

## **2.16 Child Care Centre Policy for Monitoring Compliance and Contraventions**

Name of Child Care Centre: **Growing Together Family Resource Centre**

Date Policy and Procedures Established: **June 1983**

Date Policy and Procedures Updated: **July 30, 2018, January 2, 2024**

### **Purpose**

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

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

This document is intended to fulfill the obligations set out under Ontario Regulation 137/15 for written policies and procedures for monitoring, recording and addressing compliance and non-compliance with policies, procedures and individualized plans for Child Care Centre's.

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

1. Playground Safety
2. Anaphylactic policy
3. Sanitary Practices
4. Sleep Supervision
5. Serious Occurrence
6. Drug and Medication Administration
7. Supervision of Volunteers and Students
8. Program Statement Implementation
9. Staff Training and Development
10. Police Record Check
11. Fire Safety and Evacuation
12. Waiting List
13. Parent Issues and Concerns
14. Emergency Management
15. Child Abuse Prevention
16. Safe Arrival and Dismissal Policy and Procedure

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

- Anaphylaxis
- Special Needs
- Medical Needs

Other policies and procedures developed by the child care centre:

- Rules of Conduct and Prohibited Practises
- Job Description
- Harassment and Violence
- Accessibility

## **1. Monitoring and Observations**

Growing Together Family Resource Centre will monitor each staff, student and volunteer to assess whether policies, procedures and individualized plans are being implemented, as follows:

- The Director will observe and monitor the supervisor of the child care centre;
- The Supervisor will observe and monitor the qualified staff in each program room (i.e. RECE or otherwise approved staff);
- The RECE will observe and monitor other program staff (i.e. assistants);
- The RECE will observe and monitor placement students; and
- The Supervisor will observe and monitor volunteers.

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

- Participating regularly and informally in the program;
- Collecting feedback provided from parents and families; and
- Reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.).

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

## **Documentation and Records**

- Monitoring and observations will be recorded. Records of monitoring and observations may be documented using the Supervisory checklist.

- Documentation of observations will be completed at the time the observations are made or at least two times a year, and will include concrete examples of observed compliance and non-compliance.

All records will be stored in the administrative office for at least three years from the date they are created.

- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans will be brought forward to the supervisor or designate.
- The Supervisor will address their observations through a review and discussion with the individuals observed every 6 months and will seek to or provide them with appropriate supports to achieve and maintain compliance (e.g. additional training).

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

- Growing Together Family Resource Centre will make every effort to clarify expectations and encourages staff, students and volunteers to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis to support clarity, learning, development and ongoing compliance.
- Progressive discipline may be used to address observed non-compliances with policies, procedures and individualized plans, taking into consideration the nature and severity of the incident, and the individual's history of previous non-compliances.
- Where a staff, student or volunteer is observed to be non-compliant, the licensee, supervisor or designate will take one or more of the following actions:

The four Pillars for Corrective Action are:

Performance  
Attendance  
Health and Safety  
Conduct

The conduct referred to below is not acceptable and will not be condoned. Offences will result in corrective action. If the issue is flagrant, one or more of the following steps may be skipped.

1. Coaching
2. Verbal warning
3. First written warning
4. Final written warning or suspension
5. Termination

During each step the employee will be made aware of what is wrong, what is expected, how to receive support, and what will occur if the problem continues. (May 2018)

- Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.); and/or
- Report violations with the College of Early Childhood Educators' Code of Ethics to the College.
- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.
- Where appropriate, the supervisor or designate will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.

### **2.16.1 Rules of Conduct:**

- The wilful neglect, physical or verbal abuse of a child.
- Staff will comply with Individualized Support Plan, Anaphylactic plans, Medical plans (May 2016) (Oct. 27, 2016)
- Unauthorized use of equipment and/or supplies.
- Neglect, wilful abuse, or destruction of GTFRC's property.
- Misuse of confidential information.
- Insubordination.
- Lack of attention to work or duties assigned.
- Leaving the assigned place of work without permission during work hours.
- Dishonesty in dealing with GTFRC
- Falsification of records.
- Chronic tardiness.
- Chronic absence.
- Reporting for work while under the influence of, or suffering from the effects of alcoholic beverages, drugs or other intoxicants.
- The unauthorized use of or consumption of alcohol and/or drugs while on duty.
- Using leave other than for purposes granted.
- The continued use of profane language and/or the exhibition of inappropriate behaviour in the child care setting.
- Non-compliance to the Occupational Health and Safety Act as outlined under the Worker Health and Safety responsibilities in the GTFRC Health and Safety binder.
- Non-compliance with reading and signing annually GTFRC's policy and procedures and other newly developed or revised policies. (March 2009/ Oct. 27, 2016)

## **Prohibited Practices**

Under no circumstance will Corporal Punishment be used as behavior guidance.

The following are Prohibited Practices for staff, volunteers, students and anyone within the child care centre. They will not be tolerated at Growing Together and will initiate the protocol under 2.16 Monitoring Compliance and Interventions:

- Corporal Punishment (which may include but is not limited to, hitting, spanking, slapping, pinching)
- Physical Restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent)
- Locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency
- Use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, scare or frighten the child or undermine their self-respect, dignity or self-worth
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm on children including making children eat or drink against their will. And Staff confirm that these practices are not allowed and do not occur in the program

### **Regulatory Requirement - Ontario Regulation 137/15:**

6.1

(7) Every licensee of a child care centre or home child care agency shall have written policies and procedures that set out,

(a) how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; and

(b) how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed.

(8) Every licensee shall ensure that records of compliance or contraventions are kept in accordance with section 82.

## **2.16.2 Implementation and Review of Policies and Procedures and Individualized Plans**

Every (employee, student, volunteer) must read, date and sign the 16 policies or when updated and annually. This record is also signed and dated by the person who conducted the training (e.g. Supervisor) These records are kept for three years.

1. Playground Safety Policy
2. Anaphylactic Policy
3. Sanitary Practices Policy
4. Sleep Supervision Policy
5. Serious Occurrence Policy
6. Medication Policy
7. Supervision of Volunteers and Students policy
8. Program Statement Implementation policy
9. Staff training and development Policy
10. Criminal reference Check/vulnerable Sector Check policy
11. Waiting list policy
12. Written process for Monitoring Compliance & Contraventions
13. Emergency management preparedness procedures
14. Parent's concerns and complaint process
15. Child Abuse Prevention
16. Safe Arrival and Dismissal Policy and Procedure

When other GTFRC policies are updated and passed by the board of Directors, staff will be provided with the new policy and notified to sign and date that they have reviewed and understood the policy. This record will be kept for three years.

(Sept. 2017)