

PROGRAM POLICIES  PROFESSIONAL REQUIREMENTS AND LIABILITIES	SUPERVISION OF CHILDREN COVID-19	SUBJECT	COVID-19
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## POLICY

To ensure all staff are aware of the expectations regarding the supervision of children.

The Child Care and Early Years Act (2014) identifies the following references for supervision of children:

### Supervision by an Adult

Every licensee shall ensure that every child who receives child care at a child care centre it operates or at a premises where it oversees the provision of home child care is always supervised by an adult, whether the child is on or of the premises.

#### Intent:

This provision protects the safety and well-being of children by requiring that they be supervised by an adult at all times while receiving child care.

### Group Sizes

The maximum group size (cohort) for each room in a child care centre is no more than 10 individuals. A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.

Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA, if cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.

Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).

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Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the CCEYA and its regulations or the Local Medical Officer of Health's authority to enforce Health related regulations. Health Department staff will continue to enforce legislation, regulations and Health department requirements based on the facts as they may find them at the time of any inspection or investigation.

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Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.

While on duty, staff are responsible for the safety of the children at all times and constant supervision is required. Staff are assigned responsibility for a specific group of children. Staff must determine each child's developmental ability (using developmental checklist materials) to plan and implement a program that effectively meets the child's individual needs. Planning the program with consideration given to the children's abilities as well as general safety practices is an essential component of effective supervision of children.

## PROCEDURES

- Constant visual supervision of children is essential. All staff are responsible for ensuring that all exit points are monitored, indoors and outdoors.
- Communication is an essential component of working as a team. Staff must ensure that they have informed each other if they are leaving the room with children or arriving with additional children.
- When one member of the team leaves the area, the team partner(s) is/are responsible for all children within the area.
- Children's attendance must be recorded immediately upon arrival or departure from the program. Attendance must also be checked during routine changes of the day. This ensures a matching of the attendance record with the children in care.
- Staff must ensure that children are safely released to their parent or guardian. As children tend to have regular hours of care, it is important for staff to be aware of when to expect a child's arrival or departure.

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- To supervise an area effectively, staff must position themselves to achieve visual supervision of the children, indoors and out. If a child needs to leave the group for any reason, staff must ensure that an adult adequately supervises him or her.
- When setting up a playroom, staff must ensure that consideration is given to the types of activities planned and the physical set-up of the room. Staff must be able to effectively monitor the activities to maintain a safe environment for the children.
- Staff are required to count the number of children in their care before and after the movement of children from within the centre, when outside in the playground and when moving children to and from the playground, and at any time that the centre takes the children off the premises.
- Staff must ensure that children are aware of the rules of the playroom and playground. This will help children understand the expectations for safe play.
- Staff must recognize the need for extra precautions regarding the supervision of children when there is a change to regular day-to-day programming. For example, when supply staff are filling in, it is necessary to take additional precautions.
- Staff must be constantly aware of what is happening around them. By listening carefully and monitoring the room a potential conflict or safety hazard may be prevented.
- It is the expectation that staff regularly review and keep up to date in their knowledge of appropriate policies and procedures.

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