



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Index Orientation and Sign Offs

Section: Orientation and Sign Offs

Policy : 500

Amended:4/28/17

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Akwesasne Child Care Program Policies and Procedures Manual

Subject: Employee Orientation

Section: Employee Orientation and Sign Offs

Policy : 501

Amended:

Policy: All employees require proper orientation to succeed at their position within ACCP.

Procedures: New employees will be informed of the matters outlined on the Supervisor's Checklist Orientation Form attached, when assuming their positions with the ACCP.

Upon completion of the orientation, new employees will sign the form to acknowledge coverage of all orientation issues. Employees cannot work until orientation is completed.

All policies must be signed off on as per Policy 502, and sign off sheets kept on file in the center in which they work. If staff transfers they take their file with them and leave a copy at the center they are leaving.

Akwesasne Child Care Program

Supervisor's Checklist for orientation of:

New Employee, Supply, Summer Student, Volunteer

Policy review and signatures:

<input type="checkbox"/>	Anaphylaxis Policy- REVIEW and signing off on individual plans in each center
<input type="checkbox"/>	Sanitary Practices Policy
<input type="checkbox"/>	Oath of Confidentiality- MCA & ACCP
<input type="checkbox"/>	Code of Ethics
<input type="checkbox"/>	Ergonomics Policy- including appropriate dress, support shoes, diapering procedure
<input type="checkbox"/>	Sleep Supervision Policy
<input type="checkbox"/>	Student Volunteer Policy
<input type="checkbox"/>	Medication Policy
<input type="checkbox"/>	Program Statement Implementation Policy(formerly Behavior Management)
<input type="checkbox"/>	Playground Safety
<input type="checkbox"/>	Staff Training and Development Policy
<input type="checkbox"/>	Serious Occurrence Policy
<input type="checkbox"/>	Criminal Reference Check and & Offense Declaration
<input type="checkbox"/>	Fire Safety Policy- Emergency Evacuation Procedures for Each Classroom
<input type="checkbox"/>	Wait List Policy
<input type="checkbox"/>	Confidentiality Policy

Personnel forms:

<input type="checkbox"/>	Human Resource Information Form
<input type="checkbox"/>	Payroll Change Notice- fill out top section only-admin does the rest
<input type="checkbox"/>	Criminal Reference- CPIC for those over 18
<input type="checkbox"/>	Akwesasne Area Management Board Employee Declaration- summer students
<input type="checkbox"/>	Color Copy of Status Card – and get Status Card verification done at OVS
<input type="checkbox"/>	Job Description signed

Expectations/Duties:

<input type="checkbox"/>	Overview of the program ADULT : CHILD RATIOS
<input type="checkbox"/>	Mandatory Reporting for suspicion ,allegations, or disclosures of child abuse neglect
<input type="checkbox"/>	Adult-Child ratios
<input type="checkbox"/>	Health- keep self healthy, annual medical assessment
<input type="checkbox"/>	Working Phone: return call to supervisor regarding availability/inability to work
<input type="checkbox"/>	Keep own record of hours worked to avoid double booking and/underpayment- you are responsible to get your hours entered into the payroll system.
<input type="checkbox"/>	Concerns or issues are the responsibility of ECE assigned to that room-i.e. issues to be addressed w/parent
<input type="checkbox"/>	Cell phone permissible during 15 minute morning break/personal lunch break
<input type="checkbox"/>	Chain of Command – concerns or issues resolved with coworker first then supervisor.
<input type="checkbox"/>	Flexibility- working with all personalities, age groups- dealing with parents
<input type="checkbox"/>	Breaks – 4 hours worked = 15 min break 8 hours worked= 15 min am break and 1 hr lunch
<input type="checkbox"/>	Child in the program- Supply/parent not allowed in the same playroom
<input type="checkbox"/>	Electronic sign in- you will get username & p-word- you are responsible to log in/out each time you work

Tour of Center—1 hour volunteer in each center required for supply staff

Signature

Supervisor #1

Supervisor #2

Supervisor #3

****Hand this form in after 3rd center is visited Updated April 28, 2017**



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Policy Agreement Sign-Off

Section: Employee Orientation and Sign Offs

Policy : 502

Amended:3/12/18

Procedure: All new employees will read, understand and sign off on the following forms before commencing work in the program and annually thereafter, to be kept on file onsite and in the administrative office of the ACCP.

- Oath of Confidentiality, ACCP
- Code of Ethics
- Ergonomic Policy
- Acknowledgement of ACCP Policies and Procedures and MCA GPP
- Job Description

As per Ministry Requirements, annually thereafter the following forms must be signed:

- Anaphylaxis Policy
- Sanitary Practices Policy
- Sleep Supervision Policy
- Serious Occurance Policy
- Medication Policy
- Program Statement Implementation Policy (Behavior Management Policy)
- Playground Safety
- Student & Volunteer Supervision
- Review of Anaphylaxis Plans
- Staff Training & Development Policy
- Criminal Reference Check & Offense Declaration
- Fire Safety Policy
- Wait List Policy
- Parent Issues and Concerns Policy
- Emergency Management Policies and Procedures

Site supervisors will ensure the following forms are completed and submitted to the ACCP administration office to send to the HR department of MCA for payroll purposes.

- Payroll Change Notice
- Human Resources Employee Information Sheet
- MCA Identification Card Application
- Confidentiality Policy, MCA
- Signed Job Description
- Criminal Reference Check

It is the responsibility of site supervisors to ensure that all staff comply and sign off on the required policies, failure to do so will result in disciplinary process as per MCA GPP.



AKWESASNE CHILD CARE PROGRAM

ACKNOWLEDGEMENT FORM

I acknowledge having read and understood & agree to abide by the Akwesasne Child Care Program Administrative Policies and Procedures Manual;

The following documents are no longer required to be signed off on annually but I also acknowledge that I have signed them upon orientation and that I will continue to adhere to them throughout my employment with Akwesasne Child Care;

Akwesasne Child Care Oath of Confidentiality
Mohawk Council Oath of Confidentiality
Code of Ethics
Ergonomics Policy
Dress Code
MCA Acceptable Use Policy
General Personnel Policy

(Signature)

(Date)

(Witness)

(Date)



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Pre-Employment/Annual Health Exam

Section: Orientation and Sign Offs

Policy : 503

Amended:

Policy: The Akwesasne Child Care Program believes in the health and well being of its employees, and to ensure the safety of the children in care, we must ensure the safety of our employees.

Procedure: Prior to permanent employment with MCA within the ACCP, all potential employees must submit to a health exam. The Health Assessment and Immunization Report will be completed by a physician and given to the program manager.

The health assessment will be conducted and the form submitted annually thereafter. If a health assessment and flu shot is not completed by April 1, paid sick leave will not be granted until forms are submitted.

Keeping in mind the health of the group, visibly sick staff will be refused at the door and leave benefits applied, or leave without pay for supply staff.

Failure to comply may lead to disciplinary action as per MCA GPP.

AKWESASNE CHILD CARE PROGRAM

Health Assessment and Immunization Report** (Confidential)

Name: _____ Date of Birth: _____

(Write date in full

Address: _____

To the best of my knowledge, does this person have any physical, or emotional problem, or any disability that would prevent him/her from fulfilling duties for the Akwesasne Child Care Program?

Please explain:

Is your Immunization Record up to date: Yes? _____ No? _____

Date of last TB test: / /
 d m y

Results? _____

Date of last Tetanus Diphteria: ____/____/____ Results? _____

This is to certify that the above named has been examined by me and is free from all communicable diseases.

Doctor's Signature: _____

Date:

Address: _____

Phone : _____



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Staff Communication

Section: Employee Orientation and Sign Offs

Policy : 504

Amended:

Policy: The ACCP administrators strive to provide a workplace for staff that respects each individual as a valuable resource person, family member and contributing professional. When certain issues arise the following means of communication shall be employed:

Procedure:

- Put concerns in writing to the immediate supervisor with a copy to the program manager as a means of initiating discussion and bringing issues to a satisfactory conclusion.
- Contribute to the discussion at all staff meetings which are to be held at least twice a month, and the program manager will meet with supervisors at least monthly. These meetings represent a valuable opportunity for building trust, developing rapport and information sharing.
- Review the daily log throughout the day, write memos or e-mails and make phone calls. These represent effective forms of communication within the ACCP.
- Lateral Violence will not be tolerated.
- Staff must adhere to Respect in the Workplace Policy.
- Staff are also bound by MCA's General Personnel Policy.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Staff Objectives

Section: Orientation and Staff Objectives

Policy : 505

Amended: 3/21/17

Policy: ACCP believes staff objectives help staff to meet program goals.

Procedure: Performance objectives will be reviewed with new employees at the time of orientation, during evaluations, or following contravention of policy.

The Objective Planning Form will be used to identify the area of focus, success criteria, progress to date and the time frame in which the employee must complete the objective. Site supervisors will develop and review performance objectives with employees on a monthly basis and as deemed necessary.

The comment section on the objective planning form will be filled out by supervisors when reviewing the success criteria with staff. The culmination of fiscal year of objectives, the planning, implementing and evaluating will be reflected on each staff member's Performance Review and Employee Appraisal (PREA). The PREA forms will also be completed December each year and be based on information found on the Objective Planning form for each staff.

The process of meeting objectives will also be discussed throughout the six month probationary period, or whenever the site supervisor deems it necessary. New objectives can be introduced at any time.

At the discretion of the supervisor, objectives can be developed by staff members. Areas of focus will be specific to the need of the program in order to accurately reflect performance achievements at the end of the evaluation year.

Staff objectives may be presented to staff that change status (day to day supply staff to term position) or centers in the middle of the evaluation year.

Supervisor will discuss the plans with staff and both will sign off on Objective Planning Form.

Monitoring of objectives will be set up during reasonable timeframes, and the Supervisor will check on progress and success during agreed upon intervals between three to five weeks.

This is not disciplinary process it should be seen as prevention and re-training to ensure staff are on track. The goal is to improve quality of services and ensure performance is up to par or better. If objectives do not improve staff will be subject to the disciplinary process, and if restrictions have been placed on their duties for reasons of professional misconduct staff will be reported to the College of Early Childhood Educators.

OBJECTIVE PLANNING FORM

Name: _____ Position: _____ Date: _____

Objective: _____

Area of Focus	Success Criteria	Monitoring Date	Progress to Date

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Performance Review and Employee Appraisal (PREA)

Section: Employee Orientation and Sign Offs

Policy : 506

Amended:

Policy: At the completion of the six month probationary period and annually thereafter, the site supervisor will conduct PREAs for all permanent staff. The Operational and Administrative Support Category form will be used for permanent staff, to be printed on green paper. The original completed green form will be submitted to the program manager for completion, signature and will be filed into personnel file in ACCP office. Copies will be given to staff.

At the completion of the six month probationary period and annually thereafter, the program manager will conduct PREAs for all supervisors. The Management Category form will be used for supervisors, and printed on blue paper. The original completed blue form will be submitted to the DCSS director for completion, signature and will be filed at the HR office. Copies will be given to Supervisors.

Procedure: The following are the basic steps to conduct the PREA:

- A meeting with the staff member will be set up in a comfortable surrounding.
- The staff member's Objective Planning Forms will be reviewed by the supervisor.
- An agenda for the meeting will be set and a copy given to the staff member who may want to prepare to address agenda items.
- The issues on the agenda will be discussed summarizing key points, seeking agreement to a plan of action to remedy deficiencies and setting new goals for the next fiscal year.
- Training for the upcoming year will be discussed and signed off on as well to address any needs or improvement areas
- If the overall outcome of the PREA is less than fully satisfactory, a plan of action outlining ways to improve staff performance must be developed, formalized and signed by the staff member and the site supervisor. This plan will include timelines and measurable outcomes to ensure staff performance is raised to a fully satisfactory level.
- If a fully satisfactory level of performance is not achieved, disciplinary action may be taken.

At the discretion of the supervisor, staff may be asked to begin the process by evaluating their own performance. Once this has been done the above procedure will follow.

INSERT Sample PREA



Akwesasne Child Care Program Policies and Procedures Manual

Subject: MCA Employee Identification

Section: Orientation and Sign Offs

Policy : 507

Amended:

Policy: In effort to be identified as an employee of Mohawk Council while at the job site employees must be identified by badges worn at all times.

Procedure: As part of the hiring process, all new employees will fill out the MCA Employee ID Card Application. It is the responsibility of the employee to ensure that an appointment is made at the Human Resource Office at Administration 1, Mohawk Council of Akwesasne for the new employee to take the form and have an identification card made. This card will be used for identification on work sites.

The site supervisor will ensure that each employee wears this identification tag on their person at all times. At the end of their employment with Mohawk Council, the identification tag will be turned back to Human Resource office.

MOHAWK COUNCIL OF AKWESASNE

MCA EMPLOYEE ID CARD APPLICATION FORM

EMPLOYEE INFORMATION:

Last Name:	First Name:	Middle Initials:
Full Address (No., Street, Apt.):		
City / Town:	Province:	Postal Code:
Telephone No:	Other Phone No:	
Date of Birth:		

EMPLOYMENT INFORMATION:

Position:
Program:
Department:
Location:
EMPLOYMENT STATUS: (Please Check One Box Only)
Term <input type="checkbox"/> Casual <input type="checkbox"/> Permanent <input type="checkbox"/> Service Contract <input type="checkbox"/> Other <input type="checkbox"/>
CITIZENSHIP: (Please Check One Box Only)
U.S. <input type="checkbox"/> Canadian <input type="checkbox"/> Akwesasne Mohawk <input type="checkbox"/> Other First Nation <input type="checkbox"/>

EMPLOYEE SIGNATURE: _____

LOST OF STOLEN CARDS MUST BE REPORTED TO HUMAN RESOURCE PROMPTLY
REPLACEMENT CARDS WILL BE SUBJECT TO A COST OF \$5.00 PLUS AN
ADDITIONAL FEE FOR THE ACCESSORIES

TO BE COMPLETED BY HUMAN RESOURCES OFFICE PERSONNEL

Issue Date:	Expiry Date:
Employee ID No:	Classification Code:
ALL THE ABOVE INFORMATION HAS BEEN VERIFIED <input type="checkbox"/>	
HR SIGNATURE:	



Akwesasne Child Care Program Policies and Procedures Manual

Subject: MCA & ACCP Oath of Confidentiality

Section: Orientation and Sign Offs

Policy : 508

Amended:

Policy: A staff person is in breach of confidentiality when they knowingly or recklessly divulge any information or documentation relating to clients, their families or another employee, which has come to their attention, as an employee of MCA, of which it was the duty of that staff person to keep confidential.

Procedure: As part of the MCA employee information package, a MCA Oath of Confidentiality form must be signed and returned to Human Resource Office before beginning work, and the ACCP Oath of Confidentiality must be signed at commencement of work with ACCP.

MOHAWK COUNCIL OF AKWESASNE

OATH OF CONFIDENTIALITY

I _____ solemnly and sincerely, affirm that I will faithfully and honestly fulfill the duties that devolve upon me by reason of my employment at the Mohawk Council of Akwesasne and that I will not, without due authority in that behalf, disclose or make known any matter that comes to knowledge by reason of such employment.

Signature

Sworn and subscribed before me

at _____ this _____

day of _____ 20 _____

Department

Signature of Person Administering Oath



AKWESASNE CHILD CARE PROGRAM

Oath of Confidentiality

During my employment with the Akwesasne Child Care Program, I _____, agree to comply with the confidentiality requirements, regarding the Child Care Legislation. The requirements are as follows:

- Only pertinent information required for program enrollment is collected from clients.
- All information collected will be stored in a safe, secure, and private place.
- Administration, direct-care staff and child's parent(s) or legal guardian only, shall have access to client's files for the sole purpose of programming use.
- Any release of information to anyone other than stated above, must first come with appropriate written consent from the child's parent(s) or legal guardian.

THE RIGHT OF EVERY FAMILY AND CHILD TO PRIVACY MUST BE
RECOGNIZED AND PROTECTED TO THE GREATEST EXTENT POSSIBLE.

I have read and understand the above written confidentiality requirements and understand that any release of information without consent may result in the termination of my employment contract.

Signature of provider/ employee

Date

Signature of Program Manager/ Supervisor

Date



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Ergonomic Policy

Section: Employee Orientation and Sign Offs

Policy : 509

Effective: 1/21/13

Reviewed: **Amended:**

Policy: Those working with young children are prone to a variety of body injuries, especially those who remain in the field of child care for a long period of time. The ACCP is committed to assisting staff to prevent such incidents from occurring. It is required that all staff conduct themselves, at all times, in accordance with the guidelines outlined in the Ergonomic Procedures for the ACCP. Staff members are to exercise common sense for areas that have not been defined.

Supervisors are responsible for monitoring the compliance of all staff. Non-compliance of the Ergonomic Procedures for the ACCP is subject to disciplinary action.

Procedure: From the Ergonomics Report and Recommendations, the following Procedures and Techniques are to be incorporated into the daily work routine, reviewed, acknowledged and accepted by the employee's signature upon employment.



AKWESASNE CHILD CARE PROGRAM

Ergonomic Procedures

Introduction

A Physical Demands Description for Early Childhood Educators was developed in July of 2005, by Taylor'd Ergonomics Incorporated. A survey in regard to primary areas of discomfort revealed that Early Childhood Educator's experience the most discomfort in the lower back, knees, ankles/feet, as well as headaches.

From the Ergonomics Report and Recommendations, the following Procedures and Techniques have been adopted by the Akwesasne Child Care Program. The purpose of this whole exercise is to have a healthier workforce by reducing, if not eliminating physical strain, stress, and on the job injuries.

These Procedures/Techniques are to be incorporated into the daily work routine, reviewed, acknowledged and accepted by the employee's signature, annually.
(Permanent/Supply)

Supervisors are responsible for monitoring the ECE's compliance. Non-compliance of these procedures/techniques is subject to disciplinary action.

Ergonomic Policies and Procedures:

Those working with young children are prone to a variety of body injuries, especially those who remain in the field of child care for a long period of time. The child care program is committed to assisting staff to prevent such incidences from occurring.

An ergonomic study, conducted by the Akwesasne Child Care Program has reported that by following these procedures, those working in child care will minimize workplace injury.

Therefore, it is required that all staff conducts themselves, at all times, in accordance with these guidelines, and exercise common sense for areas that have not been defined.

Change Table Procedure:

The child will be assisted up the stairs/step stool associated with the change table, with the teacher behind him to ensure the child holds on to either side of the stair case. If necessary, the child's hands can be covered by the teacher in a guiding, hand over hand motion.

Once on the table, the child will be on his stomach and will be encouraged to move on to his back:

1. Undress the child
2. Change the diaper
3. Redress the child in the diapering position on the table
4. Assist the child to return to her stomach
5. The child is guided, feet first back down the stairs

With practice, the child will know exactly what the teacher's expectations are.

Coatroom Routine:

Adult chairs with a back support are provided for utilization when ECEs assist a child with their clothing, shoes, and snow/rain gear. If a chair is not available staff are encouraged to sit on the floor with their back against a wall or firm surface.

Assisting Children at the Sink:

Staff will ensure they stand as close to the sink as possible, when children require assistance at the sink, during hand-washing/tooth-brushing. This can be achieved by hovering behind the child with a foot placed under the stool provided, to facilitate a hand over hand procedure, or by standing to the side of the child and leaning up against the sink. In either case, the reach required of the staff, to give assistance, is at a minimum.

Meal Time Chairs:

At each dining room table, a wooden swivel chair is provided for staff. These chairs will be utilized by all staff during the morning snack/lunch routine, and remain in the dining room for this purpose.

Naptime Posture Chairs:

In each playroom, during naptime, some children require assistance to settle down. Posture chairs are provided for staff to carry out this duty, without putting strain on their backs.

Handling/Storing Cots:

Staff will lift one cot at a time. In addition, cots are stacked less than 45" from the floor.

Water Tables:

Each water play table will be marked indicating a level of 2 liters.

Each playroom has a plastic container labeled "Water Table Jug, 2 liters". This container is to be used to take water from the tap to the water table and to take water out of the table to the sink at the end of each day.

If staff wish to lift the water table tray to the sink after use, tray is not to be in excess of 2 liters of water remaining. The tray is to be grasped across the width, if carried to the sink.

A light sheet will be used to cover tables that staff do not wish the children to play in.

Storing and Handling Supplies/Toys/Equipment:

Bins will be utilized in storage, without lids, so that articles/items may be removed without lifting the bin.

Small storage bins, less than 24 inches wide may be filled to a maximum of 17 lbs. to be put on storage shelves below 48 inches high.

All large bins and articles exceeding 17 lbs. will be stored on the floor.

Shelves 48 inches or higher may only be used for the lightest and least frequently used items.

Toys may be hung in sheds from the rafters or on the wall, not to exceed 70 inches or 6 feet high.

Two staff are required to lift/drag any toy, equipment, or furnishing that exceeds 17 lbs.

Note: Items that exceed 17 lbs. and have to be moved by 2 staff, will have a “red star” mark on it.

Playground:

Staff will encourage children to pick up their own toys from the playground. Staff will use carts with wheels and light plastic laundry baskets will be utilized.

Storage Bins:

Storage bins will be purchased without lids and with handles whenever possible. Small bins will be used in favour of large ones.

The bins will be coded with a permanent coloured marker after being filled and weighed on the scale provided.

Where space allows, bins will be stored with the handles on either side, rather than at the front and back to allow for symmetrical lifting.

Storage of Coloured Construction Paper:

All construction paper will be stored on its side rather than stacked horizontally, to ensure that staff do not lift a stack to get to another stack.

Lifting Children:

Staff will avoid lifting children. To comfort a child, sit down and comfort them at their level. All other interactions with a child can be accomplished without lifting them.

Utilizing Carts:

To facilitate transporting items between storage rooms/kitchen and classrooms, carts are provided.

The horizontal handle of the carts will be 8 – 18” long and between 36 and 44” high. Staff will load carts under 50” high as to not impede vision.

Cleaning Paint Trays on Easels:

The task of cleaning paint trays will be done on a weekly basis. If the tray is removable it can be performed daily by taking the tray to the adult sink.

Other

Footwear:

Good shoes can reduce some of the strain on the legs and lower back. Early Childhood Educators and Cooks will be required to wear good sturdy shoes.

Ideally, your work shoes should:

- Be replaced at least once a year.
- Have padding under the tongue, to protect feet from contact pressure.
- Have adequate arch support.
- Allow your toes to wiggle.
- Have cushioning insoles for shoes, where the worker is constantly moving through an area that is more difficult to mat.

Grocery Shopping:

- Staff will request and ensure that the cashier does not overload the bags.
- Request assistance to carry groceries from the store to the vehicle.
- Utilize the available cart at the center to unload the groceries onto from the vehicle.
- Reduce the grocery weight: Avoid overloading the cart by making 2 trips from the vehicle to the day care center.

Computer Work Station:

Proper sitting and fitting, reduces fatigue:

- Sit up straight, all the way back in chair.
- Computer screen is to be at eye level, to avoid neck strain.
- Knees must be at a 90 degree angle.
- Arms relaxed with 90 degree angle at elbows to comfortably reach the keyboard.
- Computer glasses assist vision problems to see the screen, reducing any eye strain.

Signature

Date



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Program Statement Implementation (Formerly Behavior Management)

Section: Employee Orientation and Sign Offs

Policy : 510

Amended:2/26/18

Policy: The ACCP staff and administrators believe that the management of children's behaviors is one of the most important aspects to providing a program of excellence. The ability of staff to manage the children's behaviors in their care in a safe, positive and meaningful way continually evolves through discussion and trial and error.

Procedure: The supervisor will ensure that all staff, volunteers and students will read, understand and sign off on the following behavior management policy upon orientation and on a yearly basis afterward. Yearly licensing requirements from Ministry of Education, indicate that signed policies will be kept for 2 years at each site and available to the program advisor upon her yearly licensing visit.



AKWESASNE CHILD CARE PROGRAM

Program Statement Implementation (Behavior Management Policy)

Children's behavior in the Akwesasne Child Care Centers and Private Home Day Care homes will be guided with direct, positive reinforcement using verbal feedback. Children will be encouraged to problem-solve in ways that are socially acceptable.

A minimum of rules are to be used with the Child Care Program:

- A child will not be permitted to cause harm to himself or others
- All equipment, materials and furnishings are to be used in an appropriate manner
- Children must stay within their supervised area unless they are given permission by staff members or home day care providers to do otherwise.

Unacceptable Staff Conduct

The Akwesasne Child Care Program shall not permit:

Corporal Punishment

Physical abuse of a child is strictly prohibited. There shall be no hitting, spanking, pushing, shaking, grabbing, slapping, pinching or biting of a child by a staff person, volunteer, student, provider, or other person interacting with the children. This includes inflicting any bodily harm on children including making children eat or drink against their will.

Degradation

Emotional abuse of a child is strictly prohibited. There shall be no deliberate verbal abuse or other harsh or degrading measures used on any child that would humiliate a child or undermine a child's self-respect.

Deprivation

Depriving a child of basic needs is strictly prohibited. Food, shelter, clothing, and bedding shall be provided to the children.

Confinement:

Confining a child by locking of exits is strictly prohibited. There shall be no use of a locked or lockable room or structure to confine a child who has been withdrawn from other children.

Physical Restraint: Restraint is prohibited, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

The Behavior Management of a child should be

- Appropriate to their age and developmental level

- Aimed at a long term goal as apposed to the moment
- Strategically planned and implemented with commitment
- Consistently followed through by all who interact with the child
- Tracked to determine exact frequency rather than guessing “he is doing it all the time”
- Dealt with immediately after the behavior occurs, no grudges held
- Always accompanied with praise, praise, praise
- Discussed with parents, but not in the presence of the child
-

Behavioral Management Procedures

The policies of the Akwesasne Child Care Program direct all employees, providers and anyone else working with the children to comply with the following procedures with respect to Behavior Management

Talk to the Child and Redirect

Encourage children to use their words as a way of expressing themselves when their first reaction is to strike out. Young children must be given the words, “I don’t like it when you hit me” or “I’m not done yet”.

Staff must ensure that children find success when they use their words and that others respect what they say. “Did you hear his words? He doesn’t like it when you hit him.”

Voice Tone and Facial Expression

Noise level inside must be kept to a minimum. The louder the staff talk, the more the children will tune out. A stern facial expression and the use of a firm tone of voice will prove more effective, especially for staff that smile at the children a lot and interact positively most of the time.

Children want to be good and if you are not smiling they think you are angry with them.

Maintain Focus

If a child acts out, focus on the behavior not the child. Separate the deed from the doer. Refrain from labeling the child. Once the behavior has occurred and you have addressed it, do not hold a grudge. Begin again and expect the child to improve.

Toddlers need many reminders. Often staff feels that they are correcting the child all day because the behavior keeps getting repeated, for example, the water is spilled out of the water table, or the child pushes others. It is the responsibility of staff to correct the behavior as many times as is needed. Eventually there will be improvement. Each time staff fail to address it the child is encouraged to continue it, and change will only take longer to achieve.

Removing the Child

If a child is seriously disruptive for example, in a circle or while others are trying to build something, staff may remove him/her from the group. Taking the child by the hand while

explaining briefly what you are doing usually works, if you have not let the negative behavior go too far. Knowing where every child in the room is and what they are engaged in is an important responsibility for staff to make sure behaviors are appropriate.

Ensure the child successfully moves to another area by his own choice and that he stays away from the troubled area for a short time. Once he returns, observe his behavior, expect him to behave in an acceptable manner.

The Centre Environment

When children misbehave there are going to be a variety of reasons why, because children want to be good.

Staffs teams need to discuss what some of the external factors might be that are contributing to the child's negative behavior and determine which ones they can remedy. A new baby at home, or the break up of parents cannot be helped, but providing support and understanding to the child is achievable.

Make sure that children have enough space to play independently, plenty of toys/equipment and materials so that sharing is not a problem and that the relationship between the staff and the child is positive and non-threatening.

These policies are for the protection of the physical and emotional well-being of the children in the child care centre and will be enforced all Mohawk Council of Akwesasne staff.

Non Compliance of Behavior Management Procedures

All staff and providers are required to comply with all policies and procedures implemented by the Akwesasne Child Care Program with respect to Behavior Management. Any violation of this policy may result in disciplinary action in the form of a verbal warning, a written warning, or discharge from employment. The following measures will be taken into consideration when determining disciplinary action:

- Seriousness of the offense
- Actual or potential risk or harm to the child
- Past performance of the employee in general
- Recent performance
- Frequency of occurrence
- Previous disciplinary action taken

Policy Sign-Off

The Akwesasne Child Care Program will also ensure that the Behavior Management Policy is reviewed by all staff, providers, students, volunteers or any other person having significant amounts of contact with the children, using the following process:

- Each individual will be required to read the policies when they begin with the Akwesasne Child Care Program
- After reading the Behavior Management Policy, each individual will be required to sign and date a statement which acknowledges that they have read and clearly understand it.

- This policy will be reviewed and the acknowledgement signed annually by all staff, providers and any other person significantly involved with the children.

It is the responsibility of the Mohawk Council of Akwesasne and the Akwesasne Child Care Program to ensure that all staff, providers and other involved individuals comply with the Behavior Management policy. The following procedures will be used in monitoring this process:

- Signed documents with regard to Behavior Management are maintained as program record on the premises for a minimum of three years.
- Each Child Care Program supervisor and the supervisor of the Private Home Day Care Program is responsible for initiating and ensuring that this process is followed and that each individual receives a copy of the Behavior Management Policy. Each of the supervisors will also maintain the copy of the Behavior Management Policy bearing the signature and the date of each individual involved. All supervisors are responsible for monitoring and ensuring that these policies are followed by all staff/students/volunteers and providers.
- The Program Manager of the Akwesasne Child Care Program is responsible for initiating, monitoring and ensuring that this process is followed by all supervisors.
- For the purposes of monitoring, evaluating and providing constructive feedback, Behavior Management strategies and techniques will be included as an objective on the sixth month probationary work performance evaluation and on the annual work performance evaluation of each individual. These records shall be kept for a period of at least three years
- The Private Home Day Care supervisor will monitor Behavior Management strategies and techniques by performing drop in visits on a frequent basis, as well as conducting quarterly assessments in each provider's home. These records shall be kept for a period of at least three years.
- The Mohawk Council of Akwesasne designates the Program Manager and/or Supervisors with the Akwesasne Child Care Program to be the individuals responsible for reviewing the Behavior Management Policies on an annual basis and ensuring that this process is carried out by all staff and providers.

I acknowledge that I have read the Akwesasne Child Care Program Behavior Management Policies. I clearly understand them and agree to abide by them.

Signature

Date



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Playground Safety

Section: Employee Orientation and Sign Offs

Policy : 511/811

Amended: 3/21/17

Policy: When the Canadian Standards for Playground Safety changed in, the ACCP implemented the removal of all stationary playground equipment. Reports from Ministry indicated that swings, slides and climbers posed the most safety hazards to children. Consequently, the ACCP has adopted the policy of a “green” space to accommodate children’s outdoor activities.

Procedure: Supervisors are responsible for ensuring the following playground safety policy will be read, understood and signed off on by all staff, volunteers, students, on a yearly basis. Yearly licensing requirements from MCSS indicate that signed policies will be kept for 2 years at each site and available to the program advisor upon her yearly licensing visit.

Failure to comply may result in disciplinary action as per MCA GPP.



AKWESASNE CHILD CARE PROGRAM Playground Safety Policy

Supervision

Requirements for supervision of children on Centre playgrounds are as follows:

Staff ratios are not to be reduced on the playground. There needs to be at all times:

- 1 staff per 5 toddlers
- 1 staff per 8 preschoolers
- staff must ensure a safe outdoor environment for children
- staff must promote creative and constructive play for children

NEW EQUIPMENT, RENOVATIONS, REPAIRS OR REPLACEMENTS

Any modifications of the above must be installed to meet the Canadian Standards Association's new standard for Children's Play spaces and Equipment. Confirmation of such is to be maintained on file, verifying that all changes meet the Standard and is verified in writing by a Certified Safety Inspector. Ministry, as required under the Childcare and Early Years Act, must also approve any new equipment, renovations, repairs or replacements to the playground.

PLAYGROUND SAFETY LOG

A Playground Safety Logbook is located on the site of each centre. In this log, the supervisor and/or appropriate staff person will record any playground injuries, citing their action plan or resolution.

The date, time, name, and signature of person conducting each of the following inspections will also be recorded in this logbook.

- Daily Inspections
- Monthly Inspections
- Seasonal Inspections
- Annual Inspections

All action plans related to the findings of the inspections are to be recorded as well.

INSPECTOR OR DESIGNATES

- 1) Daily inspections will be conducted and recorded by the caretaker. In their absence, the supervisor will be responsible for ensuring that this duty has been fulfilled.
- 2) Monthly maintenance inspections will be conducted and recorded by the caretaker of the Department of Technical Services (DTS). The supervisor or designate will

ensure that a centre staff accompanies the inspector to ensure knowledge of whereabouts of any necessary repairs or concerns.

- 3) Seasonal maintenance inspections will be conducted and recorded by the caretaker of the Department of Technical Services (DTS). The supervisor or designate will ensure that a child care staff accompanies the inspector to ensure knowledge of whereabouts for plans and/or repairs.
- 4) Light, playground maintenance will be carried out by the caretaker. Persons for other heavy maintenance and repairs will be selected based on the type of service needed.
- 5) Playground injuries will be recorded into the Logbook by the staff, which is responsible for the particular child group, when the injury occurred. An Injury Report Form will be completed.
- 6) The Environment Health Officer will conduct annual inspections. A written report of the findings will be forwarded to the Centre supervisor and copied to the Program Manager and Head Caretaker. The MCSS Program Advisor at the re-licensing site inspection will insert this report into the Log for viewing.
- 7) An outdoor staff schedule and outdoor program plan will be developed and posted in an area for the staff and parents to see. The Outdoor Program Plan will provide for games and activities that enhance gross motor play and provide creative stimulation.
- 8) All staff will read the PLAYGROUND SAFETY POLICY and acknowledge the process by signing and dating the last page, prior to commencing employment and annually, thereafter. This document will be kept on file for at least 3 years from the time of signing. Documentation of each staff reviewing the policy will be recorded in the Playground Safety Log, along with the master copy of the signed policy.

Ministry staff will review this Playground Safety Policy at the time of the annual license renewal visit.

I acknowledge that I have read the Akwesasne Child Care Program, Playground Safety Policy. I clearly understand it and agree to abide by it.

Signature

Date



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Code of Ethics

Section: Human Resources

Policy : 304/512

Amended:

Policy: Professional Ethics must be practiced at all times. The reputation of our child care program is vital, and a positive mature attitude is necessary while on the job.

Procedure: The Code of Ethics Policy for the ACCP will be read, adhered to and signed by all staff before they commence employment. Each staff member will retain a copy for their records and a copy will be kept in their personal file in the administration office of the child care program.



Akwasasne Child Care Program Code of Ethics

Obligation to Children:

1. Base practice on sound knowledge of Early Childhood training, research and theories, while at the same time recognize the limitations and uncertainties of these.
2. Respect the special relationship between children and their families and incorporate this perspective in all my interactions with children.
3. Consider the needs of the child in context of the Mohawk family, Mohawk history and Mohawk culture.
4. Work to fulfill the right of all children and their families to a service of excellence.
5. Recognize that young children are vulnerable and use my influence and power in their best interest.
6. Create and maintain safe settings and healthy activities which focus on primary prevention to ensure the future well-being of children.
7. Teach children new and effective pathways of behavior that balance their own rights, needs and feelings with those of others.
8. Engage only in practices which are respectful of, and provide security for, children and in no way degrade, endanger, exploit, intimidate or harm psychologically or physically.

Obligation to Families:

1. Encourage families to share as much information about their child's personality, interests, abilities, and health and I will share my knowledge of children with them so that there is a mutual growth and understanding in ways which benefit the child.
2. Engage in shared decision-making with families regarding procedural strategies common to the home setting and the service environment.
3. Acknowledge and respect that different family systems exist.
4. Assist each family to develop a sense of belonging to the service by incorporating their ideas and inviting participation.
5. Maintain confidentiality, respecting the right of the family to privacy.

Obligation to Colleagues:

1. Support and assist colleagues in their professional development.
2. Work to build and maintain an atmosphere of trust, respect and communication by: encouraging openness and tolerance between colleagues, accepting the right to have a different point of view,
Using appropriate confidentiality.

3. Support the efforts and enhance the skill levels of all students, volunteers and casual workers.
4. Promote policies and working conditions which are non-discriminatory and that foster confidence, well-being and self-esteem.
5. Work with my colleagues to maintain and improve an excellent standard of service provided in my workplace.

Obligation to Community:

1. Promote cooperation among all agencies and professions working in the best interests of young children and families.
2. Promote children's best interests through education and advocacy.
3. Be familiar with the laws and policies which relate to my work.
4. Work to change the laws and policies which interfere with the well-being of children.

Obligation to My Professional Conduct:

1. Update and improve my expertise and practice in the Early Childhood field continually through formal and informal professional development.
2. Work to complement the child-rearing function of the family.
3. Maintain a professional attitude and demeanor in my daily contact with parents and colleagues in the event that differences or tensions arise due to personal or community connection.
4. Conduct myself in ways that show professionalism by ensuring children are never transported to and/or from the service in my vehicle, that the care of enrolled children is limited to service hours and that the business of the service is carried out on the premises and only during service hours.
5. Ensure personal protection from false accusation by children, parents, colleagues and community members by creating an accessible, open and well-lit environment where my activities are visible at all times.
6. Engage in critical self-reflection and seek input from colleagues.

Signature

Date



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Anaphylaxis Policy

Section: Employee Orientation and Sign Offs

Policy : 513

Amended: 9/27/16

Policy: To respond to allergic reactions and ensure the safety of all children and staff, all parents and staff must be aware of severe allergies and how to respond.

Procedure: The procedure is outlined in the Anaphylaxis Policies and Procedure, and must be read and signed off during orientation and every year thereafter, by staff, volunteers, and students.

The individual emergency form must also be filled out for anyone identified as having severe allergies, along with photo of the person and where their medication is located and how to administer. Staff must also sign off on this form to be aware of how to respond to those with allergic reactions.

Failure to comply may result in disciplinary action as per MCA GPP.



AKWESASNE CHILD CARE PROGRAM

Anaphylaxis Policy & Procedures

These guidelines are developed to support Childcare and Early Years Act while administering medicines to children. Due to recent Ontario legislation commonly referred to “Sabrina’s Law”, all child care centers and schools must have in place clear procedures for necessary actions in an emergency situation due to a severe allergic reaction.

DEFINITION

Anaphylaxis is a severe life threatening form of allergic reaction. It may begin with severe itching of the eyes or face, a sense of constriction in the throat, then other symptoms such vomiting, diarrhea and difficulty with breathing may develop. This may lead to coma and death.

Foods such as peanuts, other nuts, fish, shellfish, eggs, milk, and wheat as well as insect stings from bees and wasps, latex products and medication, are the most common allergies that produce anaphylaxis.

All ACCO employees are also aware of students who have allergic reactions to food products. They have developed guidelines to eliminate/limit use of peanuts and related products as much as possible in their department.

Anaphylaxis requires immediate first aid response and immediate medical intervention.

PURPOSE

The procedures outlined below will establish an appropriate response when a parent or guardian indicates to the center Supervisor, in writing, that the child is at risk of anaphylaxis and that the student will require assistance at the first sign of any allergic reaction. When in doubt, administer appropriate medication.

PROCEDURES

1. The parent/ guardian must inform the Supervisor, in writing on the application, that his/her child is at risk of anaphylaxis, and should outline the expected symptoms and requested intervention by center staff.
2. The parent/guardian is to provide the required medication to the center, including the instructions for intervention.
3. Details of necessary intervention should be included in an Emergency Action Plan, which includes:
 - Written consent for intervention during an allergic reaction.
 - Other information specific to the student, including instructions for storage and access to medications.
 - Dosage, and Emergency Contacts

The Supervisor must ensure that the Emergency Action Plan is kept current.

4. A copy of the current Emergency Action Plan should be filed in the child’s file and copies must be located in relevant areas designated by the Supervisor. The response plan must be readily available in the event of an emergency. ACCP personnel must be made aware of the

child's medical condition and be prepared to provide required emergency intervention & sign off on it.

5. The Supervisor shall send a letter to the parents of the other students in the classroom of the at risk person informing them of the situation and request that specific allergens not be sent to school. Signs must be posted throughout the center.
6. In a center where a student is identified as having an anaphylactic reaction to peanuts or nuts, the Supervisor shall make every effort to enlist the support and co-operation of all staff, students and parents to reduce the potential risk to the student. Food services personnel will ensure that emergency information is posted in the dining room with a picture of the child.
7. The Supervisor shall also send communication to all members of the center community indicating the presence of a student with life threatening allergic reaction outlining specifically how to take appropriate action in an emergency situation.
8. Prior to or on the 1st day of moving up, it is the responsibility of the Supervisor to initiate the process again and present the classroom teacher with updated information and appropriate medication.

STAFF DEVELOPMENT

All teaching and support staff must be aware of students/staff members who are at risk for anaphylaxis and should be adequately trained in responding to anaphylactic reaction. Therefore, training for all staff in the appropriate response to anaphylactic reactions will be incorporated into the plan created each year by the Supervisor.

The Community Health Nurses (CHN's) shall be contacted to provide training to all staff at the beginning of each school year. In addition, the CHN's will be asked to repeat training whenever an at risk student is identified.

Should staff change at anytime throughout the year, it is the responsibility of the Supervisor to inform and provide training for new staff member(s) and obtain sign offs.

GENERAL ANAPHYLAXIS EMERGENCY GUIDELINES

When a person known to be at risk of anaphylaxis and displays initial symptoms, then it must be presumed that the person is in need of the assistance outlined in the Emergency Action Plan. **IMMEDIATE** intervention is essential. No ill side effects will result from the administration of the person's medication if he/she is not experiencing an anaphylactic reaction. Unless otherwise agreed to, the following steps are to be followed when a student is experiencing an anaphylactic reaction:

- A staff member must contact central dispatch, at 575-2000, and advise the dispatcher that a child is having an anaphylactic reaction.
- Use the EPIPEN immediately.
- Notify the child's parent/guardian.
- If the ambulance has not arrived in 10-20 minutes and breathing difficulties are present, give a second EPIPEN if student is not responding to the first injection. However, medical personnel should be contacted prior to taking this action.

- Even if symptoms subside entirely, the child must be taken to the hospital immediately.

ANAPHYLACTIC REACTION-POSSIBLE SYMPTOMS

- Flushed face, hives, swelling or itchy lips, tongue, eyes.
- Tightness in throat, mouth, chest.
- Difficulty breathing or swallowing, wheezing, coughing, choking.
- Vomiting, nausea, diarrhea, stomach pains.
- Dizziness, unsteadiness, sudden fatigue, rapid heartbeat.
- Loss of consciousness.
- Coma.

INDIVIDUALS NOT KNOWN TO BE AT RISK OF ANAPHYLAXIS

A child, teacher, or visiting adult not known to be at risk of anaphylaxis may also display symptoms of severe allergic reaction. In such circumstances, center staff should assess the situation and take action as would be appropriate for any other illness/injury/emergency incident.

ALLERGY POSTINGS

Allergy lists include the names and photos of the children and their respective food allergies or restrictions and the allergy list must be posted:

- in each cooking and serving area
- in each play area or play room; and
- in any other area in which children may be present

Signature

Date

Individual Emergency Plan

For: _____
(Insert photo)

Allergy: _____

This child has: EpiPen Jr 0.15mg Twinject 0.15mg

It is located: _____

Emergency Phone: 613-575-2000 and let dispatcher know we have an anaphylaxis emergency for a child, and we are located at _____

I understand that even if the EpiPen has been given, that the child must still be transported to the hospital for observation. Every effort will be made to contact the parent(s) or emergency contact as soon as possible.

I have reviewed the Anaphylaxis Emergency Plan for this child. I can recognize the signs and symptoms of anaphylaxis, follow the emergency procedure and will implement the plan as needed.

[illegible]