



## ***Welcome to Family Day!***

We are happy to have you complete your field placement with us.

Prior to beginning your placement there are some tasks which you are required to complete. Attached you will find the documents listed below for you to complete, print off, and take with you on your first day of placement.

- 1) Student Information Form
- 2) Notice with Respect to the Collection of Personal Information
- 3) Orientation to Policies & Procedures – Sign Off Form

In addition to the above, you are also required to read all the necessary policies and procedures. These policies provide valuable information to support and guide you during your placement. Please see the attached list of Orientation to Policies & Procedures with links for each one. Once you have read and understood each policy, please check off each individual one, print off, sign, and bring to your Centre Supervisor on your first day of placement.

### **Code of Conduct for Child Protection Policy (training)**

To further understand the Code of Conduct for Child Protection Policy, a training webinar was developed. Please review the Code of Conduct webinar by clicking on the link below or copy and paste the link in your browser.

<https://youtu.be/eubuEzVZ8GY>

### **Enhanced Sanitary Practices Policy and COVID-19 Protocols (training)**

To further support the Enhanced Sanitary Practices Policy and COVID-19 Protocols Policy, you are required to review the Covid-19 Regional Public Health guidance/training materials. Please note that you are to read the material which pertains to the region in which you are completing your placement.

#### **Peel Region**

[Support for Child Care Providers](#)

[Support for EarlyON Providers](#)

#### **Toronto Region**

[COVID 19- Guidance Child Care](#)

[Toronto Health and Safety Training Modules- Licensed Child Care and EarlyON Child and Family Centers](#)

#### **York Region**

[Staying Safe at Schools](#)

[York Region Screening Tool](#)



**United Way**  
Member Agency

## **Mandatory Trainings**

The following trainings must be completed prior to your placement start date. Attached you will find more information and the respective links in order to complete the trainings.

- 1) Program Statement Orientation
- 2) Accessibility Standards in Customer Service – AODA Training
- 3) Ontario Human Rights Code and the AODA Training
- 4) Worker Health & Safety Awareness in 4 steps – Health & Safety Training

Finally, to further support you before you begin your first day, the link below provides you with information and directions for the site where you will be completing your placement.

[Centre Locations - Family Day : Family Day \(familydaycare.com\)](http://familydaycare.com)

If you have any questions please reach out to your Family Day Centre Supervisor who will be hosting your placement.

We look forward to having you join us and wish you a successful and rewarding experience with Family Day.



Jan 11, 2022



# Family Day Care Services Student Information

## CONTACT INFORMATION

First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	
Phone Number	Email:		
How long at current address?			

## PLACEMENT INFORMATION:

Name of Child Care/ EarlyON Centre:			
Placement Number :		Number of Weeks in Placement:	
Days :	M	T	W TH F
Hours per Day:			
First Day of placement:		Last Day of placement:	
Placement Age Groups Worked with :    Infants    Toddlers    Preschool    FDK    School Age    EarlyON			

## SCHOOL CURRENT INFORMATION:

Name of High School :	Grade:	10	11	12
Name of College	Semester :	1	2	3 4
Name of University	Year:	1	2	3 4

## DOCUMENTS REVIEWED BY FAMILY DAY CENTRE SUPERVISOR:

Medical Immunization	Date of the Medical Visit :		
Vulnerable Sector Screening Form	Dates of Issue:		
	An original copy seen by:	Date Seen:	
Orientation to Policies & Procedures Sign-off Form	Date of Completion:		
Accessibility Standards in Customer Service– AODA Training	Date of Completion:		
Worker Health & Safety Awareness in 4 steps – Health & Safety Training	Date of Completion:		

## EMERGENCY CONTACT INFORMATION:

First Name:	Last Name:
Phone Number:	Email: (optional)
Relationship to you:	

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_



**Notice with Respect to the Collection of Personal Information  
(Freedom of Information and Protection of Privacy Act)**

**Each staff, student and volunteer in a licensed child care centre or person employed by / associated with a licensed home child care agency must complete this form.**

In administering and enforcing the *Child Care and Early Years Act, 2014* (CCEYA), Ministry of Education inspectors, program advisors and the director under the CCEYA may collect and review personal information about staff employed by a licensed child care centre or employed by or associated with a licensed home child care agency under the authority of s. 30, 31, 67(1) and 69(1) of the CCEYA and s. 53, 54, 55, 56 and 57 of O. Reg. 137/15 under the CCEYA to ensure that the licensed child care centre or home child care agency is complying with the CCEYA and O. Reg. 137/15.

This form is required to be kept for the ministry's review at the child care centre where you are employed or the head office of the home child care agency.

Your personal information may be provided by your employer in connection with an application for approval of a Supervisor, a person to take the place of a Registered Early Childhood Educator or approval of a Home Child Care Visitor, if applicable.

Information collected in the licensing process about Registered Early Childhood Educators may be shared with the College of Early Childhood Educators if necessary for the enforcement of the *Early Childhood Educators Act, 2007*.

Questions concerning the direct or indirect collection of personal information may be addressed to the:

Child Care Quality Assurance and Licensing Branch  
Early Learning Division  
Ministry of Education  
900 Bay Street, 24th floor, Mowat Block  
Toronto, ON M7A 1L2  
416-314-8373

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

A copy of the form should be given to the person who completes it.



1. Click on the name of the policy you want to review.
2. You will return to this form when you close the online policy document you are reviewing.
3. Click on the box to the left of the policy once you have done your review.
4. Once all policies have been reviewed, please print, sign and submit to Supervisor/HR.

**Policies governed by the Child Care and Early Years Act (CCEYA)**

- [Anaphylaxis](#) ..... May 2021
- [Emergency Management Policies & Procedures](#) ..... July 2017
- [Fire Safety & Emergency Exit Procedures](#) ..... January 2017
- [Medication – Child Care Centres](#) ..... May 2017
- [Monitoring Compliance and Contraventions](#) ..... August 2017
- [Parent Issues & Concerns – Child Care Centres](#) ..... July 2017
- [Playground Safety](#) ..... May 2017
- [Police Vulnerable Sector Check](#) ..... November 2023
- [Program Statement Implementation](#) ..... November 2016
- [Safe Arrival & Dismissal Policy & Procedures](#) ..... December 2023
- [Sanitary Practices Policy \(CCC & EarlyON\)](#) ..... April 2022
- [Serious Occurrence Reporting](#) ..... February 2022
- [Sleep Supervision](#) ..... July 2021
- [Supervision of Children – Students & Volunteers](#) ..... July 2021
- [Training and Development – Obligations & Expectations under CCEYA](#) ..... August 2017
- [Wait List](#) ..... August 2019

**Other policies**

- [Acceptable Use of Information Technology Resources](#) ..... January 2018
- [Acceptable Use of Personal Mobile Device](#) ..... October 2019
- [Accessibility Standards in Customer Service Policy](#) ..... August 2021
- [Anti-Racism Policy for Programs](#) ..... February 2018
- [Code of Conduct for Child Protection](#) ..... March 2018
- [Confidentiality & Non-Disclosure of Proprietary Information](#) ..... February 2018
- [Digital Image Policy – CCC & EarlyOn](#) ..... March 2019
- [Dress Code](#) ..... February 2018
- [Health & Safety Principles](#) ..... March 2018
- [Identification Badge](#) ..... May 2022
- [Inclusion](#) ..... July 2021
- [Individual Medical Plan for Children with Medical Needs – Child Care Centres](#) ..... July 2018
- [Privacy](#) ..... March 2018
- [Reporting Suspected Child Abuse/Neglect](#) ..... October 2016
- [Right to Disconnect](#) ..... June 2022
- [Scent Free Policy](#) ..... August 2015
- [Smoke Free](#) ..... June 2007
- [Social Media Guidelines](#) ..... March 2018
- [Workplace Violence & Harassment](#) (Reviewed March 2022 – no revisions) ..... November 2017

I hereby confirm that I have read and fully understand the above policies and procedures of Family Day. I understand that failure to comply with Family Day’s policies and procedures may result in disciplinary action up to and including termination.

\_\_\_\_\_  
Student/Volunteer Name(Please print)

\_\_\_\_\_  
Student/Volunteer Signature

\_\_\_\_\_  
MM/DD/YY

\_\_\_\_\_  
Witness Name(Please Print)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
MM/DD/YY

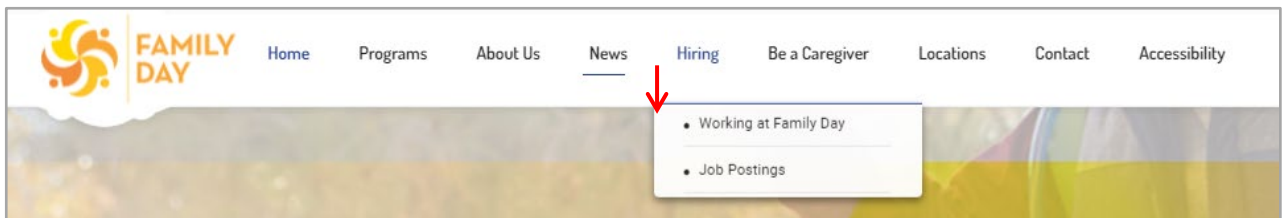


## Program Statement Orientation

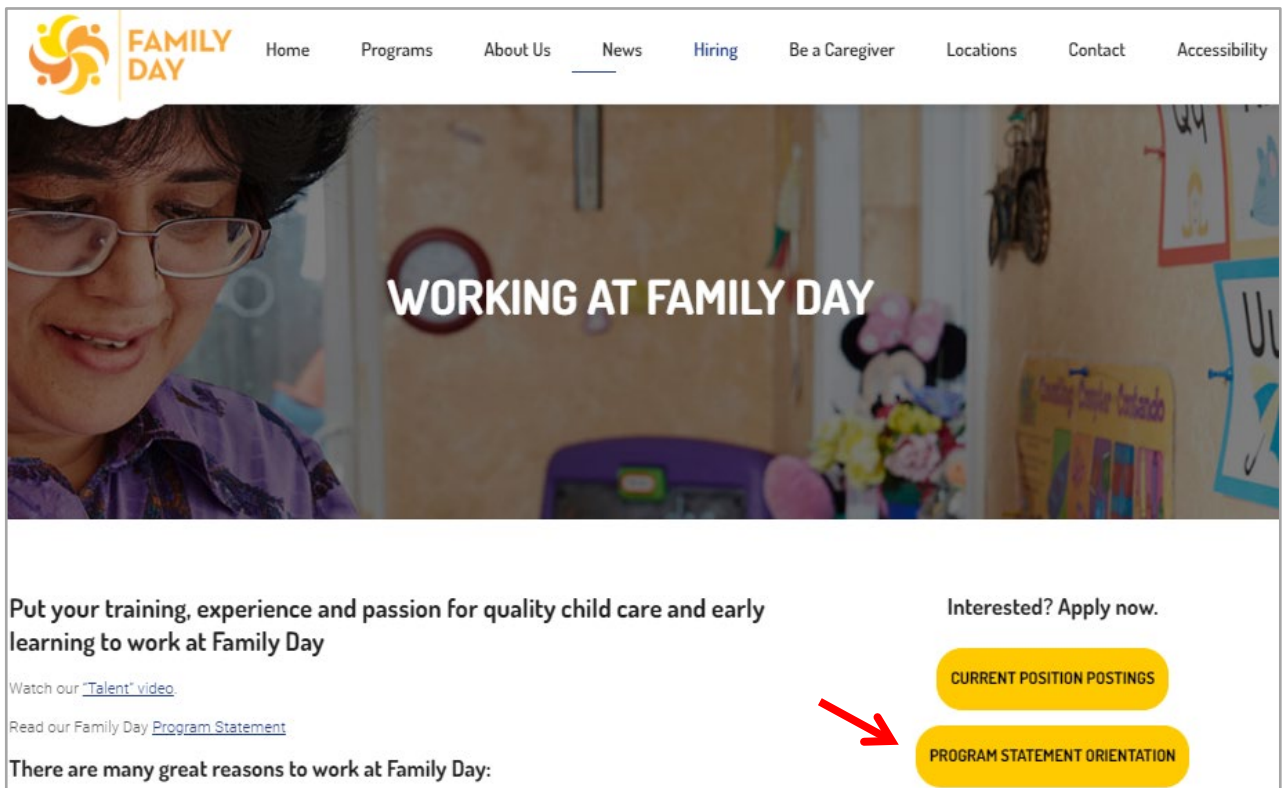
All Placement Students are **required to read the program statement, view the webinar and complete the survey**. Within the Program Statement Implementation Policy, it says that you have been orientated and understand the expectations described in Family Day's Program Statement **prior to working with children**.

Please follow the instructions below to complete the Program Statement Orientation process. ***You may also click on the screenshot beneath it to access the page.***

- 1) Go to [Family Day Care Website](#), click on Hiring → click on Working at Family Day



- 2) Click on Program Statement Orientation



## Program Statement Orientation

3) Click on Program Statement and read it, then close that screen



The Child Care and Early Years Act requires all new staff, students and volunteers, to review the Program Statement prior to interacting with children and anytime the Program Statement is modified.

Family Day has created a webinar as a tool to help you understand our Program Statement and the expectations described within it. The webinar is approximately 30 minutes in length.

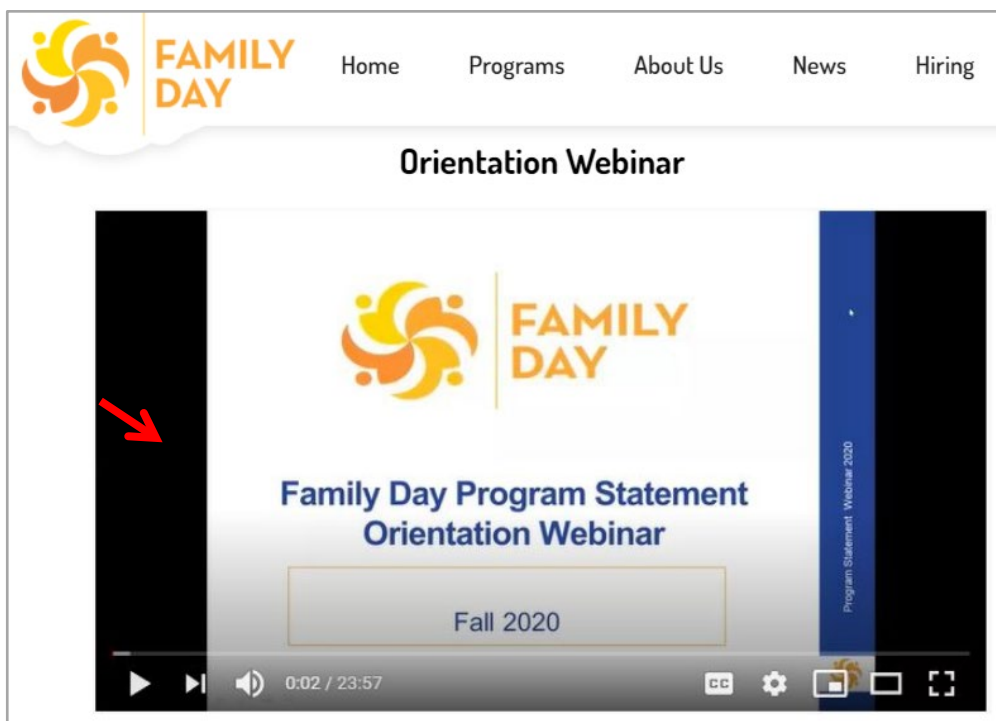
Once you have completed the webinar, please complete the survey by clicking on the link. Completing the survey will confirm that you have reviewed the Program Statement as required by the Child Care and Early Years Act.

**Program Statement**

 **Program Statement**  
To be reviewed annually



4) Click on Family Day Program Statement Orientation Webinar and watch and listen, then close that screen



**Orientation Webinar**

 **FAMILY DAY**

**Family Day Program Statement Orientation Webinar**

Fall 2020

0:02 / 23:57

Program Statement Webinar 2020

## Program Statement Orientation

- 5) Click on the Program Statement Orientation Survey and complete the survey



- 6) Certificate of completion

***Your certificate of completion will be emailed to you. Please specify the [name of your centre.](#)***

To receive a certificate verifying you have completed the webinar and survey, please complete the following;

Your name as you would like it to appear on your certificate: :

Please identify which Family Day Program you are associated with: :



## Accessibility for Ontarians with Disabilities Act 2005 (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) was passed in 2005. AODA's goal is to have Ontario accessible for all individuals by 2025 through a series of standards. Family Day began to comply with the regulation effective January 1, 2012.

One of the requirements under the Accessibility Standards for Customer Service is that every person who provides direct service to the public, or interacts with the public must receive training about how to serve customers with disabilities.

**You are required to complete the training. This training is mandatory for all student placements and volunteers at Family Day.**

To complete the training please follow these steps:

- A) Family Day's Accessibility Policy → Read the Accessibility policy below by clicking on the link or copy and paste the link in your browser:

<https://familydaycare.com/staff/wp-content/uploads/sites/2/Accessibility-Policy-August-2021-FINAL-REVIEW-COPY.pdf>

- B) AODA Training → Complete the AODA online training by clicking the link below or copy and paste the link in your browser:

<https://aoda.ca/free-online-training/>

- C) The Human Rights Code and the AODA → Complete The Human Rights Code and the AODA by clicking the link below or copy and paste the link in your browser:

<https://www.ohrc.on.ca/en/learning/working-together-code-and-aoda/certificate-version> \*\*

**\*\* You will need to click on printer-friendly version under the title Certificate Version, in order to obtain the certificate**

### AODA TRAINING

Note: This course works best on a desktop or laptop computer and is only available in English. It takes approximately 1 hour to complete and can be resumed (a link will be sent to your email address). Upon completion, a certificate can be downloaded and is delivered to you via email.

Please provide your Supervisor with a copy of your AODA certificate.





## The Human Rights Code and the AODA

This 5 part e-learning series will take approximately 20 minutes and each part is followed by a quiz.

Upon completion, a certificate can be downloaded as a PDF. You must insert your full name and add it on the certificate. **Please provide your Supervisor with a copy of your AODA certificate.**





## **Worker Health and Safety Awareness in 4 Steps Training**

Dear Placement Students,

Health and Safety Awareness training became mandatory on July 1, 2014, when Ontario Regulation 297/13 came into force. Placement students and volunteers can use this free training program "The Worker Health and Safety Awareness in 4 Steps" from the Ministry of Labour as one way to meet the minimum training required by the Occupational Health and Safety Awareness and Training regulation.

This training introduces workers, students and volunteers to the Occupational Health and Safety Act (OHSA). It focuses on the health and safety rights and responsibilities of workers, supervisors and employers. It also serves as a general introduction to workplace health and safety.

This training is mandatory for all Family Day placement students and volunteers.

### **The Worker Health and Safety Awareness in 4 Steps: Training Module**

When you open up the Worker Health and Safety Awareness in 4 Steps test page, you will be presented with an introduction. The introduction provides information about the quiz. It also provides information about how you navigate the quiz. There are four parts, or modules, to the safety training:

- 1) Get on Board
- 2) Get In The Know
- 3) Get Involved
- 4) Get More Help

### **Worker Health and Safety Awareness in 4 Steps: Certificate**

This online training session and quiz volunteers and student placements understand their rights and responsibilities at work. You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module. The Ministry of Labour will not store your certificate, or keep a record of training. Please keep a copy for your records.

Please submit a copy of **The Worker Health and Safety Awareness in 4 Steps Certificate** to your Supervisor.

### **Worker Health and Safety Awareness in 4 Steps: Taking the training – eLearning Module**

This online learning module takes 45 - 60 minutes to complete.

*\*The module is unable to keep track of your progress, so it must be completed in one sitting.*

<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>