

ARCHWAY MONTESSORI SCHOOL & DAYCARE (AMSD)

The following POLICIES & PROCEDURES are for your review. Please read and familiarize yourselves with the policies and/or procedures at AMSD. Staff/Volunteers/Parents are to be in compliance of our policies & procedures at all times. Non-compliance of any of our policies and/or procedures will result in appropriate disciplinary action by the Director. For more details, please refer to our Parent Handbook/Program Statement

- Playground Safety Policy
- Anaphylactic Policy
- Sanitary Practices Policy
- Sleep Supervision Policy
- Serious Occurrence Policy
- Medication Policy
- Supervision of Volunteers & Students Policy
- Program Statement Implementation Policy
- Staff Training & Development Policy
- Criminal Reference Check/Vulnerable Sector Check Policy
- Fire Safety/Evacuation Procedures
- Process for Monitoring Compliance & Contraventions
- Waiting List Policy
- Administrative Health Policies
- Individual Support Plans and Inclusive Programming
- Nutritional Requirements/Information
- Head count Policy
- Uniform Policy
- Flushing for Lead

Playground Safety Policy – updated March 2017

POLICY:

The Director is responsible for ensuring that all staff and students on placement are knowledgeable about AMSD's playground safety procedures and carry out their responsibilities appropriately. All staff and students on placement must review the procedures prior to beginning employment, and annually thereafter. A written record of the review must be signed annually by the staff and students on placement, and witnessed by the person who completed the review and be kept on file for three years.

PROCEDURES:

Play Space Supervision – General Procedures

Role of staff and students on placement in ensuring safety:

- The appropriate staff to children ratios must be maintained at all times, in accordance with the ratios set out in the *Child Care and Early Years Act, 2014*. Staff conduct frequent head counts.
- Injuries must be attended to immediately, following appropriate First Aid procedures.
- Staff and students on placement are to place themselves strategically around the playground and away from each other so that all the children's activities can be easily observed. All areas of the playground must be supervised at all times.
- Large play structures should be closely supervised, staff should be within reaching distance when children are new or inexperienced with equipment.
- Staff and students on placement are not to have drinks or food on the playground, as hands must be kept free for safety purposes.
- The registration/attendance binder is to be brought outside to the playground.

Daily Checklists, Safety Log

Designated staff person's responsibilities:

- The Director or designate, is responsible for completing the Playground Checklists on the defined play space. The Director or designate, is responsible for making notes in the Daily Log and on the Playground Checklists.
- Daily, Monthly, Seasonal and Annual Checklists are to be completed and kept in the Playground Inspection binder
- The Director is to ensure that all Playground Checklists and documentation has been completed.

Annual Inspections, Site Maintenance and Short/Long Term Plans

Maintenance issues for the school playground are the sole responsibility of Archway Montessori School & Daycare, not the landlord. All items needing attention are to be noted in the Playground Checklists and brought to the attention of the Director.

3rd Party Inspections

In addition to the inspections conducted by staff on a daily/weekly/monthly basis, the playground at AMSD is also inspected yearly by Safeplay Inc. Records of the inspection are maintained and retained for a minimum of 3 years.

Communication Plan

What is Anaphylaxis? Anaphylaxis is a severe systemic allergic reaction which can be fatal. It involves several body systems, including skin, upper and lower respiratory, gastro-intestinal, and cardiovascular. The most dangerous reactions are breathing difficulties and a drop in blood pressure. The reaction can develop within seconds of exposure; it is severe and can lead to rapid death if untreated. A life-threatening reaction can be triggered by:

- Foods
- Insect stings (e.g. bees, wasps, yellow jackets)
- Medication
- Exercise
- Latex
- Other allergens

Symptoms:

An anaphylactic reaction can begin within seconds of exposure or after several hours.

Any combination of the following may signal the onset of a reaction:

- Hives*
- Itching (on any part of the body)
- Swelling (of any part of the body, especially eyes, lips, face, tongue)
- Red watery eyes
- Runny nose
- Vomiting
- Diarrhea
- Stomach cramps
- Change of voice/Hoarse Voice
- Coughing
- Wheezing
- Throat tightness or closing
- Difficulty swallowing
- Difficulty breathing
- Sense of doom
- Dizziness
- Fainting or loss of consciousness
- Flushing of the skin colour
- Rash
- Nausea
- Nasal congestion
- Hay fever like symptoms

*Hives may be entirely absent, especially in severe or near-fatal cases of anaphylaxis.

Communication Procedures:

It is very important for all program/centre staff, volunteers and students on placement to be able recognize the signs of an allergic reaction and understand the cause of allergic reactions and know what children in the centre have these life-threatening allergies. It is also very important that all program and centre staff, are trained in how to care for a child who is having an anaphylactic reaction.

When a child who has a potentially life-threatening allergy is a member of the centre, information will be posted on the communication board so parents are aware.

Registration Procedures:

Archway's registration procedures include the completion of a Medical Form intended to provide staff with the necessary information to ensure that their child's medical conditions, including life-threatening allergic reactions, can be attended to appropriately.

The registration forms and Medical Forms will be kept in the centre in the registration binder and all staff, volunteers and students on placement will also be advised of children who have life-threatening allergic reactions, by the posting of a list and pictures of the children with life-threatening allergic reactions in the food preparation area, in centre rooms and in any other areas in which children may be present.

Staff Meetings:

The staff, volunteers and students on placement will meet at the beginning of a new school year and again half-way through the year to review and discuss the strategies in place to reduce the risk of exposure to life threatening allergies. They will also meet immediately upon the acceptance of a newly registered child when she/he registers in the centre. This meeting and those in attendance will be documented in the log book.

Food Catering:

The catering company will be informed of the child's allergy and dietary restrictions prior to the child starting at the centre. If the catering company is unable to honor the request for special meals, the parents will be asked to provide food (clearly labelled) for the child and a written notice in reference to the same will be placed in the child's file.

Development of a child's individual plan and emergency procedure

The parent/guardian and the physician of a registered child with an anaphylactic allergy will be required to provide input on the child's individual plan, including an emergency procedure that includes:

- A description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic allergy
- Emergency procedures to be taken by Archway staff in the event the child has an anaphylactic reaction
- Parent/guardian consent that allows Archway staff to administer the anaphylactic medication in the event their child has an anaphylactic reaction must be provided before a child can attend Archway.

Review of Individual Plan

The individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed as follows:

- By all program/centre staff before they begin their employment and at least annually afterwards.
- By volunteers and students on placement who will be participating at the program/centre before they begin participating and at least annually afterwards.
- By staff when a new child with anaphylaxis registers in their program.
- By relief staff when starting their shift at Archway

In accordance with the Child Care and Early Years Act , 2014, (CCEYA) all Employees working at Archway as well as Volunteers and Students on Placement are required to be knowledgeable of the children's medical conditions and special needs.

Training

All Archway staff, volunteers and students on placement will be provided with training on how to recognize the signs and symptoms of anaphylaxis and the procedure to follow in the event a child in the program/centre is having an anaphylactic reaction. The parent/guardian will be responsible for training the staff in the child's individual plan and emergency procedures to follow and the administration of the Epinephrine Auto-Injector when the child is registered in the program/centre and at least annually thereafter, or whenever a new Epinephrine Auto-Injector is provided.

Parents are also responsible for ensuring that Archway staff have an up-to-date Epinephrine Auto-Injector in the program at all times.

Staff will be trained in how to read food labels to identify allergens for the purpose of purchasing appropriate food and in the proper preparation of food.

Responsibilities

Responsibilities of the Parent/Guardian of a child with an anaphylactic allergy

- inform the Program Director of their child's allergies
- arrange a meeting prior to the child attending the program for the purpose of providing staff training and an individual plan and emergency procedure for the child
- provide the completed Medical Form and individual plan and emergency procedure
- provide an Epinephrine Auto-Injector for the child which is available at all times that the child is in Archway's care and keep the Epinephrine Auto-Injector up to date
- teach their child:
 - to recognize the first symptoms of an anaphylactic reaction
 - to communicate clearly (if possible) when s/he feels a reaction starting
 - to carry his/her own Epinephrine Auto-Injector - staff will also make sure of that
 - medication is available in a convenient and known place – e.g. fanny pack
 - to eat only the snack foods provided to him/her by the program/centre staff
 - to understand the importance of hand washing
 - to assume as much responsibility as possible for his/her own safety

Responsibilities of the Program Director

- ensure that notice is given to all parents advising them that Archway has a nut free policy, and request them not to send food with nuts to the centre
- ensure that this policy is communicated to all staff, volunteers, students on placement and parents of anaphylactic children
- ensure that the parent/guardian has completed the Medical Form and Individual Plan for each child
- ensure that the forms are filed in the registration binder
- ensure that the child's name and picture is posted in the food preparation area, in program rooms and in any other areas in which children may be present
- ensure that the child's name and life threatening allergies are listed on the allergy list
- ensure that medication is available in a convenient and known place – e.g. fanny pack
- ensure the child's Epinephrine Auto-Injector is up to date and to contact the parent 30 days prior to ensure a new one is received
- ensure that all of the program/centre staff are familiar with all of the children who have life threatening allergies in their programs/centres
- ensure that all staff in their program receive training in the administration of the child's Epinephrine Auto-Injector and knows their individual plan and emergency procedures
- ensure that all staff receive instruction regarding symptoms, emergency procedures and

Epinephrine Auto-Injector use prior to the child attending the program/centre or immediately upon their placement in the program/centre and at minimum, annually thereafter. This instruction is to be logged in the log book/tracking sheet

- Implement safe procedures for reducing risk in the centre

Responsibilities of the Program/Centre Staff

- assist the Program Director in fulfilling his or her responsibilities, take direction from the Program Director
- ensure familiarity with this policy
- be accountable for the implementation and compliance with this policy

Responsibilities of Volunteers and Students on Placements

- assist the Program Director and program/centre staff in fulfilling their responsibilities under this policy
- take direction from the Program Director and Program/Centre staff
- ensure familiarity with this policy

Review:

Archway will review the contents of this policy and related procedure with:

- a) All employees who will be interacting with children, before they begin their employment;
- b) Volunteers or students on placement who will be interacting with children at Archway, before they begin to volunteer or before they begin their educational placement; and
- c) Employees, volunteers and students on placement who will be interacting with children at least annually after the first review and at any other time when changes are made to this policy and related procedure.

The contents of this policy and related procedure will be reviewed at least annually and at any time that changes are required by law. A record will be kept showing the date of each review conducted, and each record will be signed by each person who conducted or participated in the review.

Sanitary Practices Policy – updated March 2017

POLICY

Archway Montessori School & Daycare (AMSD) endeavours to maintain its facilities and equipment in a safe, clean condition, in accordance with the requirements relating to sanitary practices and food storage, handling and preparation set out in the O. Reg. 137/15 under the *Child Care and Early Years Act, 2014*, S.O. 2014, c. 11, Sched. 1. AMSD staff will practice personal habits that promote good health and prevent the spread of infection. Tasks will be completed according to the scheduled frequency, plus when necessary between scheduled times, in accordance with AMSD's Sanitary and Personal Health Practices and Food Handling and Preparation Procedure which accompanies this policy.

PROCEDURES

FOOD STORAGE AND PREPARATION

AMSD will ensure that:

- a) where food or drink or both are supplied by a parent of a child receiving child care at AMSD's premises, the container for the food or drink is labelled with the child's name;
- b) all food or drink is stored, prepared and served so as to retain maximum nutritive value and prevent contamination; and
- c) any instructions set out in a child's anaphylactic plan that may impact food handling/storage will be followed at all times.

AMSD will observe the following compliance indicators:

1. Food or drink supplied by a parent is observed to be in a container labelled with the child's name.
2. Food or drink that requires refrigeration or to be kept frozen is kept in the fridge or freezer at temperature recommended by public health.
3. No food or drink is observed to be beyond its expiry date.
4. No food or drink shows visible signs of spoilage or mold.
5. Staff are observed to use proper food handling techniques in accordance with the recommendations/requirements of the local public health unit.
6. Food products may be frozen prior to the expiry date. The freezing date must be noted on the food.

CENTRE CLEANING/SANITIZING TASK LIST

Facilities	Task	Person Responsible	MIN. Frequency
Floors	Sweep & Mop	Caretaker/Staff	Everyday/when necessary
Washrooms	Clean & Disinfect	Caretaker/Staff	Everyday/when necessary

Equipment	Task	Person Responsible	MIN. Frequency
Tables	Wash & Disinfect	Staff	Before snacks/lunch/when necessary
Food Prep. Surfaces/Counters	Sanitize	Staff	Before/After food preparation
Chairs	Wash	Staff	Once every 3 months/when necessary
Shelves	Dust	Staff	Every 2 weeks/when necessary
Toys	Wash	Staff	Monthly/when necessary
Fridge	Clean	Staff	Once a month/when necessary
Bed Linen	Wash	Staff	Once a week/when necessary
Cots	Wash & Disinfect	Staff	Once a week/when necessary

Personal Health	Task	Person Responsible	MIN. Frequency
Staff	Hand washing	Staff	Prior to food prep/when necessary
Children	Hand washing	Staff	After bathroom/before meals/when necessary

Cleaning & Sanitizing/Disinfecting

Cleaning, rinsing and sanitizing/disinfecting are required on most surfaces in child care facilities, including tables, counters, toys, diaper changing areas, etc. This 3 step method helps maintain a more sanitary environment and reduces the risk of illness in both staff and children.

To disinfect:

- Gather required materials
- Put on personal protective equipment (PPE)
- Clean the area with water and detergent
- Apply disinfectant
- Remove PPE
- Clean your hands

Bleach Solutions are prepared and used as outlined below:

Bleach & Water Solution	Use	Contact Time
5mL of bleach to 495mL of warm water, 500ppm	Toys, diaper change tables, play mats, cots	Minimum 1 minute, allow to air dry
50mL of bleach to 495mL of warm water, 5000ppm	Blood spills Body fluid spills	Minimum 1 minute, allow to air dry

Review:

AMSD will review the contents of this policy and related procedure with:

- a) All employees who will be interacting with children, before they begin their employment;
- b) Volunteers or students on placement who will be interacting with children at AMSD, before they begin to volunteer or before they begin their educational placement; and
- c) Employees, volunteers and students on placement who will be interacting with children at AMSD at least annually after the first review and at any other time when changes are made to this policy and related procedure.

The contents of this policy and related procedure will be reviewed at least annually and at any time that changes are required by law. A record will be kept showing the date of each review conducted, and each record will be signed by each person who conducted or participated in the review.

Sleep Supervision Policy – updated March 2017

As per the CCEYA, children attending the program for 6 hours or more have a rest period not exceeding 2 hours. AMSD recognizes that not all children require the same amount of sleep and some may not require sleep at all. Children are therefore permitted to sleep, rest or engage in quiet activities, based on the child's need.

For all children who attend Archway and regularly sleep at the premises, we will ensure that:

- there is a separate area or room for sleeping and there is a system in place to immediately identify which children are present in the area or room;
- children will be assigned to individual cots in the room;
- an Archway staff member will perform a direct visual check of each sleeping toddler and preschooler at intervals not exceeding 30 minutes and will document visual checks on the Sleep Monitoring Checklist.
- there is sufficient light in the sleeping area or room to conduct direct visual checks.

COMMUNICATION WITH PARENTS:

For all children who attend Archway and regularly sleep at the premises, we will ensure that:

- parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request;
- parents of children who attend Archway and regularly sleep at the program premises will be advised of Archway's policies and procedures regarding children's sleep;
- A staff person will perform a direct visual check of each sleeping toddler and preschooler at intervals not exceeding 45 minutes and will document visual checks on the Sleep Monitoring Checklist.
- the observance of any significant change in a child's sleeping pattern or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep.

REVIEW

Archway will review the contents of this policy with:

- all employees before they begin their employment;
- all volunteers or students who will be interacting with children at the centre, before they begin to volunteer or before they begin their educational placement; and
- all employees, volunteers and students at least annually after the first review and at any other time when changes are made to the policy.

The contents of this policy will be reviewed at least annually and at any time that changes are required by law. A record will be kept showing the date of each review conducted and each record will be signed by each person who conducted or participated in the review.

SAMPLE OF SLEEP MONITORING CHECKLIST

Date	Child's Initials	Time Asleep	Visual Check 1	Visual Check 2	Visual Check 3	Time Awake
01-01	AZ	12:50pm	Ok	Ok	-	2:00pm

Serious Occurrence Policy- updated March 2017

The purpose of the Serious Occurrences Policy is to ensure the proper response and reporting of accidents, serious occurrences. All accidents to children, no matter how minor they appear, must be reported immediately to the Director/Administrator

Essential first aid supplies are available at all times in the office, the kitchen and is also always carried by the staff person in charge whenever the children are outside in the playground or on a field trip off school grounds.

Identifying an Incident

Minor Accident: An accident which requires attention and yet does not require medical attention.

Serious Occurrence:

1. Death of a child receiving care while at the school.
2. Abuse, neglect or an allegation of abuse or neglect of a child receiving care while at the school.
3. A life-threatening injury to or a life-threatening illness of a child who receives care at the school.
4. An incident where a child who is receiving care goes missing or is temporarily unsupervised.
5. An unplanned disruption of the normal operations of the school that poses a risk to the health, safety or well being of children receiving child care while at the school, also considered to be a grave incident.

Responding to an Incident:

- Provide the child with immediate attention, as needed. As well, address any continuing risks to the health or safety of the child, other children and/or others present.

Continue with the following steps in case of a Serious Occurrence:

- The parents/guardians must be contacted immediately, (if they cannot be reached their emergency contacts are to be notified), and requested to come and take the child for medical attention.
- **If time is of importance**, send the child directly to the hospital with a staff member until the parents/guardians meets the child there. If the staff member accompanies the child, the staff member must take parents/guardians' contact information, allergy information or any other medical condition information to the hospital.

The closest hospital to Archway Montessori School & Daycare is Scarborough General Hospital, 3050 Lawrence Ave. East, Toronto, ON., M1P 2V5, 416 438 2911

- **In case of emergency, call 9-1-1** to request an Emergency Service Ambulance. If an Emergency Service Ambulance is not immediately available, contact the nearest **Police Station: 42 Division at (416)808-4200** or **Fire Department via 9-1-1**, if their service is considered advisable. If an ambulance or police are used, advise that the call is from a child care provider. For less serious accidents, contact the closest taxi service for transportation: **BECK TAXI (416) 751-5555**.
- Ensure that the local Coroner is notified immediately in all cases involving death, regardless of location or circumstances.
- **If there is reason to suspect that a child has been abused and/or in need of protection contact Toronto Children's Aid Society at (416)924-4646 or 42 Division at (416)808-4200** as per the duty to report requirements under the CFSA (the person who has reasonable grounds to suspect that a child is or may be in need of protection is legally obligated to report it to the Children's Aid Society).
- Report the incident to the Director/Administrator

Reporting an Incident

Minor Accident Reporting Procedure:

- In the event of a minor accident, an Accident Report will be completed. The Accident Report must be completed by the staff/volunteer that witnessed the incident or discovered that the incident occurred. The report must be completed on the same day the incident occurs.
- The incident must be reported to the staff/volunteer's supervisor/Director/Administrator
- The Accident Report must be reviewed by the designated Supervisor/Director/Administrator
- A copy of the Accident Report will be given to the child's parents/guardians on the same day it was prepared. If the report is not completed by the time the child is picked-up, the parents/guardians will be notified of the incident verbally. The Accident Report will be provided on the next school day. The original Accident Report will be kept in the school file.
- The designated Supervisor will make record of the accident in the Accident Report Log.
- If the accident takes place outside, a Playground Accident Report will be completed. The Playground Accident Report must be completed by the staff/volunteer that witnessed the incident or discovered that the incident occurred. The report must be completed on the same day the incident occurs.
- The incident must be reported to the staff/volunteer's supervisor/Director/Administrator
- The Playground Accident Report must be reviewed by the designated Supervisor/Director/Administrator
- A copy of the Playground Accident Report will be given to the child's parents/guardians on the same day it was prepared. If the report is not completed by the time the child is picked-up, the parents/guardians will be notified of the incident verbally. The Playground Accident Report will be provided on the next school day. The original Playground Accident Report will be kept in the school file.

Serious Occurrence Reporting Procedures:

1. Within 24 hours (if possible), complete and submit the **Serious Occurrence on the Child Care Licensing System (CCLS)**
2. The Serious Occurrence Notification Form will be prepared and posted in a conspicuous place in the School. The form will be posted near the Child Care and Early Years License. (The exception is in the case of allegations of abuse or unverified complaints, which will be posted at the completion of followup/investigation). The Serious Occurrence Notification is posted for a minimum of 10 business days.
3. The Serious Occurrence is updated as the designated Supervisor is required to provide additional information and/or takes additional actions and/or investigations are completed.
4. The designated Supervisor will make record of the serious occurrence in the Serious Occurrences Report Log.
5. The school will retain the Serious Occurrence Notification Form for at least three years from the date of the occurrence and make the forms available for current and prospective parent/guardians, licensing and municipal children's services staff upon request (consistent with the current requirements for the availability of licensing documentation).

Annual Summary and Analysis Report

Archway Montessori School & Daycare is required to complete Annual Summary and Analysis Report and leave on file for the Ministry of Education. The Annual Summary and Analysis Report summarizes Archway Montessori School & Daycare's serious occurrence reporting over the year and their identified issues, trends, patterns and action taken. The Annual Summary and Analysis Report is reviewed by The Regional Office of the Ministry of Education noting patterns that suggest a need for training or support and steps to address those needs. **Regional Office of the Ministry of Education may also identify possible issues or actions that could require followup by Archway Montessori School & Daycare. If follow-up action is requested, Archway Montessori School & Daycare is required to submit an outcome report to the Regional Office of the Ministry of Education once the necessary action has been taken. The Annual Summary and Analysis Report is also a means of identifying more general information that could affect ongoing ministry policy work.**

Medication Policy – updated March 2017

Archway Montessori School & Daycare (AMSD) endeavours to administer drugs and medication in accordance with the requirements relating to the administration of drugs and medication set out in the O. Reg. 137/15 under the *Child Care and Early Years Act, 2014*, S.O. 2014, c. 11, Sched. 1. AMSD has developed the following policy and accompanying procedure to that end.

POLICY

- a) AMSD will endeavour to ensure that all drugs and medications on its premises are:
 - a. stored in accordance with the instructions for storage on the label;
 - b. administered in accordance with the instructions on the label and parental authorization; (Doctor's instruction must be on the prescription label and not just the label on the box, if applicable)
 - c. inaccessible at all times to children; and
 - d. are kept in a locked container
- b) AMSD will endeavour to ensure that:
 - a. one AMSD employee is in charge of all drugs and medications and all drugs and medications are dealt with by that person or a person designated by that person in accordance with AMSD procedures;
 - b. a prescription drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication and included with the authorization is a schedule that sets out the times, or the presence of symptoms, that the drug or medication is to be given and amounts to be administered;
 - c. a drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package and the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, if applicable, and instructions for storage and administration; and
 - d. Appropriate records will be kept by AMSD of all medication administered to a child attending AMSD.

In accordance with the Child Care and Early Years Act , 2014, (CCEYA) all Employees working at AMSD as well as Volunteers and Students on Placement are required to be knowledgeable of the children's medical conditions and special needs. All Employees, Volunteers and Students on Placement agree to keep all information about children and their families confidential.

PROCEDURES

1. ADMINISTRATION OF MEDICATION BY AMSD STAFF

The Director is required to ensure all new families fill out all necessary forms with regards to medication/illness prior to the child starting in the program. Staff are required to note when children have an identified health/allergy/medical condition.

Parents are expected to complete release and waiver forms prior to acceptance of the child in the centre.

AMSD Staff may only administer medication that is prescribed by a Physician authorized to practice within the Province of Ontario. AMSD requires the written authorization and release from the parent/guardian prior to administering any medication.

- A parent/guardian must hand deliver the medication in the original prescription container. The container or package must have a prescription label on it clearly noting the child's name, the name of the medication, the dosage of the drug or medication, the date of purchase and expiry, and instructions for storage and administration.
- **WE DO NOT ACCEPT MEDICATION THAT IS NOT** in its original container with the required original pharmacy prescription label.
- The Director or staff designate will administer the medication. The Director/Staff is responsible for the safe storage and for the administration of all medication.
- Medication must be administered in accordance with the instructions on the label and the authorization from the parent/guardian. The Program staff must cross check the name of the child and the name of the medication and dosage on the container of the medication, to the parent instructions, prior to the parent leaving the premises to ensure they match and immediately prior to administering the medication.
- When administering medication, an entry must be made in the Administration of Medication Binder. Staff administering the medication must list each dose administered and the time. If a dose is omitted, reasons must be noted.
- Medication must be stored as directed on the prescription label and must be kept in a locked container, which is inaccessible to all children, but is accessible to staff at all times.

2. CHILDREN WITH ANAPHYLACTIC ALLERGIES

For children with anaphylactic (life-threatening) reactions, the procedures outlined in Administration of Medication by AMSD Staff shall be followed with the following additions:

- a. Prior to a child starting the program, and then on an annual basis, the parent/guardian must demonstrate to the Program staff, the procedure on how to administer the auto-injector
- b. Additionally, the Director must ensure that each's child's plan and the documentation on all of the forms pertaining to the child's allergy are reviewed with all staff, including relief staff, volunteers and students on placement.

In the event that a child requires his/her auto-injector, staff must follow the parent's written instructions on the child's Individual Action Plan. If an auto injector has been administered, the record of the administration must be recorded.

The administration of an auto-injector is considered to be a **Serious Occurrence**. Once the safety of the child has been ensured, AMSD staff must follow the procedures for Serious Occurrences.

REVIEW

AMSD will review the contents of this policy and related procedure with:

- All employees who will be interacting with children, before they begin their employment;
- Volunteers or students on placement who will be interacting with children at AMSD, before they begin to volunteer or before they begin their educational placement; and
- employees, volunteers and students who will be interacting with children at AMSD at least annually after the first review and at any other time when changes are made to this policy and related procedure.

The contents of this policy and related procedure will be reviewed at least annually and at any time that changes are required by law. A record will be kept showing the date of each review conducted, and each record will be signed by each person who conducted or participated in the review.

Supervision of Volunteers & Students Policy – updated March 2017

This policy is created to support the safety and well-being of children at Archway Montessori School & Daycare (AMSD). AMSD will review this policy on an annual basis, with staff, volunteers and students on placement. This policy applies to all AMSD Employees who supervise volunteers or students on placement and all Volunteers and Students on Placement.

PROCEDURES:

Training and Orientation:

All volunteers and students on placement receive a full orientation prior to starting their placement. Volunteers and students on placement will not be left alone with a child or group of children. The volunteers and students on placement are instructed that they must take direction and guidance from their immediate supervisor and other AMSD staff.

Policies and procedures are reviewed with volunteers and students on placement who will be providing care and guidance at Archway Montessori School & Daycare, before they begin working with the children and annually thereafter.

The individual plan for children with anaphylactic reactions and site specific emergency procedures are reviewed by the Director with the volunteer and student on placement at the program. These are reviewed annually for returning volunteers and students on placement.

Signed Documents:

Staff, volunteers and students on placement sign and date the required forms. Copies of the required forms are kept at the centre for a minimum of 3 years.

Written Review:

AMSD has a written procedure for monitoring the behaviour guidance practices of volunteers and students on placement who provide care or guidance at Archway Montessori School & Daycare.

Supervision:

No child at AMSD shall be supervised by a person who is less than 18 years of age.

Only employees of AMSD will have unsupervised access to children at Archway Montessori School & Daycare. Volunteers and students on placement will not be counted in staffing ratios.

The Director or staff designate will be responsible for the direct supervision of the volunteer or student on placement at Archway Montessori School & Daycare. When hired, staff receive training on the effective supervision, mentoring and training of volunteers and students on placement. Ongoing staff training occurs, as required.

Vulnerable Sector Criminal Reference Checks:

Vulnerable Sector Criminal Reference Checks are required for all volunteers and students on placement having direct contact with children at AMSD. Community colleges and universities that provide AMSD with students on placement require Vulnerable Sector Criminal Reference Checks to be completed prior to placement.

The contents of this policy and related procedure will be reviewed at least annually and at any time that changes are required by law. A record will be kept showing the date of each review conducted, and each record will be signed by each person who conducted or participated in the review.

Review:

AMSD will review the contents of this policy and related procedure with:

1. All employees who will be interacting with children, before they begin their employment;
2. Volunteers or students on placement who will be interacting with children at AMSD, before they begin to volunteer or before they begin their educational placement; and
3. Employees, volunteers and students on placement who will be interacting with children at AMSD at least annually after the first review and at any other time when changes are made to this policy and related procedure.

Program Statement Implementation Policy – updated March 2017

Purpose of the Policy:

To ensure that all staff, students and volunteers are fully informed about AMSD's Program Statement, our Curriculum Goals and Objectives, and the Prohibited Practices.

Policy Goal:

That all staff will have read and understand the document How Does Learning Happen and our Program Statement, our Curriculum Goals and Objectives, and our Prohibited Practices to guarantee a smooth policy implementation. To ensure that all staff, placement students and volunteers are implementing the Program Statement into the program.

Objectives:

- The Supervisor/Director at AMSD is informed about the policy, enforcement procedures, and their role in the enforcement.
- The staff at AMSD are informed of the policy's provisions, enforcement procedures, and implementation process

Documentation:

The Supervisor/Director will use checklists to ensure that all employees are following the Program Statement thoroughly. It will be documented on the checklist if discrepancies are noted. The Supervisor will then speak directly to the staff in question and perform a training session with the staff. If the Supervisor continues to see infractions from the staff in regards to the Program Statement, they will proceed to the discipline stages which are: a verbal warning, then a written warning and then dismissal. If staff proceed through all of the stages they will then be dismissed with cause. If a staff breaches our Prohibited Practices, they will immediately be dismissed.

Organization Re-evaluation:

Once a year, the staff will be asked to assess whether the program is meeting all of our Curriculum Goals and Objectives that are outlined in our Program Statement. The Director will then re-evaluate our Curriculum Goals and Objectives and make necessary changes to the Program Statement.

Staff Training & Development Policy – updated March 2017

It is the policy of Archway Montessori School & Daycare that all staff will have access to ongoing training, to keep them up to date on current childcare practices and to develop their childcare and educational skills.

Staff Orientation/Training:

- All newly appointed staff/students/volunteers are provided with the training manual and basic information they need to settle into their job. The training manual includes health and safety, policies and procedures, codes of behaviour, record keeping and fire safety policy etc.
- External training and attendance at courses, workshops, conferences is encourage and supported
- Staff members are given the opportunity to give feed back from the course they have attended, if any.

General Procedures

- Monthly meetings are held with management and staff and are used to discuss operational issues and also to encourage and to provide a mechanism for sharing of learning and ideas for the improvement of the quality of the service offered to the children and families.
- encourages staff to take advantage of training provided by childcare organizations as are relevant to staff development and to the benefit of AMSD.
- Financial assistance with the cost of the training or time off for exams to facilitate participation may be offered at the discretion of the Director.
- AMSD provides opportunities for internal training for example staff meetings, workshops etc.
- **Staff are provided with CPR/First Aid Training once every 3 years or earlier, depending on expiry. The cost is covered by AMSD.**

First Aid Training

In keeping with the requirements as set out by **Ontario Regulation 137/15**, all employees are to have valid certification in standard first aid, including infant and child CPR. This certificate is to be issued by a training agency recognized by the WSIB.

This regulation is put in place to protect the health and safety of all children in the centre by ensuring that ALL employees hold valid certification in standard first aid.

The centre posts a list in all rooms where children are present that outlines the list of employees who have valid certification in standard first aid. Employees who do not have their certification/training in standard first aid/CPR have until September 1, 2016 to complete their training. Archway Montessori School is committed to ensuring all of its employees are fully trained/certified no later than September 1, 2016 and then annually or as/when required.

Criminal Reference Check/Vulnerable Sector Check Policy

POLICY:

Archway Montessori School & Daycare (AMSD) requires that all its Employees, Volunteers, Students on Placement and Service Providers who provide direct services to children undergo a criminal reference check (vulnerable sector check) in accordance with its obligations under the *Child Care and Early Years Act, 2014*, S.O. 2014, c. 11, Sched. 1 and its regulations. Such checks assist the organization in determining whether individuals participating in its programs have been convicted of any offences that prohibit them from holding these positions of trust and ensuring the safety and well-being of the children at AMSD.

SCOPE:

The policy will apply to:

1. All successful candidates for employment including administrative employees
2. All successful candidates for volunteer placements
3. All students on placement
4. All enrichment service providers

PROCEDURE:

Acceptable Vulnerable Sector Checks

The Vulnerable Sector Criminal Reference Check (Vulnerable Sector Check) will consist of a search through the Canadian Police Information Computer System and through the local police force for information that the police force deems appropriate to share, in connection with the Vulnerable Sector Check.

Conditions of Employment for Employees or Placement for Volunteers and Students on Placement

The Vulnerable Sector Check is a condition of employment or placement. No employees will begin employment with AMSD, prior to the Director receiving an acceptable Vulnerable Sector Check. The Vulnerable Sector Check must be dated within the last 6 months of the candidate's start date and, if more than one month old, the candidate must also sign an Offence Declaration. Conditional offers of employment or placement may be extended in writing to successful candidates pending the outcome of the Vulnerable Sector Check, however they will not begin employment until the check is received and reviewed and accepted. Once the Vulnerable Sector check has been obtained, the results will be communicated to the candidate and appropriate documentation will be prepared depending on whether the results are satisfactory. Candidates with a criminal record will not be automatically disqualified from employment or educational placement. AMSD may only refuse to hire someone based on a reasonable and bona fide job qualification. The Director will consider the extenuating circumstances of the criminal record conviction as well as the following factors before reaching a final decision regarding a job candidate:

- The nature and number of conviction(s)
- The length of time since the conviction(s)
- The rehabilitative and other efforts subsequently made by the candidate
- The candidate's employment record, qualifications and references
- The specific duties, and responsibilities associated with the position applied for, and the relevance of the particular criminal conviction to the position
- The risk posed to AMSD children as a result of employing or using the services of the candidate in the position.
- AMSD will not hire or accept Employment Candidates, Volunteers, Students on Placement or Service Providers who have been convicted of any offences under the *Child Care and Early Years Act, 2014* and *Criminal Code* for:
 - Child Pornography
 - Sexual interference
 - Murder

- Any other Federal or Provincial Offence prescribed by the regulations of the *Child Care and Early Years Act*

These considerations will be discussed with the candidate before the final employment decision is made. Students on Placement may be allowed to begin their placement but will not be allowed to interact with children prior to receipt of the Vulnerable Sector Check to Archway's satisfaction. Students on Placement must follow the AMSD Supervision of Volunteers and Students on Placement Policy and never be alone with a child or a group of children.

Update of Vulnerable Sector Check Every Five Years and Offence Declarations

Effective September 1, 2015, all AMSD Employees, Volunteers, Students on Placement and Service Providers are required to update their Vulnerable Sector Check every five years. AMSD Employees, Volunteers, Students on Placement and Service Providers are also required to complete an Offence Declaration annually. Each Offence Declaration shall be current to within 15 days of the anniversary date of the previous Offence Declaration or Vulnerable Sector Check.

All AMSD Employees, Volunteers, Students on Placement and Service Providers must provide Archway with an Offence Declaration, immediately if s/he is convicted of an offence under the Canada's *Criminal Code*.

Termination and Reinstatement of Employment

If the employment relationship was terminated for 6 or more months and the person returns to AMSD, a new Vulnerable Sector Check must be received before the employment relationship resumes. If the employment relationship was terminated for less than 6 months and, except for the termination, the employee would have provided a Vulnerable Sector Check, or Offence Declaration, the employee will provide AMSD with a new Vulnerable Sector Check, prior to beginning employment.

Volunteers or Students on Placement who turn 18 or 19 Years Old

If a Volunteer or Student on Placement turns 18 years old while in a position where he or she interacts with children receiving child care the Volunteer or Student on Placement must, within one month of turning 18 years old, disclose every previous finding of guilt under the *Youth Criminal Justice Act*, if the Volunteer or Student on Placement received an adult sentence.

If a Volunteer or Student on Placement turns 19 years old while in a position where he or she interact with children receiving child care the Volunteer or Student on Placement shall obtain a Vulnerable Sector Check within one month after turning 19 years of age.

Request for updated Vulnerable Sector Checks

AMSD reserves the right to require Employees, Volunteers, Students on Placement and Service Providers to obtain an updated Vulnerable Sector Check if the organization has reason to believe that there may have been a change to the last record on file.

Employees, Volunteers, Students on Placement and Service Providers are required to submit an Offence Declaration as soon as reasonably possible, any time s/he is convicted of an offence under the *Criminal Code*.

PROCEDURE TO OBTAIN A VULNERABLE SECTOR CHECK

Residents outside of Toronto:

Upon receipt of a conditional offer of employment from AMSD, candidates for employment will apply for a Vulnerable Sector Check at their local Police Station. Candidates for employment will submit the Vulnerable Sector Check to AMSD's Director along with their signed Offer of Employment.

Candidates will refer to their local Police Force web-site to obtain current information on the application process, cost and photo identification required to obtain a Vulnerable Sector Check.

Toronto Residents:

Candidates for employment will complete a Toronto Police application form for a Vulnerable Sector Check immediately after being offered employment by the Director and will give the application to the Director for processing. The candidate will also provide a money order to cover the cost of the Vulnerable Sector Check to AMSD. The form will be provided by the Director.

The Toronto Police will process the application and provide the applicant with their Vulnerable Sector Check. The candidate will provide AMSD with the Vulnerable Sector Check.

PROCEDURE TO OBTAIN AN OFFENCE DECLARATION

All AMSD staff will be required to sign an Offence Declaration annually. Volunteers and Students on Placement sign an Offence Declaration in their second and subsequent years of placement with AMSD, if applicable. Archway will provide the forms and notify the employees where they will complete the forms. Offence Declarations shall be current to within 15 days of the anniversary date of the previous Offence Declaration or Vulnerable Sector Check and shall address the period since the most recent Offence Declaration or Vulnerable Sector Check.

Offence Declarations will be filed in the confidential Employee or Volunteer file. A soft copy will be provided to the Director and shared with the Ministry of Education Advisor for licensing purposes only. Offence Declarations for Service Providers will be filed in a confidential Program file.

PRIVACY

Information gathered from Vulnerable Sector Checks will be used in the hiring or placement process only, and all information obtained from the check will be kept strictly confidential. The original check will be filed in the employee's confidential. A soft copy will be provided to the Director and shared with the Ministry of Education Advisor for licensing purposes only. Vulnerable Section Checks for Service Providers will be filed in a confidential file.

NON-COMPLIANCE CONSEQUENCES

All Employees, Volunteers, Students on Placement and Service Providers, as well as candidates for employment, volunteering and student placements, shall comply with this policy. Non-compliance with this policy will result in withdrawal of offers of employment for candidates of employment, offers of placement for volunteers and students on placement, or the provision of services at AMSD for service providers.

Non-compliance with this policy by current Employees, Volunteers and Students on Placement will result in an unpaid suspension of employment until such time as the requirements are met, or if non-compliance persists, termination of employment or placement.

Fire Safety/Evacuation Procedures – updated March 2017

AMSD Staff are responsible to follow the Fire Procedures outlined below:

In the event of a fire:

- Any person discovering a fire should immediately sound the school fire alarm and not try to put out a small fire.
- When the alarm sounds, all activity must stop.
- Program Staff must shut off any electrical equipment.
- Children should stand and line up at the nearest exit from the room. Evacuation notices should be posted throughout the school with simple instructions for exit. Any signals given should be hand signals, since it may be difficult to hear above the sound of the alarm.
- A monitor (designated ahead of time) should lead the children along the predetermined route to an assembly area outside. No running, crowding, pushing or talking should be tolerated. If there is smoke, have the children drop to their knees and crawl out with their hands covering their mouth and nose.
- If the corridor is free of smoke and/or fire, close the door behind you and move the children quickly and quietly to a designated safe exit, leave the building and proceed to the designated meeting place.
- If you encounter smoke in the corridor or stairwell, consider taking an alternate exit or return to your area/room.

If you cannot leave your area/room or have returned to it because of fire or heavy smoke, remain in the area/room.

- Close the door
- Dial 911 and tell the Fire Department where you are, then signal to firefighters by waving a sheet/towel.
- Seal all cracks where smoke can enter by using wet towels or sheets.
- Keep low to the floor if smoke enters the room.
- Wait to be rescued. Remain calm. Do not panic.
- Listen for instructions or information given by authorized personnel.

If it is safe to leave the room:

- The Program Staff and children leave the room in a calm, orderly manner and the Program Staff ensures that no children remain, and that no children are in other locations in the school (e.g. washrooms).
- The Program Staff is also responsible for assisting any child who cannot walk without assistance. He/she then joins the group outside at the meeting place, closing all doors behind him/her. Once the Program Staff and children have left the school, they must never go back inside the building.
- Program Staff must take the Emergency Contact Folder/Attendance Binder with them.
- Once outside, the Program Staff takes attendance and then proceeds to a safe location with the group and contacts the Fire Department by dialing 9 1 1. AMSD staff will report the name and address of the school, the major cross-road and any injured or missing children.
- If the Fire Department staff indicates that the AMSD staff and children cannot return to the school, the Program Staff will proceed to the Evacuation Site with the children.
- If the Fire Department staff indicates that the AMSD staff and children can return to the school, the Program Staff will proceed back inside.

Evacuation Site:

- The Evacuation Site is the approved designated location (address and telephone number is located on the Fire and Evacuation Policy posted in all rooms), that the Program Staff will assemble the children to walk to, for shelter.
- The Evacuation Site is available for use by AMSD staff and children during the centre's hours of operation, 7am to 6pm.
- Parents will be notified in advance of the Evacuation Site location.

Fire Extinguishment/Control/Confinement:

- This is the responsibility of the FIRE SERVICES. The production of toxic fumes in building make firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

AMSD Fire and Emergency Evacuation Procedures:

- It is the responsibility of the AMSD Program Director to complete a detailed Fire and Emergency Evacuation form, detailing the room location for each group of children, where the children are to line up to exit the room and where to meet after the children are outside of the school building. The Fire and Emergency Evacuation form is to be posted in a visible location in each room. The Director is responsible to identify the exits for each room on the school floor plan which is kept with the Fire Plan.

Responsibilities:

- The Director shall ensure that all staff are fully trained in their fire safety responsibilities (in accordance with the Fire Code).
- The building's landlord shall ensure that fire protection features are checked, inspected, tested and maintained in good operating condition (in accordance with the Fire Code).
- Records are kept and maintained by the Director and the building's landlord and will be readily available for Ministry inspection.
- The building's landlord shall ensure that the Fire Department is notified in the event of any shutdown of fire protection equipment and notify, in writing, if the shutdown is longer than 24 hours.

Responsibilities of staff members for Emergency Evacuation or Drills**Head Teacher or Manager:**

At the discretion of the Administrator, staff may or may not be notified that there will be a fire drill. A fire drill will be logged in the Administrator's office.

Teacher or Assistant:

Will lead the children outside of the building to the designated area (identified on procedure). Take attendance to confirm all children are present and watch over the children. Once the children have returned to the center, attendance will be taken again to ensure the safe return of each child.

Teacher or Assistant:

This teacher is the last staff member to leave the building and will make sure all the children have left the building, checking bathrooms and all other areas of the rooms to ensure that no children are hiding behind furniture. This teacher will also shut windows, doors, lights etc.

NOTE: In the event of an actual fire and evacuation, it must be reported as a Serious Occurrence in CCLS within 24 hours.

Waitlist Policy – updated March 2017

POLICY:

Archway Montessori School & Daycare (AMSD) aims to facilitate families' access to its programs. This policy is intended to ensure that AMSD has a clear registration and waitlist process for its programs, and that this process is in accordance with AMSD's obligations under the *Child Care and Early Years Act, 2014* and its regulations, and AMSD's Privacy Policy.

Procedures:

Parents who wish to enrol their child at AMSD can call to inquire about availability in the program they are interested in. If there is space available, parents are directed to fill out the registration form available on the website or in person at the school. In order to complete the registration process, a deposit is required. This deposit confirms registration and enrolment of the child at AMSD and secures the child's spot at AMSD.

If no spaces are available, parents are informed of that. They are then advised to call back at a later date to check to see if a spot has opened up. As such, AMSD does not operate a waiting list.

Availability of Waitlist Policy:

This policy forms a part of the Parent Handbook, which is available to parents and caregivers upon request at no cost.

Review:

AMSD will review the contents of this policy with:

1. All employees, before they begin their employment;
2. Volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement; and
3. With employees, volunteers and students at least annually after the first review and at any other time when changes are made to the policy.

The contents of this policy and related procedure will be reviewed at least annually and at any time that changes are required by law. A record will be kept showing the date of each review conducted, and each record will be signed by each person who conducted or participated in the review.

Administrative Health Policies

Management/Reporting of Communicable Diseases & Exclusion of Sick Children

Child care staff play an important role in identifying early signs and symptoms of illness in children and staff. All children should be observed for signs or symptoms of illness at the start of the day and throughout the day.

Seven signs and symptoms of illness to look for:

- Unusual behaviour
- Runny nose, cough or difficulty breathing
- Vomiting
- Diarrhea
- Change in skin color
- Rash
- Fever

Staff need to document all symptoms and signs of illness.

Parents can help prevent illness and outbreaks by communicating with staff and give information to the staff with regards to the child's health and well-being. Parents need to:

- inform the centre when the child is sick
- describe the symptoms the child is experiencing
- keep the child away from the centre when they are sick
- ensure the child's immunization schedule has been followed and a copy of the immunization record is provided to the office. If parents have chosen NOT to inoculate their child, a letter explaining their reasons must be provided to the office.

When a child is sick, child care centres are required to:

- separate sick children from well children
- note symptoms of illness in the child's record
- contact a parent/guardian to take the sick child home

Seven Steps for Exclusion

- Separate sick children from well children. Symptomatic children should be placed in the designated isolation area (Office).
- Keep sick children comfortable by providing separate cots & toys. Clean & disinfect cots and toys after use. Sick children should not be allowed to participate in group water play activities.
- If and when possible, designate specific staff to care for sick children.
- Contact parents to pick up sick children and remind them of the exclusion policy.
- Follow policies & procedures for exclusion periods.
- Provide notification at the front entrance of the centre to inform parents and visitors of the symptoms of illness. If necessary, prepare and provide fact sheets or letter to parents.

Exclude a Child who has any of the following symptoms:

- Fever AND a combination of other symptoms (example nausea, vomiting)
- Fever AND a body rash
- Diarrhea – two or more liquid stools or a change in the normal pattern of bowel movement
- Vomiting – two or more times in 24 hours
- Eye discharge – yellow or white
- Severe cough
- Yellowish skin or eyes, or jaundice
- Irritability, continuous crying or requires more attention than can be provided

DO NOT exclude a child who has the following illnesses or conditions:

- Chickenpox
- Cold Sores
- Common Cold
- Diaper rash/Thrush
- Ear infections
- Hand, Foot & Mouth disease
- Pinworm
- Ringworm
- Strep Throat

If a child is sick, but does not need to be excluded:

If a child has an illness, but is well enough to stay in the child care facility or does not have symptoms or an illness that requires exclusion, child care staff must ensure that the:

- child washes hands more frequently
- child care staff wash hands more frequently
- child does not participate in water play
- child care staff clean and disinfect play areas and toys more often

Sick child care staff

Sick child care staff should not be at work. Exclusion guidelines for sick staff are the same as those for sick children. Staff absences and exclusions should also be recorded according to the centre's policy.

When staff are well enough to work during an illness, they:

- must wash hands more frequently
- should be assigned duties that require less contact with children

Outbreak Management

Definition of an Outbreak – an outbreak is when a greater than expected number of children and staff have similar symptoms (eg. Fever, diarrhea, vomiting, rash, respiratory symptoms) and are sick or absent due to illness in a given period of time.

A warning signal is when 10% of the children are sick with a similar illness.

Some diseases (ex. Measles) should be treated like an outbreak even if there is only one case. If you are unsure whether one case of an illness is an outbreak, call Toronto Public Health and speak to a public health inspector.

Preventing Illnesses

Child care centres need good controls to help reduce the number of infections. A good infection control program is one that everyone follows all the time, all the way. Well trained and educated child care owners, staff and children work together to ensure that a consistent approach becomes normal routine.

Below are some of the ways illness can be prevented:

- create & follow written policies & procedures
- practice & promote hand hygiene
- follow routine practices when cleaning blood and body fluids
- practice proper diapering & toileting
- maintain a clean centre
- handle and store food safely
- require that immunization for child care staff and children is up to date
- observe and document child care staff and children for signs of illness, and share concerns and information with parents and Toronto Public Health

Well written and accurate policies and procedures promote an effective, efficient and consistent approach to infection prevention & control. The centre has the following policies and procedures in place as per Toronto Public Health:

- Excluding, re-admitting and cohorting ill children and child care staff
- Reporting communicable diseases and suspected outbreaks to Toronto Public Health
- Communicating illnesses and outbreaks to parents & guardians
- Handling blood and body fluids, and recording incidences
- Dealing with emergency situations
- Diapering
- Cleaning & disinfecting toys, furniture, beds, high-touch areas and sensory/water play tables

Cleaning & Sanitizing/Disinfecting

Cleaning, rinsing and sanitizing/disinfecting are required on most surfaces in child care facilities, including tables, counters, toys, diaper changing areas, etc. This 3 step method helps maintain a more sanitary environment and reduces the risk of illness in both staff and children.

To disinfect:

- Gather required materials
- Put on personal protective equipment (PPE)
- Clean the area with water and detergent
- Apply disinfectant
- Remove PPE
- Clean your hands

Bleach Solutions are prepared and used as outlined below:

Bleach & Water Solution	Use	Contact Time
5mL of bleach to 495mL of warm water, 500ppm	Toys, diaper change tables, play mats, cots	Minimum 1 minute, allow to air dry
50mL of bleach to 495mL of warm water, 5000ppm	Blood spills Body fluid spills	Minimum 1 minute, allow to air dry

Individualized Support Plans & Inclusive Programming

Archway Montessori School is an institution that accepts children of all abilities. In order to accommodate children diagnosed with special needs, the following practices are in place to support students that need extra assistance

- Create an ISP that includes the child's required supports and modifications required in the environment/classroom
 - An outline that defines steps and actions taken to accommodate the child while in attendance so the child may participate and function well in the centre. In addition to the above, the outline will include the goals and steps put in place to achieve said goals.
 - An outline of supports, aids, adaptations and/or modifications to the physical, social and learning environment that are necessary to achieve participation, engagement, interest and safety of the child while in our care.
 - Detailed instructions will be given to all staff so all are aware of the supports/aids in place to assist the child succeed in the modified environment.
 - The ISP will include the child's personal information, include names of individuals and/or organizations involved in the accommodation of the child in our classroom and any/all other pertinent information related to the child and his/her individual needs.
- In addition to the ISP, observations will be carried out on a regular basis to ensure that modifications made continue to support the child and if changes are necessary. Assistance will be sought from agencies like Aisling Discoveries upon receiving consent from the families involved.

Nutritional Requirements/Information

Adequate and appropriate nutrition are vital to a child's health, growth, development and well-being. To that end, the centre provides fresh, catered meals to all of its full day students along with healthy and nutritious snacks to all of its students.

- Children have access to drinking water at all times.
- The meals/snacks served follow the recommendations as set out by Health Canada's Food Guide.
- Children with allergies, sensitivities or restrictions are catered to by the school and the catering company providing the daily meals.
- All menus are posted in an area easily accessible to parents.
- Seasonal menus are emailed to parents and as and when changes occur.
- Notices outlining a child's allergies/sensitivities/restrictions are also posted at the main entrance and any room where food may be stored and/or served.
- The daily fruit served is posted on the bulletin board along with any changes or substitutions in the lunch/snack plan.

HEADCOUNT POLICY

This policy is to ensure that staff **ALWAYS** know how many children are in their care at all times. Archway Montessori School is enforcing a headcount rule of every fifteen minutes. This means that every staff member in their respective classroom will be doing a student headcount every fifteen minutes. This headcount is not to correspond with a co-teacher's headcount.

Administration will be asking how many children are in your care at random times. If you are unaware or have to do a headcount at that time, the following will take place:

FIRST:	Verbal Warning
SECOND:	Verbal Warning
THIRD:	Written Warning
FINAL:	Termination

Archway Montessori School takes the responsibility of taking care of children very seriously and expects no less from their staff.

UNIFORM POLICY

Uniform Guidelines – Archway is a uniformed school and all children are to comply with the following standards:

SHOES	Indoor shoes MUST be black. Dress shoes (no heels) or black running shoes. Outdoor shoes are according to weather
SHIRTS	White collared shirts, white turtlenecks, white blouses or white golf shirts. Shirts MUST be tucked in at ALL times
PANTS/SKIRTS/TUNIC	Navy Blue Dress Pants/Khakis/Skirts/Dresses/Tunic (no trackpants or jeans)
CARDIGAN/VEST	Navy Blue
SOCKS/TIGHTS	Tights for girls MUST be navy blue and be worn throughout the school year with indoor shoes. Boys may wear black, blue or gray socks
HATS	May be worn for outdoor play only. Hats are NOT allowed indoors.

***Toddlers can wear blue track pants with a blue top with non slip shoes for indoor use**

Three infractions of the above stated policy in a given month can lead to suspension. Uniforms are to be worn at **ALL** times during the school year. Casual wear is acceptable on Fridays, the entire month of June and during weeks designated as Camp.

FLUSHING FOR LEAD – SAFE DRINKING WATER ACT

POLICY

- Plumbing is to be flushed on a daily basis when the centre is opened and before the children enter the program. Every tap must be turned on.
- Flushing is to be completed everyday before children enter the program.
- Water is to be tested by an outside agency once a year between May 1 and October 31 as required by the regulation. Copies of the report are to be kept on file.

PROCEDURE

- Cold water must be turned on for at least 5 minutes at the last tap on each branch or each run of pipe in the plumbing and where possible, filters and other devices that treat water should be bypassed before flushing.
- The cold water must be turned on for at least 10 seconds at every drinking water fountain and every tap that is commonly used to provide water for cooking and drinking.
- The aerator must not be removed from taps while flushing.
- Flushing is to be recorded and a record is to be kept for six years.

EXAMPLE

NAME	DATE	TIME	SIGNATURE