

# BIWEEKLY MEETING



PRESCHOOL  
CANADA  
Early Learning Academy

Time: 1:00 pm – 1:45 pm Facilitator: Shima Hasan

Date: 22/10/2020

## Attendance

| Sandra | Mellissa O | Mellissa

Jessica | Ericka | Sheri | Leila |

Time	Item	Speaker
1:05	<p>Welcoming the team /COVID -19-</p> <ul style="list-style-type: none"><li>- Shima welcomed the team and wished them a happy ECE/ECA appreciation day, she explained how strong the team is during this time, and she appreciated all their hard work.</li><li>- Shima explained that the Brampton East team has a positive COVID -19- case. She explained how Jessica was highly professional in handling the situation and how the policies and protocols played a unique and smooth role to guide the team throughout this situation.</li><li>- Jessica and her team worked together from finding out about the case to how they contacted the parents, closing the cohort and maintaining the distance in the room; the evacuation went fast and smooth; they called public health and provided them with the information they needed. She posted a note on the door that this room is closed regarding the situation after contacting the rest of the parents via email, the region then assigned a COVID-19 CASE Investigator, they told them that the children in that cohort have to be isolated at home for 14 days and if they develop any symptoms they have to contact public health. The staff began the emergency relief money system from the government they need to be isolated, as well the room needs to be sanitized, but the site is under staff shortage because Jessica and the cook have to leave since Jessica's daughter is in the same cohort and the cook's grandson was at the same cohort. Jessica and the cook can go back to the program since both are not showing any symptoms; the region was very supportive. They even sent a letter to the site to send to the parents, and Jessica mentioned that our policies were straightforward and easy to follow.</li><li>- All the other classes remained open. The siblings were able to attend as long as they screened negative and have no symptoms. Most parents agreed that the children should get tested from the close cohort, and all the results came back negative. The most important thing is to get in touch with families and isolated children.</li><li>- Jessica explained it was a little bit scary but following the protocols professionally and calmly helped her guide the team.</li></ul>	Jessica/Shima

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**1:10 – 1:30** Parents engagements during COVID-19-/ Halloween during COVID - 19 -

- Leila explained how to engage with the parents and provided lots of helpful tools the team can use, and she gave examples of how, when and where the team can use those tools. (details about this section was sent in a document to the team after the meeting).
- Leila explained that the parents need to know how we document the children learning using the individual observation document. An open discussion took place.
- Guelph team explained that they do group observation and post it, but they do not do the individual ones; Shima explained that individual observation is a part of the Ministry's requirements. She can explain this to the Guelph team after the meeting.
- Aurora team sent a copy of the children's observation after seven days
- Brampton East team explained that they do it weekly and the director signs it; they call the parents and explain the children's developments following how does learning happens and the ELECT document when they were doing the observation
- Leila pointed out the importance of using this document.
- Leila explained the importance of following the ministry of health regulations during Halloween celebration, and a document was sent to the team after the meeting explaining that part
- Halloween activities were shared with the team.

/ Shima  
Jessica/Leila  
/Ericka /Sandra

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Time	One sandbox account	Shima/ Leila/ Ericka/ Sandra/
1:30 – 1:43	<ul style="list-style-type: none"><li>- Shima and Leila were asking the team how far they are on the new sandbox account, and if they need any help or support, they can contact Leila; she can guide them through the processes.</li><li>- Sandra explained that she is not doing anything about the sandbox, and Kristen is the one in charge of this, and she does not know how to do it.</li><li>- Guelph explained that there is lots of information that she has to transfer to the new OneSandbox account. She said that she just got the info recently (info was emailed to Guelph on October 7<sup>th</sup> 2020), but around the time that she received it, it was not her concern and it is complicated, and a lot and it cannot be done in weeks or months.</li><li>- Leila explained that if Ericka spoke to Rob from sandbox, he could transfer all the information for children except the financial part, and if she or anyone from the team need any help or support, they can contact head office team</li><li>- Shima explained that if we start to transfer the information to the new one sandbox, it needs to be complete since the one sandbox will be the only sandbox that preschool Canada has to use.</li><li>- Head office team thanks the team and asked them if they need any help or support do not hesitate to contact them and wished them a fantastic day to celebrate with the team.</li></ul>	

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Meeting-minutes documented by

Shima Hasan