

Coronavirus (COVID-19)

GRADUAL REOPENING OF CHILDCARE SERVICES AS OF MAY 11, 2020 AND AS OF MAY 19, 2020 FOR THE MONTRÉAL METROPOLITAN COMMUNITY

PROCEDURE FOR TRANSMITTING THE PLANNING TOOL FOR THE GRADUAL RESUMPTION OF EDUCATIONAL CHILDCARE SERVICES AND THE MINISTÈRE DE LA FAMILLE SURVEY

Here is a proposed procedure for transmitting and following up on the planning tool to be completed by parents.

Step 1: April 29, 2020

Transmission of the planning tool, by the Ministère de la Famille, to the educational childcare facilities and coordinating offices so that the directors can mail it to the parents for completion.

Step 2: April 30, 2020

Transmission of the planning tool, by the educational childcare facility, to the parents whose children were registered at their facility prior to the March 13, 2020 shutdown, with a request that they return it by no later than May 4, 2020. It can be sent by email or in print format (by regular mail), if the parent has no computer access.

Step 3: May 4, 2020

Deadline for parents to return the completed planning tool to the childcare facility either by email or in paper format, if the parent has no computer access.

Step 4: Week of May 4, 2020

Compilation of the parents' responses.

Step 5:

Prioritization of the children according to the criteria recommended by the Ministère de la Famille in the information bulletin sent on April 27, 2020, specifically:

- Children, one of whose parents is working in a sector on the list of priority services and activities and who is unable to work from home, who were attending your childcare facility on March 13, 2020; give priority to children who were receiving emergency childcare services;
- Children, one of whose parents is working in a sector on the list of priority services and activities and whose child was attending a recognized home childcare facility for which the

- provider was unable to resume services on May 11, or on May 19 in the Montréal metropolitan community;
- Children who were received at your emergency childcare facility and who were not attending any childcare facility before the pandemic began;
 - Children, one of whose parents is working in a sector on the list of priority services and activities and who is able to work from home, who were attending your childcare facility on May 13, 2020.

If parental demands exceed the number of children you are permitted to receive during one or another of the phases, give first priority to children both of whose parents are unable to work from home.

If, despite this step, the demand still exceeds the number of children you are permitted to receive, it is then your responsibility to select the children according to your own criteria. You will recall that if your facility is open as of May 11, you may, depending on your own assessment, accept an overall ratio of children that is greater than 30% but less than 50%.

Children who were received at an emergency childcare facility but who have a space in a non-subsidized daycare centre may not remain in your childcare facility under any circumstances.

Step 6:

Identification of childcare needs for the weeks of May 11 and 19 based on the information available, in accordance with the Ministère's recommendations regarding the number of children that can be received.

Step 7:

The Ministère will ask you to complete a weekly survey. You will have to submit information that will answer the following questions, among others:

- What percentage of parents completed the planning tool regarding their childcare needs for the months ahead?
- How many children do you expect to receive on average per day for the week of May 11? of May 18? of May 25?
- How many children do you expect to receive as of June only? as of July?
- What occupancy rate do you expect for the week of May 11? of May 18? of May 25?
- Based on the ratios announced, do you expect to have to refuse any children for the week of May 11? of May 18? of May 25? If so, how many?
- How many parents indicated that they were working from home?

Step 8:

Communicate with the parents to inform them of your decision:

- Confirm a space to parents whose child will have access to your facility as of May 11;
- Inform parents whose child will not have immediate access to your facility, of the date on which the child may possibly have access, subject to public health recommendations, and refer them to La Place 0-5.

Subsequent follow-ups to do in the weeks after May 11, 2020

Step 9: As the Government expands the list of essential or priority services and activities

Contact the parents who work in an essential or priority service or activity that has been added to the list by the Government to find out whether their choice to send their child back to the childcare facility or not remains the same.

Step 10: Wednesday of each week

Complete the Ministère's weekly survey to give the authorities a clear picture of the situation during the transition back to normal. The information you provide should answer the following questions, in particular:

- How many children do you expect to receive on average per day for the week of May 18? of May 25?
- How many children do you expect to receive as of June only? as of July?
- What was the occupancy rate during the week of May 11?
- What occupancy rate do you expect for the week of May 18? of May 25?
- Based on the ratios announced, do you expect to have to refuse any children for the week of May 18? of May 25? If so, how many?
- How many parents indicated that they were working from home?

Step 11: Thursday of each week

Compile, for the following week, the number of children whose parents have indicated that their children will be returning to the childcare facility.

Step 12: Thursday of each week

Prioritize the children according to the abovementioned criteria.

Step 13: Thursday of each week

Coronavirus (COVID-19)



Communicate your decision to parents who have indicated that they would like their child to return to the childcare facility:

- Confirm a space to parents whose child **will** have access to your facility as of the following week;
- Inform parents whose child **will not** have immediate access to your facility, of the date on which the child may possibly have access, subject to public health recommendations, and refer them to La Place 0-5.