



Silverheights Neighbourhood Association

15 Baldwin Drive, Cambridge ON N3C 0G1

Phone: 519-240-0378

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Website: www.silverheightsneighbourhood.com

SNA Registration and COVID-19 Information Sheet

October 2021

Dear Parent or Guardian:

On behalf of everyone at Silverheights Neighbourhood Association (SNA), we thank you for your registration in one of our After School Programs. We do our best to organize our Programs so that they are fun and safe for your family, and we look forward to seeing your child/children at our programs. Silverheights Neighbourhood Association is classified as a City of Cambridge facility; therefore, we will be following the City's Proof of Vaccination Policy and Protocols. I would like to take this opportunity to share some information with you on what to expect when participating in our programs. We want to make this process as safe and easy as possible for everyone, so all drop off, screening and pick up will happen outside of our centre door.

Entering Program

Please note that due to COVID-19 SNA will be doing our best to adhere to Public Health Guidelines for pre-screening, cleaning, and sanitization protocols.

Upon arrival to our after-school program, there will be a check in station set up with a staff member to welcome and screen your child. Your child will be asked a series of pre-screening questions, have their temperature checked and be asked to use alcohol-based hand sanitizer before entering the centre. To save time you are welcome to fill out our online screening form at <https://forms.gle/KsPdDaDFYM4Lwab47> each time before you come.

Should your child screen positive for any of the symptoms in our questionnaire or have a temperature of 37.8 degrees Celsius or higher your child will be physically distanced from the remainder of the group. The parent/guardian/emergency contact will be contacted immediately and encouraged to contact the local Public Health Unit for a Covid-19 Test. Your child **will not** be permitted back into program until Public Health test results return with a negative screen or it has been 2 weeks.

In the event your child becomes symptomatic during the program the same safety measures mentioned above will be followed.

Leaving Program

Due to the increased safety protocols outlined by Federal, Provincial, Regional, and Municipal guidelines we **will not** be releasing your child from care until **the end of program** to limit the contact between members of the public and our participants and staff. We will also be releasing them to you outside at the same location as drop off.

If you need to pick up early, please email programs@silverheightsneighbourhood.com or phone 519-249-1200 and we will bring you child out to you. Thank you again for your patience, support and understanding during this time.

Sincerely,

Lori Da Cunha, Executive Director, Silverheights Neighbourhood Association



SNA Parent Handbook and Guideline Sheet

Please ensure your child dresses appropriately for the weather and events going on that day. During the warmer months we encourage participants to carry sunscreen to apply once at the Summer Program. Running shoes are a must as they ensure safety for your child during our active games. Open toed sandals are not recommended

To provide a positive program environment for participants and leaders, SNA has adopted the High Five Principals of Healthy Child Development. The 5 Simple Rules and the Behaviour Management System provide clear expectations and offers consistent support of behaviour.

All program participants will follow the Code of Conduct, outlining participant behaviour:

- Keep your hands and feet to your self
- Speak nicely and positively to each other
- Touch only what belongs to you
- Stay within the activity area
- Listen to your leaders (all of them)

Silverheights Neighbourhood Association (SNA) values the safety of its children and youth program participants. To assist the parent/guardian in ensuring their child's safety, SNA has developed a Safe Arrival and Departure Policy. A Safe Arrival and Departure Policy is a system of procedures performed together with daily attendance-taking to account for any child's unexplained failure to arrive at the Program. As soon as a child is identified as "unaccounted for," SNA staff will attempt to contact the parent/guardian. Three attempts will be made to contact the parent/guardian at both home and alternative numbers.

The parent/guardian is expected to notify SNA staff the day their child will be absent or late by one of two ways: Let us know verbally ahead of time while picking up your child or email/phone the program coordinator at 519-249-1200 or programs@silverheightsneighbourhood.com

SNA staff thanks you in advance for your cooperation.

Sincerely,

Lori Da Cunha

Executive Director

Silverheights Neighbourhood Association