

BIWEEKLY MEETING

Date: 19/11/2020

Time: 1:00 pm – 1:55 pm

Facilitator: Shima Hasan

Attendance

Leila | Kristen | Melissa – D- | Lorraine |
Jessica | Ericka | Shima

Time	Item	Speaker
1:05-1:20	Welcoming the team and congratulates Guelph Team on their recent Subsidy approval <ul style="list-style-type: none">- Shima welcomes the team and wished everyone well.- Head office mentioned that sites need to be more mindful of their posts as the COVID-19 cases are rising.- Head office asks that Jessica shares her story in the closure that Brampton East had due to a confirmed COVID-19 Case.- Shima confirmed with Jessica that the policies are clear and that Head office team is always available to help	Shima/Jessica/ Ericka
1:15 – 1:40	Health and Safety Updates <ul style="list-style-type: none">- Head office went through the 12 points from the Operational Guidance During COVID-19 – Version 4 that has been updated for each site and has been posted on the back page.- Pickering Team, Brampton East, and Guelph mentioned that for the outdoor equipment that they are still cleaning after each cohort.- Brampton East team clarified the new changes in the Outbreak Management section for COVID-19. Pickering Team mentioned that they are still documenting screening details for best practices	Leila/Jessica/ Lorraine/Ericka/ Melissa/Shima
1:40 - 1:55	The Importance of Outdoor Play for Young Children’s Healthy Development <ul style="list-style-type: none">- Head office spoke about how to include different activities that could be done outside.- Head office also mentioned that due to the weather becoming colder that staff members are wearing proper weather clothing so that the staff members can be engaged with the children.- Links for Outdoor play was shared via email at the end of the meeting	Shima/sites

Time	Item	Speaker
	<p>Head office asks that if any sites have anything to add:</p> <ul style="list-style-type: none"> - Aurora Team asked that we stamp date the Policies on the back page. Head office confirms that any new documents are sent via email and highlighted. The back page automatically gets uploaded after the email is sent with updates. - All COVID-19 Policies have been updated and posted on the back page - All Policies on the back page will be unhighlighted. All highlighted changes will be emailed to the sites. <p>Head office asks if any would like to complete the survey to do so as it will help decide on how to conduct further meetings.</p> <p>Head office also asks if any sites have any topics, they would like us to speak about next meeting to please feel free to email info@preschoolcanada.com</p>	Kristen/Shima
	<p>Ericka suggested that the sites can take turns to run the meetings, and Shima replied that all the sites could send which topic they would like to discuss in the meetings, and head office can work side by side with the team and prepare for the topic.</p>	Ericka/Shima

Meeting minutes documented by Leila Char