

 <b>FAMILY DAY</b>	POLICY TITLE	CATEGORY
	Monitoring Compliance and Contravention – Written Process for Child Care Centres   Before & After School Programs & Early ON Programs	Programs
	APPROVING BODY OR POSITION	APPROVAL DATE
	Director, Programs	December 2025
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)	
	Child Care and Early Years Act, 2014 (CCEYA)	

## POLICY

This policy explains how compliance and contraventions with respect to policies, procedures and individualized plans under the regulation are monitored and reviewed on an ongoing basis, also how compliances and contraventions are recorded and addressed.

### Purpose

To maintain written records of review of policies, procedures and individual plans that show monitoring of compliance or contravention is recorded and addressed.

This document is intended to fulfill the obligations set out under [Ontario Regulation 137/15](#) for written policies and procedures for monitoring, recording and addressing compliance and non-compliance with policies, procedures and individualized plans for child care centres, before and after school programs & Early ON Programs

### Scope

This policy applies to all Family Day staff, students, and volunteers working with children.

### Procedures

- Ongoing monitoring will be conducted by Centre Supervisor/Assistant Program Manager/Program Manager
- Appendix A template will be used by the Centre Supervisor/Assistant Program Manager/Program Manager to record non-compliances or contraventions
- Contraventions are documented by the Centre Supervisor/Assistant Program Manager/Program Manager and addressed accordingly.
- Documentation of observations will be completed at the time the observations are made and will include concrete examples of observed non-compliance.
- Non-compliance with any policy, procedure or individual plan can lead to disciplinary action and/or termination of employment or placement.
- The following policies, procedures under the Child Care and Early Years Act, 2014: and individualized plans will be monitored:
 

1) Anaphylaxis Policy	9) Safe Arrival and Dismissal Policy
2) Children’s Individualized Plans	10) Sanitary Practices Policy
3) Emergency Management Policy & Procedures	11) Serious Occurrence Policy
4) Fire Safety/Evacuation Procedures	12) Sleep Supervision Policy
5) Medication Policy	13) Supervision of Volunteers & Students Policy
6) Parent Issues and Concerns Policy	14) Training and Development Policy
7) Playground Safety Policy	15) Vulnerable Sector Check Policy
8) Program Statement Implementation Policy	16) Waitlist Policy

## **Policy Review**

- All documentation is kept in a secure location/staff's personnel file.
  - Review and sign off the above-mentioned policies, procedures and individual plans is done at the time of hiring/beginning of placement and thereafter on an annual basis.
  - Policies, procedures, and individualized plans are also reviewed if any changes are made as well as when the supervisor recognizes a need for re-orientation.
  - Reviews take place at orientation, in one-on-one supervision meetings, and/or during monthly team meetings.
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**Please see APPENDIX A: Monitoring Compliances and Contraventions Tracking Form**



## Monitoring Contraventions Tracking Form

Policy / Procedure	Documentation of Contravention	Action Taken	Date (mm/dd/yy)
<b>Anaphylaxis Policy</b>			
<b>Children's Individualized Plans</b>			
<b>Emergency Management Policies and Procedures</b>			
<b>Fire Safety/ Evacuation Procedures</b>			
<b>Medication Policy</b>			
<b>Parent Issues and Concerns Policy</b>			
<b>Playground Safety Policy</b>			
<b>Program Statement Implementation Policy</b>			

Policy / Procedure	Documentation of Contravention	Action Taken	Date (mm/dd/yy)
Safe Arrival & Dismissal Policy			
Sanitary Practices Policy			
Serious Occurrence Policy			
Sleep Supervision Policy			
Supervision of Volunteers and Students Policy			
Training and Development Policy			
Waitlist Policy			
Vulnerable Sector Check Policy			

\_\_\_\_\_ *Staff name (please print)*

\_\_\_\_\_ *Staff Member Signature*

\_\_\_\_\_ *Supervisor Signature*

\_\_\_\_\_ *Date (mm/dd/yy)*