

Guidelines for Developing Policies and Procedures & other documentation and records required under the Child Care Licensing Regulation.



northern health
the northern way of caring

The Child Care Licensing Regulation requires ALL licensees to have policies and procedures in place that are relevant to the services they provide.

Policies and procedures for a child care facility will describe in detail the expectations and practices of the facility, and help the program to operate smoothly.

Some child care services are privately owned, managed and operated, while others are community based, not-for profit and operated by societies or organizations.

As each child care service is unique, operating with their own philosophy, goals, and organizational structure, their policies and procedures will reflect their individual services.

Why policies and procedures?

1. Establishing policies and procedures will assist with problem solving issues in order to prevent injuries, accidents and/or complaints.
2. Establishing policies and procedures help staff understand the requirements of the **Community Care and Assisted Living Act, the Child Care Licensing Regulation**, and the **Director of Licensing Standards of Practice** in child care facilities.
3. Establishing policies and procedures allows the facility to provide parents with a clear understanding of what they can expect from the care services being provided. This aids in preventing any ambiguity about how particular situations/ issues are handled.
4. Establishing policies and procedures provide staff with a clear understanding of what is expected of them as an employee, what is expected from parents or other support persons that use the care services
5. Not only is it a matter of good practice, it will assist in establishing the services as a professional and effective child care program

The category of care and the variety of services provided by the facility, will guide the licensee and/or manager to what extent their policy manual needs to be developed.

What is a policy and a procedure?

A policy is a **general rule** that covers a particular issue or situation; it is a collective statement of beliefs by the licensee on a range of topics related to the child care services provided. A policy helps to ensure consistency and provides a framework for decision making.

A procedure refers to the **specific steps** or actions that one must take to ensure the general rule is followed.

This process may appear to be complex, however it is simply a matter of putting your knowledge and best practices into writing for staff and parents. Your policies and procedures are a reflection of the professional manner in which the facility has been set up.

Policies are living documents that are regularly reviewed, modified and changed over time to respond to experiences of those working with them, to new knowledge and to changing trends in the community.

Policies and Procedures required in the Child Care Licensing Regulation

1. Guidance and Discipline

Child Care Licensing Regulation 51 (1) (b) states a licensee must provide to employees and parents a written statement of the licensee's policy on behavioural guidance.

Child Care Licensing Regulation Sections 51 and 52 further state specific requirements that a licensee must comply with such as:

- ensure that behavioral guidance is appropriate to the age and development of the child who is receiving the guidance
- ensure that behavioral guidance given to the child is consistent with the instructions specified in the child's care plan
- ensure that a child, while under the care and supervision of the licensee, is not subjected to any of the following:
 - × shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child
 - × confinement or physical restraint by an employee, except as authorized in a child's care plan if the care plan includes instructions respecting behavioral guidance
 - × harsh belittling or degrading treatment by an employee or another child, whether verbal, emotional, or physical, that could humiliate the child or undermine the child's self-respect
 - × spanking or any other form of corporal punishment
 - × separation, without supervision by a responsible adult, from other children
 - × as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet, and
 - × emotional abuse, physical abuse, sexual abuse or neglect as those terms are defined in Schedule H.

Some things to consider when developing your guidance and discipline **policy** and **procedures**:

- have you outlined appropriate limits of behavior
- have you describe how these limits will be enforced using positive supportive practices
- have you included setting reasonable behaviour expectations consistent with your facilities philosophy
- have you described and listed all strategies and approaches that will be used such as redirection, using positive language, positive reinforcement and reflection of feelings,
- if time away is one of your strategies, have you described in detail what this will look like
- is your policy age appropriate and consistent with the developmental age of the child
- have you clearly demonstrated how you are meeting the requirements of section 51 and 52 of the regulation.
- if required – is there a procedure for developing care plans for children?

Your guidance and discipline policy should be discussed with the family on admission to the program and be included in your facility's parent package. The policy should also be posted in a conspicuous area of the facility.

Each facility should have a screening process and a probationary period when accepting children into care. During this process, if information is gathered or observed that indicates a child has behavioral challenges or unique needs, it is essential that the child have a clearly written and detailed plan of care (care plan). This plan must be individualized and it must take into account the child's unique needs, the goals of his/her care and the service required to achieve the goals. The plan should have sufficient information to implement, direct and evaluate the child's care. It should be developed with input from facility staff, the child's guardians and any other person requested by the guardians. It must identify who will be responsible for working with the child.

An ongoing evaluation of the plan is required to assess its effectiveness. The plan should be referred to on a daily basis and updated regularly to promote a current and consistent approach to the child's care. Behavioral management plans are shared within the limits of child confidentiality and should be accessible to all direct care staff.

Prevention strategies for escalating behavior must be clearly identified in the child's care plan. These must be agreed to by all involved in developing the child's behavioral management plan.

If the use of a restraint is included in the child's care plan, keep in mind that any restraint applied requires specialized training. Physical restraint shall be used only as a last resort and only in an emergency. If a physical restraint is applied, the incident must be reported to Licensing, **Child Care Licensing Regulation section 55 (2) (a) and Schedule H**.

Clear guidelines for the use of any time away need to be established, keeping in mind that it is not a form of punishment, and it is only one strategy in the overall guidance and discipline plan. The complex nature of this strategy and the potential for misuse or abuse requires that time away be used cautiously and only when all other strategies have proven ineffective. If this level of intervention is to be used it is very important that it is clearly understood. It must be agreed to by all staff and by the child's guardians.

Each staff member must feel prepared and confident to implement time away in a clear consistent manner in accordance with the procedures identified within the facility policy.

For additional information on guiding children's behaviour refer to:

<http://www.health.gov.bc.ca/library/publications/year/2003/com015.pdf>

2. Nutrition Policy

Child Care Licensing Regulation 56 (1) (e) states a licensee must keep written policies respecting food and drink given to children. A written nutrition and feeding policy is a beneficial tool as it establishes best practices around nutrition, food safety, hygiene, eating behavior, mealtimes, curriculum and/or activities. A nutrition policy will define responsibilities for nutrition, feeding and food safety issues as well as provide direction for intervention and action.

Child Care Licensing Regulation 48 provides additional requirements that a licensee must comply with regarding nutrition. When developing your nutrition policy please ensure it provides procedures as to how you will meet sections 48 (1) (2) (3) (4) (5) (6) and (7) of the Child Care Licensing Regulation.



Consider the following when developing your nutrition policy:

- Use Canada's Food Guide as a resource and refer to it within your policy
- Determine if there any foods that you would prefer that parents refrain from sending and what are the reasons for your request?
- What is your programs strategies for promoting healthy eating habits and strong bodies?
- Infant and toddler considerations, e.g. storage and preparation of their food, introduction of new foods and feeding guidelines
- How snack and mealtimes will be opportunities to support healthy eating habit, e.g. food is provided in small portions and children are not forced to eat certain foods before others.
- How special dietary needs, allergies and sensitivities will be addressed.
- What food/drink cultural experience will be provided by your facility?
- List of foods and how they will be made available on special occasions and celebrations
- Your plan to provide opportunities for nutrition education.
- The provision of healthy beverages.
- How will you communicate to parents the food and drink served to children?

Sample statements that you may want to include in your policy:

"Food will not be given as a reward, punishment, or to comfort children".

"Only water will be offered as a beverage between meals and snacks.

"Canada's Food Guide will be used as a guide for menu planning. Snacks will contain foods from at least two food group, meals from at least 3 or 4 food groups.

"As weather permits, the environment will include outdoor eating experiences for the children".

"Hand washing will occur before and after eating snacks and/or meals."

"All food and drink served to children will be posted within the facility".

"Mealtimes will be a calm and pleasant experience, focusing on the social interaction between children and staff. Staff will participate in meals by sitting with the children and modeling healthy eating, cooperation, and pleasant conversation."

For additional information, refer to the Food Flair for Child Care manual available through your Licensing Officer or by contacting your local Child Care Resource and Referral program (CCRR).

Additional information is also available at:

<https://www.appetitetoplay.com/>

3. Release of a Child Policy

Child Care Licensing Regulation 57 (3) (b) states a licensee must have in writing from a parent, and maintain at the community care facility, consent to release a child to someone other than a parent.

Child Care Licensing Regulation 56 (1) (a) states a licensee must keep written policies and procedures for the safe release of children.

A licensee must obtain written consent of the parent and the names of each person authorized to remove the child from the facility. The licensee must ensure that a child is not released from their care to anyone except: a parent or a person authorized in writing to do so.

The licensee must keep written policies and procedures for the safe release of children in the event that a person appears to be incapable of providing safe care, does not arrive to pick up the child, or a person not authorized requests the release of the child. The intent of this policy is to ensure safety of a child by establishing that only a parent, or a person who has been authorized in writing by a parent, is permitted to pick up a child at a childcare facility. Authorized persons can change from time to time in accordance with changes in living arrangements, custody orders, etc.

The requirement aims to provide additional safeguards to children in care and to facility staff by ensuring that the licensee and staff are prepared to handle situations that may arise when someone other than the parent or authorized person arrives to pick the child up.

It is recognized that decisions regarding individuals incapable of providing safe care must be made quickly and under stressful conditions. The existence of clear, concise policy and procedures understood by staff and parents will help to alleviate difficulties in these circumstances. "Incapable of providing safe care" means an individual's behaviour could potentially be harmful to the child, such as when the person appears to be intoxicated.

If a licensee is concerned about releasing a child to a person under a certain age limit, the licensee could develop a written policy that restricts the minimum age of the persons authorized by the parents to remove a child from the facility.

In situations when an individual who appears to be intoxicated attempts to remove a child from the facility, the licensee/ staff member is obligated to consider the health and safety of all involved, including the child, other children in care, staff, and him/herself. Policy could include offering to call a friend or a relative to pick up the individual and the child is one example.

Policy should also address when staff will contact the Ministry of Children and Family Development and/ or the police. The licensee must consider whether a child is in need of protection. If the licensee/staff member believes the child will be at risk, a report should be made to the Ministry of Children and Family Development. If the individual chooses to drive a vehicle while impaired, staff should report this to police. Ultimately the safety of children and staff members is the priority and the licensee should consider best practice issues with all staff, legal counsel, board members and insurance carriers where appropriate. The licensee/ staff will need to document the occurrence in the facility's daily log book.

4. Parent Contract and Repayment Agreement

Community Care and Assisted Living Act section 19 states: "If a person prepays any part of the cost of services provided by a class of community care facility designated by the Lieutenant Governor in Council, the licensee or manager of the facility must, at the time of prepayment, deliver to the person a written statement setting out the terms and conditions of when a refund of all or any of the prepayment will be made."

Child Care Licensing Regulation section 56.1 (2) states: "A licensee must keep a copy of the written statement, referred to in section 19 of the Act, that the licensee delivers to persons who prepay part of the cost of services, and, keep a current record of each person to whom the written statement is delivered".

The intent of these sections of legislation is to ensure that licensed child care facilities have sound business practices and established financial policies where all persons are treated equitably. The requirements aim to build and establish a trusting business-like relationship between parent/guardian and the licensee/caregiver.

When parents/ guardians are required by a licensee to pay for child care services prior to having received those services, the licensee must, at the time of payment, provide in writing, the terms and conditions under which any refunds will be made to the parent/guardian. Therefore, if a parent/guardian is required to make payment for their child care services at the beginning of the month for the child care services which will be provided during that month, they must be advised in writing by the licensee under what circumstances they would receive a refund for any services not received.

The licensee must keep a copy of this written statement as well as a current record of each person to whom the written statement is delivered. This could include a copy of the signed contract which sets out the repayment conditions or a list of the people who have prepaid.

There is no legislation that dictates the terms and conditions for which a refund will be made; this is left solely up to the licensee. It is recognized that there are situations that are likely to arise in any care setting, and a licensee may want to consider as part of the terms and conditions of their contract. These may include:

- the amount of notice that a parent/guardian must provide to the licensee if he/she wishes to withdraw from the facility
- the amount of notice a licensee must provide to the parent/guardian if he/she is unable to continue to provide care
- if a child is sick and unable to attend the facility
- if the caregiver is sick and unable to provide care, if the facility is closed due to a statutory holiday, or the licensee /caregiver wishes to take vacation time
- if the child does not attend the facility because the parent/guardian is on vacation and or not at work.

A signed copy of the contract should also be given to the parent /guardian for their reference.

The existence of a clear, concisely written service contract for the facility, that is understood and agreed by all parents/guardians at the time of enrollment at the facility, will help to alleviate and prevent conflict and misunderstanding around financial issues.

It is recommended that a written parent contract be included as part of the facility's "service contract". Both the licensee and the parent/guardian should sign this contract at the time of enrolment in the facility.

5. Care and Supervision of Children Policy

Child Care Licensing Regulation 56 (1) (d) states a licensee must keep written policies and procedures that are intended to guide employees in the care and supervision of children.

Child Care Licensing Regulation section 39 states children must be supervised at all times and that a second adult must be immediately available to supervise in the event the person responsible for supervising children must leave because of urgent or unforeseen circumstances.

What exactly the facility's care and supervision policy looks like will depend on the type of care provided, the services and organizational structure of the licensee and whether or not the licensee hires employees.

Some things to include when developing this policy:

- How will you ensure that children are supervised at all times by adequately qualified employees?
- Will substitute care providers be used within the facility to replace absent employees?
- What will supervision look like during indoor play, outdoor play, napping, meals, transportation, toileting and diaper change? Are procedures in place that clearly demonstrate supervision required?
- If the person responsible for supervising the children needs a replacement because of urgent and unforeseen circumstances - who is the second adult that is immediately available? What is the procedure for contacting this person?

Even if you work alone you are required to have a care and supervision policy.

6. Active Play / Screen Time Policy

This Standard of Practice is made under the authority of **section (4) (1) (e) of the Community Care and Assisted Living Act**, which provides that the Director of Licensing may specify policies and standards of practice for all community care facilities or a class of community care facilities.

Active play is important as it helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play helps to promote children's confidence, improves concentration, thinking, learning, skills and provides opportunities to develop social skills and make friends. Active play gets children up and moving and reduces prolonged sitting activities.

A facilities Active Play policy sets out the procedures for how a licensee/facility will meet the requirements set out in the **Director of Licensing Standard of Practice - Active Play**. This includes the amount of daily outdoor play, as well as the amount of daily screen time.

Things to consider when developing an active play / screen time policy:

- What type of programming do you operate and the how much active play are you required to provide?
- How much outdoor play are you required?
- How will you encourage active play for infants, toddlers, preschoolers and school age children?
- What types of un-facilitated and facilitated play, games and activities will you provide?
- How will you incorporate fundamental movement skills, injury prevention and physical literacy into the daily program?
- How will you encourage children to get up and move?
- How will staff model appropriate active play and screen time?
- What types of screen time will be permitted within the facility?
- How will you ensure screen time is limited to less than 30 minutes per day?
- What procedures are put in place to ensure children who attend for less than 3 hours and children who are under 2 have no screen time?
- How will you ensure families are informed of your Active Play and Screen Time policy?

For additional information on physical activity and screen time refer to:

<https://www.appetitetoplay.com/>



ADDITIONAL REQUIRED DOCUMENTATION AND RECORDS.

1. Emergency and Disaster Preparedness

Child Care Licensing Regulation section 22 sets out the requirements all licensed child care facilities must have regarding emergency preparations, training and equipment.

Child Care Licensing Regulation 56 (1) (c) states a licensee must keep a record respecting compliance with the annual emergency plan and the monthly fire drills.

Providing a safe environment for children is essential. It is the responsibility of each licensee to ensure their child care setting is safe and that they have appropriately planned for and prepared for any type of emergency. This includes emergency evacuation of the facility, the surrounding areas and in some cases the entire community.

Not all fire departments are able to conduct fire inspections for home based child care settings. However, most fire departments are available to consult with licensees regarding fire safety, evacuation plans and fire drills.

Each child care setting needs to have the following fire and life safety precautions in place. These precautions have been set by the provincial Fire Commissioners Office. A licensing officer will verify compliance during initial and routine inspections:

- Fire extinguisher (2A: 10B:C) mounted on each floor used
- by children
- Fire extinguisher mounted close to an escape exit (e.g. door)
- Decorative paper displays and children's art work is limited to no more than 20% of wall space; no art work or paper display hung on exit doors
- Flammable liquids (i.e. gasoline) and combustible liquids (i.e. oils) stored inside does not exceed 30 litres. Only 10 litres of the total 30 litres may be flammable Liquids.
- All flammable/ combustible liquids are stored in certified contains and are inaccessible to children.
- Waste baskets are non-combustible (e.g. metal)
- Two ways of escape on each floor used by children. Any locking devices are easy to open from the inside.
- Emergency escape plan (diagram) and instructions are posted on the wall near exits
- Emergency escape plan and fire drills practices each month with the children in care
- Emergency evacuation kit and first aid kits easily accessible
- Valid First Aid and CPR training
- Emergency numbers clearly posted in a visible location.
- Safety covers on electrical outlets.
- Hazardous items (e.g. cleaning supplies, matches, sharp knives, dangerous tools) stored out of reach of children
- Open flames, such as candles and fire pits not used while children are in attendance
- Working smoke alarms installed on each floor
- Working carbon monoxide alarms installed on each floor
- Heating appliances such as wood, electric or gas fired stoves are protected with a permanently mounted and secured metal screen.
- System for practicing and documenting emergency and fire drill practices.



For additional information refer to Fire and Life Safety for Home Based Child Care Settings in British Columbia.

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/fire-life-safety-family-child-care-2017.pdf>

All licensee's must also create an emergency plan that sets out the procedures to **prepare for, mitigate, respond to and recover** from any emergency. An emergency plan puts in writing the key elements of what will be done in the event of an emergency. The plan needs to be well thought out and be useful for responding to all types of emergencies, whether they are small disruptions, or large-scale disasters.

In addition, all staff must have access in an emergency to reliable communication equipment and all plans must be prominently posted in the facility.

In order for any emergency plan or fire evacuation plan to be effective, it is imperative that all staff are well trained in the implementation of the plan including the use of any emergency equipment noted.

Child care facilities are required to practice implementing the emergency plan at least once each year, in addition, they are required to practice a monthly fire drill.

These practice drills must be documented. If multiple staff work at a facility – a licensee must ensure that all staff practice implementing the emergency and monthly fire drills.

An emergency plan should include:

- The identification of possible hazards and how to prevent or respond to those hazards.
- The steps to be taken in response to emergencies and to recover from disasters and crises.
- The steps for ensuring its operations can continue during and/or after an emergency.

Any emergency management program (or plan) must start by looking at what types of risks exist, and how likely they are to affect operations. The key steps in emergency management are:



- **Mitigation** is defined as “sustained action that reduces or eliminates long-term risk to people and property from natural hazards and their effects.” In other words, mitigation means working to cut down on the damage a disaster could do to people and property.
- **Preparedness** is defined as being “ready”. The key to effective emergency management is being ready to respond quickly. This includes training and practicing for emergency situations, and knowing what resources will be needed.
- **Response** includes the action of responding to an emergency.
- **Recovery** is the process of returning to normal.



Here are some things to consider when creating your emergency plan:

Mitigation

- Is the facility's address clearly visible from the street?
- Are large pieces of equipment and furnishings safely installed, braced or anchored?
- Are you aware of key utilities, controls and procedures for operating them; main water shut off valve, electrical circuit box?
- Are emergency evacuation routes free and clear?
- Are the emergency numbers and evacuation plans posted?
- Are first aid kits and emergency kits easily accessible?

Preparedness

- Where are your safe meeting places for large and small scale disasters?
- Do the families know where your safe meeting places are?
- Do you have all of the necessary contact information for staff and children?
- What type of emergency equipment might you need (i.e. emergency/disaster kit, fire extinguishers, first aid kits)? Where will you store it?
- How will you ensure staff are trained in and know how to implement the emergency plan?
- Does your plan need to include any special medical or health care provisions such as medications, diet, or power sources for medical equipment?
- Have you accounted for any pets?
- What is the procedures if you no longer have power, heat or tap water?

Response

- Does your plan clearly describes the procedures and actions that are necessary to safely evacuate from any emergency?

Recovery

- What procedures will you use to assess your facility for damage and other health/safety concerns after an evacuation?

If your facility has been damaged, contact the appropriate clean-up or repair services. If your facility is not safe to operate, you will need to notify your Licensing Officer of your plan to ensure health and safety prior to reopening. This may mean closing the facility indefinitely, operating in a safe area within the facility while repairs are completed, or perhaps re-opening in a different location. You may need to submit a serious incident.

As part of planning for emergencies or disasters, you should have emergency supplies on hand ready for use on-site, or to be taken along during a full evacuation. The kit should be self-contained in a suitcase or other portable sturdy container and should contain the basic supplies you and those in your care will need to be self-sufficient for at least 72 hours.

Your kit should be organized, portable and easy to carry. Make sure that everyone working or being cared for in your facility knows where your kit is kept!

For additional information refer to the Emergency and Disaster Preparedness Guide

https://www.northernhealth.ca/Portals/0/Your_Health/Programs/Community%20Care%20Licensing/Emergency%20Preparedness%20Guide.pdf

2. Health and Hygiene Program

Community Care and Assisted Living Act section 7 states a licensee must operate the community care facility in a manner that will promote the health and safety of children in care.

Child Care Licensing Regulation section 46 states a licensee must establish a program to instruct children in and to practice the rules of, health and hygiene. In establishing this program, a licensee will need to develop policies and procedures for ensuring both staff and parents know how to effectively deal with an ill child.

Employees/ licensees need to understand the importance of illness prevention and to have daily practices in place that guide them in such things as proper hand washing, diapering and toileting and food preparation. Health and hygiene practices will limit the spread of bacteria and viruses and will promote a healthy child care environment.

Written child care policies and procedures regarding health and hygiene practices should include, but are not limited to:

- a list of serious illness, symptoms or conditions for when a child should be excluded from attending the facility
- a requirement that parents provide information regarding immunization status, including if their child is not immunized
- a plan for temporarily caring for a sick child until a parent or emergency contact can arrive to pick them up
- a procedure for contacting a physician or ambulance if a parent or emergency contact is unable to pick the child up in an emergency
- the criteria that must be met before a child who has been ill can return to the facility (the child should be well enough to take part in the facility's daily programming and no longer be infectious).
- a procedure for immediately informing parents when their child becomes ill or injured while in care
- a requirement that parents inform the facility within 24 hours if their child has a diagnosis of a communicable disease; or if their child has been exposed to a serious illness or communicable disease
- a procedure for notifying Community Care Licensing when it comes to their attention that a child enrolled has a reportable communicable disease.
- a procedure regarding hand washing for both children and staff (hand washing needs to occur before and after eating, prior to food prep, after toileting and diapering, playing outdoors, wiping noses, playing with pets and after any other activity that possibly soils the hands)
- policies and procedures regarding cleaning and sanitizing the facility, toys, materials and equipment
- special precautions when handling blood and body fluids to prevent the spread of disease (following universal precautions).

Once policies and procedures are in place they need to be consistently applied to all families. The facility must consider not only the health of the individual child, but the health of the other children in care, the health of the main caregiver and all staff.

For additional information refer to: *Preventing Illness in Child Care Settings*

<http://www.health.gov.bc.ca/library/publications/year/2003/com018.pdf>

3. Records and Consents (Child Registration form)

Child Care Licensing Regulation section 57 states a licensee must keep current records for each child showing the following:

- name, sex, date of birth, medical insurance plan number and immunization status, date of enrolment; daily attendance record, indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure, name and telephone number of a parent, medical practitioner and emergency contact person;
- any illness, allergy or medical disability disclosed to the licensee by the child or his or her parent or medical practitioner. The parent must provide this information in writing to the licensee;
- records must be kept regarding any medication that is prescribed by a medical practitioner or provided by a parent that the licensee has agreed to administer, including the amount and the time at which the medication was administered and any instructions on administering that medication;
- a photograph or digital image of the child, and other information that can be used to readily identify the child in an emergency;
- a record of any person who is not permitted access to a child; and
- the date on which a child stops attending the facility.

This information is typically captured on a facility's registration form which parents must complete prior to a child attending.

For some facilities, additional policies and procedure may be necessary to ensure a consistent approach in regards to documenting the daily attendance, registering a new child, and administration of medication.

A licensee must also obtain written consent to call a medical practitioner or ambulance for the child in case of an accident or illness, if the parent cannot immediately be reached and to release a child to someone other than the parent.

If a child in care requires extra support, a licensee must also keep a current care plan as set out in the **Child Care Licensing Regulation section 58**.

4. Staffing Records

Child Care Licensing Regulation section 56 (1) (b) states a licensee keep current records for each employee, the records required under section 19 (1), character and skill. These records include:

- a criminal record check for the person, character references for the person, a record of the person's work history, copies of any diplomas, certificates and other evidence of the person's training, evidence that the person has complied with the Provinces' immunization and tuberculosis control program
- if employing early childhood educators or assistants, a licensee must verify that the educators certificate to practice is valid; a record of the verification must be kept.

All records must be kept in a single place at the community care facility and made available to the Licensing Program when requested.

5. Log of Minor Incidents

Child Care Licensing Regulation section 55 states a licensee must immediately notify a parent or emergency contact if a child in care becomes ill or is injured.

Child Care Licensing Regulation section 56 (1) (f) states a licensee must keep a log of minor accidents, illnesses and unexpected events involving children, that did not require medical attention and were not reportable incidents as described in Schedule H.

If the incident does not require medical attention or is not listed in Schedule H of the Child care Licensing Regulation, then a log must be kept of these minor accidents, illnesses and unexpected events.

Within this log, the following may need to be documented for minor accidents (not requiring medical attention):

- date and time of an event, what occurred, children and or staff involved in the event
- parent and or emergency contact that was notified of the event, (how notification occurred, telephone call, text message)
- any outcomes, special instructions as a result of the notification
- actions of licensee/ staff as a result of the event

Within this log a licensee may also document behavioral observations, conversations and other unexpected events.

6. Log of Daily, Monthly and Annual Inspection, Maintenance and Repairs to the Outdoor Play Space

Child Care Licensing Regulation section 16 (4) states a licensee must ensure that all indoor and outdoor play materials and equipment accessible to children are suitable for the age and development of the children and safely constructed, free from hazards and in good repair.

The Director of Licensing Standard of Practice – Safe Play Spaces states that licensee must keep a log of all inspections, maintenance and repairs to their outdoor play space.

The Director of Licensing Standard of Practice – Safe Play Spaces is made under the authority of section **(4) (1) (e) of the Community Care and Assisted Living Act**, which provides that the Director of Licensing may specify policies and standards of practice for all community care facilities or a class of community care facilities.

The Safe Play Space standard was developed to promote healthy physical activity and safe outdoor play for children in day care settings. A safe, well planned outdoor play space creates an appropriate balance between safety and meeting the children's developmental needs. It should offer activities to encourage the development of perception and physical skills and include opportunities for social, physical and cognitive forms of play. Although Canadian Standards Association (CSA) equipment are not mandated, licensees have a responsibility to ensure routine maintenance and repairs of equipment is occurring on a regular basis.

Thorough daily, monthly and annual inspections must be performed regularly. If needed repairs cannot be made immediately, equipment must be removed from service until repaired or the licensee must ensure that additional safety precautions are put into place. Checklists will assist in reminding licensees and staff of the types of checks to be performed and in ensuring that proper maintenance and repairs are completed.

Thorough daily, monthly and annual inspections must be performed regularly. If needed repairs cannot be made immediately, equipment must be removed from service until repaired or the licensee must ensure that additional safety precautions are put into place. Checklists will assist in reminding licensees and staff of the types of checks to be performed and in ensuring that proper maintenance and repairs are completed.

Thorough daily, monthly and annual inspections must be performed regularly. If needed repairs cannot be made immediately, equipment must be removed from service until repaired or the licensee must ensure that additional safety precautions are put into place. Checklists will assist in reminding licensees and staff of the types of checks to be performed and in ensuring that proper maintenance and repairs are completed.

Some things to consider when developing an outdoor play space inspection /maintenance checklist:

- Daily – check the play space for garbage, broken glass, animal feces and other hazardous items. This is especially important if the play space is located in an area to which the public has access such as schools and parks.
- Monthly – check the play space in greater detail, including a check of the landscape, fencing and overall state of equipment to ensure they do not pose any hazards to children.
- Annually – conduct a detailed audit of the play space, landscaping and all equipment.

Have the following been addressed and accounted for:

- ✓ appropriate depth and preservation of protective surfacing
- ✓ pinch, entanglement, entrapment and fall hazards
- ✓ damaged or missing supports, anchors, or footings
- ✓ Loose or missing bolts, fasteners or connectors
- ✓ Broken or missing rails, steps, rungs or seats
- ✓ Bending, warping, rusting, deterioration or breakage of components
- ✓ Sharp edges or points due to damage or breakage
- ✓ Protective caps missing from bolts or tubes
- ✓ Worn swing hangers, chains
- ✓ Splintered or deteriorated wood cracks or holes in surfacing materials
- ✓ animal feces, broken glass and or other debris
- ✓ fencing and gates in good repair, no entrapment hazards
- ✓ sand box lids / coverings in place; no standing water or other debris
- ✓ all outdoor play equipment in a good state of repair and free from hazards
- ✓ is the checklist an accurate reflection of the outdoor play space environment and the toys, materials and equipment accessible to children
- ✓ if equipment is observed to be damaged or needing repairs – is a procedure in place to address the repair / replacement

Licensees should also ensure that if equipment is provided, it is placed over resilient surfacing in order to prevent injuries from falls.

Even if a facility uses an alternate outdoor play space, such as a school or park setting, a licensee must maintain a log of the regular inspections to ensure the safety of the children while accessing the play equipment and space.

Additional Policies and Procedures

From time to time a licensee may find that additional policies and procedures are necessary to ensure the safe and effective operation of their child care business. A Licensing Officer may request or recommend a policy and procedure based on the uniqueness of the child care facility and the services being provided. Some additional policies may include:

- Transportation
- Pets in daycare
- Atypical equipment – such as trampolines and pools
- Diapering, cleaning and sanitizing
- Computer programs for storage of records and other required data

A policy tells you what to do; the procedure shows you how to do it.

Remember... a policy and procedure document should not be static, it is inevitable that you will find yourself reviewing and making changes to reflect changes to regulations, best practices and organizational structures.



northern health
the northern way of caring

www.northernhealth.ca

10-411-6001 (06/18)