



## **Drop off and Pick up Policy and Procedure- COVID-19**

Created: July 15,2020

Revised: July 23, 2020, August 20, 2020, August 28, 2020, October 19, 2020, December 15, 2020

Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, December 4, 2020, October 8, 2020, August 28, 2020, Ministry of Education Operational Guidance Version 3, August, 2020, Reopening Childcare Risk Assessment, Toronto Public Health Pandemic Plan –March 2020 A Planning Guide for Day Nurseries March 23, 2020

Approved by the Board of Directors: July 22, 2020

### **Policy**

Orde Day Care is committed to providing a safe and healthy environment for staff, children, and families. Orde Day Care will take every reasonable precaution to prevent the risk and spread of COVID-19 within our centre, by implementing staggered drop off and pick up procedures.

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

### **Purpose**

Orde Day Care is required to provide a Drop off and Pick up Policy and Procedure that specifies how the centre will stagger the entrance of the children into the centre to ensure that physical distancing will be encouraged at the beginning and end of the day.

### **Procedures**

#### **Drop off Area Orde Site**

- The small yard main entrance will be used for drop off of child/ren who attend any part of our programs, preschool, kindergarten or school age
- Parents/Guardians will not be allowed into the building
- A designated staff screener and an escort and will available in the screening area each morning
- Physical Distancing markers/signage will be visible in the drop off area and must be respected while waiting for your child to gain entry
- Hand sanitizers will be available in the screening area

#### **Drop off Area Satellite Site**

- The school main entrance will be used for drop off of the child/ren
- Parents/Guardians will not be allowed into the building
- A designated staff screener and an escort and will available in the screening area each morning



- Physical Distancing markers/signage will be visible in the drop off area and must be respected while waiting to gain entry
- High School students will be discouraged to wait in this area when the school is in session
- Hand sanitizers and cleaning and disinfecting supplies will be available in the screening area

### **Drop off Time both sites:**

- 7:45 a.m. to 10:00 a.m.
- If you come outside of these times, we ask that you call the centre when you arrive.
- Entrance doors are locked when not in use
- Screening process undertaken after the screening hours have ceased may face delays as the screener and escort may be involved in other activities at that time

### **Stroller Storage Orde Site**

- No indoor storage area for strollers will be provided.
- Strollers can not be left inside the playground
- Parents/Guardians are encouraged to take strollers with them upon drop off of the child

### **Stroller Storage Satellite Site**

- Stroller will be permitted into the daycare and will be used by staff to bring young children to their program rooms. Valeria Savtchouk (416) 338 8417
- All touch points on the stroller must be cleaned and disinfected prior to having the escort touch the stroller.
- Only the escort must transport the child directly to their room, the stroller must not to be given to anyone else in the hallway to transport to the child's room
- Escort will park stroller in stroller room and ensure that it is not touching other strollers
- Door to stroller room should be closed to reduce access at the end of morning drop off and reopened at the start of pick up time
- Strollers will be retrieved by escort at the end of the day, but must first be cleaned and disinfected prior to using.
- Escort will bring stroller to door of room; staff will place child in stroller and the escort will bring the child down to the parent

### **Pick up Procedure Orde Site:**

- A designated runner is available from 3:00 p.m. to 5:30 p.m. each day
- If you arrive before 3:00 p.m. please call the centre to inform us that you are here to pick up your child
- Please arrive by 5:15 to avoid late fees



- Any children who are picked up after 5:30 pm will be charged the regular late fees, unless the delay is due in part by the daycare
- The centre closes at 5:30 p.m. each day to ensure that we have enough time to clean the toys and materials for the next day. Please ensure that you arrive by 5:15 p.m.
- The small yard main entrance will be used for the pick up of children for children who attend the preschool program, and any siblings of this child who are in the school age or kindergarten program
- The big yard open gate area (when children are in the playground) or the big yard main doors will be used for the pickup children who attend the kindergarten or school age program

**Pick up Procedure Satellite Site:**

- The pick-up children can occur between 4:00 p.m.-5:15 p.m. each day
- If the preschool or toddler children are out in the yard when you arrive, please pick up your stroller, which is stored safely and physically distant from other strollers in the entrance, and proceed up the ramp to pick up your toddler or preschool aged child from the playground
- If you have an infant, the staff in the yard will call the infant room and they will bring your child down to the main entrance.
- If the children are not outside when you arrive, we ask that you call us upon arrival and we will bring your child down to the main entrance along with your stroller
- The centre closes at 5:15 p.m. each day to ensure that we have enough time to clean the toys and materials for the next day. Please ensure that you arrive by 5:15 p.m.
- Any children who are picked up after 5:15 pm will be charged the regular late fees, unless the delay is due in part by the daycare.

**Policy and Procedure Review:**

This policy and procedure will be reviewed and signed off by all employees before commencing employment, upon introduction of a new policy, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care **Drop off and Pick Up Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Drop off and Pick Up Policy and Procedures**. I understand that if I have questions, at any time, regarding the policy and procedure, I will consult with my immediate supervisor.

Please read the **Drop off and Pick up Policy and Procedure** carefully to ensure that you understand the policy before signing this document.

Staff Name	Supervisor Name:
------------	------------------



Staff Signature:	Supervisor Signature:
Date:	Date: