# **Operating Policy – Child Care Centre**

1. Purpose
   1. To provide child care facilities for the full-time educational care of children of the McMaster student community and community at large which provides all aspects of development of the child in a “home away from home” atmosphere for both the child and parent.
2. Operating Parameters
   1. Priorities for admission to the Child Care Centre will be as follows:
      1. Children of McMaster Undergraduates;
      2. Children of McMaster Graduate students;
      3. Children of Staff and Faculty;
      4. Children of Westdale Community Residents.
   2. The age of children admitted shall be eight months to six years of age
   3. The Child Care Centre shall be open Monday to Friday from 7:30am to 6:00pm and 7:30am to 5:30pm in July and August only;
   4. The Child Care Centre shall employ the necessary qualified staff and shall meet the minimum legal requirements under the Child Care & Early Years Act of 2014(CCEYA).
3. Personnel Structure
   1. The Director, who shall:
      1. Act as a liaison between the McMaster Students Union Executive and the Child Care Centre staff;
      2. Manage the day to day running of the Child Care Centre;
      3. Manag~~e~~ all Child Care Centre personnel and conduct weekly staff meetings;
      4. Conduct annual performance appraisals and salary reviews for recommendation to the Board of Directors;
      5. Observe and monitor the compliance of the Program statement and approaches to learning ensuring that they are following the policy regarding Prohibited Practices.
      6. Conduct environmental reviews of the program and facility;
      7. Provide a written report to the Secretary at each monthly Child Care Centre Advisory Committee meeting;
      8. Recommend to the Child Care Centre Advisory Committee, ways and means of improving the Centre and make a written report to the Board of Directors of the McMaster Students Union at the end of every fiscal year;
      9. In conjunction with the Vice-President (Finance) and the MSU Comptroller, be responsible for the preparation and presentation of the Regional Child Care budget on the date set by the City of Hamilton;
      10. In conjunction with the MSU Comptroller, prepare applications for Wage and General Operating grants for Health & Safety Funding, and funding for student staff.
      11. Working with the accounting staff to complete receivable and payable functions.
      12. Ensure **Operating Policy – Services** and **Operating Policy – Child Care Centre** are upheld.
      13. Report on wage and pay equity subsidies ensuring all policies and procedures set by the CCEYA are followed.
      14. Work with the Ministries of Education, Health, Fire and environment to ensure compliance.
      15. Keep current files on staff, students, volunteers and children;
      16. Perform other duties as defined in the Director’s job description
      17. Be hired by the Board of Directors and the General Manager through an application and interview process.
   2. The Registered Early Childhood Educators, who shall:
      1. Report to the Child Care Director
      2. Provide an enriching program following the ministries statement on program and pedagogy using the four foundations: *Belonging, Well-being, Engagement* *and Expression* found in the document, “How Does Learning Happen? Ontario’s Pedagogy for the Early Years 2014”
      3. Comply with the Centre’s Program Statement and Policies and Procedures.
      4. Maintain communication with families regarding their children’s progress.
      5. Participate in ongoing professional learning as set out by the College of Early Childhood Educators.
      6. Take direction from and be accountable to the Director of the Child Care Centre
      7. Perform other duties as defined in the RECE job description
      8. Be hired by and responsible to the Director
   3. The Teacher’s Assistants, who shall:
      1. Assist in the set up, clean up and the implementation of daily activities.
      2. Assist Teacher’s with tasks and routines as directed;
      3. Interact with children at a child’s level;
      4. Help supervise indoor/outdoor play areas;
      5. Take direction from and be accountable to the staff and Director of the Child Care Centre and its Program Statement & Policies and Procedures;
      6. Be McMaster Students employed part time from September to April and two McMaster students employed full time from May to August.
   4. The Full-Time Cook, who shall:
      1. Report to the Child Care Director;
      2. Develop and execute a nutritious meal plan following Canada's food guide for children at the Centre;
      3. Ensure Food Handler's Certification and other applicable regulatory requirements remain up to date;
      4. Perform other duties as defined in the Cook job description;
      5. Be responsible to, and hired by the Director.
   5. The Volunteers, who shall:
      1. Assist Teacher’s with tasks and routines as directed;
      2. Interact with children at a child’s level;
      3. Help supervise indoor/outdoor play areas;
      4. Take direction from and be accountable to the staff and Director of the Child Care Centre and its Policies and Procedures.
      5. Obtain a clear Vulnerable Sector Police Check;

* 1. Part-time non-student support staff, who shall,
     1. Be brought in as required to cover full time positions for vacation/sick time.
     2. Hired by and responsible to the Director.