

Huron Playschool Co-operative Inc.
Procedure for the Review of Policies & Procedures
And for Monitoring Compliance
And for Addressing Contraventions

Updated: September 1, 2017

A parent will be appointed annually to assist the Teacher/Director with the review and updating (where needed) of Playschool policies and procedures and to maintain the tracking tool. The Teacher/Director will normally be responsible for reviewing policies and procedures with employees, volunteers and student teachers before they begin working with children. Program Chairs and the Parent Job Coordinator may also review policies and procedures with new families who join through the year.

The Teacher/Director will review all individual plans at least annually and will review them with staff, student teachers, volunteers and duty parents whenever there are changes.

Policies and procedures and individual plans are reviewed:

- At an in person orientation for employees before they begin employment and annually thereafter. Updates are shared by email and in the log book.
- At the mandatory Parent Orientation for all duty parents, or before their first duty shift. Updates are shared by email and reported at parent meetings.
- At an orientation for student teachers and volunteers on their first scheduled day at Playschool and annually thereafter and any time when changes are made.
- Most policies and procedures are posted on the Member section of the Playschool's website. A list is included in the Parent Handbook.

A record of the review, including the date of the review, must be kept in the individual employee, student teacher or volunteer file. Parent records are retained in the child's file. All records must be signed and dated by those who conducted and participated in the review.

Playschool will develop a tracking tool to be certain that everyone has completed the required reviews and have signed and dated the review.

As of September 1, 2017 the following policies and procedures **must** be included in the review:

Program Statement & Program Statement Implementation & Monitoring Policy, Positive Environment Policies, Anaphylactic Policy and Individual Emergency Action Plans, Fire Evacuation Policy and

Procedure, Parent Issues and Concerns Policy and Procedures, Emergency Management Policy and Procedures, Serious Occurrence Policy, Policies regarding Children's Health (including Medication Policy, Sanitary practices, First Aid Policy and Sleep Room Supervision), Playground Policy, Vulnerable Sector Check (Police Reference Check) Policy, Food and Nutrition Policy, Volunteer and Student Supervision Policy, Child Abuse Policy, Accessible Customer Service Policy, Smoking Policy, Privacy, Confidentiality and Social Media Policy, Staff Training and Development.

The Teacher/Director will monitor compliance with policies on a daily basis. A brief review of staff and duty parent interactions with children will be completed at least once yearly, ideally before the December holidays. A copy of the review is shown to the person reviewed and retained in their (or their child's) file.

Failure to comply with policies will result in a verbal warning initially, followed by a written warning, and finally sanctions determined by the Board of Directors, including expulsion or dismissal.

Various criteria will be considered when determining which disciplinary measures are warranted. Criteria will include:

- Seriousness of the offence
- Actual or potential risk, or harm to the child
- Past performance
- Recent performance
- Frequency of occurrence
- Previous action taken

Procedure regarding Teacher/Director or another staff member:

1. The individual will not be left alone with the children for the remainder of the session, depending on the seriousness.
2. The Program Chair will be notified immediately.
3. The parents or guardian of the involved child(ren) will be notified of the situation without revealing names.
4. An inquiry meeting will be held with the Chair, complainant and the Teacher/Director, staff or Designate. All other witnesses will be asked to remain at Playschool or be available by phone.
5. The Chair will contact the necessary organizations, according to the nature of the incident (Public Health, Ministry of Education, Children's Aid, etc.)
6. The Executive will decide what action will be taken. Follow-up reports will be completed by the Executive.

Procedure regarding parent, volunteer or student teacher:

1. The individual will be asked to leave the Playroom immediately, depending on the seriousness of the situation as determined by the Teacher/Director.
2. The Program Chair will be notified immediately.
3. The parents or guardian of the involved child(ren) will be notified of the situation without revealing names.
4. An inquiry meeting will be held with the Chair, complainant and the Teacher/Director, staff or Designate, and the parent or student teacher involved. All other witnesses will be asked to remain at Playschool or be available by phone.
5. The Chair will contact the necessary organizations, according to the nature of the incident (Public Health, Ministry of Education, Children's Aid, etc.). In the case of a placement student, the student's supervisor will also be contacted.
6. The Teacher/Director and Chair will decide what action will be taken. Follow-up reports will be completed by the Teacher/Director and the Chair.

Each situation will be fully documented and signed by all parties involved. These records are to be kept on file for at least two years.