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
- Ensure that parents label food brought to the child care center with the child's full name and the date the food arrived at the child care centre, and that parents advise of all ingredients.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.
- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
- Update families when changes to allergies occur while maintaining the confidentiality of children.
- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

## Inclusion Policy

Maple Lane Early Learning Academy strives to provide an inclusive learning environment to all children, regardless of needs. Our staff are equipped and experienced in dealing with children with a variety of needs. However, if a class has reached its capacity of students with needs, staff may not be able to accept more children into the program at that time.

## Fee and Payment Policy

Maple Lane will opt-out of the CWELCC program for the 2022 year. As the CWELCC program accepts annual applications, Maple Lane will continue to stay informed and updated regarding refinements to the program as it develops, should we opt-in at a future date.

Maple Lane enforces the following policies and procedures for tuition payments:

- Maple Lane tuition fees are required monthly in order for children to attend.
- Monthly payments will be due the first Friday of each month.
- A \$15.00 per month late fee will be charged when a payment is declined.
- During the enrollment process, families will be expected to pay the last month's tuition as a deposit. This deposit will pay for the final month of the school year (June tuition). A deposit must be made for EACH child. This deposit will be refunded with 30 days written notice of withdrawal from the school. This deposit is non-refundable as of March 31st, 2023, and we no longer accept changes to enrollment. September's fees will be pro-rated based on our delayed scheduled start.
- Prompt payment of fees is necessary in order for basic operating expenses to be met. There will be a \$5.00 charge per child for every five minutes elapsed after your scheduled pick-up time.
- If you decide to take an extended leave of absence (not return right away), a 20% tuition fee will be required to

hold your child's spot in the program for up to one month

- To ensure your child's enrolment, parents must re-register their child(ren) for the following year.
- It is understood that there will be an annual increase each March at registration for the start of the coming school year. This increase will be aligned with the County of Simcoe's Per Diem Childcare Rates.

## Fee Breakdown:

Registration Fee (non-refundable) - \$70 for new preschoolers; \$45 for yearly renewals

### EXTENDED DAY TUITION – Hours 9:00 am – 2:30 pm (includes lunch and two snacks)

5 days per week \$970.00 monthly

3 days per week \$582.00 monthly

2 day per week \$388.00 monthly

### HALF DAY TUITION – Hours 9:00 am – 11:30 am (lunch not included)

5 days per week \$468.20 monthly

3 days per week \$280.92 monthly

2 days per week \$187.28 monthly

## Refunds:

- No refunds will be made as a result of absence due to illness, travel or any other reason, except where written notice of temporary withdrawal of the child has been given with 14 days' notice and the period of absence is more than 30 days.
- No refunds will be made when preschool is temporarily closed due to emergency conditions (i.e., inclement weather days, snowstorms, loss of heat, etc.)
- No refunds will be given due to pre-planned school closures or Holidays (i.e., Thanksgiving, 2- week Christmas Break, March Break, Easter, Victoria Day, etc.).
- No refunds will be given due to pandemic closure or declaration of a State of Emergency enforced by the Provincial, Federal Governments or Local Health Unit or an 'act of God'; for a period of less than 14 days. If longer closure is necessary the Leadership Council will review the situation.
- No refunds will be given when a family is required to stay home for a period of 5-14 day isolation as requested by the School and/or Health Unit.
- No refunds will be given for the 'deposit' (last month's fee) beyond March 1st of the current year. Maple Lane no longer registers new students beyond March 1st.
- If for any reason your child is no longer able to attend Maple Lane, the following refund policy will apply: Families are required to give 30 days' written notice of withdrawal before the deposit will be refunded. All registration fees are non-refundable.

## Screening Procedure

All individuals including children attending childcare, staff and childcare providers, and visitors must be screened

each day before entering the childcare setting. As outlined by the Province of Ontario, parents/guardians will complete the Ontario Provincial Daily Screening Tool every morning prior to arrival. Staff, childcare providers and visitors will use the same Daily Screening Tool prior to arrival.

Maple Lane will ensure:

- Everyone will be greeted at the main entrance to Maple Lane with a friendly, calm manner.
- Staff are adequately trained on screening protocols
- The use of signage to help identify the screening process outside.
- Health Unit resources are available in the screening area.
- The location of the screening area will be at the front entrance in the lobby of New Life Church where pick-up and drop-off will happen.
- Only one designated entrance/exit will be used for each cohort to ensure effective screening practice
- Parents are not permitted to enter beyond the screening area unless it is determined there is an emergent need for the parent/guardian to enter.
- Physical distancing is important during drop off and pick up. Maple Lane will stagger the arrival and departure times of staff and families (assign staggered arrival and departure times where feasible) to minimize the number of staff and families arriving at one time.

## What if someone fails the screening?

- Failed screens will be recorded but not required to report to Simcoe Muskoka District Health Unit (SMDHU).
- If a child fails the screen they will not be allowed back into the program/or the building until:
  - a negative testing result is received and symptoms have been improving for at least 24 hours
  - if choosing not to complete a covid-19 test, there is a 5 day isolation period from symptom onset and return to programming with 24 hours of improving symptoms and no signs of new symptoms
  - if the child tests positive, there is a 5 day isolation period from symptom onset and return to programming with 24 hours of improving symptoms and no signs of new symptoms

**If Test has Negative lab results** the ill child/staff can return 24 hours after symptoms have improved. Siblings/parents who are asymptomatic can return immediately.

- Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at time of return to centre, (which is allowed if other symptoms have resolved) the child is able to participate in programming and there is a negative test.

**If Test has Positive lab results** the ill child/staff can return 5 days from symptom onset. Centre will be declared in outbreak and report cases to SMDHU and MEDU if 30% above cohort baseline. If an ill person will not be tested, they will be treated as a probable case and must remain isolated for 5 days from symptom onset.

If a health care provider makes an alternative diagnosis and determines that the condition is not COVID-19, they may indicate that the individual can return to the centre when free of symptoms for 24 hours.

In the absence of testing or alternative medical diagnosis, parents must keep ill children home and self-isolate for 5 days from symptom onset. Consultation with the SMDHU may determine that:

- Ill child/staff can return 5 days from symptom onset
- Cohort or “Classroom Family” of ill child/staff may have to be excluded for 5 days from last contact with ill staff/child.
- In order to avoid unnecessary exclusions of staff and children, it is extremely helpful for persons who fail the screening get tested. The SMDHU has created a resource for families who need to consider testing. It is available in our Screening Area.

## Exclusion Policy – Self-Isolation

### Self-Isolation or Exclusion from School:

- Parents are required to keep any sick children at home.
- If a child or staff member comes to school with any COVID-like symptoms, they will not be allowed past the screening area and asked to go home.
- If a child or staff member develops signs or symptoms of covid-19, they will be isolated from their cohort wearing appropriate PPE until they can be sent home.

### 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 on the Illness Tracking form.
- Parents are required to provide current phone numbers to Maple Lane 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.
- Maple Lane will follow all directions from the SMDHU in regard to when and how to communicate information about a communicable disease and/or outbreak to parents/guardians and staff.
- Maple Lane 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.

## Signs and Symptoms

### Individuals with COVID-19 Symptoms

- COVID-19 symptoms include:

- fever and/or chills; OR
- cough; OR
- shortness of breath; OR
- decreased or loss of taste or smell; OR
- Two or more of:
  - runny nose/ nasal congestion
  - headache
  - extreme fatigue
  - sore throat
  - muscle aches/joint pain
  - gastrointestinal symptoms (ie. vomiting or diarrhea)
- 5 day isolation period after symptom onset for full vaccinated individuals or children under the age of 12
- 10 day isolation period after symptom onset for individuals 12+ who are not fully vaccinated, immunocompromised, hospitalized for COVID-19 related illness (or at discretion of hospital IPAC)

## Report Absences

- It is critical that ALL FAMILIES who choose to keep their child home for ANY reason REPORT their child's absence to the school via phone 705-445-0086 or email [info@maplelanecollingwood.com](mailto:info@maplelanecollingwood.com)
- All student absences will receive a follow up.
- If you have any doubts about your child's health and whether they should attend, please call us at 705-445-0086 or use the SANDBOOK PARENT app to text to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, isolate the ill person; as it is necessary that the child be picked up within one hour of notification.

## Requirements for Return

Children/staff showing signs and symptoms can return when:

- 5-day isolation period has ended and symptoms have improved with no new presenting symptoms
- When a negative test result has been received and improving symptom for 24 hours
- When a Doctor provides an alternative diagnosis in writing that the person does not have covid-19.

## Testing

Symptomatic staff and children should be referred for testing. If parents choose not to test the ill child, the child will be treated as a probable case of COVID-19 and required to self-isolate for 5 days.

- Parents can request a paediatric swap for young children.
- All household members of the individual with COVID-19 symptoms, regardless of vaccination status, should

self-isolate only when the individual with COVID-19 symptoms is isolating, regardless of ongoing exposure. If additional household members develop COVID-19 symptoms, they should follow 5 day isolation directions for symptomatic individuals

- Testing of asymptomatic persons should only be performed as directed by the SMDHU as part of outbreak management.

## Outbreak Management

If 30% above baseline is identified and reported by Maple Lane to the local health and MEDU, a COVID-19 outbreak may be declared. The following steps will occur in addition to routine outbreak management steps:

- All children and staff who were a part of the confirmed COVID-19 case's cohort (Family) **may** be required to self-isolate at home upon the advice of the local health.
- Testing of the affected cohort, **may** be recommended.
- Additional prevention measures including further modified programming and personal protective equipment usage **may** be considered by the SMDHU.
- Increased environmental cleaning and further limiting of specific activities **may** be implemented.

## Management of Infectious Diseases

We Value each student and staff's health and well-being. We maintain and follow guidelines from the health unit around illness prevention and control measures. Germs and bacteria spread easily in the preschool environment. Parents are encouraged as well as stay to keep ill persons home.

Maple Lane enforces a strict health and wellness policy. A daily observation is made of each child in attendance before he/she begins to associate with other children in order to detect possible symptoms of ill health. This surveillance is recorded on the Daily Health Checks Log and specific illnesses are acknowledged on the checks according to the legend of illness.

Parents will be notified to make arrangements to remove the child from care if a child exhibits any of the following symptoms:

- Fever of 101 degree F (38.3C) child must be fever free for 24 hours before returning, unmedicated
- Persistent diarrhea
- Severe coughing
- Difficult or rapid breathing
- Conjunctivitis (pink eye)
- Unusual spots or rashes
- Yellowish colour or tint to the eyes or skin (jaundice)
- Difficulty in swallowing

Any other symptoms which, in the opinion of the caregiver, indicate the possible presence of a contagious disease such as chicken pox, measles, impetigo, etc.

# Personal Belongings

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

Approved items:

- Indoor shoes (non-scuffing) Must stay at school.
- Backpack or Bag - must be labeled
  - o Extra clothing
  - o Water bottle (labeled and MUST be dishwasher safe)
  - o Hat (labeled)

## BRINGING IN SKIN PRODUCTS

- Any over-the-counter skin products (sunscreen, insect repellent, moisturizing skin lotion, lip balm and hand sanitizer) is acceptable, but MUST be in its original container, labeled with your child's name and stored appropriately at school. Parents will be asked to confirm permission in writing.

## LUNCHES FROM HOME

Students, who require an *allergen free lunch from home*, are permitted to bring their lunch in a hard case lunch box. Lunches from home must be able to withstand cleaning and disinfecting each day. No plush or fabric lunch bags are permitted. If your child requires a lunch from home, please speak with the Director for clarification if needed.

# Drop off and Pick up Procedure:

Our facility is operational from 8:30 am – 2:30 pm, Monday through Friday. While operating in this phase, drop-off and pick-up times will be staggered and assigned. You will be given a time between 8:30 – 9:30 am to drop off and between 11:00 – 11:30 am for half days and 2:00 pm – 2:30 pm to pick up. All children must be dropped off by 9:30 am. Our half-day program will be 2.5 hours and our extended full day program will be 5.5 hours. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

## Drop-Off Procedures

1. Families will arrive for drop off during their scheduled time slot.
2. Only ONE parent/guardian will be permitted to enter the screening area with the child. Adults must wear a face covering during drop-off in order to accommodate safe social distancing.
3. A designated check-in staff will meet you at the check-in desk.
4. This check-in staff will complete a visual assessment of your child and confirm that the Ontario Screening Tool has been completed and you've been approved to attend childcare.
5. After a goodbye hug, a teacher will then escort your child into the building and to the "goodbye window" for a final wave and kiss goodbye.
6. We ask that the designated drop-off and pick up person not be a "vulnerable" person (older person such as

grandparent or person with a serious underlying medical condition) if possible.

## Pick-Up Procedures

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

1. During your slotted Pick-Up time, you may pull up to the entrance, put on your mask, and exit your vehicle.
2. A staff member will escort your child to the door from the waiting area in the foyer.
3. Parents should abide by safe social distancing.

### ALTERNATE PICK-UP

If your child is to be picked up by any person other than a parent, please notify us in advance via the Parent App or via email. This alternate person **MUST** be listed as an authorized pick-up person on your child's registration. You can update your child's emergency contacts on the Sandbox App. Please be sure to instruct them on the screening/pick up protocol. Masks are mandatory.

## Visitors

Visitors will be permitted on individual bases at this time. Resource Teachers/Consultants (supporting students with needs) will be permitted if they pass screening procedures and follow protocol. A visitor may be an observer from an outside agency and only needed within the space to observe a specific student. The supervisor is always present when an observation occurs and requires an offence declaration from each visitor before interaction with students occurs. Inspectors for the purpose of licensing and health will also be permitted upon a pass screening.

## Field Trips/Special Events

All field trips or special events/gatherings are listed in the School Calendar. Gatherings will depend on the pandemic situation at that time.

## Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Maple Lane, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and pre-packaged treats.

## Food and Nutrition

### Snack:

A morning and afternoon snack is included in your monthly tuition amount. Snacks are provided at roughly 10:15am and 1:30pm daily.

## Lunch:

For those students with severe allergies, we ask that you do not bring in lunches that need to be heated. A packed lunch is acceptable for those with severe allergies. Parents will be reminded of any allergies or anaphylaxis in the school and must accommodate and abide by those food restrictions. If a family forgets to bring in their lunch, they will have the opportunity to purchase a lunch from the kitchen.

## Food Allergy:

We are a peanut-free facility. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

## Discipline

### Behaviour Minding

It is our professional goal to provide a safe and happy environment for your child. Therefore, we protect the emotional and physical safety of your child. Children are disciplined in a positive manner and at a level that is appropriate to their actions and age. In order to promote self-discipline, ensure health and safety to all those involved and respect the rights of others and property, staff will monitor children's behaviour and intervene when needed.

### Prohibited Practices

In accordance with the Child Care Early Years Act (CCEYA, 2014), we shall not engage in nor shall we permit our staff, students, and volunteers to engage in any of the following:

- corporal punishment of the child;
- physical restraint of the child, confining to a 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 themselves, or someone else and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the school rooms for the purpose of confining a child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required a part of the school's emergency management policies;
- 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.
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

Children may be redirected to other activities in order to be separated from another child or group of children where the behaviour occurs. If that attempt has failed at diminishing the unwanted behaviour, children may spend time individually at a supervised activity.

When an incident occurs between children a staff will help model positive resolution by encouraging apologies between children. This "make it right" approach helps communicate the appropriate behaviour limits and boundaries to all children. All school staff, students, and volunteers will enforce positive reinforcement of appropriate behaviour and in our best effort, reach out to parents in situations they need to be made aware of.

## Policy and Procedure Review

- These policies and procedures will be reviewed, dated and signed off by all employees annually, before commencing their time at Maple Lane, and at any time where a change is made.
- When amendments are issued from either the Ministry of Education or Ministry of Health as it pertains to daily operation and procedures, parents will be notified via email of the new changes and required to acknowledge receipt of new regulations/policy.

## Emergency Management Policies

Maple Lane Early Learning Academy implements an Emergency Management Policy and Procedures.

- If a crisis occurs during program hours, children and staff must evacuate the building or travel to our Emergency Shelter in Place. Families will be notified via telephone or through our PARENT app if students have been moved to our emergency location.
- If a crisis occurs after program hours and the school must close or cancel the program, families will be notified via the PARENT app and by email. Such emergencies might include power or water failure, staff emergency, fire or flooding, closure due to outbreak.
- For the safety of the children and staff at Maple Lane, fire drills and emergency procedures are practiced monthly. This includes lockdown drills, which are conducted with only staff in attendance once per year.
- For emergency purposes, ALL FAMILIES MUST have an emergency contact *other than* other than a parent on file with the school. This will be included in our emergency information card for students.

## Parent Policies

### Parent Code of Conduct and Confidentiality

Our parent code of conduct in the registration package outlines our expectations of parents and their involvements. Please respect the guidelines and how they apply to the program and other parents and families.

- There is a strict confidentiality agreement involving students' photos or videos taken while attending school. Please do not post any photos or videos involving Maple Lane's students with other children, without consent from another parent.
- Our school 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 conversations and report the situation to the supervising teacher and/or director.

### Communication and Addressing Parent Concerns

- All issues and concerns raised by parents/guardians are taken seriously by the Educational Director and Church Leadership staff 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 2 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.
- 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 the Ministry or Board of Directors. Contact information found on the last page of the Parent Handbook.
- Any accidents or incident reporting will occur in our Parent App through Sandbox software. If your child sustains any injuries that require immediate attention, Families will receive a phone call to determine next steps. Any additional accident reports required, will be completed by the supervisor and a copy will be provided to the family via email.

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:
<b>Program Room-Related</b> E.g: schedule, sleep arrangements, toilet training, indoor/ outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - the supervisor or licensee.	- Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/ guardian within Maple Lane business days.  Document the issues/concerns in detail. Documentation should include: - 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.
<b>General, Centre- or Operations-Related</b> E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	Provide contact information for the appropriate person if the person being notified is unable to address the matter.  Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.  Provide a resolution or outcome to the parent(s)/ guardian(s) who raised the issue/concern.
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	Raise the issue or concern to - the individual directly or - the supervisor or licensee.  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.	Provide a resolution or outcome to the parent(s)/ guardian(s) who raised the issue/concern.
<b>Student- / Volunteer-Related</b>	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. - 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.	Provide a resolution or outcome to the parent(s)/ guardian(s) who raised the issue/concern.

## Concerns about Suspected Abuse or Neglect:

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

## Supervision of Students and Volunteers

- Students and volunteers are welcomed additions to our school program. All volunteers and students must complete an application as well as provide a valid Criminal Reference Check under the Vulnerable Sector Screening and must be dated within 6 months.

- Volunteers and students are not left alone with students or counted in classroom teacher ratios.
- A visitor may be an observer from an outside agency and only needed within the space to observe a specific student. The supervisor will always be present when an observation occurs.
- All students, volunteers and visitors must abide by the Visitor Code of Conduct in order to maintain a respected learning environment for our children and families.

## Acknowledgement

These policies and procedures are based on the Ministry of Education's "Operational Guidance During Covid 19 Outbreak" as well as the "Covid-19: SMDHU Guidance for Licensed Childcare Settings", from the local Health Unit. Maple Lane is required to have these policies and plans in place in order to operate as a childcare facility during this Pandemic.

## Screening and Development Resources

Learning takes place in many different ways with each child and it should always be evolving and changing. We want children to be excited about learning. We strive to provide an environment rich in opportunity, self-expression, and allows children to learn what is most meaningful to them. Part of our vision is to offer resources to families and equip children with everything they need to develop optimally during these early years. Regular screening of development is critical.

### Developmental Screening Checklist

It is important to partner with our families to ensure each child has the best chance possible to develop in the best way possible. Each Maple Lane family will be asked to complete a mandatory Developmental Checklist after beginning at Maple Lane. This screening tool for families will be completed twice during our school year. This tool is provided by the Simcoe County Early Intervention Services. [Developmental Milestones - Children and Community Services \(simcoe.ca\)](#)

### Early Referral Identification Kit (ERIK)

In addition, families may be invited to complete a more comprehensive screening tool called the ERIK with a staff member if there are any concerns or questions regarding a child's development.

## Contacts

### Ministry of Education

[Licensed Child Care](#)

### Program Director – Maple Lane

705-445-0086 or [info@maplelanecollingwood.com](mailto:info@maplelanecollingwood.com)

### Board of Directors

[board@newlifecollingwood.com](mailto:board@newlifecollingwood.com)

# Maple Lane – Early Learning Academy

## Parent or Guardian Handbook Waiver Form

Parents or Guardians,

Please **thoroughly** review the Parent Handbook “COVID-19” edition for the 2022/2023 year, which contains the policies and procedures for Maple Lane while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be a waiver for the entrance screening procedures each day your child attends. It is kept in your child’s file for the duration of the school year.

Thank you in advance for your cooperation.

Warmly,

Katie Michelin, B.A., ABS

Director

Maple Lane Early Learning Academy

I, \_\_\_\_\_ (print your name), the parent/guardian of  
\_\_\_\_\_ (print child’s name), hereby acknowledge receipt  
Maple Lane’s Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and  
regulations set forth in this handbook including the screening procedures.

Parent/Guardian Signature:

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Date: \_\_\_\_\_