

Country Kids

Policies

and

Procedures

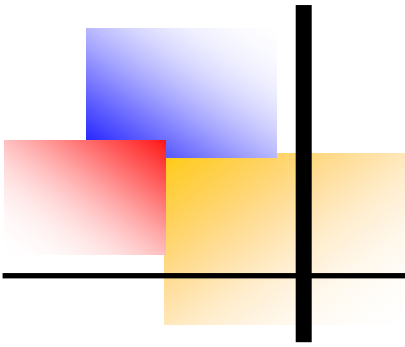
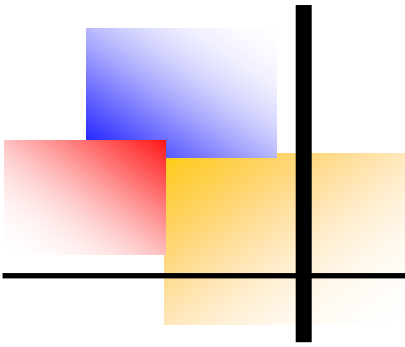


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Release of a child from Country Kids

Rules of Child Release

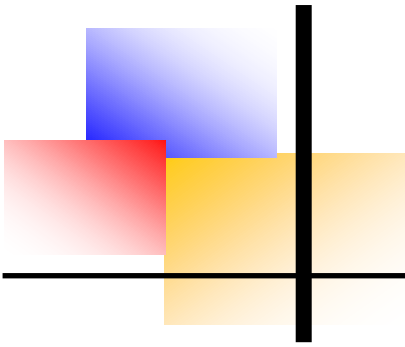
- A parent shall provide in writing names of each person authorized to remove a child in care from Country Kids.
- This information shall be kept up to date at the Country Kids' facility.
- A child shall only be release to a pre-authorized person.
- A parent or authorized person shall sign a child out of Country Kids when being picked up.
- **A child will only be released to a pre-authorized person who is a minimum of 16 years of age.**

When a Child shall not be Released

- A child **shall not** be released when a parent or alternate person appears incapable of providing safe care (appears impaired by alcohol and/or drugs).
- A child **shall not** be released to an unauthorized person.
- A child **shall not** be released to a person when a custody or court order is on file that restricts the person's access to the child.

When a Child is not picked up

- Caregiver shall make every attempt to contact parents and all authorized pick up contacts.
- If case no person can be located a call must be made to the Social Worker-Ministry of Children and Family Development, after hour's intake worker or the local police. Phone numbers to be found on emergency phone list.
- Staff should never take a child home.



Emergency procedures and fire drills

Emergency Disaster Plan

Fire and earthquake drills are held regularly at the school. The building is equipped with smoke alarms and appropriate fire safety equipment. The children participate on a regular basis in evacuation drills to be used in the event that there is an emergency/disaster where the stability, safety and/or usability of the building is in question. This includes incidents of earthquake, flood, fire, or gas leaks. The programs have emergency rations of food and water stored in a movable container, meant to be easily accessed during an emergency.

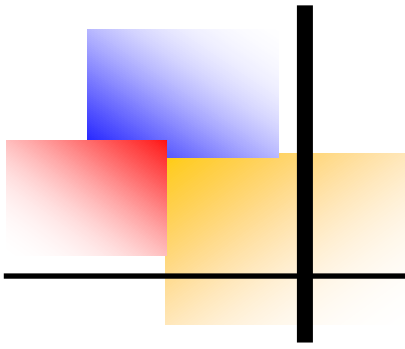
In the case of a Fire Alarm

During School Hours:

- Stop all activities
- Close windows, turn off lights and shut doors, if possible
- Quickly instruct all participants to exit the facility using Exit I and/or Exit H for Infant Toddler and Pre-school programs. The designated meeting place is out front in the small grass area on the far side of the parking lot (map attached).
- Review 'sign in sheets' and account for all children/staff once you have reached a safe area outside
- Report to Executive Director/School Principal any missing or injured children/staff

After School Hours:

- Stop all activities
- Close windows, turn off lights and shut doors, if possible
- Quickly instruct all participants to exit the facility using Exit I and/or Exit H for Infant Toddler and Pre-school programs. The designated meeting place is out front in the small grass area on the far side of the parking lot (map attached). School aged children are to exit the facility using Exit A and proceed to the designated meeting place.
- One staff to call 911 to report Fire
- Review 'sign in sheets' and account for all children/staff once you have reached a safe area outside
- Report to Executive Director/School Principal of incident



Investigation/Abuse Reporting Protocol

Definitions of Abuse:

Emotional Abuse-Any act or lack of action, which may diminish the sense of well being of a person in care, such as verbal harassment, yelling, or confinement.

Sexual Abuse-Any sexual behavior towards a person in care by an employee of the licensee, a volunteer or any other person in a position of trust, power, or authority and includes;

- any sexual exploitation, whether consensual or not
- sexual activity between persons in care if the difference in age or power between them is so significant that the older or more powerful person in care is clearly taking sexual advantage of the younger or less powerful person.

Neglect-The failure of a care provider to meet the needs of a person in care including food, shelter, care or supervision.

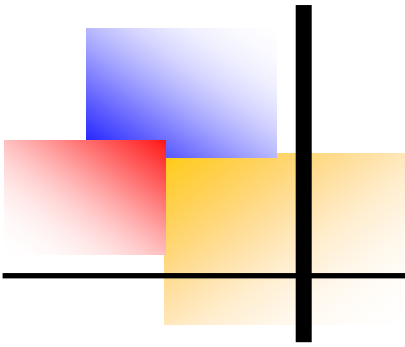
Informing the Appropriate Agencies

Allegations within the facility will be reported to the Ministry of Family and development and the RCMP.

For the protection of the children, during a licensing investigation relating to the manager or staff at Country Kids, the Community school will provide a secondary adult to be present in the center while the allegation is investigated.

Reporting Abuse:

The procedure for reporting abuse is to contact The Child Protection Social Worker, who will then contact the parents. Police will be contacted if a criminal act has taken place. The licensing officer will also be contacted.

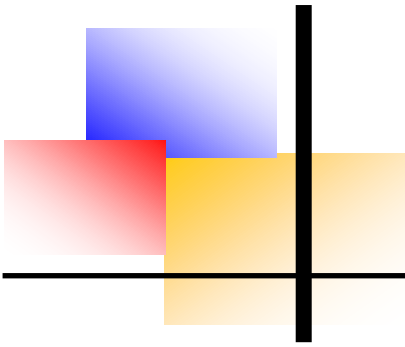


Reportable Incident Policy

Reportable Incidents Include:

- Aggressive/unusual behavior
- Attempted Suicide
- Death
- Disease Outbreak
- Emergency Restraint
- Emotional Abuse
- Fall
- Financial Abuse
- Medication Error
- Missing/Wandering
- Neglect
- Other injury
- Physical Abuse
- Poisoning
- Service Delivery Problems
- Sexual Abuse
- Unexpected illness

These incidents will be reported to licensing by phone within 24hrs and a Reportable Incident Form must be filled out and sent to licensing within one week of the incident. Sample Form to follow.

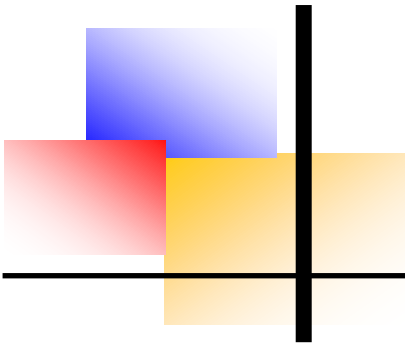


Guidance and Discipline Policy

- Children will always be treated with respect.
- When problems arise redirect the situation.
- If necessary child may be directed to 'take a break'. The child shall be asked to sit at a table for a break from the situation.
- Encourage children to problem solve.
- Should a child's behaviour require a behaviour management plan, one shall be developed jointly and collaboratively with parents.
- If an incident occurs which is unusual for the child, an incident report shall be filed.
- Behaviour correction in the form of spanking, hitting, or belittling is not acceptable.

We will....

- Model problem solving skills.
- Plan for positive outcomes.
- Communicate clearly.
- Ignore minor incidents.
- Offer appropriate choices.
- Provide natural consequences.
- Have clear, consistent simple plans.
- Focus on behaviour rather than child.



Health, Illness and Medication Policy 1 of 2

Illness and Medication

Parental Responsibilities

- Children will be required to be up to date with their immunizations.
- Parent are required to keep their children home if they are suffering from
severe cold, fever of 100F/38.5 C or more, sore throat
nausea, vomiting or diarrhea
head lice
infectious diseases
pain-any complaints of unexplained or undiagnosed pain
infected skin, eyes or rash

If illness occurs during care at Country Kids

- Parents shall be immediately notified if their child becomes ill while in care.
- Parents will be asked to pick up ill child from care. They will be kept safe and comfortable until parents or pre-authorized pickup person arrives.
- Parents are asked to please notify Country Kids if communicable disease is suspected or confirmed, such as chicken pox, measles, or mumps.
- Parents must make alternative child care arrangements if communicable disease is suspected or confirmed.
- Other parents of Country Kids will be notified if such occurrence arises.
- If prescription medication is required to be administered by staff, a signed note with clear written instructions must be provided to put on file.
- No over the counter medications will be administered unless a pre-authorization form is filled out prior to administration. Medication must be in the original package labeled with clear administration instructions.



Health, Illness and Medication Policy pg 2

Hygiene

- Daily hygiene practice will be followed, such as hand washing, disinfecting toys and equipment.
- Children will be required to wash hands following use of the washroom and before snacks and meals are consumed.
- Extra attention to disinfecting toys will be made after any type of serious illness or contagious disease outbreak.

Other

- When exposure to mosquitoes or sunshine is a concern, ensure you have applied sunscreen or spray on your child before bringing them to daycare.
- Sunscreen or repellent will be reapplied as needed.
- Ensure your child has a labeled bottle of sunscreen, mosquito repellent and a hat.



Nutrition and Menu Planning Policy

Meals

After School Care

- After school care children will be provided a healthy snack each day at 3:00pm.

Day Care

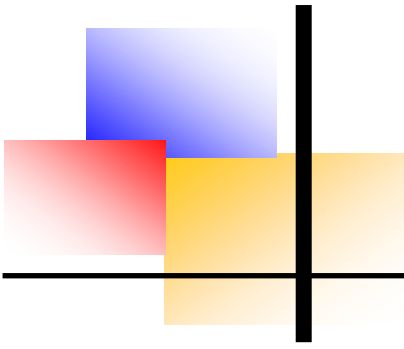
- Full day care children will be provided a healthy snack each day at 10:00am and 3:00pm.
- Full day care children will need to bring lunch and any additional snacks they may require, ie special diet requirements. Special diet requirements shall be listed in the Child Care Instruction form.

Infant/Toddler Care

- Infants and Toddlers will have a flexible schedule to reflect their individual needs. Parents are responsible for completing the Child Care Instructions form regarding their child's specific feeding, diapering, sleeping need and routine.

Feeding

- Each child will be fed when he/she is hungry and/or according to specific instructions from the parent as indicated on the Childcare Instructions form.
- Bottle fed babies will be held during their feedings. Breast milk or formula is accepted. Bottles will be refrigerated until feeding time. Contents of an opened bottle not consumed within one hour of being offered to the infant milk will be disposed of. All bottles must be labeled with the child's name and date. Parents are responsible for providing bottles, bibs and burp cloths for their child's feeding. Used bottles must be taken home daily for cleaning,
- Children will be given solid foods as instructed by the parents. All foods must be labeled with child's name, contents, and date clearly marked. Necessary feeding supplies such as bowls, cups and utilities must be provided from home and taken home at the end of the day for cleaning.



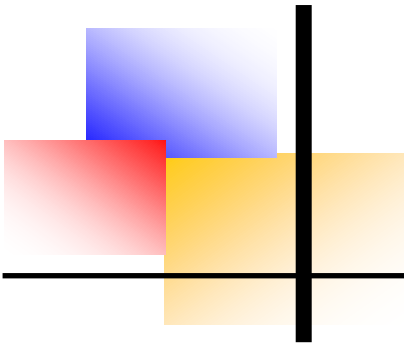
Napping and Diapering Policy

Napping-Infants/Toddlers

- Infants will nap in individual cribs, in compliance with CCLR 15 1-3.
- Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

Napping-30mths-school age

- There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.



Napping and Diapering Policy-con't

Diapering Infant/Toddlers

Diapers

Parents provide diapers, (only disposable diapers will be used), wipes and diaper cream. Toddler parents will be asked to provide diapers, wipes, and cream and/or pull-ups and multiple changes of clothing.

Toilet Learning

The toddler teaching team and parents work together to assist the child to successful toilet learning. Children develop at different rates. We wait to see that a child is ready and then work with parents so that the child has consistency from home to the center. Group care offers the advantage of toddlers imitating their peers who may be making "toilet tries" or who are now able to use the toilet.

Toileting 30mths-school age

Newly Trained

- Parents are asked to toilet their child prior to class to ensure that they are clean and dry.
- To encourage children to gain independence and take responsibility for self dressing, parents are asked to dress children in easily managed clothing.
- To ensure continuity, as often as possible staff will utilize the toileting schedule currently practiced at home.
- Staff will observe the child throughout the program and will offer opportunities for the child to use the toilet if it appears they may need to eliminate.
- Parents are asked to send the following with their child on a daily basis:
 - a.extra underwear
 - b.extra change of clothes
 - c.diaper wipes
 - d.plastic bag for soiled items

Fully Trained Children

- Parents are asked to toilet their child prior to class to ensure they are clean and dry.
- Parents may send extra clothing as they feel necessary.
- To encourage children to gain independence and take responsibility for self dressing, parents are asked to dress children in easily managed clothing.
- Children in this category are generally expected to go to the washroom whenever they feel the need, although staff will remind the group while washing up for snack time and before outdoor play.

Mishaps

Mishaps do occur and parents can assist staff by ensuring there is extra clothing provided for their child. A loss of control often occurs when children have not yet acquired complete control, are new to the program, are overly fatigued, or are feeling unwell. Staff recognize that children are often humiliated by wet or soiled clothing, and are sensitive to this by changing them in a quiet place without shaming or disgust.



Repayment Agreement

Repayment Agreement Policy

- Fees are due the 1st of month for the upcoming month
- Post Dated Cheques to be issued in six month increments, or pre-authorized visa/master card
- One month written notice required to withdraw child from childcare program, at which time all post dated cheques will be returned or pre-authorized visa/master card will be deemed invalid

Late pickup

- Children MUST be picked up by 6pm
- Late pickups will incur a fee of \$1 per minute and is payable at the time late pick up occurs

Holidays/School Breaks

- Childcare Centre operated year round
- No discounts will be applied Statutory Holidays
- No discounts will be applied to Childcare Centre closure due to inclement weather
- Parents may book off two weeks vacation time per year suspending fees. To qualify for suspension of fees advance notice of vacation time must be submitted 3 months prior to withdrawal. Child will not lose their spot at the daycare centre

School District No 33 Strike Policy

- If Childcare Centre is closed for more than 2 days due to district staff strike action, fees shall be refunded, pro-rated. If the School District allows the Centre to remain open during strike action, parents are permitted, without hassle, to cross the picket lines as needed

Illness refund policy

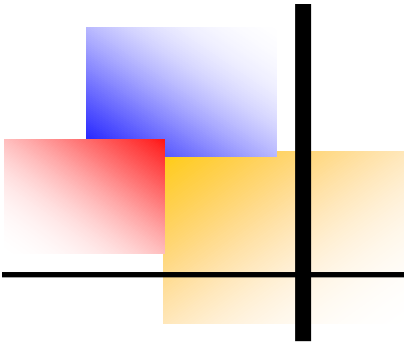
- If your child misses days due to illness no refund will be issued

Professional Days/Early Dismissals

- If your child's regular booked care day falls on an early dismissal or pro d day, no additional fees will be charged
- If your child's regular booked care day does not fall on an early dismissal or pro d day, the follow fees are applicable; pro d \$25/early dismissal \$15. This must be pre-booked and paid for two weeks in advance to allow for staffing adjustments

Summer School Aged Care

- During July and August no licensed daycare will be provided
- Children may be enrolled in the Celebrate Summer Day camps for a fee of \$500 per month



Staff and Volunteer Guidelines

STAFF AND VOLUNTEER GUIDELINES

1) General Rules and Regulations

As a volunteer or employee you should:

- Arrive on time
- Dress appropriately
- Notify supervisor if you can not make your scheduled time-give as much notice as possible
- Be committed
- Attend meetings when requested
- Honor agreements and confidentiality
- Maintain records if required
- Work in cooperation with staff, supervisor, volunteers and others
- Offer feedback
- Be a team player
- Treat others with respect
- Feel comfortable with assigned tasks
- Feel competent and well instructed
- Ask for help and clarification if task is not clear

If your tasks lead to undue stress, you run into difficulties or you are not enjoying the tasks you are doing, please talk to your supervisor. We want to make sure your experience with us is a positive one.

2) Rosedale Traditional Community School Society shall provide

- A detailed job description
- Orientation and training before placement
- Support and supervision within the volunteer program
- Necessary tools and resources for the tasks
- An atmosphere of cooperation between the staff and volunteers
- Opportunities for feedback
- Information pertaining to any ongoing training

3) Dress Code

Both employees and volunteers are requested to dress neatly. Jeans are allowed but must be in good condition. Please remember you are representing the community school society, and your attire needs to reflect this.

4) Confidentiality

Please maintain confidentiality regarding issues, student/teacher information that you may hear while working at the school.

5) Gratuities and Gifts

Staff and Volunteers are not permitted to accept money as a gift from members of the community while working at the Community School. Donations can be made to RTCSS through the Coordinator.



Staff and Volunteer Guidelines-con't

6) Alcohol and Smoking

Consumption of alcohol for school functions on or off the site is not permitted. Staff and volunteers are not permitted to bring alcohol to the school for any purpose. A breach of this policy will result in dismissal.

Smoking is not permitted on any school grounds. Staff and Volunteers should refrain also from smoking at Community School events that take place off the school grounds.

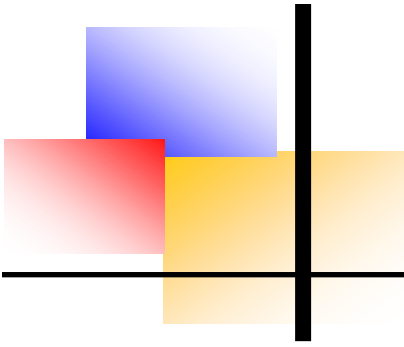
7) Public Relations

If you are happy with your volunteer position at the community school, please feel free to tell your family and friends. However, if you are dissatisfied, please direct your ideas and criticisms about RTCSS, its policies, procedures, staff etc. to your supervisor. Direct all Media enquiries to your supervisor. Your conduct as an employee or volunteer is a reflection on both yourself and on the community school. As you work in your job, please conduct yourself with the utmost courtesy and consideration of others.

STAFF GUIDELINES

There is no smoking or alcohol allowed on the school grounds. During your working hours you will be responsible for the well being of children, teenagers, adults and the facility. Please arrive at work ready to attend to your duties and assume your responsibilities. You also have a demanding position as a role model; please keep this in mind at all times.

- If you need to re-arrange your working hours (shift) please be sure to advise your supervisor, and anyone concerned in advance. Your shift needs to be covered adequately. Please make every effort to plan well ahead and to change working hours as little as possible. Record your hours on your time sheet in the office.
- If you are reporting in sick, please let the office know as early as possible so coverage can be arranged. You may be required to produce a doctors certificate for illnesses over 3 days or at the request of the Board.
- There is a staff room for relaxation of staff and volunteers. There is a refrigerator and microwave available for your use. Please do not invite children or teens to join you in the staff room. Ensure you keep the staff room clean.
- All notices will be posted in the office for your reference. Check for them regularly.
- All injuries (staff, volunteers, clients) must be noted on an Accident Report form. Advise your supervisor immediately if you or someone else is injured during your shift.
- Please record in the communication book, any incident that is out of the ordinary that occurs on your shift. The communication book is our link to each other, use it often.
- If you are over 18, you must complete a criminal records check. You may get one from the office and submit it to the RCMP. There is no charge for this.

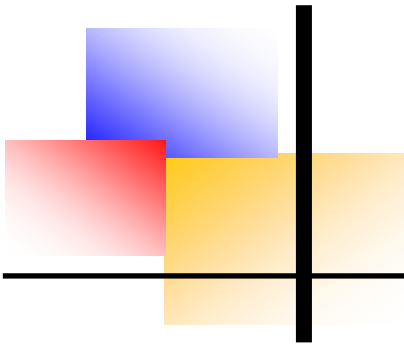


Staff and Volunteer Guidelines-con't

STAFF ORIENTATION

The orientation process is necessary in order to familiarize new staff with their working conditions and expectations of the Community Society.

- Introduction to the concept, governance and expectations of RTCSS
- Introduction to co-workers
- Discussion of job description
- Locations of facilities appropriate to staff positions
- Policies pertaining to First Aid-location of kits, gloves, emergency telephone numbers, etc.
- Policies around safe handling of blood
- Fire Alarm procedures
- Introduction to the specific programs staff will be involved in
 - Aims and objectives of the program
 - RTCSS's expectations of supervision and discipline
 - RTCSS's expectations of staff involvement
- Cleaning and chemicals-location and use
- Expectations of care and cleaning of buildings and equipment
- Cash handling procedures
- Professionalism
- Distribution of staff handbook and personnel policies
- Details of payment/remuneration
- Probation period



Personnel Policy and Information

- ◆ Purpose of Policy Manual
- ◆ Management of Employees
- ◆ Employee Rights
- ◆ Personnel File
- ◆ Access to Personnel File
- ◆ Hours of Work
- ◆ Overtime
- ◆ Job Description
- ◆ Employment of Board Members
- ◆ Orientation
- ◆ Probation
- ◆ Rejection During Probation
- ◆ Disciplinary Action or Dismissal
- ◆ Layoff, Recall or Resignations
- ◆ Building Closures
- ◆ Employee Evaluation
- ◆ Vacation Pay
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- ◆ Illness
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- ◆ Maternity Leave
- ◆ Staff Development and Training
- ◆ Statuary Holidays
- ◆ Health and Welfare Benefits
- ◆ Payment of Wages
- ◆ Merit Wage and Salary Increases
- ◆ Expenses
- ◆ Grievance Procedure
- ◆ Procedure for Board/Staff Discussions
- ◆ Definition of Terms
- ◆ Flextime



Personnel Policy and Information-con't

1) Purpose of the Personnel Policy Manual

The purpose of the Personnel Policy Manual is to clearly express the rights and responsibilities of both the employees and the Rosedale Traditional Community School Society (RTCSS), as the employer, so that defined working relationships will exist between staff and the administrative body.

2) Management of the Employees of RTCSS

The RTCSS, except to the extent provided herein, ultimately retains the management and direction of employees. This Personnel Policy Manual in no way restricts the authority of those charged with Managerial responsibilities for the RTCSS.

3) Employee Rights

The minimum employees rights shall be those spelled out by the applicable labour codes and related statutes in effect in the Province of British Columbia.

4) Personnel File

A personnel file shall be maintained for each employee providing work of a continuous nature for the RTCSS. It shall be confidential and accessible only to the Community School Coordinator and the Board of Directors. The files shall be kept in the secure custody of the RTCSS Coordinator.

5) Access to Personnel File

An employee shall be entitled to review his/her personal file provided the employee gives at least 2 days notice.

6) Hours of Work

Regular, full-time employees of the RTCSS shall work between 20-40 hours per week, inclusive of the meal period. Hours of work shall be determined by the supervisor. An employee will be provided with a meal period of at least one half hour at intervals that will result in no employee working longer than five consecutive hours. Employees may be required to interrupt their meal break to attend to clients, therefor meal breaks will be paid.

7) Overtime

The Community School Coordinator must approve overtime hours for employees, when possible, in advance. Payment of overtime shall follow the requirements spelled out by the Labour Standards Code of the Province of British Columbia.

Accumulated overtime will be taken as compensatory time off. Overtime may be accumulated only to a maximum of 40 hours total and must be cleared before further accumulation may occur with prior arrangement with the RTCSS Coordinator. Over time is earned at the rate of 1.5x after an 8 hour shift and 2x after 40 hours per week.



Personnel Policy and Information-con't

8) Job Description

Every position will have a current job description that includes position title, hours of work, responsibilities of the position, reporting relationship, and qualifications required. The Board of Directors shall review the job description regularly. Input from the employee shall be sought in order that the job description reflects any changes in duties performed. The Board of Directors of the Community School Society shall approve changes in the job description.

9) Employment of Board Members

Members of the Board of Directors of the RTCSS must resign from the Board before applying for any Society hired position.

10) Orientation

Each new employee will be provided with orientation material regarding the RTCSS and will be introduced to their co-workers by an appropriate member of the staff as designated by the Society.

11) Probation

All appointments will be subject to a three month probation period. The immediate supervisor upon completion of the probation period, shall conduct an evaluation of the employee and the Board of Directors may, at its discretion, extend the probation period for a further three months. The Board of Directors, upon recommendation of the Coordinator, shall confirm the appointment in writing upon completion of the probationary period.

12) Rejection During Probation

The Board of Directors, upon recommendation of the Coordinator, may reject a probationary employee for just cause. Such rejection will not be considered as a dismissal. The test of just cause for rejection, during the probation period, shall be unsuitability for continued employment and provided that the factors involved in determining unsuitability could reasonably be expected to affect work performance.

13) Disciplinary Action or Dismissal

In all cases of disciplinary action or dismissal, the burden of proof of just cause shall rest with the RTCSS. The Board of Directors may dismiss an employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal. Except for gross misconduct, before dismissal is considered, a regular employee shall be notified of performance deficiencies as follows:

- A) documented verbal warning
- B) written notification of performance deficiencies and given a plan of assistance and reasonable time and opportunity to improve.
- C) process for dismissal is determined by the Board of Directors should a similar deficiency occur



Personnel Policy and Information-con't

14) Lay-Off, Recall and Resignations

Except in the case of building closure as outlined in Section 15, regular employees shall receive ten full working days notice of any impending lay-off and if notice is not given an employee shall receive payment in lieu of work for that part of the ten days during which work was not available. Regular employees will be required to give a minimum of ten working days notice, in writing, to the Coordinator, of their resignation of employment with the RTCSS. Terminated regular employees shall receive compensation as stated in Chapter 13 of the Employment Standards Act.

In the event there is a decrease in the amount of work to be done by an employee of the RTCSS, employees shall be laid off under the following conditions:

- A) An analysis of each program will be undertaken by the Supervisor of the program affected and report to the Board of Directors who will determine minimum staffing needs for the program continuation.
- B) Lay-off shall occur with the following staffing priorities in mind:
 - i) supervisor
 - ii) part-time staff
 - iii) temporary
 - iv) casual
- C) Employees shall be given notice according to the minimum standards established by the various codes and statues under the Employment Standards Act.
- D) Employees shall be recalled at such time as the amount of work increases to warrant rehiring for the position. Notice of recall will be given at the earliest possible opportunity. Employees shall be given the option to return to work within five days of recall if desired.

15) Building Closure

When the facility is closed due to circumstances beyond the control of the RTCSS due to labour disputes, school district closures (with the exception of Christmas and Spring Break) health, safety or like reasons, the following process shall be followed:

- A) Direction from School District #33 will be followed; but exemption from closure, if possible, will be sought for each program.
- B) Staff will be advised at the earliest possible time and as much advance notice as is possible shall be given.
- C) If closure continues beyond 5 days, employees affected shall be laid off and recalled as soon as the closure is lifted.

16) Employee Evaluation

The immediate supervisor, before expiration of a probationary period, must appraise an employee's performance of duties, based upon the current job description, and for regular employees at least once a year. Sufficient time shall be scheduled so an employee may undergo the appraisal interview uninterrupted. The appraisal shall follow a process as outlined by the Community School Coordinator and approved by the Board of Directors of the RTCSS.



Personnel Policy and Information-con't

17) Vacation Pay

Vacation pay will be calculated on the number of hours worked by the hourly rate paid by the RTCSS for the employee (unless negotiated otherwise) using the following percentages.

- A) Up to five consecutive years employment with the RTCSS, an employee will receive 4% vacation pay
- B) From five up to ten years employment with the RTCSS, an employee will receive 6% vacation pay.
- C) From ten up to nineteen years employment with the RTCSS, an employee will receive 8% vacation pay.
- D) From twenty consecutive years of employment, an employee will earn one additional day per year vacation pay.

For the purpose of calculating vacation pay entitlement the employee's start date, with the RTCSS is used.

18) Leave without Pay

During school closures of Christmas Break, Summer Break, and Spring Break, employees will be considered to be on leave without pay and subject to return to work when school resumes. This however does not exclude employees working during these time periods.

Employees shall submit, all requests for any leave without pay to their immediate supervisor, in sufficient time to allow for schedule change and replacement. Scheduling of leave without pay shall be subject to agreement with the employee's supervisor and shall be at a mutually agreeable time for both employee and the RTCSS.

19) Illness

Employees are responsible to notify the immediate supervisor, or designate, when ill or when taking time for medical appointments. Employees should make an attempt to schedule medical appointments during non-working hours.

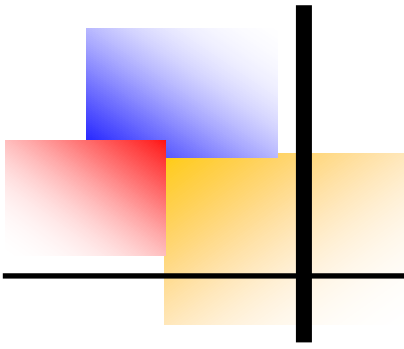
20) Return from Medical Leave

In the event of medical leave due to injury which results in the employee being unable to perform certain tasks or duties of the position, or following an illness/disease of a contagious nature which would result in quarantine, the employee will be required to provide a medical note indicating they may return to work.

21) Special Leave

A regular employee, or other employees, with written agreement from the Coordinator, shall be entitled to special unpaid leave for the following:

- A) Bereavement Leave for immediate family members, parent, child, spouse and any relative permanently residing in the employees' household-3 days.
- B) Leave for court appearance; to serve as juror or witness in court action or by for the employee's private affairs.



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22) Maternity Leave

RTCSS will conform with the Employment Standards Act Chapter 7, Part 7, Paragraph 51 and 52, and Maternity and Parental Benefits as outlined under Special Benefits, Part C.

23) Staff Development and Training

Leave with pay shall be granted to employees taking courses, workshops or training at the request of the RTCSS. In this case, the Society shall also pay the tuition or fee for such training. Leave without pay may also be granted to employees attending courses workshops, training sessions that are directly related to the employee's duties and/or job description, at the employee's request. Requests shall be submitted to the Coordinator and/or Executive Committee for prior approval. Leave shall not be unjustly withheld but consideration shall be given to time, duration and suitability of training in relation to continuing performance of duties and responsibilities of the job while attending such programs.

24) Paid Statuary Holidays

The following is a list of designated holidays with pay:

- New Years Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- BC Day
- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Day
- Boxing Day

When a paid holiday falls on an employee's regular scheduled day of rest, the employee shall be entitled to a day off with pay in lieu or compensatory time off. When an employee is on vacation leave and a paid holiday falls within that period, the paid holiday shall not count as part of the vacation entitlement.

25) Health and Welfare Benefits

The employer's share of benefits, EI and CPP, shall be made per the requirements of the appropriate acts governing payment for employees.

26) Payment of Wages

Regular employees shall be paid biweekly as agreed upon in individual contracts. When pay-day falls on an employee's day off or during vacation, cheques will be issued on the last shift worked prior to the pay day provided a request is submitted to the coordinator. Rates of pay shall be determined by the RTCSS.



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27) Merit Wage and Salary Increases

Merit increases based upon satisfactory yearly evaluation shall be determined annually by the RTCSS Board. The amount established shall be consistent for all regular positions of the RTCSS. Employees should recognize that funding considerations may result in no merit increase in some fiscal years. Wages and salaries for Society employees shall be reviewed annually by the Board of Directors in accordance with the anniversary of the employees hire date.

28) Expenses

Prior approval is required by the board for all expenses to be considered and paid. Individual programs may be allocated a monthly budget.

29) Grievance Procedure

STEP ONE:

When a problem arises, the grieved employee shall make every attempt to settle the dispute with his/her immediate supervisor. Any grievance shall be directed to the immediate supervisor within three working days of the event. Resolution of the grievance at this level shall occur with a further five working days. Resolution of all grievances shall be in writing.

STEP TWO:

If Step One fails; A description of the grievance, in writing, shall be submitted to the Community School Coordinator. Every effort will be made to resolve the grievance to the satisfaction of the employee within ten working days. For staff reporting directly to the Community School Coordinator; Proceed to Step Three.

STEP THREE:

If Step Two fails the employee may present the grievance, in writing, to the RTCSS Executive Committee with a copy to the immediate supervisor. The Executive Committee shall deal with the grievance at the next regularly scheduled committee meeting and will respond to the employee with utmost expediency.

STEP FOUR:

If Step Three fails, a tribunal shall be convened within twenty working days after the Executive Committee's decision has been received. The tribunal will consist of an Executive member of the Community School Society, one representative selected by the employee and one representative mutually agreed to by both parties. It is recognized that employees shall continue to work in accordance with an agreement until any dispute is settled.

All grievances, withdrawn or not, will be reported to the Community School Society Board of Directors at the next regularly scheduled meeting of the Board.

WITHDRAWAL OF GRIEVANCE:

An employee may withdraw the grievance at any point in the grievance procedure without prejudice being attached to any future grievance by the same employee.



Personnel Policy and Information-con't

30) Procedure for Board/Staff Discussions

- A) All members of the Board of Director's of the RTCSS should decline to discuss with employees internal concerns regarding grievances and/or administrative decisions unless it is apparent that proper administrative process has be adhered to.
- B) An employee's concerns should be brought to the attention of the immediate supervisor. The supervisor shall bring these concerns to the next regularly scheduled supervisor's staff meeting for discussion. Issues covered under the established grievance procedure shall follow that process.
- C) If an employee is not satisfied with the outcome of the above process the Community School Coordinator shall refer the concern to the appropriate Community School Society Committee. Only then is a meeting with one or more of the Board members appropriate and then only with the full knowledge of the Coordinator.

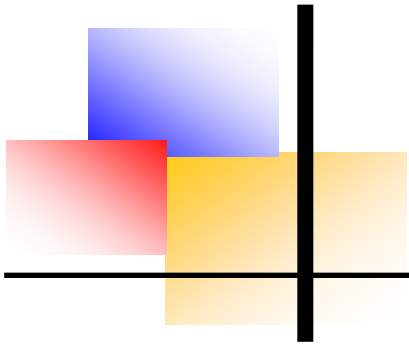
31) Definition of Terms

- A) Regular Employee-an employee who is employed for work which is of continuous nature.
- B) Casual Employee-an employee who is employed for work which is not of a continuous nature such as seasonal positions, positions created to carry out special projects, temporary positions for coverage or substitution.
- C) Part-time Employee-an employee who is employed for work which is of continuous part-time nature less then twenty hours each week.
- D) Instructors-employees contracted to instruct specific programs.
- E) Grievance-any difference between the employer and employee re: the interpretation, application, operation, and/or alleged violation of the terms of employment, or a case where the employer has acted unjustly or improperly.
- F) Gross Misconduct-any act or action taken by an employee which is a chargeable offence, has endangered the children involved in our programs. Or has intentionally acted against School Board Policy.

32) Flexitime

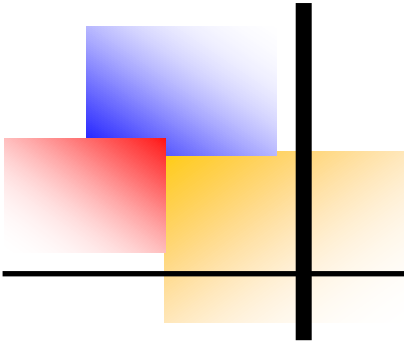
In order to facilitate program operations, the Board of Directors of the Community School Association may introduce flexitime for full time employees. For the purpose of this manual, flexitime means the hours worked by an employee is given authority to:

- A) Choose the start and finishing times of shifts.
- B) Choose the length of a work day within a stated maximum number of hours which would be averaged over a specified period of time.

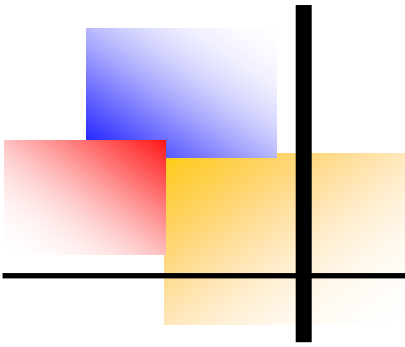


Job Descriptions

- Childcare Center Manager
- Infant/Toddler Educator (ITE)
- Early Childhood Educator (ECE)
- Early Childhood Educator Assistant (ECEA)



Community Care and Assisted Living Act



Child Care Licensing Regulations
