



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

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

Monitoring Compliance and Contraventions

Name of Child Care Centre: Trinity Bellwoods Community Children's Group/CARE

Date Policy and Procedures Updated: **January 2024**

Purpose

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

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

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

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

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

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

- Anaphylaxis
- Special Needs
- Medical Needs

Additional Policies and Procedures

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| <ol style="list-style-type: none"> 1. COVID-19 Policy & Procedures 2. COVID-19 Training Modules:
Infection Prevention and Control (IPAC)
Personal Protective Equipment (PPE)
Child Care Centre Screening
Exclusion of an ill child and COVID-19 case
Environment and Interactions
Before and After School Programs 3. Adult Code of Conduct 4. Monitoring Compliance & Contraventions 5. Dress Code and Professionalism Conduct 6. Child Abuse Policy | <ol style="list-style-type: none"> 7. Behavior Guidance Policy 8. Behaviour Guidance Monitoring System 9. Policies and Procedures for Violation of Behavior Guidance Policy 10. Act for Ontarians with Disabilities Policy 11. Anti-Bias/Anti-Racism Policy 12. Non-Smoking Policy 13. Trip Policy 14. Outdoor and Playground Policy 15. Safe Drinking Water Policy 16. Sun Safety and Smog Alert Policy 17. Workplace Harassment Policy 18. Workplace Violence Policy 19. Occupational Health and Safety Policy |
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It is a condition of continued employment that employees comply in every respect with the **Trinity Bellwoods Community Children's Group/CARE's** policies, procedures and operating guidelines, which may periodically be amended. It is the employees responsibility to read and retain a copy of these policies, procedures and operating guidelines in addition to Ministry of Labour policies stated above.

It is a term and condition of employment that **Trinity Bellwoods Community Children's Group/CARE** may use progressive discipline, up to and including suspension and termination of employment, where appropriate in the circumstances. Employees agree that any suspension given, whether paid or unpaid, shall not constitute a constructive dismissal of employment.

Policy and Procedures for Monitoring Compliance and Contraventions

1. Monitoring and Observations

- Trinity Bellwoods Community Children's Group/CARE (CARE) will monitor each staff, student and volunteer to assess whether policies, procedures and individualized plans are being implemented, as follows:
 - The CARE Board of Directors will observe and monitor the supervisor of the child care centre;
 - Supervisor and Assistant Supervisor will observe and monitor the qualified staff in each program room (i.e. RECE or otherwise approved staff);
 - The Assistant Supervisor and Head RECE will observe and monitor other program staff including placement students; and will observe and monitor volunteers.

Monitoring and observations will be conducted on an ongoing basis through various means including, but not limited to:

- participating regularly and informally in the program;
- collecting feedback provided from parents and families; and

- reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.).

Monitoring will be conducted at different times of the day (e.g. morning, afternoon, periods of arrival/departure, rest periods, meal times, outdoor play periods, transitions, etc.) to observe that policies, procedures and individualized plans are being implemented as required for different parts of the program and daily routines.

2. Documentation and Records

- Monitoring and observations will be documented of the annual performance evaluation process.
- Documentation of observations will be completed at the time the observations are made or at least or at least times a year, and will include concrete examples of observed compliance and non-compliance.
- All records will be stored in the employees file for at least three years from the date they are created.

3. Follow-up

- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans will be brought forward to the supervisor or assistant supervisor or Board of Directors.
- The supervisor or assistant supervisor will address their observations through a review and discussion with the individuals observed as these occur or annually during performance reviews and will seek to or provide them with appropriate supports to achieve and maintain compliance (e.g. additional training).

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

- CARE will make every effort to clarify expectations and encourage staff, students and volunteers to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis to support clarity, learning, development and ongoing compliance.
- Progressive discipline may be used to address observed non-compliances with policies, procedures and individualized plans, considering the nature and severity of the incident and the individual's history of previous non-compliances.
- Where a staff, student or volunteer is observed to be non-compliant, the Board of Directors, supervisor or assistant supervisor will take one or more of the following actions:
 1. Inform the individual that a non-compliance was observed, including the review of any pertinent records or documentation that provide evidence of the non-compliance;
 2. Re-review the relevant policies, procedures, and/or individualized plans with the individual;
 3. Issue a verbal warning;
 4. Issue a written warning;
 5. Temporarily suspend the individual from their position at the child care centre for 2 weeks depending on the severity, or in instances where Children's Aid Society is involved, their direction will be followed.
 6. Terminate the individual from their position;

7. Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.) and/or
 8. Report violations with the College of Early Childhood Educators' Code of Ethics to the College.
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- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be reported and followed.
 - Where appropriate, the supervisor or assistant supervisor or designate will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.