

BIWEEKLY MEETING



PRESCHOOL
CANADA
Early Learning Academy

Date: 10/9/2020

Time: 1:00 pm – 1:45 pm

Facilitator: Lisa Loblaw

Attendance

| Kristen | Mellissa O | Lorraine | Shima
Jessica | Ericka – Joined 1:20 pm | Lisa | Sheri

Time	Item	Speaker
1:05	Welcoming the team and introducing Whitby the new director (Sheri)	Lisa
1:15 – 1:25	September checklist <ul style="list-style-type: none">- Review of the use of the list, if anyone has feedback about it.- Lisa mentioned that some she received an email from one location that they used the checklist- Brampton East said that she sent an email regarding how she is waiting for a reply about the use of Lysol wipes on site. Lisa replied that it is okay if you replace it with any disinfectant wipe as long as it follows the region's requirements- Jessica asked if she can send the checklist as a photo.- Shima mentioned that the main thing about the checklist is for it to help the team operate. If the team is communicating with head office for any support that they need while they are using the checklist, that will be okay. It is up to the team to choose any way for documenting the use of the tool, and head office asked the team to reach out for any support they need.- Lorraine asked if head office has a mask policy. Lisa replied that it is internal inside the Covid -19 policy, both agreed to follow up through an email.	Lisa/Jessica /Shima/ Lorraine
Time	Policy Revision and Approval <ul style="list-style-type: none">- All policies have to be approved by head office as mentioned before in previous meetings- Lisa mentioned that if any updates on policies is needed, please send them to head office while head office does not receive those emails from the regions.- Last week head office team was working on updating policies from different regions, and this was easy and did not take a lot of time- The Head office team mentioned that some policies might take more time because it needs to be sent to head office legal team for approval.- Sheri was asking how the team is managing staff and if they have to send staff home since she will be in the program and if any of the locations have any janitors to clean	Lisa/Sheri/ Lorraine

Time	Item	Speaker
	<ul style="list-style-type: none"> - Lorraine replied some staff fail the screening, so she they have to go home for 24 hours and as a director she covered their shift - Pickering team needs a janitor and a runner since they have 50 kids on site 	
Time	<p>Emergency Contact Information</p> <ul style="list-style-type: none"> - Contact Lisa from 8:00 am – 4:00 pm. - Shima Shift is from 10:00 am – 6:00 pm. - Shima will be available from 4:00 pm -6:00 pm - If there are any emergencies between 7:00 am – 8:00 am, please contact Shima and Lisa - Shadi is setting a line for Lisa for communication. When it is done, Lisa will send it to the team 	Lisa
Time	<p>Motivating Staff</p> <ul style="list-style-type: none"> - Lorraine's staff are uncomfortable with wearing masks and face shields - Lorraine asked for ideas to motivate staff Lisa agreed that it is essential to do that - Staff do not wear the mask outside - Lisa suggested to check in with the staff to speak about it - Lisa mentioned to join the early childhood educators' group on Facebook, and she will send the link after the meeting, helpful ideas another web site coping with stress and head office will send it at the link to the team. - Shima shared ideas to motivate the staff (The star of the week, decorating the face shield make a face shield decorating competition post it on social media, coffee cards, mailbox ideas from staff to director, use the SMART method The SANDWICH method) - Lisa and Shima mentioned that we have to adapt to the new norm with different methods to make the staff happy and comfortable in the workplace - Brampton East using goggles instead of the face shield, as well as talking to the staff and let them understand that they are frontline workers and they are helping the community - Lisa mentioned that she like the goggle idea, but Lorraine said that goggles are not healthy - Lisa mentioned that they could use both back and forth - Anyone who wanted to share ideas on how to motivate staff; was encouraged to share them and email them to head office. 	Lisa/Lorraine/ Shima/Jessica
Time	<ul style="list-style-type: none"> - Shima and Lisa ended the meeting by saying that head office is here to support the team, and if any site needed any support, to please reach out through email or phone - It was mentioned that Lisa will be off on Friday, 11/9/2020 so if any help is needed contact Shima and cc Lisa 	Lisa, Lorraine,

Note: - Brampton West team did not attend the meeting.

- Innisfil team sent an email that they cannot attend the meeting

Meeting minutes documented by Shima Hasan