



Policy #06

Revision Date: October 2018
November 8, 2018
July, 2019

Whitestone After-School Program

Child Care Centre Policy for Monitoring Compliance and Contraventions

Purpose:

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

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

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

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

- Playground Safety
- Anaphylactic policy
- Sanitary Practices
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- 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

Glossary:

Program Coordinator: for the purposes of this policy "Program Coordinator" is used to refer to the contracted personnel who provide oversight of the program and students at the Whitestone Lake Central School.

Volunteer: for the purposes of this policy "Volunteer" is used to refer to persons who volunteer their time at the After-School Program including students on placement.

Policy and Procedures for Monitoring Compliance and Contraventions

1. Monitoring and Observations

The After-School Program Licensee will monitor each Program Coordinator, student placement and volunteer to assess whether policies, procedures and individualized plans are being implemented, as follows:

- The Municipality of Whitestone CAO/Clerk or designate will observe and monitor the Program Coordinator of the After-School Program;
- Program Coordinator will observe and monitor volunteers;
- Monitoring and observations will be conducted on an ongoing basis through various means including, but not limited to:
 - participating regularly and informally in the program;
 - collecting feedback provided from parents and families; and
 - reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.).
- Monitoring will be conducted at different times of the day (e.g. beginning, middle or end of the program) to observe that policies, procedures and individualized plans are being implemented as required for different parts of the program and daily routines.

2. Documentation and Records

- Monitoring and observations will be recorded. Records of monitoring and observations may be documented using the template found in Appendix A.
- Documentation of observations will be completed at the time the observations are made or at least once per month times and will include concrete examples of observed compliance and non-compliance (if necessary).
- All records will be stored at the Municipality of Whitestone Office for at least three years from the date they are created.

3. Follow-up

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

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

- The After-School Program will make every effort to clarify expectations and encourage the Program Coordinators, student placements 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 Program Coordinator, student placement or volunteer is observed to be non-compliant, the licensee (CAO/Clerk or designate), will take one or more of the following actions:
 - Inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance;
 - Review the relevant policies, procedures, and/or individualized plans with the individual;
 - Issue a verbal warning;
 - Issue a written warning;
 - Temporarily suspend the individual from their position for an amount of time, based on severity of the issue;
 - 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.
 - 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 the child in accordance with our policies and procedures on parent issues and concerns.

Regulatory Requirement - Ontario Regulation 137/15:

6.1

- (7) Every licensee of a child care centre or home child care agency shall have written policies and procedures that set out:
 - (a) how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; and
 - (b) how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed.
- (8) Every licensee shall ensure that records of compliance or contraventions are kept in accordance with section 82.

Appendix A: Record of Observations and Monitoring

Name of Individual Observed:

Name of Document or Policy	Date of Observation	Time of Observation	Compliance Observed, where applicable	Contraventions (Non-Compliance) Observed, where applicable	Details of Observations
<i>e.g. playground safety policy</i>	<i>dd/mm/yyyy</i>	<i>hh:mm am/pm</i>	<i>Check (✓), where applicable</i>	<i>Check (✓), where applicable</i>	

Comments, actions taken and/or next steps, where applicable:

Acknowledgement

I acknowledge that the observations recorded above have been reviewed and discussed with me.

Name of the individual:

Signature _____

Date (dd/mm/yyyy):

Signature _____

Name of Observer:

Date (dd/mm/yyyy):