

**Compass Early Learning and Care
Board of Directors Meeting**

Monday, January 28th, 2018 5:30 p.m.

Administration Office
Peterborough, Ontario



AGENDA	I/D/A	TIME
1. Call to Order by Chairperson <i>(Kathy)</i>	A	1 minute
2. Welcome and Introductions <i>(Kathy)</i>	A	1 minute
3. Review and Approval of Agenda <i>(Kathy)</i>	D	1 minute
4. Declaration of Conflict of Interest <i>(Kathy)</i>	A	1 minute
5. Review and Approval of Minutes <i>(Kathy)</i>	D	5 minutes
5.1 Approve November 26 th , 2018 Minutes	A	1 minute
6. Finance Report		
6.1 Director of Finance & Administration Report <i>(Ashley)</i>	I	5 minutes
6.2 Financial Statements: <i>October & November Final and December Preliminary</i>	D	15 minutes
6.3 Pay Equity	I	5 minutes
6.3 Pay Equity	D	1 minute
7. Reports		
7.1 CEO Report <i>(Sheila)</i>	I	15 minutes
7.2 President's Report <i>(Kathy)</i>	I	5 minutes
7.3 Review of Kathy's Self-Evaluation Questions	I	5 minutes
8. Announcements and New Business		
8.1 Directors' Self-Evaluations	I	15 minutes
8.2 Review and Approve Health & Safety Compliance Policy HCC	A	1 minute
8.3 Review and Approve Program Health & Safety Compliance Policy	A	1 minute
8.4 Review and Approve Amended Board Calendar	A	1 minute
8.5 CEO Job Description and Salary	D	45 minutes
9. Date and Time of Next Meeting		
9.1 March 25 th , 2019 @ Compass ELC Administration Office		
10. Adjournment	D	1 minute

Compass Early Learning & Care Board of Directors Meeting Minutes

Monday November 26th, 2018 6:30 p.m.

Administration Office
Peterborough, Ontario



Present

Board Members: Kathy Warner – President
Doug Lytle – Treasurer
Jon Gillan – Secretary
Karla Kielec – Director
Sarah Stokes – Director

James Brandon – Prospective Director
Stephanie Mazzocca – Prospective Director

Regrets: Rachael Terrion – Director
Julie Whiteman – Director

Staff: Sheila Olan-MacLean - CEO
Ashley Daley – Director of Finance & Administration
Rachel Heathcock – Administrative Assistant

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- 1.0 **Call to Order:** Kathy Warner called the meeting to order at 6:30 p.m.
 - 2.0 **Welcome and Introductions:** Kathy welcomed everyone to the meeting and made introductions.
 - 3.0 **Review and Approval of Agenda: MOTION: to approve the amended agenda. CARRIED.**
 - 4.0 **Prospective Board Members:**
 - 4.1 Stephanie Mazzocca and James Brandon have shown interest in being Board Members.
MOTION: to appoint Stephanie Mazzocca to the role of Director. CARRIED.
MOTION: to appoint James Brandon to the role of Director. CARRIED.
 - 5.0 **Declaration of Conflict of Interest:**
 - 5.1 It is to be noted that Stephanie Mazzocca may have a Conflict of Interest due to her role with the School Board.
 - 6.0 **Review and Approval of Minutes**
 - 6.1 *October 29th Board Meeting Minutes* **MOTION: To accept the minutes of the October 29th, 2018 board meeting as presented. CARRIED.**
 - 7.0 **Finance Report**
 - 7.1 *Director of Finance & Administration Report:* Ashley reviewed her Financial Report.
MOTION: to accept the budgets as presented. CARRIED.
 - 7.2 *Financial Statements:* September 3 ¼ final; October & November preliminary.
MOTION: To approve the Financial Statements as presented. CARRIED.
 - 7.3 Sarah Stokes has requested to be the Wage Enhancement Board Representative.
 - 8.0 **Reports**
 - 8.1 *CEO Report:* Sheila presented her CEO report.
 - 8.2 *President's Report:* Kathy presented her President's Report.

9.0 Announcements and New Business

- 9.1 CEO job description and wage review. **MOTION: To push the date of the CEO Job description discussion to a later date. CARRIED.**
- 9.2 Review the Police Vulnerable Sector Check Policy. **MOTION: To approve the revised PVSC Policy, Including the revisions made this evening, as of this date. CARRIED.**
- 9.3 Review the Leaves Policy. **MOTION: To approve the Leaves Policy. CARRIED.**

10.0 Review the Board Development Notes.

- 10.1 Kathy offered questions for the Board to consider for discussion at the January Board Meeting:
 - A. What can I contribute of myself as a board member to help enhance the guiding values of Compass? (Committee work, initiative inspiration, volunteer, etc.)
 - B. What would you like Compass to invest in and facilitate to help you grow and develop as life-long learners?

11.0 Adjournment:

- 11.1 The meeting was adjourned at 8:00 p.m. **MOTION: To adjourn meeting. CARRIED.**

12.0 Date and Time of Next Meeting

- 12.1 January 28thth, 2018 6:30 @ Compass ELC Administration office.

Kathy Warner, President

Date

Jon Gillan, Secretary

Date



DIRECTOR OF FINANCE REPORT

Financial Highlights – Oct (final)

- MTD surplus of \$97k, YTD surplus ~\$389k over budget due to expansion funds from CKL, program growth, other funding (Canada summer jobs, etc.)
- Strong, consistent growth in revenues
- Strong balance sheet position; additional deferred revenue resulting from CKL expansion dollars associated with affordability initiative

Financial Highlights – Nov (final)

- MTD surplus of \$50k, YTD surplus ~\$439k
- Strong, consistent growth in revenues (~11% YoY after normalizing for parent fee increase), slightly over budget
- Strong balance sheet position; additional deferred revenue resulting from CKL expansion dollars and affordability initiative

Financial Highlights – Dec (projected)

- unfortunately while trying my best to reconcile all accounts for year-end as a result of all of the year end initiatives and being down one staff (Olu unfortunately didn't work out and we had to re-hire and she starts January 28th!) I was unable to get to a point where I felt confident presenting results for December so have made some comments re: a projection
- anticipating a YTD surplus in and around the \$500k mark; budgeted for \$197k net of affordability/compensation initiatives (\$493k comprehensive with \$125k transfer to contingency, 55k transfer to capital improvements, and \$257k towards other compensation/affordability initiatives, leaving an amount of \$56k unrestricted and estimate to come in line with this)
- main contributing factors include: year-end GOG tops ups, admin dollars associated with YE initiatives, not doing budgeted compensation/affordability initiatives in Durham as wanting to be intentional and bring together the compensation committee first
- will come to next meeting with proposal for transfers to reserves (i.e. portion for contingency, new building, program improvements, etc.)

Other News

- Affordability Initiative Funding (advocacy re: equitable plan; we internally funded those families that registered directly with their home child care providers)
- GOG Top ups (rec'd funds Dec 21: CKL \$65k and Ptbo \$67k)
- Compensation working group update

Compass Early Learning and Care Profit & Loss vs Prior Year October 2018

	Oct 18	Oct 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DNFRP	49,605.14	39,690.61	9,914.53	24.98%
General Operating Funding	156,888.29	119,473.98	37,414.31	31.32%
Management Fee	0.00	900.00	-900.00	-100.0%
Other Funding	22,872.68	13,463.41	9,409.27	69.89%
Other Income	750.29	2,316.22	-1,565.93	-67.61%
Parent/Admin Fees	1,002,377.17	817,235.09	185,142.08	22.66%
PD Commission	6,506.60	20,581.55	-14,074.95	-68.39%
PD Income	7,427.88	0.00	7,427.88	100.0%
Wage Enhancement Income	81,509.99	61,464.17	20,045.82	32.61%
Wage Subsidy/Pay Equity	3,044.75	3,045.53	-0.78	-0.03%
Total Income	1,330,982.79	1,078,170.56	252,812.23	23.45%
Expense				
Marketing/Advertising	5,935.06	482.23	5,452.83	1,130.75%
Minor Improvements/Repairs	21,637.21	12,081.66	9,555.55	79.09%
Office	5,907.95	7,224.30	-1,316.35	-18.22%
Other Expenses/Misc	4,867.74	7,257.37	-2,389.63	-32.93%
PD Consulting	3,616.26	4,089.99	-473.73	-11.58%
PD Expenses	11,399.71	10,727.24	672.47	6.27%
Processing Fees	18,922.49	9,404.86	9,517.63	101.2%
Professional Development	0.00	474.32	-474.32	-100.0%
Professional Fees	1,250.00	1,250.00	0.00	0.0%
Technology/Communications	15,662.81	11,052.08	4,610.73	41.72%
Toys/Materials	5,607.44	3,934.35	1,673.09	42.53%
6-1020 · Bad Debts	-5.65	37.40	-43.05	-115.11%
6-1075 · Food	39,569.41	34,132.35	5,437.06	15.93%
6-1092 · Wage Enhancement	72,679.55	53,656.32	19,023.23	35.45%
6-1093 · Wage Enhancement - Benefits	8,830.44	7,807.86	1,022.58	13.1%
6-1095 · Insurance	3,596.27	3,327.59	268.68	8.07%
6-1147 · Prov of Ontario - Water	63.38	52.01	11.37	21.86%
6-1175 · Rent	19,601.71	14,252.21	5,349.50	37.54%
6-1215 · Travel	4,321.72	2,939.75	1,381.97	47.01%
6-1225 · Utilities	9,302.87	8,127.61	1,175.26	14.46%
6-5100 · Wages & Benefits	927,165.74	776,168.58	150,997.16	19.45%
6-5200 · DNFRP	53,436.10	39,931.35	13,504.75	33.82%
Total Expense	1,233,068.21	1,008,568.95	224,499.26	22.26%
Net Income	97,914.58	68,701.61	29,212.97	42.52%

Compass Early Learning and Care
Profit & Loss vs Prior Year
October 2018

Notes

Varies from year to year depending on needs

Increase due to change in formula

IIQ transferred to Five Counties

HCC Expansion True Up Dollars in CKL

Timing of rebates (received in current year within the quarters (i.e. Sept vs Oct)

Growth in programs, plus addition of new programs (i.e. Minden) [upward adj of \$20k due to Harold Longworth n

Timing Difference

Timing Difference

Higher due to increase in staff

Similar year over year

Timing difference, paid first instalment for website in current month

Fairly similar year over year [upward adj of \$2k due to late invoices]

Timing difference, under budget being offset with tech

Difference in amortization year over year due to capital contributions (same difference in rev above)

Timing difference

Timing difference

Increase due to implementation of parent portal, under budget

Fairly similar year over year

Same year over year (accounting accrual)

Timing difference of licence renewals and ink purchases, offset with office

Increase due to timing and funding rec'd from Ptbo [upward adj of \$2k due to late invoices]

Timing difference

Increase in line with increase in enrolment [upward adj of \$4k due to late invoices]

Offsets with rev see note above

Offsets with rev see note above

Slight increase due to new programs

Varies depending on water testing needed

Majority from HCC CKL space (rec funding to offset \$2k) remaining from expansion of new programs

Increase due to supporting in Durham and Minden

Increase due to addition of Minden program relative to PY

Increase due to growth and internally covering \$2 premium for those in program not funded by WEG

Majority offsets with income (internally funding DNFRP and cook WEG)

[net change of \$11k, upward adj]

Compass Early Learning and Care
Profit & Loss vs Prior Year
October 2018

ot being captured]

Compass Early Learning and Care
Profit & Loss vs Prior Year
November 2018

	Nov 18	Nov 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DNFRP	46,441.14	48,964.72	-2,523.58	-5.15%
General Operating Funding	153,388.29	121,857.31	31,530.98	25.88%
Management Fee	0.00	900.00	-900.00	-100.0%
Other Funding	20,822.78	21,597.92	-775.14	-3.59%
Other Income	1,753.51	750.00	1,003.51	133.8%
Parent/Admin Fees	954,740.44	836,589.47	118,150.97	14.12%
PD Commission	41,134.22	17,403.96	23,730.26	136.35%
PD Income	27,272.23	1,000.00	26,272.23	2,627.22%
Wage Enhancement Income	82,839.93	64,422.86	18,417.07	28.59%
Wage Subsidy/Pay Equity	3,044.75	3,094.31	-49.56	-1.6%
Total Income	1,331,437.29	1,116,580.55	214,856.74	19.24%
Gross Profit	1,331,437.29	1,116,580.55	214,856.74	19.24%
Expense				
Marketing/Advertising	803.68	2,011.97	-1,208.29	-60.06%
Minor Improvements/Repairs	15,980.33	10,076.40	5,903.93	58.59%
Office	8,760.38	5,422.14	3,338.24	61.57%
Other Expenses/Misc	9,968.81	8,411.97	1,556.84	18.51%
PD Consulting	4,352.40	1,989.07	2,363.33	118.82%
PD Expenses	6,335.74	19,325.77	-12,990.03	-67.22%
Processing Fees	24,526.80	12,395.38	12,131.42	97.87%
Professional Development	22.49	1,757.73	-1,735.24	-98.72%
Professional Fees	1,250.00	2,061.43	-811.43	-39.36%
Technology/Communications	18,417.80	10,416.90	8,000.90	76.81%
Toys/Materials	11,980.90	9,462.64	2,518.26	26.61%
6-1020 · Bad Debts	0.00	16.68	-16.68	-100.0%
6-1075 · Food	32,153.28	32,073.79	79.49	0.25%
6-1092 · Wage Enhancement	72,196.52	56,180.31	16,016.21	28.51%
6-1093 · Wage Enhancement - Benefits	10,643.42	8,242.55	2,400.87	29.13%
6-1095 · Insurance	3,794.61	3,327.59	467.02	14.04%
6-1147 · Prov of Ontario - Water	527.15	305.35	221.80	72.64%
6-1175 · Rent	16,090.13	14,314.63	1,775.50	12.4%
6-1215 · Travel	3,713.23	3,998.89	-285.66	-7.14%
6-1225 · Utilities	8,183.99	8,069.30	114.69	1.42%
6-5100 · Wages & Benefits	976,983.40	817,244.37	159,739.03	19.55%
6-5200 · DNFRP	54,054.10	49,063.71	4,990.39	10.17%
Total Expense	1,281,245.45	1,076,168.57	205,076.88	19.06%
Net Income	50,191.84	39,511.98	10,679.86	27.03%

Compass Early Learning and Care
Profit & Loss vs Prior Year
November 2018

Notes

Varies from year to year depending on needs

Increase due to change in formula

IIQ transferred to Five Counties

Similar year over year

Timing of rebates

Growth in programs, plus addition of new programs (i.e. Minden)

Timing Difference

Timing Difference

Higher due to increase in staff

Similar year over year

Timing difference, expecting increase in marketing in December with next inst of website

Higher due to survey in Minden (funded) and add'l office furniture (will do captial review for YE)

Timing difference, under last month

Difference in amortization year over year due to capital contributions (same difference in rev above)

Timing difference

Timing difference

Increase due to implementation of parent portal, under budget

Timing differences

Difference due to timing of legal expenses recognized last year

Timing difference, spending at end of the year for technology

Increase due to timing and funding rec'd from Ptbo

Timing difference

Similar year over year

Offsets with rev see note above

Offsets with rev see note above

Slight increase due to new programs

Varies depending on water testing needed

Majority from HCC CKL space (rec funding to offset \$2k) remaining from expansion of new programs

Increase due to supporting in Durham and Minden

Increase due to addition of Minden program relative to PY

Increase due to growth and internally covering \$2 premium for those in program not funded by WEG

Majority offsets with income (internally funding DNFRP and cook WEG)

Compass Early Learning and Care Profit & Loss vs Budget October 2018

	<u>Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
DNFRP	49,605.14	0.00	49,605.14
General Operating Funding	159,933.04	155,777.60	4,155.44
Management Fee	0.00	450.00	-450.00
Other Funding	22,872.68	19,947.34	2,925.34
Other Income	750.29	1,000.00	-249.71
Parent/Admin Fees	1,002,377.17	885,405.61	116,971.56
PD Commission	6,506.60	16,500.00	-9,993.40
PD Income	7,427.88	0.00	7,427.88
Wage Enhancement Income	81,509.99		
Total Income	<u>1,330,982.79</u>	<u>1,079,080.55</u>	<u>251,902.24</u>
Gross Profit	1,330,982.79	1,079,080.55	251,902.24
Expense			
Marketing/Advertising	5,935.06	1,666.67	4,268.39
Minor Improvements/Repairs	21,637.21	9,846.84	11,790.37
Office	5,907.95	9,496.00	-3,588.05
Other Expenses/Misc	4,867.74	6,413.00	-1,545.26
PD Consulting	3,616.26	0.00	3,616.26
PD Expenses	11,399.71	5,458.33	5,941.38
Processing Fees	18,922.49	23,668.81	-4,746.32
Professional Development	0.00	0.00	0.00
Professional Fees	1,250.00	2,083.33	-833.33
Technology/Communications	15,662.81	11,160.08	4,502.73
Toys/Materials	5,607.44	8,478.01	-2,870.57
6-1020 · Bad Debts	-5.65	894.07	-899.72
6-1075 · Food	39,569.41	36,036.28	3,533.13
6-1092 · Wage Enhancement	72,679.55	0.00	72,679.55
6-1093 · Wage Enhancement - Benefits	8,830.44	0.00	8,830.44
6-1095 · Insurance	3,596.27	3,123.00	473.27
6-1147 · Prov of Ontario - Water	63.38	0.00	63.38
6-1175 · Rent	19,601.71	16,416.50	3,185.21
6-1215 · Travel	4,321.72	2,795.78	1,525.94
6-1220 · Trips & Activities	-300.00	2,358.34	-2,658.34
6-1225 · Utilities	9,302.87	9,919.18	-616.31
6-5100 · Wages & Benefits	927,165.74	871,529.01	55,636.73
6-5200 · DNFRP	53,436.10		
Total Expense	<u>1,233,068.21</u>	<u>1,021,343.23</u>	<u>211,724.98</u>
Net Income	<u><u>97,914.58</u></u>	<u><u>57,737.32</u></u>	<u><u>40,177.26</u></u>

Compass Early Learning and Care
Profit & Loss vs Budget
 October 2018

<u>Jan - Oct 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
541,490.99	0.00	541,490.99	0.00
1,508,275.16	1,492,046.55	16,228.61	1,803,601.37
5,400.00	4,500.00	900.00	5,400.00
401,830.35	132,515.00	269,315.35	503,327.66
27,980.22	10,000.00	17,980.22	12,000.00
8,539,344.08	8,544,542.53	-5,198.45	10,350,134.22
151,669.32	119,000.00	32,669.32	152,000.00
51,190.17	29,600.00	21,590.17	29,600.00
729,077.98			
<u>11,956,258.27</u>	<u>10,332,204.08</u>	<u>1,624,054.19</u>	<u>12,856,063.25</u>
11,956,258.27	10,332,204.08	1,624,054.19	12,856,063.25
13,744.69	16,666.70	-2,922.01	20,000.00
128,637.11	93,998.44	34,638.67	113,691.96
71,716.51	93,580.72	-21,864.21	112,572.68
100,826.67	64,130.00	36,696.67	634,226.00
28,739.23	0.00	28,739.23	0.00
156,864.38	120,713.34	36,151.04	154,722.00
174,987.05	234,388.78	-59,401.73	281,723.52
18,104.10	0.00	18,104.10	0.00
18,159.79	20,833.30	-2,673.51	25,000.00
124,610.00	111,600.80	13,009.20	133,921.35
84,166.01	81,254.10	2,911.91	98,210.00
61,542.87	8,545.48	52,997.39	10,333.79
365,700.17	348,975.04	16,725.13	421,047.55
637,062.25	0.00	637,062.25	0.00
85,844.90	0.00	85,844.90	0.00
37,733.25	31,230.00	6,503.25	37,475.40
13,438.97	0.00	13,438.97	0.00
156,798.35	159,557.40	-2,759.05	192,390.36
29,873.51	26,448.40	3,425.11	32,040.00
20,383.03	23,883.40	-3,500.37	28,600.00
84,394.34	88,856.80	-4,462.46	108,695.12
8,570,161.93	8,496,106.93	74,055.00	10,271,526.17
578,248.26			
<u>11,561,737.37</u>	<u>10,020,769.63</u>	<u>1,540,967.74</u>	<u>12,676,175.90</u>
<u>389,120.90</u>	<u>311,434.45</u>	<u>77,686.45</u>	<u>179,887.35</u>

Compass Early Learning and Care
Profit & Loss vs Budget
October 2018

Notes

Not budgeted for, offsets with expense below

In line with budget

I/Q transferred to Five Counties for July

funding budgeted for Dec

In line with budget MTD, over YTD due to rebates and fundraising

Over due to timing MTD, fairly in line with budget YTD

Difference due to timing

YTD over budget, due to timing

Not budgeted for, offsets with expense below

Over budget due to timing (pd 1st instal.) overall under as earmarked for website

Over due to timing of purchases and H&S application (partially offset by funding receivable)

Under budget, intentional in some programs to offset with technology

Under due to timing, over last month, Over ytd offsets with amort of DCC in other funding above (\$35k)

Difference due to timing

Difference due to timing

Under budget due to over estimating ADP increase and parent portal usage

Not budgeted for as nets against PD commission rev

Under due to timing and need for legal

Over (offsets with being under in office)

Timing, under (was over last month)

Difference due to timing

Fairly in line with budget

Offsets with revenue above with the exception of the premium for DNFRP/cooks

Offsets with revenue above with the exception of the premium for DNFRP/cooks

Slightly over due to adding new programs

Not budgeted for, offsets with small waterworks funding

MTD timing and increases to Trilliam Lakelands and CKL (funded), YTD inline

Increase due to supporting in Durham and Minden

YTD in line with budget

Fairly in line with budget

Fairly in line with budget

Not budgeted for, offsets with income above

**Compass Early Learning and Care
Profit & Loss vs Budget
November 2018**

	<u>Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
DNFRP	46,441.14	0.00	46,441.14
General Operating Funding	156,433.04	155,777.60	655.44
Management Fee	0.00	450.00	-450.00
Other Funding	20,822.78	24,947.34	-4,124.56
Other Income	1,753.51	1,000.00	753.51
Parent/Admin Fees	954,740.44	887,236.97	67,503.47
PD Commission	41,134.22	16,500.00	24,634.22
PD Income	27,272.23	0.00	27,272.23
Wage Enhancement Income	82,839.93		
Total Income	<u>1,331,437.29</u>	<u>1,085,911.91</u>	<u>245,525.38</u>
Expense			
Marketing/Advertising	803.68	1,666.67	-862.99
Minor Improvements/Repairs	15,980.33	9,846.84	6,133.49
Office	8,760.38	9,496.00	-735.62
Other Expenses/Misc	9,968.81	6,413.00	3,555.81
PD Consulting	4,352.40	0.00	4,352.40
PD Expenses	6,335.74	5,458.33	877.41
Processing Fees	24,526.80	23,668.81	857.99
Professional Development	22.49	0.00	22.49
Professional Fees	1,250.00	2,083.33	-833.33
Technology/Communications	18,417.80	11,160.08	7,257.72
Toys/Materials	11,980.90	8,478.01	3,502.89
6-1020 · Bad Debts	0.00	894.07	-894.07
6-1075 · Food	32,153.28	36,036.28	-3,883.00
6-1092 · Wage Enhancement	72,196.52	0.00	72,196.52
6-1093 · Wage Enhancement - Benefits	10,643.42	0.00	10,643.42
6-1095 · Insurance	3,794.61	3,123.00	671.61
6-1147 · Prov of Ontario - Water	527.15	0.00	527.15
6-1175 · Rent	16,090.13	16,416.50	-326.37
6-1215 · Travel	3,713.23	2,795.78	917.45
6-1220 · Trips & Activities	506.29	2,358.34	-1,852.05
6-1225 · Utilities	8,183.99	9,919.18	-1,735.19
6-5100 · Wages & Benefits	976,983.40	874,003.38	102,980.02
6-5200 · DNFRP	54,054.10		
Total Expense	<u>1,281,245.45</u>	<u>1,023,817.60</u>	<u>257,427.85</u>
Net Income	<u><u>50,191.84</u></u>	<u><u>62,094.31</u></u>	<u><u>-11,902.47</u></u>

Compass Early Learning and Care
Profit & Loss vs Budget
 November 2018

<u>\$ Over Budget</u>	<u>Annual Budget</u>
587,932.13	0.00
16,884.05	1,803,601.37
450.00	5,400.00
265,190.79	503,327.66
18,733.73	12,000.00
62,305.02	10,350,134.22
57,303.54	152,000.00
48,862.40	29,600.00
<u>1,869,579.57</u>	<u>12,856,063.25</u>
-3,785.00	20,000.00
40,772.16	113,691.96
-22,599.83	112,572.68
40,252.48	634,226.00
33,091.63	0.00
37,028.45	154,722.00
-58,543.74	281,723.52
18,126.59	0.00
-3,506.84	25,000.00
20,266.92	133,921.35
6,414.80	98,210.00
52,103.32	10,333.79
12,842.13	421,047.55
709,258.77	0.00
96,488.32	0.00
7,174.86	37,475.40
13,966.12	0.00
-3,085.42	192,390.36
4,342.56	32,040.00
-5,352.42	28,600.00
-6,197.65	108,695.12
177,035.02	10,271,526.17
<u>1,798,395.59</u>	<u>12,676,175.90</u>
<u>65,783.98</u>	<u>179,887.35</u>

Compass Early Learning and Care
Profit & Loss vs Budget
November 2018

Notes

Not budgeted for, offsets with expense below

In line with budget

IIQ transferred to Five Counties for July

Fairly on track MTD (slight timing differences), over YTD due to Canada summer jobs revenue not budgeted for, partially offsets expansion funding budgeted for Dec

Over due to rebates and fundraising

Over MTD due to timing of revenues, fairly in line with budget

Difference due to timing

YTD over budget, due to timing

Not budgeted for, offsets with expense below

Under budget due to timing (over last month), overall under as \$ earmarked for website

Over due to timing of purchases and H&S application (partially offset by funding receivable)

Under budget, intentional in some programs to offset with technology

Over MTD due to timing difference of when cheque was voided and re-issued, Over ytd offsets with amount of DCC in other funding above (\$35k)

Difference due to timing

Difference due to timing

Slightly over MTD, due to timing. Under budget due to over estimating ADP increase and parent portal usage

Not budgeted for as nets against PD commission rev

Under due to timing and need for legal

Over (offsets with being under in office)

Timing, over (was under last month)

Difference due to timing

Fairly in line with budget

Offsets with revenue above with the exception of the premium for DNFRP/cooks

Offsets with revenue above with the exception of the premium for DNFRP/cooks

Slightly over due to adding new programs

Not budgeted for, offsets with small waterworks funding

Fairly inline with budget

Increase due to supporting in Durham, Minden, and prospecting Cobourg

Slightly under due to some summer programs utilizing internal program (Timbernook)

Fairly in line with budget

Over budget in line with revenues being over/timing, some additional costs offset with Canada jobs grant noted ab

Not budgeted for, offsets with income above

Compass Early Learning and Care
Profit & Loss vs Budget
November 2018

ove

Compass Early Learning and Care
Balance Sheet
As of October 31, 2018

	<u>Oct 31, 18</u>	<u>Oct 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Chequing/Savings				
Cash and bank	802,503.00	232,708.40	569,794.60	244.85%
Temporary investments	861,337.33	558,429.33	302,908.00	54.24%
Total Chequing/Savings	<u>1,663,840.33</u>	<u>791,137.73</u>	<u>872,702.60</u>	<u>110.31%</u>
Total Accounts Receivable	759,866.32	708,401.35	51,464.97	7.27%
Other Current Assets				
Accounts Receivable Fee Subsidy	249,595.23	187,218.82	62,376.41	33.32%
1-1220 · Accounts Receivable - Other	20,450.83	29,966.51	-9,515.68	-31.75%
1-1275 · Interest	7,069.42	204.44	6,864.98	3,357.94%
1-2000 · Undeposited Funds	4,799.33	14,273.50	-9,474.17	-66.38%
1-2200 · Prepaid Expenses	88,448.85	66,588.95	21,859.90	32.83%
Total Other Current Assets	<u>370,368.30</u>	<u>298,233.24</u>	<u>72,135.06</u>	<u>24.19%</u>
Total Current Assets	<u>2,794,074.95</u>	<u>1,797,772.32</u>	<u>996,302.63</u>	<u>55.42%</u>
Total Fixed Assets	<u>369,374.87</u>	<u>382,527.63</u>	<u>-13,152.76</u>	<u>-3.44%</u>
TOTAL ASSETS	<u>3,163,449.82</u>	<u>2,180,299.95</u>	<u>983,149.87</u>	<u>45.09%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Total Accounts Payable	154,348.01	98,642.96	55,705.05	56.47%
Total Credit Cards	27,909.75	28,381.13	-471.38	-1.66%
Other Current Liabilities				
Accounts Payable - Other	93,298.58	90,456.40	2,842.18	3.14%
Deferred Revenue	819,965.67	463,160.08	356,805.59	77.04%
2-1203 · Deposits - Parents	394,771.72	355,414.49	39,357.23	11.07%
2-1325 · Accrued Liabilities	18,029.78	19,732.98	-1,703.20	-8.63%
2-2061 · Quality Child Care Petrborough	442.00	442.00	0.00	0.0%
2-2062 · Coalition for Better Child Care	2,489.69	4,979.73	-2,490.04	-50.0%
25500 · GST/HST Payable	0.00	-222.36	222.36	100.0%
Total Other Current Liabilities	<u>1,328,997.44</u>	<u>933,963.32</u>	<u>395,034.12</u>	<u>42.3%</u>
Total Current Liabilities	<u>1,511,255.20</u>	<u>1,060,987.41</u>	<u>450,267.79</u>	<u>42.44%</u>
Total Liabilities	<u>1,511,255.20</u>	<u>1,060,987.41</u>	<u>450,267.79</u>	<u>42.44%</u>
Total Equity	<u>1,652,194.62</u>	<u>1,119,312.54</u>	<u>532,882.08</u>	<u>47.61%</u>
TOTAL LIABILITIES & EQUITY	<u>3,163,449.82</u>	<u>2,180,299.95</u>	<u>983,149.87</u>	<u>45.09%</u>

Compass Early Learning and Care
Balance Sheet
As of October 31, 2018

<u>Oct 31, 18</u>	<u>Oct 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
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Compass Early Learning and Care
Balance Sheet
As of October 31, 2018

Increase due to current year surplus/def rev
Increase due transfer from cash surplus in PY

Increase correlates with parent fee increase

Increases in subsidy, waterworks and timing of payments
Difference due to amortized EHT receivable that came back unfavourable on notice of objection
Timing of maturing GIC's and realized interest
Timing difference of bank deposits
CY higher from ppds associated with WorkHuman Conf and K Sjolín work

Change in net effect of additions and depreciation

Timing difference
Similar year over year

Similar year over year
Received expansion dollars associated with affordability initiative
Increase in line with increase in families
Similar year over year
Same year over year
Change due to Change Leadership re: advocacy work for election
PY should've been re-classed

Change due to current year P&L activity and reserve transfers from y/e

Compass Early Learning and Care
Balance Sheet
As of October 31, 2018

Timing difference

Compass Early Learning and Care
Balance Sheet
As of November 30, 2018

	<u>Nov 30, 18</u>	<u>Nov 30, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Chequing/Savings				
Cash and bank	937,258.79	263,784.34	673,474.45	255.31%
Temporary investments	861,337.33	558,429.33	302,908.00	54.24%
Total Chequing/Savings	<u>1,798,686.46</u>	<u>822,213.67</u>	<u>976,472.79</u>	<u>118.76%</u>
Total Accounts Receivable	738,530.78	892,865.57	-154,334.79	-17.29%
Other Current Assets				
Accounts Receivable Fee Subsidy	217,396.96	200,669.80	16,727.16	8.34%
1-1220 · Accounts Receivable - Other	12,607.69	23,790.20	-11,182.51	-47.01%
1-1275 · Interest	7,069.42	954.44	6,114.98	640.69%
1-2000 · Undeposited Funds	14,599.33	25,761.26	-11,161.93	-43.33%
1-2200 · Prepaid Expenses	80,334.88	82,931.70	-2,596.82	-3.13%
Total Other Current Assets	<u>331,823.20</u>	<u>334,088.42</u>	<u>-2,265.22</u>	<u>-0.68%</u>
Total Current Assets	<u>2,869,040.44</u>	<u>2,049,167.66</u>	<u>819,872.78</u>	<u>40.01%</u>
Total Fixed Assets	<u>371,559.07</u>	<u>386,016.03</u>	<u>-14,456.96</u>	<u>-3.75%</u>
TOTAL ASSETS	<u><u>3,240,599.51</u></u>	<u><u>2,435,183.69</u></u>	<u><u>805,415.82</u></u>	<u><u>33.07%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Total Accounts Payable	106,635.11	109,781.68	-3,146.57	-2.87%
Total Credit Cards	-876.28	12,679.96	-13,556.24	-106.91%
Other Current Liabilities				
Accounts Payable - Other	175,065.53	108,940.62	66,124.91	60.7%
Deferred Revenue	850,120.13	654,279.55	195,840.58	29.93%
2-1203 · Deposits - Parents	396,253.40	361,015.65	35,237.75	9.76%
2-1325 · Accrued Liabilities	23,054.78	24,607.98	-1,553.20	-6.31%
2-2061 · Quality Child Care Petrborough	442.00	442.00	0.00	0.0%
2-2062 · Coalition for Better Child Care	2,489.69	4,979.73	-2,490.04	-50.0%
25500 · GST/HST Payable	-14,971.31	-368.00	-14,603.31	-3,968.29%
Total Other Current Liabilities	<u>1,432,454.22</u>	<u>1,153,897.53</u>	<u>278,556.69</u>	<u>24.14%</u>
Total Current Liabilities	<u>1,538,213.05</u>	<u>1,276,359.17</u>	<u>261,853.88</u>	<u>20.52%</u>
Total Liabilities	<u>1,538,213.05</u>	<u>1,276,359.17</u>	<u>261,853.88</u>	<u>20.52%</u>
Total Equity	<u>1,702,386.46</u>	<u>1,158,824.52</u>	<u>543,561.94</u>	<u>46.91%</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,240,599.51</u></u>	<u><u>2,435,183.69</u></u>	<u><u>805,415.82</u></u>	<u><u>33.07%</u></u>

Compass Early Learning and Care
Balance Sheet
As of November 30, 2018

Increase due to current year surplus/def rev
Increase due transfer from cash surplus in PY

Rec'd Ptbo GOG top up at end of Nov last year \$122k

Increase consistent with increase in subsidized care and growth
Difference due to amortized EHT receivable that came back unfavourable on
notice of objection
Timing of maturing GIC's and realized interest
Timing difference of bank deposits
CY higher from ppds associated with WorkHuman Conf and K Sjolín work

Change in net effect of additions and depreciation

Timing difference
Similar year over year

Similar year over year
Received \$150k in capital funding from CKL and dollars associated with AFI
Increase in line with increase in families
Similar year over year
Same year over year
Change due to Change Leadership re: advocacy work for election
PY should've been re-classed

Change due to current year P&L activity and reserve transfers from y/e

Compass Early Learning & Care 2019 PAY EQUITY PLAN

This document forms a part of our original Pay Equity Plan posted April 1, 1994 and amendments made on; January 1,1995 and January 1,1996 and January 1,1997and January 1,1998 and January 1,1999 and January 1,2000, and January 1,2001 and January 1, 2002 and January 1,2003 and January 1,2004 and January 1,2005 and January 1, 2006 and January 1, 2007 and January 1, 2008 and January 1, 2009 and January 1,2010, January 1, 2011, January 1, 2012, January 1, 2013, January 1, 2014 and January 1, 2015, January 1, 2016, January 1, 2017, January 1, 2018, January 1, 2019

Amendment to Section 1

Salaries in this organization will be adjusted at the equivalent of 1% of our total 2016 calendar year payroll.

Our payroll for 2018 was	\$	9,116,074
1% of this amount is	\$	91,161
Divided by 2018's estimated hours		\$0.21

Amendment to Section J

Pay equity adjustments will be made in regular payroll effective January 1, 2019.

Support Staff	\$0.22
Supply Staff	\$0.21
Program Staff	\$0.21
Other Professional	\$0.20
Supervisor	\$0.19
Director	\$0.18

Approved by the Board on: _____ **Signed:** _____
Date President

Grand Totals

Regular

Clarity

Total 2016

431,581.00

Total Payroll	\$ 9,844,309.17
Minus Purchased Time	\$ 82,871.54
Minus WEG	\$ 645,363.33
	\$ 9,116,074.30

Board of Directors

CEO Report

January, 2019

Hope everyone is staying warm. January began on the warm side, but has brought the winter weather as promised. Below are the highlights of our organization moving forward with our Strategic Plan.

Goal I

1. Build organizational capacity and develop employee potential
 - a. Compensation team – purpose is to review how we view compensation from a whole person compensation perspective, study and learn together about ways that we can implement practices consistent with a successful self-managed organization. We expect a report from this group by late spring.
 - b. Culture Series: Jenny Cullen and myself are leading a series of sessions on culture to support a culture of coaching and emotional safety. The Sessions are listed in the Professional Development Calendar.
 - c. Our staff retreat this year will be on March 30. Invitations will be sent soon. It will again be hosted at Elmhirst's Resort and our guest speaker will be speaking about indigenous culture.
 - d. Our materials and outdoor initiatives continue to grow and develop. Angela has been supporting our educators within CELC and our community with professional learning about loose parts. We have hired a Timbernook Program Lead – Jenna Trumbull and an Outdoor Initiative Coordinator – Kirsty Mason. Kirsty will be in our Durham office and Jenna will mostly be at admin except when she is in Lakefield or other outdoor spaces.
2. Create rich and unique learning environments for children
 - a. We have established pedagogical protocols to guide and support our work in the classrooms. We often have questions about how to document or what are the expectations about documenting children's learning. Reflection is so much a part of our pedagogy and it is hard to explain in a linear way. So the protocols set out the structure that will support educators to think through their documentation, researching and learning.

- b. The Admin Leads, Program Leads and Pedagogical Leads are meeting next week to discuss their respective roles and how we work together to live fully into our strategic plan. The teams have been working on a google document outlining their tasks, accountabilities and responsibilities. This is an ongoing process that began two years ago when we developed these roles.
3. Develop Community Capacity
- a. We are making great strides in developing positive relationships within our communities. Ashley is regularly asked for her input in Peterborough and Durham regarding funding, Angela and Lorrie are doing professional development with local groups and our work on community committees continues.
 - b. We are awaiting news about our innovation grant proposal from the federal government. We expect to hear soon.
 - c. I have applied to be on the Expert panel for the federal government. Will hear in February.
 - d. Home Child Care Durham – we received \$250,000 for start up for our home child care in Durham. We are currently hiring and seeking an office in Durham.
4. Share our journey and approach
- a. Ashley, Jenny and Lorrie are doing a series for Peel Region on financial and human resource administration.
 - b. We are supporting a campaign to make sure that we save our Wage Enhancement Grant. This grant provides \$2 per hour to all of our educators. The loss of this funding would have a severe impact on our staff and our ability to attract and retain educators. There is a petition and information going out to all programs for parents and staff to sign. Please sign our petition. This is important funding and we want the government to know.
 - c. Hanah is beginning a series on documentation and classroom work. Stay tuned to our social media for more on this. Each week a program will submit their story and it will be shared.
 - d. Maryam Monsef is visiting our Peterborough program on February 12.
 - e. I will be reaching out to MPP's in our areas (they are all conservative) to meet and discuss the importance of our licensed child care system.

Compass Early Learning and Care Board Self-Evaluation Questionnaire – 2019



Questions should be answered by all board members. When completed individually the results of Sections A, B and C should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the CEO. Section E provides feedback to the President of the Board.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is:*

Strongly Disagree (1) Disagree (2) Maybe or Not Sure (3) Agree (4) Strongly Agree (5)

A. How Well Has the Board Done Its Job?

- | | | | | | |
|---|---|---|---|---|---|
| 1. Our organization has a three to five-year strategic plan or a set of clear long range goals and priorities. | 1 | 2 | 3 | 4 | 5 |
| 2. The board's meeting agenda clearly reflects our strategic plan or priorities. | 1 | 2 | 3 | 4 | 5 |
| 3. The board has insured that the organization also has a one-year fiscal plan. | 1 | 2 | 3 | 4 | 5 |
| 4. The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies. | 1 | 2 | 3 | 4 | 5 |
| 5. The board encourages that the organization's accomplishments and challenges are communicated to members and stakeholders. | 1 | 2 | 3 | 4 | 5 |
| 6. The board encourages that members and stakeholders have received reports on how our organization has used its financial and human resources. | 1 | 2 | 3 | 4 | 5 |

My overall rating (add together the total of the numbers circled):

- Excellent (28+) Very Good (20-27) Good (15-19) Satisfactory (12-18) Poor (7-11)

Circle the response that **best** reflects your opinion. The rating scale for each statement is:
Strongly Disagree (1) Disagree (2) Maybe or Not Sure (3) Agree (4) Strongly Agree (5)

B. How Well Has the Board Conducted Itself?

- | | | | | | |
|--|---|---|---|---|---|
| 1. Board members are aware of what is expected of them. | 1 | 2 | 3 | 4 | 5 |
| 2. The agenda of board meetings is well planned so that we are able to get through all necessary board business. | 1 | 2 | 3 | 4 | 5 |
| 3. It seems like most board members come to meetings prepared. | 1 | 2 | 3 | 4 | 5 |
| 4. We receive written reports to the board in advance of our meetings. | 1 | 2 | 3 | 4 | 5 |
| 5. All board members participate in important board discussions. | 1 | 2 | 3 | 4 | 5 |
| 6. We do a good job encouraging and dealing with different points of view. | 1 | 2 | 3 | 4 | 5 |
| 7. We all support the decisions we make. | 1 | 2 | 3 | 4 | 5 |
| 8. The board has taken responsibility for recruiting new board members. | 1 | 2 | 3 | 4 | 5 |
| 9. The board has planned and led the orientation process for new board members. | 1 | 2 | 3 | 4 | 5 |
| 10. The board has a plan for director education and further board development. | 1 | 2 | 3 | 4 | 5 |
| 11. Our board meetings are always interesting. | 1 | 2 | 3 | 4 | 5 |
| 12. Our board meetings are frequently fun. | 1 | 2 | 3 | 4 | 5 |

My overall rating (add together the total of the numbers circled):

- Excellent (50+) Very Good (40-49) Good (30-39) Satisfactory (20-29) Poor (10-19)

Circle the response that **best** reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1) Disagree (2) Maybe or Not Sure (3) Agree (4) Strongly Agree (5)

C. Board's Relationship with CEO

- | | | | | | |
|--|---|---|---|---|---|
| 1. There is a clear understanding of where the board's role ends and the CEO's begins. | 1 | 2 | 3 | 4 | 5 |
| 2. There is good two-way communication between the board and the CEO. | 1 | 2 | 3 | 4 | 5 |
| 3. The board trusts the judgment of the CEO. | 1 | 2 | 3 | 4 | 5 |
| 4. The Board provides direction to the CEO by setting new policies or clarifying existing ones. | 1 | 2 | 3 | 4 | 5 |
| 5. The board has discussed as communicated the kinds of information and level of detail it requires from the CEO on what is happening in the organization. | 1 | 2 | 3 | 4 | 5 |
| 6. The board has developed formal criteria and a process for evaluating the CEO. | 1 | 2 | 3 | 4 | 5 |
| 7. The board, or a committee of the board, has formally evaluated the CEO within the past 12 months. | 1 | 2 | 3 | 4 | 5 |
| 8. The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy. | 1 | 2 | 3 | 4 | 5 |
| 9. The board provides feedback and shows its appreciation to the CEO on a regular basis. | 1 | 2 | 3 | 4 | 5 |
| 10. The board ensures that the CEO is able to take advantage of professional development opportunities. | 1 | 2 | 3 | 4 | 5 |

My overall rating (add together the total of the numbers circled):

- Excellent (45+) Very Good (39-44) Good (29-38) Satisfactory (20-28) Poor (11-19)

Circle the response that **best** reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1) Disagree (2) Maybe or Not Sure (3) Agree (4) Strongly Agree (5)

D. Performance of Individual Board Members (*Not to be shared*)

- | | | | | | |
|---|---|---|---|---|---|
| 1. I am aware of what is expected of me as a board member. | 1 | 2 | 3 | 4 | 5 |
| 2. I have a good record of meeting attendance. | 1 | 2 | 3 | 4 | 5 |
| 3. I read the minutes, reports and other materials in advance of our board meetings. | 1 | 2 | 3 | 4 | 5 |
| 4. I am familiar with what is in the organization's by-laws and governing policies. | 1 | 2 | 3 | 4 | 5 |
| 5. I frequently encourage other board members to express their opinions at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 6. I am encouraged by other board members to express my opinions at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 7. I am a good listener at board meetings. | 1 | 2 | 3 | 4 | 5 |
| 8. I follow through on things I have said I would do. | 1 | 2 | 3 | 4 | 5 |
| 9. I maintain the confidentiality of all board decisions. | 1 | 2 | 3 | 4 | 5 |
| 10. When I have a different opinion than the majority, I raise it. | 1 | 2 | 3 | 4 | 5 |
| 11. I support board decisions once they are made even if I do not agree with them. | 1 | 2 | 3 | 4 | 5 |
| 12. I promote the work of our organization in the community whenever I have a chance to do so. | 1 | 2 | 3 | 4 | 5 |
| 13. I stay informed about issues relevant to our mission and bring information to the attention of the board. | 1 | 2 | 3 | 4 | 5 |

My overall rating (add together the total of the numbers circled):

- Excellent (55+) Very Good (45-54) Good (32-44) Satisfactory (20-31) Poor (13-19)

Circle the response that **best** reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1) Disagree (2) Maybe or Not Sure (3) Agree (4) Strongly Agree (5)

E. Feedback to the Chair of the Board *(Optional)*

- | | | | | | |
|--|---|---|---|---|---|
| 1. The board has discussed the role and responsibilities of the Chair. | 1 | 2 | 3 | 4 | 5 |
| 2. The Chair is well prepared for board meetings. | 1 | 2 | 3 | 4 | 5 |
| 3. The Chair helps the board stick to the agenda. | 1 | 2 | 3 | 4 | 5 |
| 4. The Chair ensures that every board member has an opportunity to be heard. | 1 | 2 | 3 | 4 | 5 |
| 5. The Chair is skilled at managing different points of view. | 1 | 2 | 3 | 4 | 5 |
| 6. The Chair can be tough on us as a group when we get out-of-line. | 1 | 2 | 3 | 4 | 5 |
| 7. The Chair knows how to be direct with an individual board member when their behavior needs to change. | 1 | 2 | 3 | 4 | 5 |
| 8. The Chair helps the board work well together. | 1 | 2 | 3 | 4 | 5 |
| 9. The Chair demonstrates good listening skills. | 1 | 2 | 3 | 4 | 5 |
| 10. The board supports the Chair. | 1 | 2 | 3 | 4 | 5 |
| 11. The Chair is effective in delegating responsibility amongst board members. | 1 | 2 | 3 | 4 | 5 |

My overall rating (add together the total of the numbers circled):

- Excellent (45+) Very Good (35-44) Good (25-34) Satisfactory (20-33) Poor (11-19)

HEALTH & SAFETY COMPLIANCE



Policy Statement

Compass Early Learning & Care provides the safest possible environments for children using precautions consistent with appropriate government agencies.

Policy Guidelines

Medical Officer of Health

~~Recommendations and instructions by~~ Directions of the local Medical Officer of Health are followed.

First Aid

A First Aid Kit and manual are readily available in each provider's home.

Reporting Incidents

1. a) A summary is maintained of any incident affecting the health, safety or well-being of a provider or child.
- b) Any injury is considered and documented if:
 - i) There is a visible mark after first aid treatment.
 - ii) There is an injury that occurs to an uncommon area of the body which could later be misconstrued as abuse. (ie: stomach, buttocks area)
 - iii) A child is upset by an accident where no injury is evident.

Safe Drinking Water

The water supplied to providers' homes complies with regulations set out by the Ministry of Environment and the local Health Unit.

Hazardous Product Safety

1. a) Poisonous and hazardous products are stored so they are inaccessible to children.
- b) Non-toxic products are used whenever possible.

Animal Safety

Animals may be included as part of a Home Child Care environment when they meet Health and Safety Standards as set out in the Child Care and Early Years Act and by the local Health Unit.

Firearms and Weapons

Firearms and weapons are registered and stored in compliance with the law. Ammunition must be stored in a separate locked storage with keys inaccessible to children.

Procedure

Medical Officer of Health

1. a) Children's immunization records or notarized, Ministry approved *Statements of Conscience or Religious Belief* or *Statement of Medical Exemption* forms are kept on file and updated as required.
- b) The HCC Consultant is responsible to notify the appropriate Health Unit of immunization updates.
2. ~~Recommendations-Directions~~ of the Medical Officer of Health in respect to a matter that may affect the health or well-being of a child are followed.
 - a) ~~Recommendations-Directions~~ of the Medical Officer of Health or the local fire department are recorded in the Daily Log.

3. Reports made by the Medical Officer of Health or the local fire department:
 - a) One copy is kept on the premises.
 - b) One copy is sent within two business days to a Ministry of Education Program Advisor.



First Aid

1. When an incident that may require first aid occurs:
 - a) Stay calm and elicit support if needed.
 - b) Administer first aid if necessary.
 - c) If the child requires further medical treatment the situation becomes a Serious Occurrence, in which case the Serious Occurrence Policy is followed.
2.
 - a) First aid kits are maintained on a regular basis.
 - b) A separate first aid kit for children is taken on all outings.
 - c) First aid kits are checked by a Home Child Care representative on a quarterly basis.

Reporting Incidents

1. When an incident affecting the health, safety or well-being of a child occurs:
 - a) A *Child Incident Report* is completed and processed.
 - b) A summary of the incident is recorded in the Daily Log book.
 - c) The parent is informed prior to the child leaving that day, and the parent initials the *Child Incident Report* to indicate they have received a copy of the report.
 - d) The report is filed in the child's file.

Safe Drinking Water

1.
 - a) Drilled wells are tested a minimum of two times per year; dug wells are tested four times per year. ~~with three separate samples taken over a three week period.~~
 - b) The Health Unit is notified of any adverse results and their advice sought for a solution when necessary.
 - c) If a well has been identified as contaminated, an alternative source of water approved by the Health Unit is used. Water from this alternate source is used for anything to be ingested or that touches skin such as hand washing, brushing teeth, washing fruits and vegetables, making juice and puddings, ice making and water play activities.

Hazardous Product Safety

1.
 - a) The identification and assessment of hazardous products takes place during the initial home visit.
 - b) When purchasing cleaning and disinfecting products, the least hazardous product for the specific purpose will be chosen.
 - c) Inspections, including how hazardous products are stored, are completed on a quarterly basis by a Home Child Care Consultant.

Animal Safety

1. When considering bringing an animal, bird or fish into a provider's home:
 - a) The *Allergies and Anaphylactic Response Policy 5.7.12* will be followed.
 - b) An up-to-date certificate of immunization for rabies is maintained on file for cats and dogs.
 - c) The animals are approved by a Home Child Care Consultant.
 - d) Discussion of how animals will be interacting with children during their time together takes place with parents. Parents sign the *Animals in the Home* form.
 - e) All animals' environments are to be kept clean and free of hazards

PROGRAM HEALTH & SAFETY COMPLIANCE



Policy Statement

Compass Early Learning & Care staff exercise appropriate precautions to foster the safest possible environment for staff and children and comply with relevant legislation.

Policy Guidelines

Medical Officer of Health

~~Recommendations and instructions by~~ Directions of the local Medical Officer of Health are followed.

First Aid

- a) A WSIB approved First Aid Kit and manual are readily available in each program.
- b) Every centre will have an identified eye-wash station accessible to staff.

Reporting Incidents

- a) A summary of any incident affecting the health, safety or well-being of a staff or child is maintained.
- b) Any injury is considered and documented if:
 - i) There is a visible mark after first aid treatment.
 - ii) There is an injury that occurs to an uncommon area of the body which could later be misconstrued as abuse. (ie: stomach, buttocks area)
 - iii) A child is upset by an accident where no injury is evident.

Safe Drinking Water

All programs comply with regulations set out by the Ministry of Environment, the Safe Drinking Water Act, 2002 and Regulation 243/07 (flushing, sampling and testing for lead in drinking water) and, where applicable, 170/03 (Small Water Works Serving Designated Facilities), and the local Health Unit.

Hazardous Product Safety

- a) WHMIS legislation is followed.
 - i) Hazardous products are identified, assessed and controlled.
 - ii) Poisonous and hazardous products are stored so they are inaccessible to children.
- b) Non-toxic products are used whenever possible.

Animal Safety

Animals may be included as part of a well-rounded curriculum when they meet Health and Safety Standards as set out by the local Health Unit and the Ministry of Health and Long Term Care's *Guidance Document for the Management of Animals in Child Care Centres, 2016*.

Procedure

Medical Officer of Health

- a) Children's immunization records or notarized, Ministry approved *Statements of Conscience or Religious Belief* or *Statement of Medical Exemption* forms are kept on file and updated as required.
- b) The Program Lead is responsible to notify the appropriate Health Unit of immunization updates.
2. ~~Recommendations-Directions~~ of the Medical Officer of Health in respect to a matter that may affect the health or well-being of a child are followed.
 - a) ~~Recommendations-Directions~~ of the Medical Officer of Health or the local fire department are recorded in the Daily Communication Log.
3. Reports made by the Medical Officer of Health or the local fire department:
 - a) One copy is kept on the premises.
 - b) One copy is sent within two business days to a Ministry of Education Program Advisor.

First Aid

1. When an incident that may require first aid occurs:
 - a) Stay calm and elicit support if needed.
 - b) Administer first aid if necessary.
 - c) If the child requires further medical treatment the situation becomes a Serious Occurrence, in which case the Serious Occurrence Policy is followed.
2.
 - a) First aid kits are maintained on a regular basis. They are checked during quarterly Health & Safety Inspections.
 - b) A separate first aid kit for children is taken on all outings.

Reporting Incidents

1. When an incident affecting the health, safety or well-being of a child occurs:
 - a) A *Child Incident Report* is completed and processed.
 - b) Note in the Daily Communication Log that an incident has taken place and to refer to the *Child Incident Report*.
 - c) The parent is informed prior to the child leaving that day, and the parent signs the *Child Incident Report* to indicate they have read the report and how they would like to receive their copy.

Safe Drinking Water

1.
 - a) All centres follow Regulation 243/07 using *Flushing your Plumbing* and *Sampling for Lead* as guidelines.
 - i) *Flushing your Plumbing* and *Sampling for Lead* posters are posted in water flushing stations.
 - ii) Water flushing is to be conducted prior to opening when possible, or immediately upon entering the building. No activities can occur until water flushing is complete.
 - iii) *The Water Flushing Record* is completed each time the lines are flushed.
 - b) Centres that operate their own drinking water system (i.e. are designated as a small waterworks facility) also follow Regulation 170/03, including the training of personnel.
 - c) Both regulations are found at www.ontario.ca/drinkingwater.
 - d) Flushing records are maintained for five years.

Hazardous Product Safety

1. When purchasing cleaning and disinfecting products, the least hazardous product for the specific purpose will be chosen.
2. The program's Health and Safety Representative:
 - a) assigns a designate who is responsible for identifying, assessing, labelling and storing hazardous products.
 - b) with the Program Lead completes a *Health and Safety Inspection* quarterly.

Animal Safety

1. When considering bringing an animal, bird or fish into the centre:
 - a) The MOHLTC *Guidance Document for the Management of Animals in Child Care Centres, 2016* will be followed.
 - b) The *Allergies and Anaphylactic Response Policy 4.7.12* will be followed.
 - c) An up-to-date certificate of immunization for rabies must be maintained on file for cats and dogs.
 - d) All animals and animal visitors are approved by the Program Supervisor.
 - e) All animals' environments are to be kept clean and free of hazards.
 - f) Animal bites are reported to the local Health Unit, per the MOHLTC *Guidance Document for the Management of Animals in Child Care Centres, 2016* and Health Unit requirements.

Board of Directors' Annual Calendar

Month	Corporate	Finance	Committees
January 28 th , 2019	Directors' Self-Evaluation	Financial Statements Draft to December 31 st Pay Equity Plan	Executive Committee – By-law & Corporate Structures Review
February	No Meeting		
March	No Meeting		
April 1 st , 2019	By-law and corporate structures review	Audited financial statements. Investments review.	
April 29 th , 2019	AGM: Approval of annual financial statements. Auditors chosen for following year. Binders collected for updating. Election of Officers.		
May 27 th , 2019	Annual Policy Review/Signing: Oath of Confidentiality Conflict of Interest Board Member Information forms updated.	Financial Statements January – March. Investments review	Executive Committee - Mandate of Authority review
June 17 th , 2019	Annual Document Review: B of D Annual Calendar Board Member Skills Inventory By-laws and Corporate Committee Structure Mandate for Authority		
July	No Meeting		
August	No Meeting		
September 16 th , 2019	Annual Policy Review: Anti-violence Anti-harassment Health & Safety Policy Board Orientation	Financial Statements April – June.	
October 28 th , 2019	Insurance policy review. Board of Directors self-evaluation.	Financial Statements July – September.	Executive Committee - budget review
November 25 th , 2019	ED job description & wage review.	Investments review. Operation budget review & approval. Fee schedule approval.	
December 9 th , 2019	No Meeting – Board Dinner		

