

# Evergreen Brick Works Fall Children's Program Handbook

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*August 2020*

*This handbook has been developed using guidelines published by the Provincial Ministry of Health, Toronto Public Health, Ontario Camps Association, Public Services Health & Safety Association and the Ministry of Labour, Training and Skills Development. The following handbook is subject to change, based on new versions of guidelines from Toronto Public Health or the Ministry of Health.*

*Stay up to date with current Emergency Orders issued by from the Province of Ontario, the City of Toronto, and guidance provided by TPH at [www.toronto.ca/COVID19](http://www.toronto.ca/COVID19).*

## Evergreen's Approach to Children & Learning

The following handbook provides details for the following Children's Programs:

- Nature School: Learning Outdoors
- Sprouts: Parent and Tot Play
- Nature Nut Outdoor Club

Our programs are engaging, active, memorable, and a lot of fun. We strive to connect children to nature in the city, nurturing place-based ecological literacy. Our programs have six core tenets woven into every experience:

- Place-Based: Building a foundation of knowledge through a focus on local nature, culture and community.
- Ecological: Providing children direct contact with nature.
- Active and Mobile: Moving the body to engage the mind.
- Hands-On: Creating a setting for compelling learning through multi-sensory, direct experience.
- Arts-Infused: Breathing life into learning through creativity, compelling narratives and arts activities.
- Integrated: Weaving together knowledge and skill through ecological themes and engaging experiences.

## Our Team

Our highly skilled team of certified teachers, educational assistants and naturalists will ensure your child has an unforgettable experience by sharing their expertise and passion for the urban wilderness. Our unique location coupled with our experienced staff ensures that every child will feel welcomed and engaged at the Brick Works.

## Promoting Healthy Behaviour

### 1. When to Stay Home

A reminder that all staff, participants and their families must stay at home and not attend the program if they are sick.

### 2. Hand Hygiene, Respiratory Etiquette & Protecting Yourself

Participants and staff will be washing hands often with soap and water or use an alcohol-based hand sanitizer, provided hands are not visibly soiled. Participants will have the ability to practice hand hygiene often, and when needed. Hand hygiene will be incorporated into breaks, transitions between activities and before/after snack and lunchtime. Hand sanitizer stations will be available in supervised areas.

Participants and staff will be reminded to cover their cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash their hands. If they don't have a tissue, they can sneeze or cough into a sleeve or arm. Participants and staff will be reminded to avoid touching their face, nose and mouth with unwashed hands.

### 3. Physical Distancing

Personal space and boundaries have always been an important element of our programs, and we will continue to encourage participants within their groups to maintain physical distancing. While close contact may be unavoidable between members of a group, physical distancing and general infection prevention and control practices will still be encouraged, where possible.

Activities will be planned to allow for appropriate physical distancing (both indoors and outdoors) within groups.

Visual cues will be incorporated into the site (ie. Floor markings, signage) to remind staff, participants and parents/guardians to maintain physical distancing.

Physical distancing will never compromise supervision or your child's safety.

### 4. Non-medical Masks

Participants over the age of two are required to wear non-medical/cloth masks when in an indoor space that is openly accessible to the public. For the majority of your program, we intend to be outside or in private indoor spaces where mask use is not required. Staff will be required to wear non-medical masks when physical distancing cannot be maintained (ie. administering first aid). Face coverings will be changed if visibly soiled, damp, or damaged.

We understand that face coverings may not be tolerated by everyone based on underlying health or behaviour issues. Please ensure your child knows how to safely wear a cloth mask or face covering. Staff are not responsible for training participants on proper mask use or providing non-medical masks.

Masks do not replace the need for physical distancing, hand washing, and staying home when sick.

### 5. Increased Public Health Awareness

Posters and signage will be in visible locations across the site to raise awareness about COVID-19 and encourage healthy behaviours.

## Maintaining a Healthy Environment

### 1. Daily Screening

All individuals, including participants, parents/guardians, staff, and visitors will complete an electronic screening tool. Screening will include temperature checks either at home prior to arrival. All participants must have access to a thermometer at home.

Entry will be denied to any staff, participant, parent/guardian or visitor who has any of the symptoms outlined in the screening tool or anyone who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days.

Participants will be monitored for atypical symptoms and signs of COVID-19.

Please review the [Ministry of Health COVID-19 Reference Document for Symptoms](#).

### 2. Cleaning and Disinfecting

Frequently touched surfaces and all washrooms on site will undergo enhanced environmental cleaning and disinfection, a minimum of twice per day. Washrooms that are shared between groups will be disinfected prior to use by a different group and operate on staggered schedules.

Shared programs supplies (ie. Tools) will be cleaned and disinfected between uses.

### 3. Symptomatic Participants

If a participant or staff begin experiencing symptoms of COVID-19 during the day, we will:

- Contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with other parents/ guardians of participants in the program. The local public health unit will provide any further direction on testing and isolation of these close contacts.
- Isolate the participant/staff in a designated room until they are picked up or able to go home. Parents/guardians or emergency contacts will be notified to pick up sick children as soon as possible.
- Participants and supervising staff will be asked to wear a mask (if tolerated).
- Participants with symptoms should be tested.
- Spaces used by the symptomatic child or staff will be disinfected after pick-up. If items cannot be disinfected, they will be sealed away for 7 days.
- Staff and participants exposed to a confirmed case of COVID-19 will be informed immediately and excluded from the program for 14 days.

- Participants or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and maintain cohorting (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the local public health unit.

#### 4. Outbreak Management

A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or participant is considered a COVID-19 outbreak. Outbreaks will be communicated in collaboration with Toronto Public Health, to ensure an outbreak number is provided.

Staff and participants exposed to a confirmed case of COVID-19 will be excluded from the program for 14 days.

Symptomatic individuals who test negative for COVID-19 must be excluded from the program until 24 hours after symptoms have stopped. If a symptomatic person receives a negative result, a repeat test within 24-48 hours can be considered if clinical suspicion is high.

Symptomatic staff and participants should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management.

Staff/participants who are being managed by TPH (i.e. confirmed cases of COVID-19, household contacts of cases) should follow TPH instructions to determine when they can return to the program.

### Delivering a Safe Program

#### 1. Group Protocols

Group sizes will be limited and where possible, cohorted groups will consist of the same students and instructors. Each group will have their own designated indoor space and program supplies, made up of materials that can be easily cleaned and disinfected.

Participants will not be permitted to drink from water fountains. Water bottles must be filled at re-filling stations or sinks.

#### 2. Drop-Off and Pick-Up Procedures

Drop-off and pick-up locations will be separated across the site in outdoor locations. Meeting locations for your program will be sent one week ahead of time to parents/guardians. Sign in/out procedures will be contactless.

Families are encouraged to have only one adult at drop-off and pick-up. Always maintain physical distancing while dropping off and picking up your child. Parents/guardians entering the drop-off/pick-up areas are required to wear non-medical masks.

Only those who have completed the daily screening tool are permitted at drop-off/pick-up.

#### 3. Traveling to/from the Brick Works

We do not anticipate that our Shuttle Bus will be operational in Fall 2020.

For those using public transit to access the site, you are required to adhere to all public transport policies, specifically the [TTC's mask and face covering policy](#).

#### 4. Personal Items and Food Policy

Please keep your participant's belongings to a minimum. Mandatory items include:

- Water Bottle (labeled)
- Sunscreen (labeled)
- Sun Hat (labeled)
- Lunch and Snacks
- Closed-toe shoes
- Rain Jacket
- Extra set of clothes (including socks)
- Rainboots (if possible)

We will be reinforcing our “no food sharing” policy. Participants will be required to practice proper hand hygiene before and after eating.

#### Registration

Please note, all applications will be reviewed prior to the start of the program to ensure we can provide sufficient care for your child, which may include follow-up calls. Participation in some programs is contingent on a successful application.

#### Behaviour Expectations and Grounds for Dismissal

We strive to create a safe environment for both participants and employees. We expect and encourage each child to maintain a positive level of respect for everyone. It is Evergreen's intention to work with participants and guardians to find solutions to behavioural challenges whenever possible. We appreciate your support and cooperation with our behavioural policy.

If a child is behaving in a way that is limiting other participants' enjoyment or safety, they will be asked to write up a behaviour contract with the Program Director. The Program Director, the participant and their guardians will be asked to sign this contract. If contract is broken, the child may be asked to not participate in certain activities or may be asked not to return.

If a child is behaving in a way that negatively effects the experience or that is jeopardizing their own or others safety, that participant may be asked to leave without refund. This behaviour includes but is not limited to bullying, physical assault, inability or refusal to follow safety guidelines, theft and bringing weapons or other inappropriate items.

#### Refund and Cancellation Policy

No refunds will be issued if a reservation is cancelled within 21 days of the session start date. Otherwise, fees are refundable, less a \$25 administration fee per participant. Please note, registrations are non-transferable. Refunds will not be issued for missed days due to inclement weather, including flooding. Requests for cancellations or refunds must be made in writing and submitted to [camp@evergreen.ca](mailto:camp@evergreen.ca).

## Late Arrivals/Early Pick-ups

If you need to pick up your child early or your child will be absent, please notify the office at 416-596-1495 x252 or [camp@evergreen.ca](mailto:camp@evergreen.ca)

## Epi-Pen/Medication Policy

Upon arrival, all medication must be placed in the care of the staff. (Exceptions: participants must hold on to their inhaler and/or Epi-pen). All medication must be labelled and be accompanied by a letter explaining administration. Participants must be able to administer medication with limited assistance. We will keep all medication in a secure location in the office.

If your participant requires an EpiPen, they must always carry it on them. Please note all medication information clearly on your medical form.

## Flooding

Our site is in the Lower Don Valley and is subject to occasional flooding. While flooding historically and statistically occurs infrequently, it can occur at any time. In the event that a site closure is ordered prior to the start of program, Evergreen will attempt to make alternative plans to run activities elsewhere, or, much like a snow day, we may have to cancel the day. Staff will attempt to contact you as early as possible to avoid any inconvenience.

Refunds will not be issued for missed days due to flooding. In the unlikely event that an evacuation is initiated while program is in session, Evergreen will relocate participants to Rosedale United Church, located at Glen Rd. And Roxborough Dr. Sign-Out will occur at the Glen Rd. entrance. You will be notified by email as soon as groups are safely offsite. Note that response times to email/phone calls will be longer than usual.

Rosedale United Church  
159 Roxborough Dr  
Toronto, ON

## Contact Information

Evergreen Brick Works, CIBC Classroom  
550 Bayview Avenue, Toronto, ON  
M4W 3X8

Phone: 416-596-1495 x252  
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