

We are excited to announce the reopening of Kids Klub on September 1, 2020. However, Kids Klub will be operating differently than you have previously experienced, so please read the following letter thoroughly. Following new protocols to safely monitor the number of children within this area, we have created a sign-up process. Staff and members will now be required to call reception to book their time slot and provide the number of children and their ages, that will be attending for that visit. Time slots are an hour and a half long, followed by 15-minutes to allow our staff to thoroughly clean the room before the next set of children arrive. We are allowing 8 children per time slot with a maximum of three children under the age of 3. You can book one slot per day, up to 48 hours in advance.

Following are the time slots:

<b>Monday - Thursday</b>	9:00 am – 10:30 am	<b>Friday</b>	9:00 am – 10:30 am	<b>Saturday</b>	8:30 am – 10:00 am
	10:45 am – 12:15 pm		10:45 am – 12:15 pm		10:15 am – 11:45 am
	12:30 pm – 2:00 pm		12:30 pm – 2:00 pm		

**New Procedure:** Upon arriving to the facility, the member will check in at reception, the receptionist can confirm their appointment. Their time slot is an hour and a half, but they are free to use for however long they are comfortable within that time frame. It is extremely important that they do not come before or after. When dropping off and picking up they will be encouraged to use social distancing requirements and keep 6 feet apart from other parents, children, and staff. As soon as the parent get into the room, they will be asked to wash their children’s hands, or use the hand sanitizer and put away their belongings in their assigned cubby for the day.

While the member’s children are in Kids Klub, they will be asked to wash their hands at the following times:

- When they arrive and before they go home
- Before and after eating and drinking
- After a diaper change
- After using the toilet
- After sneezing or coughing

Employees will wash their hands regularly throughout the day, including:

- When they arrive at the workplace and before they go home
- Before and after handling bottles or feeding children
- After changing diapers
- After assisting a child to use the toilet
- After using the toilet
- After contact with body fluids
- After cleaning tasks
- After handling garbage

The staff will be responsible for cleaning and disinfecting the room after every time slot. The following is a list of procedures to ensure the safety of the room:

- We have removed all toys that are not easily cleaned, such as stuffed animals.
- Any time a child puts a toy in their mouth, that item will be set aside until it has been cleaned and disinfected.
- The crib will be cleaned and disinfected per use.
- The diapering station will be cleaned and disinfected per use.
- When holding young children, the staff are encouraged to use a receiving blanket to cover clothing. The blankets will be laundered after each use.
- Sharing of snacks or drinks will not be allowed by staff or children.
- Masks are mandatory for all staff in Kids Klub.

As you know, physical distancing will be challenging. We have created more specific areas in Kids Klub to encourage separate play. We will do our best but do not promise to keep them apart.

### Physical distancing

- Staff should maintain a distance of at least 2 metres from each other. Where this is not possible, for example when transferring a young child from one worker to another, plan and communicate the work task in advance to ensure that time spent in proximity is minimized.
- Consider incorporating activities involving books, individual games to encourage physical distancing between children. We need to keep the little ones occupied as much as possible and encourage individual play.
- It is not always possible for workers to maintain physical distance from children, and between children, when in care. Adhere to the principle of distancing where possible, by:
  - Minimizing the frequency of direct physical contact with children
  - We will be creating areas in Kids Klub to encourage individual play to space children apart. Note that children who live in the same home do not need to maintain physical distance from each other
  - The tables are organized further apart for snack time to space children apart

### Important Reminders

- If any child is sick, they must not enter Kids Klub. Always ask the parents how the children are feeling before they enter the room
- Every child must wash their hands when entering Kids Klub
- Always label the cubbies
- Must disinfect toys after each child
- Can not share food and they must use their own cups and utensils.