



Eastern Shore Family Resource Association Parent Handbook

Our Mission Statement:

“Through our programs & services, the Eastern Shore Family Resource Association supports children, youth & families, and contributes to the quality of family life in our community.”

Important Dates to Remember 2020-2021

Heritage Day	February 15 2021 (Closed)
March Break	March 15 - 19 2021
Good Friday	April 2 2021 (Closed)
Easter Monday	April 5 2021 (Closed)
Pre-School Screening	April 21, 22 and 23 2021
Victoria Day	May 24 2021 (Closed)
Programs End	May 28 2021

Covid 19 Policies and Procedures

As part of ESFRA's Occupational Health and Safety Plan (OHP) the below procedures must be followed.

- **Arrival** is **No earlier** than 5 minutes prior to your program start. For your convenience please stand next to an ESFRA Social Distancing sign while waiting entry into our centre.
- **Departure** due to Covid-19 Policies and Procedures families are respectfully requested to leave immediately following their program session. If you need to speak with an ESFRA staff we kindly ask you contact them from home via telephone (902-827-1461).
- We will not be providing coffee or tea for the 2020-2021 program.
- To reduce traffic into our centre space we are requiring that children attending our programs are to be accompanied by the same parent or guardian whenever possible. Mom or Dad may alternate if needed but no other outside family or friend.
- Masks must be worn before entering the building (except for children 2 and under).
- Follow all directional signs remembering to keep 2 m / 6 ft apart whenever possible.
- Wash yours or your child's hands prior to entering the centre space or use the hand sanitizer kiosk located in the centre space.
- Covid-19 Questionnaire must be completed prior to attending programs (complete electronically via our website or hardcopies are available at the centre); this must be completed in full prior to entry every time you attend your program or visit the centre. If you've forgotten your form, we will provide you with one at the centre to fill out.
- Temperature taking is optional upon entry into the centre.
- All outdoor protective gloves must be removed and disposed of prior to entering the centre space.

Please Note: Anyone who would like to review our OHS Plan please ask any of ESFRA's Staff and they will direct you to where a copy can be found. **It is mandatory for masks to be worn and anyone refusing to do so will be refused entry into the ESFRA Centre.**



Eastern Shore Family Resource Association
Sample Covid-19 Participant Screening Questionnaire

Date: _____

Program: _____

Guardian's Name: _____

Contact Number: _____

Child's Name: _____

Contact Number: _____

Child's Name: _____

Contact Number: _____

In accordance with the Public Health Order and Occupational Health and Safety the following must be taken into consideration. Parents and guardians, please complete this checklist about you and your child's health each program day and be prepared to confirm your answers when you arrive at the centre. **Once this document is completed in full please give to your Program Facilitator for a temperature check. This is a living document and will continue to evolve as the Public Health directives evolve.**

If you answered YES to one or more of these questions, you will not be able to attend the program.

If you or your child has any of the symptoms in question 2, you should contact 811 or your healthcare provider.

1. Are you or your child feeling sick? Yes No
2. Do you or your child have any of these symptoms? Please circle all that apply.

<ul style="list-style-type: none"> • Fever • Nasal Congestion / Runny Nose • Shortness of Breath 	<ul style="list-style-type: none"> • Cough or worsening of a previous cough • Sore throat • Headache
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3. In the last 14 days, have you, your child or someone from your household travelled outside Atlantic Canada? Yes No
4. In the last 14 days, have you or your child had close contact (within 2 meters / 6 feet) with someone with a probable or confirmed case of COVID-19? Yes No
5. Are you or your child waiting for results from a COVID-19 test? Yes No

Guardian's Temperature: _____

Child's Temperature: _____

Child's Temperature: _____

Child's Temperature: _____

Employee's Signature: _____

How to wear a mask

- Check the mask for tears or holes
- Make sure the mask is clean and dry
- Wash your hands or use alcohol-based hand sanitizer before and after touching the mask
- Make sure your hair is away from your face
- Use the ear loops or ties to put the mask over your nose and mouth and secure to your head or ears with its ties or elastics
- Check that the mask fits snugly to the cheeks and fully covers your nose and mouth (there shouldn't be any gaps)
- Avoid touching your face

Removing a mask

- Wash your hands with warm water and soap for at least 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol
- Remove the mask by un-tying it or removing the loops from your ears
- Avoid touching the front of the mask

Storing, cleaning and disposing a mask

- Store your mask in a clean place until you need to wear it again. When your reusable mask becomes damp or dirty, wash it with hot, soapy water and let it dry completely before wearing it again. You can include a cloth mask with other laundry.
- Damaged masks should be put in a regular garbage bin that's lined with a plastic bag. When emptying the bin, take care to not touch used masks or tissues with your hands. All information in regards to the masks was pulled from the NS Government Covid-19 website (<https://novascotia.ca>).

General ESFRA Policies and Procedures

Illness

In case of other common communicable childhood diseases such as chicken pox, 5th disease or head lice, participants are asked to notify ESFRA staff of the condition. **If you or your child is ill it is required to refrain from attending ESFRA programs and services. Please refer to Covid-19 signs and symptoms.**

Attendance

Please be sure to give us notice by calling the Family Centre (902-827-1461) if your child will not be attending class on any given day and the reason (e.g. transportation, illness, work, medical apt., or weather). This allows the staff to properly prepare for the day while avoiding waste of program materials.

After three missed sessions (3 weeks) without notification, staff will make contact to find out if the child is returning. If you do not plan on continuing to attend please advise staff. **If you or your child is sick you are to refrain from ESFRA programs and services.**

Early Arrival

We request that parents and children arrive **no earlier** than 5 minutes prior to program time. This allows staff to plan and prepare for the day so ALL can have fun and play.

Parental/Caregiver Supervision:

All parents & caregivers attending any of our programs with their child(ren) **MUST** remain **ON SITE** at all times. ESFRA is not a LICENSED agency and therefore cannot be responsible for the care of your child(ren) in your absence at any time due to insurance liability restrictions and at this time Covid-19 policies.

Cell Phone Etiquette

ESFRA respectfully requests that all participants keep cell phones on 'vibrate' during programs to avoid interrupting class 'flow'. Please restrict use to calls/texting for emergency use ONLY.

Holidays & Snowy Days

The program does not operate on school holidays such as March Break, or winter days when schools are closed &/or the school buses are not running. Participants are asked to call the Family Centre at (902-827-1461) to hear a recorded message if in doubt. At times ESFRA programs and services will be cancelled at the Executive Director's discretion due to inclement weather or other.

Face Book

ESFRA has a Face Book for families as another means of keeping up to date on any special notices of events as well as for notification of program cancellation due to inclement weather. Links to our website can be found on our Facebook page.

Website

Our website is www.esfamily.org for additional information about our programs and services. Links to our Covid-19 Participant Screening Questionnaire can be found on our home page.

Cleaning Protocols

Due to Covid-19 ESFRA has increased the cleaning procedures. Our Landlord, Choice Properties, have ensured us that cleaning will be done twice a day (morning and lunchtime) for

all common areas (bathrooms, hallway, stairwells etc.). In addition, ESFRA employees in partnership with Heptagon Learning Centre will maintain the cleanliness of the common areas between those above times (approximately every two hours and/or when needed.)

To help reduce further germ spreading, ESFRA will be designating bins of toys for each program session. All toys will be wiped down and disinfected at the end of the program. During programs we ask guardians to clean a toy after their child is done playing with it. This will also be practiced in the pre-school rooms as well when parents are not present. All program rooms will be thoroughly disinfected between program sessions.

Please Note: At this time sand and water play will not be available along with other equipment we have used in previous years (example parachute play).

Art Supplies – ESFRA will provide each child with their own creative supply kit for their personal use during their program session (these kits are not to be shared nor removed from the centre.) It is the parent’s responsibility to monitor the use of these items by their child.

Donations

Due to COVID-19 we are only accepting donations in the form of cash at this time. You are more than welcome to use our donate button on ESFRA’s website, it can be found on our website homepage (www.esfamily.org). Any **donation above \$10.00 will be issued an income tax receipt.**

By registering for any ESFRA program, you automatically become a member of the Eastern Shore Family Resource Association with rights to attend and vote on issues at our Annual General Meeting. If you wish to decline membership please direct all verbal &/or written communications to Nancy Hollis, Executive Director at 902-827-1461. Declining will not affect your registration to our programs &/or services.

Are you interested in joining our Board or Fundraising Committee? Please call the Family Centre at 902-827-1461.

If at any time you have comments, questions or concerns about our programs feel free to contact Nancy Hollis, Executive Director at 902-827-1461.



Musquodoboit Trail Walk

The **trail walk** is held twice a year Fall and Spring. Please Note: we will not be arranging a rain date. The walk is at the Musquodoboit Harbour Trails and families are to meet in the parking lot across from the ball field at 10:00 am. Please bring your own snacks and dress appropriately for weather conditions. To maintain a less congested walk families will go on their program day only!



Welcome to Wee Bears

Wee Bears is an Early Learning Parent/Caregiver and Child Interactive program for children age 1 to 3 years. Wee Bears has been providing quality early learning opportunities for families on the Eastern Shore since January 2000. **Children must be 1 year by September 30 2020.**

Duration: Week of February 15 2021 – Week of May 24 2021

Due to Covid-19 space restrictions we have decreased our maximum group size to 8 participants total and two facilitators.

Program length: 1 hour

- Arrival & Free play
- Creative experience
- Clean up
- Circle Time: Includes story, songs & games. As this is the most important portion of the program, parents/caregivers are asked to model good listening skills for their child(ren) & participate with their children during all circle time activities.

What do we bring?

Clearly marked water bottle for you and your child/ren. Please Note: snack will not be part of the Wee Bears program this year due to Covid-19. Art supplies and educational toys are all provided as part of the program. Please dress your child in play clothes, as some activities can get MESSY!!! DRESS FOR MESS!!!

If you want your child to wear a paint shirt it is recommended for parents to bring a freshly laundered paint shirt for their child. In addition, adults and children must wear sneakers/shoes (no slippers or sock feet allowed) while attending any ESFRA program.

Welcome to Bookworms at Play

Bookworms at Play is an Early Learning, Family Literacy Program for children ages 3-5 years and their parents/caregivers. **Children must be 3 years by September 30 2020.** This program places a greater emphasis on family literacy through parent-child interactive components, both in class and at home, allowing parents/caregivers to share in the preschool experience with their child(ren).



Duration: Week of February 15 2021 – Week of May 24 2021

Due to Covid-19 space restrictions we have decreased our maximum group size to 8 participants total and two facilitators.

Program length: 1.5 hours

- Arrival & Free play
- Clean up
- Snack
- Creative Experience
- Circle Time: Includes show 'n' tell, stories, songs and games. As this is the most important portion of the program, **parents/caregivers** are asked to model good listening skills for their child(ren) & participate with their child(ren) during all circle time activities.

What do we bring?

Snack will no longer be provided by ESFRA due to Covid-19 costs. Please bring a clearly marked water bottle for you and your child/ren (water is available for refill) and a healthy snack (2 to 3 choices) for your child to enjoy during programs. Suggestions for healthy choices could include: cheese cubes, whole grain crackers or bread, breakfast cereal (unsweetened), fresh fruit, yogurt tubes, dried fruit, goldfish crackers and raisins. All snacks should be in a proper container. Any garbage will still be in your child's lunch container for disposal at home. Our healthy foods policy, includes a **peanut and nut sensitive policy**. Please ensure that staff are aware of any food allergies you or your child may have. The following foods are **not permitted**; superstore baked goods, alligator cheddar snacks and Tim Horton's baked goods. We will be using hand sanitizer instead of travelling to the bathroom.

Art supplies and educational toys are all provided as part of the program. Please dress your child in play clothes, as some activities can get MESSY!!! DRESS FOR MESS!!! In addition, adults and children **must** wear sneakers/shoes (no slippers or sock feet allowed) while attending any ESFRA program. If you want your child to wear a paint shirt it is recommended children bring their own freshly laundered paint shirt.

Bathroom Routine For the 2020-2021 Program Year parents will be required to escort their children to and from the bathroom.

Welcome to Ready to Learn!

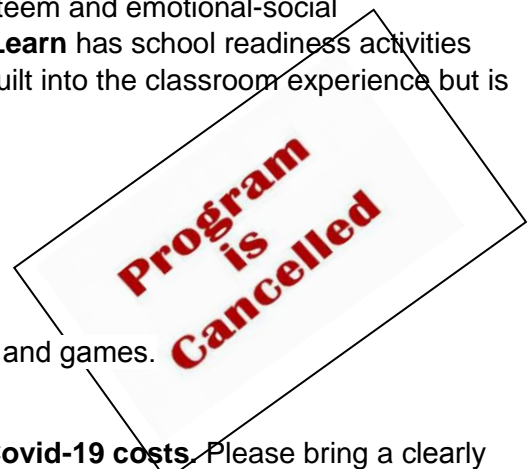


Ready to Learn is a 2.5-hour early learning program focusing on the social-emotional development of children ages 3 to 5 years with literacy-based components. **Children must be 3 by September 30 2020 in order to attend.**

The Ready to Learn Program is delivered twice per week and is based on the PATHS preschool curriculum (Promoting Alternative Thinking Strategies). This program highlights and nurtures the development of self-control, positive self-esteem and emotional-social competencies in young children. In addition, **Ready to Learn** has school readiness activities (following direction, letter and number knowledge etc.) built into the classroom experience but is **not** the core focus of this program.

Program length: 2.5 hours

- Arrival & Free play
- Clean up
- Snack
- Creative Experience
- Circle Time: Includes show 'n' tell, stories, songs and games.



What do we bring?

Snack will no longer be provided by ESFRA due to Covid-19 costs. Please bring a clearly marked water bottle for you and your child/ren (water is available for refill) and a healthy snack (2 to 3 choices) for your child to enjoy during programs. Suggestions for healthy choices could include: cheese cubes, whole grain crackers or bread, breakfast cereal (unsweetened), fresh fruit, yogurt tubes, dried fruit, goldfish crackers and raisins. All snacks should be in a proper container. Any garbage will still be in your child's lunch container for disposal at home. Our healthy foods policy, includes a **peanut and nut sensitive policy**. Please ensure that staff are

aware of any food allergies you or your child may have. The following foods are **not permitted**; superstore baked goods, alligator cheddar snacks and Tim Horton's baked goods. We will be using hand sanitizer instead of travelling to the bathroom.

Art supplies and educational toys are all provided as part of the program. Please dress your child in play clothes, as some activities can get MESSY!!! DRESS FOR MESS!!! In addition, adults and children **must** wear sneakers/shoes (no slippers or sock feet allowed) while attending any ESFRA program. If you want your child to wear a paint shirt it is recommended children bring their own freshly laundered paint shirt.

Bathroom Routine For the 2020-2021 Program Year parents will be required to escort their children to and from the bathroom.

As with all ESFRA programs, **Ready to Learn** will be offered free of charge at our Family Centre in Porters Lake to the registered group Tuesday and Thursday mornings between 9 am to 11:30 am. While this program is not a parent/child interactive program, there is a **required** parenting workshop called Handle with Care which supports the mental health of young children for parents/caregivers to participate in on a monthly basis via Cisco WebEx (first Tuesday evening of every month).

Handle with Care is a 4-session program (2 hours) using simple interactive activities for parents/caregivers. Mental Health is a part of our overall health, it's about how we think, feel, our level of self-esteem and how we cope with the ups and downs of every day life. The spirit of the program is to celebrate parenting, promote self-care and recognize the value of all caregivers and their role in strengthening the social and emotional well-being of children; to grow in self-esteem, focus and learn better, and develop healthy relationships. The programs topics are based on the following building blocks:



Building trust and attachment



Building and enhancing self-esteem



Expressing emotions



Building relationships with others



Self-care

Parent Education Sessions Dates will be held virtually via **Cisco WebEx Free Download** (www.ciscowebeex.com)

This workshop will be facilitated by our Parenting Journey Home Visitor Tracy Cowan. On each night of class an email will be sent to you with a join meeting access. **Please Note:** All parenting handouts and supplies for activities will be distributed on your child's program day.



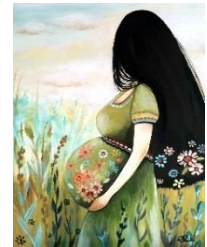
New Parent Group / Breast Friends

The **New Parent Group** is specially designed for new parents with an infant under twelve months of age. Due to Covid-19 we are currently not in a position to offer the New Parent Group in person. For the 2020-2021 Program Year we will be offering the NPG virtually on Zoom monthly. Registration for this virtual group is still required to a maximum of 12 participants. This program offers parents and (their babies) an opportunity to meet other new families in the community, receive information on parenting related topics, and access to other programs and support offered by the Eastern Shore Family Resource Association.

We will do our best to invite special guests and professionals (Healthy Beginnings Home Visitor and Public Health Nurse) from our community to attend the virtual **New Parent Group** to provide information on topics relevant to new families. Our new parents are encouraged to request the special guests and suggest topics to discuss according to their needs and interests. ESFRA staff with related training and experience facilitate this program.

The **Breast Friends** group is intended to be an extension of our Great Expectations Prenatal Program as well as our **New Parent Group**. Due to Covid-19 we are currently not in a position to offer this component of our New Parent Group in person. Anyone in need of breastfeeding support can make an appointment with our Healthy Beginnings Home Visitor (902-476-6153) or your local Public Health Nurse (902-481-5800).

New Parent Group: February 24, March 24, April 28 2021, May 26 and June 23 from 12:00 pm to 1:00 pm



Great Expectations

Great Expectations is an 8-week prenatal program covering a wide range of topics surrounding Pregnancy, Birth and Infant Care. For the 2020-2021-year Great Expectations will be offered virtually through the video platform **Zoom** <https://zoom.us/>. Classes will be held **Thursday evenings from 7-9pm**.

Semester 2 January 14th-March 4th	Semester 3 March 25th-May 13th
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- Class 1. Intro / Maternal Changes
- Class 2. Healthy Pregnancy
- Class 3. Labour Prep / Stages of Labour
- Class 4. Medical Interventions / Positive Birth
- Class 5. Breastfeeding
- Class 6. Infant Care
- Class 7. Postpartum / Transition to Parenting
- Class 8. Recap / Q's & A's

Please Note: Classes will be facilitated by our Healthy Beginnings Home Visitor Sam Vatcher. Handouts for this program will be distributed before the first day of class. An invitation to the Zoom meeting will be sent out weekly via email or text which ever you prefer.



I _____ (Print Guardian Name) have received, read and understand the Eastern Shore Family Resource Association Parent Handbook and agree to adhere to all policies.

Please Note:

ESFRA continues to follow the current Nova Scotia Public Health Covid-19 procedures and recommendations. ESFRA policies and procedures are subject to change to reflect the needs of the program, children and families we serve.

We may also make changes or modifications in our policies if required by our agency. ESFRA will inform parents of changes taking place whenever possible in a timely fashion. **This is a living document and will continue to evolve as the Public Health directives evolve.**

Participant Signature

Date