



**COMMUNITIES  
TOGETHER** FOR CHILDREN

## Program Pre-registration

1. COVID-19 Program Pre-Registration

Date: October 5, 2020

CATEGORY: Health and Safety

REVISED: September 15, 2021

### Purpose

The Purpose of this policy is to clearly define pre-registration procedures for all EarlyON programs within the District of Thunder Bay.

### Policy

In consideration of the increased health risk associated with the spread of COVID-19 and in accordance with the Ministry of Education *Operational Guidance During COVID-19 Outbreak: EarlyON Re-Opening*; as of September 1, 2020, and until further notice pre-registration is required for all outdoor and indoor EarlyON programs. All individuals entering an EarlyON program must have reserved space and/or registered in advance for the program they wish to attend.

**Note:** Maintenance personnel and other essential visitors who will not be participating in program are not required to pre-register but will need to pass a health screen and sign-in upon arrival. For the health and safety of everyone, families who have not pre-registered to attend an EarlyON program cannot enter an EarlyON Centre or participate in programs on a drop-in basis.

Pre-registering for programs and services ahead of time is an important measure that helps to promote enhanced health and safety by:

- ✓ Safely collecting information of participants for the purposes of contact tracing;
- ✓ Promoting advanced screening of participants before entering an EarlyON Centre;
- ✓ Providing important communication to participants on enhanced health and safety measures in advance of attending in-person programs and services;
- ✓ Enabling EarlyON Centres to maintain and manage group/space capacity;
- ✓ Supporting safe and timely sign-ins and preventing crowding/waiting at entrances; and
- ✓ Helping to organize programming options that support an enhanced level of health and safety (e.g., such as participants registering for multi-week programs).

## Procedure

- Communities Together for Children EarlyON will provide in person (indoor and outdoor) programming that participants must pre-register for through the KeyON system or by registering over the phone with the program coordinator.  
Communities Together for Children will offer programs in the Cohort Model.
  - Pre-Registration (Cohort Model – through the KeyON system or phone registration)

\* Pre-registration will be accessible to participants with limited internet access through phone registration. Contact 807 624-2378.

Although pre-registration is a requirement we will make reasonable exceptions to the pre-registration requirement that supports the unique needs of families while continuing to meet health and safety requirements.

In the event that a family has not pre-registered, our staff will assist by

- Completing a screening on all individuals before they enter the EarlyON program
- Providing information on how to pre-register including providing the KeyON website and/or the contact information for the EarlyON Coordinator
- Assisting the pre-registration of available in person groups when necessary
- A “**Consent to Share Information** form” will be available for all participants to sign upon arrival if they have not pre-registered through the KeyON system.
- Communities Together for Children EarlyON will maintain daily records of anyone entering the space and the approximate length of their stay. This includes cleaners, maintenance workers etc.
- Communities Together for Children EarlyON will ensure that the registration records match the attendance records by printing the registration records from KeyON and indicating on the registration if the participants in fact attended or were absent.(absentee attendees should be noted as such).
- Electronic and hard copy records will be securely kept on the premises. Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Communities Together for Children will follow this registration policy for all children and families entering the EarlyON program and/or participating in programs and services.

## **Communication with Families**

Communication with families regarding enhanced health and safety measures in EarlyON Centres is important to promote transparency and to ensure children and families are safely interacting.

Health and safety policies and procedures, and information regarding program operation will be shared with families prior to attending a centre. Families will be directed to Communities Together for Children's website for up to date information and policies. [www.ctctbay.org](http://www.ctctbay.org)

Communities Together for Children will remind attendees of health and safety measures, including requirements and exceptions related to masks, and related centre policies and procedures when they arrive at a centre for programming and/or services.

## **Policy and Procedure Review**

- Communities Together for Children will provide an overview of how the registration process will be carried out to the TBDSSAB.
- Communities Together for Children EarlyON will review this policy monthly and recognize that this policy may be amended as needed in response to continually evolving circumstances during the COVID-19 pandemic.
- Communities Together for Children will confirm with the TBDSSAB that this policy/procedure is being followed by ensuring all staff have reviewed the policy and any amendments and signed an attestation.



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**Consent to Share Information**

I, \_\_\_\_\_ give my permission to Communities Together for Children EarlyON to share my contact information with the Thunder Bay District Health Unit for the purpose of contract tracing related to COVID-19.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **KEyON Enhancements: From September 2020 (As a reminder)**

To meet the new Ministry guidelines for reopening EarlyON centres, KEyON has made enhancements to meet these new requirements, specifically Pre-registration and Sign out.

Before describing these two major changes, there are a few other changes to the application.

- Phone number will be mandatory, email will not.
- The second page layout of the parent membership has changed – the left side of the page will ask for phone number, email and then address, language and identity questions.
- The right side is now emergency contact info.
- For the time being, all guests will have to become a member in order to sign in. The guest feature will be disabled and hidden so it can be enabled again in the future. This is being done so that contract tracing information is gathered for everyone attending a centre.
- Drop in item on the kiosk will no longer be a default item but will now have to be added to the calendar.
- Daily Attendance report will now include phone number and sign in/out times
- No health information will be collected through the KEyON application.

### **Pre-registration For the Centre**

- Same initial steps when adding an event/workshop/drop-in to the calendar.
- All events, workshops and drop-ins will now have to be added to the calendar.
- The item will have to be identified as such – same as in the past now with the added option of drop-in (Is this an Event Y/N, Is this a Workshop Y/N, Is this a Drop-in Y/N).
- All calendar items will require a maximum capacity registration number to be added to the item.
- As in the previous version, any item can be made a recurring item.
- The text box on the page to create the event, etc. can contain a link to a website. If this is required to complete the pre-registration process, use the link icon to add the web link. Once the parent confirms the KEyON pre-registration, they will automatically be redirected to the website indicated.
- Indicate when pre-registration will begin and close for any calendar item.
- View pre-registration attendance from the calendar item. Click on the item and option appears in Edit Event header.
- Reports now include a pre-registration report.
- If an event needs to be cancelled, hide the event and call the parents to notify them of the change.
- The event will no longer appear on the parent's list of pre-registered events. If the event does not have any pre-registrations, a Delete button will be visible to remove the item.
- A max of 5 pre-registrations for drop in will be allowed at any time.
- Staff can assist parents with pre-registration process.
- Staff can override kiosk options to allow for sign in when pre-registration has not happened and there is space. Click on the Pre-registration Override button below the Sign In bar; enter your PIN; back at the sign in screen, click on Sign In and the events chosen will now appear. (Ensure screening and pre-registration has happened prior to entering the program space).

## **For the Parent**

- Every adult registering for a calendar item must have a membership.
- If their current account does not have a phone number, they will be prompted to add one.
- Adults must log in to their account to pre-register and navigate to the Events menu option.
- Select the region and centre they wish to browse calendar.
- All events, workshops and now drop in will now appear on the calendar.
- All calendar items will appear with a colour coded check mark to indicate the availability of the event - green, yellow and red indicators with legend showing at the top of the calendar.
- Once an event is chosen, a disclaimer will appear telling the parent if contact tracing is required from the centre, their information will be provided to the public health unit. Once they agree to the statement, pre-registration will continue.
- Only one adult can pre-register for any calendar item but multiple children can be indicated.
- All pre-registrations can be viewed right from the calendar (when the parent/caregiver is logged in).
- Changes to the number of children and cancelling a pre-registration can be done from here.
- Once an event has begun, changes can no longer be made.
- When the parent shows up at the centre, they will now only see what they have pre-registered for on the sign in kiosk screen.

## **Sign Out For the Centre**

- Nothing new must be done.
- Sign out screen is same as sign in.
- Parent will scan their tag and all of those that were signed in with that tag will be signed out.
- Manual sign out can be done by staff through View Attendance option on kiosk.
- Sign out time will appear on the reports where sign in time is currently recorded.

## **For the Parent/Caregiver**

- Simple scan of their tag will sign their family out, will not have to touch the screen.