

Working in an exceptional context

ECC's responsibility:

- Inform employees of the ECC's expectations in relation to working at home and the period of time worked; depending on the circumstances.
- Management will take into consideration the context (out-of-control weather, etc...) in order to manage each employee.
- Management will delegate to the head educator certain communication tasks to give to the team. It will be up to the team members to establish the best means of communication according to each person's personal situation.

Employee responsibility:

- Check e-mails in the morning
- Confirm receipt of e-mail by: e-mail, text message, telephone or, in extreme cases, through an intermediate.
- Be on the lookout for further instructions when management (GM, AD or head educator) is in a position to give them.

Working at the ECC without children:

1. Clean room
2. Clean laundry room
3. Team meeting
4. Clean yard, sheds and bins
5. Make changes to sensory bins
6. Rearrange rooms
7. Clean cupboards in room
8. Make scrapbooks
9. Make photo albums
10. Clean kitchen
11. Do things for graduation
12. Work on observation charts

Working at home:

- Planning and preparing activities
- Activities for programs (minipally, etc...)
- Observation charts
- Find activities for every day
- Special day activity search
- Review policies
- Review 1st aid CPR procedures
- Reread Enneagram
- Think about Christmas, Mother's and Father's Day gifts

Possibility of going to the ECC to pick up tools to work at home

- Observation charts
- Special needs update (replacement info)
- Goals update, Enneagram chart
- Organize recipe binder
- Make photo album
- Make scrapbooks
- Make educational material for activities