

# Policy Manual

## COVID-19 Pandemic

### Procedures\*

***\*Our school policies are subject to change if protocols set by the Region of Waterloo or the Ontario government are updated. \****

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## Disinfection Policy

In addition to routine practices for dealing with blood/body fluids and blood/body fluid by-products, all staff must strictly adhere to sanitary precautions in all aspects of the program.

## Disinfection Procedure

Centres will be cleaned and disinfected thoroughly prior to being re-opened. Once the centre is operational, cleaning and disinfection must be performed at least once a day before opening for the day and whenever contaminated during daily operation on an ongoing basis.

High touch surfaces such as handrails, door knobs, light switches, tabletops will be cleaned and disinfected twice daily.

Cleaning products used must have a Drug Identification Number (DIN) and statement of capacity to kill viruses (contains a virucide). If a diluted bleach solution is used, it should be prepared according to instructions on the label or if using bleach that has a concentration of 5% hypochlorite, add 5 mL (1 teaspoon) of bleach in 250 mL (a cup) of water, or add 20 mL (4 teaspoons) bleach in 1 litre (4 cups) of water to give a 0.1% sodium hypochlorite solution. Be sure to prepare the solution fresh, when you are intending to use it, and only dilute bleach in water (and not with additional chemicals).

Prior to re-opening, all staff will read and sign off on new Covid-19 Pandemic Care Plan policies and be trained and will follow the Health and Safety Protocols.

The centre will maintain a cleaning and disinfection log to track and demonstrate daily and weekly cleaning.

## Hand Hygiene and Respiratory Etiquette

Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies. Staff will be trained and able to assist children on appropriate hand hygiene and respiratory etiquette, including the use of alcohol-based hand rub (ABHR), and reinforcing its use. Hand hygiene should be conducted by anyone entering the child care setting and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended

Disposable Gloves: Gloves must be worn in the following circumstances and disposed after use:

- Administering first aid
- Cleaning up blood and body fluid e.g. vomitus spills and disinfecting surfaces
- Rinsing wet clothing or linen • Contact with diarrhea e.g. cleaning/disinfecting contaminated surfaces, diaper changing
- Handling dirty laundry
- Cleaning toys and surfaces
- Staff must adhere to proper don/doffing of gloves, see video link

Hand Washing: Staff and volunteers must wash their hands with soap and warm water in the following situations:

- Before handling food, drinks or medication
- Before and after eating
- Before and after diaper check and change
- Before and after toileting
- Before and after contact with bodily fluids
- Before and after using gloves
- Before and after touching theirs or someone else's face
- Before entering and leaving a classroom
- After touching contaminated articles such toys that have been mouthed or personal care items such as toothbrushes
- Immediately following the disposal or laundering of any contaminated personal protective equipment (PPE)

If adults cannot access soap and water, alcohol based hand sanitizer containing a minimum of 60% alcohol can be used, only if the hands are not visibly soiled.

The removal of all hand jewellery and nail polish is recommended to ensure thorough hand sanitizing and hand hygiene.

Children must be encouraged to wash their hands with warm soapy water:

- Before handling food
- Before and after eating
- Before and after toileting, including after a diaper change
- After putting their hands in their mouths
- At arrival time, and when coming inside from outdoor play
- Before and after engaging with sensory materials (e.g. sand, water, playdough)

### **Masks and other PPE**

Adults are to adhere to proper don/doffing of any mandatory or optional personal protective equipment and practice hand hygiene immediately following the disposal or laundering of any contaminated PPE.

Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. Wash your hands before putting on a mask and after removing a mask using soap and water or an alcohol based hand sanitizer.

Masks and eye protection (face shield or goggles) will be worn by staff at all times in the classroom, during screening, and on the playground when 6ft of distance cannot be maintained. Exemptions will be made for staff with medical conditions that do not allow them to wear a mask. Staff who are unable to wear a mask due to a medical exemption should continue to work without contact with others.

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LCNS recommends that children over the age of 2 years wear a mask when indoors at school. Children who are under the age of 2 years, have a medical condition which prevents them from wearing a mask, or who cannot tolerate wearing a mask will be exempt from this policy. Parents are asked to provide the masks and the school will provide a reusable ziplock bag to store the mask in. Teachers at LCNS cannot be responsible for putting masks on or taking them off of children. We know it is unrealistic to think a child will tolerate a mask the whole time they are at school and our teachers would never force the child to wear the mask if they are uncomfortable. Children who chose to remove their masks will be assisted to put them away. Parents are asked to help their child practice putting on and taking off the mask at home.

Masks should be replaced when damp or visibly soiled.

How to wear your mask:

1. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer before putting on your mask.
2. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
3. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
4. Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

How to throw away your mask:

1. Do not touch the front of your mask to remove it.
2. Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
3. Hold only the loops or strings and place the mask in a garbage bin with a lid.
4. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer after you have discarded your mask.

### **Disposable Gloves**

Gloves are used alone or in combination with other PPE to prevent exposure. Gloves should be put on just prior to the interaction with the child and removed immediately and disposed of in the appropriate receptacle when the interaction has ended.

For a demonstration please watch the How to don and doff gloves video:

<https://www.youtube.com/watch?v=xueBYfEIFEg>

How to put on gloves:

1. Perform hand hygiene
2. Put on gloves, taking care not to tear or puncture glove

How to remove gloves: Remove gloves using a glove-to-glove/skin-to-skin technique

1. Grasp outside edge near the wrist and peel away, rolling the glove inside-out
2. Reach under the second glove and peel away
3. Discard immediately into waste receptacle
4. Perform hand hygiene

### **Cleaning Toys and Play Equipment:**

The risk associated with transmission with shared objects is low. Instead of regular cleaning of shared objects, the focus will be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment.

Staff must wear gloves when cleaning / disinfecting any toys, equipment or furnishings.

Staff must ensure that all toys and equipment are in good repair, clean and sanitary.

As much as possible, toys and equipment which are made of materials that can be cleaned and disinfected will be provided as much as possible. Plush toys will be removed from classrooms and outdoor spaces as they cannot be readily cleaned and disinfected.

Mouthed toys will be removed immediately after the child is finished using them and will be cleaned and disinfected as soon as possible.

All of children's personal belongings should be labelled with their name.

If sensory materials (e.g., playdough, water, sand, etc.) are offered, emphasis will be placed on hand hygiene before and after the use of materials.

### **Laundry**

Dirty laundry will be removed from the classroom weekly and be stored for seven days before being sent home with duty parents to be washed, dried, and returned.

All laundry should be washed with regular soap and hot water (60°C - 90°C) and dried thoroughly. Clothing and linen from an unwell/infected child can be washed with other laundry.

Linens and children's clothing soiled with fecal material will be sent home with individual families. Fecal matter can be disposed in the toilet before bagging the items. Rinsing of these items is not permitted as per Public Health direction.

Staff must use appropriate PPE when handling laundry from a symptomatic person (e.g. gloves, eye protection, lab coat).

Laundry hampers will be clearly labelled 'dirty' or 'clean' and be disinfected regularly.

**Standard Cleaning protocols** (to be followed when children in care are asymptomatic):

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Child care centres premises will be cleaned frequently. Focus should be on regular hand hygiene to reduce the risk of infection related to high touch surfaces.

- Preschool and toddler toys must be cleaned at least every week and more frequently as needed.
- Mouthed toys must immediately be cleaned and sanitized after every use.
- Large equipment and shelving must be cleaned and disinfected every week.
- Floors will be kept clean and dry throughout the day. They must be damp mopped as necessary by staff. We will not sweep as this spreads bacteria and virus into the air.
- Tables used to eat snacks will be cleaned and disinfected before and after each child.
- Re-inforce not sharing food amongst the children.
- Ensure sippy cups, bottles, soothers are labelled to avoid accidental sharing.
- Food will be served by one person rather than letting children help themselves.
- Children's cubbies are to be kept neat and checked weekly by staff.
- Outdoor equipment will be cleaned and disinfected before each use.

Staff will thoroughly clean and disinfect bathrooms, and damp mop the floors daily.

All common areas and high touch surfaces (e.g., door knobs, hand rails, light switches, tabletops, sinks, faucets, toilet handles) will be cleaned and disinfected at a minimum of twice daily and when soiled.

A cleaning log for toys and equipment will be used.

### **Cleaning Post Symptomatic Child**

A sign will be posted on the isolation divider indicating that the space is closed until a thorough cleaning can be done.

Staff will be responsible to thoroughly clean the isolation space donning the appropriate PPE. The classroom where a symptomatic child or staff member has been will undergo a thorough cleaning and disinfection before being opened to program participants again. This section of the room will be closed until the cleaning is done. A sign will be posted to notify others that the area is closed. Cleaning will include disinfection of all toys and surfaces including tabletops, chairs, washrooms, and equipment.

Items unable to be disinfected will either be disposed off or quarantined in a sealed storage area for 7 days.

### **Reporting Illness Policy**

To ensure the health and well being of children within the centre, children and staff who become ill are asked to stay home or if they become ill while attending the program, will be required to leave the program. Cases of suspected or confirmed cases of COVID 19 will be reported to the Region of Waterloo Public Health and Ministry of Education.

If the child is not attending the program on their scheduled day, parents are required to notify the supervisor of the absence and the reason.

Staff must assess the situation to determine the need for when a child needs to be picked up by the parent. This can be determined through the noticeable onset of symptoms. Staff will self monitor their own health throughout the day.

### **Procedure when symptoms are reported by parents or observed at screening**

1. Any individuals who do not pass screening will be asked to return home and self-isolate.
2. The centre supervisor will advise families on next steps based on the recommendations within the screening tool. At any time, the supervisor may contact public health for further directions. The supervisor will follow all direction provided by Public Health.
3. Symptomatic persons will go for COVID-19 testing and be advised to remain home until they are known to be COVID-19 negative and 24 hours symptom free. The symptomatic child's sibling is also to be excluded until this time.
4. Testing centre information can be found at: <https://www.regionofwaterloo.ca/en/health-and-wellness/community-assessment-centres.aspx>
5. An ill individual who has a known alternative diagnosis provided by a health care professional may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours.
6. Individuals who test positive for covid 19 cannot return until cleared by their public health unit.

Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

### **Procedure when an individual develop symptoms during program**

1. Anyone who develops symptoms of ill health including symptoms of ill health related to COVID-19 must follow the direction below.
2. The supervisor or designate immediately will contact the parent /caregiver and Public Health. Pick-up shall be arranged for the child. If the parent cannot be reached, the emergency contact person will be contacted to pick up the child. COVID-19 symptoms are as defined in the most recent version of the Ministry of Health COVID-19 Reference Document for Symptoms:  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx#symptoms](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx#symptoms)
3. Symptomatic children are immediately separated from others in a supervised area until they can go home. A teacher from the program room will accompany the child and provide supervision at all times. If the child is over the age of 2 and willing, the child will don a mask. If the symptomatic child has any siblings at the centre they will also be sent home at this time.
4. Staff should wear a surgical/procedure mask, eye protection and lab coat or gown at all times while supervising a symptomatic child. Every effort should be made for physical distancing to be maintained between the staff and symptomatic child.



5. If the child is in a room with other family members from the same household only, the child will not need to be removed from the program room. Efforts will be made to encourage the child to maintain physical distancing from teachers.
6. Every effort will be made to keep the child comfortable until someone arrives to take him or her home.
7. Hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up. The designated area will be supplied with hand sanitizer with 60% alcohol content. Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
8. Once the child and siblings have been picked up, the childcare teacher will remove and dispose of appropriate PPE, according to the Public Health Ontario Don/Doffing PPE Fact Sheet
9. Reusable PPE such as blanket, cloth or lab coat should be laundered immediately. Clothing and linen from an unwell/infected child can be washed with other laundry. The child's personal items must be bagged and sent home and not washed.
10. Reusable PPE such as a face shield will be disinfected.
11. Disinfecting of both the program space and isolation space will be cleaned as per the Covid-19 Pandemic cleaning post symptomatic child procedure.
12. Any items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
13. The centre supervisor will contact Region of Waterloo Public Health to report a symptomatic person: <https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>. Further direction about isolation and/or testing of others at the centre will be provided by Region of Waterloo Public Health if the child is COVID-19 positive or in close contact of a case. The supervisor will follow all direction provided by Public Health.

The following information will be shared with Public Health

- Child Care Centre Name, contact person, phone number, email address
  - Symptomatic Person's name and contact information
  - Guardian information for child
  - Date of symptom onset
  - Description of symptom(s)
14. Symptomatic persons will go for COVID-19 testing and be advised to remain home until they are known to be COVID-19 negative and 24 hours symptom free. The symptomatic child's sibling is also to be excluded until this time.
  15. Testing centre information can be found at: <https://www.regionofwaterloo.ca/en/health-and-wellness/community-assessment-centres.aspx>

### **Serious Occurrence Reporting**

Child care licensees are required to report a serious occurrence for COVID-19 related matters for:

- a) Confirmed COVID-19 cases; or
- b) Closures ordered by your local Public Health Unit (i.e., where a closure is ordered for a centre, program room/s or provider's home due to a confirmed or a suspected COVID-19 case(s)).

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#### Additional Information/Tips:

- Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a suspected or confirmed case, licensees must update the existing/open serious occurrence report to add this information; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.
- Please note: should the entire child care, part of the child care (i.e. a program room) or a home child care provider's home close due to a "confirmed or suspected case" (as defined above), a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.

#### Symptoms of COVID-19

The ministry recommends licensees refer to the Ministry of Health COVID-19 Reference Document for Symptoms which outlines the symptoms which have been most commonly associated with COVID-19.

#### Physical Distancing Policy

When setting up the play space, physical distancing of at least 2 meters must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort.

#### Physical Distancing Procedure

In order to promote physical distancing the following measures will be used.

- spreading children out into different areas, particularly at meal and dressing time by removing some chairs to create more space and using alternate cubbies where feasible or staggering entry into the room so that there are fewer children in cubby area at a time
- in bathrooms, using alternating stalls and only using one sink
- incorporating more individual activities or activities that encourage more space between children
- using visual cues to promote physical distancing (markings on the floor)
- planning activities that do not involve shared objects or toys
- When possible, moving activities outside to allow for more space

#### Staff Scheduling Policy

Movement of staff between child care centre locations is permitted, however, will be minimized as much as possible.

## Group Events and Meetings Policy

Group events will not take place during the emergency period. Meetings with the board and parent-teacher conference will be held using virtual technology. In person meetings that must take place will allow 2 meters between participants and all group members will wear a mask that covers their nose and mouth.

## Parent Drop off and Pick Up Policy

In order to maintain safety and minimize contacts with others, parents and caregivers will be asked to drop off children at the screening station outdoors. Parents and caregivers are asked to wear a mask for drop off and pick up times. If parents or caregivers need to enter the building for essential purposes, they will be screened and the time of entry and exit will be recorded as well as contact tracing information.

## Parent Drop off and Pick Up Procedures

1. Pick-up and drop-off of children will happen outside the centre.
2. Staff will confirm receipt of screening results before entry to the classroom or playground.
3. Ground markings or pylons may be used to indicate appropriate physical distancing where parents may be waiting.
4. Any person who does not pass the screening criteria will be denied entry into the building.

## Screening Policy

To prevent the spread of COVID-19 and reduce the potential risk of exposure at the children's centres, screening questions will be required for all individuals prior to entry. Screening requirements apply to every employee, volunteer, student on educational placement, and child at the beginning of the day and all visitors.

Unvaccinated children under the age of 12 are now exempt from federal quarantine if they travelled in the company of someone who qualified for an exemption from quarantine based on vaccination status. However, they may not attend child care setting for 14 days after their arrival. The exception to this is that children may continue to attend child care setting if their international travel was solely due to a cross border custody arrangement.

## Screening Procedure

1. A greeting and explanation will be posted on the entrance door notifying caregivers, staff, and visitors of the requirements for screening prior to entry.
2. Parents or caregivers must complete the online screening tool at home and email the receipt to the supervisor daily. The screening tool is provided by the Ministry of Education and may change periodically throughout the school year. The screening tool is accessed at: <https://covid-19.ontario.ca/school-screening/>.
3. Parents or caregivers who forget to complete the online screening tool will be provided with a paper copy.

4. Completed screening forms will be maintained in a locked filing cabinet for 30 days after which they will be destroyed.
5. Parents / guardians and staff are encouraged to check their temperatures (and children's temperatures) daily before coming to the centre. If the temperature is equal or greater than 37.8 degrees Celsius or if the child/children have any cold-like symptoms or vomiting and/or diarrhea, the child should not be brought to program.
6. Staff will also do a visual check of anyone entering the facility. Where a child or adult is obviously ill, vomiting, diarrhea, fever, runny nose, sore throat, staff must refuse entry into the facility to promote health and wellness at the centre.
7. If not already completed, temperatures of staff, caregivers, children and visitors will be taken using an infrared thermometer and recorded at the screening station. Any person with a temperature equal to or greater than 37.8 degrees Celsius will not be permitted to enter the facility.
8. Staff who are experiencing any symptoms or who do not pass screening are expected to stay at home and report their absence to their supervisor.
9. The supervisor will follow the reporting illness policy and procedure.
10. The staff doing the health screening will remain behind the Plexiglas barrier at the screening booth until both the parent and the child have passed the screening. This staff member will wear PPE (a surgical/procedure mask and eye goggles or face shield).
11. Screening, attendance and contact tracing records must be maintained for each individual.
12. Documentation of the information received during active screen must be recorded on the active screen sheet.
13. Upon passing the screening, the dedicated childcare teacher or screener will leave any items brought into the centre on the sanitizing table, and walk the child to the classroom. The staff member will be wearing a medical face mask and goggles or face shield.
14. The child/children will be asked to complete hand hygiene with the hand sanitizer before going into the program room or playground.
15. The screener or designated staff will disinfect, spray or wipe all items that the child has brought and deliver to the child's cubby or classroom. It is recommended that backpacks not be brought into the centre. Children's extra clothing can be stored in a ziplock bag in the child's basket, cubby area, or washroom, whichever is most convenient.
16. Throughout the day, teachers will monitor children's general conditions, including all symptoms per the most recent Ministry of Health COVID-19 Symptoms guidance document. This would include, but is not limited to:
  - New or existing cough
  - Difficulty breathing
  - Fever
  - Runny nose
  - Red Eyes (Conjunctivitis)
  - Headache and a general feeling of being unwell
  - Diarrhea, vomiting
  - Tired or sore muscles, chills

- Sore throat
  - Muscle fatigue
17. If the child's condition changes at anytime throughout the day, the childcare teacher will notify the supervisor or designate immediately so the caregivers can arrange to have the child picked up.
  18. The child will be isolated until pick up can be arranged according to the isolation procedure.
  19. If a child or staff member has been absent from the program due a positive case of COVID-19, the child or staff cannot return to program until cleared by public health. The person screening will verify with the supervisor or designate that the child or staff is eligible to return.

### **Communication Plan**

In the event of an outbreak in our childcare centre, families will be notified by email through the google groups and asked to reply to confirm receipt of the information. Any family that does not respond within a designated amount of time will receive a telephone call.

### **Visitors**

Under the direction of the Medical Officer of Health for Waterloo Region, only essential visitors will be permitted to enter the program. All visitors will be screened and contact information will be recorded. Visitors are required to wear a medical mask (surgical/procedural).

Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect the child care centre at any reasonable time.

## **Covid-19 Immunization Disclosure Policy**

### **Purpose**

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization disclosure. Contingent upon vaccine availability, all eligible individuals, are strongly encouraged to receive a COVID-19 vaccine, unless there is a medical reason to not receive a vaccine.

### **Background**

Lakeshore Co-operative Nursery School recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect the child care program's population including children, staff, volunteers, students on educational placements and any person providing child care or other services to a child in care. COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with

underlying medical conditions.

### **Application of the Policy**

The Immunization Disclosure Policy will apply to the following groups of individuals, except where the individual works remotely and the individual's work does not involve in-person interactions:

- Employees of the licensee;
- Volunteers;
- Students on an educational placement;
- Any licensee who regularly interacts with children, staff or providers; and
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant)

### **Policy**

The Chief Medical Officer of Health has directed all licensed child care programs to develop, implement and ensure compliance with a COVID-19 immunization disclosure policy. All individuals covered by this policy must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
  - a. that the person cannot be vaccinated against COVID-19; and
  - b. the effective time period for the medical reason (i.e., permanent or time- limited).
3. Proof that the individual has completed an educational session approved by LCNS.

### **Educational session**

The educational session has been approved by and/or provided by Lakeshore Co-operative Nursery School and addresses all of the following learning components:

- how COVID-19 vaccines work;
- vaccine safety related to the development of the COVID-19 vaccines;
- benefits of vaccination against COVID-19;
- risks of not being vaccinated against COVID-19; and
- possible side effects of COVID-19 vaccination.

An attestation must be completed to show that individuals have completed the required Educational Session.

### **Support for Vaccination**

Lakeshore Co-operative Nursery School will provide the following supports for people subject to this policy to receive a vaccine:

- Paid sick leave to recover from the side effects of a vaccination

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**Testing Requirements**

Individuals subject to the policy who are not fully vaccinated must regularly complete an antigen point of care testing for COVID-19 and demonstrate a negative result, every seven days; and provide written verification of the negative test result. For individuals who are deemed covered by the immunization disclosure policy but are less frequently present at the premises (e.g., a volunteer duty parent), frequent testing may not be possible or reasonable. In these cases, the individual must submit to a rapid antigen test as part of screening, prior to interacting with children, providers or staff.

**Confidentiality Statement**

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, Lakeshore Co-operative Nursery School is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

The records required under the instructions may contain personal information, including personal health information. LCNS will ensure that records required under the instructions are kept in a secure location at the child care centre and will abide by privacy regulations to ensure confidentiality is maintained.

**Covid-19 Tuition Fee Policies**

Tuition fees are due at the time of registration and must be in good standing for children to continue in the program. Parents are required to pay for all regularly scheduled days including statutory holidays, snow days and the child's sick/vacation days. Refunds will be given due to a COVID-19 closure by the Region of Waterloo Public Health Unit. The LCNS board will reassess the situation if a longer closure is necessary due to an outbreak or if schools are mandated to close by the government.

Tuition fees are set by the LCNS Board of Directors, based on the operation costs of the school, and are supplemented by the Region of Waterloo, Ontario Government Operating Funding, and grant opportunities.

Fees must be paid prior to a child starting school. If a child starts part way through the school year, a payment covering the full installment for the month is required if the child begins before the 15th of the month, as well as payment for each month through June. Registrations received on or after the 15th of the month, tuition will be reduced by 50% of the total monthly rate for the first month only. Paperwork to initiate Pre Authorized Debit is to be received before the start of participation by the child.

Notice to Families: The first NSF payment is subject to a penalty equal to the bank fees charged; the second will be double the bank fees. At the third occurrence the withdrawal policy shall be implemented.