



## **STAFF POLICIES and PROCEDURES**

### **A. Staff First Aid Procedure**

The staff at Royal City Co-operative Preschool (RCCP) are required to possess a current Standard First Aid certificate including Infant and Child CPR issued by a training agency recognized by the Workplace Safety and Insurance Board. All staff members must participate in a First Aid recertification course every three years. A copy of the current certificate for each staff member must be filed in the individual's staff file.

### **B. Staff and Illness Policy**

It is the policy at RCCP to provide and maintain a living working environment conducive to optimal promotion of health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of all persons in the program. Effective communicable disease control measures are dependent upon the cooperation of all involved.

Staff members exhibiting any of the symptoms of communicable disease listed in the RCCP Health Policy or any of the following symptoms are required to stay home from work and observe the listed isolation periods.

- Skin Rash
- Diarrhea and /or vomiting and /or nausea
- Conjunctivitis
- Difficult or rapid breathing
- Symptoms of a "bad cold" (ie. Sore throat, constant sneezing, heavy nasal discharge, bad cough)

Each staff member's contract outlines the number of paid sick days available to the staff member during the contract year.

#### **Procedure**

Ill staff members must notify the Supervisor as soon as possible. The supervisor will contact a supply teacher for the required shift.

### **3. Staff Performance Evaluation Procedure**

Staff shall receive a yearly performance evaluation, which includes any observations made, as well as feedback from the parent surveys, to give a well-rounded vision of the staff member's current performance and areas for continued growth.