

CATEGORY: Policy and Procedures Review

DATE: September 2016

SUBJECT: Monitoring Compliance and Contraventions

REVIEWED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



## **Policy Statement**

CICC is obligated to develop and implement Policies and Procedures as required by the Child Care and Early Years Act, 2014, under Ontario Regulation 137/15 for written policies, procedures, and individualized plans for childcare centres.

## **Purpose**

This policy sets out the process that will be followed to monitor the implementation of our policies and procedures and individualized plans on an ongoing basis.

The policy sets out how compliance and contraventions (non-compliance) with the policies, procedures and individualized plans listed below will be monitored, recorded, and addressed.

## **Procedure**

### **1. Policy Review**

- All policies written for Centennial Infant and Child Centre's Preschool Program will be reviewed by the Executive Director annually.
- Date of review will be recorded in the header of the policy and printed and placed in the CICC Preschool Policy binder.
- Policies posted on CICC's website will be updated at this time.
- Once all policies have been reviewed by Executive Director, the policies listed below will be reviewed by all preschool staff, volunteers, and students.
- All staff, volunteers and placement students will be provided with all required policies to review and acknowledge prior to starting work at CICC and annually thereafter.
- Documentation of this review will be placed in each staff, volunteer, and student's personnel file. Documentation will be kept in a secure place at CICC for at least 3 years.
- The Centre supervising manager will be responsible for ensuring all staff and students review and acknowledge policies and procedures.
- The CICC Volunteer Coordinator will be responsible for ensuring all volunteers review and acknowledge all policies and procedures and documentation completed.

### **2. Monitoring and Observations**

- Each staff, volunteer and student will be monitored to assess whether policies and procedures and individualized plans are being implemented as follows:
- The Executive Director will observe and monitor the Preschool Manager and the Assistant Preschool Manager
- The managing supervisor will observe and monitor the qualified staff i.e., RECES.

- The Program Manager will observe and monitor other program staff i.e., 1:1 support worker, supply staff, EAs.
- The RECEs will observe and monitor the student interns.
- The Volunteer Coordinator will observe and monitor the placement students and Path Forward Classroom Assistant and the volunteers.

Monitoring and observations will be conducted on an ongoing basis through various means including:

- Participating formally and informally in the program
- Collecting feedback from parents and families
- Reviewing written documentation i.e., written in the daily record book, medication administration forms, attendance records, etc.)
- At different times of the program to ensure that Individual Program Plans, policies, and procedures are being implemented.

The following policies are to be reviewed by all preschool staff, volunteers, and students at the start of employment or placement and annually thereafter:

- Fire Safety and Evacuation Plan
- Policy Review which includes detailed procedures as a process used to monitor Compliance & Contraventions with Policies & Procedures & Individual Program Plans
- Anaphylactic Policy
- Drug and Medication Administration
- Individual Program Plan
- Sanitary Practices
- Serious Occurrence
- Program Statement
- Program Statement Implementation
- Childcare Supervision Policy for Students and Volunteers
- Police Record Check
- Staff, Volunteer, Student Training and Development
- Wait List and Admission
- Smoking
- Child Abuse
- Parent Issues and Concerns
- Equity, Diversity, and Inclusion
- Bill 132-Workplace Violence and Harassment
- Emergency Management Plan

Individualized Health Plans required under the Child Care and Early Years Act, 2014

- Anaphylactic Policy
- Emergency Plans, Allergies, Special Dietary and Feeding
- Drug and Medication Administration

In addition to the above policies, all Staff will review the policies listed below at the start of employment and annually thereafter.

- Workplace Health and Safety
- Slips, Trips and Falls
- Acceptable IT Use
- Parent Involvement
- Withdrawal
- Confidentiality

The following Health and Safety and Sanitary policies will be reviewed by staff at the start of employment and annually thereafter:

- Immunization Policy
- Diapering & Toileting
- Cleaning & Disinfecting
- Toy Cleaning
- Illness: Exclusion of Sick Children
- Hand Hygiene
- Human Biting Incident
- Management of Common Communicable Diseases
- Management of Outbreaks

The following Health and Safety and Sanitary policies will be reviewed by students at the start of employment and annually thereafter:

- Emergency Plans, Allergies, Special Dietary & Feeding
- Drug Administration
- Anaphylactic
- Immunizations
- Diapering & Toileting
- Environmental Cleaning and Disinfecting
- Toy Cleaning and Disinfecting
- Hand Hygiene
- Human Biting Incident

The following Health and Safety and Sanitary policies will be reviewed by volunteers at the start of employment and annually thereafter:

- Emergency Plans, Allergies, Special Dietary & Feeding
- Drug and Medication Administration
- Anaphylactic Policy
- Immunization Policy
- Diapering & Toileting
- Hand Hygiene
- Human Biting Incident

Record of policy review will be kept in all staff, volunteer, and student personnel file.

#### Dealing with Contraventions of Policies, Procedures or Individualized Plans:

- CICC will make every effort to clarify expectations and encourage staff, students and volunteers to raise their questions and concerns regarding the implementation of policies and procedures and individual plans on an ongoing basis to clarify, learn, develop ongoing compliance.
- Progressive discipline may be used to address observed non-compliance with policies, procedures and individualized plans, taking into consideration the nature and severity of the incident, and the individual's history of previous non-compliances.
- Where a staff, student, volunteer is observed to be non-compliant, the licensee, supervisor or designate will take one or more the following actions:
  - o Inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance.
  - o Re-review the relevant policies, procedures, and/or individualized plans with the individual.
  - o Issue a verbal warning.
  - o Issue a written warning.
  - o Temporarily suspend the individual from their position at the childcare centre for one day or more, depending on the seriousness of the contravention.
  - o Terminate the individual from their position.
  - o Inform any relevant parties (e.g., College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, contact from the University or College from which a student has been placed, etc.).
  - o Report violations with the College of Early Childhood Educators Code of Ethics to the College.
- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.
- Where appropriate, the supervisor or designate will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.