

Play Loft's Summer Camp Policies and Procedures

Pledge

Play Loft Learning Center offers an array of summer day camp experiences guaranteed to meet the needs of all children. Staff dedicated themselves to provide children with top quality programs that focus on developing the whole child. Children will learn to socialize, cooperate, make decisions, build self-esteem, and challenge themselves in a safe and healthy environment.

Play Loft Camp Values

Play Loft camp tries to guide children in making the right decisions, building self-esteem, and displaying empathy and compassion for others. Our staff demonstrates, develops, and promotes caring, honesty, respect, and responsibility throughout the camp duration. We stand for a strong partnership between parents and staff, including the support and reinforcement of our values to foster the growth of happy, confident, and caring children.

Application

This policy applies to all employees, children, community members, and any other individuals engaged in business with Play Loft.

Procedure

Play Loft is **NOT** allowing any parents or non-essential visitors to enter the facility. The **designated screening, drop off and pick up area** for all children is the **hallway** where a staff member will welcome and dismiss the children every day.

Pick-Up and Drop-Off

To successfully operate the facility following the required guidelines Play Loft has made changes to the drop off and pick up time for our summer camp program. **Program Drop off is between 8:45 am – 9:00 am**, unless signed up for early drop off.

For children signed up for **early drop off**, the earliest the child can be dropped off to the center is **8:00 am** and for **extended care** the latest the child can be picked up is **5 pm**.

If you are **running late**, please drop off your child/ren **after 9:00 am**.

Names of anyone other than a parent/guardian who is authorized to pick up your child should be clearly listed in the office and a government issued photo ID will be required.

of anyone who we do not recognize. Under no circumstances will we release a child to anyone unless they are on the pickup list or informed by the parent.

Late Pick-Up Policy

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee. The late fee schedule is as follows:

- ☐ For the first time, the late fee is \$ 1.00 per minute
- ☐ If late five times in any four-week period the family faces removal from the summer camp program
- ☐ Play Loft clock is the time used to determine the late payment. Late fees not paid within 48 hours are added to your statement

Fee Policy

Fees are based on enrollment and not on attendance (*No fee decrease or credit for sick/missed days, personal vacations, and statutory holidays*). Accepted methods of payments are cheque or credit card. A written receipt will be provided for tax purposes. If fees are outstanding after the first five business days, there will be an additional late fee of \$ 10.00 per day.

Cheques that are returned as insufficient funds will have an additional \$ 50.00 charge. Nonpayment and dishonored cheques will result in consideration for termination of services, and withdrawals of the child/ren from Play Loft.

Cancellation Policy

Play Loft will not be providing any refunds to cancelled weeks. Play Loft requires **one month written notice provided on the first of the month for a full credit to be used in the school year**. Less than 4 weeks will not receive credit regardless of cause.

Emergency School Closure

Play Loft is committed to having our programs open on all scheduled days. We recognize emergencies beyond the Center's control such as the breakdown of essential services (hydro, heat, and/or water). We must consider the safety of all children and staff when we make decisions regarding full day closures or early closures due to emergency conditions. Due to unforeseen circumstances, the Centre may be required to close for health or safety reasons (i.e., illness, outbreak, fire, flood, etc.). There is also no reduction in fees should the center be required to close due to weather, power outage, emergency, or any other unavoidable circumstance.

Documentation

Attendance record and absenteeism will be monitored closely during the summer camp.

Enhanced attendance records will also be maintained where:

- Daily attendance records of all individuals other than staff entering Play Loft will be maintained in a log. This includes but is not limited to maintenance workers and government agency employees (e.g., public health inspectors, fire inspectors and program advisors).
- Records will include the following information: name, company, contact information, date, time of arrival/departure, screening results.
- Daily attendance record for all children and staff will be maintained.
- Absences will be recorded when a child, or staff is absent. This will be completed on the daily attendance.
- Supervisor will follow-up with all individuals (staff and children) to determine the reason for any unplanned absences, and determine if the absence is due to illness to note any symptoms (e.g., fever, sore throat, or cough)
- All parents are encouraged to email Play Loft about their child's absence indicating the reason for their absence.
- **Parent's guardians and non-essential visitors are not permitted to enter Play Loft**
- Attendance records will be always available on-site
- The Medical Officer of Health, or designate, may access the Centre records, or copies of the records, on request.

Hand Hygiene Policy and Procedures

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70 % - 90 % alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- ☐ Sneezing, coughing, or blowing your nose
- ☐ Using the washroom
- ☐ Handling garbage
- ☐ Before and After Handling food
- ☐ Outdoor play
- ☐ Toileting/ Diapering routine
- ☐ Handling soiled laundry or dishes
- ☐ Handling soiled toys or other items
- ☐ Coming into contact with bodily fluids
- ☐ Coming into contact with any soiled/mouthed items

Hands should be cleaned using soap and water or hand sanitizer before and after:

- ☐ Preparing, handling, serving and eating food
- ☐ Touching a cut or open sore
- ☐ Changing diapers
- ☐ Glove use
- ☐ Before and after giving medication
- ☐ Communal sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

1. Wet hands
2. Apply soap
3. Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under the fingernails
4. Rinse well under running water
5. Dry hands well with paper towel
6. Turn taps off with paper towel

When hands are not visibly soiled, follow these steps for cleaning hands:

- ☐ Apply hand sanitizer (70 % – 90 % alcohol based)
- ☐ Rub hands together for at least 15 seconds
- ☐ Work sanitizer between fingers, back of hands, fingertips and under nails
- ☐ Rub hands until dry

Hand Sanitizing Information

When your hands are not visibly dirty, a 70 % - 90 % alcohol-based hand sanitizer will be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hand before allowing the child to continue their activity. Parent consent is required to use hand sanitizer on children. If consent is not provided the child may not be permitted.

Glove Use

Gloves shall be worn when it is anticipated that hands will encounter mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrite gloves are single use.

Hand Hygiene

Hand hygiene will be promoted between staff and children. When to perform hand hygiene:

- ☐ Before touching your face
- ☐ Before preparing, handling, serving and eating food
- ☐ After using the washroom
- ☐ Before and after going outside
- ☐ After contact with body substances, mucous membranes of the eyes, nose and mouth and non-intact skin
- ☐ Before putting on and after taking off PPE
- ☐ Before and after child contact
- ☐ After touching 'regularly touched' items such as doorknobs, toilets and sink taps
- ☐ Whenever there is a chance that your hands may be contaminated

Food Safety Practices for snacks meals/lunch times

- ☐ There will be no sharing of food at mealtimes between any children
- ☐ For preschool children, snacks and meals will be served in individual portions to all children where utensils are will be used to serve food
- ☐ Children will not be allowed to prepare any food and all programming activities. Proper hand hygiene will be practiced by both children and staff before and after eating
- ☐ Preschool lunch will be catered by Wholesome Kids Catering where the drivers will be wearing masks while delivering to the center.
- ☐ Meal Practices are modified with a strict **NO SHARING OF FOOD** Policy, children will be maintaining physical distancing during lunch time. Preschool Lunch menu will be posted on the parent board along with our weekly snack menu. Play Loft is a **NUT FREE** facility.

Environment Cleaning and Disinfecting Policy and Procedures

Definitions

Cleaning: refers to the physical removal of foreign material (i.e., dust, soil) and organic material (i.e., blood, secretions, microorganisms). Cleaning not only removes but also kills microorganisms. Warm water, detergent and mechanical action (i.e., wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: describes a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children may come in contact with, requires a final rinse after the required contact time is observed.

Disinfecting

A sanitizing solution with a concentration of 1000 ppm, using **1 liter of water (4 cups) with 20 milliliters of bleach (4 teaspoons)** will be used as a disinfectant at Play Loft.

Additional disinfecting products used at Play Loft are Lysol Ready-to-Use (RTU) Spray or Wipes. They are all considered high-level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface. These additional disinfecting products will be used when there are no children in the center at the end of the day. The bleach solution will be prepared fresh daily.

- ☐ For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution using Bleach and Water

Solution in spray bottles with the contact time for disinfecting is a minimum of **2 minute** allowing to air dry

Disinfecting using Lysol Ready to Use Spray or Wipes

- ☐ Lysol wipes will only be used as a disinfectant at the end of the day when no children are in the classroom
- ☐ Put on rubber or heavy-duty nitrile gloves and mask if the employee has scent sensitivities
- ☐ Spray or wipe on **Lysol Spray** solution and leave on the surface for appropriate disinfecting contact time (**2 minute**). Ensure the spray setting is on **stream** and not mist
- ☐ Once the **2-minute** disinfecting contact time has elapsed, the surface has now been disinfected
- ☐ The surface will be given a final rinse with a single-use paper towel (i.e., lunch tables, floor, toy shelves)
- ☐ If the surface continues to be wet, wipe it dry with a single-use paper towel

Cleaning and Disinfection frequency requirements

- ☐ ***Clean and disinfect upon ENTRY to childcare (for staff)***
 - ☐ Any hard surfaces such as water bottles, travel mugs, cell phones, backpacks and lunch containers
- ☐ ***Clean and disinfect frequencies for other surfaces and items:***

Cleaning and disinfecting routines will be increased at a **minimum twice a day**. A cleaning and disinfecting log will be maintained in each classroom, washroom, and kitchen, indoor playground to track and demonstrate cleaning schedules.

 - ☐ **Tables and countertop** used for food preparation and food service will be cleaned and disinfected before and after each use

- ☐ **Spills** will be cleaned and disinfected immediately
- ☐ **Hand Wash sinks:** staff and children washroom areas will be cleaned and disinfected at least **two times** per day and as often as necessary (e.g., when visibly dirt or contaminated with body fluids or after every use)
- ☐ **Floors:** cleaning and disinfecting will be performed as required, i.e., when spills occur, and throughout the day and at the end of the day
- ☐ **Floor Mats:** cleaning and disinfecting will be performed throughout the day, and at a **minimum of twice daily**
- ☐ **Cots:** will be disinfected and cleaned after each use
- ☐ **Outdoor Play Equipment:** must be disinfected before each group uses it, and additionally as required (e.g., visibly dirty). Any outdoor equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.
- ☐ **High-touch surfaces:** any surfaces that have frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sink toilets etc.). These necessary surfaces will be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- ☐ **Other shared items:** e.g., phones, tablets, attendance binders etc., these will be disinfected between users. Using a hand sanitizer prior to handling any of the shared items
 - ☐ **Note:** Most areas are best cleaned with Lysol Wipes and do not require a final rinse if children do not come into contact with the

Clean and disinfect daily:

Low-touch surfaces (any surfaces at Play Loft that has minimal contact with hands), will be cleaned and disinfected daily (e.g., window ledges, doors, sides of furnishings)

Clean and disinfect as required:

Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first and then disinfected:

1. Isolating the area around the spill so that no other objects/humans can be contaminated
2. Gathering all supplies, performing hand hygiene, then putting on nitrile gloves
3. Scooping up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bags
4. Cleaning the spill area with soap, warm water and single-use towels
5. Rinsing to remove soap residue with clean water and single-use towels
6. Discarding used paper towels and gloves immediately in a tied plastic bag
7. Spraying Bleach and Water Solution in and around the spill area and allow the appropriate **2-minute** disinfecting contact time allowing it to air dry
8. Removing gloves as directed and discard them immediately
9. Performing hand hygiene as directed

a. Notes:

- i. If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass
- ii. If the spill occurs on carpet, follow the above steps along with professional steam/wet cleaning the carpet.

Sleep mats cleaning and disinfecting

- ☐ Sleep mats will be labeled and assigned/designated to a single child per use
- ☐ Sleep mats will be cleaned and disinfected before being assigned to a child
- ☐ Sleep mats will be cleaned and disinfected when soiled or wet and before being assigned to a child

- ☐ Sleep mats will be stored in a manner where there is no contact with the sleeping surface of another mat
- ☐ Bedding will be laundered **daily on the “hot”** setting, and when soiled or wet

Additional Infection Prevention and Control Practices for Hygiene Items

- ☐ Pacifiers will be individually labeled and stored separately (not touching each other), they will not be shared among children. The pacifier will be washed in soap and water upon arrival to the center

Toy Disinfection Procedures

The disinfection of toys is vital to ensuring the health and safety of children as it reduces and mitigates the potential spread of germs and viruses among children and those who may come into contact with them.

All toys that are **plush must be removed and not used in play; these include stuffed animals, hand puppets, and cloth toys**. In addition, **all sensory play is suspended**.

Toy Washing Procedures - Manual Cleaning and Disinfection

4 Bin - 5 Step Method for Disinfecting Toys using Bleach Solution

1. Sink/Bin - wash with soap and warm water to clean visible dirt
2. Sink/Bin = rinse soap off with clean water
3. Sink/Bin = soak in bleach solution for 5 minutes to disinfect
4. Sink/Bin = rinse using clean water
5. Air dry toys by placing them on a drying tray

Toy Washing Procedures- Cleaning and Disinfecting Large Toys/ Equipment In-Place using Bleach Solution

Large toys, wooden toys etc. that cannot be immersed in a disinfectant solution should use this method for washing. Please follow the steps below:

1. Clean with soap and water using a cloth
2. Wipe with a clean wet cloth to rinse
3. Disinfect by spraying bleach solution let it sit for **2 minutes** allowing it to air dry. Do not spray product to toys and surfaces when children or other staff are nearby
4. A final rinse is required using single-use paper towel
5. Allow toys to air dry

Frequencies and Toy Cleaning Schedules

- ☐ Toy cleaning schedules will be posted in each area and updated **daily** by all the staff person responsible for the area
- ☐ Toys including large toys, equipment and high touch items will be cleaned and disinfected at least **two times per day** and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with body fluids
- ☐ Toys and items such as electronic devices should be cleaned and disinfected between uses prior to redistributing

Handling used Toys

- Toys that have become visibly dirty or that have come into contact with bodily fluids (e.g., toys that have been mouthed) should be taken out of circulation immediately and cleaned and disinfected immediately. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin will be clearly labeled and inaccessible to children.

Outdoor and Indoor Play

- All children staying in the program for more than 6 hours will be going outside twice a day, weather permitting.
- Play Loft will ensure that the outdoor physical space for the program will be arranged to provide as much physical distances as the space will allow and to ensure minimal outdoor toy sharing between children. All the bicycles will be cleaned before and after each child's use.
- After each cohort's use of the indoor playground, one staff will disinfect the surfaces.

Behavior Management Policy

- ❑ The Play Loft Summer Camp staff is trained to deal with children in a positive manner that builds self-esteem. However, sometimes it does become necessary to correct a child's behavior when that behavior is inappropriate. Teachers and staff will try positively to redirect a child's behavior and, if necessary, will seek the assistance and if the inappropriate conduct issue continues, the parents will be notified.
- ❑ Bullying is when one or more children (the bullies) target a child (the victim) and that a reasonable person would know that the bully's action will have the effect of physically or emotionally harming the victim, damaging their property, or insulting / demeaning the victim.
- ❑ Play Loft has a zero-tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for other campers. **Play Loft reserves the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and values of the summer camp program.**

***Please understand that there will be no refunds given to the children who are suspended or terminated.**

Medication Policy

If your child needs to take any medication during camp hours, the medication must be delivered to the office to supervisor. It must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at the camp. For those campers requiring Epi-pen, please provide just one, due to limited storage space we do not have room for multiple Epi-pens. A medication consent form must be completed prior to the first day of the camp session, and the forms are available in the camp office.

Allergies

If your child suffers from severe allergies, diabetes, or any other debilitating condition, you must specify it clearly on the application form and allergy sufferers must also provide an Epi-pen and Benadryl to the office.

Illness

If your child has communicable disease, they may not return to camp without a doctor's note. If your child becomes ill at camp, you will be notified immediately to pick up your child; Play Loft does not provide care for sick campers. Please understand that the child may not return to camp until they are fever free for 24 hours and the same holds for children who have been vomiting or have diarrhea. Parents are to pick up their sick child or send an authorized person to pick up the sick child within 30 minutes of notification. No refund or make-up days are available for sickness and vacations.

Nut Awareness

Play Loft is a nut free facility and we do not permit nut products on site.

Injury

If your child becomes injured at camp, you will be notified. All staff are certified in CPR and First Aid, there is a first aid kit located in each classroom and during outdoor time the teachers always have a first aid kit with them.

Sunscreen

Please provide sunscreen with the child's name on it either in their backpack or you can drop it off in the office. Staff will apply sunscreen twice per day, but we encourage parents to apply sunscreen to their children before dropping them off in the morning.

Lost and Found

Lost and Found bin is in the back of the hallway and due to the large number of campers and the volume of items that are found not labeled, lost items are only kept for one week. Staff will encourage children to look through lost and found items before the end of each week.

Cell Phone, iPad and Laptop Policy

Cell phones are strictly prohibited at the camp. The use of iPad and Laptop is conditional when decided by the staff and will be informed to the parents. Electronics if brought into Play Loft must be labeled and left in the office and collected by the end of the day.

General Camp Rules:

When allowing your child to participate in Play Loft Summer Camp, the following policies must be followed:

- Your camper is a child who can and will participate in the program and is in good physical condition, unless otherwise communicated to the center in writing.
- A camper is expected to enter the camp at the beginning of the session and remain until the end of the session. No reduction in cost can be made for late arrivals, early departures, or missed days.
- It is agreed that the camper will cooperate and accept camp guidance in standards of behavior.
- Day camp activities/ themes may be rescheduled, at the discretion of Play Loft.
- Rules for acceptance, participation in the Play Loft Summer Camp program are the same for everyone regardless of race, color, ethnicity, religion, or sex.
- Please send children with appropriate clothing each day. In cool weather or rainy days, please send your child with a label jacket/sweatshirt
- Sneakers are a must! Children participate in many active activities and are prone to injuries without the proper foot attire.
- Play Loft is not responsible for personal items brought to the camp should they be misplaced or damaged. Parents who allow campers to bring items from home do so at their own risk.
- No home toys are allowed at Play Loft during the camp.