

**INFANT JESUS DAYCARE - WATERDOWN**  
**Sisters of St. John the Baptist**  
**717 Centre Road**  
**Waterdown, Ontario L0R 2H0**  
**905-690-9605**

## **PROGRAM STATEMENT**

**Infant Jesus Daycare - Waterdown**, owned and operated by the **Sisters of St. John the Baptist** offers children a happy, warm and caring second home that is consistent with the Ministry of Education policies and curriculum “How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014).” Infant Jesus believes in promoting and supporting Staff Training and Professional Development and the requirement of College of ECE's Continuous Professional Learning (CPL). Staff members are encouraged to participate in educational activities and attending workshops, seminars, etc. in continuing their education. The Supervisor authorizes all professional developmental opportunities. All employees at Infant Jesus have a current First Aid and Infant/Child CPR Certification and a Vulnerable Sector Check prior to interacting with children. The staff reviews the Program Statement annually in September.

Through the guidance and supervision of its qualified and trained staff, the day care strives to provide safe, healthy, play-oriented group learning opportunities in a value-oriented environment in which the child can grow spiritually and develop intellectual, social, physical, emotional and language skills.

Our goals for children, consistent with the Ministry of Education Pedagogy, include the following:

1. Every child has a sense of belonging when he/she is connected to others and contributes to their world.

### **Approaches for achieving this goal:**

The staff will support positive and responsive interactions among the children, parents and child care providers. The daycare strives to respond to the special needs of single and working parents, not discriminating with regard to race, creed or sex.

The staff will encourage to interact and communicate in a positive way, supporting their ability to self-regulate. They will expose children to situations and experiences that will stimulate the child’s curiosity, initiative and independence. The children are encouraged to take responsibility for their own actions and learn self-reliance.

2. Every child is developing a sense of self, health and well-being.

### **Approaches for achieving this goal:**

In promoting the health, safety, nutrition and well-being of the children, hot lunches and two snacks (mid-morning and mid-afternoon) are provided based on the document of “Eating Well with Canada’s Food Guide”. Planned menus of the current and the following week are posted to keep parents/guardians informed and at the same time assist them in planning the menu at home. Children have indoor play and two hours of outdoor play daily, weather permitting. They have quiet time to sleep and rest, with an awareness of their needs.

A daily health assessment of children is done when children enter the daycare. Ensure communication of parents about the health and well-being of the children is done daily or when needed. Ensure all documentation and administration of medication is accurate, followed correctly and meeting all regulations.

3. Every child is an active and engaged learner who explores the world with body, mind and senses.

### **Approaches for achieving this goal:**

The staff will foster the children’s exploration, play and inquiry by providing varied activities that will lead to positive self-esteem, a sense of accomplishment that encourages choices and active play.

The staff will provide child-initiated and adult supported experiences to encourage mutual respect among the children by creating a relaxed and co-operative atmosphere that supports sharing, communication and working together in play as well as in learning experiences. Also, to develop in the child a sense of respect and cooperation with adults. Each child’s learning development will be supported through listening, observing, and documentation of each child, which reflects the four foundations of HDLH through child directed opportunities indoors and outdoors.

4. Every child is a capable communicator who expresses himself or herself in many ways.

### **Approaches for achieving this goal:**

The staff at Infant Jesus develops open communication with parents ensuring they receive adequate information on a daily basis about their children’s development and experience by individual interviews, daily contacts, bulletin boards and parent meetings. This encourages mutual respect, creating a warm, relaxed and co-operative atmosphere towards the parents. Pedagogical documentation is a means to learn how children think and learn. It offers a process to explore, to make learning visible to others and to allow for interpretation. Documentation is supported by communicating with parents, planning and creating environments and experiences. Allowing time to review, to reflect and evaluate about the learning. It is reviewing the impact of strategies, supporting and monitoring the ongoing process. Photos and other written documentation are done for each child. The daycare involves local community partners such as speech therapists, Early Year’s services, etc. to help and support the children, their families and staff.

## **PROGRAM STATEMENT IMPLEMENTATION POLICY**

Infant Jesus Daycare strives in supporting children grow to their fullest potential. The program statement describes Infant Jesus' goals for children's learning and development and the approaches that will be implemented.

Expectations include:

- To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.
- To support positive and responsive interactions among children, parents and program staff.
- To praise, reward and encourage children.
- To reason with and set limits for the children.
- To model appropriate behaviour for the children.
- To provide the children with consequences for their behaviour.
- To explain things to children on their level.
- To listen to the children, communicate to children using positive statements.
- To treat the children as people, and respect their needs, desires and feelings.

## **PROHIBITED PRACTICES POLICY**

The day care employs positive disciplinary actions at a level that is appropriate to the children's actions and their ages in order to promote self-discipline, ensure health and safety, respect the rights of others and maintain equipment. Methods of discipline are discussed and reviewed at staff meetings, and consistent disciplinary measures are agreed upon.

The following prohibited practices are not permitted:

1. Corporal punishment of the child
2. Deliberate use of harsh or degrading measures on a child that would humiliate the child or undermine his or her self-respect
3. Depriving a child of basic needs including food shelter, clothing, bedding
4. Locking the exits of a centre for the purpose of confining children and
5. Using a locked or lockable room or structure to confine a child when separating them from other children.
6. Inflicting any bodily harm on children including making children eat or drink against their will.

# **Policy for Monitoring Compliance and Contraventions**

## **Purpose**

This policy sets out the process that will be followed to monitor the implementation of our policies, 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. This document is intended to fulfill the obligations set out under Ontario Regulation 137/15 for written policies and procedures for monitoring, recording and addressing compliance and non-compliance with policies, procedures and individualized plans for child care centres.

Policies and procedures required under the Child Care and Early Years Act, 2014:

- Playground Safety
- Anaphylactic policy
- Sanitary Practices
- Sleep Supervision
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- Staff Training and Development
- Police Record Check
- Fire Evacuation
- Waiting List
- Parent Issues and Concerns
- Emergency Management

Individualized plans required under the Child Care and Early Years Act, 2014:

- Anaphylaxis
- Special Needs
- Medical Needs

## **Policy and Procedures for Monitoring Compliance and Contraventions**

### **1. Monitoring and Observations**

- Infant Jesus daycare will monitor each staff, student and volunteer to assess whether policies, procedures and individualized plans are being implemented, as follows:
- The designate will observe and monitor the Supervisor at Infant Jesus.
- The RECE Supervisor will observe and monitor placement students;
- The RECE Supervisor will observe and monitor volunteers; and

Monitoring and observations will be conducted on an ongoing basis through various means including, but not limited to:

- participating regularly and informally in the program at the daycare;
- collecting feedback provided from families; and
- reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.).

- Monitoring will be conducted at different times of the day (e.g. morning, afternoon, periods of arrival/departure, rest periods, meal times, outdoor play periods, transitions, etc.) to observe that policies, procedures and individualized plans are being implemented as required for different parts of the program and daily routines.

## **2. Documentation and Records**

- Monitoring and observations will be recorded. Documentation will vary depending on the type visit (monthly or quarterly)
- Documentation of observations will be completed at the time the observations are done at least 4 times a year and will include concrete examples of observed compliance and non-compliance.
- All records will be stored at the Supervisor's Office in a manner which protects the confidentiality of the daycare for at least three years from the date they are created.
- Whenever requested the RECE Supervisor will submit through email or in person the following documents: -Quarterly checks -notes concerning monthly visits -records of observation

## **3. Follow-up**

- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans will be brought forward to the RECE Supervisor.
- The RECE Supervisor will address their observations through a review and discussion with the individuals observed and will seek to or provide them with supports to achieve compliance as needed (e.g. additional training).
- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans that cannot be resolved solely by the RECE Supervisor.

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

- Infant Jesus Daycare will make every effort to clarify expectations, and encourages staff, students and volunteers, to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis. However, these individuals need to understand that all non-compliances will be recorded and addressed.
- Progressive discipline, up to and including dismissal or agreement termination, 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 or volunteer is observed to be non-compliant, the Supervisor will take one or more of the following actions:
  - Inform the individual that a non-compliance was observed, including the review of records or documentation that provide evidence of the non-compliance;
  - Re-review the relevant policies, procedures, and/or individualized plans with the individual;
  - Issue a verbal warning;
  - Issue a written warning;
  - Temporarily suspend the individual from their position at the daycare depending on the severity of the situation;
  - Terminate the individual from their position;

- Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.); and/or
  - Report violations with the College of Early Childhood Educators' Code of Ethics to the College.
  - Issue a probationary period of not more than 3 months. During this time any continued noncompliance will result in immediate dismissal or agreement termination.
- 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 daycare will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.

## 5. Additional Policies and Procedures

- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans brought forward by other persons will be addressed with the RECE Supervisor.
- The RECE Supervisor will complete a Non-Compliance form with the other persons and have said person sign the document.
- The RECE Supervisor will address the concerns through a review and discussion with the individuals observed and will seek to or provide them with supports to achieve compliance as needed (e.g. additional training).
- Annually Infant Jesus will review policies, procedures and individualized plans to ensure continued compliance with O. Reg 137/15. Policies, procedures and individualized plans may be amended before the annual review as required.

## ENROLLMENT

Enrollment is for one **full school year** or for the balance if enrolled after the start of the year. A calendar is distributed to parents indicating the beginning of the school year and the Statutory Holidays observed.

The day care is open from **MONDAY TO FRIDAY** except for Statutory Holidays and summer shutdown - two weeks prior to Labour Day (August/September) The day care will be closed on the following days: Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day and Civic Day. The hours of operation are from **7:00 A.M. to 5:00 P.M.**

**Please note: Summer Shutdown**-2 weeks prior to Labour Day is for summer vacation and general maintenance of the building

Quality time spent with parents and families is basic to good parenting skills; Therefore, we believe that a child's attendance in the day care **should not exceed nine hours a day.**

Enrollment is open to any child between the ages of **18 months to 4 years**, provided the day care can meet the needs of the child, and the parents/ guardians willing to accept the Program Statement and the policies of the daycare.

## EMERGENCY AND SNOW CLOSURE POLICY

When the Hamilton and Halton Catholic/Public School Boards are going to be closed due to severe weather conditions, Infant Jesus will be closed. Stay tuned to Hamilton area radio stations for announcements, which will be made before 6:30 a.m. If during the day snow becomes heavy and continues to cause hazardous conditions on the roadways, you will be called to pick up your child.

## ADMISSION POLICY

1. An **interview** with parents and/or guardians as well as the child(ren) is a requisite for enrollment. No child will be enrolled by phone.
2. An **Application Form** furnished by the day care must be properly filled in and signed before a child is accepted.
3. A **Birth and/or Baptismal Certificate** of the child must be presented to the day care for age verification.
4. A **Health History Information** form provided by the Ministry of Health is used by Infant Jesus. The completed form must be submitted to the office prior to the starting date.
5. **Implementation of the Canada-Wide Early Learning & Child Care (CWELCC) System:** Infant Jesus has opted in to participate in the Canada-Wide Learning & Child Care System which will lower child care costs and improve access, quality and inclusion. There is an application form with a Registration fee and E-Transfer payments to cover the tuition fees for the whole school year. The monthly fees are calculated at a daily rate and **due at the beginning of each month**. Parents are required to make payment for any scheduled enrolment day including Statutory Holidays, any absent days and emergency closure days. No refunds can be provided for absent, days off or sick days and there will be **no make -up days**. **Fees are still owed in the event of a child's absence due to illness or vacation.**  
  
**E-Transfer Payments:** The month, amount, number of days and rate should be indicated when sending the e-transfer payments
6. The process of re-registration for the following September takes place each Spring for children returning to Infant Jesus, a re-registration form along with the \$75.00 re-registration fee is to be returned to the office. For children not returning the form is also to be returned with the appropriate response.
7. **Fees and Receipts:** Receipts for payment made to the daycare during the year will be issued during the month of January of the following year to be personally picked up. **LATE FEE:** There is a late fee of \$1.00 for every minute after 5:00 p.m.

## **WAITING LIST POLICY**

At Infant Jesus a waitlist is started when a specific age group, such as Toddlers, Preschoolers, Kindergarten and School age, has full enrollment. Priority will be given to enrolled children who wish to increase their days and for siblings of children already enrolled. A child's position on the waiting list will be maintained until they reach the top of the list and a space in the appropriate age group becomes available. Once the child reaches the top of the list, the Supervisor will contact the parent to offer them the available spot. The wait lists will be visible to the Supervisor to advise prospective parents of their position on the waitlist. The list will be private and confidential. There is no charge to be on the waitlist.

## **ARRIVAL, PICK-UP AND PARKING**

1. Every day upon arrival at Infant Jesus, parents or guardians must consign their child(ren) to a member of the Staff. Children must not be left in corridors, classrooms, gym, playground, etc. unless a member of the Staff is present.
2. To pick up the child(ren) please follow this schedule:
  - **BEFORE 5:00 P.M.** the children will either be in their classrooms, the gym or in the playground until 5:00 P.M.
3. Parking is provided in front of the daycare.

## **ATTENDANCE**

1. Every absence must be phoned in and the reason for the absence must be stated. In the event of a necessity a written note of the absence will be required.
2. The parents/guardians of subsidized children are required to provide the Office with a written explanation of the absence, including the cause and length of the absence.
3. A month's written notice is required in the case of a withdrawal.



## **LUNCH AND SNACKS**

1. A hot lunch and 2 snacks (midmorning and mid-afternoon) are served daily.
2. A list of Children's Allergies are posted in the kitchen, the gym, the classrooms and the Office.
3. Planned menus of the current and the following week are posted at the main entrance of the day care and in the kitchen to keep parents/guardians informed and at the same time assist them in planning the menu at home. Children with a food allergy, sensitivity or restrictions are provided with alternatives.
4. Due to the increased and seriousness of allergies to peanuts and other foods, the day care does not provide foods with any traces of nuts, which includes nuts, tree nuts, or any other peanut products. Since this allergy can be life threatening, the day care does not allow **ANY** food to be brought to the day care unless it is approved by the Supervisor. Where this an exception made, all food items brought home must be labeled with ingredients and the child's name. Many foods that do contain nuts could have traces, which could also be life threatening to a child with an allergy. This includes any birthday cakes, chocolates or any other type of treat.

## **CLOTHING, TOYS AND OTHER POSSESSIONS**

1. A child should be dressed in clothing that is appropriate for physical activity, the weather and the season. A second set of clothing should be kept at Infant Jesus in case of "accidents".
2. The full name of the child must be on all articles of clothing, including but not limited to: coats, jackets, snowsuits, boots, shoes, hats, scarves, gloves, medicine, etc.
3. The safety of the children is the first concern of the staff. When at the day care all children's clothing should be free from potential hazards such as strings and ties. Parents shall see that long neck accessories not be brought to school as well as jewelry of an expensive or sentimental value.
4. We discourage the children from bringing toys, lunch boxes, etc. to the day care.
5. The day care will not be liable for any lost articles including clothing or toys.

# **Emergency Preparedness/Emergency Management Policy and Procedures**

## **FIRE SAFETY AND EMERGENCY**

Infant Jesus Daycare uses the following policy in regard to fire and safety emergency situations, which has been approved by the local Fire Chief.

1. At the commencement of employment, each staff member will be given directions as to the location and use of emergency equipment such as extinguisher, alarms, etc.
2. Each staff member including the cook will be made aware of the evacuation procedure and the location of the emergency shelter.
3. A list of emergency telephone numbers shall be posted by the telephone.  
The list shall include the following: the fire department, the nearest hospital, the nearest ambulance, the nearest poison control centre, the police department, a taxi service.
4. The written procedure regarding evacuation of the premises and the duties of the staff shall be posted in a conspicuous place in each room at all locations.
5. Fire drills will be held monthly, these will be timed.
6. The children get familiar with the escape route, and alternate routes.
7. A written record is kept of all fire drills, inspections, and tests on the fire equipment.
8. The children learn about fire safety and fire drill procedures through discussions, stories, visits of firefighters to the program or a visit to a local fire station.
9. R.E.C.E's in each room shall take the daily attendance sheet and attendance shall be taken outside. The Supervisor will take all Emergency cards and a cellular telephone.
10. Each teacher is responsible for ensuring that their group of children safely exits. The Supervisor or designate shall be the floor warden and assist as necessary.

## **FIRE or other emergency EVACUATION PROCEDURE**

The staff member discovering the fire sounds the alarm and closes the door to the area of the fire. Teachers lead their group of children to the nearest designated exit, shutting off the lights and closing the door behind them.

The RECE of each room collects attendance sheets and emergency contact numbers and takes these outside. Once outside, attendance is taken. Upon assurance that the building is empty, the Supervisor will lock all doors. Teachers will escort the children to the designated place of shelter and call fire dept.

The Supervisor will collect the emergency information from the office and all the children's files if time permits and ensure that the cellular telephone is available.

All staff will remain with the children until the parents pick up their child. The Supervisor is responsible for calling all necessary parties in case of such an incident. The incident will be handled as a serious occurrence and reported as one.

### **Designated Emergency Shelter:**

St. Thomas the Apostle Parish

715 Centre Road  
Waterdown, Ontario L0R 2H0  
905-689-485

## **Emergency Management Policy and Procedures**

Date Policy and Procedures Established: August 31, 2019

This policy establishes responsibilities and roles for our Staff during an Emergency situation. It will also establish Staff's personal preparedness plans in the event of an Emergency.

### **SUPERVISOR/DESIGNATE:**

- Create and maintain an emergency program and plan for the daycare.
- Conduct monthly evacuation drills and an exercise of the emergency evacuation plan once a year.
- Maintain records and documentation of emergency training, exercises and maintenance of supplies and equipment for 3 years.
- Lead the response to incidents and designate alternates in absence
- Establish agreements with re-location facilities and essential vendors/suppliers
- Ensure the supervision of children until they are released to parents or designated alternates.

### **STAFF:**

- Develop and maintain personal emergency plan and preparedness
- Participate, review and assist in the development of the daycare emergency plans and procedures
  - Attend and participate in emergency training and exercises
- Ensure the supervision of children until they are released to parents or designated alternates

**Designated Waiting Area:** is outside of the preschool playground – North side of the building.

**First Evacuation Location:** St. Thomas the Apostle Parish – Next Door

**Second Evacuation Location:** Guardian Angels Elementary School- 5 minute walk and to call them on the way there to notify them- 905-523-2345

## **Procedures**

1. The Supervisor will determine the roles and responsibilities of staff during an emergency.
2. Additional Support will be provided for any child or adult who needs it in case of an emergency (including the consideration of special medical needs).
3. Any additional staff in the building will assist classrooms with any support during an emergency.
4. During an emergency each staff will maintain appropriate levels of supervision within their own classroom.
5. The Supervisor or designate will provide supervision of the daycare during an emergency
6. Communication with Parents: The Supervisor or designate will send out e-mails to communicate where the children are located.
7. Contacting Appropriate Emergency Response Agencies will be the Supervisor or Designate
8. Addressing Recovery from an Emergency: The Supervisor or Designate of the daycare.
9. Debriefing Staff, Children and Parents after an Emergency: The Supervisor will debrief staff and parents on what the plan is once they have reached the evacuation point. The Head Teacher in each classroom will then debrief children.
10. The Supervisor will resume the normal operations of the daycare.
11. During an emergency staff will support the children in their classrooms who may have experienced distress during an emergency.

<b>Hold &amp; Secure</b>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</li> <li>3) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• close all window coverings and windows in the program room;</li> <li>• continue normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) The Supervisor must immediately: <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the child care centre;</li> <li>• close all blinds and windows outside of the program rooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> </li> </ol> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
<b>Bomb Threat</b>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• call 911 if emergency services are not yet aware of the situation;</li> <li>• follow the directions of emergency services personnel; and</li> <li>• take children's attendance to confirm all children are accounted for.</li> </ul> </li> <li>A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</li> <li>B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</li> </ol>

<b>Disaster Requiring Evacuation</b>	<p>1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children, the attendance record, children's emergency contact information any emergency medication;</li> <li>• exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;</li> <li>• escort children to the meeting place; and</li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• keep children calm; and</li> <li>• wait for further instructions.</li> </ul> <p>3) If possible, staff should also:</p> <ul style="list-style-type: none"> <li>• take a first aid kit; and</li> <li>• gather all non-emergency medications.</li> </ul> <p>4) Designated staff will:</p> <ul style="list-style-type: none"> <li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to St. Thomas the Apostle Parish and ensure their required medication is accessible, if applicable; and</li> <li>• wait for further instructions.</li> </ul> <p>5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.</p>
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## Procedures

### Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<b>Lockdown</b>	<ol style="list-style-type: none"><li>1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li><li>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.</li><li>3) Staff inside the child care centre must:<ul style="list-style-type: none"><li>• remain calm;</li><li>• gather all children and move them away from doors and windows;</li><li>• take children's attendance to confirm all children are accounted for;</li><li>• take shelter in closets and/or under furniture with the children, if appropriate;</li><li>• keep children calm;</li><li>• ensure children remain in the sheltered space;</li><li>• turn off/mute all cellular phones; and</li><li>• wait for further instructions.</li></ul></li><li>4) If possible, staff inside the program room(s) should also:<ul style="list-style-type: none"><li>• close all window coverings and doors;</li><li>• barricade the room door;</li><li>• gather emergency medication; and</li><li>• join the rest of the group for shelter.</li></ul></li><li>5) The Supervisor or Designate will immediately:<ul style="list-style-type: none"><li>• close and lock all child care centre entrance/exit doors, if possible; and</li><li>• take shelter.</li></ul></li></ol> .

<b>Disaster – External Environmental Threat</b>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</li> </ol> <p><b>If remaining on site:</b></p> <ol style="list-style-type: none"> <li>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</li> <li>2) Staff must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• close all program room windows and all doors that lead outside (where applicable);</li> <li>• seal off external air entryways located in the program rooms (where applicable);</li> <li>• continue with normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>3) The Supervisor must: <ul style="list-style-type: none"> <li>• seal off external air entryways not located in program rooms (where applicable);</li> <li>• place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and</li> <li>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> </li> </ol> <p><b>If emergency services personnel otherwise direct the child care centre to evacuate,</b> follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
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<b>Natural Disaster: Tornado / Tornado Warning</b>	<ol style="list-style-type: none"> <li>1) <i>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</i></li> <li>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</li> <li>3) <i>Staff must immediately:</i> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• <i>gather all children;</i></li> <li>• <i>go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i></li> <li>• take children's attendance to confirm all children are accounted for;</li> <li>• <i>remain and keep children away from windows, doors and exterior walls;</i></li> <li>• keep children calm;</li> <li>• conduct ongoing visual checks of the children; and</li> <li>• wait for further instructions.</li> </ul> </li> </ol>
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<b>Natural Disaster: Major Earthquake</b>	<ol style="list-style-type: none"> <li>1) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• instruct children to find shelter under a sturdy desk or table and away from unstable structures;</li> <li>• ensure that everyone is away from windows and outer walls;</li> <li>• help children who require assistance to find shelter;</li> <li>• for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;</li> <li>• find safe shelter for themselves;</li> <li>• visually assess the safety of all children.; and</li> <li>• wait for the shaking to stop.</li> </ul> </li> <li>2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.</li> <li>3) Once the shaking stops, staff must: <ul style="list-style-type: none"> <li>• gather the children, their emergency cards and emergency medication; and</li> <li>• exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.</li> </ul> </li> <li>4) If possible, prior to exiting the building, staff should also: <ul style="list-style-type: none"> <li>• take a first aid kit; and</li> <li>• gather all non-emergency medications.</li> </ul> </li> <li>5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.</li> <li>6) Designated staff will: <ul style="list-style-type: none"> <li>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to St. Thomas the Apostle Parish and ensure their required medication is accessible, if applicable; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.</li> </ol>
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## **Immediate Emergency Response Procedures for Other Emergencies**

<b>Power Outage Blackout</b>	<ol style="list-style-type: none"><li>1. Check the circuit breaker panel</li><li>2. Check to see if the neighbourhood has no power.</li><li>3. Call Hydro One.</li><li>4. Unplug all computers, electronic devices to reduce the initial demand when the power is reconnected</li><li>5. Turn off all lights except one, which will alert us when the power is restored</li><li>6. Once the power is restored, plug in all electronic devices</li><li>7. If the temperature drops by 20 degrees in the winter, parents will be called to pick up their children and this is now a serious occurrence</li></ol>
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### **Phase 2: Next Steps during the Emergency**

- 1) Where emergency services personnel are not already aware of the situation, the Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the Supervisor is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

### **List of Emergency Contact Persons:**

Police Emergency: 911

Local Police: 905-689-1554

Ambulance: 905-540-5782

Local Fire Services: 905-546-3333

Poison Control: 1-800-268-9017

Site Supervisor: Sr. Patricia Peters

Child Care Centre Site Designate: Sr. Julian Musonda

First Evacuation Site: St. Thomas the Apostle Parish 905-689-9309

Second Evacuation: Guardian Angels Elementary School 905-523-2345

Ministry of Education: Taylor.Armstrong@ontario.ca

- 4) Where any staff, students and/or volunteers are not on site, the Supervisor must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.
- 5) The Supervisor must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
  - help keep children calm;
  - take attendance to ensure that all children are accounted for;
  - conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children; and
  - engage children in activities, where possible.
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

<b>8a) Procedures to Follow When “All-Clear” Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre.</li> <li>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.</li> <li>3) Staff must:               <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> <li>• escort children back to their program room(s), where applicable;</li> <li>• take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and</li> <li>• re-open closed/sealed blinds, windows and doors.</li> </ul> </li> <li>4) The Supervisor or Designate will determine if operations will resume and communicate this decision to staff.</li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) As soon as possible, the Supervisor or Designate must notify parents/guardians of the emergency situation and that the all-clear has been given.</li> <li>2) Where disasters have occurred that did not require evacuation of the child care centre, the Supervisor or Designate must provide a notice of the incident to parents/guardians by the end of the day.</li> <li>3) If normal operations do not resume the same day that an emergency situation has taken place, the Supervisor or Designate must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.</li> </ol>

<b>8b) Procedures to Follow When “Unsafe to Return” Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.</li> <li>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</li> <li>3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.</li> <li>4) The Supervisor or Designate will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.</li> <li>5) Upon arrival at the evacuation site, staff must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take attendance to ensure all children are accounted for;</li> <li>• help keep children calm;</li> <li>• engage children in activities, where possible;</li> <li>• conduct ongoing visual checks and head counts of children;</li> <li>• maintain constant supervision of the children;</li> <li>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and</li> <li>• remain at the evacuation site until all children have been picked up.</li> </ul> </li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) Upon arrival at the emergency evacuation site, the Supervisor or Designate will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.</li> <li>2) Where possible, the Supervisor or Designate will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.</li> </ol>

### **Phase 3: Recovery (After an Emergency Situation has Ended)**

<b>Procedures for Resuming Normal Operations</b>	<p>The Supervisor or Designate will contact our Program Advisor at the Ministry of Education to inform them of the evacuation.</p> <p>The Supervisor will contact the Insurance Company to inform them and set up insurance at another location if needed.</p> <p>The Supervisor or Designate will respond to the media and community if needed.</p> <p>The Supervisor will contact catering to relocate temporarily, if needed.</p>
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<b>Procedures for Providing Support to Children and Staff who Experience Distress</b>	<p>Infant Jesus Staff will provide support to children in their groups, if they need extra support and have experienced distress during the experience.</p> <p>The Supervisor or Designate will provide support for Staff who have experienced distress during the experience. They will provide support in the group that this staff was in charge of, if the staff cannot assist with their group anymore.</p>
<b>Procedures for Debriefing Staff, Children and Parents/Guardians</b>	<p>The Supervisor or Designate must debrief staff, children and parents/guardians after the emergency.</p> <p>Once all staff and children are safe at the evacuation site, the Supervisor or Designate will debrief everyone on what the next steps will be. For example, wait for further instructions from emergency services, etc.</p> <p>When further instructions have been given by emergency services (ex, safe to return) the Supervisor or Designate will inform staff.</p>

## **Drug and Medication Administration Policy and Procedures**

### **Purpose**

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at Infant Jesus and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN), with the exception of sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream that is not used for acute, symptomatic treatment. For the purpose of this policy, drugs and medications fall into the following two categories, unless otherwise specified:

- Prescription, intended for acute, symptomatic treatment; and
- Over-the-counter, intended for acute, symptomatic treatment.

The policy and procedures support children's health, safety and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication at Infant Jesus.

## **Parental Authorization to Administer Medication:**

- Whenever possible, parents will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child's treatment schedule.
- Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the daycare's Authorization for Medication Administration Form. This form must be accompanied by a doctor's note for over-the-counter medications.
- The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.
- Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:
  - 'when the child has a fever of 37.8 degrees Celsius or higher';
  - 'when the child has a persistent cough and/or difficulty breathing'; and
  - 'when red hives appear on the skin', etc.
- Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the daycare's Authorization for Medication Administration.
- Authorization for Medical Administration Forms will be reviewed with parents twice a year to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).
- A long as sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer-term daily usage, these products:
  - must have a blanket authorization from a parent on the enrolment form;
  - can be administered without an Authorization for Medication Administration form; and
  - do not require record-keeping

## **Drug and Medication Requirements:**

All drugs and medications to be administered to children must meet the following requirements:

- All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.
- All drug or medication containers must be clearly labelled with:
  - The child's full name;
  - The name of the drug or medication;
  - The dosage of the drug or medication;
  - Instructions for storage;
  - Instructions for administration;
  - The date of purchase of the medication for prescription medications; and
  - The expiry date of the medication, if applicable.
- The information provided on the written parental authorization must match with all the requirements listed above.
- Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, Infant Jesus daycare will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.
- Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.
- Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained (e.g. hand sanitizer).



## **Drug and Medication Handling and Storage:**

- All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:
  - Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.
  - Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).
- In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.
- Emergency medications will be brought on all field trips, evacuations and off-site activities.
- Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.
- All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.
- Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication must be returned to a pharmacist for proper disposal.

## **Drug and Medication Administration:**

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.
- Designated person(s) in charge of medications will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate staff communication book (e.g. daily written record).

- A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.
- A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).
- To support the prompt administration of emergency medication:
  - Emergency medications may be administered to a child by any person trained on the child's individualized plan at the child care centre; and
  - Children will be allowed to carry their own asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's individualized plan, where applicable.
- Drugs or medications that are expired (including epinephrine) will not be administered at any time.

## **Record-Keeping:**

- Records of medication administration will be completed every time drugs or medications are administered. Completed records will be kept in the child's file.
- Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).
- If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.

Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily written record) and in the child's symptoms of illness record. A parent of the child will be notified.

## **Confidentiality**

- Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

# **Anaphylactic Policy and Procedures**

## **Purpose**

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students, volunteers and visitors at the child care centre.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for child care centres. The requirements set out in this policy align with [Sabrina's Law, 2005](#).

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

## **Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies**

- Before attending the child care centre, the supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
- Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation (the form in Appendix A may be used for this purpose).
- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.
- All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the child care centre and will be kept in the staff room.
- All individualized plans and emergency procedures will be reviewed with a parent of the child once a year to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.

## **Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens**

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the child care centre.

- Do not serve foods where its ingredients are not known.
- Do not serve items with ‘may contain’ warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- Ask the caterer or cook to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- In cases where a child has food allergies and the meals and snacks provided by the child care centre cannot meet the child’s needs, ask the child’s parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.
- Make sure each child’s individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update staff, students, and volunteers when changes to a child’s allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
- Update families when changes to allergies occur while maintaining the confidentiality of children.
- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

## **Rules for Parents Who Send Food with their Child**

- Ensure that parents label food brought to the child care centre with the child's full name and if applicable, the date the food arrived at the child care centre.
- Parents must advise the child care centre of all ingredients in food supplied by the parent or any ingredients to which children may be allergic.

## **Communication Plan**

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.

- Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre through a communication log book.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
- The caterer, cook, individuals who collect groceries on behalf of the child care centre and/or other food handling staff, where applicable, will be informed of all the allergies at the child care centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The supervisor or designate will communicate with the caterer/cook about which foods are not to be used in food prepared for the child care centre and will work together on food substitutions to be provided.
- The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.

## **Drug and Medication Requirements**

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.
- Emergency allergy medication (e.g. oral allergy medications, puffers and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

## **Training**

- A Certified First Aid instructor will ensure that the supervisor/designate and/or all staff, students and volunteers receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.
- Where only the supervisor/designate has been trained by a parent, the supervisor/designate will ensure training is provided to all other staff, students and volunteers at the child care centre.
- Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.
- A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked and follow-up is completed where an individual has missed or not received training. The form in Appendix B may be used for this purpose.

## **Confidentiality**

- Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

**Procedures to be followed in the circumstances described below:**

Circumstance	Roles and Responsibilities
<p><b>A) A child exhibits an anaphylactic reaction to an allergen</b></p>	<ol style="list-style-type: none"> <li>1. The person who becomes aware of the child's anaphylactic reaction must immediately:               <ol style="list-style-type: none"> <li>i. implement the child's individualized plan and emergency procedures;</li> <li>ii. contact emergency services and a parent/guardian of the child, or have another person do so where possible; and</li> <li>iii. ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e. given to emergency services, or in accordance with the drug and medication administration policy).</li> </ol> </li> <li>2. Once the child's condition has stabilized or the child has been taken to hospital, staff must:               <ol style="list-style-type: none"> <li>i. follow the child care centre's serious occurrence policies and procedures;</li> <li>ii. document the incident in the daily written record; and</li> <li>iii. document the child's symptoms of ill health in the child's records.</li> </ol> </li> </ol>
<p><b>B) A child is authorized to carry his/her own emergency allergy medication.</b></p>	<ol style="list-style-type: none"> <li>1. Staff must:               <ol style="list-style-type: none"> <li>i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication;</li> <li>ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g. in the child's cubby or backpack);</li> <li>iii. ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and</li> <li>iv. Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.</li> </ol> </li> </ol>

## **PARENT/GUARDIAN ISSUES AND CONCERNS POLICY**

This policy applies to all families, parents, guardians, staff, students and volunteers. Any issues or concerns raised by parents/guardians related to their child's classroom experience, or other child care-related concerns will be promptly addressed by the Supervisor. The centre will ensure that parental issues, and concerns, are treated seriously, and resolved in a confidential and timely manner ensuring that the well-being of the child is the prime focus.

### **PARENT ISSUE AND CONCERNS PROCEDURE**

Infant Jesus Daycare is committed to addressing and resolving issues and concerns raised by parents/guardians regarding their child's classroom experience, or other child care-related concerns. Parents are encouraged to bring issues and concerns to the attention of the Supervisor, who will investigate and deal with all issues and concerns in a confidential, respectful and timely manner.

#### **Communicating an Issue or Concern**

If a parent/guardian has an issue or concern, they can speak directly to the Supervisor or Designate in the absence of the Supervisor. Parents can reach the Supervisor by email or phone.

If a staff member, student or volunteer, is made aware of, or suspects, a parental issue or concern, they should encourage the parent/guardian to speak directly to the Supervisor or Designate if the Supervisor is absent.

Should the issue or concern relate to the Supervisor or Designate will address the issue or concern and inform the Board of Directors.

#### **Responding to an Issue and Concern**

- Documentation should include:
  - Date and time the issue/concern was received
  - Name of person who received issue/concern
  - Name of person reporting issue/concern
  - Details of the issue/concern
  - Steps taken to resolve issue/concern and /or information given to the parent/guardian regarding next steps or referrals
  - Document reasons for any delays in writing
- An initial response to the issue or concern will be provided by Supervisor to the parent/guardian within 48 hours.
- All issues and concerns will be investigated in a fair, confidential and timely manner by the Supervisor.
- Where required, those directly involved (including witnesses) will be spoken with.
- Where appropriate, records or other documents relevant to the issue and concern will be reviewed by the Supervisor.
- The parent/guardian will be kept up-to-date with the progress of achieving a solution.
- The parent/guardian will be informed of the solution achieved.



## **Resolution of an Issue and Concern**

Every effort will be made to resolve parental/guardian issues and concerns in a mutually satisfactory manner. If necessary, corrective action will be put in place and staff, students and volunteers made aware of any requirements or changes.

## **Confidentiality**

Parents/guardians should feel secure in knowing that their issues and concerns will be handled discreetly and sensitively. Information provided about an issue or concern will not be disclosed except as necessary to investigate the issue or concern, to take corrective action or as otherwise required to resolve the issue or concern.

## **STAFF TRAINING AND DEVELOPMENT POLICY**

Infant Jesus believes in promoting and supporting Staff Training and Professional Development and the requirement of College of ECE's Continuous Professional Learning (CPL). Staff members are encouraged to participate in educational activities and attending workshops, seminars, etc. in continuing their education. The Supervisor must authorize all professional developmental opportunities.

All employees at Infant Jesus must hold a current and valid First Aid and Infant/Child CPR Certification.

## **VULNERABLE SECTOR CHECK POLICY**

The Ministry guidelines states all individuals who has direct service to children and or vulnerable persons are required to have Vulnerable Sector Checks (VSC). Vulnerable Sector Checks are a precautionary measure to determine whether potential and current employees have a criminal convictions and suitable to hold these positions of trust.

To ensure the safety of all children involved, all employees at Infant Jesus having direct contact with children will be required to provide a Vulnerable Sector Check. All volunteers and students are also required to have a VSC. The administrative fee for the Vulnerable Sector Check will be payable to the local Police Department or online by the employees, volunteers and students.

The following additional measures will be put in place to protect children who interact with a person until a vulnerable sector check is obtained.

1. All employees, volunteers and students has to be supervised by a staff member and not to be left alone with a group of children until the vulnerable sector check can be reviewed and received for clearance.
2. All copies of vulnerable sector checks, offence declarations or attestations will be protected by keeping them on file in a locked cabinet at Infant Jesus.

A new VSC must be provided every 5 years. Offence Declarations must be provided annually with the 4 years that a VSC is not provided. All employees, volunteers and students will be required to complete an annual Offence Declaration and provide a new Vulnerable Sector Check every 5 years.

# **CHILD CARE SUPERVISION POLICY FOR VOLUNTEERS AND STUDENTS**

## **REQUIREMENTS UNDER THE CCEYA**

*O. reg. 262 under Child Care Early Years Act (CCEYA) provides that every operator shall ensure that every child who is in attendance in a day nursery or in a private home day care location is supervised by an adult at all times.*

### **Purpose:**

- Help support the safety and well-being of children in licensed day nurseries.
- Provide direction to day nurseries regarding the supervision of volunteers and placement students in child care settings.

### **PROCEDURES:**

Volunteers and Students must attend orientation and observation session which includes;

- Review of Program Statement, Prohibited Practices, Contravention of Prohibited Practices, Playground Safety Policy, Anaphylaxis Policy, Child abuse Policy, Serious Occurrences, Fire Safety Plan, Fire Drill, Sleep Supervision Policy, Staff Training & Development Policy and Sanitary Practices Policies & Procedure.

#### **The Supervisor or her Designate shall:**

- review and implement the policy.
- shall ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the day nursery before they begin providing that care or guidance and at least annually afterwards.
- have staff, providers, volunteers and students sign and date the review as with other policy reviews.
- have a written procedure for monitoring the behavioural practices of volunteers and students who provide care or guidance at the day care.
- The individual plan for a child with anaphylaxis and the emergency procedures are reviewed by volunteers and students who will be providing care or guidance at the day care before they begin providing that care or guidance and at least annually afterwards.

### **Supervision of Volunteers and Students**

- Volunteers and Students will work under the supervision of a staff member who has relevant training and experience to provide effective supervision and mentoring.
- No child is supervised by a person under 18 years of age.
- Only employees will have direct unsupervised access to children
- Volunteers and students are not counted in the staffing ratios.
- Volunteers and students are to assist teachers with the care for children and program
- Infant Jesus Day Care's insurance cover volunteers and students.

**Before Commencing Care or Guidance:**

- All volunteers and students under 18 years of age must provide two personal references.
- All volunteers and students over 18 years of age must provide Criminal reference checks.
- All volunteers and students need to submit an updated immunization records which includes Date of TB test. Tet. Dip and MMR.

**RESPONSIBILITIES OF THE EARLY CHILDHOOD EDUCATOR**

Each Registered Early Childhood Educator who has a student/volunteer in the classroom will be responsible to conduct Behaviour Management Monitoring on the placement student/volunteer, while the student/volunteer is on placement at Infant Jesus.

**The Registered Early Childhood Educator will:**

- Observe the student/volunteer in respect to *providing care and guidance to the children.*
- Record observations on the Observation Form
- Review observations with the volunteer/student
- Sign and date Volunteer /Student Interaction Observation Form
- Bring any concerns regarding the Volunteer/Student to the attention of the Centre Supervisor/Assistant Supervisor.

“Early Childhood Educators who are responsible for supervising students, volunteers and/or other staff (collectively referred to as “as supervisees”) provide guidelines, parameters and direction to supervisees that respect their rights. Early Childhood Educators ensure a level of supervision which is appropriate in light of the supervisee’s education, training, experience and the activities being performed”.<sup>i</sup>

“Early Childhood Educator’s establish and maintain clear and appropriate boundaries in professional relationships (including relationships with children under the member’s professional supervision and/or families and/or supervisees) and do not violate these boundaries”.<sup>ii</sup>

<sup>1</sup> The Code of Ethics and Standards of Practice – College of Early Childhood Educators pg 20

<sup>1</sup> The Code of Ethics and Standards of Practice- College of Early Childhood Educators pg. 2

**PARENTAL INVOLVEMENT AND SCHOOL ACTIVITIES**

1. Daily contact with parents/guardians and staff will be supplemented by individual interviews, group meetings and workshops.
2. Throughout the year, trips are made to special places of interest. A notice will be sent home in advance of the excursion informing parents/guardians of the destination, time and date. It will also include a permission slip to be signed and returned. Parents/guardians are always welcome to accompany us.
3. To enhance the programming, members from the community are invited to share their experience and knowledge with the children.

## **CHILD ABUSE POLICY**

Every person in Ontario, especially those who in the course of professional or official duties, have reasonable grounds to suspect that a child is being abused, or may have been abused is required under the Child and Family Services Act to report his /her belief that a child may be or is in need of protection to the Children's Aid Society. The parents/guardians may or may not be notified by the day care.

Any person in the employ of Infant Jesus Daycare-Waterdown “who has the reasonable grounds to suspect that a child is or may be in need of protection must make the report directly to a children’s aid society.” CFSA s72 (3). The professional must comply with reporting laws even though the reported information may be confidential or privileged. Any professional who fails to report his/her suspicion of a child's abuse is liable, upon conviction, for a fine and/or imprisonment.

## **SERIOUS OCCURRENCES POLICY**

1. All serious occurrences must be reported immediately using the Child Care Licensing System (CCLS) within 24 hours of becoming aware of the serious occurrence by the Supervisor or her substitute to the Program Advisor. If the Supervisor or her substitute cannot access CCLS, they must still notify their Program Advisor via telephone or e-mail within 24 hours of becoming aware of the occurrence and complete a serious occurrence report in CCLS as soon as the system becomes available.
2. The serious occurrence policy is reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions.
3. Teachers access to files in the Office. The Supervisor or her substitute should be immediately assisted by the reporting teacher, by obtaining the **CHILD’S APPLICATION FORM** containing emergency information.
4. The Supervisor or her substitute will notify the parent/guardian by phone within 24 hours, unless the person to be notified is alleged to have abused the child.
5. An accident report should be made by the reporting teacher/staff, countersigned by the witness, and noted by the Supervisor or her substitute. Also, it has to be noted by the parent/guardian of the child and kept in the child’s file.
6. Serious Occurrence Notification Form: A summary of each serious occurrence is posted for at least 10 business days on the parent’s bulletin board for the parents to be aware of the occurrence, including any allegation of abuse or neglect. The summary does not include any identifying information and is updated as new information is obtained. Serious occurrence notification forms are kept for at least three years.

7. According to the Ontario Regulation 13 7/5, the following types of serious occurrences must be reported to the Ministry:

- (a) the death of a child who received child care at the daycare, whether it occurs on or off the premises,
- (b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care,
- (c) a life-threatening injury to or a life-threatening illness of a child who receives child care at the daycare, such as injury and illness
- (d) an incident where a child who is receiving child care goes missing or is temporarily unsupervised and was found, or
- (e) an unplanned disruption of the normal operations of the child care centre that poses a risk to the health, safety or well-being of children receiving child care at the daycare, such as fire, flood, gas leak, detection of carbon monoxide, outbreak, lockdown or other emergency relocation or temporary closure.

If the Supervisor or staff member suspects that a child is, or may be in need of protection, they must report this to the local children's aid society, in accordance with section 72 of the Child and Family Services Act. The person who has the reasonable grounds to suspect that a child is, or may be, in need of protection **must make the report directly to a Children's Aid Society.**

However, the Supervisor is only required to notify the Program Advisor of a serious occurrence if the alleged abuse or neglect occurred while the child was receiving care at the daycare.

8. An annual analysis of all serious occurrences is conducted that occurred in the previous year. The annual analysis is to be used as a method of identifying issues, trends and actions taken. The analysis and record of actions taken in response to the analysis is kept on file.
9. The following are guidelines for staff to respond to a situation where a child has gone missing while receiving care at the daycare and also should take into consideration the age of the child who is missing.
- a. Alert the staff
  - b. Immediately search the daycare premises, including outdoor areas such as the playground.
  - c. Have a staff member who is not searching the premises immediately alert the child's parents.
  - d. Advise the police by telephone

# Sleep Supervision Policy and Procedures

## Purpose

Children's sleep and rest play an integral part in a child's well-being and development. The purpose of this policy and procedures described within is to provide staff, students and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping.

The procedures provided for placing children under 12 months of age on their own backs for sleep align with the requirement to meet the recommendations set out in Health Canada's document entitled "[Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada](#)".

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies for child care centres.

## Policy

### General

- All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs.
- Children under 12 months of age will be provided time to sleep based on their individual schedules, and will be assigned to a crib/cradle. Children between 12-18 months of age, who receive child care for six hours or more, will be assigned to a crib/cradle or cot in accordance with written instructions from a child's parent.
- Only light, breathable blankets will be used for infants.
- Children 18 months or older but younger than 30 months, who receive child care for six hours or more, will be provided time to sleep for a period of no more than two hours each day, and will be assigned to a cot.
- Children 30 months or older but younger than six years old, who receive child care for six hours or more, will be provided with a cot unless otherwise approved by a director.
- Children 24 months or older but younger than five years old and in a licensed family age group, who receive child care for six hours or more, will be provided with a cot unless otherwise approved by a director.
- Where children are sleeping in a separate sleep room or area, their names will be listed on the bulletin board so that staff can immediately identify which children are present in the room/area.

## **Placement of Children for Sleep**

- Children under 12 months of age will be placed in their assigned cribs/cradles for sleep.
- All children who are younger than 12 months of age will be placed on their backs to sleep in accordance with the recommendations set out in Health Canada's document entitled "[Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada](#)", unless other instructions are provided in writing by the child's physician. Parents of these children will be advised of the centre's obligation to place their child(ren) to sleep on their backs.
- Children between 12 and 18 months of age will be placed in their assigned cribs, cradles or cots for sleep.
- Children over 18 months of age who sleep will be placed on individual cots for sleep.

## **Consultation with Parents**

- All parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable. This information will be available to parents in the classroom.
- The Supervisor will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child transitions to a new program or room, or at the parent's request).
- Written documentation will be kept in each child's file to reflect the sleep patterns identified by their parent, and updates to the documentation will be made whenever changes are communicated to the child care centre.
- All sleep arrangements will be communicated to program staff by the Supervisor after meeting with the parent/guardian.
- Parents will be advised by the supervising staff of any significant changes in their child's behaviours during sleep and/or sleeping patterns.
- Staff will document their observations of changes in a child's sleep behaviours in the daily written record.
- Any changes in sleep behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.

## Direct Visual Checks

- Direct visual checks of each sleeping child who is in a licensed infant or toddler age group or is in a licensed family age group and is younger than 24 months will be conducted to look for indicators of distress or unusual behaviours. Direct visual checks will be documented by staff by written documentation.
- Direct visual checks are not required for children engaging in quiet activities, but these children will be supervised at all times.
- For infants (children under 18 months of age), direct visual checks will be completed at a frequency based on consultation with each parent and may be increased based on the observed sleeping patterns and/or medical needs of each infant.
- The frequency of direct visual checks and the steps to complete them will depend on the typical sleep patterns of each child and their age, as identified in the sleep supervision procedures provided in this policy.
- Staff will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children.

## Use of Electronic Devices

- Where electronic devices are used to monitor children's sleep, staff will:
  - **not use electronic sleep monitoring devices to replace direct visual checks;**
  - check the monitor daily to verify that it is functioning properly (i.e. it is able to detect and monitor the sounds and, if applicable, video images of every sleeping child); and
  - actively monitor each electronic device at all time

## Procedures

Age Group	Frequency of Direct Visual Checks*
Infant	According to each infant's needs as identified by their parent, or at least N/A
Toddler	Every 15 minutes
Preschoolers	N/A
Family Age Group (younger than 24 months)	N/A

\* **This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cold) or if there are other issues or concerns related to the child's health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual needs of each child during sleep as identified by the parent and/or the child's physician must be followed at all times.



## **Procedures for Completing Direct Visual Checks**

1. Staff must:
  - i. be physically present beside the child;
  - ii. check each child's general well-being by looking for signs of distress or discomfort including, at a minimum:
    - laboured breathing;
    - changes in skin temperature;
    - changes in lip and/or skin colour;
    - whimpering or crying; and
    - lack of response to touch or voice.
2. Where signs of distress or discomfort are observed, the staff who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3.

Where the child wakes up, staff must:

- i. attend to the child's needs;
- ii. separate the child from other children if the child appears to be ill;
- iii. document the incident in the sleep room chart and in the child's symptoms of ill health record, where applicable.

Where the child does not wake up, staff must immediately:

- i. perform appropriate first aid and CPR, if required;
- ii. inform other staff, students and volunteers in the room of the situation;
- iii. contact emergency services or, where possible, direct another individual to contact emergency services;
- iv. separate the child from other children or vice versa if the child appears to be ill;
- v. inform the supervisor/designate of the situation; and
- vi. contact the child's parent;

Where the child must be taken home or to the hospital, the supervisor or designate must immediately:

- i. contact the child's parent to inform them of the situation and next steps.

Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital, the staff who conducted the direct visual check and any staff who assisted with responding to the incident must:

- i. follow the serious occurrence policies and procedures, where applicable;
- ii. document the incident in the daily written record; and
- iii. document the child's symptoms of illness in the child's records.

3. Staff must:

- i. adjust blankets as needed;
- ii. ensure the child's head is not covered;
- iii. ensure there are no other risks of suffocation present;
- iv. document the date, time and initial each direct visual check on the room's sleeproom chart; and
- v. verbally inform other staff in the room that the check has been completed, where applicable and possible

# **PLAYGROUND SAFETY POLICY FOR OUTDOOR PLAYGROUND**

## **Playground Supervision**

The safety and welfare of the children using the playground will be the first priority of each staff member and the daycare. The supervision policy covers two aspects: the playground areas and the people using the play areas.

## **Staff Supervision**

In order to insure a safe play environment for the children the staff will carry out the following procedures during the children's outdoor play.

- Washroom-During outdoor play additional staff must take a child inside per toileting or group needs to go in together.
- The staff ratio will be maintained accordingly
- The staff will assign themselves to the individual play apparatus to supervise their usage and rotation among staff members will be by verbal agreement.
- The staff will situate themselves at the perimeter of the playground so that better observation can be maintained.
- If an emergency should occur, staff will alert another staff member in the area where the emergency is occurring.
- The staff will implement specific safety rules regarding the use of trike by the children.
- The staff will maintain 100% staff –child ratio outdoors.
- Children must be supervised at all times.

## **Playground Sunshade Structures (Gazebos)**

The Toddler and Preschool playgrounds have each a sunshade structure in the playground to provide shade from the sun, shelter from the rain and a place to rest.

## **Equipment Supervision**

To assure a safe play environment the play equipment and surface area must be in a good condition, clean and safe. The children using the equipment must use it according to their appropriate age level.

In order to monitor the safety of the play areas, there will be a daily and monthly inspection. An annual inspection will be done by a certified consultant.

If there is need for a repair the person doing the inspection will fill out a repair form and bring it to the supervisor's attention as soon as possible. Until the repair is done the children will be kept away from the play area.

## **Playground Safety Log**

The Playground Safety Log has been developed by the staff and administration. All employees, supply teachers, volunteers, and co-op students must be aware of its contents and location.

The following components are included as contents of the Playground Safety Log:

- Accident reports: These reports must accompany the staff at all times. If an injury takes place during outdoor play, an accident report is completed and the staff must document the injury in the Safety Log.
- Daily inspections: The daily inspection check list will be done by the maintenance staff before the children go outside. If there is need of a repair a written report will be made and an action plan is to be devised.
- Monthly inspections: The monthly inspection will be done by the Supervisor or her designate and the Maintenance staff. If there is need of a repair a written report will be made and an action plan is to be devised.
- Annual Comprehensive Inspection and Written Report: Each year there will be a comprehensive inspection done by a Certified Playground Safety Inspector. The Inspection Report will provide information regarding the condition of the playground equipment, the surface, and all sectors related to the playground area. A documented plan of action with a projected time line will be formulated and is to be part of the permanent record of the Playground Safety Log. This formulation of the Action Plan will be done by the Supervisor or her designate and the Maintenance Staff.

## **Outdoor Program Plan**

An outdoor program plan together with the staff's outdoor schedule will be posted near the doors of the gym. The formulation of the outdoor program plan will be done by the classroom teachers.

## **Review of the Playground Safety Policy**

All newly hired staff must read the Playground Safety Policy before employment. Review of all policies should be done by staff and the supervisor at the first meeting of the year usually in September. The review of the policy must also be read by supply teachers, volunteers and co-operative students.

## **SMOKE FREE ONTARIO ACT**

The daycare is smoke free according to the Smoke Free Ontario Act. Smoking or handling a cigarette is prohibited in and around the building at all times, whether or not children are present. All staff, parents, students and volunteers will be made aware of this policy by posting visible signs at the main entrance, to ensure healthy, safety and well-being.

## **SURVEILLANCE CAMERAS**

The outdoor and indoor premises of Infant Jesus Child Care has cameras in designated areas. The day care office has a stand-alone digital video recorder of cameras monitored by Rogers monitoring station.

## **BEFORE AND AFTER SCHOOL PROGRAM**

1. Enrollment is open for any child between the ages of 4-12 years.
2. There is a registration fee and payments are made on a monthly basis.  
**(PLEASE SEE FINANCIAL AGREEMENT FOR DETAILS.)**
3. The children have 30 minutes of active play. The emphasis is focused on participation and enjoyment. It is consistent with the principles outlined in How Does Learning Happen, Ontario's Pedagogy for the Early Years which include creating opportunities for children to engage in active play that allow them to connect with the natural world and their community.
4. Children will be brought to Guardian Angels School at 8:10 a.m. and picked up at 2:40 p.m. The hours of operation are from 7:00 a.m. – 5:00 p.m.  
**LATE FEE:** There is a late fee of \$1.00 for every minute after 5:00 p.m.

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