



Policies and Procedures (P&P) Review Form

The Policy Review is designed to allow the Quality Assurance and Contract Compliance Program managers the opportunity to review Policies and Procedures (P&P) in detail and ask questions as necessary. The Regional of Municipality of Durham, Children’s Services Division (CSD) expects Operators to have P&P that meet regulatory requirements, including the requirements set out in Durham’s Operating Criteria, Service Agreement and Service Description Schedules.

Child Care Operators are expected to maintain Policies and Procedures that establish practice congruent with the Ministry of Education, Early Learning Framework. The Early Learning Framework establishes six principles that include:

1. The early years set the foundation for lifelong learning, behaviour, health and well-being.
2. Partnerships with families and communities help early childhood settings to best meet the needs of young children.
3. Respect for diversity, equity and inclusion is vital for optimal development and learning.
4. A planned program supports early learning.
5. Play is a means to learning that capitalizes on children's natural curiosity and exuberance.
6. Knowledgeable and responsive early childhood educators and other early learning practitioners are essential to early childhood setting.

An initial, one-time full submission of all organizational P&P is required in 2015. Only submit one set of organizational P&P from the Operators’ Head Office. After the initial full submission of P&P are reviewed and discussed with the operator if required, future revised or new P&Ps must be submitted when updates occur.

Submit policies & procedures to: Lisa McIntosh
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The Regional Municipality of Durham
Social Services Department, Children’s Service Division
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Whitby ON L1N 6A3
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Policies and Procedures will be reviewed

Feedback will be provided according to the criteria outlined in this form.

PR means policy was reviewed and policy is complete.

PC means policy was reviewed and comments are attached.

PM means policy is missing a requirement that has not been submitted.

The Region of Durham, Children’s Services Division (CSD) is committed to an inclusive system that supports successful child care and early learning placements for children. Policies and Procedures must establish a dedication to this commitment. The Policies and Procedures of Operators must demonstrate that they are responsive to diverse needs. ELF Principle three establishes: “Respect for diversity, equity and inclusion is vital for optimal development and learning.”

1. Inclusion/Diversity/Accessibility Policy(ies)

A written policy or policies that include the following considerations:

PR PC PM

- A statement that demonstrate dedication to inclusive service delivery regardless of race, age, ability, language, culture, ethnicity or family structure.
- A statement that demonstrates a commitment to creating an environment where families and children registered in the program see themselves reflected. People that represent a variety of races, ages, abilities, cultures, ethnicities and family structures should all be represented in the environment.
- Guidelines that support activities, experiences and an environment free of limitations, stereotypes, biases and racism.
- Accommodation plans are prepared and available to address individual needs for:
 - special dietary needs.
 - physical needs where applicable.
 - Special Needs Resourcing plans assessments and contact information.
 - Written fire drill/evacuation procedures reflect that accommodations have been made to ensure the safety of individuals with special needs (if applicable).
- Special needs resourcing information is accessible to staff, volunteers, students and families.

2. Behaviour Management Policy

PR PC PM

- The policy outlines prohibited practices and guidelines for suitable behaviour management strategies. Measures outlined in the *Day Nurseries Act* or any successor legislation are followed at all times.
- Strategies for positive behaviour management are included that recognize age differences, preventative programming and adjustments to the environment.
- The policy clearly states the requirement for educators, students and volunteers to sign off on the Behaviour Management Policy annually.

3. Behaviour Management Monitoring practices

PR PC PM

- A written procedure for monitoring the Behaviour Management practices of educators, students and volunteers who provide care to, and guidance of, children at least twice per year.

4. Confidentiality Policy

PR PC PM

- A written policy, which outlines the procedures for maintaining personal written and verbal information. All relevant legislation are considered and adhered to.

5. Suspected Child Abuse Policy

PR PC PM

- Programs must have a written policy for reporting all suspected cases of child abuse in place that includes:
 - Legal obligations for reporting child abuse.
 - Procedures to address allegations of abuse or mistreatment by educators, students or volunteers.
 - Notification requirements.
 - Expectations of educators and supervisor.
 - Process for management of educators, students or volunteers during investigations.

- Evidence that the policy is reviewed with educators, students and volunteers at the commencement of service, and is reviewed annually and available to parents.

6. Supervision of Children Policy

PR PC PM

- Programs must have a written policy outlining how children in their care are supervised at all times. This should include the following considerations:
 - The requirement for constant visual supervision of children.
 - Communication strategies that are essential for educator teams.
 - Children's attendance recorded immediately upon arrival or departure from the program, and checked during routine changes of the day, ensuring that children are safely released to their parent or guardian.
 - Implementation of a portable attendance system.
 - Ensuring that consideration is given to the types of activities planned and the physical set-up of all areas.
 - Ensuring that conversations with parents are arranged for appropriate times to maintain supervision of the children.
 - Recognizing the need for extra precautions regarding the supervision of children when there is a change to regular day-to-day programming (e.g. supply staff, individual child needs).
 - Trips or excursions require additional planning to ensure the children are safely supervised. Reduction of the number of children per educator, plans for the day, including advanced site visit to ensure safety and suitability, may be required.
 - If children are being transported by school bus, van or walking, then attendance must be taken prior to departing and again upon arrival.

7. Infection Control Policy

PR PC PM

- As per the Region of Durham, Health Department directives, written policies and procedures must be in place to prevent the spread of germs. All applicable required monitoring and surveillance should be mentioned in this policy (e.g. cleaning, immunization, etc.).

8. Outbreak Policy

PR PC PM

As per the Region of Durham, Health Department directives, all programs must have an Outbreak Policy outlining the procedures to be followed when symptoms of illness affect more than 10 per cent of the program participants, or symptoms reoccur during a period of time of two or three weeks. Reference the Health Department “Wee Care Manual.”

9. Ill children

PR PC PM

As per the Region of Durham, Health Department directives, all programs must have an Ill Child Health Policy outlining the procedures to be followed for ill children. Requirements regarding the exclusion period must be specifically outlined.

10. Ill educator and other participants

PR PC PM

As per the Region of Durham, Health Department directives, all programs must have an Ill Educator Health Policy outlining the procedures to be followed for sick educators, parents, volunteers, students and guests. Requirements regarding the exclusion period must be specifically outlined.

11. Sanitary practices

PR PC PM

In addition to routine practices for dealing with blood and blood bi-products, written sanitary precautions to be followed by educators in the program must be included in the procedure. The requirements must be in alignment with the Region of Durham, Health Department directives.

12. Smoke Free Ontario Guidelines

- PR PC PM

Programs must have a written policy in place outlining these guidelines for educators, parents, volunteers, students and guests.

13. Safe Drinking Water Act

- PR PC PM

Program policy must include the information necessary to ensure the requirements of the *Safe Drinking Water Act* and Region of Durham, Health Department regulations, including water flushing practices, are adhered to.

- Record retention must be included in the policy. Records are to be kept for six (6) years.
- Procedures to ensure that the licensed program provide a constant supply of safe potable water.

14. Playground

The written policy and procedures include the following considerations:

- PR PC PM

The expectation that all new and retrofitted playground installations must meet the most recent CSA Standard and must be inspected by an independent certified inspector. An annual third party playground inspection is required.

The expectation that addition, seasonal, monthly and daily inspections of playgrounds must occur and be documented.

15. Insect repellent/West Nile

- PR PC PM N/A

It is expected that programs will have an awareness of the West Nile season and preventative measures. **If insect repellent is to be applied, a written policy identifying procedures and authorizing application must be in place.**

16. Sun safety

PR PC PM

- The written policy and procedures must include an awareness of sun safety and the use of sunscreen, as well as hats and protective clothing.
 - Peak times of the day for the sun must be monitored.
 - The requirements for sunscreen consent and procedures for application.
 - The requirement that sunscreen from home must be labelled with the child's name.

17. Lock down policy (Required)

PR PC PM

- A written policy and procedure that clearly outlines what centres will do in the event of a lock down situation.
 - Team member roles need to be outlined.
 - Team members that may be off site at the time of the lock down need to have their roles defined.
 - Communication plans and reporting requirements are clearly outlined.

18. Anaphylaxis policy

PR PC PM

- Written anaphylactic policies and procedures must include the following:
 - Strategies to reduce the risk of exposure to anaphylactic causative agents.
 - A communication plan for the dissemination of information on life-threatening allergies.
 - The requirements to develop an individual plan must be clearly outlined and include:
 - The plan must be developed by the child's parent/guardian, and/or the child's physician for each child with an anaphylactic allergy.
 - Emergency procedures with respect to the individual child.
 - Training from a physician or the child's parent on the individual procedures to follow in the event the child has an anaphylactic reaction.

- Individual instructions involved in administering an epi-pen or other medication (as applicable).
- The actions to follow in the event the child has an anaphylactic reaction.
- The requirements to have all educators, students and volunteers review and sign off on the Anaphylaxis Policy.
- The requirement to have the supervisor or designate review the policy and related documents, and make any necessary changes monthly.

19. Administration of medication

- PR PC PM

- The written policy for the administration of any medication to a child. This policy must include:
 - All drugs and medications on the premises must be in their original container and stored and administered in accordance with the instructions on the label.
 - Written medication instructions that align with DNA requirements are necessary for medications to be administered.
 - Non-prescription medication must have an accompanying doctor's note complete with instructions for storage and amount to be administered.
 - Medications are kept in a locked container and are inaccessible to children at all times.
 - Who is permitted to administer medications is clearly stated.
 - Epi-pen and/or emergency medication storage is included in the policy.

20. Recording and Reporting accidents

- PR PC PM

- Written policy and procedures for recording and reporting of accidents addresses the types of accidents to report, how parents will be notified of an accident, and record retention and dissemination of accident reports.

21. Serious occurrences

- PR PC PM

- Written policy and procedures for reporting serious occurrences that meet the Ministry of Education and the Children’s Services Division’s (CSD) reporting requirements has been established. The policy and procedures include the Child Care Licensing System (CCLS) reporting procedures, the regional reporting expectations, and posting and dissemination expectations.

22. Suspension of children policy (recommended)

- PR PC PM

- A written policy to address the process to follow if a child attending a publically funded school is unable to do so due to suspension.

23. Withdrawal/ refusal of service policy

- PR PC PM

- Programs are expected to work with families and embrace inclusion. The written policy and/or procedure must clearly provide a graduated process that will occur if services are ever refused, or a child is asked to leave due to the centre’s inability to accommodate the child’s or family’s needs. The requirements that must be outlined in the policy include:

- Documentation and correspondences regarding the child’s progress that has been shared with the family in day-to day conversation and at family meetings.
- The requirement to implement activities and strategies that incorporate the child’s interests.
- The requirement for team member professional learning to incorporate reflection on day-to-day interactions and learning of the individual children in the program.
- The requirement to contact and collaborate with the Special Needs Resourcing (SNR) agencies.
- The requirement to notify the Quality Assurance Program Manager assigned to the site of any situations where sites are considering withdrawal, or refusal of service to a family or child.
- Clear reference to the No Wrong Door binder.

This section is for Children's Services Division comments.

- The review process is complete; no follow up is required.
- The review process is complete comments and inquiries will be addressed to the operator.

Comments:

QA Program Manager - Signature

Name (please print)

Date