

	POLICY TITLE		CATEGORY
	Monitoring Compliance and Contravention – Written Process for Child Care Centres		Programs
	APPROVING BODY OR POSITION		APPROVAL DATE
	Director, Programs		August 2024
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)		
	Child Care and Early Years Act, 2014 (CCEYA)		

POLICY

This policy explains how compliance and contraventions with respect to policies, procedures and individualized plans under the regulation are monitored and reviewed on an ongoing basis, also how compliances and contraventions are recorded and addressed.

Purpose

To maintain written records of review of policies, procedures and individual plans, that show monitoring of compliance or contravention is recorded and addressed.

Scope

This policy applies to all Family Day staff, students, and volunteers working with children.

Procedures

- Ongoing monitoring will be conducted by Centre Supervisor/Manager
- Appendix A template will be used by the Centre Supervisor/Manager to record non-compliances or contraventions
- Contraventions are documented by the Centre Supervisor/Manager and addressed accordingly.
- Noncompliance with any policy, procedure or individual plan can lead to disciplinary action and/or termination of employment or placement.
- The following policies, procedures and individualized plans will be monitored:
 1. Playground Safety Policy
 2. Anaphylactic Policy
 3. Sanitary Practices Policy
 4. Sleep Supervision Policy
 5. Serious Occurrence Policy
 6. Medication Policy
 7. Supervision of Volunteers and Students Policy
 8. Program Statement Implementation Policy
 9. Staff Training and Development Policy
 10. Criminal Reference Check/Vulnerable Sector Check Policy
 11. Fire Safety/Evacuation Procedures
 12. Waitlist Policy
 13. Children's Individualized Plans
 14. Parent Issues and Concerns Policy
 15. Emergency Management Policy and Procedures
 16. Safe Arrival and Dismissal Policy

Policy Review

- All documentation is kept in a secure location.
- Review and sign off of the above mentioned policies, procedures and individual plans is done at the time of hiring/beginning of placement and thereafter on an annual basis.
- Policies, procedures and individualized plans are also reviewed if any changes are made as well as when the supervisor recognizes a need for re-orientation.
- Reviews take place at orientation, in one on one supervision meetings and during monthly team meetings.



Monitoring Compliances and Contraventions Tracking Form

Policy / Procedure	Documentation of Compliance or Contravention	Action Taken	Date (mm/dd/yy)
Playground Safety Policy			
Anaphylaxis Policy			
Sanitary Practices Policy			
Sleep Supervision Policy			
Serious Occurrence Policy			
Medication Policy			
Supervision of Volunteers and Students Policy			
Program Statement Implementation Policy			

Policy / Procedure	Documentation of Compliance or Contravention	Action Taken	Date (mm/dd/yy)
Staff Training and Development Policy			
Criminal Reference Check/ Vulnerable Sector Check Policy			
Fire Safety/ Evacuation Procedures			
Waitlist Policy			
Children's Support Plans			
Parent Issues and Concerns Policies and Procedures			
Emergency Management Policies and Procedures			
Safe Arrival & Dismissal Policy			

Staff name (please print)

Staff Member Signature

Supervisor Signature

Date (mm/dd/yy)