



Child Care Centre
Field Placement Program
2016/2017

**Questions & Answers
For
Educational Institutions**

What is the CTB Child Care Centre Field Placement Program?

The Corporation of the City of Thunder Bay (The Corporation) has a child care centre field placement program to provide students with real work experience opportunities. The duration of placements will be full days up to five days per week, over an approximate four month period, and there is no cost to the employer.

Placements will be available at the following Corporate Child Care Centres in the Community:

1. Woodcrest Child Care Centre
2. Odgen Child Care Centre
3. Algoma Child Care Centre
4. Grace Remus Child Care Centre

This Program is in partnership with:

- ✓ Confederation College
- ✓ Oshki-Pimache-O-Win Education and Training Institute

Please Note: Reasonable accommodations are available upon request.

Who can participate in the Program?

The placement program is open to first and second year students enrolled in an Early Childhood Education Program and/or an Early Childhood Resource Teacher Diploma Program. The program provides an opportunity for students to extend their classroom learning to supervised placements in the City while earning their mandatory practicum.

How do students find out about these positions?

Interested students can contact their post-secondary Program Coordinators from their respective education institution to find out more information about placement opportunities at one of the Child Care Centres with the Corporation.

Are the Corporation's unions supportive of this initiative?

Human Resources staff has met with the respective union representatives who are very supportive of providing field placement opportunities for students enrolled in programs with an educational institution. However, please keep in mind that student placements are not to displace any full-time or part-time employee nor should it backfill any current employment vacancy.

How many placements are available?

There are two semesters during an academic year, and the Corporation will accept.

- Woodcrest Child Care Centre – up to 4 students per semester
- Odgen Child Care Centre – up to 3 students per semester
- Algoma Child Care Centre – up to 3 students per semester
- Grace Remus Child Care Centre – up to 3 students per semester

Please Note: There will be no more than two students in one room at each daycare.

What type of workplace preparation will the students receive?

All students will receive on-line, self-directed Corporate Orientation training (See Attachment 1 for an attached outline); and one-on-one child care orientation training from the Program Supervisor – Child Care Centre (see Attachment 2 for an attached outline).

The orientation training will prepare students to understand the following:

- placement-specific workplace health and safety considerations;
- issues relating to confidentiality and the right to privacy;
- work ethics and responsible use of Corporate resources;
- the right to function in a climate free from abuse and harassment;
- relevant sections of employment and human rights legislation;
- history and role of labour unions; and
- appropriate methods of dealing with and reporting concerns or problems at the placement.

What are the responsibilities of the Program Coordinators from the education institution?

Program Coordinators are responsible for the following:

- Contacting one of the Program Supervisors – Child Care Centres at the Corporation to discuss possible placements, **three – four weeks** before a placement is to begin.
- Ensuring that students provide the Program Supervisor – Child Care Centres the required WSIB/Placement Form (WEAP Form)

- Reviewing all Type II Police Records Checks (PRC) prior to being presented to the Corporation; to ensure the Police Records Checks are successful and meet requirements.
- Reviewing all immunization records and TB Skin Test to ensure they meet the legislation requirements of Ontario Regulation 137/15 - Child Care & Early Years Act.
- Contact and advise the Program Supervisors at the City of Thunder Bay Child Care Centres regarding any matters reported by a student (i.e. abuse, etc.).

What are the students' responsibilities?

Students are expected to:

- Contact the Program Supervisor – Child Care Centre **one week (at a minimum)** prior to the beginning of the placement in order to communicate and discuss the possibility of a placement opportunity.
- Meet with the Program Supervisor – Child Care Centre prior to starting their placement for an orientation meeting. At this meeting, students are to provide the Program Supervisor – Child Care Centre with the required WSIB/Placement Form, indicated above), a Type II PRC that meets the Corporation's requirements as outlined in Attachment 3; an up-to-date immunization record and a TB Skin test that meets Corporate requirements as outlined in Attachment 4; **one week** prior to placement. All required documentation must be reviewed prior to starting a placement. If proper documentation is not provided, the student will not start their placement.
- reviewing and signing off on all policies and procedures relevant to this placement;
- adhere to the policies and procedures of the centre;
- fulfilling the objectives and responsibilities of their role, as outlined in the student's evaluation criteria (field placement expectations)
- comply with all company rules as to dress, safety codes, work schedules, and policies.
- work in a courteous, responsible, and professional like manner and show appropriate initiative.
- observe and comply with the rules and regulations of the placement and the school including confidentiality requirements.
- inform the placement supervisor and facility teacher in advance if they are unable to report to their placements.
- work with supervisors and teachers in the assessment of their own performance, and ensure that problems are dealt with immediately.

- provide an evaluation of their field placement experience to the Program Supervisor – Child Care Centre.

Please Note: If a successful PRC, or an up-to-date immunization record is not provided the placement opportunity will be reviewed and may be rescinded. Please see Attachment 3 for more information on the process the Corporation will follow if a positive PRC is received. While the PRC is being reviewed the student will not start their placement.

If a positive tuberculosis skin test (TB) is received it means that at some point the student may have been exposed to the bacterium that causes TB. It does not necessarily mean that the student has active TB; however, further medical investigation will be necessary prior to commencing a placement.

What are the responsibilities of the Program Supervisors?

Program Supervisors – Child Care Centres are expected to:

- connect with students one week prior to placement to communicate and discuss placement.
- meet with the students, prior to starting their placement, for an orientation meeting. During this meeting the Program Supervisors will:
 - ensure that students and the education institution provide a WSIB/Placement Form agreement & sign the agreement; **prior to placement.**
 - ensure all parties (student, education institution and the Corporation) sign the above agreement; **prior to beginning their placement.**
 - ensure all students provide a Type II Police Records Check that meets the Corporation's procedural standards (see Attachment 3 for more information); **prior to beginning their placement.**
 - ensure all students provide an up-to-date record of immunization; and prior to commencing their placement provide documentary evidence of having undergone a one-step tuberculosis skin test (see Attachment 4 for more information); **prior to placement.**

In addition, Program Supervisors will:

- ensure students receive Corporation Orientation training (Attachment 1) & Child Care Centre Training (Attachment 2) within the **first week** of placement.
- identify the tasks that the student will perform at the placement.
- talk with the student's teacher to discuss performance and final reporting.

- orient students, who are placed in a unionized setting, to the union and allow them to spend some time with the union representative.
- provide direction on whether or not the use of personal cell phone, blackberry, ipod, or any other technological device are permitted on the job.
- ensure a safe working and learning environment.
- assist students to function as part of the team.
- develop the expectations, roles and responsibilities of the students and volunteers.
- assign a mentors/staff members to supervise students and volunteers (usually an early childhood educator).
- monitor the prohibited practices of student and volunteers.
- address any matters (i.e. abuse) brought forward by students or education institution while completing their placement.

The mentors/staff members will be responsible for:

- reviewing the expectations, roles and responsibilities with the students and volunteers.
- mentoring and working with the students and volunteers.
- fulfilling the administration requirements of such placements.
- communication with other staff members and operator.

Please Note: In the event a student has maximized their placement opportunity at a Child Care Centre, the Program Supervisor has the right to end the student's placement. The Program Supervisor of the Child Care Centre will contact the education institution directly.

What are the timelines?

For all three school terms the following will apply:

- **3 weeks** prior to start of placement - Education Institution contacts Program Supervisor – Child Care Centre.
- **1 weeks** prior to placement - students are to contact Program Supervisor – Child Care Centre.
- prior to starting placement - students are to meet with Program Supervisor – Child Care Centre for an orientation meeting At this meeting, students are to provide the Program Supervisor

with WSIB/Placement Form, a successful Type II Police Records Check, and up-to-date immunization record, and a TB Skin Test during the above meeting.

- Program Supervisors – Child Care Centre will ensure the above documentation is received prior to a placement beginning.
- Student starts placement.
- Student receives Corporate Orientation Training & Child Care Centre Training during the first week of placement.
- Early Childhood Educators provide feedback by completing the education institution’s feedback forms for each student. This may include the completion of a student placement journal.
- Student ends placement.

Semester 1 – September to December

Semester 2 – January to March

Semester 3 – March to April

Please Note: These dates are subject to change.

Attachment 1

CORPORATE ORIENTATION OUTLINE

Corporate Overview:

- *General information will be provided about the Corporation, the Corporation's Vision & Values - ACT, and general expectations of employees.*

Records Management:

- *Information will be provided about the City's records management process.*

Corporate Safety:

- *WHMIS, internal responsibility system, worker responsibilities, etc.*

Computer Use Policy & Responsibilities

- *A review of the Corporation's Computer Use Policy will take place and information will be provided about social engineering.*

Attachment 2

CHILD CARE ORIENTATION CHECKLIST

<p>1. Review Staff Handbook</p> <ul style="list-style-type: none"> Point out location of handbook Review licensing policies and health care plans 		<p>2. Review Prohibited Practices Policy</p>	
<p>3. Review Allergy List and Epi Pen Procedures</p> <ul style="list-style-type: none"> List in each room Point out who the children are Instruction poster/How to administer Who has one/Where is it stored 		<p>4. Health Care Plan</p> <ul style="list-style-type: none"> Review and sign 	
<p>5. Review Fire Procedure and Evacuation Plan</p> <ul style="list-style-type: none"> Point out evacuation posters/shelter Review responsibilities Location of exits, location of fire extinguishers 		<p>6. Review Health & Safety Regulations</p> <ul style="list-style-type: none"> WHMIS products/First Aid Kit Sanitary practices, hand washing, rubber gloves, table washing, toy washing Overview of work area, tripping hazards, electrical plugs, proper lifting, use of ladders Sunscreen 	
<p>7. Review rations for indoor and outdoor</p> <ul style="list-style-type: none"> Refer to Child Care and Early Years Act 20% mix – 2/3 reduction 		<p>8. Review Accident Reports/Ill Health Reports/Serious Occurrence Reports</p> <ul style="list-style-type: none"> Where forms are kept/When/How to complete Notification/Signatures/Authorization Who/How to inform regarding an injury while on the job 	
<p>9. Documentation of Significant Events</p> <ul style="list-style-type: none"> What/Where to document (profile/daily log) Who to inform 		<p>10. Diapering Procedure</p> <ul style="list-style-type: none"> Sanitation practices/Diapering log Individual instructions/Who is in diapers Review diapering procedures 	
<p>11. Playground Safety and Inspections</p> <ul style="list-style-type: none"> Review of equipment/Eliminate hazards Reporting 		<p>12. Use of Telephone</p> <ul style="list-style-type: none"> How to answer-proper greeting Personal use-restricted 	

procedure/Supervision/Ratio			
13. Confidentiality <ul style="list-style-type: none"> Freedom of Information Parental rights 		14. Payroll/Timesheets <ul style="list-style-type: none"> Where forms are kept Where/When to leave time sheets Who and when to call if unable to work 	
15. Leave Areas Clean <ul style="list-style-type: none"> Room: pick up toys, wash tables, tidy chairs, sweep floor Locker area: tidy up shoes, boots, clothes, toys, crafts, etc. Bathroom: tidy up washcloths, paper towels 		16. Attendance Procedure <ul style="list-style-type: none"> Attendance sheets/ins and outs-walk about & full signature Busing schedules (who goes where, when) 	
17. Release of Children <ul style="list-style-type: none"> Who to release to Emergency lists, profile book, child's file Notes/messages 		18. Security System <ul style="list-style-type: none"> Panic buttons Security 	
19. Dress Code <ul style="list-style-type: none"> Review Policy 		20. Managing Personal Belongings <ul style="list-style-type: none"> Cell Phones, Clothing, Food etc 	
21. Customer Service <ul style="list-style-type: none"> Accessibility Awareness review/quiz Vision & Values 		22. Review ECE Student Photography Agreement and sign	

This document is intended to cover as many areas of orientation as possible. The supply staff member is expected to question any and all situations that they do not understand clearly and to review these expectations regularly. The Supervisor or delegate will continue to instruct the supply staff of any new or updated procedures as they occur.

Employee

Date

Supervisor

Date

Attachment 3

POLICE RECORDS CHECK INFORMATION

Corporate Procedure HR-01-39 on Police Records Checks indicates:

Student Placements - City of Thunder Bay Child Care Centres & Licensed Private Home Child Care:

Unpaid student placements conducted in a City of Thunder Bay Child Care Centre or a Licensed Private Home Child Care Centre are considered to be in a position of trust. The Child Care & Early Years Act, 2014 and the City of Thunder Bay requires all students on placement to provide a Type II PRC that is not greater than 6 months old.

Exceptions for Student Placements:

A Type II PRC is required for all student placements. If the Type II PRC is greater than 6 months old, Section 61 of the Ontario Regulation 137/15 made under the Child Care & Early Years Act, 2014, may permit a student to start their placement in a City of Thunder Bay Child Care Centre or a Licensed Private Home Child Care Centre prior to providing a vulnerable sector check (Type II PRC) if:

1. The hiring supervisor requires the student to apply to obtain a Type II PRC as soon as reasonably possible;
2. The length of time required to obtain a Type II PRC justifies it; and
3. The hiring supervisor puts additional measures in place to protect children who interact with the student until the Type II PRC is obtained (i.e. not leave the children alone with the student, etc.).
4. In addition, the City of Thunder Bay will require the student to provide a receipt verifying they have initiated a new Type II PRC; and
5. the student will be required to complete an Affidavit Form.

Hiring supervisors are responsible for ensuring that a Type II PRC is obtained.

Breaks in Service for Child Care Centre & Licensed Private Home Child Care Centres:

If the employee/student relationship has been terminated (i.e. leave of absence, break in cooperative education program) for 6 months or more, the student/employee shall obtain a new Type II PRC. If the break in service is for a student placement, please refer to the exception provisions indicated above.

A new Type II PRC is not needed if: the break in service is less than 6 months; and the Type II PRC on file at the CTB is less than 5 years old or there is an Affidavit Form on file that is not greater than 12 months.

Negative/Positive Police Records Check:

If a positive PRC (issue may exist) is returned, the Corporation's Staffing and Development Specialist will review it to determine if the offences are relative to bona fide job requirements. If the check shows

records of a criminal conviction of a job-related offence under statute for which a pardon has not been granted or revoked, the conditional offer of employment or placement *may be rescinded*. The Staffing and Development Specialist will conduct due diligence in the review of a bona fide job-related offence through by meeting with the Department General Manager, the Division Manager, and a Labour Relations Specialist to review:

- The nature of the offence;
- Sentencing received;
- The length of time since the offence was committed;
- The relevance of the particular conviction(s) to the position, and
- The risk posed to residents/children/vulnerable adults as a result of employing the candidate in the position.

The Departmental General Manager will then make the final hiring decision. Review of a PRC is to be conducted in a discreet and confidential manner, without disclosure or discussion to any other employees or supervisors.

Applicants under the Age of 18:

Three reference checks must be completed in lieu of a PRC.

Please Note: The Corporation is not responsible for any costs associated with obtaining a PRC.

Attachment 4

TUBERCULOSIS SKIN TESTING

In accordance with the Ontario Ministry of Health and Long Term Care Facility requirements, prior to commencing work, all applicants for positions within Homes for the Aged will be required to provide documentary evidence of having undergone:

1. A "two-step" Mantoux TB skin test at some previous point in time, **and** a regular "one-step" TB skin test within the past 12 months.

OR

2. A "two-step" Mantoux TB skin test in the past 12 months.

GETTING TESTED

You may be able to obtain TB skin testing through your family physician.

VICTORIAN ORDER OF NURSES (VON)

TB skin tests can also be done by the Victorian Order of Nurses (VON) at #200-214 Red River Road, for a cost of \$15.00 for a 1-Step and \$30.00 for a 2-Step. Testing is done by appointment only (344-0012) on Wednesdays, with a follow-up appointment on Friday to read the results of the test. The process is repeated the following week for a "two-step test."

RIDGEWAY WALK-IN-CLINIC

TB skin testing is done at the Ridgeway Walk-in-Clinic, located at 1001 Ridgeway Street E, across from the former McKellar Hospital. Testing is done on Monday and Tuesdays for a cost of \$30.00 for 1-Step testing and \$60.00 for 2-Step testing. Following administration of the first TB skin test, you will be instructed to return to the clinic within 48-72 hours to have the skin test read. This process will be repeated the following week for a "two-step test". For more information contact 622-0601.

REGIONAL WALK-IN-CLINIC

If neither of these are an option for you, TB skin testing is also available at the Regional Walk-in Clinic (opposite the Cancer Centre on the grounds of the Regional Hospital), 1038-984 Oliver Road. Testing is available on Monday, Tuesday or Wednesday, however, physician availability should be confirmed by telephone (768-1333) prior to attending the clinic. The cost is \$40.00 for 1-Step testing and \$80.00 for 2-Step testing. Following administration of the first TB skin test, you will be instructed to return to the clinic within 48-72 hours to have the skin test read. This process will be repeated the following week for a "two-step test".

RESULTS

A negative skin test indicates that you are free from TB. A positive skin test means that at some point you have been exposed to the bacterium that causes TB. It does not necessarily mean that you have active TB; however, further medical investigation will be necessary prior to commencing work.

SUBMITTING CERTIFICATES

Upon completion of testing, you will be required to submit a certificate signed by a registered health professional (doctor, registered nurse, registered practical nurse) indicating the date of the test and the result, to the Human Resources Division. Blank certificates are available from the Human Resources Division. Certificates should be submitted to the Human Resources Division, 141 S. May St. Thunder Bay. Office hours are from 08:30 am to 4:30 pm, Monday through Friday.

COSTS

The Corporation of the City of Thunder Bay is not responsible for any costs associated with either obtaining TB skin-testing or for any costs associated with the diagnosis and treatment of TB identified through skin testing.