



Master Implementation Checklist

If you are assigning the implementation of major steps to different team members, you can use this chart to document and manage the implementation process.

| <input checked="" type="checkbox"/> | Area of Implementation | Who is responsible | Target date for completion | Notes |
|-------------------------------------|------------------------|--------------------|----------------------------|-------|
| | SPACE | | | |
| | STAFFING | | | |
| | DOCUMENTATION | | | |
| | COMMUNICATION | | | |
| | PARENTS | | | |
| | PROGRAM DEVELOPMENT | | | |



| ☑ | IMPLEMENTATION CHECKLIST: Space | More Details | Person Responsible | Target Date for Completion | Notes |
|---|--|---|---------------------------|-----------------------------------|--------------|
| | <p>Type of Space Identify the types of space in which the CNC will be offered</p> <ul style="list-style-type: none"> • Permanent space • Shared space in your facility • Mobile space – using a community location will require additional space safety information | <p>CNC Guide</p> <ul style="list-style-type: none"> • Space • Introduction | | | |
| | <p>Approvals Determine what approvals will be required Review current approvals to determine if updated approvals are required (Fire Safety Plan, Public Health) Conduct a Space Approval Review to ensure space is appropriate for CNC</p> <ul style="list-style-type: none"> • Consider CNC space location relative to adult activities • Consider CNC space location relative to washroom • Consider types of activities required (e.g. food preparation) | <p>CNC Guide</p> <ul style="list-style-type: none"> • Space <p><u>CNCR Part 2</u></p> <ul style="list-style-type: none"> • 2-1, • 2-5 | | | |
| | <p>Safety Ensure outdoor play space (where available) is appropriate – consider safety of fencing, gates, and playground structure Develop procedures for regular safety checks of CNC space using Space Safety Check requirements including:</p> <ul style="list-style-type: none"> • Means of communication (telephone) • General sanitation and safety issues | <p>CNC Guide</p> <ul style="list-style-type: none"> • Space <p><u>CNCR Part 2</u></p> <ul style="list-style-type: none"> • 2-4 • 2-8 • 2-16 | | | |



| <input checked="" type="checkbox"/> | IMPLEMENTATION CHECKLIST: Space | More Details | Person Responsible | Target Date for Completion | Notes |
|-------------------------------------|---|---|---------------------------|-----------------------------------|--------------|
| | <p>Use of Space Ensure space size is appropriate:</p> <ul style="list-style-type: none">• For ages of children (note that square metres for infant care is higher than for other age groups)• Type/s of care offered <p>Ensure appropriate storage space is available for</p> <ul style="list-style-type: none">• Storage of materials and equipment when not in use• Personal belongings of staff and children <p>**Long Term and Combined Care - Ensure gross motor space is available (as necessary)**</p> | <p>CNC Guide</p> <ul style="list-style-type: none">• <u>Space</u> <p><u>CNCR Part 2</u></p> <ul style="list-style-type: none">• 2-6• 2-7 | | | |

Note:



| ☑ | IMPLEMENTATION CHECKLIST: Staffing | More Details | Person Responsible | Target Date for Completion | Notes |
|---|---|---|--------------------|----------------------------|-------|
| | <p>General Qualifications Develop a plan for documenting and ensuring all staff, volunteers and co-op students meet the basic requirements to work in the CNC program such as;</p> <ul style="list-style-type: none"> • Minimum age • Canadian Language Benchmarks • Background checks • Health information • First aid training | <p>CNC Guide</p> <ul style="list-style-type: none"> • Staffing and Supervision <p>CNCR Part 5</p> <ul style="list-style-type: none"> • 5-1 | | | |
| | <p>Professional Qualifications Review the change to staffing terminology – CNC Staff Level 1 and 2</p> <ul style="list-style-type: none"> • Familiarize yourself with staffing levels in the glossary of CNCR • Note that Level 1 and 2 address only the educational qualifications – other CNC staff can be employed <p>Develop a plan to ensure that staff with the appropriate qualifications are on site.</p> <ul style="list-style-type: none"> • Number of qualified staff per number of children cared for • Qualified staff for infant care <p>Assign Roles</p> <ul style="list-style-type: none"> • Designate a staff with responsibility (SDR) • Designate someone as a person in charge when the SDR is not on site | <p>CNC Guide</p> <ul style="list-style-type: none"> • Staffing and Supervision <p>CNCR Part 5</p> <ul style="list-style-type: none"> • 5-3 to 5-5 <p>CNCR Glossary</p> | | | |
| | <p>Staffing Ratios Determine the number of staff required to meet ratios based on the type of care you provide Develop a plan for ensuring ratios are met when:</p> <ul style="list-style-type: none"> • SDR is off-ratio • School Age field trips are offered • **Combined Care - More than 20% of children are short term** • **Short Term and Combined Care - There are unexpected changes to the ages of children cared for** | <p>CNC Guide</p> <ul style="list-style-type: none"> • Staffing and Supervision <p>CNCR Part 5</p> <ul style="list-style-type: none"> • 5-5 <p>Appendix 5 Appendix 7</p> | | | |



| ☑ | IMPLEMENTATION CHECKLIST: Staffing | More Details | Person Responsible | Target Date for Completion | Notes |
|---|---|--|--------------------|----------------------------|-------|
| | <p>Supervision Ensure staff are aware of their roles and responsibilities - provide job descriptions Define expectations to ensure appropriate supervision of the children is provided (see Implementation Checklist: Documentation) Define expectations to ensure supervision of volunteers and co op students is provided (as necessary)</p> | <p>CNC Guide</p> <ul style="list-style-type: none"> • Staffing and Supervision <p>CNCR Part 1</p> <ul style="list-style-type: none"> • 1-1 <p>CNCR Part 5</p> <ul style="list-style-type: none"> • 5-3 • 5-6 | | | |
| | <p>Training Develop a plan to ensure that all staff and volunteers are aware of changes to policies and procedures as a result of implementation Develop a plan to ensure all staff, volunteers and co op students receive an orientation appropriate to their role and the type of care provided Develop a plan for providing an orientation to ISO administrators responsible for the operation of CNC Develop a method of tracking staff training</p> | <p>CNC Guide</p> <ul style="list-style-type: none"> • Staffing and Supervision • Getting Started <p>CNCR Part 5</p> <ul style="list-style-type: none"> • 5-2 <p>Appendix 3 Appendix 4</p> | | | |

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| ☑ | IMPLEMENTATION CHECKLIST: Documentation | More Details | Person Responsible | Target Date for Completion | Notes |
|---|--|---|--------------------|----------------------------|-------|
| | <p>Written Policies</p> <p>Develop written policies that address:</p> <ul style="list-style-type: none"> • Background checks • Supervision of children • Behaviour guidance • Abuse reporting • School Age program field trips (as necessary) <p>Develop written procedures for:</p> <ul style="list-style-type: none"> • Monitoring that parents and children remain on site • Confidentiality • Reporting a serious occurrence • Field trip procedures for School Age programs (as necessary) • **Combined Care- Practices meet needs of both long and short term children in a combined program** <p>Develop written procedures - using resources such as Well Beings and public health websites for areas such as;</p> <ul style="list-style-type: none"> • Food safety and food service • Hygiene practices • Illness procedures • Medication handling • Accidents and emergencies • **Long-term children - Documenting children's immunization according to Public Health expectations** <p>Develop written procedures for diapering in consultation with the local public health department when a sink is not available for use</p> <p>Develop a written philosophy for the operation of your CNC program/s that supports the development of the individual child as well as the settlement of the family</p> | <p>CNC Guide</p> <ul style="list-style-type: none"> • <u>Staffing and Supervision</u> • <u>Programming and Activities</u> • <u>Getting Started</u> • <u>Health and Safety</u> <p><u>CNCR Part 1</u></p> <ul style="list-style-type: none"> • 1-1 • 1-5 <p><u>CNCR Part 3</u></p> <ul style="list-style-type: none"> • 3-1 • 3-7 • 3-9 <p><u>CNCR Part 4</u></p> <ul style="list-style-type: none"> • 4-1 to 4-6 • 4-9 • 5-6 <p><u>CNCR Part 5</u></p> <ul style="list-style-type: none"> • 5-1 • 5-5 • 5-6 | | | |



| ☑ | IMPLEMENTATION CHECKLIST: Documentation | More Details | Person Responsible | Target Date for Completion | Notes |
|---|--|--|---------------------------|-----------------------------------|--------------|
| | <p>Record Keeping Develop documents to support record keeping such as</p> <ul style="list-style-type: none"> • Children's registration form • **Long-term children - Child Profile, infant routines and activities, Children's attendance form** • **Short Term - Session Record** • **Short Term - Matching child to parent** <p>Develop a waiver form for:</p> <ul style="list-style-type: none"> • All parents to sign • School Age Field Trips (where applicable) <p>Develop a plan for other types of documentation</p> <ul style="list-style-type: none"> • **Long Term and Combined Care - Daily record (daily log)** | <p>CNC Guide</p> <ul style="list-style-type: none"> • Programming and Activities <p>CNCR Part 1</p> <ul style="list-style-type: none"> • 1-2 to 1-4 <p>CNCR Part 3</p> <ul style="list-style-type: none"> • 3-9 | | | |

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| ☑ | IMPLEMENTATION CHECKLIST: Communication | More Details | Person Responsible | Target Date for Completion | Notes |
|---|--|--|---------------------------|-----------------------------------|--------------|
| | <p>Internal Develop a plan for ongoing communication between CNC Staff and adult service staff to ensure that all staff are aware of their roles related to the operation of CNC Ensure all staff have the necessary information to understand their roles and responsibilities (e.g. review CNC Guide and are provided with copies of CNC Requirements) **Short Term and Combined Care - Develop a plan for ensuring ISO staff are aware of vacancies (When space is or is not available) ** **Combined Care - Develop a plan for who will have priority for use of vacancies in the CNC program**</p> <ul style="list-style-type: none"> • How and when will adult programs identify need for CNC space • Determine who will make decisions related to the use of the space | <p>CNC Guide</p> <ul style="list-style-type: none"> • Getting Started • Programming and Activities: Combined Care <p>CNCR Part 1</p> <ul style="list-style-type: none"> • 1-1 | | | |
| | <p>External Develop a plan for marketing to parents the availability of the CNC service Develop a plan for ensuring parents are aware of their responsibilities Develop a process for ensuring parents can communicate information with staff related to the care of their children</p> | <p>CNC Guide</p> <ul style="list-style-type: none"> • Getting Started <p>CNCR Part 1</p> <ul style="list-style-type: none"> • 1-2 <p>CNCR Part 3</p> <ul style="list-style-type: none"> • 3-2 | | | |

Notes:



| ☑ | IMPLEMENTATION CHECKLIST: Parents | More Details | Person Responsible | Target Date for Completion | Notes |
|---|---|--|--------------------|----------------------------|-------|
| | <p>Orientation Develop a parent orientation based on the type of care the parent is using.</p> | <p>CNC Guide</p> <ul style="list-style-type: none"> • <u>Parents</u> <p><u>CNCR Part 3</u></p> <ul style="list-style-type: none"> • 3-2 | | | |
| | <p>Interactions Develop procedures to ensure staff interact with parents to gather information to care for the child and share information about:</p> <ul style="list-style-type: none"> • Health and nutrition such as allergies • **Long-term children** - The child's development, and experience in the program • **Short-term children** - Child's experience in the program <p>Develop procedures for ensuring that parents understand the information they are provided (e.g. translation)</p> | <p>CNC Guide</p> <ul style="list-style-type: none"> • <u>Parents</u> <p><u>CNCR Part 3</u></p> <ul style="list-style-type: none"> • 3-2 | | | |
| | <p>Resources Develop processes for gathering resources and information to be distributed to parents. Develop a process for ensuring distribution of resources to parents on topics such as:</p> <ul style="list-style-type: none"> • Parenting in Canada • Settlement • Nutrition • Immunization | <p>CNC Guide</p> <ul style="list-style-type: none"> • <u>Parents</u> <p><u>CNCR Part 3</u></p> <ul style="list-style-type: none"> • 3-2 <p><u>CNCR Part 4</u></p> <ul style="list-style-type: none"> • 4-2 • 4-6 | | | |

Notes:



| ☑ | IMPLEMENTATION CHECKLIST: Program Development | More Details | Person Responsible | Target Date for Completion | Notes |
|---|--|--|---------------------------|-----------------------------------|--------------|
| | <p>Materials and Equipment Ensure sufficient inventory of play materials and equipment that is:</p> <ul style="list-style-type: none"> • Age appropriate • Suitable for different types of activities • Reflects Canadian life and diversity <p>Develop plans for maintaining the health and safety of materials and equipment such as:</p> <ul style="list-style-type: none"> • Sanitation • Recalls by Health Canada • Placement of equipment • CSA standards for outdoor equipment | <p>CNC Guide</p> <ul style="list-style-type: none"> • <u>Programming and Activities</u> • <u>Health and Safety</u> <p><u>CNCR Part 3</u></p> <ul style="list-style-type: none"> • 3-8 <p><u>CNCR Part 4</u></p> <ul style="list-style-type: none"> • 4-3 | | | |
| | <p>Routines Develop plans for addressing routines such as</p> <ul style="list-style-type: none"> • Snacks, feeding, • Napping, toileting, physical activities • Placing infants on their back to sleep | <p>CNC Guide</p> <ul style="list-style-type: none"> • <u>Programming and Activities</u> • <u>Parents</u> <p><u>CNCR Part 3 & 4</u></p> <ul style="list-style-type: none"> • 3-3 • 3-6 • 4-2 | | | |
| | <p>Activities Ensure a plan is in place for ongoing development of program planning for children's activities that reflect:</p> <ul style="list-style-type: none"> • Ages, interests and abilities of the child • 30 minutes of physical activity (including both child and adult led activities where necessary) <p>Ensure the plan is available to parents</p> <p>Develop a plan for addressing the needs of a child with special needs</p> <ul style="list-style-type: none"> • Staff awareness of and use of an Individual Program Plan as provided by the parent • Assisting parents to find appropriate care if necessary | <p>CNC Guide</p> <ul style="list-style-type: none"> • <u>Programming and Activities</u> • <u>Parents</u> <p><u>CNCR Part 3</u></p> <ul style="list-style-type: none"> • 3-3 • 3-5 | | | |



Notes:

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