

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 formed must be submitted by Sunday November 8<sup>th</sup>, 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](mailto: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. 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 **431-338-6365** 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.**