

# Child Minding/Zoned In Updated Policies and Procedure



UPDATED: September 18, 2020

Welcome back to child minding and Zoned In! We are so excited to relaunch our services to our members and are ready to serve you and your family as safely and effectively as possible, while maintaining rigorous safety practises and procedures in line with Interior Health guidelines. Please carefully review our new policies and procedures prior to returning to our facilities so we can ensure a safe and seamless transition to our new child minding/Zoned In processes.

## Drop in

### Program Hours

	<b>Kelowna Family YMCA</b>	<b>H<sub>2</sub>O Adventure + Fitness Centre (child minding only)</b>
<b>Monday–Friday mornings</b> (child minding only)	8:30 a.m.–12:00 p.m.	8:30 a.m. – 12:00 p.m.
<b>Monday–Thursday evenings</b> (child minding & Zoned In)	4:30 p.m.–7:30 p.m.	N/A
<b>Saturdays and Sundays</b> (child minding & Zoned In)	9:00 a.m.–12:00 p.m.	9:00 a.m. – 12:00 p.m.

### Time limit

There is a 1.5-hour time limit per person. Parents must remain in the facility.

### Capacity Limits

	<b>Morning Child Minding</b>	<b>Evening Child Minding</b>	<b>Zoned In</b>
<i>0–18 months</i>	3	2	N/A
<i>18 months–3 years</i>	5	4	N/A
<i>4–5 years</i>	8	6	N/A
<i>6–10 years</i>	N/A	N/A	10
		<i>(Kelowna Family Y only)</i>	<i>(Kelowna Family Y only)</i>

## Our Child Minding and Zoned In Spaces

- Activities will be organized in a thoughtful way, personal safety measures into consideration. Our child minding/Zoned In rooms will be appropriately spaced, with sectioned off areas for infants, snack time, imaginative play and free play spaces (child minding) and a variety of age appropriate stations with limited participants at each (Zoned In).
- Staff will ensure adequate spacing of activities and staff in order to provide appropriate space to the number of children in our care.

## Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.

- For the duration of the child minding program, our maintenance team will be responsible for entering the room every 30-minutes in order to ensure frequently touched surfaces are sufficiently disinfected.
- All child minding staff will also have additional responsibilities including cleaning and disinfecting regularly touched surfaces. These include faucet handles, doorknobs, table counters, chairs, toilet seats, light switches, ledges and frequently used toys.
- Staff will be adequately trained in appropriate handwashing, cleaning and sanitation protocols and will document cleaning times and areas each day.
- General cleaning and disinfecting of toys and equipment will occur once at the beginning of the day and once end of day at a minimum.
- Surfaces that are visibly dirty will be cleaned and disinfected immediately.
- A safe, plant-based disinfecting solution, Bioesque will be used in the child minding and Zoned In rooms. Find the details about this product here: <https://bioesquesolutions.com/botanical-disinfectant-solution/>
- The YMCA of Okanagan **will not allow children to bring toys and other items into the child minding room** at this time. Please bring your child's belongings in a labelled backpack, with any additional personal belongings labelled as well (e.g., water bottles, Tupperware's, etc.).
- Disposable gloves and PPE must be used by all staff when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine).

## Physical Distancing and Minimizing Physical Contact

- Staff will minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.
- Children from the same household do not need to maintain physical distance from each other.
- Close greetings (e.g. hugs, handshakes) will be replaced with no-touch alternatives (elbow bumps, air fives, heart hands etc.) and staff will regularly model strategies to encourage children to keep their hands to themselves.
- Consistent staffing will minimize the number of adults the children come into contact with.
- Capacities will be limited in the child minding and Zoned In spaces and will follow the YMCA Canada ratios of staff to children to create a reasonable size cohort.
- More individual activities or activities that encourage more space between children and staff will be incorporated.
- Snack time will be staggered to allow spacing between children and the area will be sanitized between use. Please label your child's snacks clearly and bring them in a backpack, which is also clearly labelled.
- The number of additional adults entering the program area will be minimized, unless that person is providing care and/or supporting inclusion of a child in care (e.g. supportive childcare assistants, speech language pathologist, etc.)

## Pick-up and Drop-off

- **Kelowna Family YMCA**
  - For **morning child minding**, drop-off will occur at the second door (halfway down the hallway) of the child minding room which will be marked '**DROP OFF ONLY**'. Pick-up will occur at the first door (closest to the front entrance) which will be marked '**PICK UP ONLY**'.
  - For **evening child minding**, drop-off and pick-up will be in the Kelowna Family Y Preschool room and **Zoned In** drop-off and pick-up will be in the Youth Zone area.
- **H<sub>2</sub>O Adventure + Fitness Centre**
  - **All child minding** drop-off will occur at the second door (closest to the elevator) of the H<sub>2</sub>O child minding room marked '**DROP OFF ONLY**' and pick-up will be at the first child minding room door (closest to the gym) marked '**PICK UP ONLY**'.

- Parents are asked to wait on the appropriate markers until you are signed in and to not enter the program space. Please ensure you bring a mask as it is recommended you wear it when other adults are present. Staff will be wearing masks during interactions with adults only (at sign in and sign out). Children do not require masks to participate in our programs, as they are not recommended. However, if you wish to send your child to the program with a mask, we will do our best to ensure they wear it at all times.
- We ask that you sanitize your hands, and your child's hands, prior to signing in and your child entering the child minding Room or Zoned In areas. There will be sanitizer provided in each area or you may wash your child's hands with soap and water in the bathrooms located outside of the room prior to entering the program spaces.
- Parents will not be permitted to enter the child minding and Zoned In spaces. Staff will meet you at the door and invite your child into the room and take any of your child's belongings to a sanitized designated area. Please know our staff will do our best to help your child adjust to the room during this process. We are required to limit the number of adults in our child minding room; however, we will allow brief access if your child is not settling after 5–10 minutes. Staff will come find you based on your indicated location on our sign in form. If you must enter the room, you must be invited by a staff member and it is recommended that you wear a mask. For our Zoned In program, we ask that parents sign in outside of the room and staff will direct your child with their belongings into the youth zone space.
- Parents are required to sign their children in and out of each program each day, as per our Child Protection policies. We ask that one parent/caregiver pick-ups/drop-offs at a time to avoid congestion.
- Daily **health check at drop-off** will be conducted by asking parents and caregivers to confirm all individuals' health, and to ensure the absence of symptoms relating to the common cold, influenza, COVID-19, or other respiratory disease.
- Parents are required to sign a **Parent/Guardian Agreement (See Appendix A)** upon arrival to program. In this document, parents agree to, and understand the protocols and risks associated with participating in YMCA Child Minding/Zoned In. This form must be signed at the beginning of our Fall session and will cover the duration of the session until December 31, 2020.

## Sick Policy

### Daily Checks for Respiratory Illness and Staying Home When Sick

- All parents, caregivers, and children who have symptoms of COVID-19 **OR** who have travelled outside Canada in the last 14 days **OR** who have been identified as a close contact of a confirmed case **must stay home and self-isolate**.
- **Parents and caregivers** must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious disease before sending them to YMCA recreation programs.
- Children who are ill, including children of essential service providers, will not be permitted to attend YMCA Child Minding or Zoned In services.
- **Staff** will assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to working and they will stay home if they are ill.
- If a child develops symptoms or becomes sick while at the facility, they will be quarantined immediately with a YMCA staff, who will utilize a mask and gloves and you will be asked to pick up your child immediately. The area will be thoroughly sanitized and cleaned.
- If a parent or caregiver is unsure if they or a child should self-isolate, they should be directed to use the [BC COVID-19 Self-Assessment Tool](#), contact 8-1-1 or the local public health unit. They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases.

## Hand Hygiene

Rigorous hand washing with plain soap and water is the single most effective way to reduce the spread of illness. Children can pick up germs easily from anything they touch, and can spread those germs to objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents are asked to teach and reinforce these practices at home. Staff will model and ensure children are washing their hands and/or sanitizing regularly throughout their time in the child minding and Zoned In rooms including:

- When they arrive at the program and before they go home
- Before and after eating and drinking
- After using the toilet
- After sneezing or coughing
- Whenever hands are visibly dirty

Please note that staff will be responsible for administering hand sanitizer to children and it will be kept out of reach of children at all times.

## Respiratory Etiquette

Children will be directed to:

- Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene (“Cover your coughs”).
- Not touch their eyes, nose or mouth with unwashed hands.

**Please note:** If your child has pre-existing medical conditions that have similar symptoms to COVID-19, (e.g., cough due to asthma, allergies) please inform the staff upon arrival of these conditions and/or provide a doctor’s note to the Child & Youth Manager.

## Snack Time Etiquette

- Children will not share food, drinks and other personal items, unless from the same household.
- Parents are asked to bring healthy nut-free snacks for your child and inform the staff of any additional allergies at sign in.
- Label personal items with the child’s name to discourage accidental sharing.
- Children will have ample space to enjoy their snack and will be minimally distanced from other children at the snack table to allow for appropriate social interaction.



## YMCA Child Minding/Zoned In Parent/Guardian Agreement

- ✓ I agree to daily screening checks for my child(ren) who are participating in YMCA Child Minding/Zoned In and I will let the YMCA know if my child has experienced any of the COVID-19 symptoms outlined in this document in the last 14 days
- ✓ I agree to inform YMCA staff if my child(ren) have been in close unprotected (face-to-face contact within 2 metres) with someone who is ill with a cough and/or fever and withdraw my child from the program
- ✓ I agree to informing YMCA staff if anyone in my household has been in close unprotected (face-to-face contact within 2 metres) of someone who is being investigated or confirmed to be a case of COVID-19
- ✓ I agree to keep my child at home if they are feeling sick and they will remain home for 14 days if experiencing the symptoms of COVID-19
- ✓ I agree to sanitizing my hands and my child's hands upon sign-in of my child and prior to entering the program space, with either soap and water or the sanitizer provided.
- ✓ I agree to maintaining physical distance from other adults upon sign-in and sign-out by following the protocol of maintaining 2 metres between myself and my children, and other families. I also understand that it is recommended that I wear a mask if I am within 6 feet of another adult and when interacting with child minding/Zoned In staff at drop-off/pick-up.
- ✓ I agree to immediately picking my child up if they develop any symptoms of COVID-19 during a YMCA Child Minding/Zoned In and understand that they will be quarantined safely by a staff member until my arrival.
- ✓ I understand that if I do not abide by the above protocols that I may be asked to withdraw my child for the YMCA Child Minding/Zoned In program for up to 14 days to protect myself and others around me.
- ✓ I acknowledge that there are risks associated with my child(ren) attending the YMCA Child Minding/Zoned In and that the measures taken by the YMCA and participants, including those set out in this Parent Manual, will not entirely eliminate those risks.
- ✓ I acknowledge that this agreement is valid for the period of September 28 – December 31, 2020

Parent/Guardian Full Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_