

# **Fort McMurray Catholic Schools**

## **Operating Policies and Procedures**

### **OP 605 – Child Care Services - Human Resources**

#### **Policy**

The Catholic Board of Education recognizes that:

- a. Child care professionals are essential to the provision of high quality child care programs;
- b. Children benefit from child care professionals who incorporate their solid understanding of early learning and child development into practice; and
- c. Child care professionals are most effective when they are supported, respected and valued in their work environment and given opportunities for professional growth.

#### **Procedures and Directives**

The Deputy-Superintendent shall ensure that Fort McMurray Catholic School Child care programs create a supportive work environment to maintain a qualified team of child care professionals and assist them in providing high quality child care services through its philosophy, policies, procedures, and practices. This will be accomplished by ensuring that:

- a. Child Care programs have clear and current statements of program philosophy, policies, goals, and strategies in place to assist child care professionals in providing quality care;
- b. New staff are provided a thorough orientation before they begin working with children;
- c. Staff are be kept informed about changes to program delivery and government information that will directly affect them;
- d. An orientation and training meeting be held for all staff at the start of every school year;
- e. Child Care Professional are familiar with district and school emergency procedures,
- f. Staffing of the Child Care Programs will follows the hiring process of the District including the need to have adequate qualifications, selection through interviews,

screening through reference and criminal records verification and periodic evaluations during the mandatory probationary periods;

- g. As employees of the Fort Catholic Board of Education, all District human resources and management policies and practices apply to Child Care Professionals subject to any additional requirements or restrictions mandated under the Alberta Child Care Accreditation Standards.
- h. Child Care Professionals have access to the Catholic School Personal Support Services and resources and benefit programs subject to applicable collective agreements and benefit programs terms and conditions;

**References:**

- Alberta School Act, Para 59 & 60
- BSR-3: Accountability of the Superintendent
- Executive Limitation 3 – Treatment of Staff

**Cross References:**

- OP 102 – Sexual & Personal Harrassment
- OP 104 – Emergency Disaster Plan
- OP 105 – Emergency School Closure
- OP 106 – School Closure due to Inclement Weather
- OP 108 – Respectful Workplace
- OP 109 – Fire Safety Program
- OP 150 – Occupational Health & Safety
- OP 151 – Reporting Incidents
- OP 152 – Working Alone
- OP 154 - AED
- OP 408 – Code of Conduct
- OP 409 – Public Interest Disclosure
- OP 417 – IT & Network Use
- OP 440 – Workforce Violence
- OP 461 – LAPP

**Approval by Superintendent of Schools**

- 15 February 2015

**Date of Last Revision**

- 15 February 2015