

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 8<sup>th</sup> 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](mailto:payment@littlevoyageurs.ca)
  - Mandatory Password: orange

## Provencher Group A (Fastoche text - 204.400.2460)

Drop-off parking is at the West Doors of Provencher School (*facing-St. Jean-Baptiste Street*)

### **DROP-OFF PROCEDURE:**

**NO DROP-OFF BETWEEN 8:25-8:40** (*as the school has use of these doors, please plan accordingly*)

1. From home, the day of, text 'Questionnaire' to 204.400.2460. The online childcare system (Fastoche) will send you the link for the **daily** screening questionnaire. This screening questionnaire must be completed for each of your children.
2. Buzz in at the buzzer located beside the doors – this establishes your place in line. If there is a family, **we are intaking, you will have to wait outside, in line and social distancing rules apply**, please be aware that we are not the only Centre that uses this door, please move to the bottom of the stairs as you wait to be welcomed-in.
3. An LVLC employee will open the door for you to let your child(ren) in 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 **204.232.7225** to let us know you have arrived or pre-text us and let us know that you are on your way and 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 bottom of the stairs to pick-up your child; under no circumstances will children be sent to vehicles on their own.

## Provencher Group B (Fastoche text - 204.400.2460)

Drop-off parking is at the North East Doors of Provencher School at ground level facing the teacher's parking lot. **ABSOLUTELY NO PARKING IN THE SCHOOL PARKING LOT.** There is a loading zone on De La Morénie near this entrance.

### **DROP-OFF PROCEDURE:**

1. From home, the day of, text 'Questionnaire' to 204.400.2460. 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. Please come to the door and you will be greeted by a staff member, **if there is another family in front of you please wait in line, respecting social distancing.**
3. You will say your goodbyes and your child(ren) will be directed into our program.
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 **204.232.7225** to let us know you have arrived or pre-text us and let us know that you are on your way and/or will be there in ten minutes
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 (please refrain from giving us more than ten minutes notice to maintain a developmentally appropriate transition time for your child(ren)).

Drop-off parking is at the West Doors of Henri Bergeron School, these are the back doors of the school. Please park in the parking lot on the side of Bertrand arena.

**DROP-OFF PROCEDURE:**

1. From home, the day of, text 'Questionnaire' to 204.400.2460. 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. Buzz in at the buzzer located beside the doors
3. An LVLC employee will buzz open the door for your child(ren) to come in. Your child(ren) will walk to the room by themselves once they are at their lockers an LVLC staff member will speak with you through the buzzers intercom to let you know they have arrived. **DO NOT LEAVE THE FRONT DOORS UNTIL YOU HAVE RECEIVED THIS CONFIRMATION.** Please direct your children directly to their lockers (they can use the washroom and drink water after we have confirmed their attendance with you over the intercom). A friendly reminder that Henri Bergeron is a grade 4-8 school and all children **must wear masks** upon entering the building and at all times within the building.

**PICK-UP PROCEDURE:**

1. If you would like your child to be ready when you get there please text **204.799.8612** to give us a heads up.
2. When you arrive, we ask that you buzz at the door to pick-up your child(ren); under no circumstances will children be sent to vehicles on their own.
3. Your child(ren) will be sent to the doors by themselves, an LVLC staff member will be watching on the buzzers' camera that they have arrived in your care; in a safe, timely manner.

We hope that this new method of drop-off and pick-up creates more independence for these older children as they exercise more indirect supervision, as they go to and from our childcare Centre.

Drop-off parking is at the front southeast doors of the school (Des Meurons Street)

**Please note that as per our new Parent Policy Manual our hours of operation are 7:30-5:30.**

**DROP-OFF PROCEDURE:**

1. From home, the day of, text 'Questionnaire' to 204.674.3154. 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. Buzz in at the buzzer located beside the doors – this establishes your place in line. **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 buzz open the door for you. You will walk your child(ren) downstairs to the second buzzer door.
4. You will say your goodbyes and your child(ren) will be directed into our program. Please keep your goodbyes short and sweet to speed up the drop-off process for all families.

**PICK-UP PROCEDURE:**

1. Buzz in at the buzzer located beside the doors. Come downstairs to the second door.
2. We will hand your children off to you and ask that you leave the building immediately to limit wait time

*Due to Marion's physical location and the age of the children in care, parent's wait times outside may be longer, please wait to be buzzed in before entering the location.*