

Tillie Missabie Family Center

Policies and Procedures



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TILLIE MISSABIE FAMILY CENTRE

Tillie Missabie Family Centre

Childcare Program

Program Statement

The Tillie Missabie Family Centre is licensed by the Ministry of Education under the Child Care and Early Years Act. We engage the children in child initiated play based learning and use the guidelines of *How Does Learning Happen? Ontario's Pedagogy for the Early Years Document (2014)*. The Tillie Missabie Family Centre delivers an inclusive, child-centered, family-oriented program based on a philosophy of children as competent, capable, curious learners, rich in potential in their environments. The Tillie Missabie Family Centre's goals for the children include the following:

1. Every child has a sense of belonging when he or she is connected to others and contributes to their world.
2. Every child is developing a sense of self, health, and well-being.
3. Every child is an active and engaged learner who explores the world with body, mind, and senses.
4. Every child is a capable communicator who expresses him or herself in many ways.

Our programs are intended to:

1. Encourage children to interact and communicate in a positive way and support their ability to self-regulate.
2. Foster the children's exploration, play and inquiry.
3. Provide child-initiated and adult supported experiences.
4. Offer opportunities to create relationships with others in the program.

We are committed to supporting families and children to reach their potential through developing relationships built on respect and providing an environment that supports positive and responsive interactions. The Tillie Missabie Family Centre works to foster a positive relationship with the parents to build a bridge between home and daycare. The parents/caregivers will be kept up to date of their child's activities and development through phone calls, emails, documentation through the Hi Mama app.

Children at the Tillie Missabie Family Centre will have many and varied opportunities to reach their full developmental potential. We promote health, safety, nutrition and well-being in our children. Through exploration of the children's interests, staff will provide both active and quiet activities, as well as culturally enriched activities that will create a positive environment that will

stimulate all areas of the children's development, while meeting the needs of each individual.

The Tillie Missabie Family Centre believes "*It takes a whole community to raise a child.*" Therefore, community workers, extended family, and Elders are always welcome to visit. Elders are invited in to share their knowledge on culture and traditions with the children and staff of the Tillie Missabie Family Centre. The Tillie Missabie Family Centre will collaborate with the school and front line workers to provide programming for the children and their families, based on their needs and interests.

Our Childcare will focus on Aboriginal children and will include the following components in the programming:

- Culture and Language
- Education, exploration and experimentation
- Health Promotion
- Nutrition
- Social Support
- Parental and Family Involvement

1. Accidents of Children

Responsible Authority:	Daycare Supervisor & Staff
Related Documents/Authority:	Subsection 4.7- Accident Reporting – Child Care Centre Licensing Manual p. 58
Relevant to:	Daycare Staff, Volunteers Supervisor, Parent/Caregiver

Policy Statement

The intent of this policy is to ensure that staff completes an Accident Report. A Parent/Caregiver signs the “Accident Report”. When a child is hurt or injured in an accident, it is the responsibility of the supervising staff member to comfort the child and administer first aid. A parent/caregiver will be provided a copy of the report upon request.

Reasons for Policy

It is the responsibility of the staff to provide a safe environment for children in order to prevent injury or illness while they are in attendance at the center.

Procedures

In order to do this, the following action must be taken:

If there is any degree of an accident (even suspected), staff shall:

- 1.1 Assess the situation and seriousness of the accident. Comfort and assume responsibility for the child.
- 1.2 Administer first aid treatment to the child, if needed.
- 1.3 Advise a second staff member immediately to either take care of the remaining group of children, or assume responsibility of the injured child.

- 1.4 Fill out "Accident Report" for child (Appendix A). Depending on the seriousness of the accident, advise the supervisor or the person in charge immediately of occurrence.
- 1.5 The parent/caregiver will sign the accident form and have the opportunity to ask any questions before signing their child out for the day.
- 1.6 A signed copy of the Accident Report will be given to the parents/guardians and the original report will be kept in the child's file.

2. Administration of Prescribed Medicine and Over the Counter Medication

Responsible Authority:	Daycare Supervisor & Cook
Related Documents/Authority:	Subsection 4.12- Administration of Drugs and Medication – Child Care Centre Licensing Manual p. 68
Relevant to:	Daycare Staff, Parent/Caregiver

Policy Statement

The intent of this policy is to administer prescribed medicine to children in a proper manner, while ensuring the safety of the children. All medications will be administered by the full time permanent daycare cook, and/or Supervisor, when instructed by the child's parent/caregiver all medications are to be kept in a locked box away from the children.

Reasons for Policy

This policy ensures that all children have consistent methods of receiving their prescribed medication by one person. It ensures the child's safety and reassures the parent/caregiver that the child is in receipt of their medication when the parent/caregiver cannot be present.

Procedures

2.1 All medication is kept in a locked box on the fridge and inaccessible to the children. If the medication requires refrigeration, it will be in its own locked box inside the refrigerator. Some items may be exempt from this policy such as an asthma puffer and/or epi-pen that require the child to have near them at all times.

2.2 A parent/caregiver must provide the prescribed medicine in the original container, clearly labeled with the child's name, date, dosage, and Physician. Written instruction must be provided for the proper storage and

administration of the medicine. (See Appendix B)

To administer the medication:

- Check the label of the medication for the child's name and dosage as per the written instructions provided by the parent/caregiver
- With liquid medication pour away from the label.
- Note on the medication chart; the amount of medication, as well as the time it was administered, and the name of the staff member whom administered the medication.
- Place the form in the child's file when the dosage is given.

3. Admission of Children

Responsible Authority:	Daycare Supervisor
Related Documents/Authority:	Daycare Supervisor, Tillie Missabie Family Center Policies & Procedures
Relevant to:	Daycare Staff

Policy Statement

The Tillie Missabie Family Center will admit children into the daycare program according to a set criteria established by the Center. Each applicant must submit all proper paper work and enrollment forms to establish a daycare spot for their child. The Daycare Supervisor will utilize the priority list to determine when a child can enter into the program. Mandatory attendance forms will be used on a monthly basis.

Reasons for Policy

Children will be admitted into the program when a spot becomes available. Since there are times when spots are not available, the priority list provides a guideline to the Daycare Supervisor to determine which child requires care sooner than others. The staff will know the exact number of children in the centre each day and will be able to program accordingly.

Procedures

Admission Requirements:

- 3.1 The child must be at least 15 months of age to enter the toddler program.
- 3.2 Once a parent/caregiver contacts the Center for enrollment, they will be required to fill out all admission and consent forms. The Daycare Supervisor will consult with the waiting list to determine if there is space for their child. If not, they will be placed on the waiting list and contacted according to the criteria set out in the priority waiting list.

- 3.3 The parent/caregiver must complete the enrollment package and sign all forms before admittance into the Daycare Program.
- 3.4 Parent/Caregiver must remain in the program with their child for two (2) days or at the discretions of the Supervisor.
- 3.5 The child's immunization record, or a letter from the parent/caregiver must be up to date and kept on file after two days of enrollment.
- 3.6 Parent/Caregiver are required to pay one month in advanced according to their attendance form, before services are used, according to the fee schedule. *Note: fees are subject to change*
- 3.7 Priority will be given to children on the waiting list in the following order:
- a) Temagami First Nation community residents who are either in school full time or working.
 - b) Temagami First Nation members and residents wanting to have a Resource Spot within the Daycare Program.
 - c) Families that work for Temagami First Nation.
 - d) Families that live nearby Temagami First Nation.

Note: It is understood that parents/caregivers may require childcare although they are not working. TFN members and residents who want a resource spot will contact the Daycare Supervisor to arrange their child's schedule. Resource Spots will be available Monday to Thursday as the Centre encourages parents/caregivers to spend time with their children for healthy attachment. Parents using a Resource Spot will not pay for that spot.

Parents in school full time will have their resource spot for five days/week.

4. Anaphylactic Policy

Responsible Authority:	Daycare Supervisor
Related Documents/Authority:	Subsection 4.10: Anaphylactic Policy – Child Care Centre Licensing Manual p. 63
Relevant to:	All Daycare Program Staff Cook, Volunteers Parent/Caregiver, Others

Policy Statement

The Tillie Missabie Family Center wants every child to feel comfortable and be a part of the regular program. The purpose of this policy is to ensure that every child is safe and that staff are informed and prepared for an emergency related to an anaphylaxis reaction. The Center will make every effort to ensure the health and safety of all children through the implementation of clear procedures designed to control and/or eliminate exposure to potential allergens. All employees will be required to review this policy yearly.

Reasons for Policy

Anaphylaxis is a serious allergic reaction and can be life threatening. The requirement of an anaphylaxis policy is intended to help support the needs of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students and visitors at the Tillie Missabie Family Centre.

Procedures

4.1 How To Deal with an Anaphylactic Reaction:

You must take specific action related to the child's Treatment Plan if the following are observed:

- Difficulty breathing
- Has hives
- Collapses

Immediately do the following:

1. Call Ambulance (569-3434)
2. Administer medication (adrenaline, epi-pen) **If the child's file indicates they can self-administer then supply the medication
3. Evaluate need for CPR
4. Call Parent/Caregiver and/or Physicians
5. Describe the incident for the child's file

4.2 Strategies to Reduce Risk:

When a child is enrolled in the program and a doctor's note is provided of the Anaphylactic Allergy, the Center will proclaim a 'ban' of the allergic substance (i.e. Peanuts, fish). This ban may include:

- A localized ban where the child participates in programming
- A total ban in the Center
- Other restrictions as advised by the child's health care provider as long as they are consistent with the Day Nursery's Act. (*See appendix #1*)

4.3 Communication Plan:

The following will be implemented prior to the child's first day of attendance:

- The parent/caregiver will complete the proper forms (Life-Threatening/Anaphylaxis Allergy Information), AND submit all official documentation from the child's Physician stating the allergy, risks and ways to reduce risk.
- The Daycare Supervisor will distribute a memo to ALL employees, volunteers and students informing of the child's allergy, child's start date, and any restrictions.
- Allergy information will be posted in the kitchen, eating areas, craft area and diaper change area as appropriate.
- An individual treatment plan will be developed in coordination with

the parent/caregiver. A copy will be kept in the programs emergency information system.

- Written instructions on the administration of medication and/or special diet requirements will be kept in the child's file. A written consent by the parent/caregiver is also kept on file if the child is able to self-administer and carry the epi-pen around with them.

4.4 Individual Treatment Plan:

The Treatment Plan will include the emergency procedures to be undertaken should a reaction occur, and will include:

- A thorough description of the child's allergy.
- Specific strategies for monitoring the environment to avoid potential hazards and risks of a reaction. This will include off-site field trips.
- A thorough description of the actions required of staff should an anaphylactic reaction occur. The parent/caregiver and/or Physician must provide these.
- Emergency contact information.

4.5 Training

The Daycare Supervisor will ensure that all program staff receives training on the implementation of Emergency Procedures as outlined in the Treatment Plan by the parent/caregiver and/or Physician. The parent/caregiver or physician MUST provide this training. A record of the training will be kept in the child's file.

5. Arrival and Departure

Responsible Authority:	Daycare Supervisor & Staff
Related Documents/Authority:	Child Care and Early Years Act Tillie Missabie Family Center Policies & Procedures
Relevant to:	All Daycare Staff, Volunteers, Parent/Caregiver

Policy Statement

Tillie Missabie Family Center ensures that children have a consistent routine in their daily program at the Center. Each child learns to be on time and learns when to expect their parent/caregiver to pick them up. This consistency ensures a child feels secure and happy, making the arrival and departure times easier on parent/caregiver, staff and other children.

Reasons for Policy

The intention of this policy is to ensure parent/caregiver are arriving on time to leave their children and pick up their children. Consistency in the time allows for children to feel secure and to learn what to expect during these times. Arrival and departure also reflect hours of operation with consideration to the child's daily schedule. This time is also used to promote communication between staff and parent/caregiver, and to also ensure that the child has adequate clothing, diapers, diaper cream etc.

Procedures

Arrival:

1. Staff will ensure parent/caregiver sign their child into the daycare program upon arrival.

2. Parent/Caregiver will escort their child to the teacher.
3. Parent/Caregiver will inform the staff any necessary information that may reflect the child's behavior during the day. (i.e.: Child was up late, may be tired.) As childcare is a shared responsibility between parent/caregiver and staff, any changes in the home situation should be communicated and open communication is encouraged upon arrival and departure.
4. A child will not be accepted into the Program after 10:00 a.m. (no exceptions)
5. When attending in a Resource Spot, arrival is NO later than 10:00 a.m. (no exception)

Departure:

1. Parent/Caregiver are encouraged to sign their child out by using the attendance book provided.
2. Staff will ensure if another person is picking up a child, the parent/caregiver must inform the Tillie Missabie Family Center by phone as to who that will be, if the Tillie Missabie Family Center staff do not know the person, identification will be required.
3. Parent/Caregiver will call the Tillie Missabie Family Center if they are running late and give the time they will pick up their child. In the event that a parent/caregiver is unable to pick up their child by 5:15pm an attempt to call the child's three emergency contacts will be made.
4. Parent/Caregiver will ensure their child is picked up by 5:15 pm. If not, the parent/caregiver will be charged \$1.00 per minute late fee until the child is picked up.
5. At 5:15pm the emergency contacts and escorts will be called, with another attempt at 5:30pm. If the parent/caregiver and contacts are unable to pick up the child by 5:45pm, if there has been no contact at all, the staff will notify the Police.
6. Children will not be released to anyone under the age of 18 years. (*unless a written permission letter is sent to the TMFC giving permission to a specific person under the age of 18*)
7. Children will not be released to anyone under the influence of alcohol, drugs, or who is deemed unsafe.
8. Parent/Caregiver will sign out their children in the attendance book provided.
9. Children that attend in a Resource Spot are to be picked up no later than 4:00 p.m.

6. Individual Support Plan

Responsible Authority:	Daycare Supervisor
Related Documents/Authority:	Subsection 6.11: Individualized Support Plan and Inclusive Programming – Child Care Centre Licensing Manual p. 101
Relevant to:	Daycare Staff, Volunteers Parent/Caregiver

Policy Statement

To promote communication and understanding on how to best meet the child's special needs. Special needs could be emotional, physical, spiritual or mental.

Reasons for Policy

This provision requires that an appropriate individualized support plan is developed for each child with special needs and that licensees take all necessary steps to support children with special needs to participate to the maximum extent possible in the programming offered at the Tillie Missabie Family Centre.

The review of each individualized support plan by employees, students and volunteers supports the children's ability to participate in the program and provides consistency with the implementation of the plan at the Tillie Missabie Family Centre.

Procedures

Staff and Supervisor shall:

1. Work with the parent/caregiver and professionals to devise an ISP (Individualized Support Plan) (see Appendix C) to best meet the needs of the child for suitable programming.
2. Have staff, volunteers, and students review the individualized support plans.
3. Follow the Individual Support Plan (ISP) and revisit when necessary.
4. Have ongoing conferences with parent/caregiver and professionals to

communicate on the child's progress and if there is a need for revisions of the ISP.

7. Ill Health Policy

Responsible Authority:

Daycare Staff

Related Documents/Authority:

Subsection 4.4, 4.5 &
4.6: Immunization of Children, Daily
Observations of Children and
Arrangements for Ill Children – Child
Care Centre Licensing Manual p. 54
– 57

Relevant to:

Daycare Supervisor, Staff,
Parent/Caregiver, Volunteers

Policy Statement

This policy is in place to ensure that the spread of communicable disease is not spread to staff and other children within the daycare, and to ensure it is reported properly to the Temiskaming District Health Unit

Reasons for Policy

The intent of this policy is to reduce the number of sick children and staff due to a communicable/preventable virus. The Tillie Missabie Family Center also acknowledges the importance of educating children on healthy manners and self-care to promote healthy living.

Procedures

Staff Requirements:

1. All staff must keep a current immunization schedule, unless a note is provided.
2. Staff are required to have a current Tuberculosis (TB) Test every two (2) years, and immunization for tetanus and diphtheria every ten (10) years.
3. Supervisor will inform Parent/Caregiver immediately of any suspected cases of a communicable disease.
4. Staff will ensure the child suspected of having a communicable disease is removed from spreading it to other children until a parent/caregiver picks

them up. (See Appendix D & E) The child's parent/caregiver will be notified immediately to pick up their child.

5. The Temiskaming District Health Unit will be notified immediately if a child is confirmed to have a communicable disease.
6. Supervisor will accept the child back into the program upon receipt of a medical note, from a doctor.
7. Staff will ensure that children wash their hands EVERY time they use the bathroom or have a diaper changed.
8. When the centre is notified about specific outbreaks from the Doreen Potts Health Centre, Temiskaming Health Unit or the Ministry of Education, staff will notify parents and provide them with an information/fact sheet.

Parents will:

1. Notify the TMFC when cancelling their child for illness if it is a communicable disease (i.e.. Strep throat, impetigo, diarrhea, conjunctivitis).
2. Notify the TMFC if their child has a communicable disease even if their child has not been at the centre (after Christmas, March Break, and summer shutdown). This will help the staff in preventing the spread of the infection to the other children and staff.
3. Parents will follow medical advice regarding the amount of time their child should be excluded for certain illnesses

8. Parent Issues and Concerns

Responsible Authority:	Daycare Staff
Related Documents/Authority:	Subsection 6.2: Parent issues and concerns policies and procedures Child Care Centre Licensing Manual p. 87
Relevant to:	Daycare Supervisor, Staff, Parent/Caregiver, Volunteers

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the childcare licensee and staff to use when parents/guardians bring forward issues/concerns.

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each childcare centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. program room staff).

Policy

General

Parents/guardians are encouraged to take an active role in our childcare centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, childcare providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Tillie Missabie Family Centre staff and program supervisor and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - The supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - Arrange for a meeting with the parent/guardian within 2 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - The supervisor or licensee. 	<p>Provide contact information for</p>

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly or - The supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student or - The supervisor and/or licensee. - <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or

concern verbally or in writing to the Executive Director of Temagami First Nation.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts: [insert information, e.g. agency/organization contacts, supervisor and/or individual who oversees the programs, ministries and local authorities, professional membership bodies]

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario

9. Vulnerable Sector Check

Responsible Authority:	Daycare Supervisor
Related Documents/Authority:	Child and Family Services Act Childcare and Early Years Act Police Services
Relevant to:	All Staff, Volunteers, Students, Relief Workers & all peoples who provide direct service to the Daycare

Policy Statement

To ensure that an individual does not have a criminal history that would potentially make them unsuitable to be around children in a position of trust.

Reasons for Policy

The intent of this policy is to ensure the safety of all children.

Procedures

1. All persons who are to be employed by the TMFC will be required to produce a Criminal Reference & Vulnerable Sector Check (CR & VSC) before commencing their employment and/or being left unsupervised with any daycare children.
2. A staff person may be hired while the CR & VSC is being processed, however the staff person will not be left alone with any daycare children until the results are submitted.
3. Any administrative fees for conducting the CR & VSC will be reimbursed by the Tillie Missabie Family Center with the proper paid receipt.
4. A criminal reference and vulnerable sector check will be renewed every 5 years for all full-time employees.
5. In the case of a positive criminal reference check the Daycare Supervisor and Chief & Council will make a decision about employment based on the report of charges.

6. Ensure that all related records be kept in the appropriate employees file.
7. A current CR & VSC is one that has been submitted solely for Tillie Missabie Family Center.
8. Elders/Visitors, which are invited by the TMFC to implement a special program, do not need a criminal reference check (CRC). However, the Elders/Visitors must never be left alone with the children. A staff member must always be present in the room.
9. It is mandatory that all Tillie Missabie Family Centre employees sign an Offence Declaration Form, each year, certifying that they have not been charged with a criminal offence in that licensing year. This will need to be done every year except the year that a new check is due

10. Discharge Policy

Responsible Authority:	Daycare Supervisor
Related Documents/Authority:	Tillie Missabie Family Centre Policies & Procedures
Relevant to:	Daycare Staff and Supervisor Parent/Caregiver of Daycare Children

Policy Statement

It is important for children to feel safe and for parent/caregiver to know their children are cared for while attending the program. However, it is understood that parent/caregiver may choose to remove their child from the program at certain times. Also, the daycare may also need to discharge children from the program under certain circumstances.

Reasons for Policy

This policy is in place to ensure that parent/caregiver and staff understand the procedures under which children are discharged from the program.

Procedures

Removal by parent/caregiver:

1. A parent/caregiver may decide to remove a child from the program for any reason.
2. It would be courteous if the parent/caregiver could give the daycare 2 weeks' notice prior to removing their child along with a brief explanation.

Discharge by the Center:

1. A child may be discharged from the program after the Daycare Supervisor and Staff have discussed the issues with the parent/caregiver.
2. A child may be removed if they are unable to participate in the program on a continual basis. Their inability to participate accounts for the child's well-being: physically, mentally, emotionally and spiritually.
3. The Daycare Supervisor and/or Staff have spoken with and documented any issues the child may have in participating in the program and advised the parent/caregiver of the concerns. A meeting may occur to discuss the issue and a four (4) week time period is granted to observe any changes in the child.
4. If a child is discharged permanently, the Daycare will give a two-week written notice to the parent/caregiver advising them to seek other childcare.
5. A child may be discharged permanently or on a short-term basis and re-admittance into the program is at the discretion of the Daycare Supervisor.

All records concerning a child that has been discharged must be kept for two years (2) from the date of discharge.

11. Daily Health Check

Responsible Authority:	Daycare Staff
Related Documents/Authority:	Child Care and Early Years Act Tillie Missabie Family Center Policies & Procedures
Relevant to:	Staff, Parent/Caregiver Daycare Supervisor

Policy Statement

The Tillie Missabie Family Center believes the safety and health of the children is very important for a positive learning experience for all children.

Reasons for Policy

A daily health check is necessary to prevent the spread of infectious diseases to other children and staff of the daycare. It will also protect the ill child.

Procedures

1. Staff will complete a daily health check upon arrival of the children each day.
2. Parent/Caregiver will be required to remove the child from the program if a child shows any sign of a communicable disease or illness. The staff will follow the communicable disease and/or fever and illness policy. (*See Communicable disease policy and fever and illness policy*)
3. Proper documentation will be kept by staff and the Daycare Supervisor within the child's file and in the daily notes in case of having to report any diseases.

12. Dealing with Children of Daycare Staff

Responsible Authority:	Daycare Staff
Related Documents/Authority:	Tillie Missabie Family Center Policies & Procedures
Relevant to:	Staff, Supervisor, and Parent/Caregiver

Policy Statement

The Tillie Missabie Family Center acknowledges that staff may enroll their children in the program at any time.

Reasons for Policy

The Tillie Missabie Family Center recognizes the need to be fair to children and parent/caregiver, therefore this policy is meant to be fair to everyone. Children of daycare staff are to be treated the same as all other children and policies and procedures are implemented the same for every child. This policy identifies how a parent/caregiver may deal with their child if the child is disruptive, as well as the expectations of the staff person as a parent/caregiver.

Procedures

It is ideal if a parent/caregiver does not work in the same program their child attends. However, this may not be possible at all times. Parent/Caregiver of children in the daycare program are expected to conduct themselves professionally at all times. They assume both the role as parent/caregiver and daycare staff while working, and must keep in mind the routine and needs of all the children in the program.

1. If your child becomes disruptive it is at your own discretion while consulting with the Daycare Supervisor and/or other staff to determine if you should leave with your child.
2. If you must tend to your child while working, ensure that another staff person will cover your responsibilities within the program while you tend

to your own child.

3. If you are unable to tend to your child due to low child/staff ratios, you must remain in your responsibilities until ratios can be maintained. This will be at the discretion of the Daycare Supervisor.
4. If your child remains disruptive/inconsolable for more than four weeks, you will consult with the Daycare Supervisor and/or Daycare Staff to determine the best way to meet the needs of your child while you are working.

13. Diapering Routine

Responsible Authority:

Daycare Staff

Related Documents/Authority:

4.2 Sanitary Practices – Child Care
Licensing Manual p.53

Relevant to:

Daycare Staff, Volunteers,
Parent/Caregiver

Policy Statement

The Tillie Missabie Family Center wants every child and parent/caregiver to be comfortable with having staff keep their child comfortable throughout the day. The Daycare will follow these guidelines so that children are changed in an orderly and sanitary fashion.

Reasons for Policy

The intent of this policy is to ensure that children in diapers are properly washed to prevent rash and practice good hygiene. In addition, to ensure that staff member practice proper sanitary procedures when handling dirty diapers.

Procedures

1. Children will be changed according to instructions by the parent/caregiver. Parent/Caregiver will ensure that all routines and/or concerns with diapering will be communicated to the Staff.
2. All staff will wash their hands immediately BEFORE and AFTER diaper changes.
3. Staff will also be required to wear medical gloves for diaper changes. A NEW pair of gloves must be worn each diaper change and for each child.
4. Children will have their diapers changed on a clean, safe area designated for diaper changes only. Diaper area will be cleaned as instructed by

- parent/caregiver. Staff will ensure to check all creases of the diaper area.
5. Diaper creams and petroleum jelly (Vaseline) will only be used if instructed by parent/caregiver. Parent/Caregiver will fill out a consent form.
 6. Soiled cloth diapers must be disposed into a bag provided by the Parent/Caregiver with the child's name on it. These will be returned to the parent/caregiver DAILY.
 7. Soiled disposable diapers will be placed in a double wrapped bag, and garbage will be disposed of DAILY.
 8. Clean the diaper-changing surface with sanitizing solution after EACH diaper change and in between changing different children.
 9. Each child MUST wash their hands after EVERY diaper change.
 10. Record diaper changes in the child's book, diaper change form and report any concerns to the parent/caregiver.

14. Expectations of staff

Responsible Authority:

Daycare Staff

Related Documents/Authority:

Temagami First Nation Personnel Policy

Relevant to:

Daycare Staff

Policy Statement

To ensure staff work equally together to establish daily routines.

Reasons for Policy

To ensure that the staff are creating a positive nurturing environment based on the needs of the children and their families.

Procedures

1. All staff will take responsibility for ensuring that all tasks for their shifts are completed at the beginning and end of the day.
2. All staff will take responsibility for effective communication within the team.
3. All staff will remain open to receiving and providing positive constructive communication.
4. All staff will role model positive communication to all involved with the program. (children, parents, staff and students)
5. All staff concerns are to be addressed with colleagues as they arise in a positive and effective manner.
6. All staff will raise their concerns directly to the source and are to be addressed directly and effectively. A shared solution must be achieved. Lack of positive solutions will require intervention by the Supervisor.
7. All staff will remain in confidence when acquiring information regarding the business of the daycare. Staff are required to sign a statement of

confidentiality agreement once per year.

8. All staff are required to have a CAS check, along with a CRC check, and have a valid first aid & CPR certificate.
9. The kitchen staff is required to have a Food Safety Handlers course
10. All TMFC staff are required to attend monthly staff meetings.

Our attitudes and outlooks determine the characters of our work environment.

15. Field Trips/Daily Outings

Responsible Authority:	Daycare Supervisor, Staff
Related Documents/Authority:	Child Care and Early Years Act Tillie Missabie Family Center Policies & Procedures
Relevant to:	Daycare Staff, Volunteers, Parent/Caregiver

Policy Statement

The Tillie Missabie Family Center will occasionally bring children on local field trips. All parent/caregiver will be notified prior to a field trip and will be required to provide permission. If a child does not receive permission, parent/caregiver must make alternative arrangements for childcare for that day.

Reasons for Policy

To ensure the utmost safety of the children and Tillie Missabie Family Center staff if they are leaving the Tillie Missabie Family Center premises.

Procedures

1. Whenever leaving the daycare premises, a child will always have more than one Staff member with them in case of staff injury.
2. Permission slips will need to be collected for every child attending any outing/walk off the daycare premises.
3. The basic ratio requirement of the Day Nurseries Act will be maintained at all times.
4. Volunteers may be counted within the teacher: child ratio.
5. The ratios of adults to children will be followed for walks nearby the Tillie Missabie Family Center.
6. Written parental permission slip (Tillie Missabie Field Trip Form) must be completed and signed before departure.
7. Parent/Caregiver who does not wish for their child to attend a field trip will find alternate arrangements.

16. Fire Safety

Responsible Authority:	Daycare Staff
Related Documents/Authority:	Daycare Supervisor Fire Department 9.2 Fire Safety Procedures & Drills – Child Care Centre Licensing Manual p.127 Tillie Missabie Family Center Policies & Procedures
Relevant to:	Daycare Supervisor, Staff, Volunteers, Cook

Policy Statement

The Tillie Missabie Family Center is committed to ensuring the safety of all staff and children. All staff must adhere to this to ensure the safety of all children attending the daycare. The Daycare Supervisor will conduct routine Fire Drills, and each member will have the opportunity to practice their role and responsibilities in the case of a real fire.

Reasons for Policy

The intent of this policy is to ensure the safety of all staff and children, and for all staff members to know their responsibilities in the event of a fire. It is also critical for children to understand and practice evacuation in the case of a real emergency.

Procedures

1. ALL children must be signed in and signed out EACH day.
2. All hallways leading to an exit **MUST** be clear at all times.
3. Cots should be spaced at least 18.1 inches apart with a walkway between of at least 36.2 inches wide.
4. During Rest Time, teacher/child ratios should **NOT** fall lower than two-thirds (2/3) required ratios in order for an effective evacuation.

5. ALL flammable and combustible liquids must be stored inaccessible to children. (cleaning supplies, liquids, paints, etc.).
6. All electrical outlets will be covered in all Daycare rooms where children are present.
7. The Daycare Supervisor will coordinate a fire drill once per month. Fire Department can advise of a suitable time for evacuation if unsure. Fire Drills may be conducted weekly until children and staff is comfortable with the exit routine.
8. A formal report of each Fire Drill will be completed by the Daycare Supervisor and kept on file for at least two (2) years.
9. The Daycare Supervisor shall ensure that each new child, staff member, relief staff and/or volunteer is oriented to their responsibility in the event of a fire.
10. Children must wear proper indoor running shoes at all times. (slippers are NOT permitted)
11. The written fire procedure is posted in each room of the daycare where children are located. The procedure must be specific to that room and at varying times of the day.
12. The meeting place established is the Doreen Potts Health Center.
13. Children are NOT to be released to parent/caregiver until a head count is completed against the attendance list for that day.

Fire Procedures & Roles of Each Staff:

1. When the alarm is heard, children will be encouraged to stop and face the teacher.
2. Teacher shall provide instructions for children to calmly line up to exit the building.
3. The Teachers will guide each child out of the building. If route is blocked, exit through a window to the Doreen Potts Health Center.
4. The Cook will shut all windows and check all bathrooms, closets; cubby's to ensure that ALL children have left the building.
5. The Cook will take the black box with the emergency information in it.
6. The Daycare Supervisor will bring the attendance list with them for that day.
7. The Daycare Supervisor will conduct a complete head count against the attendance list for that day before releasing any children.

17. Fever & Illness

Responsible Authority:	Daycare Staff
Related Documents/Authority:	Daycare Supervisor, Tillie Missabie Family Center Policies & Procedures
Relevant to:	Daycare Supervisor, Staff Volunteers, Children

Policy Statement

The Tillie Missabie Family Center strives to maintain a safe and healthy environment for both staff and children. A fever is often an indication the child is fighting infection that could be transmitted to other children and staff, the center is obligated to follow guidelines imposed by the health unit.

Reasons for Policy

The intent of this policy is to limit exposure of a virus to children and staff.

Procedures

The Tillie Missabie Family Centre has to follow the guidelines set out by the Day Nurseries Act, Ministry of Education and the Temiskaming Health Unit. Children will be excluded from the program showing one of the following symptoms:

1. Vomiting.
 2. A temperature of over 100F/37.78C
 3. Diarrhea- two or more runny bowel movements within 2 hours.
 4. Redness, swelling and/or discharge (pus) from eyes or ears.
- Children may be excluded for other symptoms as well. Staff will take into consideration age of child, season and/or time of year, stats of confirmed cases of illness at the centre such as:
5. Colored mucus from nose and/or mouth that is continuous, that cannot be controlled/taken care of by the child.
 6. Heavy coughing and/or mucus discharge. Staff will base their decision on

severity of cough (uncontrollable cough, turning red or blue) ability of child (to cover mouth, wash hands)

7. Unusual irritability or fussiness or lethargy.

8. Undiagnosed or unexplained rash

* In the event that your child is sent home with diarrhea, vomiting or a fever, he/she will not be accepted back into the program for 24 hours after being symptom free. It is expected that Parents will keep the staff informed about their child's illness.

Exhibiting symptoms upon arrival, the child will not be admitted. Should a child develop any of these symptoms throughout the day, the child will be isolated and the parent/caregiver will be contacted. Children with a communicable disease will not be accepted back without a doctor's note stating that the child is well enough to return.

Staff will:

1. Call parent/caregiver to pick up their child in the event of an illness. If the parent/caregiver cannot be reached, or cannot pick up the child within 15 minutes, the emergency contact will be contacted to pick up the child.
2. Comfort child and provide them a sleeping cot and a quiet place to rest until the parent/caregiver arrives, separate from the other children if possible.
3. Children are not able to return to the program until a fever, vomiting and diarrhea has been absent without medication for at least a 24 hour time period.
4. When in doubt over the seriousness of the symptoms (cough and runny nose), the staff will contact the Parents. The Parents may bring the child to the Community Health Nurse to be assessed. If the CHN deems the child to be clear, the child will be re-admitted to the program, as long as they are not exhibiting one of the following symptoms: Fever, vomiting or diarrhea, discharge (pus) redness and or swelling from the eyes or ears, and undiagnosed or unexplained rash.

Parents will:

1. Provide the centre with a doctor's note if their child has a medical condition like allergies which may cause the nose to run, eyes to water. (CLEAR)
2. Notify Staff if their children have had any over the counter medications and/or herbal remedies.

18. Food & Nutrition

Responsible Authority:

Daycare Cook

Related Documents/Authority:

Tillie Missabie Family Center Policy
& Procedure
Canada Food Guide
Section 5 Child Care Centre
Licensing Manual p. 77

Relevant to:

Cook, Staff, Parent/Caregiver

Policy Statement

Nutritious meals and snacks will encourage healthy eating habits and a healthy attitude toward food. Children who attend daycare for a full day require adequate snack and meals to maintain their energy. A child is often too tired by the end of the day to eat a full meal; therefore it is important the daycare provides the necessary nutrients for their growth and development.

Reasons for Policy

To ensure that well-balanced snacks and meals are served daily that follows the guidelines of the Day Nurseries Act. This policy will ensure balanced meals and snacks for optimal physical and dental health.

Procedures

1. The Daycare will make every effort to serve healthy, well balanced meals. The Daycare will make every effort to only serve whole grain breads.
2. The Daycare will serve 2 healthy snacks and 1 lunch per day for every child participating in the program.
3. The Daycare will not serve artificially sweetened juices, heavily processed foods, candy and/or non-nutritional foods.
4. The Daycare will only serve fresh fruits and vegetables when available, if not, then frozen and if not available the last form would be canned.
5. For breastfed children, accommodations will be made for the mother to visit the center to continue nursing her baby. As well, if the child is

accepting a bottle of expressed breast milk it must be sent to the daycare and LABELED as well.

6. No child will be placed with a bottle containing juice for naptime. No syrups or sugary items on a soother will ever be used.
7. Children will be involved as much as possible in clean up with snacks and lunchtime.
8. No child will ever be forced to eat, but will be encouraged to try any/all foods served.
9. Menus will be planned and posted in an area where parent/caregiver can view it. Any changes or substitutions must be posted for parent/caregiver to see.
10. Staff will encourage children to interact socially and role model appropriate table manners.

19. Hours of Operation & Holidays

Responsible Authority: Daycare Staff

Related Documents/Authority: Temagami First Nation
Personnel Policy

Relevant to: Daycare Staff

Policy Statement

To ensure parent/caregiver are aware of the daily operations of the Tillie Missabie Family Centre

Reasons for Policy

To ensure parent/caregiver are following that proper operations and holidays according to the TFN personnel policy.

Procedures

DAYCARE OPERATIONS

8:15 AM – 5:00 PM Eastern Daylight Time

Monday to Friday

The centre closes for all statutory holidays and the following:

Chief's Holiday	Aboriginal Solidarity Day
Christmas Day	Family Day (3 rd Monday in February)
Christmas Eve Day	Boxing Day
Easter Monday	Canada Day
Good Friday	Civic Holiday
New Year's Day	Labor Day
Thanksgiving Day	Remembrance Day
Victoria Day	

20. Playground Safety

Responsible Authority:

Daycare Supervisor/Staff

Related Documents/Authority:

3.18 Playground Safety Policy- Child Care Centre Licensing Manual p. 48

Relevant to:

Daycare Staff, Volunteers

Policy Statement

Children are at risk of injury when playing; therefore this policy aims to reduce the risk of injury to children on outdoor playground equipment. It is the responsibility of the Tillie Missabie Family Center staff that children are safe and have fun while playing outside. Outdoor time will be safe and will encourage cooperative playing, independent play and will be fun!

Reasons for Policy

To ensure children are safe and reduce the risk of injury to children while playing outdoors. Also, to ensure that children are having fun in a safe manner.

Procedures

1. The first staff member to arrive to work or before the children play outside will inspect the playground area DAILY for the following:
 - a) Hazardous material or debris that could cause injury.
 - b) Damage caused by vandalism that could cause injury.
 - c) Strings or long ropes that could cause injury.
2. The Staff will participate in a thorough inspection of the playground area MONTHLY and provide a written record on the following:
 - a) Any damage and wear. (i.e.: broken or missing components to equipment, anything tied to or added on to the equipment, or other features caused by vandalism or wear)
 - b) Any broken or missing handrails, guardrails, stairs or ladder rungs, etc.
 - c) Any damaged fences, gates and retaining walls.

NOTE: When defects are observed, defects shall be reported immediately to the Daycare Supervisor and repaired as soon as possible. Details of the defect or problem will require a plan of action in writing. Should the repair take time, all reasonable steps shall be taken to bar access to the defective equipment. Cordoning off the defective area must be done in a safe manner. Warning or danger signs alone are not acceptable. Ropes or plastic tape cannot be used. Removal of the defective equipment may, in some cases, be the only solution. If some areas of the playground remain in use by children of the childcare center the entire playground must be supervised at all times.

3. The Daycare Supervisor will inspect the outdoor play area in preparation for both summer and winter. A detailed written report will be kept on file.
4. The Daycare Supervisor will conduct a comprehensive YEARLY examination of the playground equipment writing a detailed report to keep in a permanent file to be inspected and reviewed.
5. All indoor and outdoor play equipment and furnishings shall be maintained in a clean and safe manner and free from needing repairs.
6. All repairs, renovations or construction of new playground equipment will be submitted to the Ministry for prior approval.
7. The Daycare Supervisor will ensure a soft, shock-absorbing material is set and maintained below the playground equipment.
8. The Daycare Supervisor will ensure a detailed Playground Safety Log is created and completed to record the following:
 - a) Repairs, removal or installation of equipment, including dates and companies.
 - b) Injury log – accident and/or injury reports specific to the playground will be kept separate from other accident reports.
 - c) Daily inspection checklists – done in writing, prior to the children entering the playground area.
 - d) Monthly maintenance inspection – records any hazards or defects which need immediate attention or that requires a plan of action to resolve the problem within a specific timeframe.
 - e) Seasonal maintenance inspection – records preparation plans for summer or winter use; Annual inspection – an inspection completed with a comprehensive written report based on the criteria set out in the Day Nurseries Act. Annual playground safety inspections will be kept in a permanent record, available for examination at any time.
 - f) A plan of action recorded, based on the results of the annual inspection, including timeframes to address each specific issue.
9. While outside the Daycare Staff will maintain the following:

- a) Ratios are not compromised
 - b) Children are supervised at ALL times
 - c) Staff will not smoke while it is outdoor time on TMFC property
 - d) Staff are expected to engage the children in cooperative games involving everyone who wishes to participate
 - e) Staff are expected to engage with the children while outside and not each other
 - f) When children are using the climber equipment a staff must be there to supervise them, as well as being aware of what the other children are doing.
10. The Daycare Staff and Daycare Supervisor will engage in the development of an Outdoor Play Plan that is posted in a public area for parent/caregiver to view. Ideas for gross motor play, cooperative games and other creative games that complement the indoor schedule.
11. All Staff are required to read, review and agree to this policy upon employment and YEARLY thereafter. A signed agreement will be kept in each employee's record.

Note: The TMFC playground is locked and is to be used for programming only. No trespassing allowed.

21. Sanitary Practices

Responsible Authority:	Daycare Staff
Related Documents/Authority:	4.2 Sanitary Practices–Child Care Centre Licensing Manual p. 53
Relevant to:	All Daycare Staff, Volunteers

Policy Statement

The Tillie Missabie Family Center is committed to providing a safe and clean environment for its employees and the program participants.

Reasons for Policy

To ensure a clean, healthy environment for both staff and children at the daycare. Since disease can spread rapidly, we will provide a clean environment and also role model positive health practices to the children to foster an awareness of cleanliness to the children and their families. Since children have weaker immune systems it is important to practice good hygiene at the daycare and at home.

Procedures

A: Washing & Proper Hygiene

1. Children will wash their hands before snack lunch, and EVERY time they use the bathroom and after a messy activity
2. Children will be taught to cough or sneeze into their sleeve or elbow, and will be encouraged to wash their hands after a cough or sneeze and after blowing their nose. Staff will model and practice the same routines.
3. Single service disposable paper towels are preferred.
4. It is recommended that face cloths be used only once and then laundered.
5. Separate cloths will be used for diapering than for hands and face.
6. Children shall NOT share combs or hair items.
7. A liquid soap dispenser should be made available and is preferred.

B: Cleaning & Disinfecting Furniture and Surroundings:

1. The floor should be kept clean, damp mopped every day, and carpets vacuumed daily.
2. Change tables will be sprayed with a disinfectant after EACH child.
3. Change tables and toilets will be wiped with disposable towels and proper disinfectant.
4. Bathroom toilets, sinks will be disinfected after each bathroom break routine.
5. Lunch and Snack table (including chairs) will be disinfected before and after each snack and lunchtime.
6. Toys will be disinfected once (1x) per week. All toys that are seen or placed in a child's mouth are disinfected daily.
7. Children will be assigned their own cot for nap times.
8. Cot sheets will be stripped and washed once (1x) per week. More if a child has been ill or as needed if a child soils the sheets.
9. Cots will be disinfected once (1x) per week, or once a child has been withdrawn due to illness.
10. If using their own blankets – these will be washed or sent home to launder every week.
11. Cubby areas will be disinfected weekly.

C: Other Practices for overall Tidiness and Cleanliness

1. Cubby areas will be tidied and cleaned out weekly.
2. Staff will keep activity areas tidy with all supplies being returned to their proper places daily.
3. Staff will remove broken toys or materials used by the children.
4. Staff will model proper hygiene and make an effort to teach the children about proper hygiene when a teachable moment arises.

D: Kitchen:

1. Hands will be washed by anyone handling the food, cutlery or dishes being used to feed the children.
2. Hair will be tied back away from the face and shoulders – a hair net may be used.
3. All fruits and vegetables will be washed under running water.
4. Floor will be swept and moped daily.
5. If hand washing the dishes they will NOT be towel dried but will air-dry.
6. All kitchen appliances will be cleaned with the appropriate cleansers before and after each shift and rinsed with clean water.
7. Dishrags and drying towels will be used only once and then laundered.
8. Staff must stay out the kitchen unless you have your Food Safety Handlers course.

22 Serious Occurrence

Responsible Authority:	Daycare Supervisor
Related Documents/Authority:	4.9 Serious Occurrence – Child Care Centre Licensing Manual p. 60
Relevant to:	Daycare Staff, Volunteers

Policy Statement

It is the policy of the Tillie Missabie Family Centre to conduct a preliminary inquiry immediately following any serious occurrence and report it, in accordance with Subsection 3.9, Serious Occurrences, Child Care & Early Years Act 2014, Ontario Regulation 137/15

Procedures

According to the Ministry of Education, if there is a Serious Occurrence while a child is in the company of staff member or on the premises of the Tillie Missabie Family Centre the following procedures must be followed.

Licensees are required to notify their program advisor through the Child Care Licensing System. If licensees cannot access the CCLS, they must still notify their program advisor via telephone or email within 24 hours of the incident and complete a Serious Occurrence report in the CCLS as soon as the system becomes available.

There are 5 categories applicable to child care that should be reflected in operator policies:

1. The death of a child while receiving child care at the Tillie Missabie Family Centre, whether it occurs on or off the premises.
2. A life-threatening injury to or a life-threatening illness of a child who receives child care at the Tillie Missabie Family Centre.
3. Abuse, neglect, or an allegation of abuse or neglect of a child while the child receives care at the Tillie Missabie Family Centre.

4. An incident where a child who is receiving child care at the Tillie Missabie Family Centre goes missing or is temporarily unsupervised.
5. An unplanned disruption of the normal operations of the Tillie Missabie Family Centre that poses a risk of health, safety, or well being of children receiving care.

In the event of a Serious Occurrence follow the steps outlined below:

1. Address the health and safety of the child
2. In the event of a death, contact the police, coroner, family as appropriate.
3. A report is provided to the program advisor of any serious occurrence within 24 hours of its happening through the CCLS.
4. If no follow up is required and the initial notification is the only report, Part 2 of the Serious Occurrence Report can be filed the same time as Part 1.
5. Recommendations as a result of the Serious Occurrence Report will be strictly adhered to with an action plan.
6. Following the submission of the Serious Occurrence Report to the ministry and within 24 hours of becoming aware of an occurrence or when the operator deems the occurrence to be serious as set out under the Serious Occurrence Procedures, the operator will complete a Serious Occurrence Notification Form to communicate information to parents.
7. The Serious Occurrence Notification Form will be posted at the entrance used by the parents at the Tillie Missabie Family Centre. The form will be posted near the child care license and Licensing Summary chart.
8. The Serious Occurrence Notification Form is updated as the operator takes additional actions or investigations are completed.
9. The Serious Occurrence Notification Form is posted for a minimum of 10 business days. If the form is updated with additional information such as additional action taken by the operator, the form remains posted for 10 days from the date of the update.
10. The Serious Occurrence Notification Form is retained for at least 3 years from the date of the occurrence and forms are available for current and prospective parents.
11. Licensees ensure the information posted in the Serious Occurrence Notification Form protects personal information and privacy:
 - No child or staff names, initials, and age or birth date of a child will be used on the Serious Occurrence Notification Form.
 - In addition no age group identifiers will be used such as toddler room or preschool room.
12. Licensees ensure the staff review this policy upon implementation and annually thereafter.

13. Licensees ensure parent/guardians are aware of policy through communication via parent handbook/parent letter.
14. The current policy also sets out a requirement for licensees to complete and submit an Annual Summary and Analysis Report and retain the report on file at the Tillie Missabie Family Centre. In addition to ongoing reviews and follow-up to serious occurrences, licensing staff will review the annual reports during licensing inspections. History is available on CCLS.

23. Telephone Usage and Messages

Responsible Authority:

Daycare Staff

Related Documents/Authority:

Tillie Missabie Family Centre
Policies & Procedures

Relevant to:

Daycare Staff and Supervisor
Volunteer & Students

Policy Statement

To ensure the children remain the priority of all staff at the Tillie Missabie Family Center. Also, to ensure that phone messages are recorded and emergency phone numbers are available at all times, including when on a field trip.

Reasons for Policy

This policy is implemented to ensure the safety of the children and to prevent abuse of telephone privileges.

Procedures

Telephone Use:

1. All incoming and outgoing personal calls MUST be made while on a break and/or lunch.
2. If a staff member must make an emergency phone call, they must ensure that another staff person covers the program while they make their call, or take an emergency phone call.
3. Program Staff do NOT answer the phone when on the floor with the children, unless they are instructed to do so.

Recording Messages:

1. The answering machine will be checked as needed throughout the day by the Supervisor and/or Cook.
2. ALL messages are to be documented in the telephone message book and put in to the appropriate mail boxes.
3. The person retrieving answering machine messages, will SAVE all messages.

Emergency Phone Numbers:

1. All emergency phone numbers will be posted at each location in the daycare where there is a telephone.
2. When on field trips, the emergency list of numbers and for each child will be carried by a staff member.
3. Each phone will have a list that shows the telephone numbers for the following:
 - The fire department.
 - The nearest hospital.
 - The nearest ambulance service.
 - The nearest poison control center.
 - The police department.
 - A taxi service.

24. Universal Precautions

Responsible Authority: Daycare Supervisor

Related Documents/Authority: Temagami First Nation
Personnel Policy

Relevant to: All Staff, Volunteers

Policy Statement

The Tillie Missabie Family Center ensures the safety of all staff and children while working and/or attending the daycare program.

Reasons for Policy

To ensure the health and safety of all staff and children, universal precautions will be practiced to eliminate and/or decrease the spread of infectious diseases that are blood borne and/or other potentially infectious routes.

Procedures

1. The Daycare Supervisor will arrange for all staff to attend and/or participate in a yearly workshop or in-service training related to HIV/AIDS and other blood borne diseases.
2. Proper sanitation practices must be followed when there is a blood spill or bodily fluid spill such as vomit or feces. The following steps will be followed:

The person cleaning the spill will wear proper protective gear such as: gloves, eyewear or mask.

- a) If using gloves they must be surgical quality latex or vinyl gloves and be used for all contact with blood, body fluids and feces.
- b) Gloves are required for disinfecting contaminated surfaces and disposing of used materials and biological waste.
- c) Wash hands thoroughly with warm water and soap after removing gloves.
- d) Change gloves after each task or exposure and dispose as contaminated waste.

- e) Protective eye glasses and mask will be used where blood, body fluids or feces are likely to splash on the eyes, nose or mouth of the person cleaning the spill
 - f) Gown, lab coat or apron must be worn if clothing is likely to be soiled
3. Areas will be cleaned and disinfected with an approved germicide or 1:10 bleach solution. All areas will be washed thoroughly using this disinfectant.
 4. All items used to clean the spill will be disposed in a double bag and separate from other garbage.
 5. Carpets can be disinfected by using regular carpet cleaner
 6. If a person is bit by another person and the bite breaks the skin the following precautions must be taken:
 - a) Washing the bite with soap and water
 - b) Placing a cool cloth on the bite
 - c) Take the child/person to visit the health nurse
 7. Proper hand washing techniques will be followed even when gloves are used. Washing your hands is the next necessary step in universal precautions and preventing the spread of disease.

Follow this technique:

 - a) Use liquid soap; bar soap can harbor bacteria growth
 - b) Rub hands together vigorously for at least 30 seconds.
 - c) Remember all surfaces including thumbs, wrists, back of hands, between fingers and around and under nails.
 - d) Rinse hands well, letting water drain from wrists to fingers - don't turn off faucet.
 - e) Dry hands with paper towel, then use same towel to turn off faucet.
 - f) Discard towel.
 8. Soiled clothes will be double bagged and sent home with the child to be laundered.

25. Vehicle and Equipment Policy

Responsible Authority:	Daycare Supervisor
Related Documents/Authority:	Temagami First Nation Personnel Policy
Relevant to:	Staff, Members of The Community & Volunteers

Policy Statement

The staff and members of the community shall be required to follow and adhere to the policy set forth by the Temagami First Nation.

Reasons for Policy

To ensure the safety procedures are being followed and the equipment of the Tillie Missabie Family Centre is being treated with care. Any equipment that is misused or damaged needs to be brought to the attention of the supervisor; this includes all Temagami First Nation vehicles

Procedures

1. Operators must ensure the maintenance measures are carried out. Tillie Missabie Family Centre Supervisor and Staff shall share this responsibility.
2. Relevant safety equipment for each vehicle is to be utilized at all times during operations. (seat belts must be worn while in TFN vehicles, life jackets must be worn, and helmets must be worn)
3. Vehicle Operations is as follows:
 - a. Vehicle-posted speed limit
 - b. 4 wheeler-reasonable speed limit.
 - c. operate according to weather conditions.
 - d. speed in school and populated areas.
4. Operators must complete a circle check of all vehicles prior to the

departure, to ensure the vehicle is safe for operation. Information must be written in the log book located in the vehicle.

5. Any operator found utilizing the TFN vehicles while under the influence of alcohol or other drugs medically impaired judgment shall be terminated immediately.
6. All vehicles are designated non-smoking, by Band Council decision.

Four Wheeler

1. Priority is given to Tillie Missabie Family Centre programmers.
1. Authorized operators shall include the Tillie Missabie Family Centre staff and summer students who are employed on a temporary basis.
2. Maintenance requirements or mechanical problems MUST be reported to the Supervisor.
3. It is the responsibility of the operator to retrieve a helmet from the building PRIOR to departing, and return helmet to the office after use. Both operator and passenger MUST wear a helmet while the ATV is in motion.
4. It is the responsibility of the operator to ensure that the key is returned to the office after each use.
5. Personal use of the ATV is prohibited.
6. Any employee found responsible for causing damage through willful neglect to or with the ATV is responsible for paying damages.

Tillie Missabie Family Centre Vehicle

1. Authorized operators must possess a valid Ontario Driver's License, class G and above, and must submit a copy of their license to the Tillie Missabie Family Centre to be kept in their file.
2. All convictions and parking tickets etc. incurred by the operator shall be the sole responsibility of the operator.
3. A record of maintenance /repair work performed and the vehicle will be entered into the vehicle logbook to allow all operators to be aware of when the vehicle will be due for the next maintenance.
4. When the regular maintenance is due, the operator will report this to the daycare Supervisor who will ensure that the work is done.
5. Personal use of the vehicles is prohibited. Any employee found

responsible for causing damage through willful neglect to the vehicles will be responsible for paying the damages (including any parking violations and tickets)

6. A spare set of keys must be stored at the Tillie Missabie Family Centre.
7. Any incidents or accidents must be noted in forms that are available in the vehicle.
8. Staff that uses the vehicle are responsible for filling the gas tank PRIOR to returning it. That allows the vehicle to be ready for the next person using it.

Equipment

1. Tillie Missabie Family Centre has equipment that is allowed to be used by others onsite.
2. Tillie Missabie Family Centre does not lend their office equipment out to be taken from the building.
3. Parent/Caregiver and staff along with members of the community are allowed to use the equipment in the building.
4. We need to ensure that the equipment is not being mistreated, and failure to use it properly may result in loss of privileges.
5. Regular maintenance on the equipment or repairs must be brought to the attention of the Supervisor.

26. Emergency Management Policy

Purpose

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Definitions

All-Clear: A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

Authority: A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

Emergency Services Personnel: persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

Evacuation Site: the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Meeting Place: the designated safe place near the child care centre where

everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

Staff: Individual employed by the licensee (e.g. program staff, supervisor).

Unsafe to Return: A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

Policy

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at: Doreen Potts Health Centre

If it is deemed 'unsafe to return' to the child care centre, the evacuation site to proceed to is located at: Doreen Potts Health Centre

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the Program Supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Program Supervisor in the daily written record.

<p>Hold & Secure When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<ol style="list-style-type: none">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.2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.3) Staff in the program room must immediately:<ul style="list-style-type: none">• remain calm;• take children's attendance to confirm all children are accounted for;• close all window coverings and windows in the program room;• continue normal operations of the program; and• wait for further instructions.4) The Program Supervisor must immediately:<ul style="list-style-type: none">• close and lock all entrances/exits of the child care centre;• close all blinds and windows outside of the program rooms; and• place a note on the external doors with instructions that no one may enter or exit the child care centre. <p>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</p>
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<p>Bomb Threat A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<p>1) The staff member who becomes aware of the threat or the Program Supervisor must:</p> <ul style="list-style-type: none">• remain calm;• call 911 if emergency services is not yet aware of the situation;• follow the directions of emergency services personnel; and• take children's attendance to confirm all children are accounted for. <p>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.</p> <p>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.</p>
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Disaster Requiring Evacuation

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

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.

2) Staff must immediately:

- remain calm;
- gather all children, the attendance record, children's emergency contact information any emergency medication;
- exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;
- escort children to the meeting place; and
- take children's attendance to confirm all children are accounted for;
- keep children calm; and
- wait for further instructions.

3) If possible, staff should also:

- take a first aid kit; and
- gather all non-emergency medications.

4) Designated staff will:

- 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
- in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the Doreen Potts Health Centre and ensure their required medication is accessible, if applicable; and
- wait for further instructions.

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>Disaster – External Environmental Threat An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>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.</p> <p>If remaining on site:</p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all program room windows and all doors that lead outside (where applicable); • seal off external air entryways located in the program rooms (where applicable); • continue with normal operations of the program; and • wait for further instructions. <p>3) The Program Supervisor must:</p> <ul style="list-style-type: none"> • seal off external air entryways not located in program rooms (where applicable); • place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and • turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable). <p>If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
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Natural Disaster: Tornado / Tornado Warning	<ol style="list-style-type: none">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>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.3) <i>Staff must immediately:</i><ul style="list-style-type: none">• remain calm;• <i>gather all children;</i>• <i>go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i>• take children's attendance to confirm all children are accounted for;• <i>remain and keep children away from windows, doors and exterior walls;</i>• keep children calm;• conduct ongoing visual checks of the children; and• wait for further instructions.
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Natural
Disaster:
Major
Earthquake

- 1) Staff in the program room must immediately:
 - remain calm;
 - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
 - ensure that everyone is away from windows and outer walls;
 - help children who require assistance to find shelter;
 - 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;
 - find safe shelter for themselves;
 - visually assess the safety of all children.; and
 - wait for the shaking to stop.
- 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.
- 3) Once the shaking stops, staff must:
 - gather the children, their emergency cards and emergency medication; and
 - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.
- 4) If possible, prior to exiting the building, staff should also:
 - take a first aid kit; and
 - gather all non-emergency medications.
- 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.
- 6) Designated staff will:
 - 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
 - in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
 - If individuals cannot be safely assisted to exit the building, the designated staff will assist them to The Doreen Potts Health Centre and ensure their required medication is accessible, if applicable; and

Phase 2: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, the program 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 licensee 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:

Local Police Department: 1-888-310-1122

Ambulance: 705-569-3434

Local Fire Services: 1-866-762-0911

Site Supervisor: Michelle Polson: work- (705)237-8698/ home - (705)237-8237

Licensee Contact(s): Arnold Paul (705)237-8943 or Michelle Polson (705)237-8698

Child Care Centre Site Designate: Jamie Saville (705)237-8698 or (705)237-8507

- 4) Where any staff, students and/or volunteers are not on site, the Program 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 Program 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.

8a) Procedures to Follow When “All-Clear” Notification is Given	
Procedures	<ol style="list-style-type: none"> 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. 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. 3) Staff must: <ul style="list-style-type: none"> • take attendance to ensure all children are accounted for; • escort children back to their program room(s), where applicable; • take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and • re-open closed/sealed blinds, windows and doors. 4) The Program Supervisor will determine if operations will resume and communicate this decision to staff.
Communication with parents/guardians	<ol style="list-style-type: none"> 1) As soon as possible, the Program Supervisor must notify parents/guardians of the emergency situation and that the all-clear has been given.

- | | |
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| | <ol style="list-style-type: none">2) Where disasters have occurred that did not require evacuation of the child care centre, the Program Supervisor must provide a notice of the incident to parents/guardians as soon as possible.3) If normal operations do not resume the same day that an emergency situation has taken place, the Program Supervisor must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined. |
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8b) Procedures to Follow When “Unsafe to Return” Notification is Given

<p>Procedures</p>	<ol style="list-style-type: none">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.2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.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.4) The Program Supervisor 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.5) Upon arrival at the evacuation site, staff must:<ul style="list-style-type: none">• remain calm;• take attendance to ensure all children are accounted for;• help keep children calm;• engage children in activities, where possible;• conduct ongoing visual checks and head counts of children;• maintain constant supervision of the children;• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and• remain at the evacuation site until all children have been picked up.
<p>Communication with parents/guardians</p>	<ol style="list-style-type: none">1) Upon arrival at the emergency evacuation site, the Program Supervisor will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.2) Where possible, the Program Supervisor 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.

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

<p>Procedures for Resuming Normal Operations E.g. where, applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.</p>	<p>Need clearance from the initiator from whatever emergency services are called to the emergency. The daycare will re-open once clearance is stated. The program supervisor will contact the Ministry of Education Program Advisor and notify them of the situation. The program supervisor will complete any necessary documentation needed for the Ministry of Education. A letter to the parents/caregivers will go home with details of the situation and offering support to the families if needed.</p>
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>Support services will be provided to the children, families and staff based on their needs. Referrals will be made to the proper organizations or personnel. Doreen Potts Health Centre has an emergency preparedness team and crisis team if needed.</p>
<p>Procedures for Debriefing Staff, Children and Parents/Guardians Include,</p>	<p>The Program Supervisor must debrief staff, children and parents/guardians after the emergency. Offer any assistance as needed or required.</p>

where,
applicable,
details about
when and how
the debrief(s)
will take
place, etc.

27. Staff Training and Development

Professional learning plans will be a vital part of our practices that will provide educators and other support staff, parents, and/or volunteers knowledge of child development practices and cultural curriculum development.

A professional learning plan is provided and designed for educators, parents, volunteers, elders, and traditional teachers. The plan provides individuals working with the children the necessary skills and knowledge to meet the demands of early childhood education, in child care settings. The College of ECE code of ethics and Standards of Practice states: Early Childhood Educators value lifelong learning and commit themselves to engaging in continuous professional learning to enhance their practice. The Tillie Missabie Family Centre will foster and support quality educational learning in the classrooms through a combination of workshops, classroom instruction, and teacher-training. Early childhood assistants will be actively obtaining their certification.

The Tillie Missabie Family Centre will be responsible for the in service training of staff, volunteers, parents and caregivers. All staff will be required to attend regularly scheduled staff meetings.

The Tillie Missabie Family Centre will provide cultural training for staff, volunteers, parents, and caregivers through workshops, seminars, and through other organizations.

Annual professional learning plans will be developed for all staff.

28. Program Statement Implementation Policy

The program statement implementation policy will be developed in a manner that responds to the needs of educators and staff and provides them with the information they need to perform their work in the program.

This policy requires that all individuals involved caring for the children are aware of the expectation set out by the licensee. The expectations outline how staff, students and volunteers are to implement the approaches in the program statement, what prohibited practices are and how the licensee will deal with a contravention of the program statement and /or a commission of a prohibited practice.

Documentation of compliance and contravention will be followed as recorded in the written process for monitoring compliance and contravention policy.

This policy considers how staff, students, and volunteers are engaged and supported in putting these goals and approaches into practice (orientation, team meetings, peer coaching and mentoring.

The policy provides sufficient detail and clarity to support new staff, volunteers and students and their understanding of the expectations. The policy will be reviewed upon employment, when changes are made, and annually.

The primary purpose is the measures the licensee will use to deal with a contravention is to assist the employee, volunteer or student to understand that the requirements have not been met and an opportunity for improvement may exist.

In developing the measures, the licensee considers actions that help to improve the individual's ability to meet the expectations and requirements, which may include, but are not limited to peer mentoring, direct review of the policies and procedures with the supervisor, formal feedback from the licensee, and training.

Where the commission of a prohibited practice has taken place, the policy sets out a progressive sequence of actions to be taken reflective of the

severity and number of prior conventions as per TFN's disciplinary practices.

Prohibited Practices

The following practices are not observed in the program:

1. Corporal punishment of the child
2. Physical restraint of a child such as confining child to a chair, stroller, etc for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting him or herself, or someone else and it is used only as a last resort and only until the risk of injury is no longer imminent.
3. Locking the exits of the daycare for the purpose of confining the child or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policy and procedures.
4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity, or self-worth.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
6. Inflicting any bodily harm on children including making children eat or drink against their will.

29. Sleep Supervision Policy

Tillie Missabie Family Centre realizes that for healthy development, children must have an adequate amount of sleep. Nap time is respected in our centre and we make every effort to help children relax and enjoy the experience.

Tillie Missabie Family Centre will consult parents respecting their child's sleeping arrangements at the time the child is enrolled and at any time there is change such as at transitions between programs or at the parent's/caregiver's request. Written documentation will be included in the child's file to reflect the child's sleep patterns and updates will be added when they occur.

All furniture and equipment is compliant with current standards, is sturdy, and is in good repair. Each toddler and preschooler has their own cot. Furniture is checked on a regular basis during the Health and Safety inspection.

Nap Procedure

1. Upon enrollment every family is consulted about their child's sleep arrangements.
2. The program supervisor will review the sleep policies and procedures with all families upon enrollment.
3. If any staff observes significant change in a child's sleeping habits or behaviors the educator is required to communicate/document the observations which will be discussed with the families to determine if alternate supervision is required for the child.
4. During nap time the staff will check on the children every 15 minutes and will be documented. Staff must position themselves in a manner that allows them to directly observe the resting or sleeping children. (see Appendix F)
5. Educators will complete direct visual checks more often if required for example when a child is having trouble settling for sleep or if a child is coughing.
6. Toddlers and preschoolers are encouraged to self-soothe and supported to learn how to do this.
7. Music is played during sleep time, however it does not interfere

with the staff being able to hear the children's movement and sounds.

8. There is sufficient light at all times to ensure educators can conduct direct visual checks.

30. Process for Monitoring Compliances and Contraventions of Program Policies, Procedures, and Individualized Plans

TMFC will ensure that there is a written process that sets out how compliance and contravention with the policies, procedures, and individual plans will be monitored on an ongoing basis, recorded, and addressed.

This will include all policies and procedures in place, as well as children's individualized support plans.

The Tillie Missabie Family Centre's program supervisor will ensure that written records of compliance and contraventions are kept in each staff's files for at least 3 years.

Procedure

1. The program supervisor will conduct monitoring visits in the program spaces on a weekly basis with staff, volunteers, and students.
2. The program supervisor will schedule designated times in all programs they supervise regularly to monitor staff, volunteers, and students to ensure compliance and contraventions are being met.
3. Recorded observations will be discussed with staff when required or during monthly staff meetings.
4. Written documentation will include detailed observations that demonstrate how individuals are compliant with Temagami First Nation personnel policy and Tillie Missabie Family Centre policies and procedures
5. Guidelines with respect for contraventions include:
 - The Tillie Missabie Family Centre program supervisor is responsible for ensuring there is an investigation.
 - Identify the alleged contravention.
 - Discuss protocol with respect to the Tillie Missabie Family Centre policies and procedures, TFN personnel policy (see schedule H of TFN Personnel Policy)
 - Discuss positive techniques to improve skills.
 - Document discussion and plan for improvement, have all parties sign.
 - Keep copy of documents in staff's file.

- Decide on a date to determine whether plan for improvement was followed.

Appendix A

**Tillie Missabie Family Centre
ACCIDENT REPORT**

Name of Child:

Group:

Reported By:

Position:

Date:

Time:

Describe where and how the incident occurred as related by the child injured and/or person in attendance.

Describe the nature and extent of the apparent injury.

Describe in full, the treatment given.

Parent Signature:

Date:

Director Signature:

Date:

Appendix B

Tillie Missabie Family Centre

Medication Authorization

I authorize the administration of:
medication _____

To child _____

Start date: _____ End Date: _____

Use the following instruction:

Times of administration:

Storage: _____

Side effects: _____

Stop the medication if the following reaction is observed:

Date: _____ Parent Signature: _____

Date	Time Given	Amount	Staff Signature	Comments/Observations

Tillie Missabie Family Centre Early Learning Individualized Support Plan

Child's Name: _____ Date of birth: _____

Area of Developmental Focus	Goal pertaining to child's are of need	Activities/routine and/or equipment to support focus area/developmental growth	How to use supports or aids	Who will be involved?

**Tillie Missabie Family Centre
Illness Log Report**

Date: _____

Child's name: _____

Time	Child's temperature	Symptoms

Directions for returning to daycare:

Staff signature: _____

Parent signature: _____

Date: _____

Appendix E

**Tillie Missabie Family Centre
Illness Report**

Name of child: _____

Date: _____ Onset (time): _____

Time parent's notified: _____

Please specify symptoms (vomiting, diarrhea, pain, rash, sore throat, cough, runny nose, sore/stiff neck, trouble breathing, etc.):

Temperature (if taken): _____

What has been done for this child:

Classroom caregiver signature: _____

Parent's signature: _____ Date: _____

