

RECORD KEEPING

CHILD INFORMATION RECORDS

Section 6(1)

Every licensee shall keep current records of child and family information for each child enrolled during the period of enrollment and for a period of at least two years after discharge, which shall include:

- (a) each child's name, home address and birthdate;
- (b) name, address and telephone number of each child's parent or guardian; and the location and telephone number of the parent or guardian while the child is attending the child care centre;
- (c) name, address and telephone number of a person designated by the parent or guardian to be contacted in the event of an emergency if the parent or guardian is not available;
- (d) names of any person designated by the parent or guardian as a person to whom the child may be released;
- (e) records of any medical, physical, developmental or emotional conditions relevant to the care of the child;
- (f) each child's Manitoba Health registration and personal health identification numbers and name of the child's physician; and
- (g) where applicable, copies of separation agreements, court orders or other documents setting out custody arrangements for each child.

Guideline

Centres must ensure that records are updated as needed. It is recommended that they be updated at least once a year.

When a designated person picks up a child, centres are advised to verify each occurrence with the parent to ensure the individual is authorized to pick up the child on that day. Centres should also record each occurrence.

The centre's registration form should include a clause(s) outlining that, in the event of parental separation, the parent or guardian will inform the centre of the custody and access arrangements and, where applicable, will supply the child care centre with a copy of the parents' custody agreement or court orders about the children in care. Refer to *Understanding Custody Arrangements and Court Orders Issued by the Criminal or Family Law Courts*, which is available upon request from the child care co-ordinator or online at www.manitoba.ca/childcare under Publications and Information.

It is strongly recommended that centres keep a current immunization record for each child to be consulted in the event of an outbreak of a communicable disease in the centre. However, attendance in a child care centre cannot be denied if the immunization record is not provided by parents.

Best Practice

Child and family information is seen only by those staff who need the information to provide services and to ensure the individual needs of children and families are met.

Records are stored in a locked cabinet, drawer or box.

ATTENDANCE RECORDS

Section 6(2)

Every licensee shall:

- (a) keep daily attendance reports with respect to each child enrolled in the child care centre, which indicate the arrival time and departure time of each child; and
- (b) maintain the records in clause (a) on file for a period of two years.

Guideline

The arrival and departure times of each child must be recorded on every occasion. It is the responsibility of the provider to ensure record accuracy. Accurate records will help centres identify which children are in attendance at a given time in the event of an emergency. Samples of attendance records are available upon request from the child care co-ordinator.

Child care regulations require attendance reports to be kept and available for inspection for a period of two years. However, centres are advised to consider keeping attendance reports longer for other purposes, such as income tax.

Best Practice

Staff record arrivals and departures of each child to ensure accuracy and maintain confidentiality.

Staff use a recording system to monitor where children are at all times, including excursions away from the centre. All staff are responsible for ensuring the attendance records are accurate at all times.

Staff ensure records are removed if the centre must be evacuated.

Staff prepare and attach a current centre floor plan to the attendance record for the use of emergency personnel in the event of an emergency.

The centre has an answering machine and/or other communication system that parents can use to leave messages about their children's attendance.

Phone messages are written down and shared with appropriate staff. Staff check messages regularly.

Communication systems ensure personal information is always kept confidential.

Attendance records are destroyed, when appropriate, in a confidential and professional manner.

CONFIDENTIALITY

Section 6(3)

Every licensee shall keep information concerning a child or the child's family, obtained under subsection 6(1), 6(2), 10(6), 11(3) or 11(6), strictly confidential, but

- (a) the child's parents or guardians shall have access to such information upon request; and
- (b) the information can be disclosed with the written consent of the child's parents or guardians.

Guideline

Child care centres should develop policies to ensure written and verbal information about a child or family is always kept confidential.

A centre cannot discuss a child or a child's family with another centre or provider. Neither family nor child information can be passed on to another centre or provider without written parental approval. Any concerns about the release of information should be discussed with the child care co-ordinator.

Medications administered to children must also be maintained in a confidential manner.

Best Practice

The centre has a written confidentiality policy. All board members, parent advisory committee members, centre staff, substitutes, practicum students and volunteers know about, understand and sign the centre's written confidentiality policy.

The director and board of directors/operators comply with other privacy legislation, such as the federal *Personal Information Protection and Electronic Documents Act*.

The Manitoba Child Care Association's *Privacy Policy Resources for Child Care Facilities* is used to ensure compliance with federal privacy legislation.

FINANCIAL

Section 6(4)

Every licensee shall:

- (a) maintain complete and accurate financial records for the child care centre in accordance with generally accepted accounting principles; and
- (b) submit the financial records to the director as required.

Guideline

Child care centres are expected to follow standard accounting principles. Manitoba Child Care Program staff are available as a resource for centres.

Best Practice

Monthly financial statements are provided to the board of directors.

The board approves financial policies and budget expenditures.

PARENTAL PERMISSION FOR RESEARCH, PHOTOGRAPHY, VIDEO-TAPING

Section 6(5)

Every licensee shall obtain written permission from the parent or guardian of a child before any research project, photography or video-taping is carried out by any person with respect to that child in the licensee's child care centre.

Guideline

A licensee shall ensure consent forms have been signed by parents or guardians before their child can be observed, interviewed, assessed, photographed or video-taped as a part of a research project or other activity in the centre. Parents may choose not to participate.

If the project is affiliated with a college or university, the school may collect the consent forms and the centre must ask for permission to see the forms.

Parental consent forms are not required for observations that are part of the centre's program, such as those made by centre staff to evaluate a child's progress and development or those carried out for program planning. This includes investigations conducted by Child and Family Services, the police and/or Manitoba Child Care Program staff. Parental consent forms are required when a child is assessed by a child development specialist independent of the child care centre.

Students from recognized child care training programs or schools, may observe and take notes while at the centre without parental consent, only if the identity of the child is not revealed in the observation.

INSURANCE

Section 6(6)

Every licensee shall obtain and maintain comprehensive general liability insurance coverage for staff and children in attendance at the child care centre, including coverage for excursions away from the child care centre and business vehicle liability insurance where necessary.

Guideline

A minimum of \$3 million in comprehensive general liability coverage is recommended because it reflects court awards on behalf of children who have received serious injuries.

Most general liability insurance policies cover claims dealing with four types of costs:

- bodily injury, including physical injury, pain, suffering, sickness and death
- damage to another's property, including both destruction and loss of use
- medical attention relief at the time of the accident
- legal fees if the injured party decides to sue

In addition to general liability insurance, it is strongly recommended that board of directors' liability and contents insurance be obtained.

A centre's policy should be reviewed and updated at least once a year to ensure that coverage reflects changes in licensed spaces, renovations and relocations. A copy of the current policy must be available at the centre.

Best Practice

Equipment and furniture inventory lists are updated annually or as needed and stored off site.

The centre has a security alarm system.

POSTING

Section 6(7)

Every licensee shall post a copy of the act and regulations or a summary authorized by the director in a visible location within the child care centre for the information of parents and guardians.

Guideline

A child care centre that chooses to post a summary of the act and regulations which has not been supplied by the Manitoba Child Care Program, must submit it to the child care co-ordinator for approval before use.

The current licence and any licensing orders issued must be posted in a location that is visible to all parents and guardians with children in care.

OUTINGS

Section 6(8)

A licensee who takes the children on outings away from the licensee's child care centre shall:

- (a) obtain permission from the child's parent or guardian before taking a child on an outing;
- (b) give 24 hours notice to the child's parent or guardian of an outing that requires transportation; and
- (c) take the information referred to in clauses (1)(a), (b), (c), (e), (f), and (g) on an outing.

Guideline

Child care centres should ensure a personal record is developed for each child at the centre. Copies of restraining orders, release forms, the names of individuals to whom children may be released, medical consent forms, as well as a first aid kit, must accompany children on outings.

Accompanying children to and from school is considered to be an outing from the centre.

Parents must be advised of each outing, destination and method of transportation and supervision provided.

Best Practice

Staff ensure outings are appropriate and in the best interest of children's health, safety and well-being.

Staff identify and evaluate the goals and objectives of specific field trips to ensure experiences away from the centre are beneficial.

Staff organize on-site field trips, bringing experiences to children in their own centres. For example, police officers, fire fighters or entertainers are invited to the centre to visit with children.

Staff take small, rather than large, groups of children on field trips.

Centres provide a better ratio of adults to children to ensure children are adequately supervised on outings. Even with very small groups, a minimum of two staff, including a trained early childhood educator (ECE), is included on every excursion.

The centre ensures appropriate methods of transportation are used. The director keeps the board of directors or parent advisory committee informed of all plans for outings.

Staff know and follow the rules and regulations of the site visited.

Safety measures are in place and include the following:

- children wear tags and pinnies or t-shirts with the name of the centre
- each staff member is assigned and accountable for specific children
- cell phone is available and
- counts of children are conducted frequently -
 - before departing
 - upon arrival
 - several times during the outing
 - before returning
 - before exiting transportation