



ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

Staff Absence Policy and Procedure (Includes Management Phone List):

Created: March 29, 2023

Approved by Board of Directors: July 20, 2023

Purpose:

The purpose of this policy is to ensure the ratios set out in the Ministry of Education Early Learning and Care Act are maintained in the event of staff illness. The Centre must also ensure that a Registered Early Childhood Educator is present when the centre opens and when it closes. This policy replaces the staff phone list calling in sick procedure.

Procedure:

Should a staff member not be able to attend work due to an illness- the following procedure must be adhered to:

1. **If calling in sick for the following work day, please notify the Supervisor by text or phone call before:**
 - **8:00 p.m. in the evening Monday to Thursday**
 - **6:00 p.m. in the evening on Sunday night**
 - **After 6:00 a.m. in the morning Monday to Friday**

Please do not call outside of this time unless it is an emergency (unexpected illness or emergency i.e. woke up vomiting, or with a fever).

The more time you provide your immediate supervisor of your absence the better equipped they will be to fill your absence with a suitable replacement

Please note that if you have anyone of the following you may return within time lines outlined below

Fever: symptom free for 24 hours

Vomiting and Diarrhea: symptom free for 48 hours

2. **Supervisors will text or call you back to confirm receipt within**
 - **One hour on Monday- Thursday evening and Sunday**
 - **½ hour Monday to Friday morning**

3. If you do not receive a response within the hour, please contact the next immediate Supervisor

Supervisor	Site	Phone number
Indra Sabessar	Satellite 1 st Supervisor to contact	
Gary Duncan	Orde 1 st Supervisor to contact 2 nd contact for Satellite	
Sandra Hejmo	Orde Site 2 nd contact	
Anna Gionet	Orde/Satellite 3 rd contact	



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4. Once you have notified your supervisor by text or phone call of your absence, leave a voice message on the daycare answering machine indicating that you will not be in and that you have informed a supervisor.
5. All staff must check the morning messages on the answering machine and note any changes for the day in the message book. Please initial the message book to confirm review. Staff must review the messages book after lunch or before after school care (during instructional days) and document any information in the staff room message book.

Confirming Return after Absence:

Please inform us of your intentions to return the next day before 1:00 p.m. on the day of your absence, by

- Calling the centre
and
- texting your immediate supervisor or their replacement in their absence

Programming time:

Programming time will be suspended in the event ratios cannot be met. Programming time will be made available at a later date. Staff should confirm/notify Supervisor of their missed program time.

Policy and Procedure Review:

The **Staff Absence Policy and Procedure** will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care's **Staff Absence Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Staff Absence Policy and Procedure**. I understand that if I have questions, at any time, regarding the policy and procedures, I will consult with my immediate supervisor.

Please read the **Staff Absence Policy and Procedure** carefully to ensure that you understand the policy before signing this document.

Staff Name:	Supervisor Name:
Staff signature:	Supervisor Signature:
Date:	Date: