

CATEGORY: Health & Safety Policies and Procedures	DATE: July 2017
SUBJECT: Illness and Exclusion of Sick Children Policy	REVIEWED: August 2026
APPROVED BY: Shemina Ladak, Executive Director 	

POLICY STATEMENT

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, staff, students, and volunteers. CICC will take every reasonable precaution to prevent the risk of communicable diseases within our Centre.

PURPOSE

The purpose of this policy is to ensure that staff, students, and volunteers understand and consistently follow the requirements of the Child Care and Early Years Act, 2014 (CCEYA) and Toronto Public Health guidance regarding the exclusion of sick children. This policy supports CICC in:

- Protecting the health and safety of children, families, staff, students, and volunteers;
- Minimizing the spread of communicable illness within the Centre;
- Ensuring that children who are ill receive appropriate care, comfort, and supervision while awaiting pickup;
- Ensuring timely communication with parents/guardians regarding a child's illness and exclusion; and
- Maintaining compliance with applicable legislative and public health requirements.

SCOPE

This policy applies to all staff, students, and volunteers at CICC.

PROCEDURES

As required by the Child Care and Early Years Act, 2014 (CCEYA), CICC will separate a child who appears to be ill from other children and contact the parent/guardian to arrange for the child to be picked up.

When a child appears to be ill, staff shall:

1. Assess the child's condition and monitor their signs and symptoms.
2. Provide appropriate care, comfort, and supervision while the child remains at the Centre.
3. Separate the child from other children and ensure the child remains appropriately supervised.
4. Record the child's symptoms and any care provided in the child's record.
5. Notify the parent/guardian as soon as possible and request that the child be picked up from the Centre.
6. If the child appears to require immediate medical attention, call 911 and arrange for the child to be transported to hospital by ambulance. A staff member will remain with the child until responsibility is transferred to emergency medical personnel or the child's parent/guardian.

7. If staff suspect that a child has symptoms of a reportable communicable disease, follow the CICC Guidelines for Common Communicable Diseases and immediately contact Toronto Public Health's Communicable Disease Line at **416-392-7411**, as required.

When to Exclude

Toronto Public Health recommends excluding a child from the Centre when the child has signs or symptoms of illness that are greater than normal for the child, or when the child is unable to participate comfortably and safely in regular programming due to illness.

Exclusion may be required when a child:

- is unable to participate comfortably or safely in regular programming because of illness;
- has symptoms that are greater than what is normal or typical for the child;
- requires care or supervision beyond what can reasonably be provided in the Centre; or
- meets the exclusion requirements for a specific communicable disease or illness as outlined by Toronto Public Health or CICC's Guidelines for Common Communicable Diseases.

Examples include:

- diarrhea accompanied by a fever or other signs of illness;
- vomiting and/or diarrhea that is greater than normal for the child;
- fever accompanied by other symptoms and the child is generally unwell or unable to participate in regular programming; or
- other symptoms that meet current Toronto Public Health exclusion guidance.

A child experiencing vomiting and/or diarrhea that is above normal for the child must remain at home until they have been symptom-free for at least 48 hours before returning to the Centre, unless Toronto Public Health provides different exclusion requirements for a specific illness.

How to Exclude

When a child is excluded and awaiting pickup, staff shall:

- Separate the child from other children while maintaining continuous supervision.
- Use the Manager's office as the designated area for an ill child, where available.
- Provide the child with comfort, reassurance, and appropriate care while awaiting pickup.
- Monitor the child's condition and symptoms until the child is picked up.
- Encourage and assist the child with appropriate hand hygiene.
- Clean and disinfect the designated area and any surfaces, equipment, or materials contaminated by the child after the child leaves the Centre.
- If the Manager's office is unavailable, separate the child from other children as effectively as possible while maintaining continuous supervision.

The child shall remain under staff supervision until the parent/guardian or authorized emergency contact arrives to pick up the child.

Surveillance and Monitoring

Staff shall conduct daily surveillance for signs and symptoms of illness and monitor for increases or unusual patterns of illness among children, staff, students, and volunteers.

Surveillance shall include:

- Observing each child for signs and symptoms of illness upon arrival, before the child begins to associate with other children.
- Continuing to observe children throughout the day for signs and symptoms of illness.
- Recording symptoms of illness observed for each child in the child's records.
- Recording daily attendance and absences.
- Monitoring for an increase or unusual pattern of illness compared with the normal occurrence of illness during the same time period.
- Reporting any unusual increase or cluster of illness to the Manager or designate and following any direction provided by Toronto Public Health.

Communicable Disease Reporting

If a reportable communicable disease is suspected or confirmed, the Manager, Executive Director, or designate will ensure that Toronto Public Health's Communicable Disease Line is notified at 416-392-7411, as required, and will follow all direction provided by Toronto Public Health regarding exclusion, notification, outbreak management, and return to the Centre.

Staff shall follow the CICC Guidelines for Common Communicable Diseases and any direction provided by Toronto Public Health.

Return to the Centre

A child who has been excluded due to illness may return to the Centre when:

- they meet the current Toronto Public Health recommendations for return to child care;
- they are able to participate comfortably and safely in regular programming; and
- they no longer require care beyond what Centre staff can reasonably provide.

For vomiting and/or diarrhea, the child must be symptom-free for at least 48 hours before returning to the Centre.

Where applicable, additional exclusion or return-to-care requirements for a specific communicable disease shall be followed.

Staff shall refer to the CICC Management of Common Communicable Diseases Policy and Procedures for illness-specific exclusion periods and return-to-care requirements.

Documentation

Staff shall document, as applicable:

- the child's signs and symptoms of illness;
- the date and time symptoms were observed;
- care provided and actions taken;

- notification of the parent/guardian and arrangements for pickup;
- any emergency medical response; and
- the child's return to the Centre following exclusion, where applicable.

Documentation shall be completed in accordance with CICC procedures and recorded in the child's file and the Daily Written Record, where applicable.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment at CICC, annually thereafter, and whenever changes are made.

The review will be documented on the CICC Policy Review Form. A hard copy will be retained in the individual's personnel file for a minimum of three years.

REFERENCE(S)

- Child Care and Early Years Act, 2014 (CCEYA), O. Reg. 137/15
- Toronto Public Health – Infection Prevention and Control guidance for child care centres
- *CICC Guidelines for Common Communicable Diseases*
- *CICC Management of Common Communicable Diseases Policy and Procedures*