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# **CARE FOR NEWCOMER CHILDREN REQUIREMENTS**

**April 2013**

# Care for Newcomer Children Requirements (CNCR)

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# GLOSSARY

## Program

**Care for Newcomer Children (CNC)** – Care for newcomer children while their parents are receiving language and settlement services.

**CNC Program** – An operation that provides supervision and activities for newcomer children.

### CNC Care Type

- **Long Term CNC** – Care provided over an extended period of time, typically four (4) weeks or more, to largely the same group of children.
- **Short Term CNC** – Care provided for a short period of time, less than four (4) weeks, to children who may be different each time care is provided.

### CNC Program Type

- **Long CNC Program** – Established to provide only Long Term Care.
- **Short CNC Program** – Established to provide only Short Term Care.
- **Combined CNC Program** – Established to provide both Long and Short Term Care together.

**CNC Session** – A single occasion when a Short CNC program is provided.

**Mobile CNC** – Short Term CNC provided at a site away from the ISO's CNC facility.

## Facility/Location/Space

**CNC Facility** – The building and grounds where the space to be used by a CNC program is located.

**CNC Site** – A location where CNC is being delivered.

**CNC Space** – The area available for use by a CNC program which includes both useable CNC activity space and space not used for direct activities with the children, including space for administration, storage (including fixed shelving), food/snack preparation, and functional space, such as washrooms, entryways and halls.

**Useable CNC Activity Space** – The area available for the activities of children, including space occupied by children’s chairs and tables, moveable play equipment, cribs and playpens.

**Useable CNC Gross Motor Space** – The area, indoors or outdoors, that is available for physical activity where children can engage in large muscle or gross motor activities.

## **Staff**

**CNC Staff Level I** – A CNC Staff Level I has

- A one-year diploma, or course credits from a recognized academic institution equivalent to one year of a two-year diploma program in child development related to the ages of the children cared for or in a related field; or
- Fifty percent (50%) of the courses required to meet the qualifications set out in provincial legislation for the person with responsibility for the day-to-day operation of a licensed child care centre.

**CNC Staff Level II** – A CNC Staff Level II has

- At least a two-year diploma in a child development program related to the ages of the children cared for or in a related field; or
- At least the qualifications set out in provincial legislation for the person with responsibility for the day-to-day operation of a licensed child care centre.

**CNC Staff on Duty** – Staff on duty include CNC staff caring for children, supervising other staff members, planning activities, setting up and closing down a CNC space and carrying out other activities directly related to the provision of CNC.

**CNC Staff with Designated Responsibility** – The CNC staff member who has overall responsibility for a CNC program while children are present.

**Person-in-Charge at the Site** – The CNC staff member who has responsibility for the CNC being provided at a site.

**Staff : Child Ratio** – A relationship that describes the number of children that one paid CNC staff member working directly with the children is permitted to supervise.

**Volunteer** – A person who meets these CNC Requirements for volunteers, receives no pay and assists paid staff in the CNC program, but is not counted in the staff: child ratio.

## Training/Education

**Related Field** – An area of study related to the care of children of the ages of the children receiving care. Examples include but are not limited to early childhood education and child and youth studies.

**Training** – Training includes credit courses, non-credit workshops, conference sessions, webinars and other vehicles for learning.

## Children

**Infant** – A child who is at least six (6) months and under nineteen (19) months of age.

**Preschool Child** – A child who is between thirty-six (36) months and six (6) years of age

**School-Age Child** – A child who is eligible for at least grade 1 in an elementary school.

**Toddler** – A child who is between nineteen (19) and thirty-five (35) months of age.

## Grouping of Children

**Family Group** – When a program provides care to a total of five (5) or fewer children, a group of children of varying ages who may or may not be related to each other and who receive CNC together.

**Mixed Age Group** – When a program provides care to a total of more than five (5) children, a group of children of varying ages over nineteen (19) months of age who receive CNC together.

**Same Age Group** – A group of children who are all within a single age range who receive CNC together.

## Miscellaneous

**Eligible** – Qualifies for CNC support according to an agreement between CIC and the ISO.

**Field Trip** – An outing away from the CNC site for a group of school-age children who, under provincial/territorial licensing laws, are permitted to leave the site without a parent.

**Hazard** – Anything that has the ability or potential ability to harm a child. Hazards vary depending on the age and developmental level of a child.

**Individual Program Plan** – An approach to providing services to individuals with special needs based on a written plan that provides structure and direction for the services and activities to be provided to the child.

**Parent** – A biological or adoptive parent, or a legal guardian.

**Serious Occurrence** – An incident that could disrupt a CNC program or cause serious injury to a person while providing services to or participating in a CNC program, including:

- A lost, missing or forgotten child;
- The death of a person while providing services to or participating in the CNC program;
- Any allegation of abuse by a staff member or volunteer;
- Any threat to the health of a person while providing services to or participating in a CNC program;
- Any incidence of serious illness;
- Any serious or life-threatening accident or emergency experienced by a person while providing services to or participating in a CNC program; and
- Any event, such as a fire, chemical spill, flood or tornado, that results in the interruption or relocation of a CNC program.

# PART 1: ADMINISTRATION

The Immigrant Serving Organization (ISO) shall ensure that

## GENERAL ISO RESPONSIBILITIES

### 1-1 Responsibilities of the Immigrant Serving Organization

- a. When providing a program of Care for Newcomer Children (CNC), the ISO takes responsibility for the following:
  1. Meeting these requirements and any other requirements that can protect the health and safety of the children in its care.
  2. Complying with relevant provincial/territorial child care licensing legislation and policies, including those related to exemptions from licensure.
  3. Establishing written procedures appropriate to the type of care being offered for
    - A. Monitoring whether each child receiving CNC has a parent who is eligible for CIC-funded CNC using services at the same site; and
    - B. Taking action when a parent is not compliant with the requirement to remain at the site.
  4. Providing written job descriptions for all staff positions that reflect duties and responsibilities appropriate to the program.
  5. Ensuring that staff who meet the qualifications set out in these requirements are hired and supervised.
  6. Ensuring that there are sufficient CNC staff on duty at all times to meet these requirements.
  7. Ensuring that staff are informed of, and follow, all required policies and procedures relevant to their responsibilities.
  8. Ensuring that at least one copy of these requirements and any other resources essential to the operation of a CNC program are available to the CNC staff member with designated responsibility for the program and to other staff as necessary.



9. Acquiring and maintaining a sufficient inventory of play materials and equipment for the number and ages of children enrolled.
  10. Checking all CNC sites regularly to ensure that these requirements are being met and safety issues are being addressed.
  11. Ensuring that the following conditions of participation are being met:
    - A. A child receiving CNC is six (6) months of age or over.
    - B. A parent of a child receiving CNC is eligible for CNC support.
    - C. A parent of a child receiving CNC is at the same site as his or her child at all times, except a school-age child who is permitted to participate in a field trip in accordance with provincial/territorial child care licensing legislation and policies.
- b. Before providing mobile care for the first time, the ISO receives training from the monitoring agency on the issues and risks associated with the provision of mobile CNC.

## **CHILD INFORMATION**

### **1-2 Registration**

#### Information about All Children

- a. Before a child is allowed to participate in a CNC program, the ISO has on file
  1. A waiver statement signed by a parent who is eligible for child care support releasing the ISO from liability in the event of an occurrence or accident involving his or her child while participating in CNC.
  2. CNC Registration Form completed by a parent who is eligible for child care support with at least the following information:
    - A. The name of the participating child, including the preferred name of the child, if applicable.
    - B. The birth date of the child.
    - C. The sex of the child.
    - D. The language(s) the child speaks at home.

- E. The name, address, and telephone number of the parent who is eligible for child care support.
- F. Information about a child's allergies or food restrictions, medical conditions or other special requirements, if applicable.
- G. The dates on which the child's information was provided or updated.
- H. The signature of the eligible parent confirming that the parent
  - i. Is the parent of the child named in the Registration Form.
  - ii. Has shared all necessary information about the child.
  - iii. Agrees to remain at the same site as his or her child while the child is participating in CNC.
- b. At all times, while a child is participating in CNC, the child's registration information is available in a format that is immediately accessible to staff in an emergency.

#### Additional Information about Children Receiving Long Term CNC

##### *Child Profile*

- c. Within one (1) week of starting to provide long term care to a child, the ISO has collected additional information from a parent and has on file a Child Profile for the child.
- d. Information in the Child Profile assists staff caring for the child and includes additional information about the child's health, nutrition, development and any special characteristics relevant to the care of the child.
- e. The Child Profile includes the dates when a child starts and stops receiving long term CNC.
- f. The Child Profile is readily available to staff while they are providing care to the child.

##### *Immunization*

- g. For each child, the ISO has on file information about the child's immunization status that is provided by a parent within two (2) weeks of starting to receive child care support, and subsequently updated as necessary.

## *Updates*

- h. Information collected about a child on a Registration Form or in a Child Profile is updated annually or as necessary.

### **1-3 Attendance**

#### Information about All Children

- a. For each CNC session, the ISO has a CNC Child Attendance Form to record each arrival and departure of each child.
- b. A completed CNC Child Attendance Form has at least the following:
  - 1. Information about the session, including the date, time, and name of a qualified CNC staff member.
  - 2. The location of the parent.
  - 3. Parent sign in and sign out information for each child.
- c. While a child is participating in CNC, information collected on the CNC Child Attendance Form is available to staff in a portable format that is immediately accessible to CNC staff in an emergency.
- d. CNC staff use attendance information to monitor the presence of children at regular intervals.

#### Additional Information about Children Receiving Short Term CNC

- e. The CNC program has a means of
  - 1. Identifying each child who is receiving short term care; and
  - 2. Connecting each child who is receiving short term care to his or her parent.

### **CNC PROGRAM INFORMATION**

#### **1-4 Information About Program Events**

##### Long Term and Combined CNC

- a. When providing long term or combined CNC, CNC staff keep a daily written record that includes any changes to the program or any unusual events.

## Short Term CNC

- b. For each session when only short term CNC is provided, the ISO has on file a written record of the management of the session.
- c. Each short term session record should include the following:
  - 1. Information about the session, including the date, time and exact location of the session and the names of the CNC staff on duty and any volunteer who is present, and information about any unusual events.
  - 2. Information about the parents and the service or services being supported by CNC.
  - 3. Information about the participating children and their activities.
  - 4. A completed CNC Child Attendance Form.
  - 5. The name and signature of a qualified CNC staff member, with the date and time, indicating that the session has ended and all required documentation has been completed.
- d. When a short term session, including mobile CNC, is provided in a location that is not dedicated to CNC, the session record also includes
  - 1. Relevant parts of a CNC Space Approval Checklist, including emergency information or confirmation that emergency information is immediately available to CNC staff.
  - 2. A completed CNC Space Safety Checklist as required in section 2-3.

## INFORMATION MAINTENANCE

### 1-5 Records and Confidentiality

- a. The CNC program develops and follows written procedures that
  - 1. Maintain the confidentiality of information about a child participating in CNC while permitting access to an authorized individual, including an individual authorized by CIC to monitor compliance with these requirements.
  - 2. Ensure that when a child is no longer participating in CNC, records relating to the care of the child are maintained in accordance with relevant privacy laws for a period of five (5) years after the child leaves the program.

# PART 2: THE FACILITY

The ISO shall ensure that

## APPROVAL FOR USE

### 2-1 Local Approval

#### General

- a. Before a facility is used for CNC, proof is on file that the building and the space to be used for CNC meet the requirements of relevant local authorities.
- b. When the ISO has responsibility for a facility, relevant local authorities are informed when changes are made to the building or its usage.

#### Fire

- c. Before a facility is used for CNC, there is on file a fire safety plan for the building and all of its usages including the care of children. The fire safety plan is approved by the municipal fire department and implemented as required under the National Fire Code.
- d. When the ISO has responsibility for a facility, the municipal fire department is informed when changes are made to the building or its usage that may affect the fire safety plan.

### 2-2. Approval by the ISO in Advance of Use

#### CNC Space Approval Form

- a. A CNC Space Approval Form is used to assess and approve space at the following times:
  1. Prior to use for CNC; and
  2. When there are changes to the space or at least annually, thereafter.
- b. A CNC Space Approval Form includes the following:
  1. A CNC Space Approval Checklist that addresses the relevant safety requirements in Part 2 of these CNC Requirements, including the mandatory items identified in Appendix 1 as they apply to the type of CNC being provided, the ages of the participating children, and the location of the program.

2. A Plan for Changes required following assessment of the space.
  3. Emergency information relevant to the space from the building's fire safety plan, including information required in section 2-4.d of these CNC Requirements.
  4. The name, title and signature of the ISO staff member responsible for the assessment and the date on which the approval decision was made.
- c. When findings show that the space can be used for CNC if specific changes are made, an indication that all changes are complete before a child is present in the space.

### **2-3 CNC Staff Confirmation of Space Safety at the Time of Use**

#### CNC Space Safety Checklist

- a. CNC staff complete a CNC Space Safety Checklist to confirm space safety at the following times:
  1. On a regular basis, when space in a permanent location is dedicated to CNC and used exclusively for CNC; and
  2. Immediately before providing CNC, including mobile CNC, in space that has been used by others.
- b. The CNC Space Safety Checklist addresses the relevant safety requirements in Part 2 of these CNC Requirements, including the mandatory items identified in Appendix 2 as they apply to the type of CNC being provided, the ages of the participating children, and the location of the program.
- c. A completed CNC Space Safety Checklist includes the name and signature of the CNC staff member who completed the checklist and the date and time when it was completed.
- d. A CNC staff member who finds that any aspect of the space may pose a hazard to a child takes steps to ensure that the potential hazard has been eliminated or an alternate space found before a child is present in the space.

## ELEMENTS OF THE SPACE

### 2-4 Emergency Provisions

#### Exits and Evacuation

- a. Any space used for CNC has clearly marked pathways, free of obstruction, to all emergency exits.

#### Emergency Contact

- b. Wherever a group of children is receiving care, CNC staff have direct access to reliable communications equipment.
- c. Where possible, at each site where children are receiving CNC, the communications equipment required in section 2-4.b includes an operable, direct-line, hard-wired telephone.
- d. Wherever a group of children is receiving care, CNC staff have immediate access to the following information:
  1. Contact information for
    - A. Fire, ambulance and police, in addition to 911.
    - B. Poison control.
    - C. Children's Aid Society.
    - D. Building Emergency contact.
    - E. An ISO representative.
  2. Information about the building location and evacuation routes, including:
    - A. The building street address.
    - B. The main evacuation route from the space.
    - C. An alternate evacuation route.
    - D. Route from the space to the location of the parent activity.
- e. Information required in section 2-4.d is located as close as possible to the communications equipment.

## 2-5 Location

- a. The space to be used for a group of children receiving CNC is located in a separate CNC room that is as close as possible to the room where the parents are located while avoiding disruptions to adult programming.

## 2-6 Space Size and Usage

### Space for Children 19 Months of Age and Over

- a. A program that provides long term or combined CNC with an enrolment of one (1) to eight (8) children has a minimum of twenty-two (22) square metres of useable indoor activity space and a minimum of 2.8 square metres of useable indoor activity space for each additional child.
- b. A program that provides only short term CNC with an enrolment of one (1) to five (5) children has a minimum of fourteen (14) square metres of useable indoor activity space and a minimum of 2.8 square metres of useable indoor activity space for each additional child.
- c. When a child is receiving care for more than three (3) hours a day in a long term or combined program with an enrolment of one (1) to eight (8) children nineteen (19) months of age and over, the program has a minimum of forty-five (45) square metres of additional useable indoor or outdoor gross motor space, and may need additional space when more children are enrolled.

### Space for Children Under 19 Months of Age

- d. A program that provides long term or combined CNC has a minimum of 16.8 square metres of useable indoor activity space for each one (1) to three (3) children under nineteen (19) months of age.
- e. A program that provides only short term CNC has a minimum of 8.3 square metres of useable space for each one (1) to three (3) children under nineteen (19) months of age.
- f. The useable indoor activity space includes an area designated for children under nineteen (19) months of age that
  1. Has an area where the floor surface is soft, easily cleaned and suitable for sitting, crawling and playing; and
  2. When a program that provides long term or combined CNC, is defined and separated from the area occupied by the older children by a secure barrier that is of sufficient height to reduce distraction and prevent injury.



## **2-7 Storage**

- a. 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.

## **SANITATION AND ENVIRONMENT**

The ISO shall ensure that

### **2-8 General Sanitation and Environmental Conditions**

- a. All space to be used for CNC
  - 1. Is clean and tidy.
  - 2. Is well-ventilated.
  - 3. Is a comfortable temperature for a child, between twenty (20) and twenty-four (24) degrees C in winter and twenty-three (23) and twenty-eight (28) degrees C in summer, measured at child level.
  - 4. Has sufficient light to support activities and permit supervision, including natural light when possible.

### **2-9 Washrooms**

- a. The CNC space includes a washroom or is close to a washroom.
- b. The washroom gives the children access to hot and cold running water for hand washing.
- c. The temperature of the hot water in all sinks accessible to the children is adjusted to prevent scalding.
- d. The washroom is clean and stocked with necessary supplies.
- e. When CNC is provided for a child under six (6) years of age, the following are cleaned and disinfected:
  - 1. Toilet facilities shared with other populations, before being used by a child.
  - 2. Toilet training equipment, before being used by another child.

## **2-10 Diapering**

- a. When a facility has diapering,
  1. A sink with hot and cold running water designated for toileting is located in the CNC space close to the diaper changing area, or written procedures for diapering developed in consultation with the local public health office are being followed.
  2. The diaper-changing equipment is sturdy and in good condition.
  3. Diaper-changing surfaces are non-porous, in good condition, and easy to clean and disinfect after each use.
  4. Soiled diapers and diaper-changing equipment are inaccessible to children and are disposed of in a sanitary manner away from food preparation or service areas.

## **2-11 Sleeping Equipment and Bedding**

- a. When providing long term CNC to a child, the program has a sufficient quantity of the following equipment:
  1. Cribs or playpens, if CNC is provided for children under nineteen (19) months of age; and
  2. Age-appropriate sleeping equipment for children nineteen (19) months of age and over who need it.
- b. When bedding is used at a facility, it is washed weekly, or when soiled, or when used by another child.

## **2-12 Furnishings**

- a. Tables and chairs and other furnishings to be used by a child are clean and, when used for food service, sanitized before use.

## **SAFETY**

### **2-13 General Safety**

- a. All indoor and outdoor space to be used for CNC is well-maintained and, having regard for the ages of the participating children, is free from hazards or can be made free of hazards immediately before a CNC session.
- b. No products, including play materials and equipment and furnishings, to which children have access have been recalled by Health Canada.

## 2-14 Specific Safety Concerns for Children

### Concerns for All Children

- a. In addition to meeting requirements in 2-13, the ISO shall specifically ensure that
  1. Windows that are accessible to a child and can be opened, are limited to opening less than ten centimetres (10 cm).
  2. Hot water pipes and heating units, including baseboard heating devices that pose a threat to children, are inaccessible to a child.
  3. No loose or exposed electrical wires are accessible to a child.
  4. No electrical equipment, appliances or cords that pose a threat are accessible to a child.
  5. All room dividers, barriers, bookcases and other heavy furniture are firmly in place.
  6. The amount and placement of furniture, equipment, appliances and supplies do not pose a hazard to a child.
  7. A child does not have access to potentially dangerous substances or poisonous plants.
  8. Any potentially dangerous substance is stored in a clearly marked container, preferably in the original container provided by the manufacturer.
  9. Balloons, whether inflated or deflated, are prohibited for use in the CNC space.
  10. Hot liquids that might pose a hazard to a child are not permitted in the CNC, except when being used for program purposes under close supervision by CNC staff.

### Concerns for Children Under Six (6) Years of Age

- b. In addition to meeting requirements in sections 2-13 and 2-14.a, when a child under six (6) years old is present, the ISO shall specifically ensure that
  1. Unused electrical outlets within reach of a child have covers.
  2. Potentially dangerous objects, including plastic bags, Styrofoam, and small items that could be a choking hazard are inaccessible to a child.

3. Strings and cords long enough to encircle a child's neck are inaccessible to a child.
4. Sleeping equipment for a child under nineteen (19) months is free of soft bedding, pillows and soft toys.
5. Cribs, playpens and strollers used by children meet the requirements for design and manufacturing set out in Canada's *Hazardous Products Act* and are used according to the manufacturer's instructions.

## **2-15 Play Materials and Equipment Safety**

- a. Play materials and equipment are maintained in good condition and are inspected and cleaned regularly or as soiled, except items that are mouthed which are washed and sanitized after each use.
- b. Large pieces of equipment used by the children are arranged so that the children can move freely without colliding with one another or the equipment and use by older children does not threaten the safety of younger children.
- c. When playground equipment, such as a climber, is used by children
  1. Indoors, the area around and under the equipment is equipped with landing mats that are not a slipping hazard and provide sufficient protection for the children.
  2. Outdoors, the equipment and its installation must meet current standards of the Canadian Standards Association (CSA).

## **2-16 Outdoor Activity Areas**

- a. An outdoor activity area used by a child under six (6) years old
  1. Is enclosed by a fence or other secure barrier that is at least four (4) feet high.
  2. Has an unobstructed gate door that opens outward from the inside.

# PART 3: PROGRAM

The ISO shall ensure that

## 3-1 Philosophy

- a. The CNC program has a written statement of program philosophy that supports the development of the individual child and the settlement of the family.

## 3-2 Interacting with Parents

Information from Parents about the Child and Family

- a. Procedures ensure that CNC staff members interact with parents to learn as much as possible about the child and family, including:
  1. When a child is new to CNC, CNC staff members review the child's registration information and, when possible, ask parents to provide any additional information that may help them provide appropriate care for the child.
  2. When a child participates in long term CNC, CNC staff members discuss the CNC Child Profile with parents and give parents opportunities to provide additional information relevant to the care and settlement of the child.

Information for Parents about the CNC Experience

*Long Term CNC*

- b. When children participate in long term CNC, parents
  1. Participate in an orientation process that includes an introduction to the CNC staff, the physical space, the program plan, and sign in and sign out procedures.
  2. Receive information on an ongoing basis about
    - A. Their child's experience and progress in the program.
    - B. Community resources that support parenting in Canada.
    - C. Settlement, including information to help them support their child through transitions to school and other social and recreational settings.

### *Short Term CNC*

- c. When children participate in short term care,
  - 1. Parents are welcomed to the program and, as time permits, receive
    - A. On arrival, a brief introduction to the physical space, the staff, the activities that will be available to their child, and sign in and sign out procedures; and
    - B. On departure, any relevant information about their child's experience in the program.
  - 2. Parents have access to
    - A. Information about community resources that support parenting in Canada; and
    - B. Other settlement information, as available.

### *Combined CNC*

- d. When combined care is offered, CNC staff advise parents on arrival of the type of care being offered and address any issues that may arise in relation to long or short term CNC or both.

### Support for Communication

- e. When language is a barrier to communicating with parents, the CNC program follows procedures that support communication, including procedures to contact individuals who are able to help with translation when necessary.

## **3-3 Programming for Children**

### Overview

- a. Whenever CNC is provided, activities and routines
  - 1. Are suited to the length of time children participate in a CNC session.
  - 2. Are appropriate to the age and abilities of the participating children, taking into account variations in cultural understandings of developmental milestones, as well as the past experiences of the children, including experiences of separation and trauma.

3. Address the physical, emotional, social and intellectual needs of the children.
4. Encourage respect for the values customs and traditions of other cultures.
5. Support social inclusion and help children make positive transitions.
6. Address other settlement needs, as appropriate.

#### Activities

- b. When providing care, CNC staff
  1. Develop and follow a written program plan of activities for the children.
  2. Post or otherwise make the program plan available to parents.
- c. When providing long term care, CNC staff ensure that the program plan includes experiences that reflect the changing interests and abilities of the children.

#### Routines

- d. When providing care, CNC staff
  1. Develop and follow a consistent schedule of daily routines.
  2. Post or otherwise make the daily schedule available to parents.

#### CNC for Children under Nineteen (19) Months of Age

- e. When providing care to a child under nineteen (19) months of age, CNC staff
  1. Discuss the child's routines and activities with a parent on arrival and use information provided by the parent and observation of the child's developmental levels and interests to implement activities and routines that meet the needs of the individual child.
  2. Report to parents at pick up time about the child's experiences while receiving CNC, including the times the child slept and how long, what the child ate or drank, times of diaper changes and any other information relevant to the child's development.
- f. When providing long term care to a child under nineteen (19) months of age, CNC staff keep a written record of the child's experiences reported to parents in section 3-3.e.2, and use that record when implementing activities and routines that meet the needs of the child.

## CNC for Children with Special Needs

- g. When a child has an individual program plan, developed in consultation with professionals to meet the special needs of the child, CNC staff work in partnership with the parent and other professionals, as necessary, to implement activities and routines that accommodate that plan.
- h. When, in spite of best efforts, the ISO finds that it does not have the resources or expertise to meet the special needs of a child, CNC staff help parents locate more appropriate care and support in the community.

### **3-4 Language**

- a. The CNC environment and activities reflect the importance of dual language learning and to the extent possible, support home language maintenance while helping a child acquire a new language.

### **3-5. Physical Activity**

- a. The program plan provides children with varied opportunities for physical activity appropriate to the length of time they participate in CNC.
- b. When a child is receiving care for more than two (2) hours, the child has a minimum of thirty (30) minutes of physical activity.
- c. Physical activity provides children with varied opportunities for physical exercise, including:
  - 1. Active play that includes activities led by staff and free play and recreational experiences chosen by the children; and
  - 2. Both indoor and outdoor play activity, where possible.

### **3-6 Napping And Resting**

- a. The daily routine includes opportunities for children to nap or rest, as needed by the child.
- b. When providing care for children under nineteen (19) months, the ISO has procedures for ensuring that a child is placed on his or her back to sleep.



### **3-7 Combined CNC**

- a. When providing combined care, CNC staff develop and follow written procedures to
  - 1. Ensure that practices meet the needs of both the long term and short term children.
  - 2. Ease transitions for all CNC participants as individual children arrive and depart.

### **3-8 Play Materials and Equipment**

- a. To meet the needs of the children and carry out planned activities with the children, CNC staff select play materials and equipment that are
  - 1. Age appropriate.
  - 2. Suitable for both quiet and active play.
  - 3. Available in sufficient quantity for the children receiving care.
- b. As far as possible, the total supply of play materials reflects diversity, and includes both items chosen to help children become familiar with Canadian life and items reflective of multiple cultures.

### **3-9 Field Trips**

- a. Before providing a field trip, the ISO has written field trip policies and procedures for
  - 1. Developing a written field trip plan that includes:
    - A. The trip destination, trip activities, and any special safety issues that may be foreseen.
    - B. The names and contact information for CNC staff supervising the children.
    - C. Contact information for the CNC site.
  - 2. Informing parents about the trip and securing a waiver statement and parent permission before a child is allowed to participate.
- b. While a field trip is in progress, a copy of the field trip plan is available to CNC staff on the trip and staff at the CNC site.

# **PART 4: CHILD NUTRITION, HEALTH AND SAFETY**

The ISO shall ensure that

## **CHILD NUTRITION**

### **4-1 Food and Nutrition**

#### Food and Beverages Provided by the ISO

- a. Any food and beverages provided for a child by the ISO during a CNC session
  - 1. Are nutritious and help the children meet the requirements of Canada's Food Guide to Healthy Eating.
  - 2. Respect any known restrictions arising from allergies, medical conditions, or religious beliefs.
  - 3. Are typical of the cultures of the children in the program, when possible.
- b. Drinking water is available at all times.

#### Food and Beverages for Children Under Nineteen (19) Months

- c. When care is provided to children under nineteen (19) months, CNC staff
  - 1. Consult with parents and exchange information about the eating habits of their child; and
  - 2. Give food or beverages only with the permission of a parent.

### **4-2 Food Safety and Food Service**

#### General Procedures for Food Safety and Food Service

- a. The CNC program follows written procedures for food safety and food service developed with advice from the local public health office.

## Food Safety – Temperature

- b. When the ISO serves food and beverages, CNC staff
  1. Ensure that food and beverages, other than drinking water, are not kept in the temperature danger zone, between four (4) degrees C and sixty (60) degrees C, for more than two (2) hours.
  2. In spite of requirements in section 4-2.b.1, ensure that a bottle that has been fed over a period that exceeds one (1) hour from the beginning of the feeding or has been unrefrigerated one (1) hour or more is not served to a child.

## Food Service – Food and Beverages Provided by the ISO

- c. When the ISO serves food and beverages, CNC staff
  1. Post a menu or otherwise inform a parent of any food or beverage, other than drinking water, served to a child.
  2. Ensure that a child is not exposed to foods or beverages to which he or she is allergic or has a restriction, as identified by a parent on the child's CNC Registration Form.
  3. Feed the child or allow the child to eat in a manner that is appropriate to his or her individual developmental level.
  4. Are respectful of the feeding practices preferred by the parent while introducing the parent and child to Canadian practices, as appropriate.
- d. Age appropriate seating suited to the length of time children participate in a CNC session is available for feeding the children and is used according to the manufacturer's instructions.

## Food and Beverages from Home

- e. When a parent brings food or beverages from home for his or her child, including a bottle of milk or formula, the container or bottle is clearly labelled with the child's name.

## Bottle-Fed Children

- f. When a parent brings a bottle of milk or formula for serving by CNC staff, staff warm infant food and bottles of milk or formula in a safe and sanitary manner.

- g. When feeding a child under nineteen (19) months, CNC staff
  - 1. Follow instructions from parents.
  - 2. Do not prop bottles.
  - 3. Do not allow children to carry bottles while moving about or walking.

#### Communicating with Parents and Children about Food and Nutrition

- h. CNC staff help parents and children, as appropriate to their age, understand the meaning of the terms, “food allergy” and “food restriction,” and discuss the importance of ensuring that other children are not exposed to foods to which they are allergic or have a restriction.
- i. When parents bring food or beverages from home, CNC staff provide them with information and counselling on good nutrition and appropriate food and beverages for their children.

### **CHILD HEALTH**

#### **4-3 Hygiene**

##### General Procedures for Hygiene

- a. The CNC program follows written hygiene procedures developed with advice from health professionals, in relation to:
  - 1. Cleaning, sanitizing or disinfecting, the following as applicable,
    - A. Play materials and equipment;
    - B. Washrooms, and diapering and toileting equipment; and
    - C. Any other items with which children come into contact;
  - 2. Hand washing; and
  - 3. Routine practices and any additional precautions to be taken in the event of contamination with bodily fluids.
- b. Hand washing procedures are posted or otherwise available to CNC staff.

## Diapering

- c. When care is provided to a child who requires diapering, diapering procedures are posted or otherwise available to CNC staff.
- d. When parents diaper their own children, the ISO ensures that they have access to information about hygienic diapering procedures.

### **4-4 Illness**

- a. The CNC program follows written illness procedures developed with advice from health professionals.
- b. The illness procedures required in section 4-4.a include, but are not limited to, the following:
  - 1. Checking children as they arrive for illness or injury;
  - 2. Excluding a child who is ill on arriving at the program;
  - 3. Responding when a child becomes ill while participating in the program to ensure that the child is comfortable until taken home, and to reduce the likelihood that the child's illness will be transmitted to other children; and
  - 4. Re-admitting a child who has been absent because of a communicable illness.
- c. CNC staff have access to information about communicable diseases and conditions likely to be experienced by children enrolled in the program.

### **4-5 Administering Medication**

#### Procedures for Administering Medication

- a. The CNC program develops and follows written procedures for handling and administering medication, developed with advice from health professionals, including procedures to ensure that
  - 1. Except in a life-threatening circumstance, a parent administers all prescription or non-prescription medication.
  - 2. All medication remains with a parent except
    - A. Medication provided by a parent for administration by CNC staff in a life-threatening circumstance.

- B. Medication that must be refrigerated that is provided by a parent for administration by the parent.
  - C. Medication that remains with the child that is prescribed by a medical practitioner for a life-threatening condition.
- b. When a CNC staff member is to administer medication to a child in a life-threatening condition,
    - 1. The child's parent provides the program with the medication and clear, written instructions for its administration.
    - 2. The program informs the parent that the medication was given.
  - c. When a parent is not at the same site as his or her child, the ISO has a written plan for managing the administration of medication.

#### Records

- d. The program has a written record of the administration of any medication administered by CNC staff or self-administered by a child participating in a CNC program.
- e. The record required in section 4-5.d is signed with the name or initials of the CNC staff member who administered or supervised the administration of the medication.

#### Storage

- f. When medication is stored by the CNC program for administration by CNC staff in a life-threatening circumstance, it is
  - 1. Stored where CNC staff can reach it rapidly, without unlocking a container, in a location known to all staff, in the same space as the child, but inaccessible to the children.
  - 2. Stored in its original container according to directions from the manufacturer or pharmacy on the label.
  - 3. Clearly labelled with the child's name and the expiry date.
  - 4. Accompanied by specific directions for administration, the name of the prescribing medical practitioner, and any special instructions.
  - 5. Returned to a parent if it appears to be damaged or when the expiry date has passed.

- g. When medication that must be refrigerated is stored by the CNC program for administration by a parent, it must be
  - 1. Stored in a locked, non-porous container that is inaccessible to children.
  - 2. Provided in its original container.
  - 3. Clearly labelled with the child's name.

#### **4-6 Immunization**

- a. The ISO provides parents with information about immunization.
- b. When providing a long term CNC to a child, the ISO follows written procedures developed with advice from the local public health office for documenting the child's immunization information.

### **EMERGENCIES AND SERIOUS OCCURRENCES**

#### **4-7 Accidents and Medical Emergencies**

##### Procedures

- a. The CNC program develops and follows written procedures developed with advice from health professionals, for responding to accidents and medical emergencies, such as asthma attacks, seizures, anaphylaxis or other life-threatening allergic reactions, experienced by children while they are participating in the program.

##### First-Aid Kits

- b. At all times, while children are present, CNC staff have access to at least one fully stocked first-aid kit.

## **4-8 Emergency Procedures**

### Staff and Volunteers

- a. Wherever CNC is provided, staff and volunteers have
  1. Immediate access to relevant information about emergency procedures identified in the fire safety plan required in section 2-1; and
  2. Knowledge of their role in implementing the plan, including knowledge of procedures for
    - A. Responding to a fire alarm;
    - B. Responding when they encounter a fire; and
    - C. Helping people leave the building using evacuation routes from the CNC space.

### Records

- b. The CNC program keeps a written record indicating that
  1. When a CNC program operates on a continuing basis at the same site, fire drills are carried out at least once every month according to procedures outlined in the fire safety plan for child care centres.
  2. When a summer CNC program is provided, a fire drill is conducted within the first week of program operation.

## **4-9 Serious Occurrences**

- a. The CNC program follows written procedures for responding to serious occurrences that include but are not limited to requirements to
  1. Verbally, inform CIC and any CNC monitoring agency of a serious occurrence by the end of the next working day; and
  2. Submit a written report of the occurrence to CIC and any CNC monitoring agency within five (5) working days or sooner, if requested by CIC.



# PART 5: STAFFING AND SUPERVISION

The ISO shall ensure that

## 5-1 General Staff Requirements

### Language

- a. All staff working directly with the children and counted in the staff: child ratio have language skills in English (or French) at the equivalent of at least Canadian Language Benchmarks Level 5 for speaking and listening and Level 4 for reading and writing.

### Age

- b. All staff working directly with the children and counted in the staff: child ratio, and all volunteers, except coop/practicum students, are eighteen (18) years of age or older.

### Health

- c. For each staff member or volunteer who works directly with the children, the ISO has on file
  1. A record of a health assessment that
    - A. Is completed not more than three (3) months prior to the date of commencement with the program and before working with the children;
    - B. Includes evidence that the person has complied with the province's/territory's immunization and tuberculosis control programs; and
    - C. Is signed by a medical practitioner.
  2. Evidence that the staff member or volunteer continues to comply with the province's/territory's immunization and tuberculosis control programs as required by the local public health office.

## Background Checks

- d. The program develops and follows written policies and procedures for carrying out background checks that include procedures for
  - 1. Initiating background checks;
  - 2. Assessing and retaining the results; and
  - 3. Addressing issues related to the hiring process.
- e. Background checks include but are not limited to
  - 1. A criminal records check, including a vulnerable sector search.
  - 2. A child abuse registry check, where available.
  - 3. A review of references.
- f. The criminal records check and, where available, child abuse registry check are completed
  - 1. Before a staff member or volunteer works directly with the children and not more than six (6) months prior to the date of commencement with the program; and
  - 2. Every three (3) years after the date of commencement with the program.
- g. Current and prospective staff members and volunteers who work directly with the children are informed of the policies and procedures.

## 5-2 Staff Training

- a. A training record is on file indicating that each staff member, volunteer and coop/practicum student meets training requirements set out below relevant to his or her position.

### Pre-Service Training

- b. Within three (3) months of commencement with the program, all paid CNC staff have training in first aid, including anaphylaxis response, and CPR appropriate to the age of the children they are caring for.

## Orientation Training

### *Paid CNC Staff*

- c. Before working directly with the children, all paid CNC staff, complete Orientation I training on topics set out in Appendix 3.
- d. Within one (1) month of completing Orientation I training, all paid full-time CNC staff complete Orientation II training on topics set out in Appendix 4.

### *Staff with Designated Responsibility*

- e. Before assuming duties as a CNC staff member with designated responsibility for a program, a staff member has an additional orientation to program administration and leadership in the organization.

### *ISO Administrative Staff*

- f. Before assuming responsibilities related to the provision of CNC, an ISO administrative staff member with responsibility for the CNC program completes topics one (1) through eight (8) of the Orientation I training set out in Appendix 3.

### *Volunteers and Coop/Practicum Students*

- g. Before working directly with the children, all volunteers and coop/practicum students complete Orientation I training on topics set out in Appendix 3.

## Ongoing Training

- h. Annually, beginning one year after completing Orientation I training, all paid full-time CNC staff complete at least five (5) hours of training on topics related to their staff duties which may include special issues related to the settlement of young children and families, the role of the CNC professional, and program administration and leadership.

## **5-3 Staffing Patterns**

### CNC Staff with Designated Responsibility

- a. While CNC is being provided, a qualified CNC staff member has designated responsibility for each CNC program.
- b. When the CNC staff member with designated responsibility is not available, another qualified CNC staff member is delegated to assume responsibility for the program.

- c. A CNC staff member with designated responsibility may be responsible for CNC for a maximum of seventy-two (72) children at any one time.
- d. When long term CNC, combined CNC, or short term CNC is provided in a permanent location, the CNC staff member with designated responsibility is not included in the staff: child ratio for amounts of time set out in Appendix 5.

#### Person-in-Charge at the Site

- e. While children are present at any CNC site, a qualified CNC staff member is identified as person-in-charge at the site. The person-in-charge at the site may or may not be the CNC staff member with designated responsibility for the program.

#### Adults on Duty at the Site

- f. At all times, at each site where CNC is being provided, at least two (2) adults are on duty at the site, including either two (2) qualified staff members or when only one (1) qualified staff member is required to meet the staff: child ratio, one (1) qualified staff member and one (1) volunteer working directly with the children.

#### Volunteers and Coop/Practicum Students

- g. An adult volunteer or coop/practicum student
  - 1. Assists paid CNC staff;
  - 2. Works directly with the children only under the supervision of paid CNC staff;
  - 3. Is never alone with a child; and
  - 4. Is not counted in the staff: child ratio.

### **5-4 Staff Qualifications**

#### All CNC Staff

- a. All CNC staff members who are qualified to be counted in the child to staff ratio, including staff with designated responsibility, meet the general and training requirements set out in sections 5-1 and 5-2.

#### CNC Staff with Designated Responsibility

- b. CNC staff members with designated responsibility meet the following additional requirements:

1. CNC staff member with designated responsibility for a program that serves more than forty-eight (48) children at any one time is qualified at CNC Staff Level II, and has at least two (2) years of experience working with children.
2. A CNC staff member with designated responsibility for a program that serves forty-eight (48) children or fewer at any one time is qualified at CNC Staff Level II, and has at least one (1) year of experience working with children,
3. When a CNC staff member with the qualifications required in section 5-4.b.1 or section 5-4.b.2 is not available, the staff member with designated responsibility may be replaced for no more than three (3) months by a CNC Staff Level I with at least two (2) years of experience working with children.

#### 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 current training in first aid and CPR as required in 5-2.b.

### **5-5 Staff: Child Ratios and Group Size**

#### All Types of CNC

- a. A CNC program has a plan for staffing that ensures that sufficient CNC staff members are on duty working directly with the children at all times to
  1. Provide adequate supervision as required in section 5-6; and
  2. Meet the requirements for staff: child ratios and group size set out in Appendix 7.
- b. Twenty percent (20%) of the children in a same age group may either be over-age or under-age by two (2) months, except that all children must be six (6) months of age or over.

- c. When caring for a mixed age group, the staff: child ratio and group size requirements set out in Appendix 7 for the youngest child in the group are met, except that all children must be nineteen (19) months of age or over.
- d. When caring for a total of five (5) children or fewer, including a maximum of (1) child under nineteen (19) months of age, the staff: child ratio and group size requirements set out in Appendix 7 for a family group of children are met.

#### Combined CNC

- e. When a program provides combined CNC and 20% or fewer short term children are present in a group of toddlers, preschoolers or school age children, the staff: child ratio and group size requirements for Long Term CNC are met.
- f. When a program provides combined CNC and more than 20% of the children nineteen (19) months of age or over are receiving short term care,
  - 1. The staff: child ratio for long term care is met, and
  - 2. An additional qualified staff member is present with each group of toddlers, preschoolers or school age children.

#### Field Trips

- g. While on a field trip away from the site, one (1) additional staff member is on duty with each group of school-age children.
- h. While on a field trip away from the site, when only one (1) staff member is required to meet the staff: child ratio, the additional staff member may not be replaced by a volunteer.

### **5-6 Staff Interactions with Children**

#### Supervision of Children

- a. CNC program develops and follows written policies and procedures for the supervision of children, so that
  - 1. Supervision is provided in a manner that is appropriate to each child's age and abilities, taking into consideration the child's ability to communicate and familiarity with the environment.
  - 2. A child in the CNC space is always supervised by a CNC staff member or by his or her own parent.

## Behaviour Guidance

- b. A CNC program develops and follows written behaviour guidance policies and procedures that
  - 1. Are appropriate to the ages of the enrolled children and the type of CNC being provided.
  - 2. Require staff to assess the need for guidance in the context of each child's experience as a newcomer.
  - 3. Identify acceptable guidance practices that help a child develop self-control and appropriate behaviours in the context of relationships with peers and adults.
  - 4. State which practices are unacceptable, including but not limited to the following prohibited practices:
    - A. Use of physical punishment, including hitting, spanking, slapping, or pinching a child, including the shaking or excessive rocking of an infant;
    - B. Verbal abuse or threatening a child;
    - C. Harsh, degrading or humiliating measures in public or in private, including threats of physical punishment;
    - D. Depriving a child of food, water, clothing, bedding, or opportunities for physical activities or outdoor time;
    - E. Locking exits for the purpose of confining a child or locking a child in any room; and
    - F. Isolating a child in a room or play area where the child cannot be seen or supervised.
  - 5. Describe the steps that will be taken if a CNC staff member does not follow the policies and procedures.
- c. For each CNC staff member and volunteer, a statement is on file that includes:
  - 1. The signature of the staff member or volunteer, indicating that he or she has received a copy of the behaviour guidance policies and procedures and has read and understood them; and

2. The name and signature of the person with responsibility for reviewing the policies and procedures with the staff member or volunteer, and the date on which the review occurred.
- d. A record that the behaviour guidance policies and procedures have been reviewed with each CNC staff member and volunteer as required in section 5-6.c.2 before the CNC staff member or volunteer works directly with a child and annually thereafter.

#### Abuse Reporting

- e. A CNC program develops and follows written abuse reporting policies and procedures that reflect provincial/territorial expectations and requirements.
- f. For each ISO staff member and volunteer, a statement is on file that includes:
  1. The signature of the ISO administrative staff member, CNC staff member or volunteer, indicating that he or she has received a copy of the abuse reporting policies and procedures and has read and understood them, and
  2. The name and signature of the person with responsibility for reviewing the policies and procedures with the staff member or volunteer, and the date on which the review occurred.
- g. A record that the abuse reporting policies and procedures have been reviewed with each administrator, staff member and volunteer as required in section 5-6.f.2 before the administrator has responsibilities within the program, and before the CNC staff member or volunteer works directly with a child and annually thereafter.



# APPENDICES

## APPENDIX 1: MANDATORY ITEMS FOR A CNC SPACE APPROVAL CHECKLIST

Items to be included in the CNC Space Approval Checklist required in section 2-2 as they apply to the type of CNC being provided, the ages of the participating children and the location of the program. The ISO may choose to include additional items.

	<b>Requirement for Approval</b>
<b>1</b>	The building meets the requirements of fire and other local authorities.
<b>2</b>	Pathways to emergency exits are clearly marked and free of obstruction. (Describe routes elsewhere in the Form.)
<b>3</b>	Staff will have direct access to reliable communications equipment.
<b>4</b>	Storage space is available.
<b>5</b>	The space is clean.
<b>6</b>	The space is well-ventilated.
<b>7</b>	There is sufficient light for activities and supervision.
<b>8</b>	The space includes a washroom or is close to a washroom.
<b>9</b>	The washroom gives children access to hot and cold running water.
<b>10</b>	The hot water temperature can be adjusted to prevent scalding.
<b>11</b>	There is a sink with hot and cold running water that could be used for diapering, if applicable.
<b>12</b>	Windows that are accessible to a child can be limited to opening less than 10 cm.
<b>13</b>	Hot water pipes and heating units, including baseboard heating devices, are inaccessible to a child.

	<b>Requirement for Approval</b>
<b>14</b>	Loose or exposed electrical wires are inaccessible to a child.
<b>15</b>	Electrical equipment and appliances that pose a threat are inaccessible to a child.
<b>16</b>	Room dividers, barriers, bookcases and other pieces of heavy furniture are firmly in place.
<b>17</b>	Unused electrical outlets have covers.
<b>18</b>	Strings and cords long enough to encircle a child's neck are inaccessible to a child.
<b>19</b>	Outdoor play equipment and installation meets current CSA standards.
<b>20</b>	Outdoor areas to be used for children's activities are free of items that could harm a child.
<b>21</b>	Any outdoor area for a child under 6 years old is enclosed by a fence that is at least 4 feet high.
<b>22</b>	Any outdoor area for a child under 6 years old has an unobstructed gate door that opens out from the inside.
<b>23</b>	All indoor and outdoor space is well-maintained and free of hazards.
<b>24</b>	Other information relevant to use of the space for CNC.
<b>25</b>	Exact measurements of each indoor and outdoor activity space to be used for CNC.
<b>26</b>	Maximum capacity for long term or combined CNC and for only short term CNC.
<b>27</b>	Approval details including the type of CNC for which the space is approved and whether approval is conditional on completion of any changes to the space.
<b>28</b>	Contact information for any other organization that has responsibility for the space.

## APPENDIX 2: MANDATORY ITEMS FOR A CNC SPACE SAFETY CHECKLIST

Items to be included in the CNC Space Safety Checklist required in section 2-3 as they apply to the type of CNC being provided, the ages of the participating children and the location of the program. The ISO may choose to include additional items.

	<b>Space Requirement</b>
<b>1</b>	All changes required in the CNC Space Approval Form have been made.
<b>2</b>	Emergency information in the CNC Space Approval Form is complete.
<b>3</b>	Pathways to emergency exits sites are clearly marked and free of obstruction.
<b>4</b>	Staff have direct access in an emergency to reliable communications equipment.
<b>5</b>	The space and its contents are arranged to promote the safety of the children.
<b>6</b>	The space is clean and tidy.
<b>7</b>	The space is well-ventilated.
<b>8</b>	The space is a comfortable temperature for a child, between 20C and 24C in winter and 23C and 28C in summer.
<b>9</b>	The space has sufficient light for activities and supervision.
<b>10</b>	Water temperature is appropriate for use by a child.
<b>11</b>	The washroom is clean and stocked with necessary supplies.
<b>12</b>	Diaper-changing surface is clean and in good condition; equipment is inaccessible to a child.
<b>13</b>	Tables and chairs and furnishings for the children are clean and sanitized, if necessary.
<b>14</b>	Windows that are accessible to a child cannot be opened more than 10cm.

	<b>Space Requirement</b>
<b>15</b>	Hot water pipes and heating units that pose a threat are inaccessible to a child .
<b>16</b>	No loose or exposed electrical wires are accessible to a child.
<b>17</b>	No electrical equipment, appliances or cords that pose a threat are accessible to a child.
<b>18</b>	The amount and placement of furniture, equipment, appliances and supplies do not pose a hazard to a child.
<b>19</b>	All potentially dangerous substances or poisonous plants are inaccessible to a child.
<b>20</b>	No balloons, whether inflated or deflated, are in the CNC space.
<b>21</b>	Unused electrical outlets within reach of a child under 6 years old have covers.
<b>22</b>	All potentially dangerous objects are inaccessible to a child according to his or her age and abilities.
<b>23</b>	Strings and cords long enough to encircle a child's neck are inaccessible to a child under 6 years.
<b>24</b>	Sleeping equipment for a child under 19 months is free of soft bedding, pillows and soft toys.
<b>25</b>	All play materials and equipment are in good condition.
<b>26</b>	All play materials and equipment are clean and sanitized.
<b>27</b>	The area around and under equipment such as climbers offers protection for the children.
<b>28</b>	Outdoor play equipment and installation meet current CSA standards.
<b>29</b>	Staff have access to at least one fully-stocked first aid kit.
<b>30</b>	The space appears to be free of any hazard(s) that would threaten the safety of a child.

### APPENDIX 3: TOPICS FOR ORIENTATION I TRAINING

<b>1</b>	The structure of the ISO's CNC support program, including the types of care provided.
<b>2</b>	The special characteristics of the ISO's CNC program, including relationships between the ISO and staff and the CNC program.
<b>3</b>	The need for a parent to remain on site while a child is receiving care.
<b>4</b>	Procedures for arrival and departure, including parent sign in and sign out of children.
<b>5</b>	Policies and procedures related to general safety, food safety and food service, illness, administration of medication, hygiene and emergency practices including relevant evacuation procedures set out in the fire safety plan.
<b>6</b>	Behaviour guidance policies and procedures.
<b>7</b>	Abuse reporting policies and procedures.
<b>8</b>	The location of children's records and procedures for maintaining confidentiality.
<b>9</b>	Any known information about the children, including any information about a specific child's allergy or food restriction.
<b>10</b>	A review of practices for working with newcomer children in areas such as responding to separation anxiety, communicating with children who do not understand English/French, and providing routines and activities for children who are in an unfamiliar environment.
<b>11</b>	For staff caring for children under nineteen (19) months, information related to the care of infants, including information about the risks associated with unsafe sleeping practices, and the shaking or excessive rocking of infants.
<b>12</b>	For staff caring for school-age children, information related to programming for older children.

## APPENDIX 4: TOPICS FOR ORIENTATION II TRAINING

<b>1</b>	The CNC program philosophy.
<b>2</b>	The ways in which the CNC program addresses the settlement needs of the children and families.
<b>3</b>	All ISO policies and procedures not yet covered in relation to general safety, food safety and food service, illness, administration of medication, hygiene and emergency practices including relevant evacuation procedures set out in the fire safety plan.
<b>4</b>	Information about immunization and where immunization is available in the community.
<b>5</b>	The ways in which the CNC program supports newcomer child health by fostering physical activity and good nutrition habits.
<b>6</b>	Information about routines and program management in relation to the types of program being provided. Program types may include long term, short term and/or combined care.
<b>7</b>	Information about the cultures represented by the children in the program including cultural expectations of child development, the importance of respecting home language and practices related to caring for children, and communicating with parents.
<b>8</b>	For staff working in a long term program, relevant information about the children's health, nutrition, development and special characteristics as reported on their Child Profile.
<b>9</b>	For staff caring for children under nineteen (19) months, additional information related to the care of infants.
<b>10</b>	For staff caring for school-age children, additional information related to the care of older children, including field trip procedures where applicable.

## APPENDIX 5: STAFF WITH DESIGNATED RESPONSIBILITY (SDR)

When long term CNC, combined CNC, or short term CNC is provided in a permanent location, a CNC staff member with designated responsibility is not included in the staff: child ratio for the following amounts of time:

<b>Number of children</b>	<b>Long Term CNC</b>	<b>Short Term CNC</b>	<b>Combined CNC</b>
<b>1 – 32</b>	No off ratio time	No off ratio time	Off ratio 25% of time
<b>33 to 48</b>	Off ratio 25% of time	Off ratio 25% of time	Off ratio 50% of time
<b>49 to 72</b>	Off ratio 100% of time	Off ratio 100% of time	Off ratio 100% of time

## 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		
<b>1-24</b>	1 CNC Staff Level II	OR	n/a
<b>25-48</b>	2 CNC Staff Level II	OR	1 CNC Staff Level II and 2 CNC Staff Level I
<b>49-72</b>	3 CNC Staff Level II	OR	1 CNC Staff Level II and 3 CNC Staff Level I



## APPENDIX 7: STAFF : CHILD RATIO AND GROUP SIZE

STAFF : CHILD RATIO AND GROUP SIZE CHART FOR CNC							
	LONG TERM		SHORT TERM		COMBINED		
GROUP NAME	RATIO	GROUP SIZE	RATIO	GROUP SIZE	RATIO		GROUP SIZE
INFANT 6 to 18 months	1 to 3	6	1 to 3	6	1 to 3	Plus 1* or Employ 20% rule **	6
TODDLER 19 to 35 months	1 to 5	10	1 to 5	10	1 to 5	Plus 1* or Employ 20% rule **	10
PRESCHOOL 36 months to 6 years	1 to 8	16	1 to 8	16	1 to 8	Plus 1* or Employ 20% rule **	16
SCHOOL AGE*** Grade 1 and up	1 to 12	24	1 to 12	24	1 to 12	Plus 1* or Employ 20% rule **	24
FAMILY GROUPING 19 months and up May include 1 infant	1 to 5	5	1 to 5	5	1 to 5	N/A	5

\* Combined care requires that one (1) additional qualified CNC staff member be assigned to the group regardless of the size of the group.

\*\* When 20% or fewer of the children in a combined care program attend short term an additional qualified staff member is no longer required.

\*\*\* On a field trip, one (1) additional qualified CNC staff member must be assigned to each group.

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