

Dear parents,

As the weather is getting colder and the provincially mandated restrictions continue, we have revised our **pick-up procedures** to better accommodate the needs of the Centre and our families.

With the tightened restrictions and the constraints of not mixing cohorts, we are asking all parents to sign-up for a ten-minute pick-up slot, using this link:

<https://forms.gle/i6NAqytqYkgDyoi69>

This form must be submitted by Sunday November 8th, 2020 at Midnight. These new procedures come into effect Monday, November 9, 2020.

- When you sign-up for a pick-up slot, you **do not** need to text us when you arrive, the expectation is that you will be at the door ready to greet your child(ren), and your children will be ready for you!
- If you have signed up for a pick-up slot and are unable to pick-up within that time frame, please text or call us to let us know, so we do not get your child ready.
 - If you are unable to sign-up for a pick-up window or are going to miss your pick-up window, please note that it may take 10-15 minutes for us to have your child ready for pick-up. **THERE WILL NO LONGER BE PRE-TEXTING.**
- *Please note: priority will be given to parents who are walking or bussing during these cold winter months.*

Need to know for all sites:

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-in to let us know why your child is 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, **medical masks** must be worn when inside the building.
4. While waiting outside for drop-off and pick-up, please maintain social distancing.

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

5. Payment of childcare fees is **ONLY** being accepted by e-transfer.
 - Please send payment to: payment@littlevoyageurs.ca
 - Mandatory Password: **orange**

Please see below for site specific procedures:

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. Please come to your designated door and you will be greeted by a staff member, **if there is another family in front of you that 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:

Pick-up parking is available in the school parking lot from 4:00-5:30

1. When you arrive, in your designated time slot, we ask that you wait at the bottom of the stairs to pick-up your children; under no circumstances will children be sent to vehicles on their own.
2. If you did not sign-up for a pick-up slot, text **204.232.7225** when you arrive and please note that it can take up to 15 minutes for your child to be ready, in this case you will be texted when your child is ready to meet them at the door. **THERE IS NO MORE PRE-TEXTING.**

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 MORNING DROP-OFF 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 your designated 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:

Pick-up parking is available in the school parking lot from 4:00-5:30

1. When you arrive, in your designated time slot, we ask that you wait at the bottom of the stairs to pick-up your children; under no circumstances will children be sent to vehicles on their own.
2. If you did not sign-up for a pick-up slot, text **204.232.7225** when you arrive and please note that it can take up to 15 minutes for your child to be ready, in this case you will be texted when your child is ready to meet them at the door. **THERE IS NO MORE PRE-TEXTING.**

Henri Bergeron (Fastoche text - 204.400.2460)

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. When you arrive, within your designated time slot we ask that you meet us at the door or at the gate of the parking lot to pick-up your children; under no circumstances will children be sent to vehicles on their own.
2. If you did not sign-up for a pick-up slot, text **204.799.8612** when you arrive and we will text you when your child is ready for you to greet them at the door. *(As Henri Bergeron serves children of an older age, and the children are all a part of the same cohort; the maximum anticipated waiting time is 5 minutes)*

Marion (Fastoche text - 204.674.3154)

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 – you will be let in and directed to the first available social distancing circle to wait your turn, as the circle in front of you frees up you are to move forward (*We are implementing this system as younger children take more time to get ready and we want to avoid families waiting outside in the cold*)
3. Once you arrive at the doors. 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.
4. **All parents dropping off at Marion School must be wearing Medical Masks to enter the school while the Winnipeg Health Region is in Code Red.**

PICK-UP PROCEDURE:

1. Buzz-in within your designated time slot and go to the first available social distancing circle to wait for your child to be sent to you.
2. If you did not sign-up for a designated time slot, please buzz-in and move to the first available social distancing circle. Please be advised that you might have to wait longer than other parents who signed up for a specific time slot as the staff were anticipating them and their children are already ready to go.

Due to Marion's physical location and the age of the children in care, parent's wait times may be longer.