



## Personnel Handbook

### Welcome to Oak Park Moms & Tots

I would like to take this opportunity to welcome you to our team. We strive for excellence in all that we do at Oak Park Moms and Tots. As an employee of Oak Park Moms and Tots you have rights and responsibilities. This manual outlines the details associated with your position. It is your responsibility to be familiar with the information contained in this booklet, and to ask for clarification on any of the information presented.

### Mission Statement

Connecting caregivers, parents, grandparents and their children for the purpose of relationship building, information sharing and support within their own neighbourhood.

### Who We Are

Oak Park Moms and Tots began as a small group of 6 moms that started meeting in each others homes in November 1999. Last year we supported 237 families. Our focus is on serving families who live north of The QEW and east of 16 mile creek (Oak Park, River Oaks, College Park, Iroquois Ridge) although families from all of Oakville are welcome. We are grateful for the funding we receive from the Halton Healthy Communities Fund that covers our insurance and some of our staff costs. We are also thankful for our member donations and donations from local businesses that fund our programming costs. Our programs exist because of our volunteers who give generously of their time. Our volunteers accounted for 90% of our staffing hours this year. We strive to be responsive to the needs and suggestions of our members to the best of our ability, so that our programs continue to meet the needs of families in North Oakville.

### Our Programs

**North Oakville Playgroup** - Mondays from 10-11:30 Sept –June to meet other moms , dads, caregivers and grandparents; play with other children and sing some songs. Heather 905-337-2307

**Baby & Tot Circletime** - Tuesdays at 1:45 - - 3:15 This is a program with stories, songs and playtime for children 0-2 years old and their parent, grandparent or caregiver. Sept to June

**Oak Park Community Drop-In** - Thursdays from 9:30—11:30 am Sept—June Due to space limitations, this program is only open to people who live within walking distance of the Oak Park area. Drop in with circle time and Moms evening clubs.

**Circletime at The Ridge** - Fridays 1:30 - 2:15 & 2:15 - 3:00 At Iroquois Ridge Community Centre in the Babysitting Room for ages 0-4. Songs, rhymes and stories. Thank you to Oakville Parks and Recreation for their support of this program.

**Pops And Tots** - Every other Saturday morning from 9:30– 11:30. Dads Only! Rodney 257-5343

**Workshops** – Childcare Choices, Car Seat Clinic, Baby Massage, Parenting, First Aid

**Circletime At The Park** - Milbank Park at Glenashton Drive just west of Trafalgar Rd. on Thursdays 9:30-11:30 in July & August for a free outdoor circle time.

**Clubs** - Children's Reading Club, Moms Book Club, Moms Time Out and a Walking Club.

### Program Goals

The goals of the program are set by the board each year based on needs identified by our members in the yearly survey.

### Contact List

Michelle Knoll

## **PROGRAM PROCEDURES**

### Program Procedures

Do a room check to ensure there are no safety or choking hazards.

Ensure the cupboard in the bathroom with cleaning materials is locked shut.

Make all participants feel welcome

Introduce new moms to others one on one

Complete registration process

Do name tags for participants or ensure a parent volunteer does name tags

Ensure registration forms are filled out

Ensure participants have signed in

Sing tidy up song before circle.

Share announcements of upcoming events from the most current newsletter.

Be prepared to adjust circletime activities based on the children in attendance. If there are a large number of babies then add in some appropriate songs for them.

Read no more than one book each week.

Make use of program resources. I.e puppets, flannel boards, music instruments, parachute etc.

### Program Registration

At the beginning of a program please ask if it is anyone's first time out. If so, please give them a registration form to fill out, a program pamphlet and a current newsletter. They can fill it out right then on one of our clipboards or take it home. Please point out the waiver form on the back of the registration form and ensure that they have signed it when they hand in their form.

Members are encouraged on the form to contribute \$40.00 towards our program costs each year. Cheques are made out to Oak Park Moms and Tots. Please make note on the bottom of the registration form whether they gave you cash or a cheque and what the amount was. This can be left in the yellow file folder in the cupboard or in the staff bin.

### Circletime/Drop in Format

You must arrive in time to start your program. Tuesdays and Fridays at 1:30 with circletime following social and play time, and Thursdays at 10:30.

After tidy up is complete the "Hello everybody and how are you" song is sung.

The circletime then proceeds with songs, rhymes, and fingerplays. Children can range in age from newborn to 5 years old. Because of the age range most of the activities are targeted towards the 2-3 year olds. If a lot of babies are in attendance then you must be prepared to do a couple of baby bouncy rhymes. For the 0-2yr old program If there are a lot of older children you may want to involve them in a counting rhyme or answering questions related to the story.

A maximum of one story is read. The story chosen should have large pictures and be of a simple text to capture the interest of the younger children. A story that is too long loses the interest of the youngest children.

The circletime should last 25 to 30 minutes and end with a goodbye song.

See job description for more details.

### Circletime Resources

We have bells, shakers, rhythm sticks, sand paper blocks, scarves, bean bags, sponges, small balls and a parachute. There are pop up, hand and finger puppets. There is a collection of CD's and circletime books and some resources divided by theme (flannel figures and rhymes)

### Volunteers

Our programs encourage participants to volunteer in the program. Parents can assist with name tags, tidy up etc. feel free to ask them for assistance

### Attendance

Please have people check off their name on the attendance sheet each time they attend a program.

### Program Cancellation

Our programs do not run on Statutory Holidays, or during March break and Christmas holidays. In the summer our outdoor programs are moved indoors in the event of rain.

During the winter months a program is cancelled if the weather makes driving conditions too dangerous.

A program is not cancelled if staff is unable to attend. A relief staff or volunteer will fill in.

## **HEALTH AND SAFETY**

### Medical Needs

A list of all known allergies and medical conditions of our participants is contained in a list with this handbook. The list has emergency contact information for each person with a medical condition. The rest of the membership records are kept with the director and with the board secretary. Call the director at the numbers provided if further details are needed in an emergency.

### First Aid and Safety Procedures

- Be proactive to prevent injuries before they happen
- Check the room/area for any potential hazards before each program
- Report any dangerous condition or practices to the Director
- Remove any broken toys and inform the director
- In the park, if you find glass, dangerous items or there is broken equipment please call 845-6601 and ask for the parks department. Do not pick up dangerous items but alert parents to the location of the items. Set up the circle in a safe location.
- Be aware of the location of a phone to call 911 if needed.
- You are not to administer any medication.
- Report to the director and document on the incident form all accidents and injuries.
- Make sure you are aware of the fire safety plan
- Be aware of the location of the first aid kit
- Check the first aid kit four times a year to ensure it is complete. Complete the first aid checklist and purchase anything that is missing.
- If first aid is required, allow the parent to attend to her child. Provide assistance if needed.
- Keep your first aid training up to date. Oak Park Moms and Tots will cover the cost of your first aid training after one year of hire and ever two years after that.
- Follow safe lifting procedures as outlined on the sheet included here.

### Diaper Changing

Members can dispose of “smelly” diapers in the dumpster behind the building or they can take them home. The parent should wipe down the changetable with the disinfectant clothes provided. Please let the director know if we run out of toilet paper, disinfectant clothes, paper towels, or soap.

### Sun Protection

Please protect yourself when running outdoor programs. Hats and or sunscreen with SPF 15 are recommended.

Find a shady spot to run the program.

Do not share your sunscreen with participants as many people have allergies to sunscreen.

### Appropriate Interaction Guidelines

All physical contact with a participant should be done in the presence of other adults.

If a child requires comforting, permission should be asked, “Do you need a hug?”

If a child initiates contact, it is acceptable to respond with a gentle reassurance. Hold their hand, a pat on the back or an arm around their shoulders is acceptable caring behaviour.

Prolonged contact must be discouraged and touching below the shoulder areas is unacceptable.

Any contact that makes a child uncomfortable should be stopped immediately.

No abuse of any child will be accepted, verbal or otherwise.

If a child is harming or intending to harm another child you must ask the parent to intervene, if they are not doing so. You could also ask the child to go and see his/her parent to stop the situation.

If you have a program disruption issue with a child or have concerns please contact the director to discuss options to ensure participants are safe.

### Child Abuse

Child abuse is any form of physical, emotional and or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child.

If you suspect child abuse you are required to call children’s aid at 905-333-4441. You may wish to consult with the director first.

Any child abuse complaint brought against an Oak Park Moms and Tots staff person will be fully investigated and the staff person will be suspended from duty pending the results of the investigation.

## **EMPLOYMENT**

### Dress Code

Comfortable clothes suitable for interacting with children should be worn as well as your staff name tag. Inform the director if you have lost your name tag so a new one can be ordered. You may be required to pay for a replacement name tag.

### Use of Moms & Tots Property

Oak Park Moms and Tots property is not to be used for private use without prior consent from the Director.

### Insurance Coverage

All staff and volunteers, when acting for Oak Park Moms and Tots are covered are covered for legal liability under our insurance policy which is for a maximum of two million dollars. Staff and volunteers are not covered if they act in a negligent manner.

If a staff person becomes injured while performing their duties they are covered by the Workplace Safety and Insurance Board and must report their injury to the director at the earliest possible moment so that a claim can be filed. Please complete an incident report. For an injury that effects your ability to work, you will be given a WSIB Functional Abilities Form For Timely Return to Work to be filled out by a doctor at your first visit and again before you return to work.

Injuries received traveling to and from work are not covered under our insurance policy.

### Payroll Information

See the payroll schedule sheet included for when cheques are issued.

If your regularly scheduled shift falls on a holiday then you will be paid for your shift.

The following are recognized as holidays and we are closed on these days:

New Years Day	Good Friday	Victoria Day
Canada Day	Labour Day	Thanksgiving Day
Christmas Day	Boxing Day	

### Attendance and Substitution

Staff are required to be at work on time and ready to work. If you are going to be late please call the director so she can arrange to be there.

If you are not able to work please call a replacement as soon as possible. Notify the director of the change in staff for that day. If you can not find a replacement call the director who will attempt to find a volunteer to fill the shift. Staff are not paid for absences.

For extended time off please allow plenty of time so that you can find a replacement. Summer Holiday requests are normally discussed mid May.

An employee subpoenaed for jury duty may be granted a leave of absence without pay.

### Performance Management

A collaborative process for maximizing group and individual performance and aligning individuals with organizational strategies to achieve desired results.

A performance review form is completed by the staff person each year. Successes are reviewed and goals set for the upcoming year. The director is available at all times for staff input and questions. A staff meeting is held atleast once a year.

### Training

Staff are required to have current first aid and CPR training as well as have completed the online breastfeeding course at [www.muskokahealth.org](http://www.muskokahealth.org)