



STAFF ON DUTY

WHAT IS DIFFERENT?

The number of staff on duty is not new to any CIC funded child care program. The previous requirements have always identified the number of staff on duty. What is new is the number of staff who must be qualified. The NLCR and OCCR required only one qualified staff. The CNC requirements now identify that with an increase in the number of children a program cares for there must be a corresponding increase in the number of qualified staff. (CNCR 5-4 and Appendix 6)

The CNCR also requires that when you provide care to infants, at least one staff member caring for the infant group is a CNC Level II or Level I.

WHY IS IT IMPORTANT?

To make certain each child receives safe, appropriate care, it is essential to ensure that staff are qualified to assume their roles.

Increasing the number of qualified staff based on the number of children you care for will help to ensure that CNC staff understand how to support children and are able to respond appropriately to situations arising in potentially complex programs.

Infant care carries with it a high risk, it is important that staff with an understanding of child development are entrusted with the care of this age group.

IMPLEMENTATION

- Identify the number of children that you will care for.
- Identify the number of qualified staff you will need to meet the requirement
 - ◇ 1 CNC Level II for every 24 children or 1 CNC Level II for the first 24 children, and
 - ◇ 1 CNC Level I for each additional group of 16 children. You can use different variations of the qualifications to meet this requirement.
- Review the qualifications of your staff to see how each one can help you to meet the requirement



- If you provide infant care ensure that at least one staff member with Level II or Level I qualifications is assigned to work with the infant group
- Assign staff to the specific roles / responsibilities
- Develop a list of supply staff with the required qualifications who will be available if needed

REQUIREMENTS

5-4 STAFF QUALIFICATIONS

CNC Staff on Duty at the Site

- c. While children are receiving care, the total number of staff on duty at the site meets the requirements set out in Appendix 6.

Specific CNC Staff Qualifications

- d. CNC staff working directly with the children have qualifications related to the ages of the children being served.
- e. At least one (1) staff member with qualifications in early childhood education at CNC Staff Level II or Level I is working directly with the children under nineteen (19) months of age.
- f. At all times, at each site where CNC is being provided, the total number of staff working directly with the children includes at least one (1) CNC staff member with the training in first aid and CPR required in 5-2.b.

APPENDIX 6: STAFF ON DUTY WITH THE CHILDREN AT THE CNC SITE

When children are receiving care, the following staff are on duty at a CNC site:

Number of Children	Number of Staff		
1 - 24	1 CNC Staff Level II	Or	N/A
25 - 48	2 CNC Staff Level II	Or	1 CNC Staff Level II and 2 CNC Staff Level 1
49 - 72	3 CNC Staff Level II	Or	1 CNC Staff Level II and 3 CNC Staff Level 1

