

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>CHILD CARE Financial</p>
<p>HEALTH & SAFETY/REPAIRS & MAINTENANCE</p>	<p>Policy Number</p> <p>CC-2.4</p>

Preamble

The Provincial Ministries encourage all Child Care Service Managers, including the Rainy River District Social Services Administration Board (RRDSSAB), to plan for and use potential surplus funds within the current year, in order to address the health and safety needs of Child Care Programs.

Policy

Child Care Programs must comply with the Provincial Ministry's licensing requirements under the *Day Nurseries Act*, if applicable, including those related to health and safety practices, upkeep of equipment, property repairs, and maintenance.

The RRDSSAB, as Child Care Service Manager in the District of Rainy River, may use surplus funds in-year to assist Child Care Programs with their health and safety needs, with prior approval from the appropriate Provincial Ministry. The Child Care Program must expend the funding allocation for health and safety in-year.

Procedure

1. The RRDSSAB determines if surplus funds will be available to fund health and safety needs of both licensed and non-licensed Child Care Programs.
2. The RRDSSAB completes a *Variance Explanation & Action Plan* Form and forwards to the respective Provincial Ministry. If approved by the Ministry, the RRDSSAB's *Service Contract* will be amended to reflect the approved amount. In turn, the RRDSSAB amends *Service Contracts* with respective Child Care Programs to reflect the health and safety allocations.
3. The RRDSSAB invites Child Care Programs to submit funding requests for

health and safety, in the month of October each year.

4. In awarding funding for health and safety, the following are considered by the RRDSSAB:
 - a) Food Preparation Areas (examples)
 - replacing a dishwasher or adding a hot water booster
 - replacing major appliances
 - adding a hand-washing sink in the kitchen
 - b) Washrooms (examples)
 - adding or replacing fixtures
 - replacing partitions
 - replacing flooring materials
 - c) Play Area (examples)
 - storage of cots
 - replacing windows
 - replacing flooring
 - replacing damaged outdoor equipment
 - d) Major Systems (examples)
 - replacing roof
 - replacing heating system
 - improving ventilation system
 - fire detection alarm systems and upgrades
 - adding emergency lighting
 - improving accessibility
 - replacing windows or doors
 - wiring upgrades
 - replacing fencing.
5. Once health and safety funding priorities have been determined by the RRDSSAB, the information is forwarded to the respective Provincial Ministry for final approval.
6. All individual requests and approvals/denials for health and safety funding are maintained in the specific Child Care Program's file. A copy is placed in an annual Health & Safety file maintained by the Children's Services Manager for future reference.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001

Reviewed/Revised by Administrative Approval: 08 April, 2004

Administrative Approval: 30 Dec, 2010

Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February, 2015

REFERENCES: **POLICY AREA** **POLICY NAME AND NUMBER**