

APPENDIX A

INSURANCE

(see Article 51 of the Collective Agreement)

APPENDIX B

ALLEGATIONS OF SEXUAL OR PHYSICAL ABUSE

(See Article 52 of the Collective Agreement)

The purpose of this form is to provide an objective and thorough documentation of allegations of sexual or physical abuse of children in the centre by child care staff.

PART A (To be completed by the investigator)

1. General Information

Date the complaint came to the attention of the Centre: _____ Individual against whom the complaint was made: _____ Child's name:

Person making the complaint: _____ Parent or guardian notified: Name: _____ Date:

Investigator: _____ Position:

2. Nature of the complaint

In this section, indicate the nature of the complaint and how the allegation was brought to the Centre's attention. Give a complete description of the alleged sexual or physically abusive act.

3. Actions taken to investigate the allegation

In this section, describe the steps taken by the Centre itself to investigate the complaint. Ensure that the names of all persons interviewed are indicated, as well as a description of what the person said. Also indicate the nature of any other investigations arising from the incident, e.g. RCMP, Child Protection Unit, etc. and the names of investigators known to the centre.

4. Outcome of the investigation

In this section, describe the evidence on which the outcome is based, and the rationale for the outcome reached. Please note that the outcome must comply with Clause 52.04 of the Collective Agreement, i.e. you must reach one of three conclusions:

- a) that no abuse occurred
- b) that abuse did occur
- c) that it could not be determined whether abuse occurred or not.

Describe any further actions taken at the outcome of the investigation.

PART B (To be completed by the parent or guardian of the child if they so wish. Otherwise, please indicate that the opportunity to do so was declined.)

5. Satisfaction with the investigation

Please indicate your degree of satisfaction with the manner in which the complaint was investigated, and whether you are in agreement with the outcome of the investigation:

PART C (To be completed by the child care worker under investigation if they so wish. Otherwise, please indicate that the opportunity to do so was declined.)

6. Satisfaction with the investigation

Please indicate your degree of satisfaction with the manner in which the complaint was investigated, and whether you are in agreement with the outcome of the investigation:

APPENDIX C

CENTRE DIRECTOR EVALUATION FORM

(See Article 26 of the Collective Agreement)

Demonstrates Strength	Shows Improvement	Needs Improvement	
			The director exercises strong organizational leadership and...
			inspires the confidence and respect of staff, parents and community leaders.
			keeps staff excited about the centre's mission.
			focuses her or his energy on high priority tasks.
			continually explores ways the centre could do a better job.
			remains calm during periods of stress and keeps problems in perspective with a good sense of humour
			takes the initiative to solve centre problems.
			has a plan for crisis management that enables her or him to effectively handle unexpected situations.
			effectively serves as a liaison between staff and centre directors/owners.
			creates an aesthetically pleasing environment for staff and children.
			The director is responsible for planning and evaluation and...
			involves members of the organization in setting and revising centre goals.
			keeps the program on target for achieving its goals.
			is always conscious of the long-term goals of the program.
			oversees evaluation systems and uses the information to make strong decisions.
			keeps informed on trends and developments affecting the future of the centre.
			The director is responsible for staff supervision and...
			is clear in her or his expectations and keeps staff well-informed about policies and program information.
			motivates staff to give their best effort.
			frequently provides objective feedback to staff on their performance.
			is responsive to employee problems and concerns and encourages suggestions and new ideas.
			supports her or his staff as individuals, valuing their differences.

Demonstrates Strength	Shows Improvement	Needs Improvement	
			is an effective team builder
			carries out centre policies consistently and fairly.
			facilitates conflict resolution among staff members.
			The director is responsible for staff development and...
			has an organized approach to recruiting, hiring, and orienting new staff.
			maintains in-service training programs and opportunities.
			has regular conferences with staff.
			regularly attends professional events and training sessions and encourages staff members to do so as well.
			makes a great coach.
			delegates meaningful tasks to capable employees.
			maintains her or his own professional growth.
			The director is responsible for the development and implementation of an appropriate curriculum and...
			demonstrates knowledge and understanding of children's abilities, needs, and individual differences.
			ensures staff follow appropriate curriculum development and teaching techniques.
			serves as a resource for the development of appropriate curriculum.
			models positive discipline techniques and ensures approved techniques are used to guide children's behaviour.
			The director is responsible for administrative systems and...
			ensures the centre is clean, sanitary and uncluttered.
			ensures indoor and outdoor equipment is well-maintained and regularly inspected for safety hazards.
			has systems for keeping track of vital information on staff, children, families, finances, evaluations, etc.
			oversees communication systems within groups.
			submits all required reports in a timely accurate manner.
			maintains the centre in compliance with licensing and accreditation standards.
			keeps accurate, up-to-date financial records.
			operates the centre within prescribed budgetary limits.
			collects child care fees promptly and follows through on late payments.
			monitors capacity and enrolment statistics and uses the info to effectively plan enrolment and staffing policies.

Demonstrates Strength	Shows Improvement	Needs Improvement	
			The director is responsible for parent relations and...
			knows families and makes opportunities to have conversations with them.
			effectively supports the transition of families into the

			program.
			maintains confidentiality at all times, sharing only appropriate information.
			keeps parents informed of policies and procedures of the centre.
			encourages parent participation and makes parents feel welcomed and involved.
			is available for parent guidance and counselling.
			is conversant about children's progress, specific incidents, child development issues, and program policy concerns.
			The director is responsible for the marketing and public relations and...
			is effective in recruiting children and maintaining enrolment.
			grooms the image of the centre in the community as it is communicated through telephone inquiries, centre tours, promotional materials, visual presence of the building and grounds, and word-of-mouth exchanges with staff and parents.
			is key resource in the community on what is good for children and families..
			is enthusiastic about child care and keeps abreast of relevant legislation, research and development of the profession.

Adopted, with permission from Exchange press, Inc. Publisher of Child Care Information Exchange (a bi-monthly management magazine for owners and directors), P.O. Box 2890n Redmond, WA 98073-9977.