

Central Eglinton Children's Centre

Implementation of Support and Treatment Plans

Date Policy and Procedures Established: July 6, 2022

Date Policy and Procedures Updated: January 30, 2023, March 11, 2024

As required by the Child Care and Early Years Act, CECC ensures the "Implementation and Review of Policies, Procedures and Support Plans."

Development and Implementation of Policy, Procedures, and Support and Treatment Plans

CECC's Board of Directors and its Directors are responsible for the development of all policies, procedures, and support plans e.g., anaphylaxis treatment or support plans. They are reviewed and/or revised once per year, or when changes are necessary.

Training

CECC's Directors are responsible for arranging for the preliminary training of employees, student teachers and volunteers, on all policies, procedures, and support and treatment plans. They will also arrange for the ongoing training of employees through staff meetings, presentations, workshops, e-training and offsite courses.

Record of Review

CECC's Directors ensure that the policies, procedures, and support and treatment plans are reviewed as follows:

- With employees, before they begin their employment when changes are made, or at least annually.
- With volunteers or students who interact with children, before they begin to volunteer or before they begin their educational placement, when changes are made, or at least annually.

Support and treatment plans will be reviewed with the parents/guardians of the children when changes are required and/or annually. Changes will be reviewed with employees, student teachers and volunteers. Support and Treatment plans will only be shared with those student teachers and volunteers who have direct contact with the child.

Monitoring

CECC's Directors observe employees in their practice to ensure compliance with this policy. Regular evaluation and review of compliance is undertaken at our one-on-one management meetings, our weekly team meetings, and our staff meetings

CECC educators observe student teachers and volunteers in their practice to ensure they are also in compliance with this policy.

Storage and Retention

When policies, procedures, support and treatment plans are reviewed and/or revised, the acknowledgement forms will be signed and dated by the reviewer(s) as well as the employees, student teachers and volunteers. The records will be kept in the individual's file for a minimum of three years.

Contraventions to CECC's Policies and Procedures

Consequences and disciplinary actions that are implemented when an employee, student teacher and/or volunteer is in contravention of one of the policies, procedures, or support and treatment plans, are listed in CECC's Human Resources Handbooks. A record of any contraventions and actions taken will be added to the employee's file.