



## **Parent Guide for After 4 September – December 2020**

**During this difficult time, OSCA strives to provide a safe environment for all. We have enhanced safety measures in place for all participants, parents and our staff. Please take the time to read this document thoroughly as there is important information that needs to be followed by all participants.**

We will be offering a much smaller hands-on After 4 Program with very high supervision ratios of 1:6 for the younger children up to 1:8 for older children up to grade 6. We wanted to ensure that we had appropriate oversight and care in place that is as good as or better than the standards being set by public health authorities. We understand that adjusting to a new normal will take time, moreover, it will require more care and effort on our part and on yours as parents/guardians. As such, our primary goal has been supporting staff so that they can support programs, families and the children who attend.

With smaller groups and higher supervision ratios not only will we be able to plan and implement a wide variety of new and exciting programming activities, but we will also be able to give children and families in our programs the care and attention that will be vital for all of us to thrive during what will be a challenging fall confronting the COVID-19 virus. If a child needs one on one care, they'll receive it. If parents need time to talk to staff (on the phone or using video conferencing) they'll have that time and programming will not have to be compromised.

We estimate that we will start with approximately 55 spaces in September with room to grow in October by adding an additional 35 spaces at satellite locations throughout the community.

The program will consist of separate groups/cohorts that are structured around Hopewell School's cohort/group system, as well as family and bubble groups within the community.

Some of our programming will also be offered online for no additional fee for current registrants; we're also planning to develop a program that supports families who decide to homeschool their children. We'll start small - 55 spaces in After 4 program - and will be reaching out to the community with more information by mid-September on potential further expansions depending on the demand.

OSCA is making many changes in order to enhance safety for all involved. Listed below are some of the new steps being taken to provide a safe environment for all.

To ensure that all new safety measures are being met and to offer a high-quality program, we are offering specialized care for children by keeping our staff to child ratio low. In addition, there will be an increased number of management staff providing support and oversight and to ensure thorough cleaning and safety is always in place.

Please note that due to increased safety and the increased risk of transmission when children increase their cohort groups, we **will only be able to accept children from Hopewell Public School** into our After-Four program at this time.

1:6 for our younger children (JK & SK)

1:8 for our older children (Gr.1-6)

*\*City of Ottawa and OPH ratios are 1:8 for 5 yr olds and 1:12 for 6-12 yr olds*

### **Parent's Role:**

Communication is a vital tool in decreasing the spread of Covid-19. All parents/Guardians will need to do the following each day. We also ask parents to communicate all absences and indicate whether or not it is Covid-19 related. Please note we are not able to accept children into our daily program if their daily screening and update are not complete. \*

***\* In the event a health check and update have not been completed the child cannot enter our program space. The child will be walked to the after 4 program and parents will be notified to pick up their child/children from a staff person who will be waiting with them outside the firehall.***

### **Daily Screening**

- Parents will be required to fill out the daily screening health check daily before 9am.
- If your child is not attending After Four un-related to Covid-19 please let us know
- Parents will receive an email reminder at noon asking for an update to the 9:00 am health check
- If the daily screening checklist is not filled out a child will not be permitted to attend the program. Parents will be contacted immediately, and the child will have to be picked up
- Parents need to update OSCA if their child is sent home from school
- Upon arrival staff will fill out a daily health screening questionnaire with each child.
- If your child is ill and will not be attending the program, or someone in your bubble has become ill or diagnosed with Covid-19, you must inform OSCA immediately, keep the child home and fill out the daily screening questionnaire.

Daily routines will be used to enhance a safe and reassuring environment for the children. This will include, snack, handwashing, bathroom breaks, program activities, tidy up time and parent pick-up. As access to our indoor space is limited to staff and children a pick-up time has been established.

### **Procedures for Illness and reporting**

- If a child begins showing symptoms of illness during the After 4 Program, they will be brought to a room away from other children. Parents/guardians will be contacted and asked to pick up the child immediately. The child will remain in this separate space with a staff member until their parent/guardian arrives.

- Please see the section on illness below or read OSCA's protocol on procedure for illness during programming in the After 4 operational handbook, appendices which is posted on our website
- If your child is ill and will not be attending the program as a result, the daily screening will still need to be filled out.

### **Pick-Up/Sign Out between 5:20-5:30pm daily**

- Pick-up will be between 5:20-5:30 PM daily and will take place at the entrance of your child's location as noted above
- Early pick-up (before 5:20 PM daily) must be arranged and confirmed in advance by calling the front desk or emailing [FirehallCoordinators@oldottawasouth.ca](mailto:FirehallCoordinators@oldottawasouth.ca).
- Any belongings left behind will have to be retrieved the following day.
- A late fee of \$5 per five minutes will be charged when parents or guardians are late picking up their children. Ottawa Public Health (OPH) requires all late pick-ups to also be tracked and kept on file.

### **Handwashing**

- All groups will go to the washroom and wash their hands prior to entering programming.
- Should this not be possible children and staff will be required to clean their hands with the hand sanitizer at each entrance upon entry to the Firehall.
- In addition, children will be required to wash their hands after using the washroom, between activities and at the end of the day.
- Hand sanitizer will be available as backup, although hand washing will always be the preferred hand hygiene practice.
- Children are welcome to bring their own (Health Canada approved) hand sanitizer to the program.

While we recognise the need for children to have a snack at the end of the day, in order to reduce the risk of Covid-19 transmission OSCA will not be preparing and providing a snack. Children are permitted to bring a sealed snack item to the after 4 Program daily.

### **Snack Time**

- In order to reduce the risk of Covid-19 transmission OSCA will not be preparing and providing snack.
- Children will be permitted to bring a prepackaged snack item to the After 4 program daily.
- We ask that parents place the child's snack in an easy to access outside pouch in their child's backpack (they need to be able to access this independently).
- Children will be sitting outside to eat their snack; proper outdoor clothing should be worn i.e. splash pants in rainy weather.
- Hand sanitizer will be distributed and used before children open their snack.
- Wrappers from snacks will be placed back inside the child's bag.

## **Building Access is restricted to staff and children registered in After 4.**

- For safety we cannot permit anyone other than registered After 4 children and staff into the building.

## **Masks**

- All children are required to wear masks except when outside physically distancing or indoors participating in physical activity
- Cloth masks are accepted. Bandanas and fleece buffs are not considered safe and should not be used.
- Two fresh masks sealed in a Ziploc bag with the child's name written on the outside of the bag with marker should be sent to school with the child daily
- Masks should be labeled and sealed in a ziplock bag.
- Please send children to the after-school program with a second Ziploc bag with their name on it and 'used mask' written on the outside so that used masks can be returned for cleaning.

## **Space/Locations**

Due to space limitations, and in order to maintain the appropriate physical distance, OSCA will be placing children into "cohorts". Children that were organized into cohorts at school will remain in the same cohort for After 4. We will also try to keep children in the same family in the same cohort and, where possible maintain social bubbles from home.

Each cohort will have its own space and will not mix with the other A4 cohorts. Due to the increased need for space, one of these cohorts will be located at Sunnyside Wesleyan Church (58 Grosvenor Ave.).

If more spaces for after 4 children are needed other locations may be added.

## **Space:**

- 70 ft.<sup>2</sup> per person.
- Separate entrances, sinks, storage areas and washrooms per group
- Separate staff per group-same staff all week whenever possible to lower possibility of transmission
- 2-metre distance between others is to be maintained

<b>Locations and pick up point</b>	<b># Participants</b>	<b>Staff</b>	<b>Management Staff</b>
<p>Sunnyside Wesleyan Church 58 Grosvenor Ave</p> <p>Outside entrance on Grosvenor</p>	13	<p>1. Maya Goodman/Emily Kushner</p> <p>2.</p>	Darcy Middaugh
<p>Firehall- Main hall</p> <p>Front courtyard</p>	23	<p>1. Owen Boisvert</p> <p>2</p>	Katherine Boisvert
<p>Dance Studio</p> <p>Front entrance of Firehall</p>	8	1	Matt Mitchell or Luke Sears
<p>Lounge and activity room</p> <p>Emergency exit at the side of the building on Fairbairn</p>	11	<p>1. Elliot</p> <p>2. Hannah Millar</p>	Christy Savage

## Cleaning procedures

- All rooms will be cleaned and disinfected each day before and after programs as well as after every use.
- Washrooms will also be cleaned regularly throughout the day and after use.

## Visual Aids

- Physical distancing markers will be used on the floor where applicable
- Posters on hygiene and distancing (e.g., indicating proper hand washing techniques) will be posted throughout the building

## Daily Health Screening of Children and Staff

Symptoms of COVID-19 can take up to 14 days after exposure to appear. A full list of symptoms include:

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (out of breath, unable to breathe deeply)
- Sore throat
- Difficulty swallowing
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that's unusual or long lasting
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children and infants: sluggishness or lack of appetite

**Symptoms may be different depending on age.** Children and older adults with COVID-19 may also have non-specific symptoms such as: disorientation, confusion, sleeping more than usual, muscle aches, dizziness, weakness or falls, chills or headaches.

**Inflammatory Condition:** On rare occasions, children can get an inflammatory condition that impacts the blood vessels. This is called vasculitis. It can present with: rashes, prolonged fever, red eyes and swelling in hands and feet that requires medical attention. A COVID-19 test is not required to return, only a doctor's note.

## If a Child or Staff Person is Sick or Exhibiting Symptoms

- If symptoms are detected during the After 4 program, the staff/child will be isolated, and parents will be required to pick them up immediately (unless it is a staff person who will be sent home immediately if they are able to get home safely, otherwise a family member will be asked to come pick them up).
- Parents will be informed if a staff member or child in their child's after 4 cohort has been sent home with symptoms, or if there has been a change to someone's health that OSCA has been informed of. However, for privacy reasons their identity will not be revealed.
- If a child develops symptoms during the program and a parent or guardian cannot pick up their child, the child's emergency contact will be notified, and he/she **must** pick the child up. Parents **must** inform emergency contacts of this procedure.
- Any child/staff who has symptoms listed in the Daily Health Screening List (above), or who has been in contact with someone experiencing those symptoms, will not be permitted to attend After 4 and will need to self-isolate. Ottawa Public Health must then be consulted to determine if testing is required.
- Whether a child/staff can return to After 4 will be made in consultation with the Ottawa Public Health Outbreak Reporting Line.
- If there is immediate cause for concern (i.e., a child was determined to have COVID-19), OSCA will proceed with OPH and the City of Ottawa recommendations.

## Contact

Christy Savage [osca@oldottawasouth.ca](mailto:osca@oldottawasouth.ca)

Katherine Boisvert [katherine.osca@gmail.com](mailto:katherine.osca@gmail.com)

Darcy Middaugh [darcy.osca@gmail.com](mailto:darcy.osca@gmail.com)

Matt Mitchell [matt@oldottawasouth.ca](mailto:matt@oldottawasouth.ca)

Luke Sears [oscaprograms@oldottawasouth.ca](mailto:oscaprograms@oldottawasouth.ca)

Front desk 613-247-4946

