

Vol 2 of 2

# IMKA Parent Handbook

A woman with long dark hair, wearing a white top, is smiling and holding the hand of a young child with curly hair. In the center of the image, a pair of hands holds a small, lush green tree growing out of a mound of soil. A butterfly is perched on the tree. The background is a soft-focus indoor setting with a wooden clipboard and papers.

Inventive Minds  
Kidz Academy

[www.InventiveKidz.com](http://www.InventiveKidz.com)



# Health Care Policy

In assessing a child's wellness and ability to participate and remain at a program staff must take into consideration a number of factors including: 1) the risk of spreading of illness 2) the child's ability to participate comfortably in the program and 3) the parent's responsibilities and schedule during the day.

Staff complete a Change of Health Report if there is any change in the health or wellbeing of a child during the day. Staff may use their judgment and may consult with the Director and decide to call a parent to inform them of their child's health or to ask the child to be picked up. Staff will ensure children are separated from other children when illness is suspected. It is the responsibility of the staff to decide if the child is to be picked up or not and be clear in their expectation to the parent. Staff follow advice and guidelines as outlined by York Region Public Health in the "Come Grow With Us" document. The following is a list of symptoms/illness where a child may be sent home:

1. Fever 38C or higher
2. Diarrhea and/or vomiting - 2 or 3 times
3. Undiagnosed rash
4. Communicable diseases

5, Persistent pain

6. Head Lice

7. Cough - with or without infected discharge

Staff will have the parents sign the Change of Health form, make a photocopy and file a copy into the child's file as well as make a note in the room's daily log.

In the event that a child has been sent home they are not to return to the program until:

1. A note from a medical doctor states they are well enough to return to the program AND are not contagious OR
2. They are on a medication for 24 hours so as to no longer be contagious OR
3. Are symptom free or in the case of Head lice – “nit-free.”

Parents are encouraged to arrive to the program promptly if they receive a phone call from staff indicating that their child is ill and is to be picked up. Parents are encouraged to have reliable back up plans of friends and family members who are authorized and able to help out in the event that parents are unable to get to the program in a timely manner. In the event that parents cannot be contacted, emergency contacts will be phoned. The programs are not equipped to care for children who are ill. If a parent does not arrive within a reasonable time staff may begin contacting the emergency contacts. If the illness develops into that of a serious nature, the Serious Occurrence procedure will be followed.

## NON-EMERGENCY INCIDENT/INJURY PROTOCOL

From time to time, minor incidents/injuries may occur. Staff will apply first-aid and comfort as needed. Appropriate documentation will be completed by staff. Parents will be contacted at the time of the incident if appropriate or at pick up time. On arrival at the center the parent/guardian will be asked to sign an “injury report” a copy will be provided to the parent and one will be placed in the child’s file.

## SANITARY PRACTICES

The cleanliness of the programs is vital to providing quality child care. It is up to all staff members to do their part in maintaining sanitary conditions. Policies and procedures regarding sanitation shall be reviewed at the commencement of employment. At this time the employee shall be made aware that he/she shall abide by the regulations set out by following: The Public Health Unit, The Day Nurseries Act, The Environmental Protection Act, Consumer and Corporate Affairs, Municipal by-Laws Cleaning instructions are posted where necessary and communicated appropriately to all staff. Where it is necessary Inventiveminds hires a Private Contractor to do all nightly cleaning. This contract includes a

nightly cleaning of all of the floors, garbage removal, and general cleaning.

## GENERAL HYGIENE

The staff of Inventiveminds will make every effort to ensure that your children are kept clean during the day. The children will wash their hands and face before and after meals and as needed. Children in diapers will be changed regularly and as needed. You are asked to keep the cubby well stocked with spare clothing so that the staff can change your child as necessary. Clothing that becomes soiled during the day will be placed in a plastic bag in your child's cubby. Parents are to ensure that it is taken home each evening. In the event that the child needs to be changed and no spare clothing is available the staff will contact the parent and the parent may be asked to pick the child up. Parents are encouraged to bring their child to the centre in a clean manner. In the event that the general cleanliness and hygiene of a child is in question staff will inform the Program Supervisor who may contact the parents or in extreme cases the Children's Aid Society. Staff will complete the following tasks:

- Each child will supply their own blanket. Linen and blankets will be laundered weekly and as needed at the centre.

- Ensure all toys and equipment are cleaned and disinfected weekly.

## TOY CLEANING AND DISINFECTION

Toys are important to a child's growth and development. However, they can provide a route for spreading common childhood infections, such as gastroenteritis, pink eye, hand foot and mouth disease, ring worm, chicken pox and even the common cold. One of the most important steps for reducing illness and the spread of disease is regular cleaning and disinfection of surfaces. Toys that are frequently handled or mouthed are those most likely to be contaminated. Regular cleaning and disinfection is mandatory on a weekly basis. During an outbreak toys must be cleaned and disinfected daily.

1. Only toys that can be cleaned and disinfected are permitted for use.
2. Inspect all toys to ensure there are no loose, small parts or broken jagged edges that can pose a safety hazard.
3. Minimize the sharing and mouthing of toys between children. Once a child has mouthed a toy, it must be cleaned and disinfected.
4. Toys must be cleaned by scrubbing with soap and water. A brush must be used for cleaning toys that have small crevices.
5. Rinse toys and clean water.

6. Soak toys in a disinfectant solution, for a minimum of 10 minutes or follow manufacturer's recommendations.
7. Air dry toys or dry with clean paper towel and store in a clean area.
8. Large toys must be cleaned by spraying with a soap and water solution, rinsing and then spraying with a disinfectant solution. Allow a ten minute contact time or follow manufacturer's recommendations. Wipe with clean paper towel or air dry.
9. Only washable stuffed or cloth toys are permitted for use. These toys are to be laundered weekly or when visibly soiled. Staff will test disinfecting solution daily using test strips (when test strips exist) to ensure that the concentration is within acceptable limits. A full cleaning of the program will be completed daily by staff of YCDSB or a private contractor. All surfaces, washrooms, floors, will be fully cleaned and disinfected.

## ENTERIC OUTBREAKS

### HOW TO KNOW WHEN THERE IS AN OUTBREAK

An outbreak occurs when there are three or more related cases (in children and/or staff) with similar signs and symptoms of an infection or illness, or three or more

laboratory confirmed cases, or when illness rate exceeds the norm in the centre within a short period of time. Typical symptoms of enteric illness are:

Diarrhea

Bloody diarrhea

Vomiting

Fever

Stomach cramps

General irritability

Malaise

Headache

Early detection of signs and symptoms through observations of children's health, as well as good record keeping are crucial to the recognition and control of an outbreak.

## **CHILDREN WITH MEDICAL NEED**

**IMKA works with Ministry of Education to ensure** necessary steps to support the child's medical needs and ensure his or her inclusion in the program.

The review of each individualized plan (by employees, students and volunteers) supports the child(ren)'s ability to participate in the child care program, and provides staff with all necessary information to deal with any medical situation pertaining to the child.

## **Compliance Indicators**



All staff, employees, student and volunteers are to review the Children with Medical Needs Information upon employment start up and Monthly After, also if changes happens at any time via parent report.

Each child with medical needs has an individualized plan. There is written evidence that the plan was developed in consultation with the child's parent/guardian and any regulated health professional involved in the child's care. Each individual plan includes;

- 1) Steps to be followed to reduce the risk of the child being exposed to any causative agents or situations that may exacerbate a medical condition or cause an allergic reaction or other medical emergency.
- 2) Description of any medical devices used by the child and any instructions related to use.
- 3) Description of the procedures to be followed in the event of an allergic reaction or other medical emergency.
- 4) A description of the supports that will be made available to the child while in care;
- 5) Any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip.

## **Terms;**

Acute; a condition that is severe and sudden in onset that, if left untreated, could lead to a chronic syndrome.

Chronic; along-developing syndrome that can develop or worsen over an extended period of time.

## **POLICY AND PROCEDURE**

Children physical and medical wellbeing is very important. IMKA follows CCEYA requirement in regards to Children Medical Need. At the same time respects confidentiality of the parents and the children.

All its employees, staff, student and volunteers are required to fully understand each child medical condition need before employment and monthly after employment. Records of review are kept both in each child's file and employee file. All records are kept for 3 years.

## **Medical Conditions that require an individualized Plan for a Child with Medical Needs;**

- 1-Diabetes
- 2-Seizures
- 3-Asthma
- 4-Choking while eating
- 5-Anaphylaxis
- 6- Allergies

**Supervisor responsibility:**

The school supervisor must ensure that the child's Medical Individual plan is written with the support of parent and the physician and all staff, student and volunteers are trained and aware of the child's medical need. Proof of Parent Training sheet and staff sign off, and monthly review must be kept in the child's file for Ministry review at all time.

The supervisor must ensure that the medication or the equipment are kept safe and or out of the reach of the children. Depending to the diagnose and the usage – For example if it is an equipment for monitoring can be kept in the child's classroom.

The supervisor must ensure that the individual support plan must be posted in each class room and all areas of the school. The supervisor must also ensure a copy is kept with the child medication record.

Parents are responsible to inform the main office of the school of any changes on their children medical need.

## DRUG ADMINISTRATION POLICY AND PROCEDURE

In order to ensure safety and avoid the risk of error, Inventiveminds Programs has implemented the following procedure regarding the administration of medication to your child:

1. Each prescription drug or medication must be accompanied by written authorization from a parent. The medication must have a prescription label attached to it from the pharmacist. A non-prescription drug or medication must be accompanied by authorization from a doctor.
2. The exact dosage and times of drug to be administered is to be clearly stated on the authorization form from parent or doctor.
3. A parent must hand deliver the medication in the original container and give the written instructions to the appropriate

staff member. Non-prescription medication must have the child's name on the bottle and be accompanied by the receipt of purchase.

4. Medication is stored as directed and kept in a locked container either in the fridge or cupboard.

5. Where possible a child will be removed from the activity area to administer medication in a quiet environment with the least possible interruption. Medication should be administered in a well-lit area.

6. Whenever possible, all children receiving medication should receive it in the same hour.

7. For each child receiving medication, an entry must be made on a separate form. Staff giving the medication should list the dose administered each time and the time given. If a dose is omitted, reasons should be listed in the comment column. Staff signature is required.

8. Any accidental administration of medication (e.g. medication to the wrong child or dose error) should be recorded and reported to the Program Supervisor, who will then notify the parent.

9. The early morning Staff is responsible to collect the medication and store it away or refrigerate as required.

10. The RECE in each room or the Program Supervisor are the only staff members authorized to administer medications. No medication can be kept at the programs unless it is for a specific ailment or condition. For instance, asthma

medication or an Epi-Pen may be kept on hand; however, cough syrup or Tylenol may not be kept unless prescribed by a doctor for a specific situation.

## ANAPHYLAXIS POLICY

The purpose of this policy is to reduce the risk of exposure to anaphylaxis causative agents. Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, exercise etc. The Inventiveminds child care Programs will make every attempt to reduce the risk of exposure to anaphylactic causative agents by: Ensuring our programs aim for “Peanut-free” environments with the exception of coconut oil as a base in formula as it is considered hypoallergenic. Due to the growing incidences and seriousness of allergies to peanuts and other foods the centre does not provide any foods with any trace of nuts which includes nuts, tree nuts or any other peanut products. NO food can be brought to any of our programs unless it is approved by the Program Supervisor. This includes any birthday cakes, chocolates or any other type of food. From time to time events are held after hours that involve meals brought in from parents. Parents are reminded to keep their contribution free from nuts and parents of

children with allergies are responsible for monitoring their intake at such an event. All meals and snacks are provided by a reputable and professional children's catering company and arrive fresh daily. In the event that a child has an allergy or restriction, alternatives are provided. Appropriate measures for children with severe anaphylactic dairy allergies will be addressed in the classroom by: having the other children wash their hands after drinking milk/having dairy, ensuring the child is kept away from spilt milk. Inventiveminds Programs uses non-latex gloves to reduce the risk of exposure to children with latex allergies. In the event of any child with an allergy to bee stings or insects, appropriate measures will be taken in any outdoor play area by using pest control if necessary. In the event that the outdoor area can not be appropriately pest free, we would restrict use of the playground. In the event of any child having a known allergy to chemicals or other agents, we will ensure that we are using a safe brand of chemical or agent for the child. If need be, use of certain products or brands would be eliminated entirely. Anytime a child appears to be having an anaphylactic reaction and/or if the Epi-Pen is administered, 911 is called. When a child is transported to the hospital, they are accompanied by a trusted adult and parents are contacted.

Upon enrollment parents will complete an Emergency form, a Medical form informing the centre of any allergies or health

issues and an Individual Plan providing consent to administer the Epi-Pen, parent contact information, and the child's picture. The Epi-Pen is to be placed in a clearly marked pouch in the classroom. The Epi-Pen is to remain with the teachers and group at all times, e.g. playground, trips, walks, etc. Parents will submit a picture of the child to be posted with the child's name and medical information including casual agents. This information is to be added to the allergy lists in each room and in the kitchen. Teachers, volunteers and the cook will be notified upon the child's enrollment. Epi-Pen training occurs during First Aid training. The staff will review the allergy list, medical and emergency information and pictures and how to use the Epi-Pen upon hiring and at least yearly. Every staff and volunteer will review where Epi-Pens are stored prior to commencement of employment or volunteer service. Parents and/or Physician will be asked to also train/provide input on individual administration of the Epi-Pen. The Individual plan for a child with anaphylaxis and the emergency procedures in respect of the child (allergy list, medical form, emergency form, individual plan – emergency contacts and photo) will be reviewed by all the employees before they begin their employment and at least annually afterwards. The plan will include the child's name, Doctor's name, address and telephone number, allergy list, symptoms, signs, medications, where it is stored, expiry date and 1-3 emergency contact people. A yearly sign off on this policy will



be added to the yearly review and annual training will be recorded.

## **SLEEP POLICY INFANT UP TO PRESCHOOLERS**

Under the CCEYA it is required that each child in a licenced child care who receives care for six hours or more in a day has a rest period not exceeding two hours in length. Every licensee shall ensure that a child who is younger than twelve months is placed for sleep in a manner consistent with the recommendations set out in the document entitled “Joint Statement on Safe Sleep: Preventing Sudden Infant Death’s in Canada”, published by the Public Health Agency of Canada, as amended from time to time, unless the child’s physician recommends otherwise in writing. At IMKA children’s well-being is respected as we find ways to support each child’s varied physiological and biological rhythms and needs for rest and quiet times. While not all children need a mid-day nap, young children benefit from periods of quiet relaxation to balance active periods of the day. Some children that are tired may take relatively a long time before resting, while others only require to short rest period. Children’s need may change day by day or week by week it is the responsibility of

the RECE to understand children wellbeing and to monitor in order to provide the best nurturing environment for the Yonge infant.

It is important to note that while children are placed on their backs to sleep, once they are able to roll over from their backs to their stomach on their own, it is not necessary to reposition them onto their backs. Children are then able to find their own sleep position.

Upon registration we ask that our families provide us with your child sleep routine. These forms are provided to the room teachers to have a better understanding of each child sleep routine. Our staff monitor the children during their sleep routine every 30 minutes, a record is kept and is provide to our families in daily basis. These records are sent home in your parent communication booklet daily.

## **SAFE WATER DRINKING ACT**

On June 7th, 2007, The Ministry of the Environment announced it was implementing recommendations made by

its Drinking Water Advisory Council and advice of the Chief Medical Officer of Health and Chief Drinking Water Inspector to expand water safety protections and reduce potential levels of lead intake, especially for pregnant women and children six years of age and under. The new flushing and testing regulation, Schools, Private Schools and Day Nurseries O.

Reg 243/07 came into effect on June 7th, 2007. Any of our programs that have had lead test results from the two most recent years that have exceeded the drinking water quality standard of 10 micrograms per litre, will perform the following duties every morning in the mornings:

- Open the cold water taps where water is usually taken for drinking or food preparation and allow the water to run at least one minute on each day the program is open.
- The flushing continues until the temperature of the water stabilizes.
- The flushing is completed before the child care centre opens for the day.
- A record is made of date and time of every flushing and name of the person who performed the flushing.

- The records are kept in a binder in each room or program (records must be kept for 6 years).
- This flushing will be the responsibility of the early shift staff each morning.
- Staff will sign a form confirming that they have read and understand and abide by this policy.

Daily flushing would still be required at any facility if the lead test results history cannot be obtained or if directed to do so by the Ministry of Environment. All programs operated by IMKA programs will sample and test for lead in drinking water once a year during the period between May 1st and October 31st. All school age programs will obtain lead test results from each school that it operates a program in. These tests have been performed by a Laboratory Service. The samples are taken following Ministry of the Environment guidelines. The Ministry of the Environment must be notified in writing prior to lead testing using an LSN (Laboratory Services Notification) form to identify the name of the Laboratory chosen for testing. The School handling the sampling must provide test result records within 24 hours. Each program must provide test result records to the Ministry of Children and Youth Services within 24 hours.

Any of our programs can reduce their annual lead sampling frequency to once every 3 years following at least the two most recent years of lead test results. Once the Ministry of the Environment receives the facility's

### **Notice of Reduced Lead**

Sampling form indicating that all the sampling and testing is completed, the reductions would then apply. If an exceedance of test result is indicated, a Notice of Issue Resolution must be submitted within seven days after the resolution summarizing the actions taken and the results submitted to:

- the local Medical Officer of Health
- the ministry's Spills Action Centre
- Ministry of Children and Youth Services

## **CANNABIS ACT/ SMOKE-FREE ONTARIO ACT**

The provincial Cannabis Act, 2017 came into force on October 17, 2018, and provides rules relating to the sale, distribution, purchase, possession, cultivation and sharing of recreational cannabis. This Act sets a minimum age of 19 years to possess,

consume, purchase, cultivate and share recreational cannabis.

Note that this Act does not apply to medical cannabis; the production and sale of medical cannabis are regulated exclusively by the federal government. The provincial Smoke-Free Ontario Act, 2017 also came into force on October 17, 2018 and applies to the consumption of both medical and recreational cannabis.

This Act prohibits the smoking of medical and recreational cannabis in the same places where smoking tobacco and the use of electronic cigarettes is prohibited. The following are places where consumption of medical and recreational cannabis by smoking or through the use of an electronic cigarette is prohibited:

- A child care centre within the meaning of the Child Care and Early Years Act, 2014.
- A place where home child care is provided within the meaning of the Child Care and Early Years Act, 2014, whether or not children are present.
- A place where an early year's program or service is provided within the meaning of the Child Care and Early Years Act, 2014.

At IMKA no medical / recreational cannabis is permitted. All programs are smoke free environments. Smoking or handling a cigarette is always prohibited in and around the building whether or not children are present.

All staff, parents and volunteers will be made aware of this policy by way of parent manual or policies and procedures manual as well as signage currently visible at all entrances and in the washroom.

We are committed to continuing to provide families with safe, healthy, and high-quality child care. Children physical, emotional, health is very important, and we ask that you respect the regulation and there will be no smoking or use of any cannabis at the school premises.

## **PLAYGROUND POLICY**

It is our policy to provide a safe and secure environment for the children in our care. We meet present CSA Standards – CAN/CSA Z614-98; and comply with the new playground safety policy as required by the Ministry.



1. A Playground Safety Log will be kept, providing explanations regarding playground, daily inspections, monthly inspections, seasonal inspections, annual inspections and action plans related to the findings of the inspections.
2. The Supervisors and Director will ensure that information on daily inspections, monthly maintenance inspections, seasonal maintenance inspections, maintenance and repairs, the injury log and the annual inspections are kept up to date.
3. Each staff member has a designated area on the playground to provide optimum supervision of all children using playground equipment. All staff to child ratios will be maintained outdoors just as they are indoors.
4. All staff will review the policy prior to commencing employment and annually thereafter. A written record of the review must be signed by the staff as well as the Supervisor. This will be kept on file for two years.

## **SERIOUS OCCURRENCE**

Definition of Serious Occurrence:

A - A death of a child who received child care, whether it occurs on or off the premises.

B - Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care.

C - A life-threatening injury to or a life-threatening illness of a child who receives child care at a child care.

D - An unplanned disruption of the normal operations of child care that poses a risk to the health, safety or wellbeing of children receiving child care.

### **Identification of a Serious Occurrence:**

- 1- Death of child
- 2- Allegation of abuse and /or neglect
- 3- Life-threatening injury or illness
  - a- Injury
  - b- Illness
- 4- Missing or unsupervised Children
  - a- Child was found
  - b- Child is still missing
- 5- unplanned Disruption of Normal Operation
  - a- Fire
  - b- Flood
  - c- Gas leak
  - d- Detection of carbon monoxide
  - e- Outbreak
  - f- Lockdown

g- Other emergency relocation or temporary closure due to emergency.

## **Immediate Response Procedures to a Serious Occurrence**

### **Incident:**

The Supervisor or Designate is responsible to contact the appropriate emergency service, assist in administering first aid as required, implement the plan and begin Serious Occurrence Reporting Procedure on the Child Care Licensing System.

INFORM THE SUPERVISOR OR DESIGNATE IMMEDIATELY.

### Procedure When IMMEDIATE Outside Medical Attention is Required:

If an ambulance is required, the Supervisor or Designate will take the child's file and travel in the ambulance with the child to the hospital. OR:

If medical attention is required, but not in an ambulance, the Supervisor or Designate will take the child's file and travel by taxi to the hospital.

## **Procedure When Outside Medical Attention is NOT Immediately Required:**

Supervisor or Designate will stay with the child continuing medical attention. The Supervisor or Designate will call the parent or emergency contact person to inform them the child has been injured and requesting they come and pick the child up for medical treatment.

Staff will complete the accident report and the parent will sign the accident report before leaving the premises.

When the parent is leaving the Supervisor or Designate will advise the parent, guardian or authorized pick up person to call and advise the centre of the medical treatment performed and the general prognosis for the child.

## **Expected Steps In Reporting A Serious Occurrence:**

Designated Authority: **KELLY SOHN**

If not available - Designated Authority: **ROSE MORSH**

1. Take care of the emergency (i.e. ambulance, fire, hospital)
2. Administer first aid

3. Phone the parents if necessary
4. Notify the Supervisor or Designate immediately.
5. Staff reporting the incident to the Supervisor or Designate is not to leave until completing a written summary of the incident (Preliminary Serious Occurrence Report) and an Accident Report Form.

### **Serious Occurrence Report and Accident Report Guidelines for Staff:**

Any staff reporting a serious occurrence must complete an Accident Report and a Serious Occurrence Preliminary Report (summary of the incident). The Supervisor must sign these reports.

The Serious Occurrence Preliminary report should answer the following questions:

- What happened? (A description of the Accident)
- What date and time it happened?
- When was it reported and to whom?
- Who was involved?
- Where did it happen?

- Why did it happen? (If known or to the best of the person's knowledge reporting)
- What action was taken?

All forms are to be completed before the staff leaves the Centre for the day and must be signed by the staff and Supervisor. Copies of the forms will be placed in the child's file and the Serious Occurrence file.

The number of the Serious Occurrences will be recorded on the **Serious Occurrence Reporting Procedures Annual Summary and Analysis Report by the Supervisor.**

### **Serious Occurrence Reporting Procedure On CCLS:**

1. Supervisor or designate to make a Serious Occurrence Initial Notification on the Child Care Licensing System within 24 hours of the incident. If you are unable to submit the Serious Occurrence within the 24 hours

contact the Program Advisor Immediately or email.

2. A copy of the report must also be sent to the Subsidy Program Manager if applicable. Any reports sent must have the child's name concealed in order to protect the privacy of families not registered with Social Services.

### **Serious Occurrence Notification Form Posting Requirements:**

Supervisor or designate will post a copy of the notification report from CCLS on the Parent Board for 10 business days.

\*\*\*\* The number of Serious Occurrences will be recorded on the Serious Occurrence Reporting Procedures Annual Summary and Analysis Report. The form is retained on file with the Serious Occurrence and notifications at the Child Care Centre Office in the Serious Occurrence file for at least three years. These files are kept in accordance with section 82 of the Child Care and Early Years Act, in a locked filing cabinet in the office which is kept locked when the centre is closed. Including the action taken in response to the analysis.

## **FIRE SAFETY AND EMERGENCY**



The Inventiveminds Academy uses the following policy in regard to fire and safety emergency situations which has been approved by the local Fire Marshal.

1. At the commencement of employment each staff member will be given directions as to the location and use of emergency equipment such as extinguisher, alarms, etc.
2. Each staff member including the cook and housekeeping will be made aware of the evacuation procedure and the location of the emergency shelter.
3. A list of emergency telephone numbers shall be posted by the telephone. The list shall include the following: the fire department, the nearest hospital, the nearest ambulance, the nearest poison control centre, the police department, a taxi service.
4. The written procedure regarding evacuation of the premises and the duties of the staff shall be posted in a conspicuous place in each room at all locations.
5. Fire drills will be held monthly, these will be timed.
6. Once the children are familiar with the escape route, alternate routes will be introduced.
7. A written record is kept of all fire drills, inspections and tests on the fire equipment.
8. The children learn about fire safety and fire drill procedures through discussions, stories, visits of firefighters to the program or a visit to a local fire station. This introduction is used and designed to make the children less

apprehensive and more aware of what needs to be done in an emergency.

9. R.E.C.E's in each room shall take the daily attendance sheet and attendance shall be taken outside. The Director will take all Emergency cards and a cellular telephone.

10. Each teacher is responsible for ensuring that their group of children safely exits. The Director or designate shall be the floor warden and assist as necessary.

### **FIRE or other emergency EVACUATION PROCEDURE**

The staff member discovering the fire sounds the alarm and closes the door to the area of the fire. Teachers lead their group of children to the nearest designated exit, shutting off the lights and closing the door behind them.

The RECE of each room collects attendance sheets and emergency contact numbers and takes these outside. Once outside, attendance is taken. Upon assurance that the building is empty, the Director will lock all doors. Teachers will escort the children to the designated place of shelter and call fire dept. Director will collect the emergency contact card from the office and all the children's files if time permits and ensure that the cellular telephone is available. If necessary (s)he will contact a taxi service to transport children to an emergency shelter.

All staff will remain with the children until the parents pick up their child. The Director is responsible for calling all necessary

parties in case of such an incident. The incident will be handled as a serious occurrence and reported as one.  
Note: McGivney Early Learning Centre Infant Room - All infants are to be placed in the large stroller or wagons. The Director and other available adults will assist with this room if necessary. Children will be placed into the stroller so that they can be taken to the designated place. The Program Supervisor or Director will take the attendance and emergency numbers outside. Designated Emergency Shelters:  
GATES OF ZION

## **EMERGENCY PROTOCOL**

### **INTENT**

Ministry of Education requires to ensure roles and responsibilities are clearly outlined in the event of an emergency to ensure children and staff safety is managed in an event an emergency.

## **IMKA POLICY AND PROCEDURES**

IMKA believes in working with Ministry of Education and all the other government official levels to ensure children wellbeing is met in case of an emergency.

## **WHAT IS CATEGORISED AS AN EMERGENCY;**

### **Lockdown**

When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.

### **Hold & Secure**

When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.

### **Bomb Threat**

A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.

### **Disaster Requiring Evacuation**

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

### **Disaster – External Environmental Threat**

An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.

### **Disaster – External Environmental Threat**

An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.

### **Natural Disaster:**

Tornado / Tornado Warning

### **Natural Disaster:**

Major Earthquake

## **MEASURING TOOLS- UNAUTHORIZED INDIVIDUAL IN THE BUILDING PROCEDURES;**

- Each visitor should check in at the office, sign in and receive a visitor's badge.

- If a visitor does not have a badge, approach the person keeping a safe distance, and politely say , "Hello, may I help You?"

- Direct them to the supervisor office and let them know you will be notifying the office of his/her arrival.
- If the person seems hostile, inform the office immediately and lock your door.
- If the person has arrived at your classroom please call the office and say “ We have a visitor in our classroom. We would like the supervisor to join us.” Code White

## **COURT ORDERS AND FAMILY DOMESTICS**

To ensure children safety measures are taken IMKA requires its parents and staff, volunteers and student to inform the main office in relate to any family violence or court order that might create or open the school to risk factors.

It is the responsibility of the director to come up with series of action plan to ensure all children safety and wellbeing is met.

These action plans must be provided to the staff and staff acknowledgment of these procedures are practiced.

If the director or the operator feels the circumstances will have a high risk to the safety of the children, it may ask to freeze the service for some time or to ask the staff to take leave of absence. Depending to the level of risk factors and police involvement in the situation.

IMKA will ensure that all its employees, volunteers and students are fully trained on the Emergency Management Policy and Procedures before commencing employment. This training is signed off in the staff log before commencing employment and annually after.

**All staff and volunteers are trained in the policies and procedure of Emergency Management Policy and Procedures.**

TERM drills are practiced and recorded in the Communication Book and Master Sheet.

**The IMKA may further specify tools that assist in measuring the effectiveness.**

## **Links to other policies**

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**-Serious Occurrence Policy**

**-Fire Safety Policy**

### **Immediate Emergency Response Procedures for Other Emergencies**

Must Refer to Fire Policy and Procedure approved by local Markham Fire Department.

### **ROLES AND RESPONSIBILITIES OF SUPERVISOR/LICENCEE DURING AN EMERGENCY**

- Where emergency services personnel are not already aware of the situation, Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.

-Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.

-If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

<b>List of Emergency Contact Persons:</b>
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Licensee: Babak Amid 416-709-1126

Licensee Designee: Rose Morsh 437-345-9984

Local Police Department: 1-866-876-5423

Ambulance: [\(905\) 830-4444](tel:9058304444)

Local Fire Services: (905) 477-2011

Site Supervisor: Kelly Sohn

-Where any staff, students and/or volunteers are not on site, supervisor must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.

-Supervisor must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.

-All emergency situations will be documented in detail by IMKA in the daily written record.

## **CONTACTING APPROPRIATE EMERGENCY RESPONSES**

## **AGENCIES FOR SCHOOL CLOSURE AND SHUT DOWN DUE TO EMERGENCY**

Depending to the emergency situation the licence or the designee must contact the following department-

-Contact Fire

-Ministry of Education

- York Region
- Ministry of Health
- Fire Department
- Insurance Company
- Food For Tot

## **COMMUNICATION WITH PARENTS DURING AN AMERGENCY SUPRVISOR /LICENCEE REPSONIBILITY**

Parents are informed regarding an emergency via voice mail on the school line, email to the families, and direct contact to the families.

Information posted on the school website and depending to the Emergency posters as the school doors during and after the Emergency.

## **SUPPORT OF FAMILIES DURING A SCHOOL CLOSURE DUE TO EMERGENCY**

Subsidized families will be contacted with York Region to arrange alternative child care.

Families of IMKA who are not subsidized will be supported by referring to other child cares in the area in case they need an emergency care while the school is in shut down.

## **ROLES AND RESPONSIBILITIES OF STAFF DURING AN EMERGENCY;**

The staff roles and responsibilities varies to the level of an emergency.

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

Throughout the emergency, staff will:

- help keep children calm;
- take attendance to ensure that all children are accounted for;
- conduct ongoing visual checks and head counts of children;
- maintain constant supervision of the children
- Ensure the Evacuation Kit and Children Emergency information is accessible.
- Ensure all children with Medial Needs have their medication on site. and  
Engage children in activities, where possible.

In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: South West Side of the Building-

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: GATES OF ZION. Located at 7775 Yonge St, Thornhill, ON L3T 2C4

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, IMKA will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

## **ADDRESSING RECOVERY FROM AN EMERGENCY**

Before opening the center all the following department will be notified. Ministry of Education, Ministry of Health, York Region, and city of Markham Fire Department, Food for Tot the catering company will be contacted. The insurance company will be contacted as well informing them of the opening of the center. If Media has been involved media will be informed by clarification and notification of the program advisor and ministry to ensure all the protocols are followed. **Ministry of education must specify that the operation is in clear before opening.**

## **DEBRIEFING STAFF, CHILDREN AND PARENTS AFTER AN EMERGENCY**

The licensee/ Designee is responsible to ensure that the staff, children and parents are informed regarding the school re opening via email, voice mail, direct contact.

Parents are also invited to join the class to help with the transition of the children back to the class room as they wish - base on their own personal preference.

**IMKA licencee/ Designee must address everyone emotional wellbeing to ensure they are in a good mental health and physical health before coming back to work or care to do this the following steps are followed;**

Staff are required to bring a Dr. Note depending to the Emergency level ( For Example Bomb Threat) indicating that they are emotionally fit and physically fit to come back to work- This is also mandatory for the school supervisor.

On site social worker and child psychologist will be invited to the school during the transition period to ensure if an immediate support is needed upon return it will be accessible to the staff, children and families.

## **RESUMING NORMAL OPERATIONS OF THE CHILD CARE CENTERE**

The following offices have provided clear to resume operation;

Ministry of Education, Ministry of Health, York Region, and city of Markham Fire Department, Insurance Company and Food for Tot the catering company will be contacted.

## **SUPPORTING CHILDREN AND STAFF WHO MAY HAVE EXPERIENCED DISTRESS DURING AN EMERGENCY**

Insurance company will be notified to ensure proper help can be provided for the children, families and staff.

IMKA will also provide third party counselling by child psychologist and social worker on the school site via parent consent.

### **Contravention to the Act**

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- Procedure for non-compliance of Emergency Management Policy and Procedures Policy and procedures by:
  - Staff ; or
  - student/volunteer.

Depending to the level of contravention to the act the supervisor and the director will follow the following steps;

#### **Minor Risk**

- Staff is given verbal written notice.
- Staff are to review the policy and procedure

- Staff are to write a plan of action indicating how they will ensure the contravention to the act will not repeat.
- Staff will be retrained by the supervisor.
- Staff will acknowledge written that they have understood the contravention to the act and will not repeat.

### High Risk

- Staff is given a written notice.
- Depending to the magnitude of the contravention to the act staff may be dismiss and reported to the college.
- Staff are to review the policy and procedure
- Staff are to write a plan of action indicating how they will ensure the contravention to the act will not repeat.
- Staff will be retrained by the supervisor.
- Staff will acknowledge written that they have understood the contravention to the act and will not repeat.



<b>Emergency Situation</b>	<b>Roles and Responsibilities</b>
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**Lockdown**

When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.

- 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.
- 2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.
- 3) Staff inside the child care centre must:
  - remain calm;
  - gather all children and move them away from doors and windows;
  - take children's attendance to confirm all children are accounted for;
  - take shelter in closets and/or under furniture with the children, if appropriate;
  - keep children calm;
  - ensure children remain in the sheltered space;
  - turn off/mute all cellular phones; and
  - wait for further instructions.
- 4) If possible, staff inside the program room(s) should also:
  - close all window coverings and doors;

**Hold & Secure**

When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.

- 1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.
- 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.
- 3) Staff in the program room must immediately:
  - remain calm;
  - take children's attendance to confirm all children are accounted for;
  - close all window coverings and windows in the program room;
  - continue normal operations of the program; and
  - wait for further instructions.
- 4) Supervisor must immediately:
  - close and lock all entrances/exits of the child care centre;
  - close all blinds and windows outside of the program rooms; and
  - place a note on the external doors with instructions that no one may enter or exit the child care centre.

## **Bomb Threat**

A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.

- 1) The staff member who becomes aware of the threat or Supervisor must:
    - remain calm;
    - call 911 if emergency services is not yet aware of the situation;
    - follow the directions of emergency services personnel; and
    - take children's attendance to confirm all children are accounted for.
- A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.
- B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.

<b>Emergency Situation</b>	<b>Roles and Responsibilities</b>
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**Disaster  
Requiring  
Evacuation**

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.

2) Staff must immediately:

- remain calm;
- gather all children, the attendance record, children's emergency contact information any emergency medication;
- exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;
- escort children to the meeting place; and
- take children's attendance to confirm all children are accounted for;
- keep children calm; and
- wait for further instructions.

3) If possible, staff should also:

- take a first aid kit; and

**Disaster –  
External  
Environmental  
Threat**

An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.

1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.

**If remaining on site:**

1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.

2) Staff must immediately:

- remain calm;
- take children's attendance to confirm all children are accounted for;
- close all program room windows and all doors that lead outside (where applicable);
- seal off external air entryways located in the program rooms (where applicable);
- continue with normal operations of the program; and
- wait for further instructions.

**Natural  
Disaster:  
Tornado /  
Tornado  
Warning**

1) *The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.*

2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.

3) *Staff must immediately:*

- remain calm;
- *gather all children;*
- *go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;*
- take children's attendance to confirm all children are accounted for;
- *remain and keep children away from windows, doors and exterior walls;*
- keep children calm;
- conduct ongoing visual checks of the children; and
- wait for further instructions.



**Natural  
Disaster:  
Major  
Earthquake**

- 1) Staff in the program room must immediately:
- remain calm;
  - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
  - ensure that everyone is away from windows and outer walls;
  - help children who require assistance to find shelter;
  - for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;
  - find safe shelter for themselves;
  - visually assess the safety of all children.; and
  - wait for the shaking to stop.

2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.

3) Once the shaking stops, staff must:

- gather the children, their emergency

## 8a) Procedures to Follow When “All-Clear” Notification is Given

### Procedures

- 1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre.
- 2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.
- 3) Staff must:
  - take attendance to ensure all children are accounted for;
  - escort children back to their program room(s), where applicable;
  - take attendance upon returning to the program room(s) to ensure that all children are accounted for;

	<p>where applicable; and</p> <ul style="list-style-type: none"><li>• re-open closed/sealed blinds, windows and doors.</li></ul> <p>4) Licensee or Designate Licensee will determine if operations will resume and communicate this decision to staff.</p>
<b>Communication with parents/guardians</b>	<p>1) As soon as possible, Supervisor must notify parents/guardians of the emergency situation and that the all-clear has been given.</p> <p>2) Where disasters have occurred that did not require evacuation of the child care centre, supervisor must provide a notice of the incident to parents/guardian by email and to contact each parent.</p> <p>3) If normal operations do not resume the same day that an emergency situation has taken place, director must provide parents/guardians with information as to when and how normal operations will resume as</p>

	soon as this is determined.
<b>8b) Procedures to Follow When “Unsafe to Return” Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"><li>1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.</li><li>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</li><li>3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.</li><li>4) IMKA will post a note for parents/guardians on the child care</li></ol>

	<p>centre entrance with information on the evacuation site, where it is possible and safe to do so.</p> <p>5) Upon arrival at the evacuation site, staff must:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take attendance to ensure all children are accounted for;</li> <li>• help keep children calm;</li> <li>• engage children in activities, where possible;</li> <li>• conduct ongoing visual checks and head counts of children;</li> <li>• maintain constant supervision of the children;</li> <li>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and</li> <li>• remain at the evacuation site until all children have been picked up.</li> </ul>
<p><b>Communication with parents/guardians</b></p>	<p>1) Upon arrival at the emergency evacuation site, supervisor and director will notify parents/guardians of the emergency situation, evacuation and</p>

the location to pick up their children.

2) Where possible, director and supervisor will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.

## **HUMAN RESOURCES POLICIES**

It is the policy of Inventiveminds is to establish and maintain accurate records for each employee. Employees have access to their own files and will be allowed to review these files in the presence of the Director. Personnel records are considered to be confidential. No other persons will be permitted to access or use in any way any information contained in an employee's file without the written consent of the employee concerned. The Director is responsible for establishing and overseeing the maintenance of accurate records for all employees in a secure location that will prevent unauthorized access and maintain confidentiality.

## **CONFIDENTIALITY**

All staff, students and volunteers of Inventiveminds ensure that any information regarding children, families and personnel and other material relating to any Inventiveminds program shall be kept in the strictest of confidence. By signing the employment contract the employee/volunteer agrees to abide by this policy. Regarding staff compensation, Inventiveminds believes in each person's right to privacy. It is incumbent on each employee to ensure strict confidentiality in all matters

dealing with salaries, bonuses and any other form of compensation. Contravention of this policy may result in termination.

The Director and Supervisor of Inventiveminds Kidz Academy are in charge of issues pertaining to the financial and personal issues of the overall organization.

## **HIRING**

Each position within Inventiveminds is described in writing. Position descriptions will include all major areas of responsibility and primary tasks. When a position or vacancy exists and cannot be filled internally an external posting will be made with the appropriate community organizations, local newspapers and newsletters. The Director and another member of the Administration Team will carry out interviews of suitable applicants. Where and when applicable members of the Human Resources Committee will be present and consulted. A health examination, TB test or x-ray, criminal reference check, Policy Manual sign off, Privacy Guide Sign off, and signed contract are required prior to commencing employment.



## **CRIMINAL REFERENCE CHECKS**

The Ministry guidelines state that all Ministries funded or licensed agencies providing direct services to children and or vulnerable persons are required to have Vulnerable Sector Screening Check and offence declaration form completed prior to employment.

Vulnerable screening Check and offence declaration is a precautionary measure designed to ascertain whether potential employees have a record of criminal convictions, which would make them unsuitable for positions of trust. It is in keeping with these guidelines that Inventiveminds Programs incorporates Vulnerable Sector Screening and Offence Declaration Checks into its recruitment practices annually for any third party, volunteers, students and new and existing employees. It is our commitment to ensure the safety of all children involved at all the locations that we operate.

All prospective employees of Inventiveminds Programs having direct, unsupervised contact with children will be required to consent to a Vulnerable Sector Screening and Offence declaration annually. All information are kept confidential. All students and volunteers placed in The Inventiveminds will be required to have a Vulnerable

screening and offence declaration completed before their start-up date, even though it is the policy that all students and volunteers will never be alone in an unsupervised situation with a child and that all students and volunteers are aware of this policy.

The Administrative fee for the Criminal Check will be payable to the York Regional Police by the candidate.

### **Criminal Check Procedure**

1. All Job candidates shall be told a vulnerable criminal reference check and offence declaration is required as an employee at Inventiveminds. Each year effective Jan 2016- AN Offence declaration form will be signed 10 days before the beginning of new year after hiring.
2. Upon successful criminal check, Conditional Proposal of Employment will be completed. The offer of employment is contingent on the return on Vulnerable Criminal Check and Offence declaration.
3. The candidate will forward the signed form and fee to the York Regional Police. The Police Department will forward the results directly to the candidate.

4. A positive response indicates that a criminal record does exist. When this occurs it will be at the discretion of the Director on how to proceed. If a record does exist employment will be terminated.

5. If the candidate is deemed inappropriate the Director will notify the individual of the decision. A notation is made to the candidate's Resume File.

6. A negative response indicates there is no criminal record and the Director can proceed with the hiring by advising the candidate noting the result in candidate's personal file that the criminal check was negative.

7. The Director may make a conditional job offer to the candidate pending the result of the Criminal Reference Check. The Director will provide a Conditional Proposal of Employment Form to be signed by the candidate to ensure that the candidate understands that they will not be left unsupervised with the children until the results of the check is shared with the Director. (This may be necessary if a considerable amount of time is required before receiving the results of the check and the immediate need for staff at The Inventiveminds.) An employee may be asked at any time to resubmit a newly obtained Criminal Reference Check.



## **ORIENTATION**

All new employees, volunteers and students will receive a Policy Manual. The Director or designate will carry out an orientation meeting. Personal file containing the letter of employment, copies of certificates/diplomas, current resume, first aid certificates and medical certificates, as well as training will be initiated for each new employee.

### **Supervision Policy For Volunteers and Students**

In respect of volunteers and students, CCEYA ACT indicates: Only employees will have direct unsupervised access to children. Volunteers and students may not be counted in the staffing ratios and will be supervised by the full time permanent staff within the setting. At IMKA we ensure that volunteers and students being supervised by an employee at all times and not being permitted to be alone with any child.

No child is supervised by a person under 18 years of age. IMKA expects volunteers and students to follow their job description, course outline and take direction from the RECE's and all staff at Inventiveminds. Only students enrolled in ECE courses only will be accepted to complete

a placement at Inventiveminds. Each student or volunteer will receive a tour and orientation before commencing placement or volunteer experience. This orientation will be carried out by Director or designate.

During the orientation, a full review of policies and procedures are outlined. The Behaviour Management policies and procedures as well as all other policies and procedures are reviewed with all employees, volunteers and students who will provide care or guidance before they begin providing care or guidance and at least annually afterwards. Students and volunteers will comply with the written behaviour management procedure. Students and volunteers will review the individual plan for a child with anaphylaxis. The emergency procedures are reviewed by volunteers and students. The plans are reviewed before they begin providing care and at least annually afterwards. All volunteers are required to provide a criminal reference check. Criminal reference checks for students are routinely required by community colleges and universities prior to students beginning a placement in childcare. The Ministry criminal reference check policy does not apply to students placed in the childcare program. Volunteers and students sign and date the review as with other policy reviews.

## **PROHIBITED PRACTICES**

At no time IMKA condemns the Prohibited Practices outlined in Ontario Regulation 137/15 subsection 6.7

Under the Ontario Regulation 137/15 it indicates;

- a) Corporal punishment of the child;
- b) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as last resort and only until the risk of injury is no longer imminent;
- c) Locking the exits of the child care centre for the purpose of confining the child. Or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

- d) Use of harsh or degrading measures or threats or use of derogatory languages directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- f) Inflicting any bodily harm on children including making children eat or drink against their will.



## **BEST PRACTICE**

Our Prohibited practices are best explained in our mission statement on how the centre's policies reflect that all adults, including staff, parents, volunteers and students, have a role to play in helping create a positive, healthy and appropriate environment for children.

- Educators are viewed as facilitator
- Children are viewed as competent, capable, curious and rich in potential.
- Children are treated with respect, dignity and self-worth.
  
- Staff initiates and maintains warm and friendly communication with the children.
  
- All Staff respect the diverse abilities and the social and cultural backgrounds of all children and accommodates their individual needs.
  
- Staff serve as behavioral role models.
  
- Staff help children self-regulate in the classroom.

- Staff work with families to help role model positive interaction and behaviour.
- No behaviour is “bad”, teachers are to help explain and help the child problem solve when their behaviour may be harmful to themselves or others.
- Activities teaching social skills are part of the program, such as storybooks and group discussions.
- Staff seek help from colleagues or community when needed. They complete professional development in child development and guidance and provide workshops for their colleagues.
- With parental consent/parental direction, professional advice is sought for recurring and difficult behavior problems. Staff recognizes the expertise of the child’s family and the professionals involved.
- Staff provides families with resources, workshops and training. Families also receive information about other community resources and share information with the centre’s staff.

- Staff, volunteers and students will provide a positive model of behavior by treating children, parents and one another with friendliness, care and courtesy.
- We ensure praise is given when it is due, modeling and highlighting positive behaviors.
- We work in partnership with children's parents. Parents are able to discuss their children's behavior with any practitioner: A practitioner may choose to raise concerns about behavior with a child's parents. We may use our monitoring and observations to record a child's behavior, if appropriate assessing undesired behavior using an ABC format (Antecedents, Behavior and Consequence). We may use these to help us to understand the cause of inconsiderate behavior and to decide alongside the parent how to respond appropriately.



## **POSITIVE STRATEGIES FOR NEGATIVE BEHAVIOR**

- Staff, volunteers and students use positive strategies to resolve inconsiderate behavior by helping children find solutions in ways that are appropriate for the child's age and stages of development. Solutions might include assessment of room environment and setting, helping the child understand using their level of problem solving, negotiation, intervention, diversion and distraction.
- We ensure of sufficient toys, activities and resources for all children so they're meaningfully occupied.
- We positively affirm considerate behavior such as kindness and willingness to share.
- We support each child in developing positive self-esteem, confidence and feelings of competence.
- We support each child in developing a sense of group belonging, so they feel valued and welcome.
- We avoid creating situations where children receive adult attention only in return for inconsiderate behavior.

- When children behave in inconsiderate ways, we help them to understand the outcomes of their action and support them in learning how to cope more appropriately.
- Time out is always supervised by a practitioner.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques which single out and humiliate individual children.

## **EXCESSIVE BEHAVIOUR MANAGEMENT**

From time to time, there may be an individual who exhibits behaviour that conflicts with the goals and mandate of Inventiveminds Programs. Behaviours that cause disruption to the program, harm to others, or harm to the property of the program, may be considered an excessive behaviour management issue.

### **Contravention to the Act**

Procedure for non-compliance to CCEYA Act Policy and procedures by Staff or student/volunteer. Depending to the level of contravention to the act the supervisor and the director will follow the following steps; All unacceptable behaviours will be documented.

### **Minor Risk**

- Staff is given verbal written notice.
- Staff are to review the policy and procedure
- Staff are to write a plan of action indicating how they will ensure the contravention to the act will not repeat.
- Staff will be retrained by the supervisor.
- Staff will acknowledge written that they understood the contravention to the act and will not repeat.

- Effective engagement of the children is included as a component of the probation.

## **High Risk**

- Staff is given a written notice.
- Depending to the magnitude of the contravention to the act staff may be dismiss and report to the college.
- Staff are to review the policy and procedure
- Staff are to write a plan of action indicating how they will ensure the contravention to the act will not repeat.
- Staff will be retrained by the supervisor.
- Staff will acknowledge in writing they understood the contravention to the act and will not repeat.

## **Duty to Report**

If a non-compliance act of the staff is high risk to the health and wellbeing of the children, the supervisor is obligated to report to the college.

If an allegation of child abuse is made, the staff member will be immediately assigned to a senior staff member (not involved in the allegation), not allowed to be left alone with the children and the children's Aid Society contacted to investigate. Should the allegations be true, dismissal would follow.



## CONCLUSION

We hope that the foregoing information has been informative and helpful in supporting your understanding of the Inventiveminds Kidz Academy philosophy of early learning and care. We look forward to working together with you by encouraging, and promoting your child's development.

If you have any questions about the information contained in this Parent Handbook, please speak with our director.

Email address; [inventivekidz@gmail.com](mailto:inventivekidz@gmail.com)

Contact number – 905-886-5437

A group of people, including a woman in the center and others around her, are holding a small green tree sapling. In the foreground, a young child is blowing colorful bubbles. The background is a soft-focus outdoor setting.

# IMKA Parent Handbook Vol 1 of 2

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