



**Umbrella Family and
Child Centres of Hamilton**

2.7 PERSONAL ELECTRONIC DEVICES POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	2- Engagement
POLICY	2.7 Personal Electronic Devices Policy
LAST REVISED	June 19, 2024

RATIONALE

UFCC strives to develop collaborative partnerships with families, schools, the Board of Education, and others. As a partner, it is important that our policies and expectations align closely with those of the HWDSB.

The use of Personal Electronic Devices does not support engagement in the program, can be disruptive, and it is difficult for staff members to ensure that such devices are kept secure throughout the day.

RESPONSIBILITY

All staff.

PROCEDURE

1. The Child Care Centre Supervisor will work collaboratively with the School Principal with the goal of harmonizing rules or guidelines regarding personal electronic devices (PEDs).
2. The Child Care Centre staff will attempt to uphold school expectations during before and after school or full day program hours.
3. Generally, the use of PEDs, including cell phones, tablets, MP3 or other music players, game systems, etc. will not be permitted at the child care program.
4. PEDs must be in silent mode in instructional areas and are not to be used in the classroom setting by students or staff.
5. The secure storage of such items is the sole responsibility of the owner.
6. Staff members or the Child Care Supervisor may remove any PED to keep it in a safe place until the end of the day.

Policy Attachments: N/A