

**LEGISLATIVE ASSEMBLY OF THE
NORTHWEST TERRITORIES
10TH ASSEMBLY, 2nd SESSION**

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STANDARDS
DAY CARE
Voluntary
N.W.T
to the
Contributors



Young Women's Christian Association of Canada

Yellowknife, N.W.T. X0E 1H0

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To Whom it May Concern:

This by no means is a final draft of voluntary standards. It is simply a summation of the Committee's work to date. We are still awaiting input from some organizations and individuals. The Native Peoples Organizations, for instance, must make comments and have input, or our efforts to date will not be very significant.

On a personal note, I wish to thank all the members of the Committee for their input, time, effort, and patience.

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There were some other organizations represented at our initial meeting and we also wish to thank them for their interest.

They were: Yellowknife Playschool Association
Yellowknife Montessori Association
Mental Health Association

Respectfully submitted,



Lynn Saunders
Director of Children's Programs

P.S. Please find enclosed a copy of Louise Poole's proposed nutrition study and some material submitted to the N.W.T. Child Care Association by Bill Tozer of Social Services, Ft. Smith. This material was part of a presentation made by Mr. Tozer on how to form an effective Child Care Association at our workshop of November 14.

VOLUNTARY STANDARDS

FOR

N. W. T.

DAY CARE

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DEFINITION OF TERMS

Day Care Centre

A facility established and maintained for the provision of a day care service:

Day Care Service - a service operated for the provision of care, maintenance and supervision of not less than 7 children of not more than 6 years of age by a person other than a person related by consanguinity or marriage to those children to whom the service is provided, for any one period of time consisting of more than 3 but less than 24 consecutive hours.

Family Day Home

A facility within the operator's private residence that provides care, development and supervision for:

- 4-6 children under the age of 6
- including the operator's own children
- with a maximum of 3 children under 18 months old
- for periods of more than 3 hours but less than 24 consecutive hours/day, and for at least 12 consecutive weeks per year.

Operator

Any person, partnership, organization, society, or corporation licensed under this Ordinance to provide a day care or a family day home service.

Inspections

Handled under section 2 (a).

Primary Staff

Volunteers or employees, spending at least 50% of their time, being directly responsible for the safety, well-being and development of the children.

Support Staff

Volunteers or employees, spending at least 50% of their time in maintenance work, administration or consultation and whose primary responsibility is the effective functioning of the support system.

LICENSING

REGULATORY APPROVAL

In addition to meeting the standards required by the Daycare/
Day Home Regulations, an applicant shall provide evidence that
the following have been obtained:

Zoning Approval

Building Approval

Fire Inspection

Health Inspection

Electrical Safety Regulations

Gas Safety Regulations (where applicable)

Inspections: Shall occur more often than once a year if the
above regulatory bodies see fit, but not so often
as to hamper operations (maximum once every 3-4
months).

Inspections will be carried out by the Day Care
Service Board.

Day Care Service

Board There shall be a Board to be called the Day Care Services Board, consisting of a Chairman and 4 - 6 other members appointed pursuant to this section.

Decision of

Board The Board shall determine, following due consideration of the application and any representation with respect thereto, whether or not to grant a licence to provide a day care service or family day home service to the person making an application...having regard to the circumstances of that person...

Terms and

Consideration The Board may, where it has determined, pursuant to the above, grant a licence to a person making an application ..., grant that licence subject to such terms and conditions as it may see fit to impose upon the licence having regard to the circumstances of that person...

Varying Terms

and Conditions The Board may, upon hearing any representation made with respect to the terms and conditions of a licence granted...confirm, vary or rescind those terms and conditions in any manner it may see fit, having regard to the circumstances of the person having made the application...

Regulations

The Service Board may make regulations (amongst other things):

- prescribing standards relating to facility location, space allocation, sanitary facilities, health condition, fire and electrical safety, eating and sleeping accommodations, nutrition, activity programs, activity areas, staffing, security, administration and record-keeping...

PHYSICAL REQUIREMENTS

INTERIOR AND EXTERIOR

Further related material to this section can be found in:

Health and Medical Standards, "Sick Room" page 6 (b)

Health and Medical Standards, "Smoking" page 6 (c)

Nutrition and Food Service Standards, "Storage" Page 6 (a)

Nutrition and Food Service Standards, "Board of Health
Regulations" Page 6 (a)

These are, of course, dependant on type of operation and local
by-laws.

ACCOMMODATIONGeneral Standards

Any room while being used for childcare purposes must be dry, well-ventilated, well lighted, clean and sanitary, well-heated, in good state of repair and in other respects suitable for the care of children.

Room Use

Eating area must be separate from sleeping area unless specifically approved by the Environmental Health Officer.

Sleeping space for children under the age of 18 months shall be sufficiently separate from older children to ensure quiet sleeping accommodation. Activity area should be separate from eating and sleeping areas unless specifically approved for such joint use by the Environmental Health Officer.

Each room used for childcare purposes shall have a layout conducive to easy and effective supervision.

Room Accessibility

No room or space is to be used when accessible only by ladder, folding stairs or through a trap door (other than play equipment including lofts and climbing apparatus).

Basements

No room or space is to be used for childcare purposes which is more than one storey below ground.

High Buildings

No room is to be used for sleeping accommodation for children when it is more than 2 storeys above the ground, unless the room has been specifically approved for such use by Fire Authorities.

Indoor Space Standards

Net floor space: for playing, resting, or sleeping is not less than 3 square metres per child; no room is to be used which allows less than one square metre per child in full-time attendance (ie. dining); minimum ceiling height - not less than 2.3 metres.

Outdoor Playground Space

Every daycare centre shall provide outdoor play space adjacent to the centre or within easy and safe walking distance to accommodate at least 50% of the maximum number of children licensed for as follows:

- a) Daycare Centres: children up to 19 months not less than 2 square metres/child and the play space must be fenced with a securely fastened gate (unless the child/staff ratio is at least 1 to 3).
- b) Day homes: shall provide outdoor play space adjacent to the home or within easy and safe walking distance for the maximum number of children authorized by the licence:
 - 1) Children under 19 months, minimum 2 square metres and it must be fenced with a gate.
 - 2) Children over 19 months, to 6 years, not less than 4.5 square metres/child.

Doors

No day care centre or family day home shall have interior or exterior doors that can be locked by children without the use of a key.

Paints

All paints shall be lead free and non-toxic when dry.

Hazards

Persons shall be adequately protected (in the opinion of the local board) from radiators, water pipes, electrical outlets, toxic plants, etc.

Dangerous Goods and Implements

Medical supplies, corrosive agents and similar products shall be labelled and stored according to the directions on the label, in an enclosure accessible to authorized personnel only. Knives, kitchen tools and cleaning supplies which could be of potential danger should be stored in an area inaccessible to children. Fire arms stored under lock and key or inaccessible to children.

Smoke Detectors

Every daycare or day home shall provide sufficient approved smoke detectors, or fire alarm systems.

Fire Extinguishers

Must provide sufficient approved portable fire extinguishers and placed in conspicuous and accessible areas.

Toilets and Washing

Washrooms should be provided and shall be in a convenient location, accessible from individual rooms and adjacent outdoor play space.

Bathroom fixtures shall be easily useable by children.

Individual washcloths and towels shall be kept separate and marked, or in lieu, paper towels which provides each user a clean unused portion. An adequate supply of hot and cold water and soap shall be provided.

Drinking Water

There shall be an ample supply of safe drinking water by means of an easily accessible drinking fountain or individual cups or paper cups. Disposable cups are not to be reused.

Waste Disposal

In every daycare, garbage or refuse shall be;

- a) kept in fly proof and waterproof containers or in properly closed plastic bags made of material sufficiently substantial to hold the contents without tearing or splitting, and
- b) properly stored and disposed of at least once a week.

All the above should also apply to Day Homes.

FURNISHINGS

General Condition

All furnishings and equipment shall be maintained in good repair, free from sharp, loose or pointed parts.

Quantity and Suitability

A quantity of tables and chairs in proportion to the number and size of the children enrolled are required; also safe suitable play materials and equipment, both indoor and outdoor shall be provided in sufficient quantity re number of children enrolled, to offer a variety of activities.

Storage and Space

Provide cupboard and other storage space easily accessible to children for indoor and outdoor play materials, equipment, clothing and supplies.

Cloakroom

Individual lockers, cubbyholes or hooks easily accessible to children shall be provided in a lighted area and arranged in such a manner that each child's clothes and personal effects can be kept separate from those of other children.

Sleeping Furniture and Bedding

A cot, bed, or sleeping mat of a suitable size shall be provided for every child over 18 months. Each child shall be provided with a blanket while sleeping.

Cribs and beds will have mattresses and moisture resistant covers.

Cots and sleeping mats will have washable covers.

Moisture resistant material shall cover the mattress.

All bedding shall be maintained in a clean, dry and sanitary condition.

All bedding shall be washable and shall be laundered at least once a week.

Double deck or multiple tier beds shall not be used for children under the age of 6.

When in use, cribs, cots, beds and sleeping mats shall be at least 0.5 metres apart.

Cribs and playpens shall not limit the child's field of vision.

PHYSICAL FACILITIES FOR CHILDREN UNDER 18 MONTHS OF AGE

Bathing

Provision shall be made for bathing them.

Diapering

- a) A surface or change table for diapering shall be provided that is:
 - separate from food preparation and food service areas
 - adjacent to hand washing facilities
 - made of non-moisture absorbing material on the surface that can be scrubbed and disinfected frequently
 - covered with a fresh diapering service for each child
- b) Soiled cloth diapers shall be rinsed and stored in a non-absorbent and easily cleanable container.
- c) Soiled disposable diapers shall be disposed of in a container with a tight fitting lid or in closed plastic bags.
- d) Cloth diapers provided by the parents when soiled shall be thoroughly rinsed and sent home in a container with a tight fitting lid or closed plastic bags.
- e) Cloth diapers provided by the operator, when soiled shall be laundered with suitable soap or detergent and disinfectant.
- f) Staff shall wash hands after each diapering.

Raised Surfaces

No child under 18 months of age shall be left unsupervised on a raised and unprotected surface.

Cribs

A separate crib is required for every child under 18 months of age.

STAFFING

STAFFING STANDARDS

Licensing

In order to obtain a license, a daycare must provide a list of staff positions, the major responsibilities and the qualifications and experience required for each.

Minimum Age

In both daycares and day homes, there shall be at all times, someone in charge that is the age of majority or older.

Competencies

In both daycares and day homes, all staff must be competent to fulfill the functions described in their job descriptions.

Abilities and Awareness

Primary staff shall possess the ability to communicate with and be accepted by children of the age being cared for.

Primary staff shall have an awareness of early childhood development with an ability to apply that awareness to programming.

Primary staff should demonstrate a knowledge of that awareness.

Support Staff

Support staff who have regular contact with children shall have demonstrated personal traits suited to contact with young children, and an understanding of the basic aims of the program. There must be adequate support staff to ensure that the requirements of the Daycare Regulation are met.

Training

At least one staff member per shift and all coordinators and Directors shall have formal Early Childhood Education or the equivalent in experience on the job training and augmenting workshops and upgrading courses in the Early Childcare field.

RATIO STANDARDSChild/Staff Ratios
in Daycares

The following are minimum ratios in effect at all times except while the children are having meals or naps or are engaged in special activities:

<u>Age</u>	<u>Ratio Staff/Child</u>	<u>Max. # children in a group</u>	<u>Max. # children in a room</u>
0-18 months	1:3	6	9
19-35 months	1:8	10	14
36 months - 4 years	1:10	16	25
5 - 10 years	1:10	20	30

Minimum Staff

At no time when more than 6 children are present shall there be less than 2 persons on duty in a daycare center. One shall be free of other responsibilities while in charge of the children.

PROGRAMS

PROGRAM ACTIVITY STANDARDSPlanned Daily Schedule

Every operator shall be responsible for the development of a planned daily schedule which provides for rest, toilet and nourishment as well as indoor and outdoor, group and individual, vigorous and quiet activities. Activities of pre-school aged children should be supervised at all times.

A written description of the daycare facility's proposed program must be provided prior to licensing and renewals.

Assessing the Suitabilityof a Particular Program

- 1) the development needs of the child for whom it is intended, met?
- 2) the staff capable of carrying out the program?
- 3) the parents aware of and satisfied with the program?
- 4) community resource people being used to help develop and implement the program?

Discipline

Staff shall discuss methods of disciplinary action with the parents of each child in attendance and shall ensure that it corresponds to that of a kind, firm and judicious parent.

No corporal punishment shall occur in any Daycare/ Day Home and every practical effort shall be made to redirect a child's anger into productive avenues.

NUTRITION, HEALTH AND SAFETY

NUTRITION AND FOOD SERVICE STANDARDSFood Content

Provision shall be made for nourishing foods of adequate quality and quantity for the needs of the children, in consultation with the parents. Such foods shall be prepared, stored and served under sanitary conditions, including refrigeration facilities for milk and other perishables, in order to maintain nutrient value and prevent contamination. This section shall not be construed so as to forbid the supplying of food from the child's home.

Food Handlers

All food handlers shall satisfy the requirements of the Sanitation Code.

Special Diets

Special diets required for medical or other reasons shall be served on written instructions from parents or physicians.

Reconstituted Foods

Manufacturer's instructions shall be followed in the preparation or reconstitution of prepared foods.

Menus

Menus listing specific foods served, will be prepared, dated, and displayed in a conspicuous place one week in advance for the use of staff and parents. Changes to be posted prior to serving.

Feeding

Children under 6 months of age shall be held by an adult during feeding.

Children over 6 months of age who aren't capable of feeding themselves when eating shall either be held by an adult, or seated in an infant seat or high chair.

Canada's Food Guide shall take precedence in all feeding situations. Parent's requests shall be adhered to where possible and where they adhere to Canada's Food Guide.

HEALTH AND MEDICAL STANDARDS

Health Record

The operator shall maintain a health record for each child.

First Aid Attendants

In every Daycare centre at least one staff on duty shall be the holder of a valid certificate in first aid treatment (within first year of employemnt), & C.P.R.

First Aid Kits

Every Daycare Centre of Family Day Home shall have on hand, a first aid kit approved by the St. John's Ambulance.

Accidents

In case of accidents or illness, a daycare of day home will notify the parent/guardian and shall ensure that the child receives medical assistance.

Communicable Diseases

A child shall be refused admittance if suffering from a communicable disease during the phase when the disease may be communicated, on notification from health authorities.

Sick Room

Supervised care for sick children shall be provided in a space separate from the other children until parent or delegate remove the child.

No operator shall administer patent medication or prescribed medication without documentation of consent from parent/guardian/designate/physician and/or health authority. Prescribed medicine shall be labelled with physician's name and directions for administration. A log shall be kept of all medication and the administering staff shall sign the log with date and time.

Special Needs

A recommendation in writing signed by a health authority is required with respect to any special requirements or diets, rest or exercise required for medical reasons.

Staff Medicals

All staff shall be required to have at point of hiring, a medical examination and thereafter a yearly T.B. test.

Smoking

Smoking is prohibited in any area of a Daycare facility that is frequented by children.

Cleanliness

The operator, as far as practically possible, shall ensure that the children who attend are kept clean and dry, and that their clothes are also kept the same.

SAFETY AND EMERGENCY STANDARDSInsurance

Every operator of a Daycare and Day Home shall carry public liability insurance, with the inclusion of coverage for off-the-premises excursions.

Addresses and
Telephone Numbers

The following numbers shall be readily available:

- 1) Parents and alternates to contact if parents are not available.
- 2) Staff members and substitute staff.
- 3) The health unit and the Medical Officer of Health.
- 4) Each child's physician.
- 5) The nearest hospital emergency and poison information centre.
- 6) Ambulance and taxi service.

Records

There shall be for each child an application - signed by the parent/guardian with the following information:

- 1) Name, date of birth and current home address of the child.
- 2) Names and current home address of the parents/guardians.
- 3) Current place at which parent/guardian or alternate person to whom the child may be released can be reached in case of an emergency.
- 4) Name and address of the family physician of the child.
- 5) Date of admission of the child.
- 6) Date of discharge of the child.
- 7) Daily attendance record of the child.
- 8) Documented permission for excursions shall be kept for each child in attendance at Day Care.

Fire Drills

Shall be held monthly and a record kept of them.

Emergency Plan

The emergency plan will include:

- 1) Emergency evacuation and fire drill procedures.
- 2) Arrangements for alternate emergency accommodation.
- 3) Arrangements for transportation to alternate emergency accommodation.