

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

FIRE AND EVACUATION POLICY

Our policy is to ensure the staff and children have the knowledge and skill to be able to react to an emergency situation such as a fire or emergency evacuation. A Fire Drill procedure will be a monthly occurrence. A Disaster Plan has been implemented in cooperation with the Columbus Community Association, 7201 St Lawrence (the alternative safe location). The staff and children will practice this yearly. Through these practices the children will be aware of the procedures.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

SUPERVISION OF CHILDREN

The safety of children is of the utmost importance in the child care program. Preventative strategies are addressed in many of the policies and procedures throughout the staff and family handbooks. The Child Care Operating Board and staff of Kool Cats Kid Care believe that it is important to have policies and procedures in place to eliminate or reduce the possibility of a child going missing.

Staff at Kool Cats Kid Care are required to constantly supervise all the children registered at the daycare. Supported Child Care staff are also required to remain with the staff as the child is registered at Kool Cats Kid Care and Kool Cats Kid Care's responsibility.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

MISSING CHILD

The safety of children is of the utmost importance in the child care program. Preventative strategies are addressed in many of the policies and procedures throughout the staff and family handbooks. The Child Care Operating Board and staff of Kool Cats Kid Care believe that it is important to have policies and procedures to eliminate or reduce the possibility of a child going missing. To ensure that the search for a child will be as efficient and expedient as possible, it is also important to have policies and procedures in case a child is missing.

To eliminate or reduce the possibility of a child bolting (running away) for the daycare, the staff will endeavour to evaluate the degree of risk involved for the children and especially for identified behaviourally challenged children. At time of admission into the program, care plans will be developed with the parents to ensure the safety of the child. These will be reviewed annually.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

UNIVERSAL PRECAUTIONS

Kool Cats Kid Care shall endeavour to protect staff and children from unnecessary risk from exposure to potentially contaminated blood and body fluids and sharp objects dangerous to their health by proper education and equipment available.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

VISITORS ENTERING THE CHILD CARE CENTRE

Authorized visitors and community partners will be welcomed in Kool Cats Kid Care with the consent of the Child Care Operating Board or Administrator. All other visitors wishing the opportunities to view the childcare centre will be invited to attend when it is convenient for the centre.

Unauthorized visitors will not be allowed to visit the childcare centre. The Administrator will be responsible for addressing the situation, however, all staff and parents/guardians are requested to inform the Floor Supervisor when a visitor is on the premises, including the outdoor area.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

UNAUTHORIZED PERSON

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the childcare staff. The staff person in charge will speak with this individual and explain the policy that no child will be released without written authorization from the enrolling parent.

In a rare emergency situation, verbal permission via the telephone will be allowed from the enrolling parent as long as the parent/guardian confirms the information about this person (name, address, phone number, relationship to the child and description) and the person so authorized presents photo identification to verify the information. Staff will document the time of the call and information share. Whenever difficulties exist, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, the staff person in charge may need to call the police for assistance.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

ALLEGED IMPAIRED AUTHORIZED PICK UP

It is the staff's legal responsibility, to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes that a child will be at risk, the staff person in charge will:

- a. Offer to call a relative or friend to pick up the person and child
or
- b. Contact the Ministry of Children and Family Development.

If the person is driving a vehicle, the staff person will explain that driving under the influence of drugs or alcohol is against the law and staff are obligated to ensure the safety and well being of the children and adult. If the presumed impaired person chooses to get into the car with or without the child, the staff will immediately notify the police. The Facility Manager/Floor Supervisor will call the Ministry of Children and Family Development if they feel that the child is in need of protection.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

SERIOUS INCIDENT REPORTING

Kool Cats Kid Care in accordance with Community Care Facility Act will report to the Licensing Officer within 24 hours of any incident that is serious in nature. Any major injury or illness requiring a visit to the hospital, any major behavioural incidents, any medication errors causing emergency care, any outbreak of infectious disease, poisonings, unsuspected death or report of abuse (physical or emotional) or neglect.

REPORTING ABUSE

Kool Cats Kid Care shall endeavour to provide a safe environment for all children within our care. During the time the child is at the centre or in our care and reveals or exhibits signs of abuse (physical or emotional) or neglect, the staff is obligated to report the factual information to their Supervisor and the Chief Licensing Officer.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

RESTRAINT POLICY

Kool Cats Kid Care ensures that no child enrolled in the program will be subjected to emotional, physical or sexual abuse or to physical or emotional neglect while under the care or supervision of the program. The staff will endeavour to use every other strategy before having to restrain as a last resort if the situation warrants (i.e. safety of child and/or other children or staff from serious physical injury and/or death). Kool Cats Kid Care will provide opportunities to attend courses in Therapeutic Crisis Intervention, if available.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

**APPREHENSION BY THE MINISTRY FOR CHILDREN AND
FAMILY DEVELOPMENT**

When a social worker from the Ministry for Children and Family Development and/or the police intend to apprehend a child at the child care centre, the Facility Manager/Floor Supervisor will be responding to the situation.

The Facility Manager/Floor Supervisor will require the social worker or police officer to show identification. The staff member will record the name and title of the person apprehending the child and the address and phone number of the Ministry office involved, as well as the date and time of the apprehension. The staff member will then phone the Ministry office to verify with the supervisor that the social worker has authorization to apprehend this child, prior to the child being removed from the child care centre.

The staff member will write up an serious incident report to record the incident, time and persons involved, parent reactions, etc. Chief Licensing Officer will need to be contacted and the report sent to the Licensing office.