



1/1/2019

POLICIES AND PROCEDURES MANUAL

**Columbus Community Playgroup
Co-operative Inc.**



Arlene Feeney
CCPC

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SECTION A

Licensing and Regulatory Documents

Durham Region Operating Criterion

Checklists



Expectations for Practice FAQs-CECE ;



CCPC PHILOSOPHY.docx



Child Care Centre Licensing Manual Ja



Child Care Centre Licensing Manual Ja



Child-Care-Licensing-Manual-2018 July.



Code of Ethics and Standards of Practic



Code_and_Standards_2017.pdf



CPL_Components_EN.pdf



CPL_Notice_ENG_2016-NEW.pdf



CPL_Portfolio_Handbook_EN.pdf



diapering_policy Region of Durham.p



Durham Region Operating Criteria D



Early Childhood Educators Act 2007, 2



Early Years Partners Memo EN June 2017



ELECT-Jan-2007 Early Learning for Ev



Guidlines and Procedures - English



How Does Learning Happen 2014.pdf



Minister's Policy Statement on Progr



O Reg 137_15 update 295_17_Sept



O Reg 137-15 - General CCEYA, upd



PRESCHOOL_Assessment DROC 2015.pdf



Region of Durham - Child Care and Chi



O. Reg. 137_15_ GENERAL revised 20



Renewed Early Years and Child Care



renewed_early_years_child_care_policy_i



Think, Feel, Act lessons from Resear



Wee Care Manual - Dept of Health - Du



ELECT Document - Continuum of Devel



PracticeGuidelinesForInteractionsWithC



Professional Learning Plan_2016.



Reflective Practice and Self-Directed Le



Self-Assessment Tool_2016_CECE.pdf

SECTION B

Behaviour Management

Prohibited Practices

**Behaviour Management
Monitoring**



a- Behaviour
Mngmt-Prohib Pract



a2- Prohibited
Practices 2016 signa



b- Behaviour
Management Policy



b2- Behaviour
Mngmt-Prohib Pract



c- Behaviour
Management Monit



d- Behaviour
Management Discip



e1- Behaviour
Management (staff)



e2- Behaviour
Management (staff)

SECTION C

Serious Occurrences



a-
Serious_Occurrence:



a-Serious
Occurrence policy ar



c- Letter to
Parents-Serious Occ



c2- APPENDIX A
Serious Occurrence



d- Serious
Occurrence Policy &



d2- Serious
Occurrence Policy 2C




i- Serious
Occurrence Reportir

SECTION D

Health and Wellness


- Health Care Policy
- diapering and washing poster
- diapering procedure
- handwashing procedure
- cleaning instructions
- cleaning policies
- Administration of Medication
- Immunization policies
- First Aid / CPR Policy
- Individual Plan for a child with an Anaphylactic Allergy
- Individual Plan for a Child with Diabetes
- Pandemic Planning
- Outbreak Control Policy
- Safe Drinking Water Policy
- Animal Management Policy
- Individual Support Plan for a Child with Exceptional Needs
- Toilet Routine photo posting
- O. Reg. 137-15 First Aid Training regulation

 a- CCPC Health Care Policy 2015, 20

 a- Health and Fitness Statement-2l


 b- Diapering & Handwashing poste

 b- Diapering Procedure Sept. 201

 b2-CCPC Hand Hygiene Policy 2015.

 c- Cleaning and Disinfecting Schedu


 c- Cleaning_instructio

 d- CCPC Cleaning Policy and Procedur

 d- Individual record of Administration of


 d- Request Form for Administration c


 d2- Sanitary Practices Policy 2016


 d-CCPC Hand Hygiene Policy 2015.

 diapering_policy Region of Durham.p

 e - Administratin of Medication Policy ar

 e- CCPC Immunization and H

 e- CCPC Individual Plan for Anaphylacti

 f- First Aid CPR Policy 2015.docx


 f- Individual Allergy Plan 2017 policy anc

 g- Administration of Medication Policy

 g- Pandemic Planning 2009.doc

 h- CCPC OUTBREAK CONTROL POLICY 20


 h- Safe Drinking Water Policy -Oct 20

 J- CCPC Individual Plan for Type 1 Diab

 j-Animal Management and S

 k-Individualized Support Plan for Exc

 kk- CCPC Student File Flags Posting 2l

 kk- CCPC Student File Flags Posting 2l

 mm-CCPC toilet routine photo posti

 O Reg 137-15 First Aid Training_July10_

 Childcare Immunization Progr.

 FLUSHING RECORD.doc

 DUHEV461Toileting Routine Poster.pdf

 Immunization Exemption Informati

 Sandbox Log of change dates.docx

 Allergy, Food & Health Restriction P

 6 Step Hand Washing horizontal

SECTION E

Accident and Safety Policies

-Policy and Procedures for Accidents,

-Safe Arrival, Inclement Weather Policy and Procedures



a- Policies and Procedures for Accic



Policies for Procedures for Accic



SAFE ARRIVAL/ INCLEMENT WEATHER PROCEDURES **2018 - 2019**

The supervisor in collaboration with a Board member will determine school closures, and will ensure that the closure is reported to the members by email as early as possible. Closures are determined for safety reasons only, and occur with genuine regret for any inconvenience or disappointment. A posting will be placed on the Playgroup website and Facebook page when possible. Parents are asked to respond to the e-mail to help us know the message has reached you.

1. If the school buses are cancelled North of Hwy #7/Winchester Rd., **also known as Zone 3, or in Zone 4**, just south of Winchester Rd. and the conditions around the Playgroup area appear or to be now or imminently unsafe, the playgroup will not operate. The supervisor and a board member will make a joint decision.
2. If the school buses are cancelled North of Hwy #7/Winchester Rd., **also known as Zone 3, or Zone 4**, on a Friday, and the conditions around the Playgroup area appear or to be now or imminently unsafe, FDI will not operate.
3. If the school is closed for morning programs, the school will remain closed for the afternoon so families may plan accordingly.
4. When conditions deteriorate during the morning around the Playgroup, the Teachers will contact a Board Member and they will collaborate on the decision to close for the afternoon session. The members will be emailed and notice given by 12 noon. In all cases, the members are asked to use good judgement in deciding to bring their children out when weather or road conditions are questionable.
5. If a teacher feels that the conditions are otherwise unsafe, whether due to weather, road conditions or other event, even though no bus cancellations exist, she will inform at least one Board member who will collaborate with the teacher to decide if the Playgroup will be closed. The Board Member will use discretion and good judgment in making their decision, and may confer with one or more other board members if they wish. Safety will be the prime consideration. When a closure is decided, the board member will ensure the message is emailed out. An e-mail should be placed no later than 8:00 am for morning programs and 12:00 pm for afternoon programs.
6. Members are asked to be diligent in checking their emails, before traveling to the Playgroup when a closure seems possible. Members are furthermore held responsible to use good judgement to ensure they do not travel when they are not comfortable with the road conditions, currently or imminently. The Playgroup endeavours to report closures on the Playgroup website and on the Playgroup Facebook page.
7. Members are reminded that conditions surrounding the Playgroup may be different than conditions in the various communities where members live, and are therefore asked to understand that decisions to close are not made lightly, but with due diligence maintaining safety as the prime concern.
8. In the event that a special event was planned for a day when a closure is called, then the special event will be rescheduled for the earliest day available.
9. Members are asked to understand that these conditions are out of our control, a common part of life, and that no refunds or make up days are provided in lieu of missed days. We do regret any inconvenience or disappointment a closure may cause.
10. Members are reminded that they may return to the Playgroup at any time to collect their child(ren) early, should conditions deteriorate or they become uncomfortable with driving later.

SECTION F

Emergency Preparedness

-Fire Drill Policy and Procedures

-Evacuation Policy and Procedure

-Lockdown Policy and Procedures

-Workplace Health and Safety

-Emergency Preparedness



a- Fire Drill Policy and Procedures with



a- Monthly Fire Drill Record sheet 2011.d



b- Evacuation Policy and Procedures 2011



c- Fire Extinguisher Training Policy and Procedure



c2 - Workplace Health and Safety In



d- Lockdown Policy and Procedures 2011



Emergency Management Policy



a- Emergency Bag Preparation Checklist

SECTION G

Membership, Board and Staff related Policies

-General By-Laws

-Registration Policies

-withdrawal forms

-waitlist



a- Program Statement Update P



b-CCPC Philosophy 2016.docx



c- Registration Policy for CCPC (201



c-2 - CCPC Wait List Policy.docx



c-3 - Waitlist Template (Feb 2018).



c4-Policy and Procedures for the I



CECE_Notice re Continuous Professi



c-Notification_of_C hange_of_Officers[2



c-Record Professional Learnin



d- Continuous Professional Learnin



f- Notice of Withdrawal Policy a



f-Parent Issues and Concerns Policy and



g- Bookkeeping Procedures 2005.do



h1- Criminal Reference Check Pol



h2- Employment Policies and Procedu



h3-Policy for the Replacement of Abs



i- General By-Laws of Columbus Comm



j- Discharge Policy 2007 - rev 2016.docx



L- Annual Criminal Record-Offence Dec



m- Teachers Duty to Report Policy and Si



n- Employer Duty to Report Policy with S



Ontario Regulation 137-15 #s 53-64 Staf



Police Record Check Advisory for C



q- Prohibited Practices 2016 signa



r- Committee Agreement of Respc



s-Staff Training and Development Policy



Health & Safety Training Manual 201



2017 Program Assistant Job Descrip



c- Registration Policy for CCPC (201



Job Description for Assistant Teacher re



j- Discharge Policy 2007 - rev 2016.docx

SECTION G

Membership, Board and Staff related Policies

PART 2

Signature Packages and Signature Sheets

-Member Registration Pkg.

-Annual Employee Signature Package

-Annual Board Member Signature Package

-Code of Conduct/ HR Triangle

-Code of Ethics

-Protection of Confidential Info

-Behaviour Management

-Policy for the Supervision of Volunteers and Placement Students



t- Annual CCPC Board Member Sign



Annual Employee Signature Package A



Annual Employee Signature Package F



Important Update Regarding the Colle



a- Code of Conduct revised 2011.doc



b- Board Member - Code of Ethics.doc



c- PROTECTION OF CONFIDENTIAL INFO



d- Committee Agreement of Respc



e- photo Release and Field Trip Conse



f- Developmental Information Form re



g- Behaviour Management Monit



h- Annual Staff Review of Anaphyla



i- Committee Agreement of Respc



r - Program Statement Review Pc



g2- Policy for Supervision of Volu



Notice with Respect to the Collection of I



2016-2017 CCPC Reg Pkg, Code and I



2017-2018 Registration Pkg de



2018-2019 CCPC Reg Pkg, Code and I



Registration Review Form for brown env



f- Notice of Withdrawal Policy a

Appendixes

Reference Documents

-Parent Handbook

-Program Statement

**-Orientation Meeting Power
Point Presentation Sept. 2018**



CCPC Handbook
July 2018 (1).pdf



CCPC Handbook
JAN 2019 (1).docx



CCPC Program
Statement 2018-201!



CCPC Program
Statement 2018-201!



CCPC Program
Statement - Part 2 A!



CCPC Program
Statement - Part 2 A!



2018 AGM
Presentation (1).ppt: