

Dear parents,

We would like to welcome you back for the school year, for those who have been with us please be advised there are important changes in this letter.

The childcare we are currently providing is considered a “temporary childcare service” and requires different procedures as directed by Manitoba’s Chief Medical Officer. It is important to note that as the COVID-19 situation changes so will the services we provide. We will be diligent in keeping all families up to date, it your responsibility to read all communication from LVLC to remain up to date on all the procedures.

Please note that as of Tuesday September 8th it will be mandatory for all LVLC staff members to wear masks.

Procedures at all sites: *(see below for site specific procedures)*

1. There is a screening process every day.
2. Any cold or flu like symptoms present in a child means the child(ren) must stay home until the symptoms clear up. When calling your child in as absent, please be specific about the reason, for example; fun day at home, allergies, etc.
3. We continue to limit the number of adults in the Centre. During this time, parents are only permitted within the building when absolutely necessary, masks must be worn when inside the building.
4. While waiting outside for drop-off and pick-up, please maintain social distancing.
- 5. Hours of operation are as per the Parent Policy Manual for each respective site.**

Drop-off is on a first-come, first-serve basis, we appreciate your patience in these times.

NEED TO KNOW FOR ALL SITES:

- Children should be sent with a lunch bag with an ice pack, water bottle and weather appropriate outdoor attire and a backpack. Please ensure everything is labelled.
- LUNCH/SNACKS – The Centre will no longer be providing snacks or milk, please send your child with snacks labelled AM and PM. No warm-ups are permitted as we are not using microwaves at this time.
- Change of clothes - if your child requires a change of clothes, it needs to be dropped off in a Ziploc bag.
- Payment of childcare fees is **ONLY** being accepted by e-transfer.
 - Please send payment to: payment@littlevoyageurs.ca
 - Mandatory Password: **orange**

Prince Edward Site (Fastoche text – 204.674-3121)

Parking for drop-off and pick-up is in the parking lot at the North side of Prince Edward School; parking stalls available are #21, #22 & #23 . The doors for drop-off and pick-up are the school doors labelled “Girls” facing the school parking lot.

DROP -OFF PROCEDURE:

1. From home, the day of, text ‘Questionnaire’ to **204.674.3121** The online childcare management system (Fastoche) will send you the link for the **daily** screening questionnaire. This screening questionnaire must be completed for each of your children.
2. When you arrive at the entry doors, please text **431-338-6365**. This will establish your place in line to enter. If there is a family, we are intaking, you will have to wait outside, in line and social distancing rules apply.
3. An LVLC employee will open the door for your children to come in to the Centre.
4. We encourage you to say goodbye to your children while you are in-line, as parents are not permitted in the building at this time.

PICK-UP PROCEDURE:

1. Text us at **431-338-6365** to let us know you have arrived or pre-text us and let us know that you’re on your way and/or will be there in ten minutes (please refrain from giving us more than ten minutes notice to maintain a developmentally appropriate transition time for your child(ren)).
2. When you arrive, we ask that you meet us at the door to pick-up your child; under no circumstances will children be sent to vehicles on their own.

New parents, we are looking forward to meeting you! Please ensure that you have your photo ID on you at all times, as we will need to confirm your identity until all our staff have familiarized themselves with you.