



WITDA'S EMPLOYEMENT SECTION FOR ALL SITES

WATERLOO INFANT TODDLER DAYCARE ASSOCIATION EMPLOYMENT SECTION TABLE OF CONTENTS

List of Contents

Table of Contents	2
Program Statement	4
Implementation of program Statement Policy	5
Communication Regarding Families or Persons with Disabilities	7
Policies and Procedures of Employment	7
Professionalism	7
Probation Period	8
Policy & Procedures Vulnerable Sector Checks Criminal Reference Checks	8
Vulnerable Sector Checks (VSCs)	9
Offence Declarations (ODs)	11
Attestations	12
Additional Measures to Protect Children	13
First Aid and CPR	17
College of Early Childhood Educator Certificate	18
Medical	18
Salary	19
Staff Reviews & Salary Caps	19
Centre Shifts	19
Lunches Breaks	20
Staff Meetings & Additional Obligations	20
Professional Development Policy	21
Professional Development	20
Paid Personal Emergency Leave (PEL) and Leave of Absence	22
Employee Benefits Package	23
Holidays, Vacations and Others Requests	24
Christmas Closures	26
Holiday Entitlement & Achievements	26
Staff Child Care and Fee Reduction	27
Maternity and Adoption Leave	27
Compassionate Leave	28
Orientation process for WITDA Staff, Students & Volunteers	28
Team Work	28
Staff Conduct & Communication	29
Centre General Policies	29
Dress Code	29
Food & Drink	30
Parking	30
Key Fobs	30
Gum Chewing Policy	31
Smoking & Impaired Employees	31
Telephone communication Policy and Procedure	31
Cell Phones & Electronic Devices	32
iPads & Tablets	32
Technology Policy	32
Facebook and Social Networking Sites	33
Role of the Board of Directors	33

Absence of the Director and or Supervisors	34
Incident Reports	34
Monitoring Compliance and Contraventions	34
Staff Grievances	38
Staff Escalation Process	38
Staff Resignation	38
Responding to Allegations of Misconduct and Discriminating Incidents	39
Termination of Employment	39
Record Keeping and Quality	41
Employee Records	41
Written Records and Reports	41
Quality Assurance	42
Outside Agencies, Referrals & Parent Meetings	42
Prohibited Practices & discipline	43
Intent	43
Policy prohibited Practices	43
Policy Discipline	43
Procedure for guiding discipline	44
Prohibited practices	44
Open House/Special Programs	45
Communicable Diseases & Sickness	45
Annual General Meetings	45
Staff	45
Reporting Chart	46
Final Reminders	47
Closing Remarks	47

Waterloo Infant Toddler Daycare Association Our Program Statement

Waterloo Infant Toddler Daycare Association (WITDA) strives to provide a welcoming, healthy, stimulating environments for all our families. Our organization has a team of qualified Registered Early Childhood Educators dedicated to each child's well-being. Our holistic approach engages children in all domains including cognitive, social, emotional, and physical development. WITDA strives to be inclusive and evolves to meet the needs of our children and their families.

Our educators nurture the individual needs of each child; supporting and gently guiding children in their learning by incorporating the document, *How Does Learning Happen Ontario's Pedagogy for the Early Years*. This document consists of four foundational elements including: belonging, well-being, engagement, and expression. Belonging is the sense of connectedness observed in the relationships between children, families, and educators. Well-being is supported physically through appropriate nutrition planning and teaching self-care, as well as mentally through self-regulation (the ability to calm oneself). Engagement is hands-on learning based on the children's interests and needs. Expression is the progressive communication seen through conversation, actions, and play.

Families are paramount and we strive to build strong relationships with each and every one. Our open-door policy (where families/guardians may come into the classroom freely throughout the day) provides warm, non-judgemental, and responsive communication amongst children, families/guardians, and staff to create a supportive, enriching program. This can be seen through documentation, daily interactions, and planned meetings with families/guardians. As an organization, we view each other as team members and support each other to create a healthy work environment. We have unified relationships that are strengthened through team building opportunities. Through family engagement we are cultivating an authentic relationship, which strengthens our community and creates a sense of trust where we can support, collaborate and learn from each other.

Our organization believes children are competent, capable, curious, and rich in potential. Through the educator's observations and documentation, we provide child-initiated and adult-supported experiences. Our educators have a thorough understanding of the children's needs and interests. They use the environment as a tool to deepen learning. This can be seen through provocations (teacher-initiated experiences or questions that sparks continued in depth learning), and open-ended materials that foster the children's natural curiosity. We understand that each child is a unique individual. The learning environments are mindful of all populations and based on children's developmental needs. We believe it is important to nurture children's confidence, so they are not afraid to make mistakes. We provide opportunities to repeat and expand experiences, promoting growth. Our educators demonstrate patience, teach understanding, and acknowledge the children's feelings by creating a safe and comfortable environment. By demonstrating positive behaviour and through interactions children learn respect, empathy, and acceptance. In our daily program, we guide children in problem solving and self-regulation by helping them identify emotions and taking time to listen to their needs.

We believe that the transition between indoor and outdoor play should be emergent, interchanging and constantly evolving based on the children's current interests. We feel there are many opportunities for children to explore and expand their knowledge in all developmental domains through manipulating the indoor and outdoor environment. We support the children's learning by bringing outdoor play inside and incorporating indoor learning centres outside. Our organization spends a minimum of two hours outdoors per day, (weather permitting). WITDA is equipped with an indoor space for active play where children can work on their gross motor (large muscle movement) skills and abilities.

We feel that language and literacy in all forms is very important to our children at WITDA. Were we can we use different languages to help new children transition from other countries and to learn

English. We seek guidance from parents and will use google translator when needed to help children understand our day until they learn the routine and are more comfortable with the English language. Each classroom promotes literacy in many different forms throughout the year to excite and engage children's interest in literacy. We want children to love reading books so their minds can reach a rich and full potential. At our Bilingual location we promote French and English on a daily basis to expand children knowledge of language.

Children should have an opportunity to rest in a calm, relaxing environment being mindful of parental/guardian requests and children's individual needs. Cots are provided for all children to rest in a darkened, quiet room with peaceful music playing. We also provide comforting activities throughout the day for the children to soothe their minds and bodies.

WITDA has a strong commitment to nurturing the body with carefully planned snacks and well-balanced meals in accordance with Canada's Food Guide. We respect the need for dietary restrictions and parental/guardian requests for the health, safety, and well-being of the child. As knowledgeable professionals, we lead by example promoting healthy habits. We maintain a clean and safe organized environment where children can play freely without risking injury.

Community support agencies are a strong part of our organization. They each bring their own knowledge and skills to support children, families/guardians, and educators establishing quality care in the program. The skills and knowledge they bring forward inspire new learning opportunities into our programs. Throughout the year, we are involved in the continued learning of volunteers, high school, college, and university programs. We value the different perspective each community member brings forth.

New professional learning opportunities are continuously posted and encouraged for staff. Learning opportunities are relevant to each staff member's personal goals. All staff are committed and responsible for their own professional development. WITDA feels that continuous professional learning empowers the staff and promotes growth throughout the organization.

In the interest of keeping our view and beliefs emergent and ensuring high quality care in our program, we will continuously reflect, re-evaluate, and revise our program statement as needed, or annually. All staff will participate in an annual self-reflection. Educators will also reflect on the program statement goals monthly during team meetings to ensure the approaches set out in the program statement are being implemented in their rooms and will be revised & re-evaluated as needed. In addition, all educators are committed to abide by the standards set out by the College of Early Childhood Educators and Code of Ethics & Standards of Practice. The approaches set out in the program statement are being implemented to fit our organization's vision. We support this through: annual staff surveys, parent/guardian surveys, family-teacher nights, staff performance reviews with goal setting, staff meetings, and team meetings. All staff, students, and volunteers are expected to review the program statement prior to interacting with children, as well as any time the program statement is modified. All monitoring of compliance in regard to the program statement will be kept on file for three years.

IMPLEMENTATION OF PROGRAM STATEMENT POLICY

The Program Statement will be read during every orientation for new employees, students, and volunteers. Each person will have to sign off on reading the Program Statement upon starting and annually after that. The Program Statement will be posted on the main hallway bulletin board for any family or prospective family to read. The Program Statement will be posted on our website and will be put in all handbooks or publications. The Program Statement will be reviewed once a year by the

Educators and Board of Directors to see if updates need to be made. We here at WITDA believe this Program Statement is a living document and needs to be upheld each and every day.

Our expectations for our Educators will be to meet all the children's basic needs for food, rest and being mindful of parental requests for the Children. We will be committed to nurturing the children physical and mental well-being. Our Educator's will strive to be inclusive with all children and their families in a welcoming and stimulating environment. Our Educators will work to build strong relationships with each and every child and their family members.

You will see our Educators incorporate curious, engaging, emergent, interchanging and constantly evolving curriculum, based on the children's current interest through indoor and outdoor play. All our Educators will create a safe, confident, stimulating learning environment that promotes healthy habits and helps children to develop self-confidence, teach problem solving and self-regulation while teaching them to be respected and respectful of other through empathy and acceptance. Educators view each child as competent, capable and will provide activities for the children based on their developmental needs. All these components are done on a daily basis, and we work from the framework and environment based on How Does Learning Happen Document.

At Waterloo Infant Toddler Daycare Association each Educator will follow our self-monitoring practice. Each team will conduct a Prohibited of Practices Observation for Compliance for Educators on each other once or twice a year and the Director will review the reports. There are five questions that the observer will answer and write a brief statement of the Educator in that area. Once completed both parties will discuss the outcome and both will sign the document and then it will be given to the Director to read and if necessary, follow up with any issues or discrepancies. The report will be filed in the observer personal file. Any discrepancies there will be a meeting held with the Educator and Director, goals will be set, and future meeting followed up on until issues are resolved. Each Educator and staff member has a legal responsibility to the children of the Centre to report any misconduct by a co-worker, student, volunteer, adult, or parent. The prohibited of practice report will be conducted on any student or Volunteer by their cooperating Educator once during their placement. Educator will conduct a prohibited of practice check list on a volunteer who is helping in their room once during their volunteer term or once per year. All reports will be kept in the Student or Volunteer's personal file.

Any Educator or staff member that see another person mistreating a child on WITDA property must report the incident to the Director as soon as possible. A Prohibited of Practices Observation for Compliance form does not necessarily have to be completed if you observe mistreatment of a child.

Educators are expected to comply with the Program Statement and comply with any policies and procedures with respect to guiding children's behaviour. Failure to comply will result in a verbal warning initially, followed by a written warning, and finally dismissal or straight dismissal if the severity of the incident is necessary. The list of prohibited practices (from the Child Care Licensing Manual August 2016 Subsection 6.6– Prohibited Practices Ontario Regulation 137/15, page 139) that includes a direct dismissal with WITDA are as follows:

- a. corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching).
- b. physical restraint of children, including but not limited to confining to highchair, 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).
- c. 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;

- d. 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.
- e. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- f. inflicting any bodily harm on children including making children eat or drink against their will.

For further information on Prohibited Practices see the Policy and Procedure Manual under: Health and safety/ Prohibited Practices & Discipline page 42. Or Termination or Dismissal of Employee's See Policy and Procedure Manual Employment Section/Centre General Policies/Termination of Employment page.21.

COMMUNICATION REGARDING FAMILIES OR PERSONS WITH DISABILITIES

Waterloo Infant Toddler Daycare Association will strive at all times to provide our parents in a way that respects the dignity and independence of parents with disabilities. We are also committed to giving people with disabilities the same opportunity to access our Centre's service and allowing them to benefit from the same service as other families.

Waterloo Infant Toddler Daycare Association will work with families of children or themselves with disabilities regarding communication, service animals and support people along with training of Centre staff. The Centre will do its best to accommodate a child or parent with a disability. With regards to parents with disabilities, we will work with them to provide all the necessary information needed to enroll their child. Through verbal, written, or other means that would help a family enroll. Throughout the time the family is with the Centre, we will work with the family to meet their needs regarding billing, notice of temporary disruption of service for the child and gathering and receiving feedback. This could be through email, large print of all handbooks, invoices, notice or calling and giving all this info by voice. These are just a few examples of how we would work with the family. Each family will be treated with respect and dignity when it comes to communicating anything regarding their child(ren) or about the Centre.

There may be times when we will not be able to accommodate a child into our Centre with special needs or disabilities. This would only happen if we were not able to meet the needs of that child or because of other children in our care. One example could be: if in one program we have a few children with special needs or disabilities, we would not be able to accommodate another child with a disability in that same age group or room. If we (Educators) cannot effectively meet the needs of the new child as well as the present children, we would not be able to offer care. We would however, keep the child on the waiting list and enroll them when the next space came available assuming they meet all age requirements and we can adequately provide proper and effective care for all children involved. Care would be accepted without question if a support person accompanied that child if space is available. We would be able to accommodate this however there could be no cost of any kind to the childcare Centre. The waiting list order would be followed.

POLICIES AND PROCEDURES OF EMPLOYMENT

PROFESSIONALISM

Professionalism is important. It signals to the parents that the organization has integrity and that it has a professional presence. This type of environment creates parent security and respect. Remember:

- Be friendly and warm with families by presenting a happy, professional attitude.
- Confidentiality is crucial. Staff need to be careful, cautious and thoughtful about information that is carried outside the school about families or individual children.
- Please do not share negative characteristics of your classroom with parents...be in control. Telling parents that your room is busy or wild is unprofessional. Parents need to believe that you are in control.
- Dress professionally. See the dress code section.
- Gossiping about colleagues and families is unprofessional. Almost all conflict can be solved if the parties talk to each other. It is important that all staff work as effective team members. Gossip, negative attitudes and failure to support co-workers, are considered cause for dismissal, when they persist after coaching and/or warning.
- Be open to new ways of enriching our program's curriculum and making routines more child friendly.

PROBATION PERIOD

To ensure the mutual satisfaction of Waterloo Infant Toddler Daycare Association and the staff member, there will be a 6 month probation period for all new employees. During this period, opportunities shall be provided for discussion meetings with the Director. If during this time the employee fails to follow through with their job description or we have any problems with the employee, disciplinary procedures will take place as outlined in "Termination of Employment". Probationary employees not suitable for a position shall be given two weeks' notice, or two weeks' pay in lieu of notice before termination, unless dismissal is for cause. For further information on this area, see Termination of Employment.

New staff may become permanent contract staff. This will depend on the enrollment of the Centre and will be decided when new staff are hired. Contract staff can become non-contract staff when the Director feels there is no longer an issue with present or future enrollment. Contract staff have the same duties and responsibilities as non-contract staff. They will be treated the same and all aspects of the Policies and Procedures apply to contract staff.

POLICY & PROCEDURES VULNERABLE SECTOR CHECK & CRIMINAL REFERENCE CHECK

Purpose

The purpose of this policy and the procedures outlined is to provide clear and transparent rules and processes for regularly collecting and using information in police record checks, offence declarations and attestations for staff, students and volunteers and other persons who provide child care and other services to children.

This policy is intended to help protect the health, safety and well-being of children, families and those involved with the child care Centre by setting out measures to verify that individuals involved in providing child care in positions of trust are not prohibited doing so under the *Child Care and Early Years Act, 2014* (CCEYA) and do not have a criminal history that may put children in care at risk.

This policy sets out additional measures to protect children while a vulnerable sector check is being obtained, which help to reduce risk where there is a gap between the time an individual starts interacting with children and the time they provide their vulnerable sector check (VSC).

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for staff screening and police record checks for Waterloo Infant Toddler Daycare Association.

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

Policy

Vulnerable Sector Checks (VSCs)

Waterloo Infant Toddler Daycare Association will obtain a VSC from the following individuals in accordance with the timelines indicated below.

Individual	Timeline
All full-time and Part-time Employees, Any volunteers including parents and students who interact with children	<ul style="list-style-type: none"> • Before beginning employment or otherwise interacting with children; • On or before the 5th anniversary after the date the most recent VSC; • After any break in the relationship with the licensee that has lasted 6 or more months, <u>before the relationship resumes</u>; and • After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, <u>before the relationship resumes</u>.

- All VSCs will be reviewed by either the Director or Supervisor(s) of the site to ensure that they are:
 - conducted by a police force from the city or town in which the person lives, where applicable;
 - prepared no earlier than six months before the day it was obtained by the child care centre, for employees (see exception below for students and volunteers);
 - the original documents (i.e. not a photocopy, see exception below for students and volunteers);
 - not altered;
 - clear and legible;
 - VSC's provided to WITDA are to be in English otherwise a certified translated copy into English must be provided by the employee, volunteer or student at their expense.
 - All VSC's must be complete in full (i.e. no information missing or cut off);
 - inclusive of all information required about Criminal Code (Canada) convictions as set out in section 9 of the CCEYA.
- The following exceptions will apply to volunteers and students only:
 - VSCs for volunteers and students that are performed more than six months before the day they are provided to the child care centre will be accepted as long as the VSC is less than 5 years old from the date it was performed to the child care centre. In these cases, the volunteer/student will also be required to provide the child care centre with an offence declaration addressing the period since the day the VSC was performed.
 - WITDA will accept a photocopy of a VSC from a volunteer or student as long as it is less than 5 years old from the date was performed.
- A criminal record check (CRC) will only be accepted in the place of a VSC where:

- any statute of Ontario or Canada prohibits the disclosure of information contained in a VSC in respect of a person (e.g. information about persons under 18 years of age, pardoned offences, etc.);
- a police service will only issue a CRC, not a VSC, for an individual; and/or
- a licensee is a corporation and the director or officer does not interact with children at WITDA. Anyone who wish to sit on WITDA's Board of Directors will have to obtain a Police Records Check as they do not have any day to day contact with children being on WITDA's Board of Directors. The Board of Directors meets in the evenings so they are never involved or have any contact with the children. If a Director were to be present during the day for a meeting they will be in the office and will be in the presence of a staff member at all times.
- A Criminal Record and Judicial Matters Check will be accepted in place of a CRC but will not be accepted in place of a VSC.
- WITDA will not employee any person under the age of 18. Any volunteer or student who turns 18 while in a position where they interact with children at any WITDA site will be asked by the Director and or Supervisor(s) to provide a statement disclosing every previous finding of guilt under the Youth Criminal Justice Act (YCJA) if they received an adult sentence. Where the individual confirms that there are no such findings, the Director and or Supervisor(s) will document the request and the individual's confirmation in their file.
- Any Employee, volunteer and student who turns 19 while in a position where they interact with children at any of the WITDA sites will be asked by Director and or Supervisor(s) to apply for a VSC within one month after their 19th birthday. That individual must provide WITDA with evidence that they have submitted a VSC application.
- All VSCs provided to the child care program must be intended for the position that the individual will hold (i.e. employee and volunteer positions). Where the VSC has not been provided for the correct position, it will not be accepted.
- There will be no exceptions made for individuals to obtain a criminal reference check (e.g. for medical reasons).
- If a present or past staff member leaves the Centre for more than six months (from the date of departure this includes maternity leave or a leave of absence), they are required to obtain a new Vulnerable Sector Check before they are allowed to return to work. The Employee must submit to the Director a Vulnerable Sector Check two weeks before the return-to-work date. If the Vulnerable Sector Check is not submitted two weeks before the employee is to return to work, or if the Director has not received the Vulnerable Sector Check two weeks from the official return to work date, the employee will not be guaranteed a job in any respects with Waterloo Infant Toddler Daycare Association. The return-to-work Vulnerable Sector check is at the employee's expense.
- Each year on or before the anniversary date of the employees' last Vulnerable Sector Check a declaration will have to be signed to state that the employee has not committed any offence under the Criminal Code. A Vulnerable Sector Check will need to be conducted on each employee of WITDA every 5 years. It is the responsibility of the Employee to ensure they obtain a new Vulnerable Sector Check before the five-year mark date runs out and to sign the Declaration on or before the anniversary date of their last Vulnerable Sector Check. The Centre will pay half of the cost for the Vulnerable Sector Check every five years upon receiving a receipt and the check is in good standing. WITDA will not pay for any Vulnerable Sector Check that is not in good standing. Any Vulnerable Sector Check that comes back positive could put the employee's job at risk and employment could be halted until further investigation is completed. Any time off will be without pay.

- If a Vulnerable Sector Check is obtained to have a positive result that falls in any of the categories listed below, the individual will not be allowed to volunteer or work for Waterloo Infant Toddler Daycare Association at any time.
- Any other positive Vulnerable Sector Check that lists something other than the above will be dealt with on an individual basis. The Director and the Board Executive Committee will review the statement and decide whether the information will harm the Child Care Centre, children or staff in any way. All positive Vulnerable Sector check letters received by the daycare will be placed in an envelope and sealed and kept with the other Vulnerable Sector Checks and could be reviewed by the Ministry of Education, Board of Director or Director. This will ensure that the confidentiality of the paper is kept between the parties involved.
- Any convictions or serious positive Vulnerable Sector checks that are deemed serious at the discussion of the Director she will seek legal advice on how to proceed. The individual's letter will be kept confidential between the Director, Board of Director Chair and the Centre's legal counsel. If and when Waterloo Infant Toddler Daycare Association received a VCS with serious convictions or serious positive result the letters received will be returned to the original person whose name appears on the statement once the daycare is finished with the letter. This will ensure that the confidentiality of the paper is kept between the parties involved and that there are no accidents of misplacement or discovery by another individual.
- To ensure confidentiality of all Vulnerable Sector Check the Director will be the one who will collect them from all new and existing employee. The Supervisor or Director can collect Vulnerable Sector Check from students, and any volunteers. Employee Vulnerable Sector Check will be kept in one file in the Directors office. The Director will be the only one who has access to that file. All other vulnerable sector Checks will be kept in a sealed envelope in the student or volunteer file.

Offence Declarations (ODs)

The Director and or Supervisor is responsible for obtaining an OD from the following individuals in accordance with the timelines indicated below.

Individual	Timeline
All full-time and Part-time Employees, Any volunteers including parents and students who interact with children Students (including international students)	<ul style="list-style-type: none"> • Annually, no later than 15 days after the anniversary of the most recent VSC or OD; • Where a VSC has been provided by a student or volunteer that is more than 6 months old and less than 5 years old before the individual starts interacting with children; and • After any break in the relationship with the licensee that has lasted less than 6 months, only if an OD would have been required during the break, <u>before the relationship resumes.</u>
Any other persons who provide child care or other services to children at any WITDA location	<ul style="list-style-type: none"> • if an attestation is not otherwise provided, prior to interacting with children; and • annually, no later than 15 days after the anniversary date of the most recent OD or attestation (if the person continues to provide such child care/other services).

- ODs will be obtained from the individuals mentioned above every calendar year except if the individual has to provide a VSC that year.

- Any individual from whom the child care centre is required to obtain a VSC must provide ODs to the Director and or Supervisor at WITDA as soon as reasonably possible any time they are convicted of any offence under the Criminal Code (Canada).
- The Director and or Supervisor(s) will ensure that every OD includes all of the following information:
 - the name of the individual who is making the offence declaration.
 - the date of the last VSC or OD, or date of 18th birthday (whichever is most recent);
 - a list of all of the individual's convictions for offences under the *Criminal Code* (Canada), if any, from the date of the last VSC or OD (whichever is most recent), or a statement that the individual has not been convicted of any offences under the *Criminal Code* (Canada);
 - the date the OD was made; and
 - the signature of the individual who is making the offence declaration.
- The Director or Supervisor(s) who received an OD from an individual will review it and keep it on file at their location where the individual is working or volunteering in a secure location for four years after the individual has left their time with WITDA. Archived files will be kept at the main site location after the individual has departed WITDA's employment or service.

Attestations

The Director and or Supervisor(s) are responsible for obtaining an attestation from the following individuals in accordance with the timelines indicated below.

Individual	Timeline
Any other persons who provide child care or other services to children at any WITDA location.	<ul style="list-style-type: none"> • If an offence declaration is not otherwise provided, prior to interacting with children; and • Annually, no later than 15 days after the anniversary date of the most recent OD or attestation (if the person continues to provide such child care/other services).

- All attestations will be from the person's employer or the person/entity who retained the person's services (e.g. a child's parent).
- Where the template in Appendix B is not used, every attestation will include the following confirmations:
 - the employer, person or entity has obtained and reviewed a VSC from that person;
 - the VSC was performed within the last 5 years; and
 - the VSC did not list any convictions for any offences under the Criminal Code of Canada which are listed in subparagraph 1 ii of subsection 9 (1) of the CCEYA.
- Director and or Supervisor(s) who received an attestation from an individual will review it and keep it on file at the child care centre in a secure location for three years after it was created.
- Where an individual needs to keep their original attestation, Director and or Supervisor will review the attestation and create a true copy to keep on file at the child care centre.

Using Information Revealed in a VSC, OD and/or Attestation and Confidentiality

- No individual will be hired as an employee, accepted as a volunteer or student, or be allowed to otherwise interact with children at any Waterloo Infant Toddler Daycare Association site if their VSC, OD and/or attestation reveals any of the following findings:

- Any conviction for an offence under the CCEYA;
- Any conviction under the following sections of the *Criminal Code* (Canada):
 - Section 151 (sexual interference);
 - Section 163.1 (child pornography);
 - Section 215 (duty of persons to provide necessities);
 - Section 229 (murder); and/or
 - Section 233 (infanticide);
- In addition, a person with other convictions under the Criminal Code (Canada) for offences that pose a high risk to the health, safety and well-being of children, families and other representatives of the child care centre will not be hired or kept as an employee, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at the child care centre. These include, but are not limited to:
 - Physical or sexual abuse or assault;
 - Manslaughter;
 - Indictable criminal offences for child abuse;
 - Convictions for any violent offence, whether or not it involved weapons;
 - Offences which indicate a pattern of behavior which could create risk in terms of the role the individual is expected to play; and
 - Current prohibitions or probation orders forbidding the individual to have contact with children under 16 years of age.
- Any person with a work permit or work visa that indicates that the individual is not permitted to work with children will not be hired or kept as an employee, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at the child care centre.
- Information about an individual's criminal record and history will be treated confidentially and every effort will be made to protect the privacy of staff, students, volunteers and any other person mentioned in this policy except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).
- All CRCs, VSCs, ODs, attestations and statements of findings of guilt under the YCJA will be kept in a locked cabinet in the Director or Supervisor office.

Additional Measures to Protect Children

- Where appropriate, a person who has not provided a VSC will be allowed to start their employment or volunteer position, or otherwise start interacting with children if they apply to obtain a VSC as soon as possible and provide evidence of their application to the Director or Supervisor(s).
- Until a VSC is obtained, the child care centre will put additional measures in place to protect children who interact with a person who has not yet provided their VSC. Examples of the additional measures that will be used may include, as appropriate:
 - verifying of the candidate's credentials (e.g. their standing with regulatory bodies) and three references;
 - obtaining an offence declaration from the individual until a VSC is obtained;
 - ensuring all interactions between the person and children are supervised at all times by an employee who has provided a clear VSC;
 - monitoring and documenting the individual's behaviour and interactions with children on a weekly basis, at a minimum, by the supervisor, designate or lead RECE in the program room(s) in which the individual works, where appropriate;

- ensuring the individual is not left alone with children; and
- conducting informal interviews with staff who work with the individual at the child care centre to collect their observations of the individual's behaviour with children, parents and colleagues.
- Any new employee who has not received their Vulnerable Sector Check before their start date but can provide proper documentation that is has been requested they can begin work however they are not allowed to be left along with the children or Child at any time. WITDA will ensure they are on a middle shift and ensure they will not be alone with any child until all required paper work has been received.
- If a VSC is not provided on the start date for Supply Educators, Volunteers and Students they are not allowed to work, volunteer or start their placement. We will not accept any reason for the delay.

Vulnerable Sector Check & Police Record Check Procedures

Action	Process and Responsibilities
A. Obtaining a PRC (i.e. VSC or CRC as applicable)	<p>1. The person from whom a PRC is required must:</p> <ul style="list-style-type: none"> i. apply for a PRC from the local police department where the individual resides, submit the required fee for a PRC; and ii. provide the evidence of application (where there is a delay in processing the application) to Director and or Supervisor ; or iii. provide the original PRC to Director and or Supervisor for review prior to starting the position or otherwise interacting with children, or within [time period] if the person has been allowed to start their position or interact with children. <p>2. Upon receipt of a PRC, the Director and or Supervisor must:</p> <ul style="list-style-type: none"> i. confidentially review the PRC to ensure that it meets the requirements outlined in this policy; ii. where the individual needs to keep their original PRC, create a true copy of the document to keep on file at the child care centre for three years after the true copy was created; and iii. place the PRC (original or true copy, where applicable) in a secure location at the child care centre with limited access. <p>3. 6 months before a new VSC is required, Director and or Supervisor must:</p> <ul style="list-style-type: none"> i. notify the individual(s) who need to provide a new VSC in writing and require them to apply for a new VSC; and ii. obtain a new VSC from the individual(s) no later than 15 days after the 5-year anniversary date of the most recent VSC. <p>How to create a true copy of a PRC:</p> <ul style="list-style-type: none"> 1. Make a complete and legible photocopy of the original PRC; 2. Make a true copy statement on the photocopy by: <ul style="list-style-type: none"> i. Writing "Original received and reviewed by:" and printing the full name of the individual who received and reviewed the original PRC; ii. Writing "Date received and reviewed:" and printing the full date the PRC was received and reviewed; and iii. Signing the true copy statement (the signature must be that of the individual who received and reviewed the PRC).

Action	Process and Responsibilities
B. Submitting an Offence Declaration	<p>1. Director and or Supervisor(s) must:</p> <ul style="list-style-type: none"> i. Make the OD form available at all times to the individual who are required to complete an OD; and ii. When the anniversary date for a previous OD is approaching provide a reminder to the individual in writing and the OD template. <p>2. The individual who is required to provide an OD must:</p> <ul style="list-style-type: none"> i. Complete either the template available online or at the child care centre, or complete their own OD that contains all the required information; ii. Provide the completed OD to the Director and or Supervisor no later than 15 days after the anniversary date of the most recent OD. <p>3. Upon receipt of an OD, Director and or Supervisor must:</p> <ul style="list-style-type: none"> i. confidentially review the OD to ensure that it meets the requirements outlined in this policy; and ii. Place the OD in the locked cabinet in the office at the location where the OD is taking place. Only the Director and Supervisor(s) has keys to the cabinet.
C. Obtaining an Attestation	<p>Director and or Supervisor(s) must inform any 'other person' that an attestation is required prior to interacting with children.</p> <p>Upon receipt of an attestation, the Director and or Supervisor must:</p> <ul style="list-style-type: none"> i. confidentially review the attestation to ensure that it meets the requirements outlined in this policy; and ii. Place the attestation in a confidential file in a securely locked cabinet with access limited to the licensee or designate only.

Where the immediate health and safety of the children are a concern (e.g. a PRC, OD or attestation reveals that an individual has been convicted of child pornography), the licensee or designate will:

- follow the serious occurrence policies and procedures;
- notify the local Children's Aid Society immediately in accordance with "duty to report" obligations under the Child and Family Services Act or subsequent legislation; and
- notify other authorities (e.g., College of Early Childhood Educators, Consolidated Municipal Service Manager/District Social Services Administration Board, local police service, local public health, etc.), as applicable.

Glossary

Attestation: A written declaration provided for an 'other person' who provides child care or other services to children in a child care centre, completed by the person's employer or the person or entity who retained the person's services (e.g. a parent/guardian of a child). See the Attestations section of this policy for information on what needs to be included in an attestation.

Break in a Relationship with the Licensee: The ending of a relationship between the licensee and an individual from whom a VSC is required (i.e. employee, student or volunteer) that is later restarted. Examples of breaks in relationship include, but are not limited to:

- The end of an employee's contract and the start of a new contract after a period of time has passed.
- A student's placement ends and the student is hired as an employee the following week.
- A volunteer completes their volunteer hours and starts volunteering again after a period of time has passed.

Breaks in relationship do not include vacations, parental leaves or sick leaves where the person intends to return to their position after a period of time.

Certified Translated Copy: A copy of a police record check that is signed and dated by a translator certified with a body belonging to the Canadian Translators, Terminologists and Interpreters Council (CTTIC), that certifies that the translated copy is a true copy of the original document.

Police Record Check: A document concerning an individual that was prepared by a police service or service from national data on the Canadian Police Information Centre system and contains information concerning the individual's personal criminal history. There are three types of police record checks: (1) Criminal Record Checks (2) Criminal Records and Judicial Matters Checks (3) Vulnerable Sector Checks.

Criminal Record Check (CRC): A basic type of police record check that is not intended for people who are seeking positions working with vulnerable persons.

1. **Criminal Records and Judicial Matters Check:** A type of police record check that may include criminal convictions, findings of guilt under the Youth Criminal Justice Act (Canada), outstanding charges, warrants and judicial orders, absolute discharges, conditional discharges and other records as authorized by the Criminal Records Act (Canada). This check is not intended for people who are seeking positions with vulnerable persons and cannot take the place of a vulnerable sector check.
2. **Vulnerable Sector Check (VSC):** An enhanced type of criminal record check for persons who may hold positions of trust or authority over vulnerable persons, that is performed at the request of an organization responsible for the well-being of a child or vulnerable person to protect children and vulnerable persons, as governed by [section 6.3\(3\) of the Criminal Records Act \(Canada\)](#). A VSC verifies whether an individual has a criminal record and any record suspensions for sexual offences and local police records for information relevant to the VSC.

Employee: An individual paid directly by the licensee (not a third party) to provide a service in the child care program (e.g. program staff).

Interacting: To be or become involved in communication, social activity or work with somebody else or one another (Source: Encarta Dictionary). Examples of interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g. food/drink consumption, toilet use).

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

Offence Declaration (OD): A written declaration signed by an individual that lists all of their convictions for offences under the *Criminal Code* (Canada), if any, during the period stated in the declaration.

Other person providing child care or other services to children at the child care centre ('other person'): Any person who provides child care or other services to a child who receives child care at the child care centre, other than an employee, student or volunteer (e.g. resource teachers, nurses, occupational therapists, speech pathologists, entertainers, sport/activity instructors, etc.). This would not include Ministry of Education program advisors, fire/health inspectors, CAS investigators, quality assurance analysts or other inspectors.

Student: An individual who is on an educational placement with the child care centre and interacts with children in care.

True Copy: A photocopy or digital copy of an original document that is signed and dated by the individual who reviewed it, confirming that the original was reviewed and that the photocopy matches the original document. **True copies may be kept in hardcopy or electronically.**

Volunteer: An individual who participates in the child care program and interacts with children in care but is not paid by the licensee (e.g. parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.).

Vulnerable Person: A person who, because of his or her age, disability or other circumstances, whether temporary or permanent is:

- a. in a position of dependency on others; or
- b. is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

FIRST AID AND CPR

WITDA maintains a high level of training for staff. All staff needs to have a valid certificate in Standard First Aid and CPR. If the Director of WITDA feels that yearly training for CPR is necessary then all staff must do a refresher course for CPR this will be at the discussion of the Director. The full component will be done before their certificate expires. WITDA will pay for all First Aid and CPR training if the employee has completed training before their certificate has expired. All training after the expired date will be at the employee's expense. As well staff will not be allowed to return to work if they have an expired First aid and or CPR. The time off will not be paid by the employer. They will only be allowed to return once the Director has seen the new certificate. If any staff member leaves within 6 months of being trained WITDA will deduct the remaining 6 months' worth of training left off their last pay. If a staff member cannot make training days set up by WITDA it will be the staff responsibility to arrange a time to have their First Aid and CPR taken. WITDA will pay for the cost of the course to the amount that was paid by the rest of the staff being trained. Any additional cost will be the responsibility of the employee. All new staff must have a valid Certificate in First Aid and CPR to start work. If the certificate needs to be renewed in 6 month of starting it will be the responsible of the employee to renew it the first time and WITDA will pay for the times after as stated above.

WITDA will not pay for permeant employed First Aid and CPR when they are off on medical or maternity leave if the training takes place while you are off. Employees are welcome to take the training with us if renew training happens while they are off. When an employee returns from medical or maternity leave

WITDA will reimburse the cost incurred during the leave for training up to a maximum cost of WITDA course. Returning employee will be reimbursed on their first pay cheque.

Contact employees will be looked at on a case by case basis on how much WITDA will pay for your course.

COLLEGE OF EARLY CHILDHOOD EDUCATOR CERTIFICATE

It is the centers policy to employ first Registered Early Childhood Educators. Each RECE must produce a valid College of Early Childhood Educator card or email stating acceptance before employment starts. The Director will confirm the card holder has a valid number and does not have any infractions or charges against them before starting employment. This is done through the College of Early Childhood Educator website.

Through the College of Early Childhood Educators website each Educator has the opportunity to access continuous learning through many avenues on the site. Examples are Connexions magazine on line, under Professional Practices you will find Case Studies, Vignettes and Practice Matters were you can read and learn about your field of practice. If you need help locating these area please see the Supervisor or Director for help.

WITDA will pay for each permeant Employees College of ECE renewal membership each year for the duration of their employment with WITDA. If an Educator leaves WITDA's employment before their renewal date WITDA will deduct the months remaining off the employees last pay cheque. Contract Educators are responsible for the cost of their own membership. Educators on medical leave or maternity leave will be responsible for renewing their College of ECE while they are off and they will pay for the year they are away. The Centre will pay for their renewal once they return to work and the renewal comes up again.

It is the responsibility of each RECE to submit renewal forms to the Director for payment before the expiry date. Any late fees will be the responsibility of the employee and not the Centre. If your certificate has expired before your new one has arrived there needs to be proof from the College that your renewal is being processed or you will be suspended without pay until confirmation of receipt has been given to the Director. Membership's renewals arrive 2 months before expiry date. It's the responsibility of each Educator to submit the paper works to the Director on time and with more than three weeks' notice before renewal date expiration.

MEDICAL

As required by the Child Care and Early Years Act 2014, all employees are required to prove the list of medical requirements before starting work with WITDA. Date of last medical, Tetanus, Diphtheria, Measles, Mumps and Rubella. Photocopies are accepted if the staff member has had an exam within the last year. The Board recommends that each staff member has a yearly physical but this is not mandatory. The Centre will follow all regulation set out by the Waterloo Health Unit and the Ministry of Education. Other Immunization maybe required at times set by the organization or Public Health or Ministry of Education.

SALARY

Each staff member will fall somewhere on the Centre's salary scale. The pay schedule will be depending on experience as well as education. Staff are paid 2 weeks in arrears on a bi-weekly basis. Raises will

be at the discussion of the Board of Directors and the Centre Director based on WITDA's financial stability of the Centre. However, if money is not available then increases may be held back until further notice.

A portion of staff salaries are subsidized by The Region of Waterloo Children's Services Department. This money is included on each pay cheque, but can be taken away by the Region of Waterloo or the Federal or Provincial Government with sixty days' notice to the Centre. If this were to happen, the Director and Board of Directors would work to amend each staff's salary to reflect the lack of Government subsidy. WITDA may not guarantee they can cover the whole amount. Each staff member will be given a written outline of their pay structure. This includes what is grant portion and what portions is paid by the Centre. This will happen each time their salary changes. Each staff member and Director will sign off on the salary change. Each staff member will have a copy and one will be kept in their personal file. At times the Region of Waterloo's Children's Services has funding requirements the Centre has to follow in order to receive funding for salaries for their employees. It may be a requirement of WITDA or WITDA's Employee to follow the requirements to receive the funding. An example might include WITDA employees only RECE with in the classroom or each employee must have X number of professional development hours. These requirements may and will change with the Region of Waterloo requirements from the Federal and or Provincial or regional government. WITDA will work with the Region and its employees to ensure we comply and work to reach all the funding requirements the Centre is entitled to. If an employee does not hold up to their end of the funding requirement and the Centre is in jeopardy of losing out on funding due to the employee not fulfilling their requirement their employment will, could be terminated. Notice will be given to the employee to get the requirements fully filled or employment will be terminated.

STAFF REVIEWS & SALARY CAPS

Permanent staff members will receive and participate in review sessions with one of the Director, Supervisor and or Supervisor Pedagogical Leader to review and set goals set for the year. Staff can meet with the Director or Supervisor(s) to discuss any problems whenever they arise. The Director and or Supervisor(s) can have an additional reviews with any staff member if they see fit. Any remarks from the sessions will be kept in the staff's personal file and serve as a reference to the employee. There will be a collaborative effort between the staff member and the Director and or Supervisor(s) on completion of the evaluation sessions.

The Board of Directors and Director, set the salaries for the employees and raises will be determined by the Director with feedback from the Supervisor(s). All increases are passed by the Board of Directors. Once staff reach the top salary range based on WITDA grid wages will be frozen for the employee but bonuses could be offered if good job performance prevails.

CENTRE SHIFTS

At WITDA employees will not work more than 40 hours a week. This can be done by working 5 days a week 8 hours a day or work 4 days a week for 10 hours a day. 10 hours shifts only apply to Educators within the Centre. Shifts can and will vary depending on what enrolment is doing in a classroom. E.g. A shift could be 7:30 to 3:30, 8:10 to 4:10 or 9:30 to 5:30. There is no set shifts in any one room. Shifts will vary depending on the group(s) of children. It is up to the Director to set the shifts for each room. No Educator is on a permanent shift unless they work 10 hours. Part time employee shifts are anywhere from 2 to 10 hours a day depending on what type of enrolment and the needs we have at the Centre. ie enhanced staffing, supply staffing etc. Shifts at each location will vary and will depend on the programs offered at that location. Staff could be asked to work at any location with little notice.

LUNCHE BREAKS

Each full-time (40 hours) staff is entitled to one hour paid lunch break. If breaks are missed due to field trips or walks, the time missed will not be made up or added to the next day's lunch break. If you feel you cannot miss your break due to a field trip or walk then you will have to switch for another staff to take your place on the trip and stay back and cover for the program that is not going on the trip. Breaks may be shortened or partly missed if the teacher is needed in the classroom for any reason.

It is a WITDA policy to maintain proper teacher/child ratio during children's sleep time and staff lunch time. If a staff member wishes to go out during lunch time they must write it down in the staff message book so other staff know how many staff are in the Centre and how many staff are out on lunch. With this being a paid lunch any staff member may be asked to help out in the classrooms over lunch if an emergency or problem arises with a child or if the Director or Supervisor requests a staff to complete important additional tasks. Also this time is used if staff need to complete program plans, documentation, daily sheets, classroom duties or any other work which is not complete. Supply staff are not paid for their lunch, so will not be counted in ratio unless they choose to stay on their lunch. The Office staff, and Cook can be counted in as part of ratio if needed.

Lunch breaks on full day field trip will not occur due to meeting educator child ratio's. If an Educator or volunteer feels they need their owed time away from the children while on a trip. Then the Educator must inform the Director or Supervisor(s) before the trip and we will send someone in your place. Sometime on shorter trips lunches will be shortened and could be later in the day.

STAFF MEETINGS & ADDITIONAL OBLIGATIONS

All full time employees are required to attend monthly staff meetings that are held at Building 1 on a day all staff agree upon or a day the Director may request. Depending on the meeting each site will have teams first before coming to Building 1 for the main meeting. Each team will have 1 to 1 1/2 hours of team meeting time to discuss classroom items. The Director and Supervisor(s) will spend equal time with each team to discuss any important issues pertaining to that room. After team meetings, staff will gather together for a main meeting. During this time, the Director and Supervisors will inform and discuss with all the staff, the happenings of the Centre, If Staff members have any issues to bring forth to discuss with the group they need to inform the Director and or Supervisor(s) before the meeting to ensure enough time is allotted. If not, enough time is available their issue will be brought forth at the next meeting or the Director will give out info in memo. Staff members who miss staff meetings without approval of the Director will be disciplined and/or it could be reflected on your performance appraisal.

During the course of the year staff members are required to help with parent nights, open house events, Spring and Fall workdays, special events as well as other related training. Some events will be mandatory, and some will be voluntary. There could be between 4 to 6 mandatory events throughout the year. This will be set out by the Director.

PROFESSIONAL DEVELOPMENT POLICY

Each year, every staff member of Waterloo Infant Toddler Daycare Association is required to complete 8 hours of professional development between the fiscal year dates of January 1st-December 31st, to continue their knowledge of early childhood development and childcare practices throughout their employment at WITDA. WITDA will help to pay for workshops and seminars as well as provide in-house speakers to broaden the knowledge within our team.

Professional development is a vital part of every staff member's learning and growth. A PD check-in will be done twice a year alongside a goal setting and check in. Your goal can align with the goal you have set in your CPL for the CECE. The Supervisor(s) at each site will assist as much as possible to help team members reach their personal and career goals.

PD cards or proof of PD are to be submitted to the Supervisor(s) by the 3rd Friday of December each year in order to calculate the 8hrs of lieu time and to satisfy the employment requirement as set out by the Director.

PROFESSIONAL DEVELOPMENT

- Every Educator and staff member will work at receiving a minimum of 8 hours of professional development within a year's period. WITDA has an allotted dollar amount for each Educator and staff member for Professional Education on a yearly basis.
- The Supervisors will work to support the Educator or staff member in finding PD. However it is ultimately the Educator and staff member's responsibility to find their own PD. A PD Board is located in the Staff Room which has numerous PD events for people.
- Employees who do not complete 8 hours of PD in the designated time frame will be on a discipline plan. Your annual performance and merit will be affected if 8 hours of professional development is not upheld. Employment could be affected if the minimum is not upheld.
- PD taken during the day is acceptable, however time away from the Centre will be shared between all staff. Workshops that are taken during the day must be approved by the Director/Supervisor before time away will be permitted.
- Educators and staff members will be granted owed time for up to 8 hours of Professional Development that is taken during the evening and or weekends. The time owed will be for the time of the workshop not travel time to and from the event. No owe time will be granted if attending a workshop during work hours.
- Educator and staff members will work with the Director or Supervisors on goal setting and making sure they are working to achieve their professional goals.
- Every Educator is responsible for ensuring they completed any training or education set out by the College of Early Childhood Education. It is the Educator's responsibility to ensure they meet all the requirements of their designation.
- Professional leaning can take many forms like, reading case studies, watching videos/webinars, reading related articles or books, participating in networking groups or mentoring with other educators. All these suggestions can be done on your own for your own growth. If you want Professional Development credit for hours paid by the Centre then the required reflection paperwork NEEDS to be completed and submitted to the Director, or Supervisors. Related material must be approved by the Director or Supervisors for Professional Development credits for hours paid. A selection of approved items are located in the Directors and Supervisor/Pedagogical Leaders office.

PAID PERSONAL EMERGENCY LEAVE (PEL) AND LEAVE OF ABSENCE

Each staff member is entitled to 10 paid Personal Emergency Leave days per fiscal year. These days are to be used by the employee for the following reasons:

- Personal illness, injury or medical emergency or urgent matter.
- Illness, injury, medical emergency, or urgent matter relating to a family member and can be added to WITDA's compassionate Leave policy.
- Pre-planned elective surgery, medical specialist appointments for your or immediate family member.
- Urgent matter is defined as a situation beyond an employee control or an unplanned event for example, your child is ill, appointments scheduled at the last minute that could have serious or negative consequences. (meeting with therapist or counsellor)
- A specialist appointment for you or a family member

We cannot have too many employees off at the same time taking PEL days as we must keep the Centre open and maintain ratios. If you are ill or an emergency arises then employees are to call the Supervisor PL as soon as possible or at 6:00 if working the 7:30 shift or between 6:30 and 7:00 a.m. for any other shift, so a supply teacher can be contacted. **DO NOT TEXT**

If you know the night before you are not going to be in an evening call is greatly appreciated. Employees can call the Supervisor PL up to **10:00 pm**. If insufficient notice is given, then the staff member may be asked to come in until a supply can be found. We will allow staff members to use all entitled PEL days before they are earned for medical or illness if approved by the Director. However if you do not return to work or quit before you have earned all days taken they will be taken off your current or last pay cheque or payment will be required. When you have used all the entitled PEL days, any extra time off will be taken off as leave of absence days or holidays. This will be cleared by the staff member to see which they would like to use. PEL days may not be added to vacation time either before or the end of vacation days.

Each staff member has 5 leave of absence days to take at any time without question during the fiscal year. Leave of absence days are taken without pay and should be requested at least three weeks in advance to the Supervisor. The Director or Supervisor may request a Doctor's note at any time after the employee has used up all their PEL days if she/he feels the employee is taking advantage of the organization. The cost of the doctor's note(s) will be at the expense of the employee.

If a staff member is off on an extended sick leave and are on the Health and Dental benefit plan, they are responsible for keeping up their portion of the premium for the benefits. All benefits must be paid for by the first day of the month unless other arrangements have been made. If you decide to discontinue paying your portion of the premium, the Centre will also discontinue their portion. If and when canceling your premiums they will need to be paid for the month you are ending but the date of notice will be honored. Example: if you choose to cancel on the 15th of the month, premiums are paid for that month in full but you will not be able to use them after the 15th. Coverage ends on the day of notice. The Director will give you the total amount of your portion of the premium once it has been decided you are off ill for an extended period of time.

Each staff member will be allowed to carry over up to 6 leftover PEL days as extend holidays if any are left at the end of the fiscal year. Some rules apply to extended holidays, and they are as follows:

1. A maximum of 6 days are allowed to be carried.

2. They must be taken in the following fiscal year and cannot be carried over to the next year. If not taken they are lost.
3. If the staff member leaves before taking these extra holidays they do not receive any money or extra time off.
4. They may be added to yearly holidays or taken at another time.
5. They must be requested at least three weeks in advance, and completed a holiday request form in writing to the Supervisor.
6. The Supervisor and or Director has the option to deny the request if it falls at a busy time or not enough notice has been given.

Note: All full-time employees work 40 hours a week and Employees who work a 4 day week 10 hours a day have the same PEL days and extended days as employees who work a 8 hour day 5 days a week. All days will be prorated to fit your hours of work.

Waterloo Infant Toddler Daycare Association follows all Employment standards Act requirements set out in the act for employees and any special leave that may require during their work at WITDA. For example but not limited to Critical illness leave, Leave of Absence for Domestic or Sexual Violence etc.

EMPLOYEE BENEFITS PACKAGE:

All permanent employee, full time and part-time (25 hour a week) staff are entitled and required to the benefit package set up by W.I.T.D.A. Staff that have comparable coverage through another insurance company can opt out of the package if they wish. Staff do not have an option to waive the Health and Dental package unless they have comparable coverage. Contract staff could receive the opportunity to be part of the Centre's Benefit Package at the discretion of the Director.

Benefits paid for by Waterloo Infant Toddler Daycare Association are as follows:

Employee Basic Life Insurance	\$25,000.00 Max
Employee Accidental Death, Dismemberment and Specific loss	\$25,000.00
Long Term Disability Benefits waiting period 119 days	Amount 66.67 % (rounded to the next highest dollar) of your monthly earning to a maximum of \$4,000.
Healthcare	75% of premium costs
Dental Care	75% of premium costs
RRSP'S	\$12.50 per month only if staff contribute a minimum of \$12.50 per month

Taxes apply to any or all of the benefits paid by the Centre or if any become a taxable benefit that will be deducted or added to the employee. See the Centre's Group Benefit Book for more details. The Centre Group Benefit Book can be found online at <https://www.rwam.com/en/sign-in.aspx> Once registered the Centre book is available to review. Employees must register online with the Centre's carrier to see all their entitled benefits and rules regarding benefits.

Benefits paid for by the employee are as follows:

Dependent Life Insurance is a must if the staff has dependents	Dependent is \$2,500 for each child and \$5,000 for spouse
Optional Life Insurance	Is available in \$10,000 units to a maximum of \$200,000 for you or your spouse (see Director for details)
Healthcare	25% of premium costs
Dental Care	25% of premium costs
RRSP'	\$12.50 per month. Staff must contribute a minimum contribute any amount of \$12.50. They have the option to contribute more but the Centre will only pay a minimum of \$12.50 a month.

See Director for more details on R.R.S.P information. All Health and Dental benefits are at 80% reimbursement for drugs and dental visits see the Group Benefit Book online for full details on the plan. All benefit premiums are deducted from Employees bi-weekly pay cheques. Employees will know ahead of time the amount of the premium being deducted. Premiums may change on a yearly basis depending on the claims usage set up by the benefit company. WITDA's Director works hard to ensure WITDA employees are getting the best plan for the money they and employees can afford.

The Daycare will continue to pay their portion of the Benefits when a staff member is on a Leave of Absence (for up to two years after being away from their job with Board approval or after LTD has taken effect. Two years will be set by the date of the insurance company start's it's two-year period.) or on Parental leave (for the 12 or 18 months predetermined before leaving for leave) if the staff person continues to pay their portion of the premiums. The staff member's benefit portion must be paid by the 1st of each month if they wish to keep up the benefits offered by the Centre. Staff on leave must send payments by email transfers to payments@witda.com for the time of absence. Late payments(s) will result in withdrawal of the in-tier benefit plan both employer and employee portion.

Employees must give one month's notice if they wish to leave the benefit plan. They have to be going to another plan and will have to prove to the Insurance Company that they have coverage. Employees may join the plan after completing three full months of continuous full-time employment unless there is written permission from the Director. The insurance company can accept this request or deny it. If they deny it the employee needs to wait out the three months. If you wish to make any changes to benefits you are covered for this may be done at any time by filling out the necessary, form. See the Director if you wish to make any changes.

HOLIDAYS, VACATION AND OTHER REQUESTS

Waterloo Infant Toddler Daycare Association recognizes the following holidays as paid holiday:

New Year's Day	Family Day	Good Friday	Victoria Day	Canada Day
Civic Holiday	Labour Day	Thanksgiving Day	Christmas Day	Boxing Day

When a public holiday falls on a non-working day, the Director and Board of Directors shall determine whether the day immediately preceding or following the workday shall be granted as a holiday. When an employee wishes to observe a religious day other than those included in the list of statutory holidays, it shall be granted providing the Supervisor is given three weeks' notice. This time will be without pay and will be considered a Leave of Absence day. Staff are welcome to use their vacation days if they choose.

When requesting time off or holidays staff are asked to keep in mind:

1. Holidays are given on a first come, first serve basis and it is rare that more than 1 team member per room is on holidays at one time.
2. Staff requests for Holiday, Leave of Absence and Extended Holidays are to be requested through the centres online attendance program.
3. Once a request has been completed the Supervisor PL, Supervisor and Director receive an email regarding the request. The Supervisor PL and Supervisor will work to except the request. Once they accept the request you will receive an email stating approved or denied.
4. Notice period for all Holiday, Extended Holidays and Leave of Absence are to be at least three weeks prior to the week or day that is being requested off. Any holidays requested with less than 3 weeks' notice may not be guaranteed.
5. Staff requesting time off for appointments or wishing to shorten work hours must request this through the centres online attendance program at least 2 weeks before appointments. Any request with less than 2 weeks' notice may not be guaranteed. If work hours are shortened, staff must report to the Supervisor or office staff upon return to the Centre.
6. All summer holiday requests need to be submitted through the centres online attendance program by the 3rd Friday in April. Summer holidays fall between July 1st to September 15th. Summer holiday requests received after the 3rd Friday in April, or changes within the summer months may not be able to be accommodated.
7. If you have acquired more than 3 weeks of holidays including Extended Holidays, one of the weeks must be taken outside of the summer months.
8. Staff are only allowed to take two weeks off consecutively unless special permission is given by the Director. You need to see the Director prior to booking your vacation or leave if wishing to be gone for more than two weeks at a time. Reminder not all special requests can be granted.
9. It is suggested that staff do not take holidays during the first two weeks of September. If there are not many new children starting in the classroom then holidays may be requested. It is strongly recommended that Educators do not take holidays due to the large number of changes that happen at the beginning of September.
10. When staff wish to use half a holiday, they must work for 4 hours to take 4 hours off.
11. Any lieu time over 8 hours must be taken within a year from the date acquired. Hours less than 8 can be carried until you leave WITDA. Any hours accumulated will be added to the last pay if the staff leaves WITDA. Anytime that is owed to WITDA will be taken off your last pay.

All holidays are to be taken between January 1st and December 30th each year. If a staff member leaves the Centre before her/his holidays are taken, the amount will be calculated for the days (time) earned and added to the final pay cheque. Years of work is calculated when the employee was hired as permanent staff for the time worked at the Centre. If a staff member leaves the Centre and has taken all or some of their holidays that have not been earned WITDA will deduct any money that is owned to

WITDA on the last pay cheque. If the last cheque does not cover all that is owing some will be deducted from the pay cheque before. The employee will receive a detailed account of the money deducted.

CHRISTMAS CLOSURES

Extended Christmas holidays will fall between December 27th and December 31st of each year. The number of days off depends on how Christmas falls each year. The time between Christmas and New Year's will be paid time off for anyone permanently employed at WITDA. These days are considered extra paid vacation days included in your holiday entitlement. These days may not be carried over to the next year, exchanged, or used for any other purpose. The Board of Directors has the right to change this policy at any time. We may be open between Christmas and New Year's if the number of parent requests warrants.

HOLIDAY ENTITLEMENT & ACHIEVEMENTS

Holidays and Achievements for years of service and what is granted for that service:

Holiday Entitlement are as follows for all Full Time RECE Educators, NON- RECE Educators, Cook & Assistant, and any other type of Support staff

1 to 5 year of work	2 weeks' vacation =10 working days
5 years and 29 years	3 weeks' vacation = 15 working days
30 year and up	4 weeks' vacation = 20 working days
December 27 to December 31	4 extra days between Christmas and New Years

With 15 or more holidays one weeks of vacation must be taken in July or August.

Holiday Entitlement for Supervisor's is as follows:

1 to 5 year of work	3 weeks' vacation =15 working days
5 years and 29 years	4 weeks' vacation = 20 working days
30 year and up	5 weeks' vacation = 25 working days
December 27 to December 31	4 extra days between Christmas and New Years

With 15 or more holidays one weeks of vacation must be taken in July or August.

Holiday Entitlement for Director is as follows:

1 to 5 year of work	4 weeks' vacation =20 working days
5 years and 29 years	5 weeks' vacation = 25 working days
30 year and up	6 weeks' vacation = 30 working days
December 27 to December 31	4 extra days between Christmas and New Years

With 15 or more holidays one weeks of vacation must be taken in July or August.

Achievements Reward for all Permanent full time are as follows for all Full Time RECE Educators, NON- RECE Educators, Cook & Assistant, Supervisor, any Support staff and Director.

10 years of working with WITDA	Receive \$500.00 one-time Bonus All applicable taxes will be deducted.	Anniversary party set out by staff
15 years of working with WITDA	Receive \$750.00 one-time Bonus All applicable taxes will be deducted.	Anniversary party set out by staff
20 years of working with WITDA	Receive \$1000.00 one-time Bonus All applicable taxes will be deducted.	Anniversary party set out by staff

25 years of working with WITDA	Receive \$1500.00 one-time Bonus All applicable taxes will be deducted.	Anniversary party set out by staff
30 years of working with WITDA	Receive \$1500.00 one-time Bonus All applicable taxes will be deducted.	Anniversary party set out by staff

On any special anniversary staff can choose to celebrate the staff member's accomplishment any way they see fit. Ex. Party, dinner out, pot luck, buy gift etc. Reminder the Centre does not pay for any event or items. Onetime bonus that will be received on the closest pay cheque to the anniversary start date.

STAFF CHILD CARE AND FEE REDUCTION

All staff who wish to have their child enrolled in the Centre must make a request to the Director or Supervisor to be put on the centers priority waiting list. All staff must register on OneList with the Region of Waterloo. Staff will be moved to the top of the waiting list along with past and present daycare parents. When spots become available, they will be offered according to waiting list contact date.

All staff who have children attending Waterloo Infant Toddler Daycare Association will receive a fee reduction. The fee reduction is as follows: Infant care 10% reduction per child. For full or part time programs within the main Centre there is a 30% fee reduction per child. The fee reduction does not apply to any special programs or summer camps that are offered by WITDA. Any staff member that has a child that receives assistance from another agency, Region of Waterloo Subsidy program or other program will not be allowed to take advantage of this fee reduction benefit. Staff who do not have children in the Centre do not receive any compensation for this benefit. This fee reduction is a taxable benefit and will be reflected on your pay stub and T4slip.

If a staff member with children in the Centre is dismissed the child(ren) will be withdrawn at the same time as the staff member. No notice will be given, and no fee refund will be given. All outstanding fees will be if necessary, deducted from the last pay cheque. All staff members with child(ren) in the Centre must follow all policy and procedures set out in the parent handbook. When issues arise regarding your child(ren) you are a parent first, staff member second.

MATERNITY LEAVE AND ADOPTION LEAVE

Maternity/parental leave can be taken according to the current **regulations set out by the Government of Canada and the Province of Ontario**. This time is a leave of absence without pay from the Centre. When an Educator returns from their leave, they may not be able to return to the same classroom. All other staff will return to their position. Eligible pregnant employees will be able to receive EI benefits up to 12 weeks before their due date. Parents can choose to receive parental benefits over a period of 12 months at the current benefit rate, or up to 18 months at a lower benefit rate. When going on maternity or parental leave, the Director must know before you start your leave whether you are choosing a 12 or 18 month leave.

If you wish to keep your health and dental benefits here at the Centre for the time you are on maternity/parental leave, all benefits must be paid for in advance to the daycare before the new month commences. The Centre and employee will be responsible for their respective portions of the premium. However, if you decide to discontinue paying your portion of the premium, the Centre will also discontinue their portion. The Director will give you the total amount of your portion of the premium

before you leave for maternity/parental leave. During this time off, you are able to collect Employment Insurance. When you return from your maternity/parental leave you will be entitled to your full holidays.

COMPASSIONATE LEAVE

In case of a death of an employee's spouse, father, mother, stepfather, stepmother, child or stepchild, or any close family member living in your home, the employer shall grant a leave of absence with pay of up to 5 calendar days. The term "spouse" shall be deemed to include a common-law partner provided that the employee has previously declared the common-law relationship to the employer in writing. (ie benefit plan or other) One of the days may be kept if the memorial or burial is at a later time. If this has to occur the request needs to be in writing.

In case of a death in the immediate family of the employee, the employer shall grant a leave of absence with pay of up to 3 days. The term "immediate family" shall be deemed to mean –brother, sister, mother-in-law, father-in-law, grandparents or grandchild. One of the days may be kept if the memorial or burial is at a later time. If this has to occur the request needs to be in writing.

In respect to attendance at the funeral of a step-brother, step-sister, brother-in-law, sister-in-law, spouse's grandparents, son-in-law, or daughter-in-law, the employer shall grant a leave of absence with pay for 1 day. If the memorial or burial is at a later time and the employee wants to take it off it is without pay and the time must be in writing.

Days paid while an employee is on compassionate leave shall only be those in which the employee would have been normally scheduled to work. Compassionate days should be taken relatively close to the death of the family member(s). Extra time off may be requested in writing and will be without pay and may or may not held against the employee for leave of absence days, depending on the length of time requesting off. Other requests will be discussed with the Director and the outcome will be at his/her discretion.

ORIENTATION PROCESS FOR WITDA STAFF, SUPPLIES, STUDENTS, AND VOLUNTEERS

Upon hiring or placement at Waterloo Infant Toddler Daycare Association, the Director or Supervisor will introduce the individual to the Centre by completing the Orientation Checklist. This is to be completed within the first week of employment or on a set date with students. Everyone must have an Orientation to work or volunteer with our Centre.

TEAM WORK

Working together as a harmonious unit is crucial to the success of our program. This team approach is the cornerstone of quality care. Everyone should feel that his/her ideas and work are respected. As in all relationships, there has to be give and take. Please keep in mind:

- Each classroom is a team. If you are experiencing difficulty with colleagues discuss this within you own team not with other teams. This behaviour is extremely counter-productive.
- Each classroom is an integral part of the larger team of the entire daycare. We must all recognize each other as valuable team members.
- Recognize the importance of teamwork and work at it. It is not easy.
- You will not always agree with each other...but relax, be humorous...be able to give and take and avoid making judgments of each other. Make an honest attempt to work out problems within the

team, and if you need further assistance ask the Director to act as a sounding board or a mediator.

- Concerns with daycare policies should be discussed with the Director NOT with colleagues. Please be forthright with your concerns. Grumbling behind the scenes is not helpful and will not get any positive results.
- We all work together-if there is a break in the chain the entire team is affected.

STAFF CONDUCT & COMMUNICATION

It is important that all staff work as effective team members. Gossip, negative attitudes and failure to support co-workers are considered cause for dismissal, when they persist after coaching and/or warning.

Communication and general respect for one another is the foundation of a good team. When there is a lack of either of these, or an overall breakdown in communication it will reflect poorly on the overall program. Therefore, at the first sign of a breakdown in communication, or an overall lack of respect for one another, action must be taken immediately. This may be in the form of a one-on-one meeting between the individual team members involved and the Director, or in the form of a staff meeting. Concerns from any team member about his/her issue are important and must be brought to the Director. Poor communication and lack of respect for team members will affect the entire Centre and needs to be dealt with as soon as possible.

CENTRE GENERAL POLICIES

DRESS CODE

Staff are expected to dress in a professional and appropriate manner. Appropriate clothing would be jeans, dress pants, corduroys, black yoga pants(only), skirts and shorts ending at the end of your fingertips when standing with hands down to your sides, dresses, 2 inch thick tank tops or any shirt that does not show your midriff when you raise your arms. Leggings may be worn only if the shirt comes to the middle of the butt. 2" past the top of the pants. Inappropriate clothing includes track pants, jeans with holes, cut-off jeans, bicycle shorts, pajama pants, pants with any writing on it (bum or leg), warm up and tear away pants, leggings, tube tops, spaghetti strap tops, any shirt that has bra showing, shirts that hang off shoulders, any clothing with beer ads, offensive language or pictures that depict violence including superhero shirts.

Inappropriate shoes would be any flip flops, crocs or boots/shoe that are more than a 2 inch heel, any spike heel or stiletto heel. Appropriate footwear are running shoes, dress shoes, or a shoes or boots that covers the inter foot regarding sandals in the summer. A sandal if thin or flip flop type must have a strap round the heel of the foot and across the top of the foot or there must be at least two wide or whole foot covered.

Pants and shirts must adequately cover your skin and under garments at both back and front. If you fail to follow these guidelines, it will show up on your evaluation and repetitive failure to follow the guidelines could result in an incident report. You may be sent home to change and come back dressed appropriately. Any time accumulated while off the premises for this reason will have to be paid back to the daycare. For students and volunteers, if at any time a staff member feels your clothing is inappropriate, they will bring it to the attention of the Director and/or Supervisor. Students will be asked to leave and come back appropriately dressed. Any time lost will have to be made up. The Director has the discretion to deem a certain clothing item appropriate.

FOOD AND DRINK

The staff are welcome to drink water in the classroom at any time but beverages of any other kind (coffee, tea, pop, etc.) need to be consumed on lunch breaks not in the classrooms. Food from home needs to be eaten on your break. It must not be brought into the class. During the children's lunch time staff are expected to try one serving of the lunch to model positive eating behaviour to the children. We encourage the children to try everything even though they may not like it so it is only fair for the staff to try it too. Staff are not expected to try food if they have an allergy to it. The Director may ask for a Doctor's note outlining staff allergies at any time. Any staff member, student or volunteer with food allergy's or medical reason for eating or not eating must inform the Director before starting in the classroom.

During lunch time, the staff serving the children will be the only ones eating with them. Students/volunteers can help encourage children to try their lunches as well as engage in conversation with the children. Sorry we cannot feed students and volunteers.

PARKING

Building 1 & 2 Parking: As parking at the Centre is very limited, we cannot allow everyone to park in the Centre's lot. We have 5 spaces reserved at Supportive Housing of Waterloo for designated staff to park. All staff parking at present is free of charge. However, at any time WITDA may charge staff for parking or may have to find their own parking. Students will have to find their own parking when doing placement at our Centre. Any staff member parking at building 1 needs to park in the lower spots. The first three top spaces closest to both middle islands. Any staff members parking at building 2 will park first at the lower spaces furthest away from the building and move up towards the building. There are a few spaces behind building 2 and they will be designed to certain staff members only. Remember if you have a child in the Centre you must follow parking rules as a staff member and park at the bottom. The Director or Supervisor will inform you of where you are to park upon employment.

With regards to parking spaces on staff meeting nights, all staff finished before 5:00 need to leave and not return until 5:25. We must have all the spaces open to parents. Any staff members who have parked elsewhere can move their car to the Centre's lot at 5:25 or later. Parking at any WITDA's sites are a privilege and we are not required to offer parking to staff members. Staff parking could change or be eliminated with little or no notice.

WITDA St. John's Parking: If you are at camp staff and students will need to park behind the Coach house. Parking in front of the Centre and playground is reserved for parents.

KWBS Parking: Anyone working or visiting the school for a long period of time they will need to park at the Chinese Alliance Church across the street from the school. No parking in the school lot as it is reserved for families.

KEY FOBS

Each staff member will be given a free key fob to use to enter the building anytime. If the fob is lost or misplaced it will cost the staff person \$15.00 for a replacement. Each staff person must have a fob. If a key fob is reissued the replacement cost will be deducted from your pay cheque.

If you have a child(ren) at the center, all spouse or other family members must follow the policy set out in the parent handbook.

GUM CHEWING POLICY

No child, staff, volunteer, student or supply will chew gum in the classroom at any time. This can be done on your lunch break or after hours. Staff may have a throat lozenge or a mint. If found chewing gum it will reflect on your evaluation or incident report.

SMOKING, & IMPAIRED EMPLOYEES

In accordance with The Region of Waterloo Bylaw Office there will be no smoking in the Centre. It is a Daycare policy that there will be no smoking on W.I.T.D.A. property by teachers, students, volunteers or parents.

In accordance with The Region of Waterloo Bylaw Office there will be no smoking in the Centre. It is a Daycare policy that there will be no smoking or vaping on W.I.T.D.A. property by teachers, students, volunteers, or parents.

Employees will not attend work while under the influence of any drugs/alcohol/substances that can cause impairment. The use of drugs, alcohol, or other impairing substances can affect an employee's judgment to react quickly, efficiently, effectively, and adequately to the children's needs. It also creates a safety issue in the event of an emergency where an employee may not be in full care and control of the children. If an employee is concerned about the possible effects of prescription medication, it is their responsibility to bring the matter to the attention of the Director or Supervisor so that any risks can be assessed. All such disclosures will be held in the strictest confidence.

If the Director or Supervisors feel an employee is impaired, a conversation will be initiated. The employee may face discipline and/or dismissal as a result. The Board Chair will be made aware of the situation. WITDA has the right as the employer to keep every child and member of the staff safe at work and to prevent liability resulting from injuries caused by impaired employee(s).

TELEPHONE COMMUNICATION POLICY & PROCEDURE

Waterloo Infant Toddler Daycare Association does not have a telephone answering machine or voicemail. The office staff will most likely answer all phone calls during business hours. In the absence of office staff or if the phone has been ringing more than 4 times, the Infant room staff will answer the telephone. It is possible at any time, however, that any staff may be required to answer the telephone or take a phone call.

The following is a list of guidelines when taking a telephone call at WITDA:

- Greet the caller by saying "Waterloo Infant Toddler Daycare (your name) Speaking"
 - You may also add good morning/afternoon or how may I help you.
 - Direct the caller to the proper person by putting the call on HOLD and using the intercom to find the person physically.
 - If you are taking a message, tell the caller that the person is unavailable and ask if there is a message you can take. Get their name, phone number and reason for their call. And when would be the best time to call back.
- ** Remember to pass the message on to the person as soon as possible.

Always be courteous and polite. Every contact someone has with the Centre is important whether it is a call for information, waiting list, business or just a daily call to check up on a child.

CELL PHONES AND ELECTRONIC DEVICES

Under no circumstances is staff, supply teachers, students or volunteers to answer cell phones or electronic devices while in the classrooms, playgrounds or while on duty for the Centre. Cell phones and electronic devices are to be left in your cupboard, purse or in the staff room at all times. You can use lunch to answer any missed calls or messages. Please inform relatives and others that if they need to get you for very important messages, they need to call the Centre and we will pass them through.

Staff are encouraged to take cell phones on Field Trips (including walks) for use in emergency situations or to contact the Centre to clarify any issues that may arise. A cell phone on a trip is also helpful for the office if we need to get a hold of a parent on a trip or staff member for any reason.

The Director by the approval of the Board of Directors will carry a cell phone or electronic devices and can answer it and work on it during business hours. The Director can call email or text staff while on field trips if she feels it is necessary. The Supervisors may use their cell phone during core hours if and when the Director is off property to contact him /her or for the Director to check in. Otherwise, the phone is not to be used unless they are on break.

At WITDA St. John's summer camp there will be a cell phone designated as the Centre's phone. This phone is with the opening and or closing shift Educator and with someone when the Supervisor is not in the building. When the Supervisor is on premises, she/he will have the camp phone with them.

At K-W Bilingual School there is a main phone for the school if they need to call the classroom. WITDA will have a cell phone that will be used as the main Centre's phone. The Supervisor or Educator will answer the phone when needed. This phone will go wherever the class goes. This phone is not for personal use.

iPADS or TABLETS

Each classroom has 2 to 3 iPads or tablets to take pictures and to complete documentation of the children and events that are occurring related to the daycare. These devices are to be used by staff only. Staff, Supply teachers, Volunteers and Students are NOT permitted to use their own personal phones, camera or electronic device to take pictures of children or events related to the daycare unless permission has been granted by the Director. Parents can only take pictures of their own child. Each room is responsible for the safety of the iPads or tablets. No tablet should be left unattended when everyone is out of the room. iPads or tables need to be put in a safe place at the end of each night. If a iPads or tablets goes missing or breaks it is crucial you inform the office immediately. These pieces of equipment are very expensive and hard to replace, and each employee must take care of this piece of equipment.

TECHNOLOGY POLICY

Computer(s) are provided for staff use in the Staff Room. Access to the internet during business hours is to be used for programming purposes, research or documentation purposes only. At any time use of the computer for "Adult" websites or sites that contain violence or inappropriate content will not be tolerated. Staff may not use daycare computers for personal emailing, Facebook checking or any other networking unless given permission by the Director.

All office management will have individual computers for their work usage whether a desk top or laptop. These computers and their contents remain property of WITDA at all times. Any person who has a laptop is responsible for keeping the computer and its contents secure and safe at all times. Laptops may be taken home each day or must be lock in an office filing cabinet if not been taken home. Laptops may be used for limited personal usage but it remains the property of WITDA at all times. Any personal usage of the laptop or computer is subject to the Director or Board Chair's review of the computer at any time they see fit. Every office staff member is responsible to ensure their computer is being backup properly and will inform the Director if it is not happening.

Maintenance of the computer network will be arranged as needed by the Director or designate.

The use of internet sites for socializing and or blogging and the use of text messaging are increasing in popularity. Please note that personal cell phones or electronic devices of any type are not permitted in the classroom. These need to be kept in the staff room or on silent if in the classroom cupboards. Staff lunch breaks may be used to make calls or answer personal messages.

It is the responsibility of the employee to keep confidential all information pertaining to the daycare Centre, its employees, clients, and families. Waterloo Infant Toddler Daycare will not tolerate negative representations, discrimination or harassment by any employee on such sites. Be aware that when posting entries on this type of site whether at the daycare or from home, any material that may poison the reputation of the workplace, its employees or clients, is just cause for discipline and/or dismissal. Harassment between staff and or clients online or electronically is considered equal to harassment in person and will result in appropriate disciplinary action and/or dismissal.

FACEBOOK AND OTHER SOCIAL NETWORKING SITES

- Staff and current members of the Board of Directors may not be "friends"
- Staff should not be "friends" with students while they are at our Centre.
- It is strongly recommended that staff are not "friends" with parents, children and students of the Centre.
- Staff may not use daycare computers for social networking purposes unless requested by or approved by the Director.
- When writing and speaking on a social network about work you must speak or write things positively. Any staff member posting negative comments regarding WITDA and/or employees will be reprimanded. No photos of the Centre and/or children are permitted to be posted to any website regardless of parental consent. The Centre's Director and or Supervisor(s) or designate is permitted to post picture or related items to the Centres websites or social network only. This can happen when the parent(s) or guardian has completed the proper media forms. Please remember to speak professionally about your place of employment when on a social network. Remember how other will interpret what you say about your place of employment.

ROLE OF THE BOARD OF DIRECTORS

The Board of Director's is the governing body of the daycare. Their main function is to oversee the financial aspects of the daycare. The Board of Directors does not make day to day decisions of happens of the Centre. The Board may also be requested by the Director to participate in interviewing processes and may be called upon for their opinion on important decisions. The Board is not responsible for acting on any staff grievances unless the grievance process has been followed or requested to do so by the Director or Supervisor(s) in the absents of the Director. It is the Board of Directors responsibility to hire a Director when one needs to be hired.

ABSENCE OF THE SUPERVISOR OR DIRECTOR

In the absence of the Supervisor(s) they will designate a RECE Educator to be in charge while they are out of the building. If both the Director and Supervisor are off the premises, a staff member will be appointed by the Director or Supervisor to act in the Supervisor's role. In these cases the staff are expected to respect the authority of the "Acting Supervisor" as they would the Director. If a severe emergency does take place in the Director's or Supervisor's absence the "Acting Supervisor" will contact the Director and or one of the Supervisors.

INCIDENT REPORTS

The Director, and in the Director's absence the Supervisor(s) can hand out incident reports whenever /he sees fit. This could be for outstanding behaviours either positive or negative, not following Policies and Procedures, or any other insubordination for which the Director sees the need for a negative report to be given. If one of the 15 Ministry of Education Policies and Procedures required under the *Child Care and Early Years Act, 2014*: is broken than a Monitoring of Compliance needs to be completed along with the incident report. Depending on the severity of the compliance or offence broken. This can be considered the first step towards the termination of an employee.

MONITORING, OBSERVATION & COMPLIANCE and CONTRAVENTIONS

Purpose

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

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

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

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

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

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

- Anaphylaxis
- Special Needs
- Medical Needs

Policy

Each Educator and staff member has a legal responsibility to the children of the centre to report any misconduct by a coworker, student, volunteer, adult, or parent. The “Monitoring, Observation & Compliance for Students/Volunteers” form will be conducted once on any student or volunteer during their placement or volunteer term by their cooperating Educator. All reports will be kept in the student or volunteer’s personal file. The report will then be filed in the personal file of the Educator who was being observed.

Here at Waterloo Infant Toddler Daycare Association, each Educator, staff student(s) or volunteer(s) follow our self-monitoring practice set out for our Monitoring, Observation & Compliance for Educators. Everyone will complete the form on each other at least once to twice a year. Once the form is completed, both parties will discuss the outcome, and both will sign the document and then it will be given to the Supervisor(s) and/or Director to read. The Supervisor(s) and/or Director will review the reports and will deal with any issues or discrepancies and will follow WITDA’s discipline policy if the issues warrants it.

Any Educator or staff member that sees another person mistreating a child on WITDA property must report the incident to the Supervisor(s) and/or Director as soon as possible. A Monitoring, Observation & Compliance form does not necessarily have to be completed if you observe mistreatment of a child.

WITDA’s POLICY AND PROCEDURES FOR MONITORING COMPLIANCE AND CONTRAVENTIONS

1. Monitoring and Observations

- Waterloo Infant Toddler Daycare Association 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 Director of the child care Centre
- The Director and/or Supervisor(s) will observe and monitor the WITDA staff in each classroom
- The Director and/or Supervisor(s) will observe and monitor other program staff within the Centre
- Educator’s will observe and monitor placement students and visitors to their rooms
- Educator’s 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 staff members
- reviewing written documentation (ex. medication administration forms, daily written record, attendance records, etc.).

Monitoring will be conducted at different times of the day (ex. 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.

- At times and at the discretion of the Supervisor or Director classroom log books may be requested to be checked for accuracy and completion for a period of time as directed by the Supervisor.
- Monitoring Observation for Compliance for Educators completed at least once per year
- Monitoring Observation for Compliance for Student and/or volunteer once per term of placement

2. Documentation and Records

- Monitoring and observations will be recorded. Records of monitoring and observations may be documented using the templates found in Appendix A.
- Documentation of observations will be completed at the time the observations are made or at least once per year or on a as needed basis, unless the need is sooner, and will include concrete examples of observed compliance and non-compliance.
- All records will be stored in the employee or student's personal file for the duration of their employment or placement with WITDA and for 4 years after they have left employment.
- The Director will call Family and Children's Service and report the allegation if the allegation comes from a parent. If the allegation comes from a staff member the Supervisor/Director will support the staff member in completing the call to CFS.

3. Follow-up

- Any areas of concern with an individual's ability to comply with policies, procedures and the Supervisor will set up and individualized plans for the Educator. This will be reviewed with the Director and then discussed with the employee.
- The Supervisor and or Director will address their observations through a review and discussion with the individuals observed every day, week or month depending on the severity of the observation and will be done until the individual and Director and or Supervisor feel they understand the procedure or policy and will seek to or provide them with appropriate supports to achieve and maintain compliance (e.g. additional training, reading or guidance).
- If the issue is unchanged and or the employee is not willing to work on the steps outlined in the individualized plan the Director will take steps with HR to remove the employee for their employment with WITDA. This will be a last resort and will be taken seriously.
- If the issue is serious and falls under prohibited practices of WITDA the employee could be terminated from their employment.

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

- Waterloo Infant Toddler Daycare Association 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 is observed to be non-compliant, the centers Supervisor and or Director will take one or more of the following actions
- Inform the staff member, that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance;
- Re-review the relevant policies, procedures, and/or individualized plans with the staff member.
- If necessary, a verbal and or written warning can and will be issued;
- If a staff member is removed from the room they are currently in and placed in another room or sent home with or without pay.
- The staff member will immediately be placed on a middle shift and never be alone with the children for his or her own protection until the situation has been resolved if it warrants them to return to work.
- Depending on the severity of the issue a temporary suspension of the individuals staff member will be removed from their position at the child care centre until an investigation has taken place and resolved.
- Terminate the individual from their position:
- Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.); and/or
- Report violations with the College of Early Childhood Educators' Code of Ethics to the College.
- The Director will contact the Board of Director Chair and inform them of the allegations and what steps have and will be taken.
- The Director will then talk to all individual parties separately and conduct a report.
- The Director will fill out any necessary forms, or call any necessary agencies, or a lawyer if necessary, or if instructed by the Board of Director Chair.
- Depending on the result of the investigation of the allegations, steps listed under the Termination of Employment policy may or will be followed.
- 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.

If the allegation is against a student or Volunteer, these are the steps that will be taken:

- They will be removed right away and will be asked to leave until an investigation has been conducted.
- If it is a student, the College will be informed. If a Volunteer and an agency is involved, they will be contacted.

- The Director will contact the Board Chair and inform them of the allegations and what steps have and will be taken.
- The Director will then talk to all individual parties separately and conduct a report.
- The Director will call The Ministry of Education's program Advisor and report the allegation. A serious occurrence report will be filed and updated as needed.
- The Director will call Family and Children's Service and report the allegation if the allegation comes from a parent. If the allegation comes from a staff member the Supervisor/Director will support the staff member in completing the call to CFS.
- The Director will fill out any necessary forms or call any necessary agencies or lawyers if necessary or instructed by the Board Chair.
- Depending on the result of the investigation of the allegations, steps listed under the Termination of Employment policy may or will be followed.

STAFF GRIEVANCES

Any employee with a concern or complaint shall inform the Supervisor on site or contact the Director to discuss the matter as soon as possible. If the employee has contacted the Supervisor first the Supervisor will contact the Director as soon as the conversation has ended with the employee. The Director and Supervisor will deal with it and if she/he feels it necessary will bring it to the attention of the Board Chair. However, this action is solely up to the discretion of the Director. The Board Chair will act as a mediator between the staff members and the Director but ultimately the Director will make all final decisions in the matter. If a staff member is not satisfied with the answer, and feels the problem is of a serious nature, the Staff Escalation Process will be followed. If the Board Chair feels that it is necessary, a meeting will take place between the staff members, an Executive Board member and the Director and anyone else the Chair feels should be present.

STAFF ESCALATION PROCESS

1. Verbally advise Director of issue. 3-5 business days for verbal response and action plan including estimated date of resolution.
2. If no response within 5 business days, put issue in writing to Director (note the date of the verbal notice) 3-5 business days for verbal response and action plan including estimated dates of resolution.
3. If no response within 5 business days, or the staff member is not satisfied with the response, the staff member shall provide a letter stating the reason not satisfied with the Director's response. Two copies of the letter are to be given to the Supervisor which will in turn give one copy to the Board Chair and one to the Director.
4. Follow up is stated above in Staff Grievances.

STAFF RESIGNATION

Staff members who wish to resign, shall notify the Director of plans as far in advance as possible, with a written resignation presented at least two weeks prior to termination date, unless it is mutually agreed that there are exceptional circumstances. At the time of resignation from the employee, the Director has the option to let the employee go right away with two weeks' pay. The Director however, can discuss this matter with the Board of Directors or the Chair of the Board before deciding to let the employee go early.

RESPONDING TO ALLEGATIONS OF MISCONDUCT AND DISCRIMINATING INCIDENTS

If an allegation towards a staff member is made by a parent, child, student and or volunteer or other staff member or if an allegation towards a parent, child, student and or volunteer or staff member is made by a staff member these steps will take place:

1. The staff member will be removed from the room they are currently in and placed in another room or sent home with or without pay.
2. The staff member will immediately be placed on a middle shift and never be alone with the children for his or her own protection until the situation has been resolved. If it warrants them to return to work.
3. The Director will contact the Board Chair and inform them of the allegations and what steps have and will be taken.
4. The Director will then talk to all individual parties separately and conduct a report.
5. The Director will call The Ministry of Education's program Advisor and report the allegation. A serious occurrence report will be filed and updated as needed.
6. The Director will contact the College of Early Childhood Educator if the situation if founded to be true, police have charge the staff member, and or if unsure if the situation is a reportable offence and needs advice from the College. (#6 only pertains to staff member who are part of the College of ECE)
7. The Director will call Family and Children's Service and report the allegation.
8. The Director will fill out any necessary forms or call any necessary agencies or lawyer if necessary or instructed by the Board Chair.
9. Depending on the result of the investigation of the allegations, steps listed under the Termination of Employment policy may or will be followed.

If the allegation is against a student or Volunteer these are the steps that will be taken:

1. They will be removed right away and will be ask to leave until an investigation has been conducted.
2. If a student the College will be informed. If a Volunteer and an agency is involved they will be contacted.
3. The Director will contact the Board Chair and inform them of the allegations and what steps have and will be taken.
4. The Director will then talk to all individual parties separately and conduct a report.
5. The Director will call The Ministry of Education's program Advisor and report the allegation. A serious occurrence report will be filed and updated as needed.
6. The Director will call Family and Children's Service and report the allegation.
7. The Director will fill out any necessary forms or call any necessary agencies or lawyer if necessary or instructed by the Board Chair.
8. Depending on the result of the investigation of the allegations, steps listed under the Termination of Employment policy may or will be followed.

TERMINATION OF EMPLOYMENT

The Director may need to warn or discipline employees for an infraction of policies, procedures or practices governing the operation of the Centre. All discipline or termination action will be discussed between the Director & Supervisor(s) or Director and/or the Board of Directors and/or the Executive Committee of the Board.

Steps that will be taken in a discipline, suspension and/or termination procedure:

1. Oral warning, defining infraction and result of repeat action.
2. Written warning, repeating definition and possible outcome.
3. 2nd written warning or suspension in lieu of warning and or put on probation as long as Director sees fit.
4. Dismissal.
5. Reporting to the College of Early Childhood Educator if it's an RECE employee.

If disciplinary action needs to be taken, the Director, at his/her discretion can give an employee an oral and written warning at the same time. In a case where severe disciplinary action is required, the oral and written warnings can be issued simultaneously.

Here are some examples of incidents that would warrant the above steps to be taken:

- An employee is not meeting the expectations of the Centre
- Breaking any Ministry of Education policy & procedure
- Not following guidelines under the College of Early Childhood Educators
- Not following delegations from the Child Care and Early Years Act, 2014
- Habitual tardiness or absenteeism
- Using Personal/sick leave for purposes other than sickness
- Misuse of approved leave of absence
- Any gross violation of Centre regulations, or demonstrations of undue malice
- Non fulfillment of role of job as outlined in Job Description
- Non fulfillment of following the regulation set out in the Policy and Procedure Manual.

The employer is not required to give notice to an employee if an employee is guilty of willful misconduct, disobedience or willful neglect of duty that has not been condoned. If any employee is discharged for willful misconduct, no notice or pay in lieu of notice need be given and duties will terminate immediately or when the Director and Board of Directors see fit.

The following are some examples of conduct that warrants reason for dismissal without notice:

- Any type of corporal punishment of any child or adult.
- Any item in the Child Care and Early Years Act, 2014
- Insubordination or breach of discipline
- Misuse of any type of drugs, whether legal or not
- Intoxication
- Unauthorized use or removal of Centre's property
- Falsifying employment information or documents

All steps, including verbal warnings will be documented. A copy of this will be kept in the staff file. Any employee may be suspended for failure to comply with regulations. During the period of suspension, no salary will be paid to the employee. Any employee returning to duty after suspension will be considered on probation for the next year and duties may have to be reassigned.

In the event the daycare has to make layoffs, the decision is based on the discretion of the Board of Directors with input from the Director. The layoff will not be based on seniority.

RECORD KEEPING AND QUALITY

EMPLOYEE RECORDS

Waterloo Infant Toddler Daycare association keeps two files for each employee. One holds all documents that the Ministry of Education and review during license inspections or when they see fit. This file holds copies or originals of, your contact information, immunization records, College of Early Childhood Educator information, First Aid and CPR certificate, Deliration of your Venerable Sector Check and any other documents that the Ministry of Education is allow or need to review.

The second file is kept by the Director and holds your personal, medical, salary, benefit information. As well as all performance reports, contracts, Doctor notes, Incidence reports and any other personal information that pertains to the individual. All staff files will be kept for three years after the employee has left their employment with WITDA.

WRITTEN RECORDS AND REPORTS

- 1) Educators are responsible for recording daily information in the classroom daily logbook. Staff need to initial their entries into the logbook for future reference. Pages are never to be ripped out of logbooks and the logbooks are not to leave the daycare premises.
- 2) Daily health checks will be completed on each child when they arrive and marked on the attendance sheet with and X or . Any X will be recorded in the room logbook.
- 3) Accident reports are to be filled out for each occurrence no matter how minor. All playgrounds, gross motor room or gym accidents need to have a Director or Supervisor signature.
- 4) Any accident report that is completed on a child must be signed by the child's parent. Each parent must be given a copy of the accident report whether they want one or not within 24 hours of parent signing the report. This is a Ministry of Education Act requirement. Any issue regarding this matter must be brought to the attention of the Director.
- 5) Daily sheets on each child in the Infant, Toddler and Preschool programs must be filled out.
- 6) Curriculum forms are to be posted in the designate area set by each classroom for parents to view. Each staff will collaboratively fill out the reflections/observations section each week preparing curriculum based on this for the current and next week. Curriculum books or sheets must be kept for two years.
- 7) Student evaluations must be completed 2-3 days prior to evaluation time and the Director must review any evaluation with issues or if the evaluation is the first one of a new employee. You must notify the Director and or Supervisor 3 days prior to date of delivery of students evaluation so we can book a time for review.
- 8) White out or correction tape cannot be used on any ministry or government body documents including these documents: log books, attendance sheets, and water flushing sheets, accidents reports, playground checklists and any other official documents. You must stroke out the mistake and begin again. Under no circumstances will a page be removed because of an error.

9) A room report will be written and will go in the Annual Report distributed at the Annual General Meeting. The Reports will be given to the Director by the Middle of December each year unless otherwise requested by the Director.

10) WITDA does not allow staff members to give work references to students or past or present employees. If anyone wishes to have a reference they need to speak to the Director. Any past staff member gone for longer than 5 years will only receive a confirmation of employment reference. Any staff person past or present who wish an in-depth reference for the School Board will cost \$25.00 (fees subject to change without notice) for the research of the documents and information.

QUALITY ASSURANCE

1) Daily health assessments must be done on each child as they arrive at the Centre. When a child is signed in on the attendance sheet, the teacher must check the child over top to bottom, and record the child's status on the attendance sheet. Parents may also give information in this area. For example: a child may have a bump, bruise, or goopy eyes, child receiving medication for illness that happen on the weekend or evening. A parent may inform the teacher that the child woke up with a temperature and has had Tylenol, or they may have been up throughout the night coughing. At any rate, the child's status will be represented on the sign in sheet by a check mark or an "X". If an "X" is present an explanation must be noted in the classroom's logbook.

2) The facility must be monitored routinely for health and safety concerns both indoors and outdoors by each staff member of the Centre. When something needs attention the Director and or Supervisor(s) will be inform. Leaving a note on the issue is the best and put on the desk of the Director or Supervisor(s) An assigned teacher will carry out playground safety inspections twice daily, once in the morning and once in the afternoon.

3) A parent, staff and Board of Directors survey will be carried out annually.

4) The Director and or Supervisor(s) and or staff member will work on an as needed basis to carry out an Environmental Assessment tool. The tool used will be one that is valid for the type of program we offer. In addition to the Environmental Assessment there will be an inclusion tool completed on each room once a year.

5) Each year, the Region of Waterloo Early Years Engage will come and do a center visit. This visit will consist of a tour of the center as well as a sit down meeting. This meeting will discuss goals that have been set for the New Year and the reflection/progress on the goals set the year before. They will also look at the form titled "Site Visit – Appreciative Inquiry Narrative for all Professionals. This form is to be filled out once annually by each team.

OUTSIDE AGENCIES, REFERRALS & PARENT MEETINGS

WITDA is partnered with K-W Habilitation to have our own resource consultant for our Educators and families. If any Educator is in need of help with a child or has questions regarding a child's behavior or development the resource consultant will be consultant. All families who attend WITDA will sign off upon enrolment that a resource consultant maybe consulted regarding their child. Parents will be made aware if there are any issues with their child. There are times when staff feel outside agencies need to be contacted to help with the development of a child. Staff have been trained to look for physical, behaviour, and speech issues that may arise as the child develops. Educators make referrals to enhance the child's learning and to give them the success they need to develop through life. WITDA will not contact any agency without written permission from you the parent or Guardian. Waterloo Region is

very lucky to have several agencies to help children with their development. The agencies we use are KidsAbility for Speech and Language, Occupational therapy, and Physiotherapy. K-W Habilitation for physical, social abilities, behaviour issues and classroom consolations and issues as a whole. If a parent feels they would like to have a referral made they need to talk to the Director, and we will work on this arrangement. If you have further questions regarding this section please speak to the Director.

Individual meetings with the parents are scheduled as needed. Parents, however, are encouraged to discuss with the Educators or Director, any concerns they may have regarding their child whenever needed or when things arise. The Director's door is always open if you have any questions or concerns.

PROHIBITED PRACTICES & DISCIPLINE

Intent

Waterloo Infant Toddler Daycare Association and WITDA St. John's Summer Camp forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. Our policy has clear direction regarding prohibitive practices to support the overall well-being of children. These practices are never permitted in any of our programs.

Policy Prohibited Practices

The Ministry of Education and our policy prohibits the use of any sort of physical or corporal punishment of any kind by either an Educator, staff or relatives of the children on the daycare premises or property. At no time will a child or staff member be locked in a room or structure for any reason. No Educator or employee of WITDA will use harsh or degrading measures or threaten or use of derogatory language directed at a child or in the presence of a child. At no time will an Educator or staff member humiliate, shame, undermine his/her self-respect or frighten a child. No child of a WITDA program will be deprived of the basic needs like food, drink, shelter, sleep, use of toilet, bedding or clothing.

The Director or Educator must report any such occurrences to the Ministry of Education and to Family and Children's Services under the professional Advisory: Duty to Report. All Waterloo Infant Toddler Daycare Association sites follows all rules and regulations set out under the Child Care and Early Years Act, 2014 and the Code of Ethic and Standards of Practice, as well as the Professional Advisory: Duty to Report both by the College of Early Childhood Educators. Every new employee, supply teacher, student, and/or volunteer must have a Vulnerable Sector check before they are allow to work or help in our organization.

Policy Discipline

The Educator and Staff members of the Centre make every effort to establish and maintain consistent and clear guidelines for the children's behaviour. When guiding behaviour, Educators attempt to redirect the children to a more desirable behaviour, offering suggestions and talking the child through the situation. Time away from others will be used as a last resort method after several attempts of redirection has failed. Educator will use and teach self-claiming techniques to help the children so they will be able in the future to self-regulate. Educator will always be on hand to help a child through their problem(s). Any incidents concerning a child's behaviour will be discussed with the parent(s) at the end of the day. Parents are encouraged to raise any concerns with the Educator(s) and/or the Director at any time.

Procedure for guiding discipline is as follows:

WITDA will use redirection techniques with all children and talk with them to help them learn how to handle themselves in behaviour and social struggles with peers. Educators will assist to help the child calm down, self-regulate or to help find out the underlying issue for the undesired behavior or struggles with peers. At no time will a child be placed in a corner or facing a wall.

If a child is misbehaving these are the steps that should be followed:

1. If a child is using an undesirable behaviour with another child the Educator needs to intervene and show the child how to be gentle, with their friends and then redirect the child to a new activity. The Educator needs to use simple and clear language. (use with Infants and Toddlers) With a preschooler the Educator needs to explain why the undesirable behaviour hurts or bothers our friends. Educators are not to use long drawn-out explanations with young children.
2. If a child is doing an undesirable behavior the Educator shall give a warning and encouragement to not repeat the behaviour. Using a firm but desirable tone. While helping the child be aware of others feeling and of their own. (as with Toddlers and Preschoolers)
3. Redirection of the child doing the undesirable behaviour. This could include having the child redirected to another activity or having them use a "be by myself" space. The child may be asked to sit alone with a toy or book. At times a child may be removed from other to help the child to calm and help reflect on the situation. Sometimes another warning may have to be given if behaviour continues as well as a new consequence if undesirable behaviour continues. (as with Toddlers and Preschoolers)
4. The Educator will help the child to understand why this has occurred and how to help the child get along better with others.
5. If a child is not cooperating or responding to or with the Educator during redirection or other calming techniques or above steps are not working, to the best of the teacher's ability, or if the Educator (s) become frustrated with the child or situation; they can bring the child to the Director or Supervisor for assistance. Sometimes removal from the room helps a child calm down better and faster. The child can sit with the Director or Supervisor until he/she is settled down and ready to return to the classroom.
6. Parents will be informed of their child's behavior whether it was a great day or a hard day. Educator will talk and strategize with the parents regarding their child's behaviour if necessary.
7. Discipline should be age appropriate to the developmental level of the child and designed to assist the child to learn appropriate behavior and self-regulation.

Prohibited practices is as follows:

At Waterloo Infant Toddler Daycare Association each Educator will follow our self-monitoring practice. Each team will conduct a Prohibited of Practices check list on each other twice or once a year and the Director will review the reports. The reports are kept in each Educators personal file and any issues will be dealt with by the Director of the Centre. Each Educator and staff member has a legal responsibility to the children of the Centre to report any misconduct by a co-worker, student, volunteer, adult or parent. The prohibited of practice check list will be conducted on any student by their cooperating Educator once

during their placement. Educator will conduct a prohibited of practice check list on a volunteer who is helping in their room once during their volunteer term or once per year. All checks will be kept in the Student or Volunteer's file.

Educators are expected to comply with the Program Statement and comply with any policies and procedures with respect to guiding children's behaviour. Failure to comply will result in a verbal warning initially, followed by a written warning, and finally dismissal or straight dismissal if the severity of the incident is necessary. Some example of dismissal would include: deliberate harsh discipline to a child using any sort of physical force, any type of corporal punishment, use of harsh, degrading or any type of threatening or derogatory language that will humiliate or undermine the child's self-respect or self-worth. As well as locking of any doors for purpose to hold or restrict a child and deprived any child of basic needs including food, shelter, clothing or bedding. See Termination of Employee for further information on dismissal in the Employment Section of the Policy and Procedure Book.

OPEN HOUSE/SPECIAL PROGRAMS

At various times throughout the year, the centre(s) will hold an open house or have special programs in which the children participate. Parents will be informed of these special activities in advance. Some open houses may or may not have child participation. These special events can happen once a year to several times a year and may or may not include all sites. Some events will be mandatory for all Educators and staff and other will be on a volunteer basis.

COMMUNICABLE DISEASES & SICKNESS

If a child contracts a communicable disease (pink eye, impetigo, chicken pox, strep throat, German measles, mumps, scarlet fever, whooping cough, meningitis, rosella, or any other contagious disease reported by our doctor etc.), you are required to notify the Director as soon as possible. The Director and or Supervisor will in turn inform other parents as necessary. In the case of any questionable diseases, the Director will contact the Health Unit for advice. WITDA works closely with the Health Unit during any outbreaks and we will contact the Health Unit if we have any questions regarding any unusual or questionable disease. We will follow any request set out by the Health Unit with regards to exclusion of a child or staff.

ANNUAL GENERAL MEETINGS

The Annual General Meeting of the organization is open to all members of the Association and staff, and is to be held within five months of the fiscal year end. Elections to fill positions on the Board will be by means of secret written ballot cast at the Annual General Meeting. Members unable to attend the Annual General Meeting and wishing to cast a vote may do so one week prior to the Annual General Meeting. Each family will be given a ballot to submit their choice in a sealed envelope which will be given to one of the office staff only. These votes will be opened and counted with those cast at the Annual General Meeting. The nominating committee will count all ballots cast before and at the AGM. The Board of Directors follow regulations set out in the Centre's bylaws.

STAFF

It is the policy of WITDA that all regular program Educators have their RECE and be registered with the College of ECE. If a suitable RECE cannot be found at the time a position needs to be filled a non-ECE may be hired temporary or WITDA may choose to hire an apprenticeship student who is able to work full time and go to school to become an ECE. All staff are required to obtain a certificate in Standard First Aid and CPR. The Director is responsible for all facets of staffing. Serious matters are brought before the

Board of Directors by the Director. The Daycare policy is to hire the most qualified staff to fill the following positions:

- Director (Hired by the Board of Directors)
- Supervisor(s) (Hired by the Director)
- Supervisor/Pedagogical Leader (Hired by the Director)
- Program RECE Educators (Can be hired by the Supervisor with Director approval)
- Non-ECE and Apprenticeship Educators (Can be hired by the Supervisor with Director approval)
- Permanent supply Educators (Can be hired by the Supervisor with Director approval)
- Cook(s) (Can be hired by the Supervisor with Director approval)
- Cook's Assistant (Can be hired by the Supervisor with Director approval)
- Support (Can be hired by the Supervisor with or without Director approval)
- Casual Supply staff on an as needed basis (Can be hired by the Supervisor with or without Director approval)
- Any other positions needed to run the facility as approved by the Board of Directors

REPORTING CHART

This list is to help you know where to go if you have questions regarding your employment at WITDA. This list will be expanded on throughout the years as needed

Who to see who for what:

Employment concerns including job description	Director only
Resignation of employment	Director only
Joining benefits or other benefit inquires	Director first then Supervisor
Personal information update	Supervisor
Any salary inquiries	Director
Employee working conditions	Director & Site Supervisor
Extended holiday request or long L/A's	Director
Holiday requests or one to day L/A's	Supervisor Building 1
Request for personal days off	Supervisor/Pedagogical Leader
Paystub corrections or issues	Supervisor Building 1
Pay request changes or major issues	Supervisor Building 1
Medical issues that will affect you working	Director & Site Supervisor
Medical issues for appointments	Supervisor at each site
Any professional development requests	Supervisor/Pedagogical Leader
Employee vs Employee minor issues or concerns	Supervisor or Director
Employee vs Employee major issues or concerns	Director if need be call if after hours
Parent or child minor issue or concern	Supervisor or Director
Parent or child major issue or concern	Director if need be call if after hours
Maternity/parental leave	Director
Waiting list for your child to attend WITDA	Supervisor/Pedagogical Leader
Wanting to purchase items under \$100.00	Supervisor or Director
Wanting to purchase items over \$100.00	Director
Sick children minor fever, vomit, diarrhea	Supervisor First if not available then Director
Very ill children emergency	Supervisor at each site first then Director
Behaviour issue in the moment	Supervisor at each site first then Director
Cooking requests	Supervisor Building 1 and or Director if on site

FINAL REMINDERS

- 1) You are asked to make all appointments before or after working hours. If this is impossible try to switch shifts with a team member in your room first to accommodate your appointment. If this is impossible then try to switch with a team member from another room.
- 2) While you are entitled to 10 personal days a year, it is expected that they will be used only when necessary. They are yours to use, but please do not abuse this privilege.
- 3) If you are ill and unable to come to work, it is expected that you will call the Supervisor as soon as possible, preferably the night before. If you call later than 7:00 a.m. you may have to come in and work until a supply can be found. If on a 7:30 shift then you must call by 6:00am to ensure a supply can be arranged.
- 4) It is expected that all staff will participate in a minimum of 8 hours Professional Activities within each year period plus CPR and First aid when required. It is important to update and maintain high professional standards.
- 5) Each Early Childhood Educators must have a valid certificate with the College of Early Childhood Education and a completed Vulnerable Sector check before employment commences.
- 6) Numerous personal phone calls during the day are problematic and disruptive; therefore, personal phone calls need to be made during breaks and lunches.
- 7) Private teacher/student discussions must take place outside the classroom at times designated by the Director or during break time.
- 8) We have an open door policy when it comes to parents visiting throughout the day. We encourage the parents to drop by or call whenever they want throughout the day.
- 9) Students/Volunteers are an important part of our program. All students and volunteers receive a handbook on WITDA. They also must complete and orientation before they are allowed to start. Students and Volunteers are never to be left alone with a child for any reason.

CLOSING REMARKS

Every effort is made to provide quality Child Care for our families and considerable time and energy goes into providing you with a supportive work environment. So don't forget, as honoured as WITDA is to have you working here, you too are honoured to be working with an organization with such an exceptional reputation within the community.