



The Lee Wiggins Childcare Centre ANIMAL, REPTILE AND AMPHIBIAN POLICY AND PROCEDURES

Policy Statement

The Lee Wiggins Childcare Centre (LWCC) is committed to providing a safe and healthy environment for children, families and employees. The LWCC will take every reasonable precaution to prevent the risk of communicable diseases within our locations.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH) regarding the handling, care and interactions with animals at the LWCC.

This policy applies to all employees, students, and any other persons engaged in business with the LWCC.

Policy Details

Prior to the introduction of any animal, employees must consult with and have full parent/guardian consent. The Centre must ensure that there are no children or employees onsite with related allergies and that the animal has appropriate vaccinations and shows no signs of disease.

Animals prohibited from being kept as pets or visiting the LWCC as per TPH are:

- Aggressive or inherently dangerous animals/species.
- Amphibians (i.e. frogs, toads, newts and salamanders).
- Animals from shelters or pounds unless they have been in a stable home for 6+ months and are mild natured.
- Animals in estrus (i.e. animals in heat).
- Animals that have been fed raw or dehydrated foods, chews or treats of animal origin within the past 90 days.
- Animals under medical treatment/ill animals.
- Exotic animals (i.e. hedgehogs, monkeys).
- Farm animals (i.e. calves, pigs, sheep, goats).
- Ferrets.
- Live poultry (i.e. chicks, ducklings and goslings).
- Pregnant or birthing animals.
- Rabies reservoir species (i.e. bats, skunks, racoons, foxes).
- Reptiles (i.e. turtles, snakes and lizards).
- Wild/stray animals.
- Young animals (i.e. puppies/kittens under 1 year).

Procedures

To ensure a safe and healthy environment and to adhere to infection prevention and control (IPAC) guidelines, the following procedures must be followed when handling animals.



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Centre Pets

The following animals have been identified as being permitted as Centre pets with the Coordinator's approval;

- Fish
- Gerbils
- Guinea pigs
- Hamsters
- Mice

Children's contact with animals must be closely supervised. Strict hand washing and hygiene practices must be adhered to. The animal habitat must be a secure environment, suitable for the size and type of animal. Animals must be housed within a habitat that protects the children and animal (i.e., aquarium, cage).

The LWCC chooses to house a pet on site, the following must be documented:

- Employees responsible for the care of the animal and animal habitat.
- The animal's daily requirements, including feeding and exercise.
- Daily health screening of the animals for signs of infection/injury.
- Animal bathing/cleaning requirements, if required.
- Cage/tank cleaning/disinfection schedule and procedure.

Cleaning and Disinfecting Animals Enclosures

The following procedures must be adhered to when cleaning and disinfecting animal habitats:

- Wear gloves and an apron while cleaning/disinfecting.
- Move the animal to a temporary holding area.
- Clean animal enclosures using detergent and water and a brush/cloth appropriate for removing residue. Rinse thoroughly with clean water.
- Disinfect items using a bleach solution (See Environmental Cleaning & Disinfecting Policy and Procedure) - leave on for the appropriate contact time then rinse with clean water.
- Do not clean animal enclosures in kitchens, or in sinks used for food preparation, or by children.
- Clean and disinfect the area surrounding the animal enclosure, and the temporary holding area.
- Clean and disinfect the sink(s) used during the animal enclosure cleaning.
- Once complete, discard gloves and perform hand hygiene.

Animal Visits

Occasionally a program enrichment experience involving animals may be planned based on children's interests. Employees must ensure that this policy and procedures are strictly adhered to, supervising children closely at all times.

The program enrichment vendor must ensure full responsibility for the security, control and care of the animals being brought into the Centre.



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Employees Roles and Responsibilities

- Must consult with and have full parent consent prior to animal visits.
- Must ensure that there are no children or employees onsite with related allergies and that the animal has appropriate vaccinations and shows no signs of disease.
- Identify a designate and back up to be responsible for the care of the animal and animal habitat.
- Record the following information: (*keep records on site for 1 year)
 - Date of visit
 - Name of animal owner(s) and contact information
 - Animal(s) name and species
 - Proof of animal health documentation
 - Description of the group of children/room(s) visited
 - Any additional guests in attendance (i.e. parents, students)

Expectations When Animals Are Present

- Employees must supervise all contact between the animals and children and be actively engaged in the children's participation and learning.
- Employees must teach children about humane and safe handling procedures when near animals.
- All children and employees who handle animals must practice strict hand hygiene before and after interaction with animals.
- Children should avoid touching animal food and feces.
- Children should avoid touching their faces after contact with animals until hand hygiene is performed.
- Animals should be housed with a barrier that protects the children.
- Dogs or cats shall wear proper collars with a license tag.
- Animal bites shall be immediately reported to TPH by calling 311.
- No food or drinks may be served to the children in proximity of the animals.
- Animals are prohibited from entering a food preparation area.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a TELCCS centre and annually thereafter and at any time where a change is made.

Reference(s): Toronto Public Health Guidance Document 2017

Date Approved: January 2017

Effective Date: January 2017

Next Review Date: January 2018