



# STORAGE

## WHAT IS DIFFERENT?

The storage space for program items has often been left for staff to locate. The requirements now identify the need to identify safe storage space for both program play materials and equipment, and personal items belonging to staff and children.

## WHY IS IT IMPORTANT?

It is important to have appropriate storage space for items not in use. Caring for children requires a certain amount of toys, materials and equipment to allow for variety in the program and to meet their developmental needs.

The new requirements help to ensure that children and staff have a safe place to keep their belongings which results in:

- Valuable activity space not being taken up with excess toys, equipment and personal belongings.
- Children not accessing personal belongings (such as medications) that can pose a hazard.

When care is not provided in space that is purpose-built for child care, it is important to provide temporary storage, especially for items that might pose a risk to the children.

## IMPLEMENTATION

### Storage of program items:

- Look for storage space in your CNC room or another location close by in the facility. It is best, however, to store all toys and equipment, especially those needed daily, within the CNC room.
- Other items, such as seasonal activities and toys, can be stored elsewhere in the building. When items are stored elsewhere, staff must be able to plan ahead and access the items before they are needed for program activities.
- Use closets and cupboards for the storage of materials and equipment. When these are not available, install large storage cupboards with locks (preferably) or use bins and other storage containers.

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- Ensure that storage space chosen does not impede on program space and adheres to fire code.

#### **Storage for staff:**

- Staff should have a space for storing their personal belongings, particularly their purses and bags. Storage space will help to ensure the safety of their personal goods, as well as prevent children from accessing these items.

#### **Storage for children:**

- Children should have space to store personal items within the play space. It's important to have easy access to items, such as diapers, change of clothes, and outdoor clothes (if needed).
- Provide each child with a cubby or space where they can store their belongings. The cubby space should allow for the storage of all items a child will use in the winter months, such as coats, snow pants, boots, hats, mittens, spare change of clothes, etc. Remember the winter months mean wet items, so a cubby space should allow for this.
- The cubby space is often used by parents and staff as an area to dress the children. Since the parents are likely to arrive within the same time period, ensure there is enough space for them to move about or that you have plan in place for busy arrival.

#### **Special information for Combined Care**

In a combined program, it is important to keep consistent routines between the long-term and short-term children. For example, when a short-term child arrives, have procedures to ensure their personal items do not contain hazardous items, such as medication, that other children can access. These procedures are especially important when parents are new and unaware of program practices (i.e. It is more likely to happen when providing short term care). You should have enough storage so that you can give each long term child a cubby or space and designate a few extra spaces for short-term children.

#### **Special Information for Short Term Care in Temporary Locations**

It is especially important to have storage space for the personal belongings of staff when offering Short Term Care in temporary locations. If the location does not have an appropriate closet or cupboard, ensure that you have a container with a tight-fitting lid for purses or other items or have access to a high shelf that is out of reach of the children.

A temporary location is unlikely to be equipped with cubbies for the children. Before offering care,



think of safe ways of storing children's belongings, especially in winter.

## **REQUIREMENTS**

### **2–7 Storage**

The program has sufficient space for the

1. Safe storage of play materials and equipment not in use; and
2. Safe, temporary, storage of personal items of staff and children.