

COMMUNITY LIVING

Thunder Bay



Number: WJG 21.0
Date: Sept. 1, 2016
Supersedes:

GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: W. J. Griffis Children's Centre

TOPIC: **Staff Qualifications and Requirements,
Training and Development**

Page 1 of 4

Ontario Regulations 137/15 ss. 6.1 (supervisor), 6.2 (employee at child care centre), 6.4 (health assessments and immunization of staff), 6.4(staff training and development), 6.6(standard first aid), 7.1(criminal reference check).

POLICY

It is the policy of the W. J. Griffis Children's Centre that all staff, students, and volunteers receive full and adequate training and development, and maintain these certificates.

PURPOSE

To ensure that the staff obtain and maintain a high level of job performance.

PROCEDURE

1. All staff (the supervisor and educators) are to be registered early childhood educators, or have director approval, and are required to maintain good standing within the College of Early Childhood Educators, if applicable.
2. Within the casa programs, one staff out of the team of two must be a registered early childhood educator in good standing.
3. With the bambini program, two out of the staff team of three must be registered early childhood educators, in good standing.
4. A person with Montessori training, from a recognized training program, may be approved by the ministry of education as a qualified staff. Additional early childhood development training may be required, and logged.
5. The cook is to have at least level 1 in the safe food handling course, approved by the Thunder Bay District Health Unit.

GENERAL MANUAL PROCEDURE

TOPIC:

Page 2 of 4

Before Employment:

1. Before employment, all staff must have a health assessment, a TB skin test, and immunizations as recommended by the local medical officer of health. This record is to be kept in the staff files.
2. If a staff objects for religious reasons or sincerely-held convictions to immunizations, then a written notice from the staff person is to be kept in their staff file.

Orientation requirements:

1. Tour of the Centre
2. Health & safety training – HR will send a link to on-line training
3. Policies & procedures training – there is a Griffis Policy and Procedure binder
4. Review of program statement
5. Childcare and early years act self-test
6. Time spent in the programs – develop relationships with children, families and team
7. Awareness of children's files

Criminal Reference Check for the Vulnerable Sector:

1. Before employment, all staff must have a criminal reference check for the vulnerable sector, and then maintain this every 5 years. This must be kept in each staff's file.
2. Either the original or attested true copy of the vulnerable sector check will be kept in the staff's file.
3. The Griffis Centre will pay for the cost of the criminal reference check.
4. If a staff member has been away from the Centre for more than six months, then a new criminal reference check for the vulnerable sector must be obtained.

Initial: *DR*

GENERAL MANUAL PROCEDURE

TOPIC:

Page 3 of 4

5. All staff must in the intervening years provide an offence declaration, and keep this in each staff's file. The date of the offence declaration will be within 15 days of the original vulnerable sector check. The Ministry of Education's offence declaration form will be used.
6. All students and volunteers must have a criminal reference check for the vulnerable sector before beginning placement.
7. For those staff, students, or volunteers who are waiting for the results of the criminal reference check for the vulnerable sector; they will not be left alone with children, but will always be supervised until the CRC is obtained, and is clear.
8. If the results of the vulnerable sector check indicate an offence, a decision to continue employment will be determined, depending on the type of offence. The decision, made by management, could range from required supervision to withdrawal of employment. Any additional measures will be recorded and kept in the staff file.

Regular training schedule:

1. All staff (the supervisor, educators, cook) are to have standard first aid, and level C-CPR, provided by an authorized training agency, recognized by WSIB. They are to maintain this certification every 3 years, or as required. The certificates are to be kept at the Centre, in each staff person's file, or displayed in the staff room.
2. Upon employment, all staff (students and volunteers) will have an orientation to the Griffis Centre, and Community Living Thunder Bay.
3. All staff should develop a plan for continuous learning, following recommendations by the College of Early Childhood Educators.
4. The Ministry of Education's 'How does learning happen?' provides a range of resources, and will be incorporated in our continuous learning during staff meetings and ongoing discussions.
5. All staff, students, and volunteers will read 'Why good job rears bad job' by Paul Epstein from the Montessori leadership magazine (July 2012).
6. The Griffis Centre staff will also continue to work on the Montessori educational philosophy, and mentorship.
7. Staff files are maintained in the supervisor's office, to maintain confidentiality.

GENERAL MANUAL PROCEDURE

TOPIC:

Page 4 of 4

8. Plans for children will be reviewed annually – medical or health, anaphylaxis, IEPs.
9. Annually, all staff will have a performance appraisal, and develop a plan of action for the year. This is usually done every January.

Qualification Upgrades:

1. On-going training will be held for staff with director approvals or non-ECEs.
2. Courses are available either on-line or at a local college or university for early childhood education.
3. Montessori courses can be taken on-line through the North American Montessori Centre www.montessoritraining.net.

Continuous professional learning:

4. Staff will have the opportunity for continuous learning through staff meetings, learning institutes, on-line resources, the Montessori magazine 'Tomorrow's Child'.
5. Continuous learning or on-going training, determined by CLTB and the HR department, will be completed as well. Certifications of completion will be kept in the staff files.
6. The College of ECE website offers resources.
7. All registered ECEs are required by the College of ECE's to access the framework for continuous professional learning.