

BIWEEKLY MEETING



PRESCHOOL
CANADA
Early Learning Academy

Date: 13/8/2020

Time: 1:00 pm – 1:45 pm

Facilitator: Lisa Loblaw

Attendance

Suat | Shima | Melissa – Innisfil | Ericka | Sabeen | Lorraine |
Jessica | Mohammed D | Ericka |

Time	Item	Speaker
1:05	Welcoming Shima back and outlining support for Whitby location	Lisa
1:15 – 1:25	Health & Safety/Policy Lisa asked sites to share if any child, staff or family had to be sent home and tested for COVID-19 and to share their experience with procedure <ul style="list-style-type: none">- Pickering shared one child had been tested as suggested by TeleHealth due to fever (due to double ear infection), results were negative. A serious occurrence was reported. This process was easy to fill out and it was updated and closed with the Ministry within the hour. Pickering added this process can be fearful to staff, be aware of feelings from the pandemic and ask for support if needed.- Brampton East had a child with one symptom that did not need to be reported. The child self-isolated for 14 days at home. The child was isolated, staff wearing all proper PPE and Public Health was called. The isolation room and class were sanitized, and all other staff and children were monitored for symptoms. Explained how they run through various scenarios with staff during meetings to ease minds and support with procedures.- Innisfil had a staff member that was tested for COVID-19. A serious occurrence was filed. The results came back negative and the case was closed with the Ministry. Easy to complete process.	Lisa, Lorraine, Jessica, Melissa
1:25PM	Protocols Lisa explained that all emails and questions should be forwarded to the proper person on the C-Suite team. All finance questions should be forwarded to Mohammad Swaff. Shima will be contacted for any questions in regard to licensing and visits within the centre after September 1, 2020. Lisa is the main point of contact for all other inquiries. If unsure of	Lisa/Shima

Time	Item	Speaker
	who to forward your questions to please send them to Lisa to be redirected.	
1:30PM	Approving Policies	Lisa/Shima
	Lisa and Shima asked to be emailed all policies that have been updated for approval from Head Office. Shima asked if any sites had visits from the Ministry of Health, Ministry of Education or Fire and if there were any non-compliance and if so for these documents to be sent to Head Office.	
1:35PM	Enrollment Follow Up	Lisa
	Lisa asked if sites had been following up on enrollment from families. Guelph and Pickering shared they have been continuously been following up on this with families. Lisa spoke about the importance of ensuring communication with families with social media and following up with returning and potential new families.	
1:40PM	Funding Opportunity	Suat
	Suat spoke about an opportunity for a free lighting assessment from the Ontario Government for up to \$2,000. Suat shared that the Pickering site had an assessment done on August 14 th , 2020. Easy to fill out application if interested. Lisa to send link to each site.	
1:45PM	Questions	Lisa
	Lisa asked the team if they have any questions, and to brainstorm and send the topics for the next meeting	

Meeting minutes documented by: Lisa Loblaw