



**Before School  
Program  
2020/21  
Parent  
Handbook**



## **O-YA's 2020/21 Before School Program**

Thank you for registering in O-YA's Before School Program. We know that a safe and high-quality program is important to your family and we look forward to welcoming your child this fall. This handbook will help parents by providing important information about our program and how it operates. If you require additional information, please inquire by email at [info@o-ya.ca](mailto:info@o-ya.ca).

O-YA's Before School Program is for children in Grades 2 - 6 and runs Monday - Friday from 6:30 am (Part Time) or 7:30 am (Full Time) - bus pick up. Full year registration, and a commitment to attend daily are required. During COVID-19, the program is only open to students from St. Leonards School.

### **Program Fees**

For the 2020/21 school year, O-YA's Before School Program fee is \$130 / month for Part Time and \$160 / month for Full Time. Monthly payments can be made by direct debit from your bank account, email money transfer or 10 post-dated cheques.

Program fees will only be waived / reduced if O-YA is required to close by Ottawa Public Health due to COVID-19. Program fees will still be due if participants are not attending due to a COVID-19 symptoms or diagnosis.

### **Notification of Absence**

If your child will be absent from O-YA's Before School Program, please call O-YA at 613-826-0726 or email [info@o-ya.ca](mailto:info@o-ya.ca). If a child is absent from the Before School Program and we haven't been notified, we will call the number(s) listed on their Registration Form to confirm you know your child is not in O-YA's care. Please note that during COVID-19, participants who are home sick will still need to complete a Health Assessment by phone with O-YA staff.

### **Bus Cancellation Days**

O-YA's Before School Program does not run on School Bus Cancellation days.

### **School Closure Days**

In the event that St. Leonards School is closed, O-YA's Before School Program will also close.

### **PA Days & School Holidays**

O-YA's Before School Program does not operate on OCDSB PA Days or on school holidays. O-YA runs Day Camps on most PA Days and some holidays. You must register separately for these camps. Details are available on [www.o-ya.ca](http://www.o-ya.ca).

### **Hang Up Your Things!!**

Each student will be assigned a hook at the front door to hang up coats, snowpants, backpacks, etc. It is each student's responsibility to make sure that their things are hung up and not left on the floor!

## **Food From Home**

Before School participants are welcome to eat (nut free) food they bring from home if it is a healthy food item (ie: no pop, chips, chocolate bars or candy). During COVID-19, no sharing of food will be permitted.

## **Personal Belongings**

O-YA staff are unable to take responsibility for or provide safe keeping for personal belongings brought to programs. If an item is valued or important it should remain at home.

## **Sign In Procedures**

Before School Program Sign In will take place outside of the internal entrance to O-YA. To limit exposure, O-YA is only allowing participants and staff into the building. Parents and guardians are not permitted to enter. When arriving to drop off your child, parent / guardians may either wait (one family at a time) in the front coat room at O-YA, or call 613-826-0726 from their car. Participants will be screened before entering by staff.

## **Response to COVID-19**

Given that there are active cases of COVID-19 in Ottawa, there is a risk that both symptomatic and asymptomatic transmission may occur. While measures to attempt to control these risks have been implemented in O-YA's environment, it is important that parents/guardians are made aware of and understand these risks.

### ***Notice of Risk:***

When children from multiple families attend a program, there is an increased risk of the COVID-19 virus coming into the program. Children who are infected with the COVID-19 virus are more likely than adults to have a very mild infection, or to have no symptoms at all. Nevertheless, these children can still transmit the infection to other children and to adults. This means that children can bring home an infection acquired in the program and put other persons at risk. All of O-YA's programs have a screening process to help detect infections when there are symptoms, however this screening process cannot detect infected children or adults who are asymptomatic at the time of the screening. The risk of serious COVID-19 infection increases with age and persons of any age who have chronic medical conditions that may put them at increased risk for serious illness with COVID-19 infection.

### **All of O-YA's programs follow the guidelines of Ottawa Public Health and the Ontario Ministry of Health's Principles of Safe Programming:**

- Physical distancing
- Adequate cleaning
- Frequent hand washing
- Proper and effective use of PPE (including wearing masks and eye protection when necessary)
- Respiratory etiquette
- Health checks / screening prior to program each day
- Staying home when unwell

## Active Screening of Children and Staff

The Ontario Ministry of Health recommends that all After School programs have the following measures in place to avoid the spread of COVID-19:

- Active screening is required for anyone entering the facility.
- Active screening is the process of proactively checking for symptoms (e.g., temperature checks), travel history and the contact with or care of a person(s) who may have COVID-19.
- A participant will not be permitted to attend program if the child or a household member fits the criteria below and will need to self-isolate. The decision on when to return to program is made in consultation with the Ottawa Public Health Outbreak Reporting Line:
  1. If you or your child(ren) have any COVID-19 symptoms described below;
  2. If you or your child(ren) have traveled outside of Canada in the last 14 days (including the United States of America);
  3. If you or your child(ren) live with, provide care for or spend extensive time with someone who has tested positive for COVID-19, suspected to have COVID-19 or who has a fever, cough or shortness of breath that started within 14 days of travel outside of Canada (including the United States of America).

### Symptoms of COVID-19 can 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
- Shortness of breath (out of breath, unable to breath deeply)
- Sore throat
- Difficulty swallowing
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Loss of taste or smell
- Pink eye
- 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 participants sluggishness or lack of appetite

Any child/staff who has any symptoms of illness OR whose parent or other household members are showing any symptoms of illness as described above, will be asked to stay home and self-isolate. The decision on when to return to camp is made in consultation with the Ottawa Public Health Outbreak Reporting Line.

### Participant Illness During O-YA Programs

- Symptomatic participants will be immediately isolated from the rest of the group (in the boardroom).
- O-YA staff will notify parent / guardians that the participant must be picked up from the program as soon as possible.
- At least one staff will stay with the participant at all times when they are in isolation. Staff who stay with the participant in isolation will wear a medical mask and remain 2 meters away from the participant.
- If the participant's symptoms include sneezing, coughing or the production of other bodily fluids, staff will wear full PPE including mask, eye protection, gown and gloves.
- In the event of serious illness (ie: participant is disoriented, becomes unconscious, is having difficulty breathing), call 911 and follow appropriate emergency procedures.
- Tissues will be provided to the participant to support proper respiratory etiquette, along with proper disposal in a plastic lined garbage container.

- Upon arrival of parents / guardians, staff will inform that we cannot know whether the participant has COVID-19 or not and that participant should be tested. It is up to the parent to determine if further medical assistance is needed. Following the test, the participant should stay home and self-isolate while waiting for the results.
- Environmental cleaning and disinfecting of the isolation space will be conducted immediately after the participant has been picked up. All items used by the sick participant should also be disinfected. Items that cannot be disinfected should be disposed of.
- The Outbreak Reporting Line will be contacted for further guidance.
- At the end of program day, Senior staff will inform all other parent / guardians verbally and in writing that a participant has developed a symptom and been sent home pending testing. Parents should monitor the health of their children. Provided they are symptom free, they can continue to participate in the program.

### **If Participants are Referred for COVID-19 Testing**

- Participants referred for COVID-19 testing must self-isolate while waiting for test results.
- Close contacts of participants or staff at the program over the last 48 hours before symptoms appeared should be monitored for symptoms.
- If parents / guardians choose not to have participants tested, participants must stay home and self-isolate for 14 days from the first day of symptoms OR until 24 hours (48 hours if vomiting and / or diarrhea occurred) after all symptoms have been fully resolved – whichever is longer.
- Determining when the participant or staff can return to program will be done in consultation with the OB Reporting Line.
- Determining closure and re-opening of program will be done in consultation with the OB Reporting Line.

### **If COVID-19 Test is Negative**

Participants who test negative for COVID-19 will still be excluded from the program until 24 hours after symptom resolution (48 hours for vomiting and diarrhea).

### **If COVID-19 Test is Positive**

- Ottawa Public Health will be notified of any positive COVID-19 test results at O-YA.
- Participants who test positive for COVID-19 must stay home and self-isolate for a minimum of 14 days after the onset of symptoms.
- Determining when the participant can return to the program will be done in consultation with the OB Reporting Line.
- Determining closure and re-opening of O-YA's programs following a Positive COVID-19 test will be done in consultation with the OB Reporting Line.
- A participant who has been identified as a close contact of a confirmed COVID-19 case should self-isolate and not attend program. Discontinuing self-isolation depends on whether they are still in contact with a case of COVID-19 and will be determined in consultation with the OB Reporting Line.

### **Program Space Required**

The City of Ottawa recommends that After School programs set a space limit of a minimum of 70 square feet per person. As such, O-YA will accept a maximum of 12 participants in our After School Homework Club at this time.

## **Enhanced COVID-19 Safety Protocols**

- It is mandatory for all staff and participants to wear a mask while inside O-YA
- Front Hall hooks have been spaced 2 hooks apart
- Participants are asked to bring their own refillable water bottles which staff will fill for them
- Participants are asked to bring their own helmets if they wish to use the scooters outdoors (helmets can be left at O-YA)
- Each participant will have an assigned seat
- Only one family is allowed in the front room at a time
- Only one person is allowed in the washroom at one time
- Visual markers will be used to designate areas for each participant and staff to occupy.
- Frequent handwashing will take place throughout the day.
- Equipment will be sanitized regularly and only materials that can be readily cleaned and sanitized will be used. Plush toys, books, puzzles, board games, play dough, etc. will not be used.
- High touch surfaces in the camp room and throughout the common areas of the facility will be sanitized frequently throughout the day.
- Participants with minor injuries who are old enough to follow directions and remain calm will be coached to provide themselves with first aid treatment with the guidance of a staff whenever possible.
- Staff will monitor and be responsible for physical distancing being maintained in all rooms.
- In areas such as hallways, verbally communicate when you are coming through. If possible, wait until space is clear.
- Food sharing is not permitted.
- Physical distancing of 2 meters should always be maintained.

## **Behaviour Management**

Staff use positive child behavior management practices and make every effort to work with children on an individual basis.

Should your child be involved in an unacceptable behaviour incident, he/she may be suspended until a specific behavior management strategy can be established. Intent and severity of the incident will be reviewed before a child is discharged from the program. Parents will be consulted, and your involvement and input are important.

Due to concerns associated with the potential transmission of COVID-19, we ask that parents remind their children of the importance of physical distancing and being respectful of the safety of others. If a participant purposely puts the safety of another child and/or staff at risk, parents will be contacted to pick up their child immediately. This behaviour may result in immediate discharge from the program.

## **Three SUPER EASY Rules (to have fun and be safe)!**

1. Use Kind Words
2. Keep Your Hands / Feet to Yourself
3. Follow staff / volunteer instructions

## **Code of Conduct Rules**

In order to provide a safe and enjoyable environment at O-YA's After School Homework Club, all participants are expected to:

Speak nicely to each other, Youth Workers and volunteers

Keep hands and feet to yourself

Touch only what belongs to you unless you have permission

Stay within the activity area

Listen to and comply with instructions given by O-YA's staff and volunteers  
Take care of O-YA's facility, equipment and furniture  
Be responsible for any personal items brought to O-YA (O-YA is not responsible for lost, broken or stolen items)

## **Consequences for Breaking The Rules**

### **5 Minute Time Out**

If a student breaks a rule, depending on severity, O-YA Youth Workers use a 1-2-3 system of discipline. 1 = 1st warning, 2 = 2nd warning, 3 = 5 minute time out either immediately and/or during free time. At each warning, students will be told which rule they broke and given a suggestion of how to improve their behaviour.

### **Parent/Guardian Called To Pick Student Up**

If a student gets three 5 minute 'time outs', parents/guardians will be called to pick their child up immediately. While students are waiting for pick up, they must wait in the Executive Director's office. Severity or intent of rule breaking may result in a call to parents with no preceding 'time outs'.

If a parent will not pick up their child immediately, a one week suspension will be considered.

### **One Week Suspension**

If a student's parents/guardians have to be called 3 times for early pick up, that student will be suspended from O-YA's After School Homework Club for 1 week (5 school days from the time of suspension). Parents/guardians will receive verbal notice of this upcoming suspension at the second 'call for pick up'. Severity or intent may result in a one week suspension with no preceding 'calls for pick up' or written notice.

### **Program Suspension**

If a student is suspended from O-YA's After School Homework Club for three 1 week periods, that student will then be suspended from O-YA's After School Homework Club for the remainder of the school year. Parents/guardians will receive written notice of this upcoming suspension at the second suspension. Severity or intent may result in program suspension with no preceding suspensions or written notice.

**Bullying, threatening, intimidating or violent behaviour will not be tolerated and may result in immediate program suspension.**

## **Suggestions, Questions & Comments**

O-YA welcomes your questions, suggestions or comments to make our Before School Program a great environment and experience for your child. You are more than welcome to speak to any of O-YA's Youth Workers when you pick your child up. Or, if you would like to speak to the Executive Director, please call 613-826-0726 or email [info@o-ya.ca](mailto:info@o-ya.ca) and we would be happy to set up a meeting with you.