

#### **CHILD MINDING AT OUR FACILITIES**

**HR E1**

##### **INTENT**

The safety and well-being of the children receiving care at our facilities is paramount. We will follow the current licensing regulations for the ratio of care provider to child and will ensure that care providers are qualified and that criminal records checks have been completed.

##### **POLICY**

Many workshops and groups offered by Community Services programs provide child care to help remove barriers to attendance. When such child care is planned the following policy must be adhered to:

1. In consultation with those offering the group, the ratio of care providers to number of children will be decided, since some groups of children have greater needs than others. At the very least the ratio from licensing regulations will be followed (see attached).
2. All those providing child care will undergo a criminal record check and must be employed by Community Services.
3. Staff will be trained child care provider(s). One of the care providers will have current first aid certification. First preference will be given to existing employees.
4. The person coordinating the workshop/group will ensure that the appropriate employment forms are completed, and will make any necessary arrangements for payment.

##### **PROCEDURE**

1. At the beginning of the group, or when a new person joins an existing group, the person coordinating the workshop/group will provide parents/guardians with an information sheet (attached) and collect registration information for each child.
2. At the beginning of the group the person coordinating the workshop/group will provide a brief orientation to the child minders to:
  - show location of first aid kit, fire exits/extinguishers, bathroom, kitchen, room where the adult workshop/group is being offered;
  - provide booklet containing Health and Safety policies and procedures to be followed in case of emergency/critical incident/accident;
  - provide any other information deemed necessary for the specific situation;
  - clean-up checklist

3. Registration information must be collected for each child at the beginning of the group including: child's name and date of birth, parent/guardian's names and telephone numbers, health problems including allergies, and any medication the child is taking.
4. Children must remain on site, i.e. in the building, or, with parent's permission, in the adjoining outside area, and remain supervised at all times. Parents or guardians may not go off site without their children.
5. The child will be released only to the parent or guardian who brought the child.
6. The parent or guardian will be notified if the child appears to be unwell or is not managing in the child care situation.
7. Medication will be administered only by the child's parent or guardian.

<b>EFFECTIVE: Dec. 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>