

Monitoring Compliance and Contraventions Policy and Procedures

Name of Child Care Centre: **Kidsville Early Learning Center**

Date Policy and Procedures Established: **July 07, 2023**

Date Policy and Procedures Updated: [Click here to enter text.](#)

Policy and Procedures for Monitoring Compliance

Monitoring and Observations

- Staff, Students, Volunteers, and anyone regularly present at the Kidsville Early Learning Center are required to review the policies and procedures before starting employment and/or if any changes are made. When any updates are made the On-Site Supervisor will assure all staff re-read the new document.
- The On-Site Supervisor will monitor the staff, students and volunteers and any other person regularly present at the child care center to assess that policies and procedures and individualized plans are being implemented as follows:
 - The On-Site Supervisor and/or Assistant supervisor will observe and monitor the child care providers monthly.
 - The On-Site Supervisor, Assistant supervisor and supervising RECE will observe and monitor any students and volunteers and any other persons regularly present at the Kidsville Early Learning Center.
- Monitoring & observations will be conducted on an ongoing basis through various means including but not limited to:
 - Visiting and observing the classrooms on an ongoing basis.
 - Completing formal observations highlighting each staff's strengths, next steps, and any observed non-compliances.
 - Getting any feedback from families
 - Reviewing all necessary documentation in the classroom (e.g., medication administration forms, attendance, daily playground checks, water flushing etc.)

Policy and Procedures for Recording Compliance and Non-Compliance

- All observations will be recorded by the On-Site Supervisor / Designate or supervising RECE.
- Documentation of observations will be completed at the time of observations with much detail.

- All documentation will be stored in a secure area in the office for privacy.
- On-site Supervisor and/or Assistant Supervisor will conduct inspections and observations every 3 months and observation forms will be kept for 3 years from the date completed.

Policy and Procedures for Addressing Compliance and Non-Compliance and dealing with contraventions of policies, procedures, or individualized plans.

- Any areas found of concern with a Kidsville Early Learning Center staff member, volunteer, student or person who regularly are present at the center, will be brought up to the Licensee and/or On-Site Supervisor immediately.
- Any observations will be addressed through a review and discussion with the individual observed. On-site Supervisor and/or Assistant Supervisor will provide them with any supports to achieve compliance as needed (e.g., extra training, mentoring in the classroom etc.)
- Discipline, up to and including dismissal or agreement termination may be used to address non-compliances with policies, procedures, and individualized plans, taking into consideration the severity of the incident.
- Where student or volunteer is observed to be non-compliant the licensee and/or on-site Supervisor will take of or more of the following actions:
 1. Inform the individual that a non-compliance was observed. Included in the conversation will be all records or documentation that provide evidence of the non-compliance.
 2. Review the policies, procedures or individualized plans that relate to the non-compliance with the individual.
 3. Issue a verbal warning first.
 4. If a non-compliance is observed for a second time review all above and this time issue a written warning.
 5. If needed report any violations with The College of Early Childhood Educators.
- Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g., an allegation of abuse/neglect) the serious occurrence policy and procedures will be followed.
- Where appropriate the Licensee and/or On-Site Supervisor will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.

Staff, Placement Students, Volunteers Contravention	Action Taken toward staff, placement students and volunteers		
	1 st Offence	2 nd Offence	3 rd Offence
• major corporal punishment	Dismissal	n/a	n/a

• physical restraint or confining	Dismissal	n/a	n/a
• locking the exits for purposes of confining or confining the child without adult supervision	Dismissal	n/a	n/a
• use of harsh, degrading measures or threats or derogatory language...	Dismissal	n/a	n/a
• depriving a child of a basic need	Dismissal	n/a	n/a
• inflicting any bodily harm on children...	Dismissal	n/a	n/a
• minor yelling • using inappropriate expectations or inappropriate time-outs	Verbal Warning	Written Warning	Re-train. If no improvement in 3 months, dismissal.
• noncompliance of written policies, written procedures, Human Resources Manual and daily practices	Verbal Warning	Written Warning	Suspension from 1 day to 1 week or dismissal. Retrain.
• noncompliance of verbal or written instructions given by designated Supervisor and/or Schools Owners/Supervisors	Verbal Warning	Written Warning	Suspension from 1 day to 1 week or dismissal. Retrain.
• noncompliance of Individual Plans (Individualized Support Plans and Emergency Plans)	Written Warning	Written Warning	Suspension from 1 day to 1 week or dismissal. Retrain.

School's Owners/Supervisors' Responsibilities

- Kidsville Early Learning Center Owners / Supervisor have the authority to bypass all levels of disciplinary actions and dismiss the staff member, placement student and/or volunteer immediately.
- If the staff, placement student or volunteer is suspected of being in contravention, then the complaint goes directly to the designated Supervisor. If the designated Supervisor is suspected of being or in contravention, then the complaint goes directly to the Kidsville Early Learning Center Supervisor who must then investigate.