

**Chatham-Kent & Sarnia-Lambton**

# **Partners in Childcare**

**for Full Day Child Care,  
Extended Day and/or  
Before and After School Programs**



**St. Clair Catholic**  
District School Board

**Building Partnerships to  
Serve Children & Families**

Summer 2022



The St. Clair Catholic District School Board and Child Care Centres are committed to building strong partnerships in order to support students, families and communities. Building positive relationships to work together is key to implementing our shared vision.

This manual is intended to provide a quick reference for pertinent partner and site information in order to effectively provide consistent, seamless learning and care environments for our children.

Research has shown that the early years, from conception to age six, are the most significant and influential years in terms of brain development, learning, behaviour and health. It is also been shown that high quality licensed care can enhance school readiness and help children achieve later school success.

*This Child Care Operational Manual is intended to support school Principals, Child Care supervisors and their respective staff as they work together to deliver education and care on behalf of families and children throughout the communities of Sarnia-Lambton and Chatham-Kent. It is important to widely share this information so that all partners are included in the conversations.*

*In the St. Clair Catholic District School Board, we offer Before and/or After School Programs in our school settings. When this manual references Child Care Operators we are referring to all child care operations offered; Full Day Child Care, Before and/or After School and Extended Day Programs.*

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The St. Clair Catholic District School Board Mission Statement:

**Learning Together Today, Transforming Tomorrow.**

# Index

1. Partner site specific checklist – Refer to attached document
2. Vision for Child Care, The Early Years and Education in Ontario  
**Program Descriptions**
  - School Boards
  - Before and After Care (6-12 Year Olds)
  - Extended Day Program (Kindergarten Students)
  - Full Day Child Care
  - EarlyON
  - Clinic Space / Services
3. Lease & License Agreements with the board
  - License Agreement for Extended Day / Before & After School Programs
  - Lease Agreement for Full Day Child Care Program
4. Good Communication and Relationships
  - Shared Spaces
  - Shared Materials
  - Consent for Exchange of Information
  - Information on School Changes
  - Children Registered from Another School
  - Role of (CLASS) Chatham Kent Lambton Administrative School Services
5. Licensing Procedure
6. Facilities
  - Repairs and Improvements
  - Health and Safety Committee
  - Keys and Fobs
  - Custodial Services
  - Childcare Centre Staff - Cleaning and Maintenance Responsibilities
  - Building Operations Responsibilities

7. Emergency Procedure  
School Closure / Bus Cancellations Lockdown  
Tornado Shelter in Place Evacuation Fire Plan
8. Maintaining Safe Schools  
Safe Welcome Policy Safe Schools  
Visitors Student Safety
9. Relevant Policies and Procedures  
Bill 152 WHMIS  
Bill 160  
Flushing for Lead Concussion Policy Duty to Report
10. Index of Appendices



# Partner Site Specific Checklist

Please provide completed copies for each party and email copy to:  
Supervisor - Childcare Services at [theresa.mcfadden@cklass.ca](mailto:theresa.mcfadden@cklass.ca) by September 30th

Checklist should be reviewed when a change in leadership is announced  
(New Principal/New Childcare Supervisor)

Date

## 1 SITE DETAILS

School

Name

Phone #

Address

Child Care  
Provider

## 2 SCHOOL CONTACT INFORMATION

School  
Principal

Name

Cell #

Email

Vice  
Principal

Name

Cell #

Email

Custodial  
Supervisor

Name

Cell #

Email

Custodian(s)

Name

Work  
hours

Name

Work  
hours

Secretary(s)

Name

Work  
hours

Name

Work  
hours

# 3

## CHILD CARE CONTACT INFORMATION

**Director/  
Manager**

Name

Work #

Email

Cell #

**Site  
Supervisor**

Name

Work #

Email

Cell #

# 4

## FACILITY INFORMATION

**Procedures should fire alarm be pulled by child after hours (if known false alarm):**

**Procedures should school security alarm sound after hours (arming or disarming building):**

**Water  
Flushing  
Procedure**

Daily?

Weekly?

Water flushing location in school?



Water Testing reports provided by CLASS to Child Care on an annual basis



Playground Use & Inspections report provided by CLASS to Child Care on a need by basis

Schools Lockdown Procedures shared

School Fire Drill Procedure shared

Concussion Policy in Manual reviewed

Breakfast Program information shared



## FULL CHILD CARE CENTRE/PRESCHOOL PROGRAM

**Full Day Child Care**

**Licensed Capacity:**

Infant

Toddler

Preschool

**Operating Capacity:**

Infant

Toddler

Preschool

Program hours (am to pm)

to

Staff parking location

Public entrance into child care location

**Fire Alarms**

Evacuation site for child care

Best time for drills

School conducts drills

times a year

Child Care conducts drills

**Lock down notification procedure:**

**Communication strategy between school & child care** *(ex: notice of special events at school that could affect child care parking)*

**Inclusion plan?** *(How can the child care become part of the school community)*

**Is Child Care open during school holidays?**

PA Days

Christmas break

March break

Easter Monday

Summer break

**Clinic Space/Services?** *(List all spaces used/services offered) (N/A)*

**EarlyON Centre (Days)**



Not Applicable?

1

**PROGRAM INFORMATION**

**Before & After  
(6-12 years)**

Licensed Capacity (# of children on license)

Operating Capacity (actual # of children)

Current licensed space (location in school ex: room #)

Alternate licensed spaces, as seen on Space Sharing Form

Before school program hours

After school program hours

Location of washrooms to be used

Entrance to be used - drop off/pick up procedure (how do families enter the building and/or notify child care they have arrived)

**Extended Day (FDK)**

Licensed Capacity

Operating Capacity

Current licensed space (location in school ex: room #)

Alternate licensed spaces, as seen on Space Sharing Form

Before school hours

After school hours

Location of washrooms to be used

Extended Day (routine for kindergarten drop off to classroom and collection at end of day)

\* Regular daily used rooms and holidays are booked through <http://www.communityuseofschools.ca>

## 2

### CHILD CARE CONTACT INFORMATION

#### Site Supervisor

Name

Work #

Email

Cell #

#### Child Care Staff (Before & After only)

Name

Name

Name

Name

#### Child Care Staff Identification

Name tag?

Picture ID?

## 3

### COMMUNICATION STRATEGIES

**Special attendance** *(ex: parents must notify child care if child not attending program after school)*

**School closures**

**Injury/Accidents reporting strategies** *(Shared release of information for children on file)*

**School Newsletters** *(How is it shared)*

# 4

## PA DAYS/SCHOOL HOLIDAYS

Programs offered?

Yes

No

Depends on enrollment

Rooms to be used:

\* PA days, holidays, summer (covered in lease agreement). Please visit <http://www.communityuseofschools.ca>

# 5

## FACILITY INFORMATION

Parking for child care staff

Parking for parents (drop off/pick up)

Child care access to school

Fob? (Fobs assigned by CLASS - Supervisor Child Care Supervisor)

Alarm code?

Child care designated storage in shared spaces

Shared site equipment

**\*Request to use space in schools outside of operational hours must go through Community Use and is not included in Lease or License Agreement.**

## **2. A Vision for Child Care, The Early Years and Education in Ontario**

Extended day and before-and-after school programs are key parts of the broader provincial vision for “a system of responsive, high-quality, accessible and increasingly integrated early years programs and services that contribute to healthy child development today and a stronger future tomorrow” (Ontario Early Years Policy Framework, 2013)

### **Program Descriptions**

#### **School Boards**

School boards play a critical role in the child care and early years sector. They provide an environment where services can be co-located and integrated for the purpose of reducing transitions and building stronger connections between children, families, and early years and school professionals and educators. School board leadership is vital to supporting comprehensive and continuous education that supports children from birth to adulthood.

#### **Before and After Care (6- 12-year-olds\*)**

School boards are required to ensure the provision of a before-and-after school programs (i.e. school board - operated and/or third party programs) in every elementary school serving students in the primary and/or junior division (i.e. from Kindergarten to Grade 6) where there is sufficient demand and/or viability. Programs must be available on every instructional school day. *A before and/or after school program may not be required if there is insufficient demand.*

An integrated before and after school program provides children with more opportunities to learn and grow and provides a seamless day with fewer transitions for children and families. The Ministry of Education may grant a Child Care Operator the ability to offer 25% of the licensed capacity to 4/ 5 years olds, depending on child care license. Some of the schools may also offer programs during school breaks or on professional development (PD) days. Parents can choose to enroll their child in the before school, the after school, both programs, or not at all.

#### **Extended Day Program (Kindergarten students)**

The extended-day program is an integral part of the Full-Day Early Learning-Kindergarten program. Boards are required to provide a before and after school program for Full-Day Kindergarten students at schools where there is interest. The program is offered by Child Care Operators with teams of registered Early Childhood Educators before and after the core day program. It completes a seamless program for full-day learning for 4- and 5-year-olds.

This program is offered in a Kindergarten room with the intention that the children will use the same toys and equipment purchased by the Board of Education that they have used all day. The child care will supply consumables that the program may use (crayons, paper, glue etc.) It is essential for all parties to work from a place of mutual respect and the roles they play in the child's day. Communication between the classroom teacher(s) and the registered Early Childhood Educator(s) from the child care program is important as this is what will lead to the seamlessness of a true extended day program. This will also assist with being better able to meet the social / emotional and learning needs of the children enrolled in the programs.

### Full Day Child Care

Research has shown that the early years – from conception to age six – are the most significant and influential in terms of brain development, learning, behavior and health. It has also been shown that high-quality, licensed child care that supports the development of cognitive and social skills can enhance school-readiness and help children achieve later school success (*Early Years Study, McCain & Mustard, 1999*)

Full day licensed spaces may include Infants (*0 – 18 months*), Toddlers (*18 months – 2.5 yrs.*) and preschoolers (*2.5 – 5 yrs.*)

### EarlyOn Programs

Beginning in January 2018, Ontario's four existing child and family programs united under the EarlyON brand. EarlyON Child and Family Centers provide opportunities for children from birth to 6 years of age to participate in a free drop-in play and inquiry-based programs, and support parents and caregivers in their roles and connect them to local resources. Most but not all programs are usually located in a child care wing of a school.

This program offers a great opportunity for families to visit our local schools.

For locations and hours visit:

<https://www.chatham-kent.ca/community/Pages/EarlyON-Centres.aspx>

<https://earlyonlambton.ca/>

### Clinic Space / Services

Some schools not only offer child care programs but may also have the capability of offering space for community partners to offer clinical services. These services support a neighborhood of schools as well as the child care programs. These services may include Health Unit, Pathways and Children's Treatment Centre and are most likely located in a child care wing of a school.

### **3. Lease & License Agreements with the boards**

#### License Agreement for Extended Day / Before & After School Programs

Child care programs will enter into a Before and After School License Agreement with the board, to offer a program in shared space in the school. This license agreement may be extended to the use of space for PD days and / or through the summer to offer programs for families requiring summer care. The child care program acknowledges that the school principal has the authority to assign and/or change the licensed shared space location within the school to an alternative space that can become or is already licensed under the Child Care and Early Years Act. Relocation should be planned well in advance in order for the child care to inform the parents and alter their program accordingly. Ex: planning ahead for Parent Teacher Interview evenings. (use of shared space under #4) All alternate shared spaces must appear on the child care's Shared Space form as this is a requirement of their Ministry of Education licensing requirement.

#### Lease Agreement for Full Day Child Care Program

The Child Care program enters into a Full Day Child Care Program Lease Agreement with the board for a room(s) and / or a wing of the school, to offer a full day program for children 0- 5 years. These spaces are assigned to the child care programs for the sole use for providing licensed child care. On rare occasions some providers may enter into a Full Day Child Care Program Lease Agreement for space to offer their B & A school program. These leased spaces must be part of all emergency notifications for the school (fire, lock down etc.). Lease agreements include custodial services and access to the building / child care spaces outside of school hours.

#### **4. Good Communication and Relationships**

The key to good relationships is ongoing communication and cooperation. Strong partnerships between the school and the Child Care program encourage consistency and continuity for children as they transition from child care to school.

- School and childcare information (calendars, special events, professional development opportunities, shared newsletter information)
- Relevant notices (communicable disease, safety concerns, unique news, calendars etc.)
- Key changes to operations (hours, new contacts, significant enrolment changes, boundary changes) completing Partner Site Specific Checklist
- Consent for exchange of information - exchange of information allowing both parties to exchange relevant information. (Form is part of child care enrollment package)
- Coordinating the information flow from support agencies to support families of children with special needs
- Developing efficient methods of communication for sharing children's schedules for B & A / Extended Day program or any changes in routine for pickup / drop off of students

##### Roles to building and Investing in Relationships

- Respect the confidentiality necessary when operating in a school culture
- Become acquainted with staff of the school and child care centre.
- Meeting with principal and child care director / supervisor on a regular and ongoing basis to discuss matters of mutual interest or concern.
- Promote a shared understanding of the distinct roles between child care staff and school staff.
- Invite each other's staff to professional development, as appropriate.
- Invite the child care representative to be part of parent conferences where applicable.
- Support opportunities for staff collaboration to enhance program development.
- Develop a conflict management process that is clear to all staff sharing space
- Develop a process for ongoing communication strategies to support all staff sharing space (ie. communication book, checklist, advance notice of scheduling changes)
- Establish a means of communication between kindergarten teams and an Extended Day program staff
- Establish strategies to notify child care in a timely manner when program must be relocated to an alternate shared space for parent interviews or other school events

## **Shared Spaces**

Extended Day Programs: The Ministry of Education promotes extended day programs that are complementary to and aligned with the core Kindergarten program to provide a seamlessness. Principals determine the kindergarten rooms that are most appropriate to accommodate the program. It is best to take into account such considerations as parent access and security. It is best practice to keep the room assignments as consistent as possible for the children attending the program.

School Age Programs: Space for Before and After school programs is determined at a school level by the principal with support from the Supervisor – Child Care Services, CLASS. Determining the shared space is an essential part of establishing the Child Care program. The principal will meet with the Child Care Operator to determine the areas of the school that will be licensed and best meet their program needs. Considerations for a successful location would include, parent access and security, proximity to washrooms and access to the playground.

The child care may have access to common areas i.e., gym, library, etc. for activities during program hours (before & after school or during the day for full time child care) however, scheduling would be managed by the principal.

Use of school space outside of child care hours of operations, would require an application submitted through the Community Use of Schools program.

<http://www.communityuseofschools.ca/>

## **Shared Materials**

The use of shared materials and equipment is encouraged for both the child care and the school. The use of gym equipment is encouraged however, the principal will determine what equipment may be used as this will vary from school to school. In some cases, the child care programs will allow the kindergarten children to use / visit their playgrounds. Again, this may vary from school to school based on the playground equipment and layout. To maintain positive and supportive relationships, if materials are shared then the user should ensure that borrowed materials are always secured and returned to their proper locations. The shared spaces are maintained with a high standard of hygiene and order. In the event of the equipment owned by either party is damaged, they will notify each other and make arrangements to rectify.

## **Consent for Exchange of Information**

This form will be part of the Child Care Operators application package for each child enrolled in the program. The Operator can make a copy of the form to share with the school (upon request). This will enable the exchange of information regarding a child to flow both ways between the Operator and the School. (Appendix A)

### Information on School Changes

As part of ongoing communication, it is important to share information in a timely manner. Proposed changes may include new Administration or staff, boundary changes, or program changes.

### Children Registered from Another School

The Child Care program shall notify the principal in writing if there are any children who attend the program and are not registered with that school. The principal should know the student's name, grade and age.

### Role of (CLASS) Chatham Kent Lambton Administrative School Services

CLASS is a shared services organization that is equally owned by the Lambton Kent and St. Clair Catholic School Boards. CLASS provides increased efficiency and services enhancements for the Boards through a collaborative separate entity. There are currently four business units supporting both boards, one of which is Child Care Services.

The Supervisor - Child Care Services role is to ensure the boards are meeting their legislative requirements around child care services and to support both school administrators as well as child care providers ensuring quality care for families in our communities.

## **5. Licensing Procedure**

A license under the Child Care and Early Years Act is required to operate any child care services in our schools. To obtain a license, the Child Care operator must make an application to the Ministry of Education to be licensed under the Child Care and Early Years Act. Following receipt of this application and when all requirements are met a ministry Program Advisor will do an inspection of the location and review all of the requirements of the Child Care and Early Years Act with the operator. As part of the requirements the operator will also need an inspection completed by the local Health Unit and Fire Department and possibly copies of the school's fire plan and annual water testing. When the requirements of the Act are met, the operator will be issued a license by the Ministry of Education for a period of up to one year. Child care operators are required to carry liability insurance, naming the school boards as additional insured.

The MOE Program Advisor will complete an inspection prior to the expiry of the license and may monitor throughout the year to confirm compliance with the Child Care and Early Years Act. If during the renewal inspection, the site is not able to meet all the requirements of the Act, in this case the Ministry of Education may issue a provisional license to allow the operator to come into compliance. Should a provisional license be issued, the operator of the program will inform the Supervisor- Child Care Services and provide a copy of the Provisional license which would outline the reasons. All licenses are to be posted for the parents/ visitors to see. When a Provisional license is issued there is a "notice to parents" which must be given to all parents to inform them of the reasons for the Provisional license.

Due to the licensing requirements of shared space, **the program cannot be reassigned to another location unless the auxiliary space has been added to the Ministry's Shared Space form.** It is in the school and the child cares best interest to license alternate space within the school. This will allow for some flexibility should the program need relocation due to special events or unforeseen circumstances. The child care should always have advance notice of a relocation whenever possible to ensure quality and communication with families.

At no time can a full day licensed child care program, servicing children 0 – 5yrs of age, be able to relocate in a school without proper advance Ministry approvals and possibly a revised license.

Contact Theresa McFadden, *Supervisor - Child Care Services* for questions regarding licensing at [theresa.mcfadden@cklass.ca](mailto:theresa.mcfadden@cklass.ca). 519-627-1763 x 250.

## **6. Facilities**

### Repairs and improvements

Child care providers will work within the school board's policy for requesting and receiving improvements, repairs and maintenance to all space, property and playscapes used by the childcare centre. Requests must be made to the principal or custodian. In case of an emergency outside regular school hours, the Lessee will notify the appropriate Emergency Contact(s) as provided by the school principal (should be listed on annual Partners in Care Checklist) . Requests for improvements or alterations to the child care's full day leased space and playground must be made to Supervisor – Child Care Services.

### Health and Safety Committee

Each School has a health and safety committee that conducts regular monthly inspections of the facility. Child cares in schools will also be inspected by the committee and must remain in compliance with all board health and safety policies & regulations including no small appliances in the classrooms.

### Keys and Fobs

Child care programs are assigned fobs for the buildings through the Supervisor - Child Care Services with CLASS. It is the child care manager / supervisor's responsibility to manage who is assigned a fob. Should a fob be misplaced or lost it is the responsibility of the programs supervisor to notify the Supervisor - Child Care Services immediately. There will be a fob audit conducted annually to ensure the security of the buildings.

### Custodial Services

#### *Board Custodial responsibilities to Childcare Centres:*

- Garbage containers emptied daily in every room. Childcare to notify the Custodian if full during the day.
- Maintain floors and carpets (sweep, wet mop, vacuum) to Board specification. Replace paper towel, soap and toilet paper in dispensers where required.
- Clean touch points, table tops and flat surfaces to Board specification. Clean and disinfect toilets, sinks, counter tops, all contact areas and mirrors. Clean washroom partitions, piping, toilets, floor drains, as required.
- Clean windows and doors. Spot clean walls, as required.
- Clean baseboards, air diffusers, light fixtures and lenses, window coverings, as required.

### Childcare Centre Staff – Cleaning and Maintenance Responsibilities

- Floors swept and mopped during the day around sensory bins, water tables, arts and crafts, when needed.
- Meal time clean up – kitchen/serveries should be cleaned and maintained in a safe and sanitary condition.
- Shelving, floors, flat surfaces, etc should be neat and organized.
- Paint, paste, finger marks and stickers on doors, walls, floors, and windows removed daily
- Floors, toilets and sinks to be disinfected daily or after being soiled.
- Daily Water Flushing in Childcare Spaces as per O Reg 243\_07 under the Safe Drinking Water Act
- Board issued custodial paper products / supplies to be used for intended purposes only. Not to be used for Childcare Programming i.e.: plates, activities, arts & crafts
- All kitchen appliances should only be used in the staff room or approved kitchens/spaces. These are the only spaces 'purpose-built' to handle such appliances. Kettles, coffee makers, toaster ovens and microwaves are not to be used in any other rooms, including health rooms, department offices or classrooms.

### Building Operations Responsibilities

#### Service Expectations:

- Visual review of outdoor School property, including School Outdoor Play Space but excluding designated Childcare Play Space, for broken glass, refuse, catch basin covers, broken exterior lights, etc.
- Garbage generated from programs to be addressed as needed.
- Outside garbage removal – daily.
- Clean Custodial work closets, supply room & equipment.
- Removal of graffiti.
- All walkways, stairs, exits, cleared of snow/ice, and ice melt applied as needed to ensure safe access and egress, excluding school holidays identified in section 4.01 of Lease Agreement.
- Outside entranceway, porches, and landings to be swept. (Sept. - June)
- Mechanical Rooms free of dirt/dust and debris. Electrical / Mechanical Rooms are not to be used by Childcare for storage.
- Changing burnt out lights in all areas.
- Ground maintenance to include picking up debris, sweeping sidewalks, entranceways, parking lots, trimming and weeding all flower beds

For annual cleaning objectives, holiday and summer cleaning please refer to Child Care Lease & License Agreements.

## 7. Emergency Procedures

All providers are responsible for following the policies & procedures of the St. Clair Catholic District School Board.

a. [School Closure / Bus Cancellations](#) (See Appendix B)

In the event of school closures or bus cancellations due to inclement weather, the local radio station and the Board's website will be the source of information and notification. Before and After programs will not operate if the school is closed. If the buses are cancelled, programs will operate on their regular schedule. For regular notifications of school bus delays or school cancellations you may want to subscribe to the mobile app "**MySBI - Bus Status**".

In the event of school closures during regular school hours due to inclement weather or other emergencies, the local radio station and the Board's website will be the source of information and notification. The school will assume responsibility for contacting parents of children in their attendance. **Before and After School programs will not operate if the school is closed.** The Child Care supervisor or designate will work together with the school Principal to ensure that parents of children are contacted.

b. [Lockdown](#) (See the Emergency Response Guide)

Child Care programs will follow school procedures. The school Principal will ensure that the Child Care supervisor or designate is included in the lockdown communication.

Tornado (See the Emergency Response Guide)

[Hold and Secure](#) (See the Emergency Response Guide)

[Shelter in Place](#) (See the Emergency Response Guide)

[Evacuation](#) - A "Shelter in Place" may progress to an evacuation, depending on circumstances. Please refer to the above, [Shelter in Place](#) policy. (See the Emergency Response Guide)

c. [Fire - Plan](#)

Child Care programs will follow the school fire evacuation procedures at all times. It is critical for the school Principal and the Child Care supervisor or designate to communicate efficient, effective and safe fire evacuation procedures and subsequent de-briefing. Child Care programs are responsible for developing their own Fire Safety plans which must be included within the school's Fire Safety plan. Under the [Child Care and Early Years Act](#), Child Care supervisors or designates must implement a fire drill once per month. The Child Care will have their own procedure to indicate a fire evacuation (drill) such as a smaller bell ringing or whistling. The school is not required to participate in the Child Care program fire drill. All Child Care programs must submit their fire plans to the school office. Please note that custodians will test alarms each month outside of school hours.

Please refer to the [Emergency Response Reference Guide](#). A hard copy can be found in this binder.

## **8. Maintaining Safe Schools**

[Safe Welcome Policy](#) (See Appendix C)

### Safe Schools

When employees of a child care provider become aware that a pupil of a school may have engaged in an activity for which suspension or expulsion must be considered, a report must be made to the school's principal.

As per the Safe School legislation, any incident which could lead to a student being suspended or expelled must be reported. Reports should be communicated to the principal as soon as possible with a written report.

### Visitors

The safety and security of all students and staff is of the utmost priority. Unless entering through an exclusive Child Care facility entrance, all visitors are required to report to the school office and sign in during school office hours before proceeding to Child Care locations.

Visitors to the Child Care program may include community agencies and various licensing and regulatory personnel (e.g. Fire Department, Health Department, Ministry of Education, Consolidated Municipal Service Manager and parents, and SCCDSB Early Years Staff).

[Student Safety](#) (See Appendix D)

- EPIPEN Guidelines
- Allergies - peanut, nut and fragrance awareness sensitivity
- Outbreak of Disease (5th disease) - (See Appendix E)

## **9. Relevant Policies and Procedures**

[Bill 152](#) specifically relates to school board employees reporting bullying or victimization of a student to the principal of the school. Although it is not mandatory, as associates to the school, it would be appreciated if child care staff reported to the principal any safety or bullying concerns witnessed at the school.

### [Workplace Hazardous Materials Information Systems \(WHMIS\)](#)

All staff working in the child care hubs shall have current WHMIS training. The staff's employer shall provide WHMIS training. The employer shall keep records on staff certifications, as per each agency's policies.

[Bill 160](#), Occupational Health and Safety Statute Law Amendment Act, 2011

### [Flushing for Lead](#)

All staff working in the child care will follow the water safety practices specific to each location, as per the Child Care and Early Years Act and Education Act requirements, in accordance with the Safe Drinking Water Act, Ministry of Environment – Ont. Reg. 243-07.

The School Board conducts the annual school testing and will forward to the Child Care operators through the Supervisor - Child Care Services

[Concussion Policy](#) (See Appendix A)

Duty to Report (See Appendix F)

## **10. Index of Appendices**

**Appendix A:** Information - Sharing Consent

**Appendix B:** Space Sharing Confirmation Form

**(Insert Name of Child Care Centre)**

**INFORMATION-SHARING CONSENT**

Ongoing communication among professionals involved in your child's day enhances your child's educational and child care experience. In order to best serve children's needs, there are times when it is appropriate for the School and Child Care Centre to exchange information about the children participating in both programs.

The kind of information shared may include, but is not limited to:

- Daily progress
- Attendance/Illness
- Transportation
- Strategies to support child's social emotional and/or learning
- Any school plan, or parts of a plan, that could provide information on your child's well-being (where applicable)

Shared written information will be kept confidential and will be shared only during the time in which the child is enrolled in the Child Care Centre, or upon the request of the parent/guardian. Written information will be stored securely and destroyed in a secure manner in accordance with the Child Care and Early Years Act.

Your consent will give permission for the exchange of information between the School Board Staff and the Child Care Centre Staff.

I/we give permission to \_\_\_\_\_  
Name of Childcare Centre

And \_\_\_\_\_  
Name of School

For the reciprocal exchange of information about my child:

\_\_\_\_\_  
Name of Child Date of Birth (YYYY/MM/DD)

\_\_\_\_\_  
Name of Parent/Guardian (please print) Signature of Parent/Guardian

\_\_\_\_\_  
Witness Date

*Authorization of Information-Sharing valid while child enrolled in program. It can be withdrawn at any time by notification in writing to the Child Care Centre.*

Copy to: Parent/

