



ORDE DAY CARE'S STAFF – POLICY AND PROCEDURE BINDER

Training and Development

Creation Date: August 16, 2016

Revision Date: May 25, 2017, May 8, 2018, May 30, 2019, March 17, 2020, October 2021,

Reference: Child Care and Early Years Act. 2014

Approved by Board: September 22, 2016, June 22, 2017

Policy

Orde Day Care is committed to providing the highest quality child care through on going staff training and development. We identify ourselves as a program which strives to promote the development of the whole child. Thus, it is imperative that staff stay current in the field of Early Childhood Education.

Orde Day Care understands the importance of continuous professional learning for Early Childhood Educators and assistants.

Requirements upon hiring:

Once a staff has accepted a position at Orde Day Care the following documents are to be provided to the daycare on or before the first day of employment.

1. A current health/medical assessment, and/ or notarized Statement of Conscience or Religious Beliefs and or/a Medical Exemption form completed by a doctor or nurse practitioner
2. A Criminal Reference Check with Vulnerable Sector Screening
3. Declaration of Offense if the CRC with VSC is between 6 months and 5 years' old, while the CRC is being processed by the required authority
4. Current Standard First Aid with Infant and Child CPR
5. RECE Diploma or Degree (if applicable)
6. Proof of current registration in the College of ECE (if applicable) or registration RECE number
7. Child Abuse Training
8. An appropriate photo upon **to post on our Staff board for fulltime, part time and supply staff**

Orientation

- **Provided a copy of the job description for the position and all required employment documents**
- Provided an orientation by the Supervisor, which outlines the procedures, and documents that are to be reviewed using the Orde Day Care Orientation Checklist **prior** to working in the program
- **Sign** the required forms listed on the Orientation Checklist and the orientation checklists to confirm the completion
- Read and sign off on all Ministry, City, Toronto Public Health and Centre policies. Policies and individual sign off sheets for each staff are located in the Policy Binder kept in the office or staff room of each location prior to working in the program.
- Participate in an on-site training program, **such as job shadowing** to familiarize themselves with the daily routine, children's personalities and observe and assist in the routines and activities that occur throughout the day. The length of this training will be assessed based on the



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familiarity of the new staff member to the program **and corresponding responsibility of the position in the centre.**

- Training is provided by a designated staff member **and Supervisor where required.**
- Undertake on line training for Health and Safe workplace, Anaphylaxis, AODA, Sexual Harassment and WHMIS and **any other required** training ie **Food Handler Certification**

Regular Training and Review

All staff employed at Orde Daycare will ensure the following training and reviews are completed as required:

Standard First Aid:

1. Standard First Aid with infant and child CPR remains valid during the course of employment, and which is recognized by the Workplace Safety and Insurance Board.

Individual Anaphylactic/Medical Plans/Individual Support Plans

2. Will be collected by the Supervisors and reviewed upon receipt from parent
3. Which require training will be provided by the parents directly to the supervisor and staff
4. Will be reviewed by all staff, students and as soon as the plan has been shared with the Supervisor
5. Must be signed and reviewed by all staff, student and volunteers initially, as changes are made and annually.
6. Individual support plans will only be shared with the staff, student and volunteers who work directly with the child
7. Will be filed in the Anaphylactic/Medical/Individual support binder which is available in the centre staff room or office and contains a copy of each child's individual plan.
8. Will be reviewed as required by the Supervisors to ensure the information is updated annually or as new information is received
9. Will be reviewed by Supervisors to ensure all staff, students and volunteers have signed off on the appropriate documents as required

Ministry, City, Toronto Public Health and Centre Policies will

1. Be reviewed annually by the Executive Director or as new directives come into effect to ensure relevancy
2. Be reviewed by the Policy Committee and Board of Directors on an annual basis or as required
3. Be reviewed annually or as updates become available by all staff employed by Orde Day Care. It is the responsibility of **all staff** to ensure their policy reading is current.
4. Be reviewed by full time staff during their program time prior to the due date to ensure compliance
5. Be reviewed by volunteers and students upon the start of their placement or volunteer experience
6. Be reviewed by Part time and supply staff who will be scheduled prior to the due date of their policy reading by the Supervisor



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7. Be updated as required and new policies will be distributed to staff at meetings, or made available to part time/supply staff with the weekly schedule.
8. Be reviewed by Supervisors/Directors to ensure sign off is completed within the year or time allotted.
9. Supervisors will maintain a tracking record of when each staff, student or volunteer is required to participate in the annual review of the required policies

Upgrades

In order to continually support full time staff who currently do not possess a diploma/degree in Early Childhood Education, the centre will provide financial support after one year of employment. Please see Article 19.16 in the full time Collective Agreement and 19.21 in the part time Collective Agreement for further information.

Ongoing Learning

To keep staff inspired and professionally in tune, the management team will communicate professional development opportunities to staff such as workshops, current Assessment for Quality Improvement and changes to the legislation.

The centre has also designated time for each full-time staff to prepare for “How does Learning Happen”/Guidelines from the Early Learning and Care Assessment for Quality Improvement discussions prior to each staff meeting. The review of these will take place during the full-time staff programming time, Videos will be available on each centre’s staff room computer. The Supervisor will indicate on the schedule the required video to be watched or the questions to be reviewed.

Full and part time staff are who are interested in attending off site workshops during the staff’s regular working hours will follow the procedure indicated in their respective Collective Agreement.

Supervisors and Executive Director will be encouraged to attend Supervisor Network Meetings and /or Forum meetings to support on going learning.

Board of Directors will be provided annual Board training for new and returning members.

Staff who attend workshops paid by the Centre will be required to share their new learning with their colleagues at the next staff meeting. Any relevant handouts and materials should be shared with the group at this time.

Supervisors at each site are required to maintain a list of professional development workshops the staff attended annually.

Staff meeting agendas will include the following on a regular basis

1. Review of previous meeting minutes for approval
2. Discussion of goals, child development, observations and parent involvement
3. Professional development experiences
4. Updates from Children Services, Public Health, Licensing, Ministry of Education, Toronto District School Board, Ministry of Labour



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5. Problems, issues and concerns will be addressed to collectively discuss solutions and strategies for resolutions
6. Review of the recent “How does Learning Happen” video/Guidelines from the Early Learning and Care Assessment for Quality Improvement-
7. Input into agenda for next staff meeting

Prohibitive Practices Policy, Policy Compliance and Contravention Monitoring Policy and Program Statement Monitoring and their corresponding checklist will be undertaken by the Supervisors annually. Supervisors will meet with staff to discuss their observations, and make recommendation for staff training and development.

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before commencing employment, upon introduction of a new policy, annually, and at any time changes are made.

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

Please read the **Training and Development Prevention 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:

