



COMPLIANCE AND CONTRAVENTION OF POLICIES AND PROCEDURES

The Policies and Procedures at MLCP are designed to support the best delivery of the program. All Policies, Procedures and Individual Plans are and will be reviewed with employees before they begin their employment, and with volunteers and students before they begin their volunteer time or placement. Everyone will review these documents annually and at any other time when changes are made to a policy, procedure or individualized plan. A record will be kept with the following information: the date of the review, the printed name and signature of the person reviewing the document, and the supervisor or designate signature.

Ongoing Monitoring For Employees

Compliance with the school policies, procedures and individualized plans is to be monitored by the supervisor. Policies mandated by CCEYA are included in the annual contract but complete policies are available in the staff room, MLCP online or the main office for perusal at any time. The intent is for employees to be better equipped to provide for the health, safety, and well-being of the children receiving care. The supervisor does regular observations of the staff. A compliance chart will be completed and reviewed with each employee.

Contravention of a policy by an employee will be addressed by the supervisor. The supervisor will meet with the employee as soon as possible after the observed contravention to discuss the matter. If it is necessary, a second meeting will follow within one week to review the contravention and staff compliance. The contravention will be recorded on a compliance chart and reviewed at the two week mark. Any action taken or follow up plan will then be recorded. The employee must show compliance in follow up observations by the supervisor. If the employee does not show compliance, then a written warning will be issued to the employee. Failure to meet compliance may then result in suspension or termination of employment.

Each employee's Individual Compliance chart will be kept in a secure location and kept for a period of at least 3 years.

Ongoing Monitoring For Students/Volunteers

Compliance with the school policies, procedures and individualized plans will be monitored by the supervisor or designate mentor. The supervisor or designate mentor will schedule a meeting with each student to review policy compliance after a period of 3 months, from the date of their initial document review, providing a student/ volunteer is still be participating in the program. A compliance chart will be completed during this meeting. Any contraventions or actions to be taken by the volunteer or supervisor or designate mentor will be noted on the chart. Failure to meet compliance may then result in the termination of the placement or volunteer time.



MLCP POLICY COMPLIANCE CHART

(For the Monitoring of Compliance & Contravention of MLCP's Policies & Procedures)

DATE OF REVIEW _____

Employee Name:		Telephone (h):	
Address:		Telephone (c):	
		Email:	
Policy/Procedure/Plan	Compliance ✓	Contravention ✓	Observations/Action to be Taken
Allergic/Anaphylactic Reaction Policy			
Criminal Reference Waiver/Vulnerable Sector Check/Offence Declaration Sign Off			
Emergency Management			
Enrichment Seminars / Training			
Fire Drill Procedures & Evacuations			
Individualized Plan for a Child with Medical Needs/ Medication Policy			
Parental Issues and Concerns			
Playground Safety and Supervision			
Program Statement and Implementation Policy/ Annual Mini Evaluation as specific to the MLCP PROGRAM STMT			
Sanitary Practices			
Serious Occurrences and Accidents			
Sleep Room Policy			
Student/Volunteer/PTA Policy			
Wait List Policy			
Employee/Student/Volunteer Name (print)		Employee/Student/Volunteer Name (signature)	Date
For MLCP (print)		For MLCP (signature)	Date