Child Care Centres Supervisors Network Meeting Minutes

Thursday 10th March 2016 6:30 pm to 8:30 pm

Community Board Room, Early Childhood Community Development Centre, 3340, Schmond Parkway, Thorold, ON L2V 4Y6.

1. **Welcome and Introductions**
   - **Regrets**-Rosalind Blauer, Niagara Nursery School and Child care Centre, and Seven C's Child Care Centre
   - **Introductions;** Participants introduced themselves and in attendance were:-Tammy Bibeau, Sarah Cage, Tracy Cameron, Elisabeth Caswell, Valerie Chase, Sonya Clement, Kirsten DeVreede, Sandy Di Maria, Christine Gray-Johnston, Marilyn Guest, Dara Hett, Michelina Horton, Joanne Janzen, Laura King, Krystal Kwakernaat, Sarah Luchkanyn, Grace Maskell, Rena Mills, Sharon Milne, Leah Philbrick, Jessica Poirier, Sue Rabley, Stephanie Randles, Iris Rinkoff, Laurie Roberto, Sandra Thompson-Winfield, Patricia Couroux minutes and co-facilitator and Ginette Wilson minutes and co-facilitator.

2. **Acceptance of Minutes from Last Meeting**; The minutes were accepted by Joanne Janzen and seconded by Sharon Milne

3. **Acceptance of Agenda**
   - Reviewing the agenda and adding additional areas; The agenda was accepted with no amendments.

4. **Updates**
   - **Ministry of Education**; Cynthia Bradshaw and Kari-Lyn Burkholder were unable to attend. The following report was shared;

   1-Program Statement
     o Program Advisors have been actively engaging in conversations with licensees and educators, providing them with resources such as Think, Feel, Act (2013), Excerpts from ELECT (2014) and the How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014) to support and strengthen their understanding of the positive impacts quality programming has on children's early learning and development. These documents were created to provoke self-reflection and discussion amongst educators, their colleagues and within the Early Years sector. Program Advisors will continue to work with licensees using baseline criteria.
     o Baseline criteria is 1 written goal and 1written approach for any indicator in s.46 (3) a through to k.
     o A goal can encompass more than one requirement. A simplified analogy is the goal is the "what" the program is going to do and the "approach" is how and why they will achieve the goal. The format of the Program Statement is not relevant to assessing compliance, rather it is the content. The content must be of a written format within the program statement to enable compliance to be assessed.
     o The Program Statement is expected to be a working, living document with the baseline allowing for growth, and further expansion by adding additional goals and approaches as the licensee and their staff become more familiar with the requirements, in relation to their Program Statement.
     o The document should speak for itself and the program. The goals and approaches need to be clearly identified in writing to maintain consistency.
     o Visual attachment to support centres with the development of their program statement was circulated. Copy attached with the minutes.

2-Early Childhood Educators Registration with the College of ECE's
- o Program Advisors have been finding a significant number of ECE's working in the field without registration **OR** a suspended membership. Most suspensions or reasoning for not registering appears to be the cost.
- o Registration with the college is legislated under the Early Childhood Education Act (2007) and Child Care and Early Years Act (2014).
- o Individuals who are not registered **OR** have a suspended membership shall not work in the scope of practice.
- o Program Advisors review all ECE memberships during licensing renewal and monitoring visits, it is recommended that licensees develop a practice to review the memberships of the educators employed the centre.
- o Program Advisors are strongly recommending that licensees look at their current work contracts with employees, address the requirement for registration and identify measures that will occur if a membership is **NOT** in 'good standing' with the College of Early Childhood Educators. Consultation with the CECE is recommended.

3-Serious Occurrence Reporting
- o Program Advisors are receiving a high volume of reports that are in excess of the 24 hour requirement. Licensees should put plans into place to ensure that this requirement is met (i.e. designate to have access to CCLS).
- o Reports should include identifying information for children -NO initials.
- o Reports should be written in a professional manner, objective and clearly identify the occurrence.
- o Serious Occurrence notification postings:
  1) To be uploaded into CCLS
  2) If any changes/actions happen during the 10 day posting, the licensee is to update the posting with the action
  3) Letters from FACS/CAS to be obtained and uploaded into CCLS

4-Vulnerable Sector Checks (VSC)
- o Compliance will be met if a licensee has an individual's 'original' or a true copy on premise at the time of the licensing renewal visit, in addition to the individual's declaration.
- o Program Advisors are requiring licensees to support this work during licensing and can be achieved by;
  1) Completing the Ministry staff schedule (available on line) and in the section for the VSC add the date.
  2) Program Advisors will be providing a chart at the time of the licensing renewal visit for centres to complete.
- o A true copy includes the date, the words "true copy" and the signature of the licensee who is confirming they viewed the original on the copy.

- **Niagara Region Children's Services-Report, Laura Rasmussen**
  - o Centres budgets and documents were due February 28, 2015. Centres who submitted the information on time will receive $1500.00 cheque. Those centres who do not submit on their budgets and documentation on time will face progressive limitations.
  - o The province has announced that responsibility for OEYC, PFLC and Resource centres will be transferred to the municipalities. Niagara Region is working on a plan regarding the transfer.
  - o The next Community Consultation meeting will be held in May 2016, date to be announced. Agenda items will include growing infant spaces and naturalized play spaces.
  - o Retrofit dollars for infants spaces will be made available due to an increased demand for infants

spaces and a decrease for preschool spaces.

- **Niagara Public Health- John Burnett**
  - During inspections inspectors will be updating their contact list regarding who to connect with at each centre with regard to high risk outbreaks, recalls etc.
  - Inspectors will be asking for a list from centres regarding who they source their food from, such as caterers, to enable them to know who to call in relation to any recalls.
  - Outbreak management tool has been used in Nursing Homes for the past 2 years and has cut down the number of outbreaks. Public health is looking at utilizing this tool within Child Care Centres as a resource to support the centres during an outbreak.
  - Question regarding getting the most current copies of the checklists.
  - The Health and Safety Manual is currently being updated with the most current information. Public Health are encouraging centres to provide feedback regarding what is useful and what needs updating in the manual, the format of manual etc. Online training for the manual is being considered.
  - Rabies is resurfacing, in bats and raccoons, in Hamilton area in significant numbers with one case on the Niagara border. This is currently being observed and background research is taking place. Any contact with wild animals should be reported with due diligence to Public Health and education of children and families regarding being cautious, check vaccination backgrounds etc.

5. **Training/Network Development Activity**
   - Presentation regarding the new nutrition and menu planning requirements in relation to the new Child Care &Early Years Act by Jennifer Moodie from the Family Health Division of Niagara Region Public Health. Copy attached with the minutes.

6. **Round table discussion**
   - Regarding strategies that centres' are using in developing their program statement
     - An organization shared that all their supervisory staff had met to discuss the program statement, then each supervisor is taking that back to their individual centre to develop with the staff team.
     - A school age program shared that they were finding it difficult to develop a program statement due to the short time that children spend in the program and the part-time hours and turn over of staff.
     - Most centres were waiting in anticipation of the Niagara Child Care Sector meeting as the Ministry of Education would be attending the meeting.

7. **Discussing Issues and Brainstorming Solutions**
   - Round table discussion

8. **Francophone supervision network changes-**as a result of the restructuring of Francophone meetings the Francophone supervisors will be attending the Child Care Centres Supervisors Network meetings. The Francophone Supervisors were welcomed to the Child Care Centres Supervisors network.

9. **Development Resources available at the ECCDC**
   - Open house to launch the ECCDC new 'Provocation for Learning Kits' and Members Open House.
     - The 'Provocation for Learning Kits' Open House will take place on Wednesday… Thank you to everyone who participated in the conversations regarding the design of the new kits.
     - The Membership Open House will take place on Wednesday… All new and renewing members will receive and invitation. It is planned that a Membership Open House will take place three times a year.

10.ECCDC Resource Display
- Resource Reference List (attached with the minutes) and Resource Display
- Professional Learning Opportunities offered in the Winter and Spring Esteem
  - The Board: A Winning Team with Gay Douglas
  - Tools and Strategies for Hosting an Intergeneration Program event
  - Documentation as Relationship with Karyn Callaghan and Jason Avery

11.Future network development; participants would like the Ministry of Education Program Advisors to attend meetings. The network facilitators will liaise with them and arrange the next meeting around their schedules. The next meeting will take place at North End Co-operative Nursery School, St Catherines.

12. Meeting Evaluation