

North Edmonton Family Day Home Agency

Educator News September 2020



Volume 37 Issue 09



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2020 Statutory Holidays

Monday September 7 Labor Day

Monday October 12 Thanksgiving Day

Wednesday November 11 Remembrance Day

Friday December 25 Christmas Day

If you plan to take additional days off, you need to let families know in writing, at least two weeks in advance, of your planned absence. This allows back up care to be arranged.



Orange Shirt Day in Canada is an annual awareness campaign held on **September 30**.

Its main task is to raise awareness about the impact of the Indian residential school system on Canadian Indigenous communities, as well as promote the concept of “Every Child Matters”.

The **Indian residential school system** was a network of boarding schools for the First Nations, Inuit and Métis children. It was funded by the Department of Indian Affairs and run by Christian churches. The main purpose of these schools was to remove Indigenous children from their communities and assimilate them into the dominant Canadian culture. Over the course of the system’s existence, around 150,000 kids (about 30% of Canadian Indigenous children) were placed in residential schools.

Gordon Indian Residential School in Punnichy, Saskatchewan, was the last federally operated residential school in Canada. It **closed down in 1996**. Twelve years later, the Government of Canada issued a public apology to Indigenous families affected by the system. Unfortunately, no apology can reverse the fact that hundreds of thousands of kids were removed from their families, deprived of their language and culture, exposed to abuse, and forcibly enfranchised.

The Orange Shirt Day campaign was launched in 2013, by **Phyllis Jack Webstad**, a residential school survivor. On her first day at school, Phyllis had her new orange shirt taken away from her. Today, people wear orange shirts on September 30 to educate and raise awareness about residential schools and their cruel assimilation practices.

Such a date was chosen for Orange Shirt Day because it was around this time that Indigenous children were taken from their families to residential schools. -

<https://anydayguide.com/calendar/3769>

Grandparents Day in Canada



In Canada, National Grandparents Day was first observed in 1995.

This special day is not celebrated as widely as Mother’s Day or Father’s Day, but it should be.

Grandparents Day is celebrated on the second Sunday in September, which is September 13th this year.

Honouring grandparents with children is a way to show the younger generations the strength, wisdom, information and guidance older people have to offer.

What are some things to do on Grandparents Day?

- Talk with children about why grandparents should be appreciated.
- Get together if possible.
- Give them a call, or set up a video/face-time meeting.
- Send a love note or card. Tell them what you appreciate about them.
- Make and take (mail) them a picture or art work their grand-child created.
- Bake them a treat.
- Make them dinner / you may need to take it to them if they can’t come to you.
- If there are no grandparents, celebrate another senior in the child’s life.

Raise awareness for this day by vocally celebrating your own or your children’s grandparents!

Cleaning and disinfecting practices of hard surfaces need to be completed ***frequently throughout the day.*** Light switches, doorknobs, gates, handrails, tables, counters, and bathroom surfaces, are some of the surfaces that need to be frequently cleaned and disinfected.

STEPS: Clean with soap and water, rinse, then disinfect, and allow disinfectant to sit on the hard surface for a minimum of 2 minutes.

Family Day Home Standard 2 & 3 Review

Standard 2: Children's Information Records
Children's Information Records must include up-to-date information for each child that includes:



- Child's name, date of birth, home address
- Completed enrolment/registration form and parent/provider/agency contract.
- parent /guardian's name, work address, home telephone number, work telephone number.
- Emergency contact name and telephone number(s).
- Evidence that child's parent(s) have been advised of any outings including transportation and supervision arrangements.
- Daily attendance details including arrival and departure times. (parent(s) should initial the children's arrival and departure times as security measure for the transfer of responsibility between the parent and provider)
- *Information about any health care provided to a child including written consent of the child's parent to provide or allow for health care; and*
- *Any other relevant health information about the child provided by the child's parent(s), including immunizations records and allergies.*

Providers will maintain updates to children's information records (i.e., attendance sheets, *new health information, etc.*) for no longer than one month. Within five working days after the last working day of the previous month providers must submit to their agency all updates to children's information records.

Standard 3: Portable Emergency Records

The provider must maintain a complete portable record for each child in care, which are taken on all outings and must include:

- child's name and date of birth;
- parent's name, home address, home and work telephone numbers;
- emergency contact name/telephone number; and
- *relevant health information* including immunization status and *medical condition(s).*

Can You Prepare for an Emergency?

YOU SURE CAN AND SHOULD



While you cannot predict what kind of emergency you may face, knowing what to do in a variety of situations is the most important way to prepare. Practicing also gives you confidence in knowing the appropriate actions to take.

Keep Calm

1. Get help immediately, seconds often count, by calling 911 when safe to do so if the situation is serious, is life threatening or could become life threatening, is dangerous to you or others.
2. Administer the appropriate First Aid, when safe to do so. Review your first aid book regularly and keep up your learned skills.
3. Call parents/guardians when you are safely able to do so.
4. Call the Agency to inform them of the incident or injury when you are able to do so. They will guide you to complete an incident report as soon as you are able. Hand it in to the Agency within the specified time lines.

Review the following Policies in the Educator Handbook.

Fire Prevention and Safety Policy
First Aid Certification Policy
Home Safety Policy
Injury, Incident and Complaint Reports Policy
Liability Insurance Policy

Any time there is a change of information for a child ALL documents need to be immediately updated, both your records as well the Agencies. This is the Educators responsibility. Numbers, addresses, change in family situation, medical information, Medical Conditions.

workshops



Re-certification First Aid

Tentative WORKSHOP DATES:

November 29, 2020 and January 10, 2021

Cost: \$100.00

TIME: 9:00 – 4:30

LOCATION: Agency Office 12704 - 101 street

Space is limited to 6 PARTICIPANTS

Please bring your own bagged lunch & snacks.

Call the office to register 780-478-3376

FREE TRAINING - AHS Child Care Health and Safety Study Course - Online

Many educators have completed this course BUT if you have not, it is a mandatory training to complete with NEFDHA. Find this course online - [albertahealthservices.ca/eph/page3151.aspx](https://www.albertahealthservices.ca/eph/page3151.aspx) **please choose the online option.** When the course is completed and passed, you will receive a certificate to print off. Email a copy to your consultant. If you are not sure you have completed this online training please contact your consultant.

FREE TRAINING - AHS Food Basic Safety Home Study Course - Online

Find this course online - <https://www.albertahealthservices.ca/eph/page3151.aspx>

(While currently not mandatory it is a great online home study course for food safety.)

Renters and Boarders in Your Home

If you have a rental suite that has the same mailing address as you do, or a boarder living in your home, you must make the Agency aware of them living in your home.

All renters and boarders must obtain a Police Security Clearance and an Intervention Record Check immediately upon renting. Your consultant is also required to meet with the renter(s) or boarder(s) a minimum of twice.

All persons, without a separate mailing address, are considered a resident in your home and clearances are required. Parents of children in your day home also need to be made aware of who is in your home.

Congratulations!

The following Educators are celebrating their anniversaries with NEFDHA in September.
Thank you for your gift of care!

Zaina Hayek	14 Years	Mahnaz Hanif	12 Years	Amina Mohamed	10 Years
Harjap Dutta	8 Years	Hooriya Mir Abdullah	6 Years	Shazia Parveen	5 Years
Sarfraz Akhter	5 Years	Ernila Arucan	3 Years	Melkam Mengist	2 Years
Amy David	2 Years	Isatou Secka	2 Years	Nazret Oukbazghi	2 Years
Shewit Temnewo	1 Year	Cindy Pombert	1 Year	Nikunjana Pachauri	1 Year



MANDATORY - Daily Checks for ALL Who Enter Your Home

With Edmonton's COVID-19 cases rising, it is more important than ever, to follow COVID protocols for cleaning/disinfecting and requiring ALL visitors to complete the Appendix A Screening Questionnaire, **before** entering your home. Do not assume visitors; children, parents, guardians, consultants, friends, relatives, neighbours, workers, are symptom free because they were yesterday or because they look healthy, or you are uncomfortable asking the mandatory AHS Appendix A Risk Assessment questions every day.

Since Alberta opened Phase Two, the Agency has had 4 cases of COVID-19 in our day homes. Some cases have been mild while others very severe that have required hospitalization. Majority of COVID cases are due to family gatherings or other social gatherings. The Agency asks that you consider the risks of attending a gathering.

Consultants have observed a relaxation in the use of Appendix A, physical distancing, hand washing and enhanced cleaning/sanitizing, which significantly increases the chance of infection. COVID is not going away, and the outlined protocols and practices need to be implemented at all times.

What's at stake? Your financial security, the health of YOUR family, families in your care and all visitors who enter your home.

What do you need to do? All Educators need to assess their own well-being and that of their family by using Appendix A each morning as they wake up.

You need to have posted on your front door the COVID-19 poster and Appendix A or have it readily available when someone is at the door.

Daily, all Parents/Guardians/Visitors need to verify that they are well and that a child entering care is symptom free, and has not had a possible exposure, by answering the questions asked in Appendix A, **prior** to entering your home (outside) and prior to parents leaving their child in care for the day. While verbal verification will still be asked most days, we are now implementing a new form that requires a parent/guardian to sign on a child's first day of **every week** (written proof) that their child/ren coming into care are well. This form **MUST** come in to the office with your time sheet or your wage enhancement (accreditation) will be withheld. Daily screening takes only a minute or two so parents/guardians need to make the time to complete the screening each day and you need to take the time to ensure it is completed. Please limit all non-essential visitors to your home.

After the screening has been completed, outside of your home, and the person is able to enter, you will need to:

1. Take children to wash their hands and wash them frequently throughout the day. Ask all others to either wash their hands or offer hand sanitizer **if they must enter**. Hand sanitizer needs to be kept up high and out of reach of children. Children under 24 months should never use hand sanitizer.
2. Maintain a minimum distance of two- meters from visitors. This may be impossible with children but all others, physical distancing is important. (NO shared materials should be in use, art materials, food, utensils, stuffed toys, sensory bins, water tables, or the use of bubbles, unless you use a bubble machine.)
3. Complete the tracking form by listing all visitors. Children do not need to be listed. The tracking form now needs to be kept for one month.

If a child in care becomes ill, parents must be called to come immediately. Separate the ill child from other children while maintaining appropriate supervision. Put on a mask, and clean and disinfect when the child leaves or close the area until you can clean and disinfect. Call your consultant or the Agency for guidance on how long the child must be out of care.

If a person of your household becomes ill parents must be called to pick up their children immediately. Put on a mask and keep the ill person separate from the children in care. Call the Agency or your consultant on how long your home needs to be closed for.

The Agency continues to implement a Zero Tolerance for illness, even if symptoms are mild. This includes the Educator, her family and all who enter the day home. Please notify your consultant or the Agency if anyone becomes ill including your own family members or visitors. If anyone is being tested for COVID please notify the Agency. The Agency has enhanced protocols in place for COVID and follows Alberta Health Services protocols for COVID-19.