



Section 6

Administrative Duties of Operators



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This section explains the administrative tasks that are part of running a child care facility. It explains the information that operators have to collect on children:

- what they have to collect
- when they have to collect it
- how they are to collect it
- where they have to keep (or file) it
- how long they must keep it, and finally
- that they must keep the information confidential

Operators also must:

- keep accurate and up-to-date financial records

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10(1)

Every operator shall maintain on file for each child attending the child day care facility an application for enrolment signed by the parent or guardian of the child.

10(2)

The application referred to in subsection (1) must include:

- (a) the child's name, address, and birth date;
- (b) the names, locations and telephone numbers of the child's parents or guardian, or a person named by the parents or guardians who may be contacted in the case of an emergency;
- (c) the names of individuals to whom the child may be released;
- (d) the name of a health care professional providing health care to the child;
- (e) the child's health card number;
- (f) a record of any medical, physical, developmental or emotional condition relevant to the care of the child;
- (g) a waiver signed by the child's parent or guardian allowing the operator to obtain medical treatment for the child in the case of an emergency, accident or illness;
- (h) written permission from the child's parent or guardian allowing the child to be taken on excursions by staff;

Regulation 10(1) and 10(2)

Application for Enrolment**Why**

- To ensure that operators and staff have access to up-to-date and accurate information about the children in their care
- The information on the application is needed in order to keep children safe and enable their participation in the early childhood program.

What it means

- The operator must have parents fill out and sign an application for enrolment before accepting a child into the early childhood program.
- The application for enrolment must include all of the information outlined in the shaded box above.

How

- Develop an application for enrolment with the information required by the shaded box (ask the Regional Early Childhood Officer for an example). Use plain language whenever possible – e.g., Last Name, not Surname.
- In addition to the information stated in the shaded box include the following in the application:
 - the name, home address, work address, telephone numbers and, if applicable, the e-mail address of the child's parent
 - the name, home address, work address, telephone numbers and, if applicable, the e-mail address of a person who may be contacted in case of an emergency if an attempt to contact the child's parent is not successful;
 - the name of any parent or other person who, by court order or agreement, is restricted in or not allowed to have access to the child or picking up the child, and a copy of the court order or agreement;
 - the name of a health care professional (or health care facility in the absence of a professional) providing health care to the child;
 - a copy of the child's updated immunization record (if a parent does not want to provide a record of immunization then they must provide a letter explaining this decision)
 - if the child has food allergies or special food requirements, or requires special feeding arrangements, information on the allergies, food requirements or feeding arrangements

- written permission from the child's parent allowing the child to be taken on excursions (short trips) by staff. Excursions are routine activities that occur daily or on a regular basis for example going to the playground. For other events such as field trips separate permission must be obtained.
- if the child day care facility provides or arranges for transportation in a vehicle for excursions, written permission from the child's parent allowing the child to be transported in a vehicle for the excursions.
- written permission if the parent allows the child to be photographed or visually recorded.
- Ask parents to complete the application for enrolment so that you have all the required information.
- Do not accept children into the program until parents have fully completed and signed the application for enrolment.
- Parents must provide a copy of the child's immunization record. This does not mean that the child has certain immunizations (shots). It only means that the operator knows what immunizations a child has had, and has not had. (This is important in the event of a suspected disease outbreak.)
- Keep the completed application in the child's file.
- Keep the information confidential.

40(1)

All children attending a child day care facility and all staff must have current proof of any immunization required by a health care professional.

Regulation 40(1)

Annual Update of Immunization and Medical Information

Why

- To ensure that operators have up-to-date immunization information and important medical information, in order to keep children safe and enable them to participate in the early childhood program

What it means

- The operator must ask parents to provide a written updated immunization record, each year. Parents are required to provide it.
- Each year, the operator must ask parents to provide an update of any medical, physical, developmental or emotional condition of the child in order for the operator to properly and safely care for the child. The parents are required to provide it.
- Written update should be provided annually. This means that it could be a written update by the parent, a written report from a health care professional, a photocopy of an immunization record, etc.
- If a parent does not provide the immunization record and/or update then they must provide a letter indicating the reason for this decision.

How

- Each year ask the parent to provide a written updated immunization information, and written updated information on any medical, physical, developmental or emotional condition that the operator needs to know about in order to properly and safely care for the child, and/or for the child to participate in the daily program. If the parent does not provide the required updates you must exclude the child from the program until they do.
- Keep the information in the file.
- Keep the information confidential.
- Make sure that all staff are aware of any relevant medical information when working with a child.
- Contact the Health Centre, Public Health or Hospital if there are general questions or concerns regarding health and medical conditions that children may have. Do not identify specific children or families by name – to maintain confidentiality.

10(3)

Every operator shall keep a record for each child attending the child day care facility showing

- (a) the date of admission of the child to the facility;
- (b) the date of discharge of the child from the facility;
- (c) the daily attendance record of the child; and
- (d) the health record of the child as updated annually with or by the parent or guardian of the child.

Regulation 10(3)

File for Each Child**Why**

- To establish and maintain complete and accurate information on children attending a child care facility
- To ensure that up-to-date immunization and medical information is easily available for every child who is attending, or has attended a child care facility
- To give direction to operators about how long to keep a file after a child stops attending

What it means

- The operator must set up a separate file for each child who is attending the facility. Each child's file must contain the information shown in the shaded box as well as:
 - the application for enrolment of the child signed by the child's parent
 - the immunization record of the child as updated annually; and
 - information on any medical, physical, developmental or emotional condition relevant to the care of the child as updated annually;
 - any reports referred to in section 13 respecting the child.
- The operator must keep the file for a minimum of two years (recommended five years) after the date when the child stops attending the centre or family day home.

How

- Set up an area with locking filing cabinet(s) in the child care facility.
- Set up a separate file for each child as soon as there is an application for enrolment or any other information collected.
- Store files alphabetically so each child's file is easy to locate, particularly in an emergency. This might be alphabetically by first or last name or by children's group (if children are separated by group).
- File any information on a child as soon as possible. There is less mess, less chance of something getting lost and less chance of problems with confidentiality.
- Keep the files up-to-date by adding annual or new information.
- Dispose of any outdated information (e.g., old immunization records) in a manner that ensures confidentiality, such as burning or shredding.

- Keep the information in the children's files confidential.
- When a child is no longer attending the child care facility:
 - complete the file of that child by recording the date that the child stopped attending, as required by b) in the shaded box,
 - keep the file for a minimum of two years (recommended five years), and
 - dispose of old files in a manner that ensures confidentiality, such as burning or shredding.

10(3)

Every operator shall keep a record for each child attending the child day care facility showing

- (c) the daily attendance record of a child

Regulation 10(3)(c)

Daily Attendance Record

Why

- To identify which children are in attendance in the event of an emergency
- To identify the hours that a child is in the care of the facility
- To identify which children were in attendance, on a given date or time period, in the event of a health, child protection, environmental, or other issue

What it means

- The operator must keep a daily attendance record for all children attending the child care facility.
- The daily attendance record must show the time each child arrives and the time each child leaves.
- Daily attendance records must be kept for at least two years (recommended five years) before they are disposed of or destroyed.

How

- Create and use a daily attendance (sign in/sign out sheet) so that children can be accounted for at all times. Include the time of arrival and the time of departure of the child.
- *You* are responsible for collecting attendance, sign in and sign out information.
- In the case of an emergency evacuation remove the daily attendance from the child care facility and take it with you.
- Keep daily attendance records for at least two years (recommended five years).
- After two years (recommended five years), dispose of daily attendance records in a manner that ensures confidentiality, such as burning or shredding.

10(4)

Every operator shall keep information concerning a child or the child's family confidential, except

- (a) The child's parent or guardian shall have access to such information; and
- (b) The Director may, on request, inspect the application referred to in subsection (2) and the record referred to in subsection (3).

Regulation 10(4)

Confidentiality and Exceptions to Confidentiality

Why

- To ensure that information on a child or child's family is kept confidential
- To explain who the operator can allow to look at the child's file

What it means

- The operator must keep **all** information on a child confidential, not just the information in the child's file.
- Only the child's parent or legal guardian is allowed to look at the child's file, unless the parent has no right of access to the child.
- The Director is allowed to look at a child's file and may also give permission to the Regional Early Childhood Officer to look at a child's file.

How

- Keep all files containing child/family information in a locked storage unit at the facility.
- Share *relevant* information with staff if they need the information in order to provide care, instruction or supervision for the child.
- Do not discuss information about a child or a child's family with other families.
- Make sure all staff understand the importance of not discussing information about a child or a child's family with other families.
- Make sure you have parental permission to photograph or visually record a child. This was included on the application for enrolment.
- Only parents or legal guardians of a child may access the child's personal information.
- Allow the Director or Regional Early Childhood Officer to look at a child's file if he or she asks.
- Confidentiality can be broken if a staff member is of the opinion that a child's health, safety and/or well-being is in jeopardy. In this situation contact Social Services, RCMP or Health Centre as appropriate. (See Section 5 under *Duty to report*.)

12(1)

Every operator shall maintain complete and accurate financial records of the child day care facility in accordance with generally accepted accounting practices.

Regulation 12(1)

Financial Records

Why

- A child day care operation is a business, and all businesses must keep financial records.

What it means

- The operator must keep up-to-date and accurate financial records using regular accounting practices.

How

- Use standard accounting procedures to record all financial transactions – any money that comes in and any money that goes out – along with supporting documentation such as invoices and receipts.
- If you are not familiar with standard accounting procedures hire someone else to do the book keeping.
- Make financial records available as needed to auditors, funding agents and inspectors.
- Create a budget to operate the facility and replace equipment as needed.

12(2)

Where an operator receives financial assistance, including a day care subsidy from the Government of Nunavut, the Director may inspect the records referred to in subsection (1).

Regulation 12(2)

Inspection of Financial Records

Why

- To ensure funding is spent according to the Government of Nunavut's terms and conditions
- To ensure the operator is complying with the *Financial Administration Manual* (FAM) regulations of the GN financial practices

What it means

- Financial assistance means the operator is receiving Early Childhood Program funding provided by the Government of Nunavut to assist with start-up costs and/or ongoing operation costs.
- The Director may ask to inspect the financial records, and the operator must comply.

Recommended

An operator shall, in accordance with any guidelines established by the Director, complete a written report on the following occurrences:

- (a) any accident causing injury:
 - (i) at the child day care facility during the hours of operation of the facility;
 - (ii) at any other location used in the delivery of the daily program while the location is being used for that purpose;
- (b) any serious incident;
 - (i) at the child day care facility;
 - (ii) at any other location used in the delivery of the daily program;
- (c) any injury to a child, or any onset of serious illness in a child, occurring during the hours of his or her attendance at the child day care facility or any other location as part of the daily program;
- (d) the presence at the child day care facility of any person who has a communicable disease.

An operator shall provide a copy of the report to the Director no later than the next business day after the identification of an occurrence.

Recommendation

Report of a Serious Occurrence

Why

- To ensure that operators document the response to a serious occurrence
- To ensure the Director is informed of all serious occurrences in a timely manner

What it means

- A serious occurrence means any of the specific events listed in the shaded box, any time an outside agency has been contacted, as well as any other serious incident at the facility, even after hours.
- Other serious incidents might include a fire, utilities outage, damage to the building by a storm, firearm threat, missing/lost child, firing a staff member, etc. The Director has established guidelines for reporting any serious occurrence identified in the shaded box. These are outlined in *How* below.
- Without delay, the operator must write a report explaining any serious occurrence identified in the shaded box and what action(s) the operator took.
- The operator must give a copy of the report to the Director through the Regional Early Childhood Officer before the end of the next business day at the latest.

How

- Make sure you have *Serious Occurrence Report* forms available. Ask the Regional Early Childhood Officer for blank forms if you don't have any.
- As soon as possible, inform the Regional Early Childhood Officer of any serious occurrence so that the Regional Early Childhood Officer:
 - is aware of the situation, your actions, etc.,
 - can provide support, information or other help, and
 - is not taken by surprise with a phone call from the media, an upset parent or other sources.
- If you're not sure if a serious incident should be reported to the Director, ask the Regional Early Childhood Officer. If the Regional Early Childhood Officer is not available then contact the Director.

- As soon as possible after a serious occurrence, on the same day, use the form to document the serious occurrence and the actions taken to address the situation. Include:
 - date of occurrence
 - time of occurrence
 - location of occurrence
 - name of person involved
 - nature of occurrence – such as accident causing injury (adult or child), ill child, other emergency affecting the facility or the daily program (fire, carbon monoxide, fuel spill, lost child, intruder...)
 - names of people who witnessed the serious occurrence
 - when and how the emergency contact people were contacted, and the response
 - other actions the operator took, and when the actions were taken
 - other relevant and important details, if any. For example, if the sick child, or another child in the facility, has not been immunized for that disease, this would be important information.
- Give a copy of the report to the Regional Early Childhood Officer as soon as possible after the serious occurrence happens – before the end of the next business day at the latest. The Regional Early Childhood Officer will acknowledge receipt of the report. The Regional Early Childhood Officer will ensure that the Director is aware of the situation and that a report is on its way. If you have not been contacted by the Regional Early Childhood Officer to acknowledge receipt then contact the Director. Inform the board of directors that a serious occurrence has been submitted to the Regional Early Childhood Officer.
- If the serious occurrence involved a specific child or children, put a copy of the report in the child's or children's file(s).
- Review, and make changes if necessary to routines, floor plans, staff responsibilities, or any aspect of the program to ensure, wherever possible, that a similar incident does not happen again. Ask the Regional Early Childhood Officer or a health and safety professional for suggestions, if needed.
- **If the serious occurrence is a case of suspected child abuse, do not complete a *Serious Occurrence Report*.** Contact the Child Protection Worker. Without providing details, inform the Regional Early Childhood Officer that a case of suspected child abuse has been reported.