

Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: September 2016

SUBJECT: Policy Review

APPROVED BY: Barb Hannah, Executive Director



UPDATED: October 28, 2016

Policy Review

CICC is obligated to develop and implement Policies and Procedures as required by the Child Care and Early Years Act, 2014, City of Toronto Children's Services and Toronto Public Health.

Procedure

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

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

- Fire Evacuation Procedures
- Health Policy: Includes: Sanitary Practices Procedures; Emergency Plans; Medication
- Anaphylaxis
- Policy Review which includes: detailed procedures as a process used to monitor Compliance & Contraventions with Policies & Procedures & Individual Program Plans
- Individual Program Plans
- Serious Occurrence
- Program Statement
- Program Statement Implementation Policy
- Childcare Supervision Policy for Students and Volunteers
- Police Check Policy
- Staff, Volunteer & Student Training and Development
- Wait List Policy
- Smoke Free Centre policy
- Child Abuse
- Access & Equity

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

- Behaviour Management & Behaviour Management Monitor and Evaluation
- Workplace Health and Safety
- Workplace Violence and Harassment
- Slips, Trips and Falls
- Acceptable IT Use
- Parent Involvement
- Withdrawal
- Confidentiality

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

Contraventions:

If a policy contravention occurs the following procedure will be followed:

Staff:

If contravention of a policy occurs, except those that in the opinion of the Executive Director constitute cause for immediate dismissal, the contravention will be dealt with initially through employee's performance evaluation and then, failing demonstrated remediation, through the disciplinary process outlined in CICC's Employee Manual. Disciplinary steps may include Oral Warning, Written Warning, Suspension without pay and Dismissal.

Volunteers:

If contravention of a policy occurs, except those that in the opinion of the Executive Director constitute cause for immediate dismissal, the volunteer will be given an oral warning in private. A record of facts leading to the warning, including the date and time of the warning, will be noted in the volunteer's personnel file. This warning will be initialed by both the Volunteer Coordinator and Centre Manager. Support will be provided to the volunteer by the Centre Manager, Volunteer Coordinator and classroom staff to improve their conduct and or performance. If volunteer fails to meet the performance standards outlined in CICC's policies and procedures the volunteer will be asked to terminate their volunteer contract.

Students:

If contravention of a policy occurs, except those that in the opinion of the Executive Director constitute cause for immediate dismissal, the student will be given an oral warning in private. The Program Supervisor at the student's school will be notified and CICC centre staff will work together with the Program Supervision to ensure appropriate action is taken.