



*Trinity Bellwoods Community
Children's Group/C.A.R.E.*

155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021

SUPERVISION OF VOLUNTEERS & STUDENTS

Wednesday, June 13, 2018



***Trinity Bellwoods Community
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155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021

Trinity Bellwoods Community Children's Group/CARE welcomes both placement students and volunteers into the various programs offered in our child care program. We believe it is a valuable part in gaining experience in a childcare environment. Volunteers and students also play an important role in supporting staff in the daily operation of our childcare programs.

This policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

The following required documentation is needed of all volunteers & students doing field practicums at Trinity Bellwoods Community Children's Group/CARE;

- ☐ A current Police Criminal record Check (vulnerable sectors) for those over 18 years of age.
- ☐ A physician's declaration of suitability that states volunteer is free from communicable diseases & physically fit to work/volunteer with children.
- ☐ Copy of immunization record with most current vaccinations OR an affidavit signed by a commissioner of oaths
- ☐ A current resume
- ☐ Two letters of recommendation or references
- ☐ A letter of intent outlining time & length of service, purpose of service, specific skills being offered and desire outcomes from experience.

Once the above information has been received and reviewed, a meeting will be scheduled to discuss our program and expectations and together decide how best to fit your skills in our program.

Upon Commencing Internship Volunteers, Parents and Students Must:

Be aware of and sign off on all policies and procedures including:

- ☐ Must learn the fire drill and fire safety procedures of the centre.
- ☐ Prohibited Practices
- ☐ Anaphylactic Policy and the location of all Epi-Pens as well as being aware of special dietary needs/allergies.
- ☐ Review the Program Statement
- ☐ Orientation to the program and regular review /monitoring of these.

Parents/Guardians

The above documents **will be required**

- ☐ A vulnerable sector check is required from every employee, parent, volunteer and student.
- ☐ Any individual who comes into the program and interacts with children will require a vulnerable sector check; this includes individuals who teach music or other activities at the centre on a recurring basis and who may supervise children. Thus, an individual who assumes the role of an employee to assist with the supervision of children would require a vulnerable sector check.
- ☐ Are not counted as part of ratios. If unsure, check with coordinators/supervisors.

Volunteers/ students CANNOT:

- ☐ **Be left alone with the children**, a staff must be present at all times.
- ☐ Will not be included as part of ratios on or off location field trips.
- ☐ Cannot be left to supervise children who do not attend field trips/activities.
- ☐ Administer first aid (unless volunteer has standard first aid certification) .
- ☐ Speak to parents about children's behaviours.
- ☐ Discipline children

Volunteers/students CAN:

- ☐ Assist staff in all aspects of programming.
- ☐ Organize and set up equipment and supplies.
- ☐ Give instructions for activities.
- ☐ Take attendance.
- ☐ Help with aspects of first aid in an emergency situation.

Roles and Responsibilities of CARE Program Staff When Supervising Students, and Volunteers:

- ☐ Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.

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

- Playground Safety
- Anaphylactic policy
- Sanitary Practices
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- Staff Training and Development
- Police Reference Check for Vulnerable sector
- 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
 - Medical or Special Needs
-
- ☐ Ensure that all students and/or volunteers have been trained on each child's individualized plan.
 - ☐ Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
 - ☐ Ensure that expectations are reviewed with students and/or volunteers including, but not limited to
 - how to report their absence;
 - how to report concerns about the program;
 - their scheduled shifts and what they will be doing each day
 - ☐ Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
 - ☐ Appoint supervising staff (mentor) to the students and/or volunteers, and inform them of their supervisory responsibilities.
 - ☐ Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

The supervising / mentoring staff must:

- ☐ Ensure that students/volunteers are never included in staff to child ratios.
- ☐ Ensure that students/volunteers are supervised at all times and never left alone with children.
- ☐ Introduce students and/or volunteers to parents/guardians.
- ☐ Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- ☐ Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- ☐ Provide students and/or volunteers with feedback on their performance.
- ☐ Work collaboratively with the student's practicum supervising teacher.
- ☐ Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.



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We would like to take this opportunity to thank you for offering your help to be a volunteer with Trinity Bellwoods Community Children's Group/CARE. To ensure the safety of everyone participating, we ask that you read, sign and respect the guidelines below.

Students and/or volunteers must:

1. Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC
2. Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre's criminal reference check policy, AND/ OR provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence
3. Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
4. You will be paired with a staff member in a small group. This will most likely be the group in which your child is in or based on where your skills will be best utilized.
5. Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required (allergy list/ dietary restrictions)
6. Review allergy lists and dietary restrictions and ensure they are implemented.
7. Always maintain contact with your group. Staff will make decisions in the best interests of the children in the group and the program. Please follow their lead at all times.
- 8. Children must be supervised at all times. No child is to be left unattended.**
9. Respond and act on the feedback and recommendations of supervising staff, as appropriate.
10. Report any allegations/concerns as per the "Duty to Report" under the *Child and Family Services Act*
11. Notify the supervisor or designate if they have been left alone with children or have any other

concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).

12. **Volunteers CAN;** assist staff in all aspects of programming, organize and set up equipment and supplies, give instructions for activities and take attendance.
13. **Volunteers CANNOT:** be left alone with a group of children, be included as part of ratios on 'off location' trips and cannot be left at a location to supervise children who do not attend field trips/activities. Volunteers cannot discipline children or administer first aid [unless certified], but can help with other aspects of first aid in an emergency situation.
14. A staff member of the centre must escort children to and from washroom facilities.
15. Play areas or open fields should be monitored for hazards. You can assist us by conducting a safety check prior to use by the children.
16. In the interest of health and safety, please only offer food and beverages that have been supplied by our centre/program to the children. We have children with severe allergies and want to ensure their safety at all times. Do not share your food with the children and ensure that they themselves are not sharing food amongst themselves.
17. Please encourage children to walk on their own. Avoid carrying /picking up/ lifting children except in emergency situations). Children should also be encourage to sit on their own and not on adult laps.
18. It is important to accompany your group to and from the child care centre on trips to ensure we have consistent assistance throughout.
19. Smoking, drugs, alcohol, and cell phones use is not permitted while supervising the children and volunteering.
20. Please read and sign the attached Behaviour Guidance Policy and the Child Abuse Policy for the centre. Volunteers are expected to follow these policies while supervising children.

Staff are legally responsible for all the children at all times.

We rely on your co-operation by helping us supervise the children and informing the staff of any unsafe situations. If you feel something is not safe, report it to the staff you are with immediately.

Name of volunteer/student: _____

Signature: _____

Date: _____

Supervisor: _____ Mentoring Staff: _____



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Conditional Offer and Acknowledgement

As discussed during your interview, the Day Nurseries Act requires that all daycare centres to obtain police reference checks for any prospective employees and volunteers who may be working with children. In addition to reporting on any criminal convictions under the Criminal Code, the police reference check goes further and can include records of voluntary and involuntary apprehensions and transfers to a mental facility, incident reports, charges or having been a victim, suspect or witness to an occurrence.

The police checks are necessary to ensure that the children under our care remain safe. These checks ensure that staff, members or volunteers have not engaged in harmful behavior in the past that could put our children at risk.

We have attached a copy of the application form that we have completed where required. We would ask you that you complete this form and deliver it to the Toronto Police Services Board as indicated on the form for processing. The Toronto Services Board will provide you with the results from the police reference check directly and you agree to provide the results to us as soon as you have received it from the Police. Trinity Bellwoods Community Children's Group/CARE will review the results, together with your work and personal references to determine whether it can remove the condition of the offer of employment or whether, in all of the circumstances, the offer of employment will need to be withdrawn.

The cost of obtaining the police reference check and all cost incurred are your responsibility. In the event that you're not prepared to obtain a police reference check, this conditional offer will be withdrawn.

We look forward to receiving the information from the Toronto Police Services Board so that we can complete your application. We would ask that you sign where indicated below confirming your agreement to obtain the police reference check.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Chair of the Board
Trinity Bellwood Community Children's Group/CARE



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ACKNOWLEDGEMENT AND CONSENT

I, _____ hereby acknowledge that the Trinity Bellwoods Community Children's Group/CARE has explained to me why the position I have applied for requires me to obtain a police reference check and what the police reference check may include. I hereby agree to obtain a police reference check, to provide the Toronto Police Services Board with the necessary consent to complete the reference check and to provide the results of the reference check to Trinity Bellwoods Community Children's Group/CARE as soon as I have received them. I understand that, depending on the results of the police reference check as well as my work and personal references, that the offer made to me by the Trinity Bellwoods Community Children's Group/CARE can be withdrawn.

Date: _____

Signature: _____

Name (please print): _____



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Trinity Bellwoods Community Children's Group/CARE Offence Declaration Form

PURPOSE: To meet the requirements under the Child Care and Early Learning Years Act to annually confirm that there are no changes to your Police Reference Check - Vulnerable Sector Screening.

I, _____, (*print full name*), hereby declare that since my last Police Reference Check - Vulnerable Sector Screening was collected by Trinity Bellwoods Community Children's Group/CARE, or since the last Offence Declaration given by me to the centre:

- ☐ I have no convictions for offences under the Criminal Code of Canada, up to and including the date of this Declaration, for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- ☐ I have no convictions for offences under the Child Care Early Years Act OR College Of Early Childhood Educators Ontario, up to and including the date of this Declaration, for which a pardon has not been issued or granted.
- ☐ OR, I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

Note: If you provided a Police Reference Check - Vulnerable Sector Screening check in the past year, you are only required to disclose new convictions for which a pardon has not been issued.

List of Offences:

1. Date: _____
Court Location: _____
Conviction: _____

2. Date: _____
Court Location: _____
Conviction: _____

(Use additional page if necessary)

I understand that I must inform Trinity Bellwoods Community Children's Group/CARE immediately (within 2 business days of my being notified) of any change to my status regarding convictions for offences under the Criminal Code of Canada.

I declare that the information provided on this form is true and complete and that no relevant information has been withheld or falsely represented.

SIGNATURE _____

DATE _____



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Confidentiality Agreement

Guiding principles:

1. Confidentiality is important in establishing and maintaining trust and lasting relationships among parents/legal guardians and professionals.
 2. Confidentiality is the cornerstone to ensuring that privileged information is accessible only to those authorized to have access.
 3. Confidentiality acknowledges respect for an individual's right to privacy.
 4. Confidentiality assumes that those who pledge to safeguard confidential information will do so.
 5. When using open/shared space (staff rooms, hallways, cubicles, etc.), privileged information that may be inadvertently shared or overheard is respected and kept confidential.
-

As a **Volunteer**, I may receive and have access to confidential information about children and families. Except when required by law, this information will be kept in the strictest confidence.

I understand the discussion of personal information about children and families without authorized consent is unethical.

I will abide by this Confidentiality Agreement to ensure respect for the privacy of children and families at Trinity Bellwoods Community Children's Group/CARE

Name (please print)

Signature

Witness

Date (DD/MM/YY)



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Adult Code of Conduct

1. Help each other be right and refrain from finding fault with each other.
2. Never discuss staff differences in front of, or with children, or parents.
3. All situations/ conflicts or those discussed in meetings are confidential.
4. Evaluate each conflict situation on your own carefully, before discussing it with the other person involved.
5. Agree to use the conflict resolution model of: staff-staff or parent-staff, then staff-staff/parent-supervisor in every situation conflict. Encourage the other person to voice his/her opinion.
6. Never discuss negative opinions or observations with staff members/parents other than the one(s) involved. Approach only the person with whom you have the conflict.
7. Speak openly and honestly about each issue of conflict, acknowledging some positive aspects of the situation. Stay calm and show interest.
8. Never resort to name calling, blaming, sarcasm or abusive or inappropriate language &/or methods of communications that make staff, parents or children feel threatened or uncomfortable in any way.
9. Find an appropriate time and place or book a time out to talk to the person(s) involved in any conflict you may be having.
10. Do not react to second hand information, always find the person and clear up the issue as soon as possible.
11. Make a sincere and honest effort to listen respectfully to the views of other staff, parents, children regardless of their educational background or experience.
12. Refuse to gossip about staff, parents or children under any circumstances.
13. Respect each other's feelings, ideas and thoughts. Allow others to speak and try not to argue
14. Always attempt to discuss current issues at hand and try not to bring up past situations.
15. Physical aggression or any acts taken for the purpose of causing hurt or injury to another person or him/herself are not acceptable.
16. Parents are never to discipline other children in the program and should not struck their own children within the premises of our child care centre.
17. Never resort to the use of aggressive gestures i.e., inappropriate physical gestures, body language or invasion of another person's space causing them to feel threatened or uncomfortable in any way.
18. Never resort to verbal aggression i.e., using inappropriate language &/or methods of communication that make others feel threatened or uncomfortable in any way.
19. Be able to receive and give constructive criticism without taking it personally. Try to keep things in perspective, maintain a sense of humor and remember that we all make mistakes!
20. Smoking or handling cigarettes at or near Trinity Bellwoods Community Children's Group/CARE or the Art in the Park outdoor site is prohibited at all times whether or not children are present.
21. Treat everyone at Trinity Bellwoods Community Children's Group/CARE with respect, fairness and equality.

I (parent/staff/volunteer), _____ am aware that Trinity Bellwoods Community Children's Group/CARE's primary focus is to create a secure and safe environment for all. I have read, discussed and understood Trinity Bellwoods Community Children's Group/CARE's Adult Code of Conduct and agree to abide to the terms mentioned

Name: _____ Signature: _____ Date: _____



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Professionalism Guidelines

As a Trinity Bellwoods Community Children's Group/CARE employee, you are often the first point of contact with local area residents or program participants. Your actions and interactions with the public are critical in creating a positive experience. As such, you are expected to conduct yourself in a professional and polite manner that reflects the responsibility of your position. By paying attention to the important details below, you will help create a positive experience and image of our program.

At all times while working:

- Be attentive and conscientious.
- Provide a welcoming environment by smiling and greeting the public as well as the participants you come in contact with.
- The use of personal reading materials including magazines, newspapers, books, cell phones and electronics etc. is strictly prohibited during your shift. Focus on your task and not personal items.
- Coffee, tea, and soft drinks of any kind, should not be consumed while in the presence of children or in program room/area.
- Wear appropriate clothing attire/footwear suitable for childcare that allows full participation in all aspects of the program.
- Avoid wearing tops with plunging necklines, mid-riff bearing or see-through t-shirts, "low-rise" style pants, or tops written with slogans of derogatory nature.
- The use of personal cell phones and/or communication/entertainment electronic devices is strictly prohibited. Personal electronic devices or reading materials should be left at home or locked away in a safe place at the work location (if available). If electronic devices are brought to the workplace, they must be turned off while at all times while you are on duty.

This is a directive, and compliance is mandatory. Senior staff, including part-time staff responsible for overseeing programs, have been directed to report all instances of non-compliance.

Employee Name: _____

Signature: _____



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Policies and Procedures in Effect

All policies and procedures of the Trinity Bellwoods Community Children's Group/CARE are posted on the information board. All staff, students, and volunteers are required to read, understand, and adhere to all policies and procedure for the full duration of employment and/or placement.

Behavior Guidance Policy

- No form of corporal punishment will be allowed at any time, including hitting, spanking, pushing, shaking, pinching, biting, grabbing, slapping.
- A child must not be humiliated either physically or verbally through sarcasm, taunting, teasing, or degradation.
- A child must not be confined or locked in any room.
- A child must not be placed in any room alone.
- A child must not be deprived of basic needs for food, clothing, shelter, or bedding. Food must not be used as a punishment or threat at lunch or snack. Access to liquids (water, juice, etc.) must always be available to the child.
- Any adult who observes mistreatment of any child must contact the supervisor of the center immediately. This is a legal responsibility.

Behavior Guidance Monitoring System

It is the moral and legal responsibility of all adults at Trinity Bellwoods Community Children's Group/CARE to ensure that the Behavior Guidance Policy is followed. Any contravention(s) to the policy must be reported to a senior staff member, the supervisor, and/or coordinator immediately. Employees not adhering to this policy may be asked to resign.

To ensure that the Trinity Bellwoods Community Children's Group/CARE's Behavior Guidance Policy is adhered to, the following monitoring system will be implemented:

- Through daily observations, the supervisor/coordinator and/or senior staff member will ensure that all employees, students, and volunteers, follow through with the policy.
- Verbal feedback and strategies will be offered on a daily basis, throughout the course of employment, and/or as needed to those staff needing support.
- Opportunities to attend professional development workshops in "behavior guidance" will be offered throughout the course of employment. It is in the best interest of the staff members to sign up for these as they become available.
- Once per year, time will be set aside whereby the supervisor/senior staff member observes overall program to monitor the behavior guidance strategies and redirection techniques being employed by individual staff members. This time must be spontaneous and not predetermined with staff. Observations will be recorded and maintained on file.

I _____, have read the above Behavior Guidance Policy and Behavior Guidance Monitoring System. I agree to abide by these terms and conditions and understand that failure to do so will result in my immediate dismissal.

Signature _____

Date _____

Policies and Procedures for Violation of Behavior Guidance Policy

If adults (staff, volunteers, students, teachers) have difficulty putting the behavior guidance methods into practice or employ methods which are forbidden, the following steps will be taken:

1. Director/supervisor will initiate discussions to:
 - Identify the difficulty and reasons for it
 - Discuss what it means for the child
 - Explain and discuss together ways of employing the behavior guidance policy
 - Write down the results of the above discussions and have both parties sign it to ensure that the discussions are accurately documented
2. The adult can improve his/her behaviour guidance strategies under the director/supervisor's observations within a trial period. Results of the trial period will be discussed, documented, and signed by the director/ supervisor and the adult.
3. If no improvement is shown over a one month period, either because the adult does not appear to be trying or clearly disagrees with the Behavior Guidance Policy, the center's policy requires termination of employment or placement.

I _____, have read the above Policies and Procedures for Violation of Behavior Guidance Policy and agree to abide by these terms and conditions. I understand that failure to do so will result in my immediate dismissal.

Signature

Date

Anaphylaxis Policy

The Trinity Bellwoods Community Children's Group/ CARE will make every attempt to reduce the risk and exposure to anaphylactic causing 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 following anaphylaxis policy is intended to help support the needs of children with severe allergy/allergies and provide information on anaphylaxis and awareness to parents, staff, students and visitors at our centre.

"Anaphylaxis" means a severe systemic allergic reaction which can be fatal; resulting in circulatory collapse or shock, and "anaphylactic" has a corresponding meaning. This provision aligns with Sabrina's Law, 2005 legislation which came into effect on January 1, 2006, requiring all district school boards and school authorities in Ontario to develop an anaphylactic policy.

Where a child has an anaphylactic allergy, day nursery staff, students and volunteers are provided with training from a physician or a parent on the procedures to be followed in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication.

The Trinity Bellwoods Community Children's Group/ CARE allows children to carry their own asthma medication or emergency allergy medication in accordance our medication administration policy. This is provided that the parent's permission and the Medication Administering form is completed and followed for the child to self-administer allergy medication. A copy is to be on file.

Where the child does not self-administer their allergy medication, the day nursery staff will have the allergy medication accessible and taken on field trips along with the Medication Administering form.

Staff must ensure that the child who is permitted to carry their own asthma medication or emergency allergy medication has the required medication in their possession prior to leaving the centre (e.g. school, field trips, etc.).

I _____, have read the above Anaphylaxis Policy and agree to abide by these terms and conditions.

Signature

Date

Anti-Bias/Anti-Racism Policy

Racism is a manifestation of ignorance. It is also forbidden under the **Human Rights Legislation**; therefore, **racism will not be tolerated** at Trinity Bellwoods Children's Group/CARE. Racist beliefs are never born; they are taught to children directly by adults or indirectly through their immediate environment. This is why, at CARE, we take great pride in presenting all the children with an anti-bias curriculum based on the following areas of biases. We strive to celebrate cultural diversities represented at the program and those within our community.

Staff, parents, and children can make a profound difference by addressing and eliminating bias attitudes and by working together to create appropriate environments that allow us to be united by these characteristics:

1. **Ability:** physical, cognitive, and emotional abilities
2. **Age:** looking or being old or young
3. **Appearance:** height (short, tall), size (fat, skinny), or disfiguring conditions
4. **Beliefs:** political, religious, and cultural beliefs
5. **Culture:** language spoken, beliefs, customs, holidays and celebrations
6. **Class:** socioeconomic status
7. **Family composition:** family structure (single, extended, blended, nuclear families)
8. **Gender:** male, female
9. **Race:** characteristics such as skin tone, hair texture, facial and body appearance
10. **Sexuality:** sexual orientation and preference

I _____, have read the above Anti-Bias/Anti-Racism Policy and agree to abide by these terms and conditions.

Signature

Date

**Notice with Respect to the
Collection of Information**

*(Municipal Freedom of Information and
Protection of Privacy Act)*

Personal information is collected by Children's Services Division under the authority of the *City of Toronto Act, 2006*, s. 136 (c), the *Day Nurseries Act*, R.S.O. 1990, c. D.2, and R.R.O. 1990, Regulation 262. The information will be used for the purpose of ensuring the delivery of high quality child care services under the Act and City Operating Criteria. Questions about this collection can be directed to General Manager, Children's Services, 10th Floor, Metro Hall, 55 John Street, Toronto, Ontario, M5V 3C6, telephone 416-392-8128.

I, _____, have read the above notice with respect to the collection of personal information.

Signature _____ Date _____

Retain this portion for the centre file.

Immunization and Tuberculin Screening for all persons working in Child Care Centres

Dear Child Care Centre Worker: Under the Child Care and Early Years Act, Section 57(1), "Every licensee of a child care centre shall ensure that, before commencing employment, each person employed...has a health assessment and immunization as recommended by the local medical officer of health".

Toronto Public Health requires all employees to have up-to-date immunization as listed below. Students and volunteers are also recommended to receive these vaccines.

Vaccine	Recommendations for staff, students & volunteers
Hepatitis B	<ul style="list-style-type: none">o All staff should be vaccinated. Children with hepatitis B may not show symptoms and hepatitis B status may not be known.
Influenza	<ul style="list-style-type: none">o Annually, especially for those who care for children under 5 years of age
Measles Mumps Rubella	<ul style="list-style-type: none">o 2 documented doses of MMR vaccine or proof of immunity
Diphtheria Tetanus Pertussis	<ul style="list-style-type: none">o 1 dose of Tdap in adulthood - <i>This can replace the next scheduled dose of Td</i>o Tetanus and diphtheria (Td) vaccine booster every 10 years
Varicella	<ul style="list-style-type: none">o 2 doses of chickenpox vaccine given at least 6 weeks apart or proof of immunity. Previous immunity can be determined by a self-reported history of chickenpox or a blood test.

Immunization Exemptions

If you have a valid exemption for medical, religious or philosophical reasons this will be kept in your employee file. If the disease appears in the child care centre, you may have to stay out of childcare until the outbreak is declared over to minimize the risk of spreading the disease.

Tuberculosis Screening

Toronto Public Health requires all employees to provide documented TB testing prior to employment. The TB skin test should be done anytime within 6 months before the start of employment. For employment purposes, you may have to pay for the TB skin test. If the TB skin test is negative, no further testing is needed.

If the TB skin test is positive, a medical examination and chest x-ray are required. The physician should provide documentation that you are free of TB disease before beginning work.

Please have your health care provider complete the other side of this form and return it to the Child Care Centre supervisor before commencing employment.

Immunization and Tuberculin Screening for all persons working in Child Care Centre

Employee Name	<hr/>			
	LAST NAME	MIDDLE NAME	FIRST NAME	
Date of Birth	<hr/>			
	(year/month/day)			
Home Address	<hr/>			
	NUMBER POSTAL CODE	STREET NAME	UNIT#	CITY
Emergency Contact	<hr/>			
	LAST NAME		FIRST NAME	
Telephone Number	<hr/>			
	HOME		BUSINESS	

Most recent dates for required immunization

Vaccine	Date	Date	Date
Tdap			
Td			
MMR			
Varicella			
Hepatitis B			
Influenza			

Tuberculosis Screening

Tuberculin Skin Test	Date given	Date read	Induration size (mm)
Chest x-ray (if required)	Date	Result	

Interpretation: positive or negative. If positive, report to www.toronto.ca/health/professionals and consider LTBI treatment. For more information, visit www.toronto.ca/health/tb-prevention and click on *screening recommendations*.

Personal health information on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, c.h.7. It is used to administer the Toronto Public Health Vaccine Preventable Diseases Program, including maintaining immunization records for Child Care Centres. The confidentiality of this information is protected. For more information, visit our Privacy Statement at tph.to/personalhealthinfo or contact Manager, Vaccine Preventable Diseases – 235 Danforth Ave., 2nd floor or by telephone at 416-392-1250