Operating an Occasional Child Care Program:  
A Handbook for ISAP Administrators

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Introduction

The Immigrant Settlement and Adaptation Program (ISAP) aims to help immigrants settle and adapt into Canadian society. As an ISAP manager, you are responsible for providing services that help ease the settlement process for newcomer families. Your services include workshops and other activities for the parents of young children, during and after school hours, in the evening and on weekends. Your goal in providing these services is to provide support to as many families as possible. Often, however, the factor that determines whether families are able to benefit from your services is the availability of care for children while parents are participating in the activities you and your staff organize.

Access to occasional child care (OCC), therefore, removes a major barrier to service delivery and ensures that your program will reach an even larger population of newcomers. In addition to providing for the safe supervision of children, OCC is also a beneficial support to family life and promotes the successful settlement of children as well as adults.

Providing OCC, however, introduces new risks and responsibilities to your organization, whether the care is provided at your own service site or on a mobile basis at itinerant sites, such as schools, libraries and community centres. This Handbook has been developed to help you manage those risks and responsibilities and get maximum benefit from operating an occasional child care program. It will introduce you to both the concept of occasional child care and the supports that will be available to help you provide care that is safe for children as a “turn-key” operation that makes delivery as seamless and efficient as possible for you.

What is Occasional Child Care?

Occasional Child Care is an informal, unlicensed arrangement for the care and supervision, on a non-recurring basis, of children whose parents are at the same site receiving the services you provide. Usually the children who receive care will be different every time care is offered.

OCC involves different needs and risks from regular, ongoing child care programs. OCC must be flexible enough to meet varying situations and accommodate unpredictable numbers and ages of children. Without opportunities to develop relationships with children, caregivers must be able to identify needs quickly and be skilled in dealing with separation anxiety. Since the space for caregiving may vary and, in many instances, is unlikely to be permanent, caregivers must be skilled in setting-up and closing down an environment for children every time OCC is provided.

At the same time, OCC shares with other forms of child care many benefits for children that have specific value in the context of ISAP programming. In common with others, your goal in offering OCC is to provide children with a safe, stimulating environment where parents feel comfortable leaving their children. A good child care program responds to the developmental and emotional needs of the children it serves. Children who have recently experienced dislocation and trauma will benefit from quality programming that provides them with positive experiences. When children wish to participate in OCC, parents, in turn, will be encouraged to take advantage of ISAP programs and be able to do so without the distraction of worrying about their children or trying to attend to their needs while receiving services.
What Supports Are Available?

The Requirements

To ensure that OCC meets your goals, as well as the expectations of the families you serve, it is important to have a standard of care that all programs must achieve. Accordingly, the core of the OCC program is a set of requirements that provides a framework for implementing OCC and establishes minimum benchmarks for program operation. These requirements have been developed after consultation with SPOs and with the varied needs of many CIC-funded programs in mind. They are also grounded in research in the child care field. This research identifies basic minimums, accepted internationally, which must be achieved to modify risks to children in group settings and ensure that the care they receive meets their social, emotional, physical and intellectual needs.

Far from serving as a barrier to program implementation, these requirements ease the process, relieve anxiety and permit caregivers to focus on providing a positive and stimulating experience for the children. An overview of the OCC requirements appears in Appendix A.

Documents

Operating a program that meets the OCC Requirements will be facilitated by the use of specific forms that accompany the requirements. These forms will help you assess the suitability of the physical space and gather the necessary information to modify risks and provide appropriate care. These forms have been developed on your behalf to meet the needs of your program and include a Parent Registration Form, Program Session Form, Site Selection Checklist and Space Safety Checklist.

Handbooks

Handbooks for administrators and caregivers will provide you with information to get you started and will be the first resources that you and others involved in your OCC program will need to consult. Since providing OCC is a team effort, it is important that every member of your team have access to the handbook that most closely relates to his or her responsibilities.

Both handbooks are designed to be used in conjunction with the OCC Requirements. The caregiver handbook provides the caregivers with information that is specific to their caregiving responsibilities. This Occasional Child Care Handbook for ISAP Administrators outlines the steps you will need to take to meet the OCC Requirements, especially as they relate to the administrative aspects of program operation.

Resource Binders

Finally, to help you and your staff implement and operate your OCC program, along with the OCC Requirements and the Handbooks, you will receive Resource Binders for administrators and caregivers. These binders will grow with your program, but in the beginning, it will include key support documents that will provide in-depth information about areas covered by the requirements as well as tips for program operation. You will find, for example, that caregivers will use their resource binder both prior to and during the operation of an OCC session.
WHAT ARE THE STEPS?

STEP 1: GETTING STARTED

Understand the Program

As the ISAP manager with responsibility in your organization for implementing an OCC program that meets OCC Requirements, it is important that you understand OCC and are aware of the supports that are available to help you.

Begin by reviewing the handbooks and becoming familiar with the OCC Requirements. They will guide you through the implementation process.

Understand your Need for OCC

As you learn more about the program, it is important to think about the services you offer and come to understand your need for OCC. For example, if your organization primarily offers services at its own service site, then you will be able to meet your needs by focusing on providing care at that single location, either in a space permanently dedicated to child care or a multi-use space that will only be used for children when there is a need and will be available for other purposes at other times. On the other hand, if you offer services at other locations, you will need to think about operating OCC on a mobile basis at itinerant sites provided by other organizations.

Understand How Others Are Involved

When you offer services at another location and operate OCC on a mobile basis at an itinerant site provided by another organization, it is important to have a formal agreement with the host organization. Before entering into a formal agreement or partnership, you must inform the organization of your need to meet OCC Requirements and ensure that everyone understands what will be expected of them, especially in relation to insurance and approvals from local fire and other authorities. Everyone must also recognize that all partners will have an impact on key issues related to service delivery and must, therefore, agree on how those issues will be addressed.

What Are the Key Issues?

The key issues to consider when working with partners are addressed in the OCC Requirements. Two of the most important are discussed below. Each discussion begins with a quotation from the OCC Requirements and assumes that when you offer services, you sometimes work with another organization.

Insurance

Requirement – 1-1.c Insuring the program of occasional child care against all forms of liability, including child abuse.

Insurance makes it possible to reduce or eliminate liability when harm occurs. It protects your organization and helps it manage risks. As a manager, it is important to recognize that offering OCC will have an impact on your insurance coverage. The OCC Requirements state that you must have insurance against all forms of liability, including child abuse. When you request additional coverage for OCC, your insurance company will need to have specific information about the care you intend to offer, including how many children will be involved, whether you must meet written requirements, and what policies you have developed specifically for the care of children.
When others are involved in the provision of care, the partnership agreement must clearly describe the responsibilities and liabilities of each party and state that appropriate insurance coverage must be obtained to the satisfaction of each partner’s insurance company.

**Building Safety**

Requirement – 2-1.1 Proof is on file that the building where occasional child care is to be provided meets the requirements of fire and other local authorities.

Although you will be carrying out a thorough inspection of the space to be used for occasional care, most untrained observers are unable to accurately assess factors such as fire safety. For that reason, it is important to know that the local fire department has inspected the building and found it safe for public use. In many cases, you will find that buildings have already been inspected for fire safety. If, however, the building does not have proof of approval, a fire inspection and proof that the building meets fire safety standards will be required before you can offer OCC there. In some areas, you may also need approval from other local authorities.

**The Occasional Child Care Space**

Requirement – 1-1.j Ensuring that any proposed occasional child care site meets these requirements both at the time of site selection and during set-up immediately in advance of an occasional child care session.

The availability of space and the appropriateness of the space must be discussed early in the planning process. Starting early will ensure that all approvals are in place and potential space can be assessed to ensure it meets basic safety requirements for young children.

**A Two-Step Process**

Since there will be a time gap between space selection and usage, and many spaces have multiple uses, ensuring the safety of the OCC space must be a two-step process:

- **Step 1: Pre-Approval Using the Site Selection Checklist**
  
  During pre-approval, the Site Selection Checklist will serve as a guide for rejecting space, or identifying space that is appropriate or likely to be appropriate for OCC if specific changes are made. When changes are necessary, many can be made in the interval between pre-approval and use of the space. Others, however, can only be made by caregivers immediately in advance of an OCC session. When caregivers must make changes in advance of a session, it is important to inform them of the need for those changes in writing on the Program Session Form.

- **Step 2 – Confirmation Using the Space Safety Checklist**
  
  Immediately in advance of an OCC session, caregivers must confirm the appropriateness and safety of the space with a second assessment, using the Space Safety Checklist. This checklist identifies the safety items that need to be reviewed before the site can be used. At this time, it is also important for caregivers to make any changes identified on the Program Session Form.

These steps ensure that before children are present in the space, it meets the OCC Requirements. When considering space, be aware that use of a facility at varying times of the day carries its own risks. Issues such as the number of people using the building and public accessibility may impact your decision. When you are making your choices, you should attempt to identify the risks that appear to be associated with the space and the changes you could make to modify those risks, and then respond appropriately.
STEP 2: ORGANIZING THE START-UP OF AN OCCASIONAL CHILD CARE PROGRAM

Once you have considered your needs and chosen space, you and your management team will have to complete a number of tasks to organize an OCC program that meets OCC Requirements and fits within the culture and structure of your organization. At the top of your list will be:

- establishing policies and procedures for program administration;
- staffing the program; and
- providing toys and equipment and other materials for program operation.

Policies and Procedures

In all organizations, policies and procedures serve as guides to efficient operations. In OCC programs, they help reduce risks to children by ensuring that specific concerns are addressed in a manner that meets requirements and is acceptable to your organization. At this point, your first consideration will be to review the OCC Requirements once again and note the areas where policies or procedures are required, as well as any other areas where you will have to develop or modify policies and procedures to meet your organizational needs. For example, you likely already have internal procedures in areas such as data collection and background checks for staff. As you strive to meet the OCC Requirements, you will need to keep your existing practices in mind. You can also turn to the Resource Binder for information and sample policies in the areas identified in the OCC Requirements.

Behaviour Guidance and Abuse Reporting Policies

Two areas where policies and procedures are essential are behaviour guidance and abuse reporting:

A behaviour guidance policy sets out the standard of care that your organization expects your staff to meet. It provides guidelines for responding to negative behaviours that are unacceptable from children in group settings and identifies positive practices for working with children. In addition to establishing expectations for caregivers and other staff members, the policy also sets out possible consequences for those who fail to adhere to the policy.

A child abuse reporting policy informs staff that they have a legal responsibility to report any suspicion of child abuse. A good policy will also provide information on the types of abuse and signs for recognizing it.

Both your Behaviour Guidance and Child Abuse Reporting Policies must be reviewed with all staff and volunteers working in the OCC program, upon hiring and then once every year thereafter. Sample policies in both areas are included in the Resource Binder.

Staffing

As you think about operating an OCC program, major questions arise with respect to staffing: “Who will care for the children?” “What are their duties?” “How will they find out?” Many of these questions are answered in the OCC Requirements and explained more fully in the Resource Binder. You can start looking for answers to some of your questions in the paragraphs below.
What are the qualifications of the caregivers?

The OCC Requirements indicate that at least one caregiver must hold a two-year diploma in early childhood education. Additional caregivers are not required to have formal education in child care but must have some experience working with children. These two requirements will help ensure that your program provides appropriate care with child development, safety and healthy practices as key components.

How many caregivers will we need?

The number of caregivers you will need in relation to the number of children present is described in the OCC Requirements as the “caregiver-to-child ratio.” Based on research findings, the OCC Requirements set out an appropriate ratio, based on the age of the children, and indicate how many children can safely receive care in one group. All caregivers counted in the ratio must hold a paid position.

In practice, the number of caregivers you will need will depend on the number and ages of the children who attend. For example, the maximum number of children that can be cared for in one group is twenty. If you will be offering care to more than twenty children at a time, you will have to separate the children into two groups. Each group of children (school age) will require at least two caregivers (a ratio of 1:10). However, if a group includes children that are preschoolers, two additional caregivers are required (a ratio of 1:5). In all cases, one caregiver for the group must be identified as the person-in-charge.

How many hours will caregivers have to work?

The number of hours a caregiver will have to work depends on the length of time parents receive the ISAP services for which care is being provided. It will be necessary for the caregivers to have sufficient time to setup and close down each OCC session. Providing thirty minutes before and after the session will allow them the minimum time required to complete safety checks, activity setup, cleaning of equipment, and restoration of space to its original condition. A caregiver may need additional time to plan and, immediately in advance of the OCC session, to assemble materials and prepare for the children.

Can volunteers be used in the program?

Volunteers can be used in the program, as long as you meet specific requirements. For example, volunteers must be 18 years of age, have a police records check and provide health information. They must also receive an orientation to your OCC program. You cannot use volunteers to meet the caregiver-to-child ratio.

What will the caregivers have to do?

Caregivers have primary responsibility for providing OCC for children who participate. To ensure that your OCC program operates effectively it is important to see that caregivers and all other staff know what they have to do and that all duties are assigned in advance. OCC should not be provided in isolation from the parent services. Caregivers and other staff should plan
together. For example, ISAP staff are likely to know the families and may be of great assistance during the registration process. They may also assist with the distribution and storage of equipment and administrative records. It will be an administrator’s task to ensure that each of the necessary duties is assigned to the person(s) who can most effectively carry them out. (See Appendix B.)

**Will caregivers and volunteers need an orientation?**

The OCC Requirements indicate that caregivers and volunteers must receive an orientation to OCC that includes training in specific areas. Such orientation ensures that caregivers and volunteers receive the information they need before working with children. This information will help them meet the OCC Requirements and perform their duties effectively. This orientation should be comprehensive and include an overview of the complete OCC process, from prior preparations through operation and close down.

**Caregiver Summary of Duties**

**PRIOR to Occasional Care Session**
- Plan activities
- Ensure room safety
- Set up room
- Prepare registration documentation

**OPERATION of Occasional Child Care Session**
- Register families
- Provide activities
- Serve snack
- Release children

**CLOSE DOWN of Occasional Child Care Session**
- Pack up equipment
- Clean toys
- Complete documentation
- Return equipment and documentation

**Materials, Toys and Equipment**

Under the OCC Requirements, it is necessary to have a sufficient quantity of age-appropriate toys and equipment for the number and ages of children that you expect will participate in your program (Requirement 3-2.b). Before you make purchasing decisions, it is important to consider again, the needs of your program. If you expect to be providing care at a single permanent location, your choices will be different from the selections you make if you will be offering mobile care at itinerant sites, or if you expect to be using a multi-purpose space at your own service site. When you are not offering care at a permanent location, you must consider issues
related to transportation and storage. It may be helpful to consider assembling items in the form of mobile “kits,” as described in Appendix C. When you choose that option, it is important to remember that you are likely to need a number of kits, depending on the number of locations at which they will be used at the same time. When you use an itinerant site repeatedly, you may wish to store kits there on a permanent basis.

**Purchasing**

The Resource Binder contains information on specific toys, equipment and materials, including information on where to purchase these items. Further, you may decide that you require additional equipment to meet the particular needs of your clients. Toys and equipment should not pose a hazard to children. All equipment used in your OCC program must conform to commonly accepted safety requirements for use by children. When making purchases, keep in mind that toys and equipment that are manufactured specifically for use in child care environments are built to withstand repeated use in group care settings.

**Storage**

Ensuring that you have space for the storage of the toys and equipment is essential, at your own site or elsewhere, especially when you share the OCC space with other programs and or partners. As noted above, materials, toys and equipment for OCC can be assembled in the form of mobile kits that can be easily transported to the OCC space and returned to storage at your site at the end of a session or after a period of time.

**Maintenance**

It is critical that toys and equipment be maintained in a safe, appropriate condition. It is important to have procedures for ensuring that toys and equipment are inspected after each OCC session. Toys that require washing should be washed following sanitary practices (see Resource Binder). Toys that may pose a hazard should be repaired or discarded. Procedures should be in place for both repairing toys and replacing items that are worn out or have been discarded.
STEP 3: PROVIDING OCCASIONAL CHILD CARE

When you have planned and organized your OCC program, you are ready to provide OCC sessions. The following walk-through traces the process of offering an OCC session from initial scheduling through follow-up after the session is over.

A WALK-THROUGH OF AN OCCASIONAL CHILD CARE SESSION FROM AN ADMINISTRATOR’S POINT OF VIEW

Setting up an Occasional Care Session

Once a session date has been set, the ISAP Administrator or designate will

- Confirm space for the OCC session
- Contact the ECE caregiver and caregivers to confirm their availability and assign responsibilities
- Inform participants of the ISAP services for parents and the availability of OCC through telephone contact and distribution of the Parent Registration Form.
- Gather information necessary for registration in OCC prior to the session.
- Review materials, toys and equipment to ensure that sufficient supplies are available.
- Purchase supplies for snacks including food service items, such as paper cups and paper towels, and nutritional foods and beverages.
- Assemble required documents for the caregiver-in-charge, including a Program Session Form, blank Parent Registration forms and any other relevant information previously gathered from the families during telephone contacts.
- Ensure that all necessary items are at the OCC location, including snack and administrative items

Prior to a Session

Prior to the operation of an OCC session, the caregivers and other designated staff will

- Discuss an overall plan for the session.
- Decide on the assignment of duties, including responsibility for setting-up OCC registration materials, greeting parents and children, carrying out the registration process, and informing parents of their responsibilities as necessary.
- When possible, ensure that other designated staff are available as necessary to assist the caregiver-in-charge with the sign-in and registration of the children and communication with parents.
- Arrange for caregivers to arrive a half-hour prior to the start of the session to complete the Space Safety Checklist and prepare the OCC space for the children.
- Confirm that sufficient caregivers are on duty to meet the caregiver-to-child and group size requirements.
During a Session

- Caregivers will provide age-appropriate care for the children for the duration of the ISAP service for parents. They will be responsible for providing age appropriate activities, and ensuring the safety of the children as well as addressing any emergency situations.
- Caregivers will also provide a snack in accordance with good sanitary practices.
- At the end of the session, the caregivers will ensure that children are reunited with parents and obtain all necessary signatures.

At the End of a Session

- For each group of children, the caregiver-in-charge will complete a Program Session Form, attach all Parent Registration Forms and other necessary documentation, and return it to the ISAP Program Manager.
- Caregivers will tidy the space and gather up the toys and equipment, determine which items will require cleaning, and take all necessary steps to ensure that they are cleaned appropriately.
- The caregiver-in-charge will ensure that the room and all toys, equipment and materials are left as they were found.

Following-Up After an Occasional Child Care Session

- After an OCC session, put away toys and equipment and see that the Program Session Forms are returned to their required location.
- ISAP Program Manager or designate will review the Program Session Form for any issues that may have arisen during the session and for any other administrative purposes.

What about Additional Questions?

During your “walk-through” the OCC care process it is likely that more questions have come to mind and you have identified additional areas where operating procedures will be helpful. In anticipation of your questions, issues in four areas are discussed below.

Registration Process

A specific registration process is a necessary tool in managing the risks of OCC. When children are registered in a session, you must ensure that specific information about each child and family is collected to give caregivers the knowledge they need to provide appropriate care and alert them to sources of potential issues such as medical conditions.

It is essential that the OCC program have appropriate procedures to ensure that children are safely returned to the parent who registered them. Since it is unlikely that the children and parents served by OCC will be familiar to the caregivers, it is important to develop a system for associating each child with a parent. Using names alone raises some concerns. Names may allow a stranger to easily identify a child. Also, more than one child may have the same name.

A system that combines identification strategies is best. For example, when parents register a child they might be given a numbered tag which they must present before they can pick up their child. When the tag is given to a parent, a duplicate with the same number is attached to a label that includes the child’s name. This label with the child’s name and number is then attached to the child. Caregivers will thus have a means of identifying the child during the OCC session as well as a strategy for matching each child with a parent when the session is over. (For further details about this system, see the Resource Binder.)
**Facility Safety**

As an organization it is important to work with your ISAP partners to ensure that procedures are in place to address hazards that might arise. These procedures should identify who will be responsible for ensuring the facility meets the OCC Requirements prior to an OCC session and who will be available to take responsibility if an issue arises during a session.

**Toys and Equipment**

To meet the requirements relating to toys and equipment, a list of suggested types of age-appropriate toys and materials has been developed for the range of ages that your program is likely to serve. These items should be available for use at each OCC session. (See Appendix C and the Resource Binder for further details.) At the same time, you may have developed a partnership agreement that allows you to use toys and equipment supplied by a partner (for example, as available in a kindergarten classroom). These items should be used to enhance the toys and equipment you will supply. When you share items, it is important to be clear about who owns what.

**Medical Administration**

Medication should not be administered by Occasional Child Caregivers. Parents are on site and should be responsible for the administration of any medication, except when a child has a life-threatening condition, such as an allergy, that requires immediate medication. To respond to such conditions, procedures must be in place to ensure that the emergency medication is stored out of the reach of the children but is easily accessible to caregivers. Caregivers should have clear, written instructions about when the medication should be given, how it should be dispensed and how to follow-up after it is given. Procedures should also be in place for informing the necessary parties that the medication was given. Information collected during pre-registration can help caregivers confirm facts in advance and prepare for the likelihood of such an emergency.

**Is Everything Ready?**

When a new program is being launched or when you take on new job responsibilities, it is natural to be somewhat anxious and wonder if everything is ready. Furthermore, no matter how much care is taken during the planning and organizing of an event, unforeseen circumstances arise from time to time. As an ISAP manager, however, if you have taken the steps outlined in this handbook, understand the OCC Requirements, have a qualified team of staff who are aware of their roles and responsibilities, you should be “ready to go.”
Appendix A: Overview of the Occasional Child Care Requirements

The Occasional Child Care Requirements include five parts:

Part 1: Administration
1. The SPO – identifies the responsibilities of the organization
2. Conditions of Participation – says who can participate
3. Parent Registration Form – identifies information that must be shared with or by the parent.
4. Child Identification -connects the child to the parent
5. Program Session Form – identifies information that must be collected: sign in and out, safety check and general session information
6. Records and Confidentiality – discusses record keeping and confidentiality

Part 2: Space
2. Characteristics – provides details about the elements of the space, such as location, size, sanitation, and general safety
3. Usage – relates to safety while the children are present in the space
4. Close-Down – says the space must be returned to its original condition

Part 3: Activities
1. Planned Activities – says what to do while the children are in Occasional Child Care
2. Toys and Equipment – ensures there are toys and equipment for various age groups
3. Safety of Toys and Equipment – ensures toys and equipment are kept in good condition to reduce risk

Part 4: Health and Safety
1. Snack Safety – ensures that food provided meets the health department requirements
2. Hygiene – ensures standard practices for reducing the risk of spreading of disease
3. Illness, Accidents and Emergencies – asks for procedures for handling potential illness, accidents and emergencies

Part 5: Staffing and Supervision
1. Qualifications – identifies minimum qualifications for caregivers and volunteers
2. Health – describes health requirements for caregivers and volunteers
3. Background Checks – requires background checks for caregivers and volunteers
4. Orientation – says what caregivers and volunteers must know before working with children
5. Ratio and Group Size – states the number of required caregivers and the number of children in a group
6. Supervision of the children – designates appropriate staff to supervise the children
7. Behaviour Guidance and Abuse Reporting – ensures staff are aware of and sign child abuse and behaviour management policies
Appendix B: Summary of Duties for ISAP Occasional Child Care Program

Choosing the Occasional Child Care Space
1. Review potential OCC space a using Site Selection Checklist.
2. Develop a plan to address any hazards observed in the selected space.
3. Provide initial approval of the OCC space.
4. Ensure ECE Caregiver receives plan for selected space.

Implementing an Occasional Child Care Program
1. Hire ECE Caregivers and Assistant Caregivers.
2. Provide an orientation to new staff and volunteers.
3. Provide the staff with information on the space.
4. Purchase all necessary toys, equipment and other supplies.

Setting Up an Occasional Child Care Session
1. Confirm availability of space.
2. Contact ECE Caregivers and Assistant Caregivers.
3. Inform parents of a group session and occasional child care.
4. Gather information from families.
5. Ensure toys and equipment are available.
6. Ensure snacks are available.
7. Confirm administrative details.

Operating an Occasional Child Care Session
1. Ensure hazards identified in the plan for the selected space have been eliminated.
3. Determine the suitability of space based upon results of Steps 1 and 2.
4. Give final approval for use of space.
5. Set-up planned activities.
6. Complete registration with parents.
7. Provide care for the children.
8. Reunite children with parents and complete administrative duties.
9. Put away toys and equipment and ensure the room is tidy.

Following-up After an Occasional Child Care Session
1. ECE Caregiver returns forms to ISAP Administrator.
2. ISAP Administrator reviews forms and completes administrative tasks.
Appendix C: Purchase of Equipment in the Form of Kits

Once you have decided on the program model, going to have to make some purchases. The information below relates only to the mobile delivery model, the model that is likely to be most challenging for you. The number of kits that you require will depend on the number of children you will be serving and the number of locations you will be using on a given occasion (each kit is designed for a specific number of children and you will need specific items, such as a first-aid kit, at every location). Kits can be moved from site to site or left at particular site on a “permanent” basis.

When materials for the operation of an Occasional Child Care program are be assembled in the form of kits, each kit includes a prescribed number of items. Administrative and safety kits are for the sole use of caregivers. Activity kits include toys and supplies for caregivers to use with the children. These kits have been designed to be appropriate for children in specific age groups and to work independently of each other. They were also designed with the assumption that the Occasional Child Care space will include furniture for the children and no additional furniture will be required for the Occasional Child Care operation.

Activity kit  The activity kits contain the materials that can be used to keep the children interested during the session. It would include items such as book, puzzles, toys, DVDs, crayons, paper and other items that each program feels will help them meet the needs of the children they care for.

Administrative kit  The Administrative Kit contains items that the ISAP worker and/or primary caregivers need to operate the session. These items would include basic supplies such as stapler, pens, and paper but would also contain the necessary forms and documents that must be completed at each session.

Safety /Sanitation kit  The Safety Kit contains items that may be necessary for the safe provision of Occasional Child Care in a space not specifically designed for Occasional Child Care. In such settings, temporary methods of reducing window openings to prevent falls, and covering electrical outlets to protect children may be required. Each safety kit will include a first aid kit. In addition items that will assist in maintaining sanitary practices will be included.

Use of Kits

A SPO must ensure that every Occasional Child Care session is provided with a Safety Kit, Administrative Kit and Activity Kit.

Each kit should be labeled with the appropriate title and a list of its contents with an indication of the minimum number of items to be included. The contents of the kits can be used to organize the space into activity areas, such as a book area, cognitive area, craft area, and manipulative area. The Safety Kit and Administrative Kit should be kept in an area not accessible to the children and used solely by the caregivers.

Maintenance of Kits

After a kit has been used in a session, its contents should be reviewed to ensure that:

- all toys and materials have been returned;
- toys that require cleaning are cleaned in an appropriate manner;
- all toys and materials are in good condition;
- the quantity of toys and materials is sufficient for the numbers of children being served.
Each kit should also be checked prior to use in a session to ensure that materials have not been removed or become damaged since the previous session. This precaution will ensure that the caregivers have sufficient supplies to provide participating children with safe, age-appropriate care.

**Activity Kit**
- Puzzles
- Multicultural Dolls
- Multicultural Puppets
- Lego/Duplo
- Construction Vehicles
- Books for varying ages
- Animals Farm/Jungle
- Crayons/ Markers
- Paper
- DVDs

**Safety / Sanitary Kit**
- First aid Kit
- Outlet Covers
- Sliding window locks
- Window jammers
- Non-latex gloves
- Disinfectant wipes
- Baby wipes