



Administration Review

The administration review is designed to allow the Quality Assurance and Contract Compliance Program managers (QA) to review administrative aspects of the child care operation in detail and ask questions as necessary. The Regional Municipality of Durham, Children's Services Division (CSD) expects operators to ensure that administrative practices and procedures meet regulatory requirements, as well as the requirements set out in DROC, Service Agreement and Service Description Schedules.

Child care operators are expected to maintain administrative practices and procedures that establish practices congruent with the Ministry of Education, Early Learning Framework. The Early Learning Framework establishes six principles that include:

1. The early years set the foundation for lifelong learning, behaviour, health and well-being.
2. Partnerships with families and communities help early childhood settings to best meet the needs of young children.
3. Respect for diversity, equity and inclusion is vital for optimal development and learning.
4. A planned program supports early learning.
5. Play is a means to learning that capitalizes on children's natural curiosity and exuberance.
6. Knowledgeable and responsive early childhood educators and other early learning practitioners are essential to early childhood setting.

Establishing organized and efficient business practices within child care organizations provide a stable foundation to ensure a positive, warm, dependable environment. Organizational stability supports knowledgeable and responsive early childhood educators and other early learning practitioners, so they are able to offer families and children the best daily programming possible.

Administrative Area

1. An area is available for Supervisor/designate to complete administrative work.
 Yes No
2. A workstation with necessary supplies for administrative duties is available on site.
 Yes No
3. Confidential documentation and files are secured/locked on site.
 Yes No
4. A phone is accessible.
 Yes No

Daily Log Book

5. A daily log book that is bound and dated is on site.
 Yes No
6. The log book is maintained with staff signatures by their entries.
 Yes No

Ratios

7. RECE or ministry-approved staff are on duty at all times.
 Yes No
8. Ratios are maintained in accordance with the Day Nurseries Act (DNA) or any successor legislation.
 Yes No
9. If situations arise where ratios are not in compliance, a serious occurrence (SO) is filed within 24 hours.
 Yes No

In the event ratios are found to be in noncompliance during Children's Services Division (CSD) staff visits, the site will be expected to report the SO within 24 hours. The expectation is that the SO will clarify that the non-compliance was noted during the Durham CSD's visit. If the serious occurrence is not filed within 24 hours of the visit, the non-compliance will be reported to the Ministry of Education, Quality Assurance and Licensing Branch by the QA.

Children's files

Number of files reviewed

10. For each file reviewed, the following information was complete:

Yes No

- Application form completed, dated and signed.
- Emergency contact information –inclusive of all information required by the DNA or any successor legislation, including:
 - Name, date of birth and home address of the child.
 - Names, home addresses and telephone numbers of the parents of the child.
 - Name of business/school, address and telephone number at which a parent of the child, or other person, can be reached in case of an emergency during the hours when the child is receiving care.
 - Names of persons to whom the child may be released.
 - Name, address and telephone number of the child's family physician.
- Date of admission of the child.
- Date of withdrawal of the child. Files are available two years after this date.
- Child's previous history of communicable diseases, conditions requiring medical attention, and in the case of a child who is not in attendance at a school, immunization documentation or any statement from a parent/guardian or legally qualified medical practitioner as to why the child should not be immunized.
- Record of symptoms of ill health/surveillance.
- Written instructions signed by a parent/guardian of the child for any medical treatment or drug or medication that is to be administered during the hours the child is receiving care.
- Instructions signed by a parent/guardian of the child concerning any special requirements in respect of diet, rest or exercise.

Children's files continued

- Consent forms, including:
 - Local trips
 - Emergency medical attention
 - Release of child to someone other than a parent
 - For diapered children, instructions on use of wipes, creams, powders, etc.
 - Field trips and excursions
 - Prescription medication
 - Accident reports
- Daily charts or observational documentation (infants/toddlers).
- Consent for release of information (if applicable).
- Release for transportation (if applicable).
- Informal assessments/family service plans.
- Consultant reports from support agencies. (Reports kept in a separate folder within the child's file with an Authorized Access Form sign off attached to the folder.)

Staff files

Number of files reviewed

11. For each file reviewed, all of the criteria was complete:

- Yes No

Required criteria

- Emergency contact information (Full name and phone number).
- Verification of training/diploma.
- Record of qualifications form and/or resumé.
- College of Early Childhood Education (ECE) registration confirmation for all ECE staff.
- Medical/immunization documentation up-to-date.
- Annual policy review signed off and on file as necessary.
- Professional learning documentation on file for all staff.

- Annual performance appraisal process recommended.
- MFIPPA and FFIPPA forms.
- Criminal Reference Check (CRC) verifications information available.
- Current first aid training certification on file (recommended).

Policies to be reviewed annually with staff and/or consents required for program

12. Inclusion/Diversity/Accessibility policies signed off by all staff, students and volunteers.

- Yes No

13. Confidentiality Policy signed off by all staff, students and volunteers.

- Yes No

14. Suspected Child Abuse Policy signed off by all staff, students and volunteers.

- Yes No

15. Supervision of children policy signed off by all staff, students and volunteers.

- Yes No

16. Sanitary practices policy signed off by all staff, students and volunteers.

- Yes No

17. Smoke Free Ontario Guidelines signed off by all staff, students and volunteers.

- Yes No

18. *Safe Drinking Water Act* policy signed off by all staff, students and volunteers.

- Yes No

19. Playground policy signed off by all staff, students and volunteers.

- Yes No

20. Playground inspection log book maintained.

- Yes No

21. Insect repellent policy and consent form (available if applicable).

Yes No N/A

22. Sun safety policy and sun screen consent form (available).

Yes No

23. Transportation procedures, attendance procedures and consent forms available (school bus/walking/van).

Yes No N/A

24. Insurance for drivers (available if applicable).

Yes No N/A

25. Accident reports are complete, filed and accessible.

Yes No

Behaviour Management Policy and procedures

26. Behaviour Management Policy signed off by all staff, students and volunteers.

Yes No

27. Behaviour management tracking completed for all staff, students and volunteers two times per year to meet minimum standards, with four times per year recommended to exceed standards.

Yes No

Anaphylaxis Policy and procedures

28. Anaphylactic policy signed off by all students, staff and volunteers annually.

Yes No

29. An individual anaphylactic plan is in place for every child with an epi-pen.

Yes No N/A

30. Parent, guardian or physician has provided training on the plan.

Yes No N/A

31. Individual anaphylactic plans are signed off by all staff, students and volunteers.

Yes No N/A

32. Individual anaphylactic plans are reviewed at least monthly with the parent/guardian and/or physician.

Yes No N/A

Administration of Medication Policy and procedures

33. Medication forms are completely filled out and filed appropriately.

- Yes No

34. Prescription medications are correctly locked and stored.

- Yes No

35. Documentation is in accordance with DNA or any successor legislation expectations.

- Yes No

36. Non-prescription medications are accompanied by a physician’s note attached to the container.

- Yes No

Water flushing policy and procedures

37. Water flushing occurs as per Ministry of the Environment requirements.

- Yes No

38. Daily water flushing recording forms are maintained on site.

- Yes No

39. Annual water testing report is completed between May 1 and Oct. 31, and is available on site and records are kept for six (6) years.

- Yes No

Withdrawal/refusal of service policy and procedures

40. Withdrawal policy and procedures are followed for all families.

- Yes No

41. Written notice of withdrawal required from program or parents.

- Yes No

42. In the event a child or family was asked to leave, or denied admission due to the centre’s inability to accommodate the child’s needs or family circumstances, the refusal of services procedures followed included:

- Yes No N/A

- Documentation of meetings with parents and support services.
- Contact and collaboration with the Special Needs Resourcing (SNR) agencies.
- Notification of CSD and QA.

Notification of board/owner.

Publicly Posted Information

43. The following information is current and posted in publicly accessible areas.

Yes **No**

Public fees

Fire drill procedure

Emergency numbers

Evacuation plan

DineSafe certificate

Serious occurrence reporting procedures

Accessible information for staff, students and volunteers

44. The following information is current and accessible to staff, students and volunteers.

Yes **No**

Staff schedules

Fire drill log

Annual fire system and fire extinguisher inspections

Ministry of Education inspection reports

Regional DROC inspection reports

Emergency plans (pandemic plans, etc.)

Board of Director/Owner information

Accessible information for staff, students and volunteers continued

Organizational by-laws

Policies and procedures

Government acts

First aid and blood spill kits

Health and Safety

First Aid

45. First aid kits available, well stocked and clearly labelled.

Yes No

46. Blood Spill Kit available, well stocked and clearly labeled.

Yes No

47. Fifty per cent of all program staff trained in First Aid.

Yes No

General site health and safety practices

The following criterion applies to all common areas inside and out.

48. All areas free from hazards.

Yes No

49. All areas kept in good repair.

Yes No

50. All areas maintained in a hygienic and orderly manner.

Yes No

Occupational Health and Safety

51. *Occupational Health and Safety Act* is available on site.

Yes No

52. Staff has completed mandatory health and safety awareness training.
(www.labour.gov.on.ca/english/hs/training/)

Yes No

Field trips and community outings

53. Field Trips and outings designed to enhance learning.

- Yes No N/A

54. Subsidized families are not charged additional fees or excluded from field trips inclusive of busing, special events, costs, etc.

- Yes No N/A

55. Planning is evident to consider the need to reduce ratios and/or meet additional safety requirements for outings.

- Yes No N/A

56. Attendance is completed during all field trip transition times.

- Yes No N/A

_____ Supervisor/Designate - Signature	_____ Name (please print)	_____ Date
_____ Children's Services Division QA Program Manager or Designate Signature	_____ Name (please print)	_____ Date