



Akwesasne Child Care Program Policies and Procedures Manual


Subject: Index Facilities Management

Section: Facilities Management

Policy : 900

Amended:

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 Akwesasne Child Care Program Policies and Procedures Manual			
Subject: Building Equipment and Maintenance			
Section: Facilities Management			
Policy : 901			Amended:

Policy: The safety of children, staff and parents within all ACCPs facilities are the utmost importance, equipment and facilities must be cleaned and maintained.

Procedure: All child care centers must comply with the Childcare and Early Years Act with regards to fire policy and procedures, spatial requirements, and sanitary practices.

The site supervisor is responsible to ensure that all aspects of the facility and playground area, along with the equipment and furnishings are maintained in good condition, and that all deficiencies are reported.

In the event that minor problems within the facility are noted the site supervisor will contact the caretaker. There is a caretaker at each child care centre who is responsible to the head caretaker in each district. These caretakers are responsible to the MCA Department of Technical Services (DTS), the department responsible for the maintenance of all Mohawk Council facilities.

In most instances the caretaker on site is able to take care of small repairs to furniture, raking sand or staining playground sheds, where the need for tools and materials are minimal. All major repairs, security/acts of vandalism and after hour calls that pertain to the facility are the responsibility of the head caretaker.

The site supervisor will complete an AssetnavWork Request Form to be sent electronically to the to the head caretaker with a copy to the DTS Program Manager. DTS can be contacted to be trained and added to the Asset Nav system.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Building Security

Section: Facilities Management

Policy : 902

Amended:

Policy: No person will have free access to the child care centers during programming hours, without recognition of child care staff.

Procedure: All centers are locked and secured through the process of a video/audio security system. The doors are locked at all times and staff are provided with an identification entry card. Parents, visitors, etc. must ring a buzzer to announce their arrival at the center, they will be allowed in once the supervisor and/or playroom staff recognizes their purpose there.

Children will only be released to adults listed on the authorized pick up list. If the staff does not recognize persons at the door, they must ask for identification, inquire what their business is and act accordingly.

Strangers seen milling around the grounds of any centres, will be reported to the supervisor and or designate. At their discretion the person or persons will be approached or the Mohawk Police will be called to inquire as to their business. Solicitors will be told to leave.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Building Property Occurences

Section: Facilities Management

Policy : 903

Amended:

Policy: All property offences, such as, break-ins, vandalism, graffiti, will be reported to the Akwesasne Mohawk Police Services.

Procedure: The following form will be completed by ACCP staff or site caretaker and forwarded to the appropriate persons listed on the form entitled Occurrence Report.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Insurance

Section: Facilities Management

Policy : 904


Amended:

Policy: The CCEYA requires that proof of insurance with respect to each child care centre or private home care operator be obtained annually and in full force and effect.

Procedure: A copy of our insurance can be obtained every January from MCAs Insurance Agent, finance office determines who the insurer will be.

Once obtained the copy of insurance is placed within this binder on the page to follow. During the annual re-licensing visit from MCYS, a copy of the insurance certificate is presented as proof of up to date coverage.

The insurer must be made aware of any major changes to child care program, for example, the inclusion of an infant care program.

 Akwesasne Child Care Program Policies and Procedures Manual		
Subject: Fire Inspections		
Section: Facilities Management		
Policy : 905	801 Safety & Fire Safety	Amended:

Policy: There will be an annual fire inspection conducted and recommendations and standards must be adhered to.

The center supervisor will ensure that both inspections occur and that all standards and recommendations are met.

The supervisor is also responsible for contacting the inspectors and obtaining inspection report, please see section 800 of this policy on safety. Maintenance staff will also work in conjunction with ACCP fire inspections and recommendations.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Smoke- Free Ontario Act/05:

Section: Facilities Management – Safety

Policy : 906

Amended:

Policy: The ACCP adheres to Ontario's Smoke Free Act

Procedure: The Smoke-Free Ontario Act as of May 31, 2006, prohibits smoking in enclosed workspaces and enclosed public places including the playgrounds. All supervisors must ensure that all staff, providers and parents are aware that smoking is prohibited.

In light of the Smoke-Free Ontario Act/05; "No Smoking" signs will be posted at each entry of the buildings and smoking is not permitted within 25 feet of the building perimeter.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Playground Inspections

Section: Facilities Management

Policy : 907

Amended:

Policy: Playground maintenance is ensured by routine inspections.

Procedure: Supervisors or designate must conduct a playground inspection daily, quarterly, seasonally, and annually when structures are involved.

Inspections must be documented by way of checklist.

A repair log must be in place for repairs either on paper or electronically in the Assetnav work order system. A copy must be requested from maintenance by the supervisor and kept on hand.

Annual inspections must be completed by a licensed playground inspector.

**AKWESASNE CHILD CARE PROGRAM
DAILY PLAYGROUND INSPECTION**

Play Structures

	<i>problem exists:</i>		<i>description of problem</i>	<i>action taken</i>
cracked / broken table tops, seats	Yes	no		
cracked / broken steps, rungs, treads	Yes	no		
cracked / broken or loose guardrails	Yes	no		
litter or debris	Yes	no		
drainage and water pooling	Yes	no		
equipment securely anchored	Yes	no		

Sand Boxes

	<i>problem exists</i>		<i>description of problem</i>	<i>action taken</i>
sand has proper drainage	yes	no		
trip hazards	yes	no		
litter, debris or pet feces	yes	no		
wood retainers has rot/cracks/splinters	yes	no		

Fencing


	<i>problem exists</i>		<i>description of problem</i>	<i>action taken</i>
fence in good condition	yes	no		
gates close properly/lockable	yes	no		
there is no protruding bolts, wires	yes	no		

Grounds

	<i>problem exists</i>		<i>description of problem</i>	<i>action taken</i>
snow removed at doorways and paths	yes	no		
playground surface has proper drainage	yes	no		
ground has low areas where water pools	yes	no		
grass and weeds cut / hedges trimmed	yes	no		
trip hazards	yes	no		
ice patches salted	yes	no		

Storage Shed / Fencing / Gates

	<i>problem exists</i>		<i>description of problem</i>	<i>action taken</i>
signs of vandalism	yes	no		
doors close properly / lockable	yes	no		
structures needs repainting / repair	yes	no		
signs of bee/insect/rodent nesting	yes	no		

 Akwesasne Child Care Program Policies and Procedures Manual			
Subject: Cook's Checklist			
Section: Facilities Management/ Human Resources			
Policy : 908/ 410	Effective: 9/1/10	Reviewed:	Amended:

Policy: The Cooks will strive to maintain a safe and sanitary work environment.

Procedure: The Cooks will complete the following checklist as a guideline to ensure daily, monthly and seasonal duties are carried out.

It is the responsibility of the supervisors to ensure that the cook's checklist and duties listed on the checklist are carried out accordingly.

AK WESASNE CHILD CARE PROGRAM COOK DAILY CHECKLIST

DAILY ACTIVITY	MON	TUES	WED	THURS	FRI	INITIALS
Cook and prepare two snacks and lunch as per menu						
Wash down and disinfect tables and chairs						
Sweep & Mop kitchen and dining room floors						
Clear counters of utensils/food & disinfect						
Pre-rinse dishes/utensils before using dishwasher						
Clean faucets, sink, edges of sink, drain boards						
Take garbage out after breakfast and lunch						
Wash/disinfect garbage containers in kitchen						
Wash trolley cart if used						
Wash sorting bins in dishwasher, clean bin area						
Replace plastic wall splash behind sorting bins						
Clean up spills in refrigerator, clean microwave						
Cover silverware container						
Wash top (burners) and back of stove						
Assist staff with children when asked						
Ensure all surfaces are clear of clutter						
Take soiled cloths, towels to laundry						
Clean dishwasher bottom and door opening						
WEEKLY						
Travel to Kawehnoke Center to pick up groceries						
Clean large garbage bins						
Wash silverware holder						
Clean crumbs from toasters						
Thoroughly clean refrigerator and microwave						
Clean dishwasher bottom, door opening						
Thoroughly clean cabinets, drawers, inside and out						
Clean stove vent using degreaser						
MONTHLY						
Emergency food check. Maintain 3 days food						
Clean dishwasher thoroughly.						
SEASONAL						
Rotate and replenish emergency food and water.						
Wash windows, curtains						
Replace equipment (brooms, dish cloths, aprons)						

**AKWESASNE CHILD CARE PROGRAM
CARETAKER MONTHLY MAINTENANCE SCHEDULE**

MONTH OF:	MON	TUES	WED	THURS	FRI	COMMENTS
MONTHLY						
Windows: Wash window sills						
Ceilings: Wash light covers						
Clean all ceiling fans						
Floors:						
Shampoo rugs in each room						
Maintenance Room:						
Ensure room is clear of clutter						
Clean utility sink						
Grounds:						
Cut and water grass as needed						
Clean outdoor storage sheds						
Adjust bicycles as needed						
Inventory:						
cleaning supplies						
paper products						
Organize Tools & Equipment:						
Inspect plumbing fixtures						
Clean furnace room of clutter						
Clean maintenance room of clutter						
Fire and Evacuation:						
Shake fire extinguishers						
Conduct Fire Drill/Record						
SEASONAL						
Grounds:						
Take lawnmower for servicing						
Small equipment repairs:						
Report deficiencies to Supervisor						
Snow Removal:						
Clear entrances of snow						
Clear paths to & salt playgrounds						
Apply salt to steps/sidewalks						
BI-ANNUAL						
Walls:						
Wash walls in each room twice/yr.						

AKWESASNE CHILD CARE PROGRAM
CARETAKER DAILY MAINTENANCE SCHEDULE

DAILY CARETAKER ACTIVITIES	MON	TUES	WED	THUR S	FRI
Flush water lines for lead upon arrival each morning					
Check entrances: Report all acts of vandalism					
Ensure entrance/exit clear of clutter, Check exit lights					
Fill out Playground Inspection Form					
Refill all Disinfecting bottles to proper ratio					
Sweep, mop, vacuum, Toddler Room					
Disinfect sink and toilet, clean mirror					
Refill soap, toilet paper, paper towels, Take out garbage					
Clean walls behind pails					
Sweep, mop, vacuum Preschool I Room:					
Sweep, mop, vacuum; disinfect sink, toilet, clean mirror					
Refill soap, toilet paper, paper towels: take out garbage					
Clean Staff Room: if applicable					
Clean Supervisor Office, dust & disinfect telephones					
Sweep, mop, vacuum; Take out garbage, Disinfect pails					
Disinfect telephone					
Clean Hallway:					
Roll up rugs in hallway; sweep, mop, return rugs					
Clean Adult washroom:					
Sweep, and mop; Disinfect toilet and sink					
Refill soap, toilet paper, paper towels					
Clean Preschool washroom					
Sweep, mop, Disinfect toilets, sinks					
Refill soap, toilet paper, paper towels					
Clean Laundry Room:					
Sweep, mop floors, Wipe washer/dryer: clean lint filter					
Clean Admin Office: if applicable					
Sweep, mop, vacuum; take out garbage, disinfect pails					
Dust chairs & surfaces; Disinfect telephones					
Collect garbage for dumpster					
Maintenance sheets: if applicable					
Clean Maintenance Room: Repair equipment					
Sweep, and mop; wash, disinfect sink, sweep cobwebs					
Wipe all dirt marks from walls; clean doors, dust sills					
Cut and water grass in season, or remove snow, leaves					
Report deficiencies to Supervisor					



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Caretakers

Section: Facilities Management / Human Resources

Policy : 909/411

Reviewed:

Amended:

Policy: The child care centre caretakers will strive to maintain a safe and healthy work environment.

Procedure: The caretakers will complete the following daily, monthly and seasonal duties to ensure that all duties are carried out.

It is the responsibility of the supervisors to communicate caretaker concerns to head caretaker of each facility.

CARETAKER WEEKLY MAINTENANCE SCHEDULE

WEEK OF:	MON	TUES	WED	THURS	FRI	COMMENTS
WEEKLY ACTIVITIES						
Clean Windows inside and outside						
Lights: Wash lamp pots						
Replace burnt-out lights as needed						
Hallways:						
Vacuum/clean children's cubbies						
Disinfect pails, clean walls behind pails						
Dust chairs						
Maintenance Room:						
Ensure room is clear of clutter						
Laundry Room:						
Take out garbage, disinfect pail						
Grounds:						
Trim weeds; mow lawn						
Look for signs of bee/ant/rodent nests						
Snow removal						
Exhaust vents:						
Dust vents in each room						
Dust vent in maintenance room						
Air Conditioners: if applicable						
Remove filters/wash in hot water						



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Pool Restrictions

Section: Facilities Management - Safety

Policy : 910

Amended: 7/20/11

Policy: Pools are prohibited

Procedure: Pools are prohibited included anything that can pool water within access of the children.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Water Policy

Section: Facilities Management - Safety

Policy : 911

Amended:

Policy: Water Safety is a priority as per the Safe Drinking Water Act 2002

Procedure: As all three centers and all private homes are on a municipal residential water system, we adhere to all health alerts and notices sent by the Mohawk Council of Akwesasne Water Treatment Program.

Each site also maintains a supply of bottled water in the event of a disruption in the water supply. A disruption in the water supply or order from the Water Treatment Program should be considered a serious occurrence and reported.

Water flushing

As plumbing was installed for Kawehnoke & TsiSnaihne prior to January 1, 1990, water flushing should be completed weekly. Water flushing logs should be kept and maintained for 6 years.

Flushing should be done in the following sequence;

Step 1: The cold water should be turned on for 5 minutes at the main site where the water is used for consumption.

Step 2: Turn on cold water for 10 seconds at every water source that is used for consumption.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Health Inspections

Section: Facilities Management - Safety

Policy : 912/ 817 Safety – Health Inspections

Amended:

Policy: There will be an annual health inspection conducted by the Environmental Health Officer and recommendations and standards must be adhered to.

The center supervisor will ensure that health inspections occur and that all standards and recommendations are met.

The supervisor is also responsible for contacting the EHO and obtaining inspection report, please see section 816 of this policy on safety. Maintenance staff will also work in conjunction with ACCP health inspections and recommendations.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Security Pogs & Access Cards

Section: HR, Employees Expectations, Safety, Facilities Management

Policy : 421, 616, 821, 913

Amended:

Policy: Access to the buildings is limited to ensure safety, staff are granted access and must ensure safety of facility at all times.

Procedure: All staff must obtain security cards on hire from the ACCP administration office to gain access to the building in which they are employed only. Staff must not access to the building after hours without permission of the supervisor.

This card is issued and identified to the cardholder along with an access code. This card or code is not to be shared.

A security code is also granted with the security card to be given to the security company when they call during fire or emergency.

It is your responsibility to report when your card is lost or stolen. In the event of a lost card the replacement card will cost \$20. In the event of a break in or stolen merchandise and it is found that access was gained by the unreported lost card, charges may be laid on the card holder.