

|  |   |  |                      |
|--|---|--|----------------------|
|   | <b>POLICY TITLE</b>   |  | <b>CATEGORY</b>      |
|  | Smoke Free – Child Care Centres, Before & After School Programs |  | Programs             |
|  | <b>APPROVING BODY OR POSITION</b>                               |  | <b>APPROVAL DATE</b> |
|  | Associate Director, Programs                                    |  | June 2007            |
|  | <b>PRIMARY LEGISLATION / REGULATION REFERENCE(S)</b>            |  |                      |
| <ul style="list-style-type: none"> <li>• Smoke Free Ontario Act</li> <li>• Child Care and Early Years Act, 2014</li> </ul> |   |  |                      |

## POLICY

Family Day is dedicated to the health and safety of the children in our care and ensures this by meeting all requirements of applicable legislation through the Child Care and Early Years Act, 2014 (CCEYA). Under the Smoke Free Ontario Act, no person shall smoke or hold a lighted cigarette in any enclosed public place or enclosed workplace. For the purposes of this policy this includes all Family Day work sites including child care locations and playgrounds. All home child care locations contracted with Family Day, including the back yard, if children play in the back yard, whether children are present or not and in the garage or driveway areas when children are present.

### Purpose

The purpose of this policy is to ensure that appropriate measures are in place in order to keep all locations associated with Family Day either through direct operation or indirectly through contracted service smoke free at all times whether children are on the premises or not.

### Scope

According to the Smoke Free Ontario Act this policy applies to all staff, caregivers, students, volunteers, parents and visitors who are on the premises of a Family Day site or a location contracted with Family Day.

## Procedures

### Family Day

- All staff will be informed of the no smoking policy through the employment letter.
- All students and volunteers will be informed of the no smoking policy through the student and volunteer handbook.
- All providers will be informed of the policy through the yearly signing of the caregiver contract.
- All parents for both centre- and home-based care are informed of the no smoking policy through the signed parent contract and handbook.
- Non compliance by staff may result in discipline up to and including termination.

### Child Care Centres/Ontario Early Years Centres

- Supervisors or designates will ensure that “no smoking” signs are posted throughout the centre and in all washrooms.
- Supervisors or designates will review the no smoking policy with all staff, students and volunteers through the provision of the handbook.
- Supervisors or designates will review the no smoking policy with all parents before enrolling their children in a Family Day child care centre.
- Parents will sign the child care centre parent contract, which includes the no smoking requirement.

### Home Child Care

- Caregivers are informed of the Smoking Free Ontario Act prior to contracting with Family Day through the Family Day Home Child Care business guide.
- Caregivers will sign a yearly contract agreeing to comply with the no smoking policy.
- Caregivers are informed of the requirements of posting “No Smoking” signs and removal of ashtrays.
- Home Child Care Coordinators will conduct monthly visits and quarterly safety checklists to monitor compliance.
- Non-compliance may result in termination of the Caregiver contract.