

# BOARD ORIENTATION MANUAL

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Approved June 21, 2011



# Cook's School Day Care Inc.

Date of Incorporation: 29 August 1985  
Ontario Corporation No.: 000634865

## TABLE OF CONTENTS

<b>1.</b>	<b>MISSION STATEMENT .....</b>	<b>3</b>
<b>2.</b>	<b>HISTORY OF THE ORGANIZATION .....</b>	<b>3</b>
<b>3.</b>	<b>PROGRAMS: WWW.COOKSDAYCARE.CA.....</b>	<b>4</b>
	CENTRE-BASED PROGRAMS.....	5
	HOME-BASED PROGRAM .....	6
<b>4.</b>	<b>HOW THE WORK GETS DONE.....</b>	<b>1</b>
<b>5.</b>	<b>FUNCTIONS OF THE BOARD OF DIRECTORS AND SENIOR STAFF .....</b>	<b>8</b>
<b>6.</b>	<b>THE BOARD MEMBER'S ... POSITION.....</b>	<b>9</b>
	JOB DESCRIPTIONS.....	9
	REQUIREMENTS OF THE POSITION .....	11
	TIME COMMITMENT .....	11
	ELECTION OF OFFICERS .....	12
<b>7.</b>	<b>THE BOARD MEMBER'S ... COMMITMENT, OBLIGATIONS AND RESPONSIBILITIES.....</b>	<b>12</b>
	CONFIDENTIALITY .....	12
	DISQUALIFICATION/TERMINATION.....	13
	LEGAL RESPONSIBILITIES .....	13
	LIABILITY .....	14
	LIMITATIONS.....	15
	POWERS OF THE BOARD OF DIRECTORS .....	15
	REMUNERATION .....	15
	SIGNING OFFICERS.....	15
	TERMS OF OFFICE.....	16
	VACANCIES .....	16
<b>8.</b>	<b>THE BOARD MEMBER'S ... ELIGIBILITY .....</b>	<b>16</b>
<b>9.</b>	<b>BOARD COMPOSITION.....</b>	<b>16</b>
<b>10.</b>	<b>FIRST MEETING OF THE NEW BOARD OF DIRECTORS .....</b>	<b>17</b>
<b>11.</b>	<b>MEETINGS OF THE BOARD OF DIRECTORS.....</b>	<b>17</b>
	ATTENDANCE AT MEETINGS.....	17
	CALLING OF MEETINGS .....	17
	DATE, PLACE, TIME OF MEETINGS .....	17
	DEBATE .....	18
	IN-CAMERA/EXECUTIVE SESSIONS.....	18
	MOTIONS.....	18
	PARLIAMENTARY PROCEDURE .....	19
	QUORUM .....	19
	VOTING .....	19
<b>12.</b>	<b>MINUTES OF MEETINGS.....</b>	<b>19</b>
	IN-CAMERA/EXECUTIVE SESSIONS.....	19
<b>13.</b>	<b>CONFLICT OF INTEREST.....</b>	<b>20</b>

## COOK'S SCHOOL DAY CARE INC.

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<b>14. COMMITTEES</b> .....	<b>23</b>
<b>15. AMENDMENTS TO CONSTITUTION AND BY-LAWS</b> .....	<b>23</b>
<b>16. DISSOLUTION CLAUSE</b> .....	<b>23</b>
<b>17. LICENSING</b> .....	<b>23</b>
<b>18. FUNDING</b> .....	<b>24</b>
<b>19. CONTRACTS</b> .....	<b>24</b>
<b>20. AFFILIATIONS</b> .....	<b>25</b>
<b>21. ROLE OF THE MINISTRY OF CHILDREN AND YOUTH SERVICES</b> .....	<b>25</b>
<b>22. LEGISLATION THAT MAY AFFECT YOUR BOARD'S OPERATION</b> .....	<b>25</b>
<b>23. THE DAY NURSERIES ACT</b> .....	<b>26</b>
ACCOMMODATION AND BUILDING.....	26
BEHAVIOUR MANAGEMENT.....	27
CALCULATION OF PROVINCIAL GRANTS.....	27
ENROLLMENT AND RECORDS.....	27
EQUIPMENT AND FURNISHINGS.....	27
FINANCIAL RECORDS AND RETURNS.....	27
FIRE SAFETY AND EMERGENCY INFORMATION.....	27
HEALTH AND MEDICAL SUPERVISION.....	27
HEARINGS.....	28
INSPECTION.....	28
INSURANCE.....	28
LICENSING AND APPLICATIONS.....	28
NUTRITION.....	28
ORGANIZATION AND MANAGEMENT.....	28
PLAYGROUND.....	29
PROGRAM.....	29
STAFF NUMBER AND GROUP SIZE.....	29
STAFF TRAINING AND DEVELOPMENT.....	30
QUALIFICATIONS OF STAFF.....	30
<b>24. EMPLOYMENT STANDARDS</b> .....	<b>30</b>
<b>25. THE CORPORATIONS ACT</b> .....	<b>30</b>
<b>26. MINISTRY OF CHILDREN AND YOUTH SERVICES ACT</b> .....	<b>31</b>
<b>27. GLOSSARY OF TERMS</b> .....	<b>31</b>
ANNUALIZED DOLLARS.....	31
APERS.....	31
APPROVED CORPORATION.....	31
AUDIT.....	31
BUDGET.....	31
CHILDCARE.....	32
CONTRACT/LEGAL AGREEMENT.....	32
CORPORATION.....	32
DAY NURSERIES ACT AND REGULATIONS.....	32

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**COOK'S SCHOOL DAY CARE INC.**

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DAY NURSERIES LICENCE.....	32
DIRECTOR (MINISTRY OF CHILDREN AND YOUTH SERVICES) .....	32
EMPLOYMENT STANDARDS ACT .....	32
FINANCIAL STATEMENT .....	32
FISCAL DOLLARS .....	32
FORMAL CHILDCARE .....	32
HANDICAPPED CHILDREN'S BENEFIT .....	33
HOME CHILD CARE PROVIDER .....	33
IN-CAMERA/EXECUTIVE SESSION.....	33
INCORPORATION.....	33
INFORMAL CHILDCARE .....	33
LIABILITY.....	33
LICENCE AND LICENSING POSTER WITH ATTACHED FLYERS .....	33
LICENSED CAPACITY.....	33
LICENSED CENTRE-BASED CARE .....	33
LICENSED HOME-BASED CARE .....	33
MAJOR CAPITAL EXPENDITURES.....	34
MCYS.....	34
MEMBER IN GOOD STANDING .....	34
MINOR CAPITAL EXPENDITURES .....	34
MUNICIPALITY .....	34
NEEDS TEST .....	34
NOT-FOR-PROFIT CHILDCARE.....	34
NOT-FOR-PROFIT CORPORATION .....	35
OPERATOR.....	35
PDF .....	35
POLICY.....	35
PROGRAM ADVISOR (MINISTRY OF CHILDREN AND YOUTH SERVICES) .....	35
PROGRAM SUPERVISOR (MINISTRY OF CHILDREN AND YOUTH SERVICES) .....	35
RECE.....	35
RECE, ECE.C.....	35
SCHEDULE.....	35
SPECIAL NEEDS .....	35
STANDARDS .....	36
SUBSIDY.....	36
SUPERVISOR /EXECUTIVE DIRECTOR .....	36
80/20 .....	36

## 1. MISSION STATEMENT

The purpose of Cook's School Day Care Inc. is to meet the needs of the children and families of Northumberland County by providing both home and centre-based early learning and child care, as well as, training and support services to the community.

## 2. HISTORY OF THE ORGANIZATION

- 1985** Cook's School Day Care Inc. established on Danforth Road, Cobourg as a not-for-profit childcare centre; the first rural childcare centre in the Cobourg area.
- 1987** Cook's Home Child Care Agency founded to meet the needs of families with infants and families whose hours of school or work could not be accommodated within our centre-based Program; before an individual may be accepted by our Agency as a home childcare provider, the candidate must:
- ☞ Successfully fulfill all requirements, as outlined by the local Fire and Health Departments.
  - ☞ Consent to having and successfully pass criminal background checks conducted by the Police Department and Children's Aid Society.
  - ☞ Agree to adhere to the Policies and Procedures of Cook's School Day Care Inc. and the Day Nurseries Act.
- 1989** Victoria College Square Day Care, a second centre-based Program created in historical Victoria College, in Cobourg, to meet the ever-increasing need for regulated child care in the Cobourg area.
- 1993** Cook's School Day Care Inc. becomes a registered charity; the Organization is able to issue income tax receipts to the many Individuals and Businesses of this community who generously assist this Organization through donations of money, goods and services.
- 1995** Closure of Victoria College and purchase of the Knights of Columbus building on Queen Street in Cobourg; Victoria Park Child Care Centre is established to continue to provide child care services to those families within the Cobourg area. Cook's Home Child Care Agency is housed within Victoria Park Child Care Centre.
- 2005** After almost 20 years at the Danforth Road location, our Cook's Centre is relocated to 700 D'Arcy Street in Cobourg. Although the name for this division of our Program has changed from Cook's School Day Care to Cook's Child Care Program, we have maintained and added many great staff and have been able to increase our childcare spaces.

An Executive Director, Registered Early Childhood Educators and Assistants operate each Program named under the incorporation. A voluntary Board of Directors, consisting of interested parents and community members, administers the Organization, as a whole. The Ministry of Children and Youth Services licenses the Programs of Cook's School Day Care Inc. annually.

**All parents are encouraged to consider becoming a part of the Cook's School Day Care Inc. Board of Directors, which oversees and directs the operation of the Organization.**

All Early Childhood Educators are registered with the College of Early Childhood Educators of Ontario. Many individual staff persons are active members of the Association of Early Childhood Educators, Ontario. All staff is encouraged to participate in the continuous program of in-service training, as well as any training offered through outside sources. Professional advancement on an ongoing basis assists the staff with remaining alert to the ever-changing needs of today's families.

The Centre-based Programs are designed to serve the needs of children 15 months to 12 years, while the Home Child Care Agency provides service for those children who are 3 weeks to 12 years.

We welcome ALL children who may benefit from our Program. Children are encouraged to be themselves and have respect for others. We expect the parents and/or guardians to read the operating policies in the Parent Handbook and any supplemental notes and newsletters we may send home from time to time. We urge all parents to offer suggestions, comments, constructive feedback, and moral support.

Our Programs are licensed by the Ministry of Children and Youth Services and comply with the Day Nurseries Act.

In order to accommodate the varied schedules of the families we serve, we offer flexible hours and days of care.

Through effective communication with the children and families of Northumberland County, we are able to provide the high level of quality and variety of service they expect.

### **3. PROGRAMS:** [www.cooksdaycare.ca](http://www.cooksdaycare.ca)

**Executive Director:** Lynn Stubbings, RECE, ECE.C

E-Mail: [stubbings@cooksdaycare.ca](mailto:stubbings@cooksdaycare.ca)

**Administrative Assistant/Bookkeeper:** Debbie Jeschke

E-Mail: [admin@cooksdaycare.ca](mailto:admin@cooksdaycare.ca)

Not-for Profit, Charitable Organization

Licensed by the Ministry of Children & Youth Services

## **CENTRE-BASED PROGRAMS**

### **COOK'S CHILD CARE PROGRAM**

**Supervisor:** Lisa Smith, RECE

700 D'Arcy Street, Building 18, Unit 31

Cobourg, Ontario. K9A 5T3

Phone: (905) 372-4525

Fax: (905) 372-3227

E-Mail: [cooks.on.darcy@cooksdaycare.ca](mailto:cooks.on.darcy@cooksdaycare.ca)

Licensed Capacity: 73

#### **Program Highlights:**

Ages: 12 months - 12 years

Hours of Operation: 6:30a.m. - 6:00p.m.

Days of Operation: Monday-Friday

(Closed all Statutory Holidays)

Months of Operation: January-December

Subsidized Child Care: Yes

Integration of Special Needs Children: Yes

Wheelchair Accessible: Yes

### **VICTORIA PARK CHILD CARE CENTRE**

**Supervisor:** Sharon Welsh, RECE

172 Queen Street

Cobourg, Ontario. K9A 5P6

Phone: (905) 372-2143

Fax: (905) 372-2441

E-Mail: [vic.park@cooksdaycare.ca](mailto:vic.park@cooksdaycare.ca)

Licensed Capacity: 73

#### **Program Highlights:**

Ages: 12 months - 12 years

Hours of Operation: 6:30a.m. - 6:00p.m.

Days of Operation: Monday-Friday

(Closed all Statutory Holidays)

Months of Operation: January-December

Subsidized Child Care: Yes

Integration of Special Needs Children: Yes

Wheelchair Accessible: First Floor Only

#### **Additional Information for Both Centre-Based Programs:**

- ☞ Flexible hours to accommodate the various schedules of children and parents.
- ☞ Full programs and activities provided for school holidays.
- ☞ Enjoyable, educationally stimulating quality programs.
- ☞ Encourage ongoing parent and family involvement to maintain positive communication and complement child-rearing methods of families served.
- ☞ Snacks and lunches prepared on premises and based on the Canada Food Guide.
- ☞ Professional advancement and training are available on an ongoing basis for all staff.

#### **Additional Information for Cook's Child Care Program:**

- ☞ Close proximity to Legion Fields; Town of Cobourg bussing available for transport to library, Victoria Park, and Victoria Hall Concert Hall.
- ☞ Staff escort to St. Joseph's Separate School, C.R. Gummow Public School and Grant Sine Public School.

**Additional Information for Victoria Park Child Care Centre:**

- ☞ Close proximity to the library, Victoria Park, and Victoria Hall Concert Hall.
- ☞ Staff escort children to and from C.R. Gummow Public School; bussing to and from St. Michael's Separate School.

**HOME-BASED PROGRAM**

**COOK'S HOME CHILD CARE AGENCY**

**E.C.E. Consultant /Home Visitor: Heather A'Court**

172 Queen Street

Cobourg, Ontario. K9A 5P6

Phone: (905) 372-5926

Fax: (905) 372-2441

E-Mail: [cooks.home@cooksdaycare.ca](mailto:cooks.home@cooksdaycare.ca)

**Program Highlights:**

Licensed Capacity: 35 homes

Ages: 3 weeks - 12 years

Hours of Operation: Flexible hours of care (full-time, part-time, extended hours, etc.)

Days of Operation: Days, evenings, overnight, weekends

Months of Operation: January-December

Subsidized Child Care: Yes

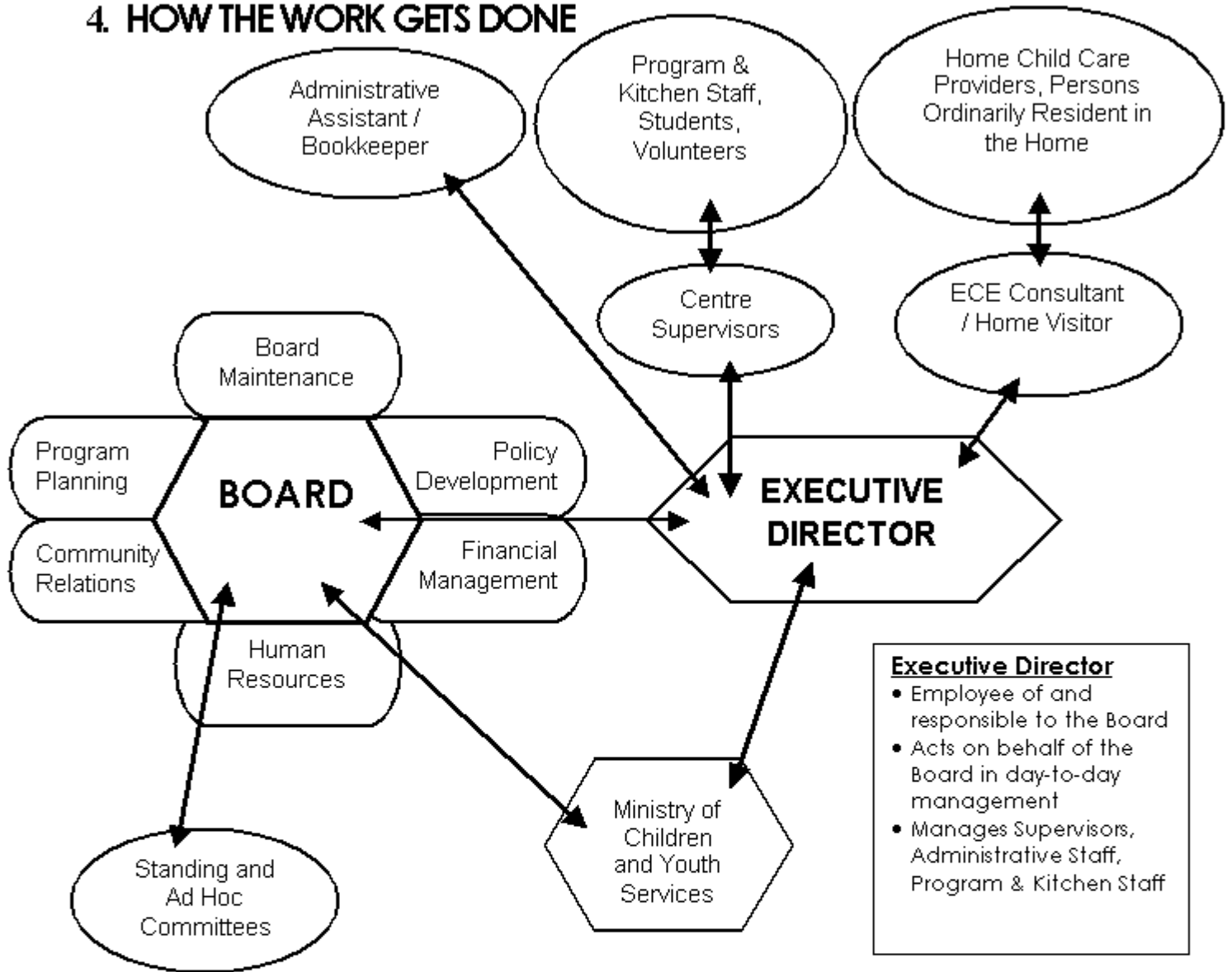
Integration of Special Needs Children: Yes

Wheelchair Accessible: Yes (some homes)

**Additional Information:**

- ☞ Standards outlined in the Day Nurseries Act are adhered to at all times.
- ☞ Homes are required to successfully complete an inspection by the local Fire Authority.
- ☞ Supervised (by a trained home visitor) quality care within a family setting (serving Cobourg, Port Hope and surrounding areas).
- ☞ Each Provider may care for up to five children in his/her home at any one time, including the Provider's own children up to the age of six (may not include more than two children under the age of two or three children under the age of three).
- ☞ All individuals (18 and over) residing in the Provider's home must successfully complete a Children's Aid Society Client Information Release and Police Services Criminal Reference check.
- ☞ Some caregivers may provide care on statutory holidays.

#### 4. HOW THE WORK GETS DONE



**Executive Director**

- Employee of and responsible to the Board
- Acts on behalf of the Board in day-to-day management
- Manages Supervisors, Administrative Staff, Program & Kitchen Staff

**Standing Committees**

- Deal with ongoing tasks (i.e., Personnel, Fundraising, Etc.)

**Ad Hoc Committees**

- Are time-limited and formed to deal with a specific task (i.e., Policy Revisions, By-Law Amendments, Etc.)

**Ministry of Children & Youth Services**

Consults on:

- Community Service Planning
- Program Planning & Evaluation
- Financial Management

Approves:

- Suitability for Licensing

Requires:

- Accountability re: Legislation

## 5. FUNCTIONS OF THE BOARD OF DIRECTORS AND SENIOR STAFF

The Board "directs" the business of the Organization. The Senior Staff, Executive Director and Supervisor(s), are hired to "manage" the operation. The following items define the differing and complementary roles of the Board and Staff. Refer to the job descriptions of the Board Members and Staff to obtain a more in-depth report of the duties and responsibilities of the positions.

<b>QUESTION</b>	<b>BOARD MEMBER RESPONSIBILITY</b>	<b>SENIOR STAFF RESPONSIBILITY</b>
<b>What's our business?</b>	To determine the services of the Organization: home-based, centre-based childcare, providing support services and training to the community.	To develop the desired services; to manage the day-to-day operations of the Organization (staffing, training, financial management, etc.)
<b>What's our business philosophy?</b>	To determine the mission for the Organization: Why do we exist? Who are our clients? How do we fit in the community	To communicate the Organization's philosophy to clients, staff, and the community and demonstrate it in operation and management.
<b>What are our business boundaries?</b>	To determine policies that needs to be in place to support the objectives of the Organization; to determine areas for policy development: client service, financial management, human resources management, community relations, Board maintenance, etc.; to approve related procedures.	To manage creatively within the policy boundaries; communicate boundaries to staff; to develop procedures in support of the policy and philosophy of the Organization: Staff Manual including procedures pertaining to Behaviour Management, Medication, Sanitary, Serious Occurrence, Fire/Emergency, Progressive Discipline, Criminal Reference Checks, Grievance, Illness, Contravention of Policy; Parent Handbook; etc..

<b>QUESTION</b>	<b>BOARD MEMBER RESPONSIBILITY</b>	<b>SENIOR STAFF RESPONSIBILITY</b>
<b>From where does the operating dollars come?</b>	To determine the funding sources; to determine funding requirements and sources for long-range planning; to approve the annual budget and funding request documents; to plan fundraising efforts when required.	To prepare the annual budget; to operate the Organization within the budget; to prepare financial status reports for Board information and action; to prepare necessary documents to obtain dollars from funding sources.
<b>Who manages the Organization?</b>	Hire qualified and capable Senior Staff; allow him / her to manage.	Manage within delegated authority of the board; keep the Board informed of issues.
<b>Who guarantees the future of the Organization?</b>	Ensure long range planning occurs; ensure recruitment and adequate orientation of new Board Members; ensure adequate insurance coverage for liabilities.	Provide professional input on long-range planning efforts; assist in orientation of new Board Members to the Organization.

## **6. THE BOARD MEMBER'S ... POSITION**

### **JOB DESCRIPTIONS**

#### **ALL MEMBERS**

Board Members are legally and morally responsible for all activities of Cook's School Day Care Inc., including:

1. Board membership, recruitment of new members, as well as, providing opportunities for Board development.
2. Setting and reviewing the Organization's Mission Statement and Philosophy.
3. Planning and evaluating short and long term goals.
4. Ensuring the financial accountability of the Organization.
5. Budget approval and review.
6. Ensuring adequate funds are raised to support the Organization's Policies and Programs.
7. Public relations, which includes awareness that Board Members are always emissaries of the Organization in the community.

8. Facilitating and maintaining cooperative actions with other Organizations.
9. Ensuring that the Organization and its Board meet all legal requirements.
10. Ensuring that the Board and Organizational operations are adequate and appropriate.
11. Ensuring strict confidentiality of all matters concerning the Organization.
12. Making decisions on policy affecting the Corporation.
13. Managing the affairs of the Corporation.
14. Employing the General Manager (Executive Director) who shall be the Executive Officer of the Corporation.
15. Appointing such committees as may be necessary to accomplish the work of the Corporation.
16. Appointing auditors to review the accounts of the Corporation.
17. Ensuring that the Ministry of Government Services Annual Returns are filed within 60 days after the anniversary date of the Corporation (August 29).
18. Ensuring that the Charitable Status Annual Returns are filed within 60 days after the Corporation's year-end (March 31).

### **PRESIDENT (CO-CHAIR)**

The President is the Chief Executive Officer of the Corporation. In that capacity will:

1. Preside at all meetings of the Board of Directors and General Membership.
2. In conjunction with the Vice-President, Secretary, and Executive Director, prepares the agenda for each meeting.
3. Confirm the minutes of each meeting.
4. The President shall be an Ex-Officio Member of all Standing and Ad-Hoc Committees.

### **VICE-PRESIDENT (CO-CHAIR)**

The Vice-President shall:

1. Carry out such duties as prescribed by the Board of Directors from time to time
2. Be designated by the Board of Directors to assume the duties of the President in the President's absence or inability to act.

### **TREASURER**

The Treasurer shall:

1. Be responsible for ensuring accurate accounts
2. Shall present, in conjunction with the Administrative Assistant and the General Manager, Financial Statements at the regular meetings of the Board of Directors

3. Perform other such duties as prescribed by the Board and as set down in the Corporations Act.

## **SECRETARY**

The Secretary shall:

1. Keep minutes of all meetings of the Board of Directors and members
2. Carry out other duties as prescribed by the Board and as set down in the Corporations Act.
3. In conjunction with the President, Vice-President, and General Manager shall prepare the agenda for each meeting.
4. Accept and document notification from other members who will not be absent from meetings

The minutes of Board of Directors' meetings shall be made available to the Officers and Directors at least one week prior to the next scheduled meeting. The minutes of the Annual General Meeting or Special Meetings of the Membership must be available within one month following the meeting date.

## **REQUIREMENTS OF THE POSITION**

Willingness to:

1. Demonstrate interest in the Organization's service goals.
2. Represent and advocate for not-for-profit child care.
3. Expand one's knowledge of Board responsibilities through ongoing education and/or training.
4. Represent the Organization in the community.
5. Attend and participate in all scheduled and special meetings.
6. Prepare for meetings: reviewing minutes of the previous meeting and the agenda and all pertinent information supplied in preparation for the meeting.
7. Provide sufficient notification to the Secretary (minimum 24 hours) when it is necessary to be absent from a scheduled or special meeting.
8. Demonstrate respect for the input and opinions expressed by other members of the Board.

## **TIME COMMITMENT**

Regular Board Meetings:	Once per month; approximately two (2) hours each
Committee Meetings:	As required and determined by the Committee
Special Meeting:	As needed (i.e. training, development, etc.)

## ELECTION OF OFFICERS

A Parliamentarian is appointed to conduct the election of officers during the Annual General Meeting.

All positions are vacated at the Annual General Meeting. Directors will be elected to the Board of Directors at the Annual General Meeting following nominations from the floor. Any person who cannot be present during the Annual General Meeting must declare his/her intentions, in writing, pertaining to standing for a position on the Board of Directors. This written declaration must be available to be read by the Parliamentarian during the Annual General Meeting.

The Parliamentarian is responsible for presenting the Slate of Officers for approval by the membership. If deemed necessary, the election/appointment of new members to the actual positions to be filled may be deferred to the first meeting of the new Board of Directors.

If not determined by vote during the Annual General Meeting:

- ☞ The new Board of Directors shall elect the President/Vice-President of the Board from the Slate of Officers approved during the Annual General Meeting, at the first Board meeting following the Annual General Meeting.
- ☞ From the Slate of Officers presented during the Annual General Meeting, the Board shall appoint the Treasurer, Secretary, and Directors at the first meeting of the new Board of Directors, following the Annual General Meeting.

## 7. THE BOARD MEMBER'S ... COMMITMENT, OBLIGATIONS AND RESPONSIBILITIES

The affairs of the Corporation shall be administered by the Board of Directors who may exercise all such powers and do all such acts and things as may be exercised and done by the Corporation not otherwise expressly provided for in the Cook's School Day Care Inc. Constitution and By-Laws, or special resolution of the Corporation, or by statute as required to be done by an Annual General Meeting.

Every Director and Officer of the Corporation shall exercise the powers and discharge the duties of his/her office honestly, in good faith, in the best interest of the Corporation, and in connection, therewith, shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

## CONFIDENTIALITY

Board Members have a duty to protect the confidentiality of any information received by the Board of Directors and to ensure that all such confidential information will only be used as authorized.

## DISQUALIFICATION/TERMINATION

Should a Director be absent from three consecutive meetings of the Board of Directors, she/he shall cease to be a Director of the Corporation, unless the Board of Directors consider that there are extenuating circumstances and the place of the Board Member so absenting herself/himself shall be considered vacant unless the Board decides otherwise.

**A Director of the Corporation can be removed from office by two-thirds vote cast at a Board or Special Meeting.**

A member shall be ineligible for office and the office of a Director shall be vacated upon the occurrence of any of the following events:

- ☞ If the member obtains an unsuccessful criminal reference check with Port Hope Police Services and/or the Children's Aid Society.
- ☞ If a receiving order is made against her/him or if she/he makes an assignment under the Bankruptcy Act.
- ☞ If any order is made declaring her/him to be mentally incompetent, or incapable of managing her/his affairs.
- ☞ If, by notice, in writing, to the Board of Directors, she/he resigns her/his office and such resignation, if not effective immediately, becomes effective in accordance with its terms.

## LEGAL RESPONSIBILITIES

- ☞ To adhere to the legislation that applies to your operation.
- ☞ To honour your contracts / legal agreements for service with the community, the municipality, and the Ministry of Children and Youth Services.
- ☞ To avoid mismanagement, non-management and conflict of interest problems.

As a policy-making Board, you are not involved with the day-to-day client contact, staff supervision, facility management, or handling of cash. And yet, you are legally responsible. How do you protect yourself from legal action?

1. **Become "incorporated".**

The corporation is a separate legal entity distinct from its individual members. It has the capacity to own property, to sue and be sued, and gives limited liability protection to its members.

2. **Ensure adequate policies and procedures are in place for:**

- ☞ Personnel / human resources management
- ☞ Board operation
- ☞ Client service
- ☞ Financial management
- ☞ The agency (i.e. purpose, philosophy)

3. **Ensure "complete" contracts, legal agreements.**

Responsibilities of the agency and contracting party are spelled out. The contract is dated and signed by both parties. The contract terms are followed.

4. **Have adequate insurance. Insurance needs should be reviewed annually.**

The Day Nurseries Act requires comprehensive general liability coverage and personal injury coverage, including, where applicable, coverage for all vehicles owned by the agency. Other coverage is required for buildings and equipment. Workers' Compensation is optional. Bonding for staff handling substantial quantities of agency cash is optional. Each legal agreement sets out the expectations in this regard.

5. **Follow appropriate and established financial procedures.**

6. **Establish a relationship for legal services.**

This gives the Board a lawyer readily available to provide legal advice in developing policy as well as responding to problem situations.

7. **Perform your role as Directors with the best interests of "the Organization" in mind.**

## LIABILITY

Every Director and Officer of the Corporation and Heirs, Executors, and Administrators, and estate and effects respectively, shall be indemnified and saved harmless by the Corporation from and against:

- ☞ Any liability and all costs, charges, and expenses that she/he sustains or incurs with respect to any action, suit or proceeding that is proposed or commenced against her/him with respect to anything done or permitted by her/him with respect to the execution of the duties of her/his office.
- ☞ All costs, charges, and expenses that she/he sustains or incurs with respect to the affairs of the Corporation, except such costs, charges, or expenses as are occasioned by her/his willful neglect or default.
- ☞ No Director or Officer of the Corporation shall be indemnified by the Corporation with respect to any liability, costs, charges, or expenses that she/he sustains or incurs in which she/he is adjudged to be in breach of any duty or responsibility imposed upon her/him by law unless:
  - In an action brought against her/him in her/his capacity as a Director or Officer.
  - She/he has achieved complete substantial success as a defendant.

## LIMITATIONS

No Officer of the Corporation shall hold more than one office at any given time.

Any possible conflict of interest on the part of a Director shall be disclosed to the Board of Directors. When any such interest becomes a matter of Board action, such Director shall not vote or use personal influence on the matter, and shall not be counted in the quorum for a meeting at which Board action shall be taken on the interest. The Director may, however, briefly state a position on the matter and answer pertinent questions of Board members. The minutes of the meeting, outlining all actions taken, shall clearly reflect that these requirements have been met.

## POWERS OF THE BOARD OF DIRECTORS

The Board of Directors may, from time to time:

- ☞ Borrow money upon the credit of the Corporation (i.e., mortgage).
- ☞ Issue, sell, or pledge securities of the Corporation.
- ☞ Assign, transfer, convey, hypothecate, mortgage, pledge, charge, or give security on all or any of the real or personal property of the Corporation, to secure any securities or any money borrowed or other debt, or any other obligation or liability of the Corporation; in such amounts and in such terms as the Board of Directors may deem expedient.

## REMUNERATION

The Directors shall serve, as such, without remuneration, but shall be entitled to reimbursement for expenses that have been properly incurred and previously approved by the Board of Directors.

## SIGNING OFFICERS

Two signatures are required on all cheques and legal documents. The Signing Officers of the Corporation shall be any two of the following:

- ☞ President (Co-Chair)
- ☞ Vice-President (Co-Chair)
- ☞ Secretary
- ☞ Treasurer
- ☞ Executive Director
- ☞ Administrative Assistant

The Fundraising Chairperson is granted approval to be the second signatory on cheques/documents relating only to fundraising activities and events.

## TERMS OF OFFICE

### 3 Year Term of Office

Vice-Chair 1 year term

Chair 1 year term

Past Chair 1 year term

Individual elected to Vice Chair position will commit to a 3 year term as outlined above.

### 2 Year Term of Office

Treasurer 2 year term

Individual elected to Treasurer position will have working knowledge of finance and reporting and will commit to a 2 year term.

### 1 Year Term of Office

Secretary 1 year term

Directors may be elected for a minimum of 1 year term.

### Maximum Term of Office

An Officer/ Director shall be eligible for re-election to the Board of Directors for a maximum of nine years.

## VACANCIES

The Board may fill vacancies on the Board of Directors for the remainder of its term if the remaining members constitute a quorum. Otherwise, a General Meeting will be called to fill the vacancies.

## 8. THE BOARD MEMBER'S ... ELIGIBILITY

A Director shall:

- ☞ Be at least 18 years of age.
- ☞ Be a member in good standing.
- ☞ Not be an employee or contract position of the Corporation nor a family member of an employee or contract position of the Corporation.

## 9. BOARD COMPOSITION

The Board of Directors shall be comprised of not less than eight (8) and not more than sixteen (16) members to be nominated and voted on by the general membership.

**The General Manager (Executive Director) will be an Ex-Officio, non-voting member of the Board of Directors. A minimum of one third of the voting Directors shall be Parents or Guardians currently using the service.**

The Officers of the Corporation shall be:

- ☞ President (Co-Chair)
- ☞ Vice-President (Co-Chair)
- ☞ Treasurer
- ☞ Secretary
- ☞ General Manager (Executive Director)

## 10. FIRST MEETING OF THE NEW BOARD OF DIRECTORS

Each newly elected Board may, without notice, hold its first meeting for the purpose of the Organization and the election and appointment of Officers immediately following a meeting of members at which such Board is elected, provided that a quorum of Directors is present.

## 11. MEETINGS OF THE BOARD OF DIRECTORS

### ATTENDANCE AT MEETINGS

Non-Board members, including staff, may attend meetings of the Board of Directors, as the President/Vice-President shall invite, on the approval of the Board.

### CALLING OF MEETINGS

The schedule of the annual meeting dates will be set by the President/Vice-President, with the approval of the Board of Directors, and circulated with the minutes of the first meeting of the new Board of Directors following the Annual General Meeting.

Notice of every special meeting so called shall be given to each Director not less than forty-eight (48) hours before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all Directors are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting.

**Special Meetings of the Board of Directors may be called at the request of the President/Vice-President or on the written request of at least four Board members. The matter to be considered shall be clearly stated, and no other business shall be transacted at that time.**

### DATE, PLACE, TIME OF MEETINGS

Meetings of the Board of Directors may be held at the Head Office of the Corporation or at any such place the Board of Directors may direct. The Board will hold a minimum of six (6) regular meetings per year and shall appoint a date, place, and time, for such meetings.

**DEBATE**

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

**IN-CAMERA/EXECUTIVE SESSIONS**

In-Camera Sessions, also known as **Executive Sessions** which are a common point of order during board meetings, where information is provided that is not reflected in the regular meeting minutes, and not available to the public. Some topics that may be discussed during In-Camera Sessions include personnel decisions, financial decisions that must be kept secret (for example, where an organization is contemplating purchasing land but does not yet want the public to know about the details) or other sensitive issues related to the organization.

At the request of an Officer or Director of the Board, an "In-Camera or Executive Session" may be called.

Members do not have the right to attend In-Camera or Executive Sessions of the Board. Even so, Boards must keep members informed about the general nature of their In-Camera or Executive Sessions.

**MOTIONS**

<b>About Motions</b>	<b>Purpose of Motion</b>	<b>To Enact Motion</b>
Main Motion	To take action on behalf of the body	debatable; requires majority vote
Adjourn	end the meeting	not debatable; immediately voted upon and requires majority vote
Call for Orders of the Day	asks to stick to the agenda	not debatable; requires 1/3 majority to sustain
Call to Question	closes debate and forces vote	not debatable; requires 2/3's majority vote
Motion to Limit or Extend Debate	limits or extends debate	not debatable; requires 2/3's majority vote
Point of Order	is a question about the process or a particular motion	automatic if granted by Chair
Point of Information	to ask about the process or particular motion	Automatic

Motion to Rescind	to change the results of a vote	requires 2/3's majority vote to reverse results of earlier vote
Motion to Suspend the Rules	suspend formal process for a short period	debatable and requires 2/3's majority vote

## PARLIAMENTARY PROCEDURE

The Parliamentary Authority for the Corporation shall be Roberts Rules of Order.

## QUORUM

A quorum for the transaction of business at any meeting of the Board shall be the majority of the voting members (50% + 1).

## VOTING

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is being voted on before the vote.

At all meetings of the Board of Directors, every question shall be decided upon by a majority of votes cast on the question.

All votes at any such meeting shall be taken by ballot if so demanded by anyone present who is eligible to vote. If no demand is made, the vote shall be taken in the usual way, by a show of hands.

## 12. MINUTES OF MEETINGS

Records of each Board of Directors', Annual General, or Special Meeting shall be kept and maintained by the Secretary of the Corporation. These minutes are to be made available to each Director of the Corporation. Refer to the Secretary's Job Description regarding the acceptable time frames for distribution of meeting minutes.

## IN-CAMERA/EXECUTIVE SESSIONS

1. **Noted in General Meeting Minutes.** The minutes of the general meeting must record that the Board went into Executive Session, what was discussed and the outcome of that discussion. For example, the general minutes of the meeting should record that the Board went into an In-Camera or Executive Session to review the general manager's contract or to discuss possible litigation against an owner for a specific violation. In addition, the minutes should reflect the outcome (i.e., a new one year contract was approved for the general manager; the Board voted to file suit against an owner for the particular breach, etc.).

2. **In-Camera or Executive Session Minutes.** The Board must maintain separate minutes of the In-Camera or Executive Session that go into more detail and reflects the deliberation and reasoning behind whatever action the Board took in In-Camera or Executive Session. For example if the Board were to discipline the general

manager, give the manager a warning, or change the terms and conditions of the contract, separate minutes should be written which reflect in more detail what occurred in the meeting. For example, the In-Camera or Executive Session minutes would reflect that the Board expressed dissatisfaction with the manager's performance and gave the manager a written warning that failure to resolve personnel problems involving tardiness and absenteeism of the security personnel and failure to keep expenses within budget would result in the manager's dismissal. Furthermore, the Board renewed the manager's one-year contract but under the following terms and conditions: . . ." More detailed In-Camera or Executive Session minutes provide protection for the Board. It shows that the board acted responsibly by deliberating on issues before making a decision. Boards should not tape record their meetings.

3. **Approval of Minutes.** In-Camera or Executive Session minutes may be approved at the Board's next open meeting or In-Camera or Executive Session. However, the risk of open-meeting approvals is that the Board may need to discuss corrections or revisions to the minutes that could result in the exposure of confidences and/or waiver of attorney-client privileges. It is recommended that approval of Executive Session minutes should be done in Executive Session.

4. **No Distribution of Minutes.** Minutes of In-Camera or Executive Sessions should NOT be distributed to the membership.

## 13. CONFLICT OF INTEREST

### OBJECTIVE

Effective not-for-profit governance depends on deliberate, thoughtful, and fair decision-making by Board members. The ability to make good decisions is sometimes affected by other interests - personal or professional - of individual Board and committee members.

One cannot eliminate conflicts of interest - they are a regular part of organizational and personal life. The objective of this policy is to permit Cook's School Day Care Inc. to manage potential conflicts of interest successfully, when they do occur, in regard to Board and committee members.

### DEFINITION

A conflict of interest arises when a person able to influence a decision, whether by official vote or moral and/or intellectual persuasion, is liable to gain:

- ☞ Some personal advantage from the outcome of the decision in which they are involved, and/or
- ☞ Some advantage for an organization with which the individual is directly involved.

A conflict of interest also arises when an individual Board or committee member's outside duties, interests or obligations may or do differ fundamentally from his/her obligations as a member of the Board, a committee or working group of Cook's School Day Care Inc..

## **ASSUMPTIONS**

1. No Board or committee member shall use his or her position, or the knowledge gained there from, in such a manner that a conflict between the interests of Cook's School Day Care Inc. and his or her interests arises, but is not disclosed.
2. When functioning as a Cook's School Day Care Inc. Board or committee member, each person has a duty to place the interest of Cook's School Day Care Inc. foremost in any dealings with Cook's School Day Care Inc. and has a continuing responsibility to comply with the requirements of this policy.
3. Board and committee members are not eligible for employment or service contracts with Cook's School Day Care Inc. during their tenure. If a Board or committee member wishes to apply for a permanent position at Cook's School Day Care Inc., he/she must immediately withdraw from active participation on the Board or committee. If the Board or committee member is the successful candidate, he/she must resign from the Board or committee upon accepting the position.
4. Any Board or committee member who becomes aware of a potential conflict of interest with respect to any matter coming before the Board, committee or working group shall make this potential conflict known immediately in any discussion relating to the matter.
5. Decisions taken by the Board, committees or working groups, regarding the management of a conflict of interest, must not only be fair, they must be seen to be fair.

## **PROCEDURE**

When any person identifies an actual, perceived or potential conflict, the following action must be taken:

1. The Board or committee member identifies the actual, perceived or potential conflict;
2. The Board or committee member must fully disclose the conflict to the Chairperson and, where appropriate, to all Board or committee members;
3. The Chairperson shall develop an appropriate response, including where necessary, disqualification from voting and discussion and any necessary remedial action. For example, if a vote may have been affected by a previously undeclared conflict of interest, it may be necessary to hold that vote again.
4. Where a potential conflict of interest is identified, the following options may be considered and combined as appropriate:

- a) The Board or committee member with the conflict should not be involved in any aspect of the decision making process.
- b) He or she may be present and/or participate in discussions but refrain from voting.
- c) He or she will absent him or herself from any discussions in connection with the matter in question.
- d) He or she may participate in initial discussions and then be asked to leave for further discussions before the vote.

The Board, committee or working group must agree in majority on the option or combination of options to be taken in any given conflict of interest situation.

5. Any Board or committee member may ask for a decision to be taken by secret ballot when dealing with a matter where there is a conflict of interest.
6. The official minutes of the meeting must record the potential conflict of interest and how it was avoided and/or dealt with.
7. When there is a failure to agree on whether a conflict of interest exists and/or how it is to be managed, the Chairperson (or if the potential conflict of interest involves him or her, the vice-chairperson) may seek legal counsel.

### **COMMON SENSE PROVISION**

The application of any part of this policy shall rely heavily on the common sense of the group as a whole. Conflict of interest circumstances vary and the judgement and flexibility of the Board, committee or working group must be preserved.

### **EXAMPLES**

Some examples of situations that may indicate a conflict of interest are:

- ☞ Where a Board or committee member is in a position to influence the creation of employment or a service contract and then becomes a candidate for such a position or contract.
- ☞ Where a member of the Board or committee influences the selection of a supplier of goods and/or services and the member has an ownership interest in that supplier.
- ☞ Where a Board or committee member uses Cook's School Day Care Inc.'s name and resources for personal benefit.
- ☞ Where a Board or committee member could influence the giving of a grant, funds or project approval that would benefit him/her or an organization he/she is associated with as a staff or volunteer.

## 14. COMMITTEES

The Board of Directors may strike any such Committees, as the Board deems necessary (i.e., Health and Safety, Policies and Procedures, Fundraising/Bingo, Personnel, etc.).

The Committees will be empowered to make recommendations to the Board of Directors.

**At least two (2) and not more than four (4) Board Members must sit on each Committee of the Board. The President or Vice-President shall be an Ex-Officio Member of all Standing and Ad-Hoc Committees.**

## 15. AMENDMENTS TO CONSTITUTION AND BY-LAWS

Amendments to the Cook's School Day Care Inc. Constitution and By-Laws must be passed by two thirds vote of members present at the Annual General or Special Meeting.

Proposed amendments must be:

- ☞ Posted in each facility of the Corporation.
- ☞ Brought to the attention of the Membership, and copies must be made available as requested, at least thirty (30) days before the Annual General or Special Meeting.

## 16. DISSOLUTION CLAUSE

In the event of the dissolution of the Corporation:

- ☞ All assets purchased with the assistance of the Ministry of Community and Social Services will be donated to Not-for-Profit Organizations.
- ☞ All proceeds and assets purchased with the proceeds of Nevada and Bingo fundraisers will be donated to Not-for-Profit, Charitable Organizations.

## 17. LICENSING

The Ministry of Children and Youth Services: Central East Region, Licensing and Support Services license all Cook's School Day Care Inc. Programs.

HEAD OFFICE	PETERBOROUGH OFFICE	WHITBY OFFICE
465 Davis Drive, Suite 301 Newmarket, Ontario L3Y 7T9 Phone: 1-877-669-6658 Fax: (905) 895-6804	360 George Street North, 2 <sup>nd</sup> Floor Peterborough, Ontario K9H 7E7 Phone: 1-800-663-8560 Fax: (705) 743-7998	1400 Hopkins Street Whitby, Ontario L1N 2C3 Phone: 1-800-722-1196 Fax: (905) 665-1043

A Program Advisor of MCYS for the purpose of renewing each Program's licence conducts an annual licensing visit of each Program.

<b>LOCATION</b>	<b>LICENCE EXPIRY DATE</b>
Cook's Child Care Program	August 31
Victoria Park Child Care Centre	January 31
Cook's Home Child Care Agency	June 13

\*Dates subject to change at the discretion of the Ministry of Children and Youth Services.

## **18. FUNDING**

No money is received on a regular basis to support our Programs. Cook's School Day Care Inc. relies on Parent Fees to meet its operating budget and fundraising efforts to offer program enhancements (field trips, program materials and supplies, etc.).

Wage Subsidy and Pay Equity funding is received to assist with enhancing the salaries of employees. A Provider Enhancement Grant is received to assist with the payments made for service to contract positions. Ongoing receipt of these funds is not guaranteed.

Some families are eligible to receive fee assistance through the County of Northumberland, the Children's Aid Society, and other organizations. Cook's School Day Care Inc. submits an invoice to the supporting agency for payment on a monthly basis.

Health and Safety Funding is sometimes available through the County of Northumberland to assist with health and safety-related repairs, replacements and renovations.

Fundraising profits represent a significant portion of the annual budget. Cook's must raise approximately \$25,000.00 per year. Fundraising activities include sponsoring regular bingo events (Bingo Country North), Nevada ticket sales (Mr. Convenience - Baltimore), Sunsweet Fundraising Inc. (sales of candy, novelty items, etc.), and various raffles, draws, etc..

## **19. CONTRACTS**

Cook's School Day Care Inc. holds a Purchase of Service Agreement with the County of Northumberland to allow the Programs of the Organization to provide care for families who require fee assistance.

Cook's School Day Care Inc. holds a contract with Northumberland Child Development Centre, as required and when approved, to obtain enhanced staffing funding.

Cook's Home Child Care Agency holds a contract with all Cook's Home Child Care Providers to provide care for children in their homes.

## 20. AFFILIATIONS

Cook's School Day Care Inc. is a member of the Ontario Coalition for Better Child Care and the Canadian Child Care Advocacy Association. Many individual staff members are members of the above and the Association of Early Childhood Educators, Ontario. All Early Childhood Educators are required by law to maintain active membership with the College of Early Childhood Educators.

All Programs work closely with:

- ☞ The Northumberland Child Development Centre to ensure that supports are provided for the children with extra needs who are enrolled in the Programs.
- ☞ The Health/Fire Departments (regular inspections to ensure health and safety measures are adhered to by the Program; resources, etc.).
- ☞ Local Police Services/Children's Aid Society (criminal background reference checks of prospective Staff and Home Child Care Providers).
- ☞ Any and all groups and/or agencies offering support and training for children, parents, and staff.
- ☞ The Kawartha, Pine Ridge District Health Unit to keep abreast of all health issues affecting the operation of the child care programs.
- ☞ Northumberland County Collection Services to assist with fee recovery pertaining to unpaid fees for service.

## 21. ROLE OF THE MINISTRY OF CHILDREN AND YOUTH SERVICES

The Ministry of Children and Youth Services Area Offices are responsible, by legislation, for the protection of children, support to families, compliance with the Day Nurseries Act, and the appropriate use of public funds in community social service work. As a part of this responsibility, the Area Office issues and monitors licences for nursery schools, childcare centres, and home child care agencies. To receive a licence, Organizations must conform to the Day Nurseries Act and Regulations. Information and consultation on program development, legislation and special child care programs (Example: special needs) are offered by the Ministry of Children and Youth Services. The Ministry is also responsible for provincial policy development and the preparation of legislation relating to childcare.

## 22. LEGISLATION THAT MAY AFFECT YOUR BOARD'S OPERATION

These are not all-inclusive lists, but refer to legislation most often used.

### Service Related

- ☞ Day Nurseries Act
- ☞ Ministry of Children and Youth Services Act
- ☞ Child and Family Services Act

- ☞ Freedom of Information and Protection Act
- ☞ Hazardous Products Act
- ☞ Corporations Act
- ☞ Consumer Protection Act

### **Employment Related**

- ☞ Employment Standards Act
- ☞ Human Rights Code
- ☞ Freedom of Information and Protection Act
- ☞ Pay Equity Act

Copies of the above are available from:

Ontario Government Bookstore  
880 Bay Street  
Toronto, Ontario  
M7A 1N8  
1-800-268-7540

Prices vary depending on the Act. Mail orders provided.

## **23. THE DAY NURSERIES ACT**

To follow is the main legislation or law that affects licensed services provided through your Board. It is divided into two parts:

The **Act** states the law and gives authority for making **Regulations**.

The **Regulations** provide the fine-tuning detail to make the **Act** work. Occasionally, **Regulations** are changed to make improvements.

Under the **Day Nurseries Act**, the **Regulations** outline specific details and practices that must be adhered to for a day nursery to operate and be licensed. Some of the specifics of the **Regulations** follow. For full information, refer directly to the **Day Nurseries Act**, located within the office of each Program.

### **ACCOMMODATION AND BUILDING**

Play activity space of at least 2.8 square meters of unobstructed indoor play space for each child on the licensed capacity of the day nursery. A day nursery that has a program for 6 hours or more in a day requires space designated for:

- ☞ eating and resting
- ☞ the preparation of food
- ☞ storage for beds and linens

- ☞ a staff rest area
- ☞ storage for outdoor play equipment
- ☞ office area

## **BEHAVIOUR MANAGEMENT**

There are written Policies and Procedures with respect to discipline. The policies are reviewed with all Staff/Providers/Students upon commencement of employment, contract or placement and annually, thereafter.

## **CALCULATION OF PROVINCIAL GRANTS**

This section of the Act outlines the steps required in presenting a day nursery's budget and the approval process when applying for government grants. Grants may be received relative to children and parents in need, children with special needs, children served by a native band, and for start-up costs (buildings, furnishings and equipment).

## **ENROLLMENT AND RECORDS**

All records (with the exception of Financial Records, which are kept for seven years) are kept for two years. Records include such items as: enrollment applications and personal information regarding a child (history of immunization, communicable diseases, medications administered, diet, etc.).

## **EQUIPMENT AND FURNISHINGS**

Play equipment and furnishings must be adequate to serve the licensed capacity of the day nursery and meet the needs of the children enrolled.

For each child under 18 months of age in an approved home childcare situation, a cradle or crib that complies with the Hazardous Products Act must be provided.

## **FINANCIAL RECORDS AND RETURNS**

All Financial Records are to be kept for at least seven years. Ministry reporting requirements are outlined in the Day Nurseries Act.

## **FIRE SAFETY AND EMERGENCY INFORMATION**

The local Fire Department approves written procedures, including the Staff's/Provider's duties during an emergency. The information is posted in a conspicuous place within each playroom of each Program. A fire drill is conducted at least once per month in each Child Care Centre and Home Child Care setting. An up-to-date list of emergency phone numbers, including 911, if available, the Fire Department, Police, Ambulance, Hospital, Poison Control, and Taxi Services are posted adjacent to the telephone.

## **HEALTH AND MEDICAL SUPERVISION**

A daily written record that indicates any incidents affecting the health, safety, or well-being of the Staff/Providers or children, is maintained. There are written Policies

and Procedures with respect to Sanitary Procedures. A first aid kit and manual are readily available at all times. All drugs and medications are kept in a locked container, out of reach of the children. All children are immunized as recommended by the Ministry of Health.

## **HEARINGS**

Where a licence is being denied, revoked, or issued on a conditional basis, either the applicant or the licensee is entitled to request a hearing by the Child and Family Services Review Board (Child and Family Services Act, 1984, Pt.9). This section of the Act details the process.

The above are only some of the Regulations in the Day Nurseries Act. Refer to the full document for complete information.

## **INSPECTION**

The local Health Department conducts regular inspections of the day nursery premises. The Fire Department conducts inspections only when there have been modifications to the day nursery building. Home Child Care settings must successfully pass a fire inspection prior to children being placed in care. The Home Visitor conducts regular health & safety inspections of the homes (minimum monthly). Any report made by the local Medical Officer of Health or Fire Department must be kept on file for at least two years. A copy of all inspections is forwarded to the Ministry of Children & Youth Services.

## **INSURANCE**

Cook's School Day Care Inc. carries \$5,000,000.00 comprehensive General Liability coverage, including personal injury, and Automobile Liability coverage of non-owned autos used in an emergency situation.

## **LICENSING AND APPLICATIONS**

The Ministry issues licences and renewals for a maximum of one year. This section of the Act outlines the steps, forms and costs involved in the process.

## **NUTRITION**

Menus are posted for at least the current and the following week. Copies of the summer and winter menus are provided in the childcare centers' Parent Handbook. Menus are planned according to the Canada Food Guide and rotate on a five-week basis.

## **ORGANIZATION AND MANAGEMENT**

This section identifies the responsibilities of the operator (Board) as program and financial management and personnel administration. It allows that the Board for this role may appoint a person.

**PLAYGROUND**

5.6 square meters are required for each child on the licensed capacity of the day nursery; ground level and adjacent to the premises; fenced to a minimum height of 1.2 meters (4 feet) when used by children under 6 years of age; local municipal requirements may apply.

**PROGRAM**

A daily program plan is posted and available to parents that include:

- ☞ group and individual activities
- ☞ activities designed to promote fine and gross motor skills, language and cognitive skills, social and emotional development
- ☞ active and quiet play
- ☞ outdoor play

**STAFF NUMBER AND GROUP SIZE**

The number of employees is determined by the ratios set out in the Day Nurseries Act. Staffing is based on number, ages and needs of the children in care. Refer to Schedule 3 below.

**DAY NURSERIES ACT – SCHEDULE 3 (7.3.72.)**

<b>AGE OF CHILDREN IN GROUP</b>	<b>RATIO OF EMPLOYEES TO CHILDREN</b>	<b>MAXIMUM NUMBER OF CHILDREN IN A GROUP</b>
Under 18 months	3 to 10	10
18 months of age and over; up to and including 30 months of age	1 to 5	15
More than 30 months of age; up to and including 5 years of age	1 to 8	16
Over 5 years of age and less than 6 years of age	1 to 12	24
6 years of age and over; up to and including 12 years of age	1 to 15	30

## **STAFF TRAINING AND DEVELOPMENT**

All Staff/Providers are encouraged to attend at least one professional development experience annually. All Staff are required to present a report pertaining to each experience at the Staff Meeting following the event/s. A 1% merit increase may be awarded to staff participating in a professional development experience if determined that the Organization possesses the financial ability to do so. The merit increase is given consideration on an annual basis.

## **QUALIFICATIONS OF STAFF**

The childcare centre Supervisor must have a diploma in Early Childhood Education (E.C.E.) or equivalent (as deemed acceptable by the Ministry), be registered with the College of Early Childhood Educators, and at least two years experience working in a day nursery.

For each childcare centre group of children as defined in Schedule 3, below, at least one staff person must hold an E.C.E. diploma or equivalent and be registered with the College of Early Childhood Educators.

## **24. EMPLOYMENT STANDARDS**

The Employment Standards Act provides for minimum terms and conditions of employment. It sets out the maximum number of hours which can be worked in the day or week; creates a minimum wage; requires over-time pay of at least one and one-half times the employee's regular rate; and established paid public holidays. The Act also requires equal pay for equal work; prohibits discrimination on the basis of sex, age, or marital status in employer-provided benefit plans; institutes an entitlement to pregnancy leave; forbids lie detector testing; obligates an employer to provide notice of termination or pay in lieu thereof; and, in certain cases, imposes separate liability severance pay. For information on employment standards, contact the Ontario Ministry of Labour (listed in the blue pages of your phone book).

## **25. THE CORPORATIONS ACT**

As with the Day Nurseries Act, the Corporations Act is comprised of the Act and accompanying Regulations. The Ministry of Consumer and Commercial Relations administer this Act. It outlines how an agency becomes and remains a corporation. A corporation exists as a legal entity, separate and distinct from its members. Most childcare services are "not-for-profit" corporations. This means they have been incorporated under Part III of the Corporations Act and neither directors nor members "own" the corporation or any of its assets. In this case, the organization must be engaged in activities of benefit to the community (e.g. religious, athletic, service-oriented, etc.). They may be further defined as "charitable", as is Cook's School Day Care Inc., and many childcare services. This is determined by the purposes of the organization and can provide tax advantages.

While it is not mandatory for not-for-profit organizations to incorporate, the advantages of incorporation include more liability protection for individual members, eligibility for provincial grants, business transactions made easier, (i.e. banking, owning real estate, signing a lease or contract). Some government funding programs require incorporation; other potential sources of funding, such as the United Way and foundations, require not only regular incorporation but also charitable status. In terms of disadvantages, the corporation is created through law. Therefore, it is subject to some supervision by the Government of Ontario and must abide by that law to retain its privileges. Items, such as the development of the Corporation's By-laws, the election of Directors, the calling of meetings, and regular reporting of information to government departments, are specified in the Corporations or Cooperative Corporations Act.

## **26. MINISTRY OF CHILDREN AND YOUTH SERVICES ACT**

In the childcare field there are a variety of programs and services that are not addressed in the Day Nurseries Act. The Ministry of Children and Youth Services Act allows for the establishment and funding of childcare situations such as resource centres, resource teacher programs, and grants to assist staff salaries and benefits. More information regarding this Act is available through the childcare staff of your local Ministry of Children and Youth Services office.

## **27. GLOSSARY OF TERMS**

### **ANNUALIZED DOLLARS**

Base funds required for an operation to carry on the same program from one year to the next.

### **APERS**

Annual Program Expenditures Report prepared by an agency's auditor as part of the annual audited report for the Ministry.

### **APPROVED CORPORATION**

A corporation approved by the Ministry of Children and Youth Services to provide subsidized child care services.

### **AUDIT**

Official examination of accounts by someone external to an organization (i.e. accounting firm) and completed at least once a year.

### **BUDGET**

Annual estimate of revenue and expenditures of an organization. Ministry guidelines are provided for this process.

## **CHILDCARE**

Refers to the range of supports and services available to families with children. Services include unregulated care, licensed centre-based care, nursery schools, developmental care, integrated centres, licensed home-based care and child / family resource centres.

## **CONTRACT/LEGAL AGREEMENT**

A formal written agreement between two or more parties setting out the details of what each will do within a given period of time.

## **CORPORATION**

A legal entity having an independent existence, separate and distinct from that of its members. It is regulated by the Corporations Act. The corporation owns property in its own name, acquires rights, obligations and liabilities, enters into contracts and agreements and has the capacity to sue and be sued, as would an individual.

## **DAY NURSERIES ACT AND REGULATIONS**

The Ontario legislation that governs the operation of licensed childcare services, both centre and home-based.

## **DAY NURSERIES LICENCE**

Granted by the Ministry of Children and Youth Services when a childcare centre or home-based care agency meets the requirements of care and practice as set out in the Day Nurseries Act. Annually renewed following inspection.

## **DIRECTOR (MINISTRY OF CHILDREN AND YOUTH SERVICES)**

As referred to in the Day Nurseries Act, this is the role of the Area Manager or delegate.

## **EMPLOYMENT STANDARDS ACT**

Provincial legislation that provides for minimum terms and conditions of employment.

## **FINANCIAL STATEMENT**

A written record of money received and how it was spent on at least an annual basis. Required as part of the Ministry's grant process and prepared by the agency.

## **FISCAL DOLLARS**

Money provided for a one-year period. It also includes one-time dollars for specific activities or items that may not be repeated in future years.

## **FORMAL CHILDCARE**

Licensed childcare services given by Ministry of Children and Youth Services recognized organizations.

### **HANDICAPPED CHILDREN'S BENEFIT**

A program that helps parents of severely handicapped children meet the ongoing extraordinary costs arising from their child's disability.

### **HOME CHILD CARE PROVIDER**

Care of 5 children or less under the age of 12 in a private residence in return for compensation and for continuous periods not exceeding 24 hours. Both formal (licensed) and informal (un-licensed) exist.

### **IN-CAMERA/EXECUTIVE SESSION**

The part of the meeting where all staff and guests are asked to leave the meeting. Business that is not for general knowledge is conducted. Separate minutes are kept by the Secretary of the Board and are not for publication. Example: Salary negotiations.

### **INCORPORATION**

The act of becoming a corporation. Completed through the Ministry of Consumer and Commercial Relations.

### **INFORMAL CHILDCARE**

Unlicensed childcare services given by family, friends or arranged between individuals for a specific child or children.

### **LIABILITY**

Being legally responsible / answerable for an obligation to perform.

### **LICENCE AND LICENSING POSTER WITH ATTACHED FLYERS**

Required by the Day Nurseries Act for operation of a day nursery. Issued or renewed at least annually by the Ministry of Children and Youth Services and must be posted.

### **LICENSED CAPACITY**

The number of children a childcare centre is allowed to accommodate at one time.

### **LICENSED CENTRE-BASED CARE**

Premises that receive more than five children up to and including 12 years of age, who are not of common parentage, primarily for temporary care and guidance, for a period not exceeding 24 hours.

### **LICENSED HOME-BASED CARE**

The temporary care of five or fewer children up to and including 12 years of age, when such care is provided in a private residence, other than the home of a parent or guardian of any such child, for a period not exceeding 24 hours. Agencies that

approve homes and caregivers for this service must be licensed under the Day Nurseries Act as a Home Child Care Agency.

### **MAJOR CAPITAL EXPENDITURES**

For purchases, construction, or renovations of a building used for childcare services and supports.

### **MCYS**

Ministry of Children and Youth Services.

### **MEMBER IN GOOD STANDING**

A member in good standing is:

- ☞ A current service-user (parent/guardian) who abides by the Policies and Procedures of the Corporation.
- ☞ A volunteer for the Corporation (including, but not limited to placement students), a community individual or a community organization who supports the purpose of the Corporation.
- ☞ Employees and contract positions are members in good standing by virtue of their employment or contract with the Corporation. Membership will cease upon termination of employment or contract by the Corporation.

### **MINOR CAPITAL EXPENDITURES**

Those involving minor repairs and maintenance, which are not part of the regular operating expenses of an agency (i.e. new roof, start-up furnishings available to approved corporations).

### **MUNICIPALITY**

A city, town, village, township, region, or county.

### **NEEDS TEST**

Used to determine the eligibility of families for government assistance in meeting their licensed childcare costs. The test is defined in the Day Nurseries Act and is usually administered by municipalities, Indian Bands, or approved agencies on behalf of the Ministry of Children and Youth Services.

### **NOT-FOR-PROFIT CHILDCARE**

Includes services which are governed by a Board of Directors, usually consisting of parents and/or community members and which are legally incorporated under the Corporations Act or operated by a municipality or Indian Band.

## **NOT-FOR-PROFIT CORPORATION**

An organization incorporated for the purpose of carrying on activities of benefit to the community without financial benefit (i.e. charitable, religious, athletic, etc.).

## **OPERATOR**

The corporation or individual that operates child care services.

## **PDF**

Program Development Funds. Government grants provided, in past years by the Ministry of Children and Youth Services Act for start-up of childcare programs including needs analysis and initial operating expenses.

## **POLICY**

General boundaries for action that are in keeping with the philosophy of the agency.

## **PROGRAM ADVISOR (MINISTRY OF CHILDREN AND YOUTH SERVICES)**

Works for the Ministry to assist agencies with program planning, licensing consultation and licensing inspection / site visits.

## **PROGRAM SUPERVISOR (MINISTRY OF CHILDREN AND YOUTH SERVICES)**

Works for the Ministry with social service agencies to assist with community planning and ensure program and financial accountability.

## **RECE**

Individual who has attained a diploma in Early Childhood Education from a recognized post-secondary institution and is registered with the College of Early Childhood Educators.

## **RECE, ECE.C**

Individual who has attained a diploma in Early Childhood Education from a recognized post-secondary institution, is registered with the College of Early Childhood Educators, and has successfully completed the certification process through the Association of Early Childhood Educators, Ontario.

## **SCHEDULE**

Tabulated statement of details in the Day Nurseries Act, often as an appendix to a principal document (i.e. budget schedules, day nursery schedules).

## **SPECIAL NEEDS**

Refers to any physical, emotional, or social conditions resulting in a delay in typical growth and development.

## **STANDARDS**

The minimum requirements for childcare programs identified within the Regulations of the Day Nurseries Act. Standards cover many aspects of operation including, health and safety, staff qualifications, adult:child ratios, nutrition, space requirements, behaviour management, and administration.

## **SUBSIDY**

Fee assistance for licensed childcare costs to families deemed eligible by a needs test. This is usually administered by the local municipality, Indian Band, or an approved agency and cost-shared by the federal, provincial and local levels of government.

## **SUPERVISOR / EXECUTIVE DIRECTOR**

A person hired by the Board of Directors to manage the day-to-day operations of the agency.

## **80/20**

A funding formula (i.e. the amount payable to an approved corporation by Ministry of Children and Youth Services is 80% of the net cost of providing childcare services for a child whose parent is in need. The other 20% must come from the other sources such as fees, the municipality, fund-raising, etc.)