



**DAY CARE CENTRE OF TORONTO**

**135 First Avenue  
Toronto, ON, M4M 1W9  
Tel. (416) 466-8001  
Fax (416) 466-2092**

## Matthew John Day Care Centre of Toronto

### Supervision Policy for Volunteers and Placement Students

#### **Introduction**

Matthew John Day Care Centre of Toronto is committed to providing a high quality, safe and secure environment for all children enrolled in our programs. The safety and well-being of children who are being supervised on our premises is one of Matthew John Day Care Centre's highest priorities.

Volunteers and students play an important role in supporting staff in the daily operation of MJDCC programs. This policy for the supervision of volunteers and students is in place to help support the safety and well-being of children attending our centre.

#### **Purpose/Standard**

Requirements under the Child Care Early Years Act (CCEYA)

O. Reg. 137/15 11.1 under the CCEYA states that every operator shall ensure that every student or volunteer at a child care centre it operates is supervised by an employee and is not permitted to be alone with any child who receives child care at the centre.

Matthew John Day Care Centre has developed the following policy and programs in order to comply with the direction of the Ministry of Education and Regulation 137

This policy sets the framework and the program which applies to all agency volunteers and placement students who have been approved or accepted by Matthew John Day Care Centre

#### **Policy**

Matthew John Day Care Centre Child care may have volunteers and/or students working within the organization along with staff throughout the year. At all times, volunteers and placement students must be under the direction and supervision of Matthew John Day Care Centre staff.

- i. No child will be supervised by a person under 18 years of age
- ii. Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for people who are not employees of the centre.



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- iii. Volunteers and/or students must be supervised by an employee at all times
- iv. Placement students are not counted in the staffing ratios of the centre.
- v. Volunteers are not counted in staffing ratios of the centre.
- vi. RECE's and ECA's are responsible for supervising volunteers and/or students in their respective classrooms

**Procedure**

All staff are required to review the organization's policies, procedures and practices regarding the supervision of volunteers, and students at Matthew John Day Care Centre

All staff will review their roles and responsibilities when directly supervising and working with volunteers, participating parents and/or placement students in their classrooms annually

The Supervisor/Associate Supervisor of the child care is responsible for ensuring that volunteers, and students are provided an orientation to the organization, appropriately trained, and supervised

Volunteers, and students have a responsibility to contribute to their orientation by seeking information, asking questions and assistance as required

All volunteers and placement students must agree to follow all policies and procedures of the Matthew John Day Care Centre

All volunteers, and placement students must agree to follow the directions and guidelines provided by staff and management of Matthew John Day Care Centre

In the case of a disagreement over the direction provided by a staff member the volunteer or placement student may address this issue in writing with the Supervisor.

**Criminal Reference Checks**

All volunteers and students 18 years and older must have a satisfactory criminal reference check including Vulnerable Sector Check

Student Placements – Students, prior to their placement in the child care must verify they have a satisfactory criminal reference check

**Mandatory Orientation & Training**

Prior to starting in the classroom at Matthew John Day Care Centre all volunteers, participating placement students will have an orientation which will include a comprehensive



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discussion regarding Matthew John Day Care Centre philosophy and the Day Nurseries Act requirements

Roles and Responsibilities

Supervisor

Ensure that the policy is reviewed with volunteers and students before they begin their volunteering and educational placement and at least annually afterwards.

Provide an orientation to all volunteers and students who will be providing care or guidance to children at the centre as well as ongoing mentoring, support and monitoring.

Designate a lead RECE for each group of children in the centre who will be responsible to supervise volunteers and students when applicable and ensure this staff person's responsibilities in regard to volunteers and students is clear.

Volunteers and students

All volunteers and placement students will be provided with a detailed orientation regarding their roles and responsibilities within the organization. This will include a thorough review of Matthew John Day Care Centre's code of ethical behaviour. (College of ECE Code of Ethics and Standards of Practice) prior to working with children in the classroom

All volunteers and placement students are required to review and sign off on all policies and procedures prior to working with children for the first time and at least annually thereafter.

All volunteers and placement students will have ongoing training through impromptu daily meetings and scheduled monthly staff meetings

All volunteers and placement students are required to read all applicable memos and organizational updates

Volunteers and placement students will be made aware of all applicable policies and procedures in the organization including but not limited to:

- Supervision of Volunteers and Student Policy
- Criminal Reference Check /Vulnerable Sector Check Policy
- Program Statement
- Program Statement Implementation Policy



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- Occupational Health & Safety
- Emergency policies and procedures
- Anaphylaxis Policy and procedure
- Individual Support Plan
- Workplace Violence and Harassment Policies
- Serious Occurrences Policy
- Confidentiality Policy
- Volunteer or Placement Student Guidelines
- Playground Policy
- Medication Policy
- Sleep Supervision Policy
- Staff Training and Development Policy
- Waiting List Policy

### **Supervising RECE**

All students and volunteers will be assigned to a supervising RECE, who will:

- Orient and mentor the volunteer and student in regards to the room/group
- Ensure that all centre/room policies and procedures are followed
- Keep the centre supervisor informed on the volunteer/student progress
- Document all concerns regarding volunteer and student
- Complete field placement evaluation
- Communicates with the College Supervising Faculty

All accidents, injuries and hazards must be reported immediately to any staff member, Supervisor. Incidents include violence, theft, threatening behaviour, abuse or any (potentially) unsafe situation.

### **Record Retention**

All records documenting that the volunteer or placement student has reviewed and signed off on all applicable policies and procedures will be kept on file at the centre for a minimum of three years.

### **Confidentiality –All volunteers and placement students must sign a confidentiality Agreement**

All volunteers and placement students are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while at Matthew John Day Care Centre involving staff, clients, or other volunteers and students.



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## **Discipline**

All volunteers and placement students who fail to adhere to the policies and procedures of Matthew John Day Care Centre may face disciplinary action, up to and including dismissal.

Matthew John Day Care Centre believes in fairness and openness and where volunteers, participating parents, and placement students can expect a commitment to resolving conflict and receiving supportive and constructive criticism. If disciplinary action is required, the organization follows the same steps as its staff policies:

- Performance review
- Verbal warning
- Written warning
- Suspension
- Dismissal

In the event that **three** consecutive work shifts are missed without a sufficient reason or notice, the volunteer or placement student will be dismissed from Matthew John Day Care Centre.



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## **Matthew John Day Care Centre Volunteer or Student Placement Form**

We welcome you to Matthew John Day Care Centre and hope your volunteer/educational experience is rewarding and enjoyable

Volunteers and placement students are an important and highly valued part of our organization.

### **What you can expect?**

Matthew John Day Care Centre will introduce you to how the organization works, and your role in the centre, and to provide you with information and training about our policies and procedures to assist you in meeting the responsibilities of your role.

The initial training is scheduled for \_\_\_\_\_

### **What we provide:**

- We will review the performance standards we expect from volunteers and placement students in our organization.
- We will review all Matthew John Day Care Centre policy and procedures
- We will schedule regular meetings with Executive Director and supervising staff to discuss how you are adjusting in your role. To answer any questions, provide support and discuss any successes or problems
- We will respect your skills, dignity and individual goals and to do our best to meet them
- We will consult with you and keep you informed of upcoming changes in policies, procedures or programs
- We will provide you with a safe workplace free from harassment and violence
- We will try to resolve fairly any problems, complaints and difficulties you may have while you volunteer, or are placed with us as a student
- We will do our best to help you develop your skills and role with us

### **What we expect from our volunteers or students**

- We expect you to help Matthew John Day Care Centre fulfill its philosophy of providing a high quality child care program and learning experience.
- We expect you to perform your role to the best of your ability
- We expect you to follow Matthew John Day Care Centre's policies, procedures and standards of practice, including health and safety.
- We expect you to follow the organization's anti-harassment anti-discrimination policies in relation to all children, staff, clients, other volunteers and students



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- We expect you to maintain the confidentiality of all information shared with you related to the of the organization, including its students, volunteers, staff, and clients
- We expect you to meet the time commitments, schedules, and standards which have been mutually agree to and signed off
- We expect you to give reasonable notice so other arrangements can be made if you cannot meet your time commitments or schedules
- We expect you to provide or agree to undergo a Police Reference check and agree to sign off on all applicable policies and procedures



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I, \_\_\_\_\_ have read, understood and had the opportunity to ask questions and here by agree to do the following

I agree to follow all of Matthew John Day Care Centre rules, policies, and procedures including health and safety, behaviour management and confidentiality.

I agree to work reliably to the best of my ability, and to give as much notice as possible whenever I cannot work when expected

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Executive Director

\_\_\_\_\_

Date