



Citoyenneté et
Immigration Canada

Citizenship and
Immigration Canada

NATIONAL

LINC

(LANGUAGE
INSTRUCTION FOR
NEWCOMERS TO
CANADA)

CHILDMINDING

REQUIREMENTS

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Canada

NATIONAL LINC CHILDMINDING REQUIREMENTS

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INTRODUCTION

WHAT ARE LINC CHILDMINDING PROGRAMS?

Childminding programs are informal unlicensed arrangements for the care and supervision of children. Under the auspices of the Language Instruction for Newcomers to Canada (LINC) initiative, Citizenship and Immigration Canada (CIC) may fund on-site childminding while LINC classes are in session, for the dependent children of parents who are attending LINC classes.

WHY ARE LINC CHILDMINDING PROGRAMS UNLICENSED?

Under provincial law, programs must be licensed when they provide group care for more than a specific number of children over an extended period of time. Provinces make an exception when parents and their children remain on the same site. In such cases, they expect the parents to be available to assist with the care of their children and assume responsibility in emergencies. When parents are not at the same site at all times, programs are no longer considered to be providing childminding services, and the provincial licensing law applies. Since parents attending LINC classes are on the same site as their children, LINC childminding programs do not have to be licensed.

ARE LINC CHILDMINDING PROGRAMS REQUIRED TO MEET ANY STANDARDS?

Even though LINC childminding programs do not have to be licensed by the province, it is important that they provide a standard of care that protects the health and safety of the children. CIC has, therefore, developed LINC childminding requirements that must be met by service provider organizations (SPOs) providing childminding at their sites.

WHY ARE LINC CHILDMINDING REQUIREMENTS NECESSARY?

Unlike adults, young children cannot make decisions or speak for themselves, and they are often unable to walk away from danger. They depend on adults and trust that the adults who are caring for them will meet their health and safety needs. The young children of newcomers to Canada are especially dependent on the care of others. Like their parents, they are in a new culture where the language and ways are unfamiliar, and where they look to the SPO for a safe and positive introduction to their new land.

WHAT IS THE ORIGIN OF LINC CHILDMINDING REQUIREMENTS?

LINC childminding requirements are based on the results of research on the factors that contribute to the health and safety of children in group care, adapted to suit childminding programs and the children who use them in various provinces across Canada.

HOW ARE LINC CHILDMINDING REQUIREMENTS ORGANIZED?

LINC childminding requirements are grouped into five parts: Administration; The Facility; Activities; Child Health and Safety; and Staffing and Supervision. Each part includes detailed lists of requirements, as well as information that provides background knowledge about the requirements.

The implementation of these requirements will be monitored by the responsible CIC regional office.

GLOSSARY

The following glossary is included to explain certain words and expressions that have special meanings in the requirements presented in this document. In some cases, these special meanings will be familiar to people in the early childhood education field. In other cases, terms have definitions that are specific to LINC childminding

CHILDMINDER-TO-CHILD RATIO Relationship that describes the number of children that one paid childminder is permitted to supervise. It differs according to the ages of the children and the province in which the childminding program is located. See the Summary of Ratios and Group Sizes based on Provincial Legislation in Appendix E: Ratios and Group Sizes.

CIC Citizenship and Immigration Canada.

FIELD TRIP An outing away from the childminding site.

GROUP A specific number of children, distinct from the larger population of children at the site, who regularly come together for the majority of the time and interact with one another and one or more specific childminders in an assigned space. The requirements set out in Appendix E: Ratios and Group Sizes determine the size of the group and the minimum number of childminders required for each group.

GROSS MOTOR ACTIVITIES Activities that require large body movements in contrast to fine motor activities, which involve smaller movements. Jumping, hopping and skipping are examples of gross motor activities. Picking up small objects and using crayons are examples of fine motor activities.

INFANT A child between the ages identified for each province in the “Infants” column of the Summary of Ratios and Group Sizes Based on Provincial Legislation in Appendix E: Ratios and Group Sizes.

LINC Language Instruction for Newcomers to Canada, a program that provides basic language training for newcomers (permanent residents and those whom Canada intends to land). The LINC program uses the Canadian Language Benchmarks, which are descriptors of skills in speaking, listening, reading and writing.

PARENT A person attending LINC classes who is also the biological or adoptive parent (mother or father) of a child, or a person with legal custody or guardianship of a child as a result of a court order.

SERIOUS OCCURRENCE An incident that could disrupt the program or cause serious injury to a person while providing services to or participating in the childminding program, including:

- ◆ a lost, missing or forgotten child;
- ◆ the death of a person while providing services or participating in the childminding program;

- ◆ any allegation of abuse by a staff member or volunteer;
- ◆ any threat to the health of a person while providing services or participating in the childminding program;
- ◆ any incidence of a serious illness;
- ◆ any serious or life-threatening accident or emergency experienced by a person while providing services or participating in the childminding program; and
- ◆ any event, such as a fire, chemical spill, flood or tornado, that results in the interruption or relocation of a childminding program

SPO Service provider organization; any individual or organization with whom CIC contracts to provide settlement services, which may include language training.

UNIVERSAL PRECAUTIONS Procedures to be followed for infection control in all situations to prevent the transmission of blood-borne germs that may be spread through blood and other bodily fluids that might contain blood.

USEABLE ACTIVITY SPACE Space that has been provided so that children may participate safely in daily activities.

PART 1: ADMINISTRATION

It is important to build a childminding program on a strong foundation. For that reason, the first requirements presented in this document relate to the administration and organization of the program.

The service provider organization is responsible for the childminding program that it delivers in connection with the Language Instruction for Newcomers to Canada (LINC) program. It must take steps to provide this program according to the terms of its contract with Citizenship and Immigration Canada (CIC).

1-1 *The service provider organization*

The service provider organization (SPO) or a delegate of the SPO is responsible for

1. meeting the requirements contained in this document, as well as any other measures that can protect the health and safety of the children in the care of the SPO;
2. ensuring that the childminding program is not confused with programs that must be provincially licensed;
3. providing written job descriptions for all staff positions that reflect duties and responsibilities appropriate to the program;
4. hiring and supervising qualified childminding staff;
5. ensuring that sufficient qualified paid childminders are on duty at all times to meet the ratio and group size requirements;
6. informing all childminding staff of policies and procedures;
7. inspecting all childminding sites regularly to ensure that requirements are being met and safety issues are being addressed; and
8. submitting reports specific to childminding to CIC on an ongoing basis.

1-2 *Conditions of enrollment*

The SPO ensures that

1. only children with a parent who is attending a LINC class at the same site are permitted to participate in the childminding program;
2. legal guardianship is verified by having a copy of an unexpired court order on file; and
3. childminding is not provided for children younger than six months.

The SPO must ensure that parents understand that they are to remain on the site at all times, and must have, on file, signed forms proving that parents have been told of this requirement and have promised to meet it.

1-3 *The parent*

The SPO ensures that

1. before a child participates in a childminding program, there is on file, at the LINC site, a form signed by the child's parent indicating that the parent understands childminding and knows that childminding privileges are lost if a child is on site and no parent is present (*see Appendix A: Forms*);
2. parents understand that childminding is not provided on site to children whose parents are absent or on field trips;
3. procedures are in place to monitor whether parents are present with their children on the site or whether they are with their children on field trips; and
4. parents receive
 - a. an orientation to the childminding program and
 - b. ongoing information about their children's progress.

1-4 *Records and confidentiality*

The SPO ensures that

1. before a child participates in a childminding program, the program has on file at the LINC site, a completed Registration and Health Information Form, including a record of immunization (*see Appendix A: Forms*);
2. the program maintains current records of
 - a. attendance and
 - b. accidents;
3. the childminding records of children who are currently enrolled are kept at the LINC childminding site;
4. procedures are in place for accessing records and ensuring the confidentiality of information about the children;
5. childminding records are kept for five years after a child leaves the program; and
6. secure storage and disposal is provided for the childminding records of children who have left the program.

1-5 *Posted information*

The SPO ensures that

1. there is at least one direct-line telephone dedicated to the childminding program and in the childminding room, and that the following information is posted beside the telephone:
 - a. emergency telephone numbers, including the numbers of the fire department, the police department, an ambulance service, 911 (where available), a poison control centre, the nearest hospital and walk-in clinic (where available), a taxi service and a child protection agency;

- b. the address and directions to the site from major routes; and
 - c. the telephone number of the building owner or person with responsibility for the building; and
2. the following information is posted at the childminding site where staff can clearly see it:
 - a. the childminder-to-child ratio and group size requirements;
 - b. allergies and food restrictions of the enrolled children;
 - c. diapering procedures;
 - d. hand-washing procedures; and
 - e. procedures for fire and emergency drills, including the location of designated safe meeting places following evacuation.

PART 2: THE FACILITY

A childminding program that protects the health and safety of children must provide a clean and safe facility with appropriate space for planned activities.

The SPO must ensure that the childminding facility is safe.

2-1 *Approvals*

The SPO must have on file up-to-date, written proof from the local fire department and other local officials, as required by authorities in the area where the childminding facility is located, that the facility has been approved for childminding.

Fire poses a serious threat to people and property, and fire prevention requires specialized knowledge. The SPO must take all possible steps to prevent a fire from occurring at the facility and take action based on the advice and requirements of the local fire department.

2-2 *Fire safety*

The SPO ensures that the childminding facility

1. is not located higher than the second floor of the building;
2. has a minimum of two accessible emergency exits;
3. has clear pathways, free of obstruction, to all emergency exits;
4. can be evacuated rapidly;
5. is equipped with smoke detectors that are installed and maintained as required by the local fire department; and
6. is equipped with fire extinguishers that are
 - a. available in number and placement as required by the local fire department and
 - b. checked according to the schedule established by the local fire department.

In addition to fires, many other hazards threaten the safety of the children in the childminding facility. For that reason, the SPO must always be alert and take action to prevent accidents and protect the children from harm.

2-3 General safety

The SPO takes all possible steps to ensure that the facility is free from hazards that threaten the safety of the children, including measures to ensure that

1. there is sufficient light in the childminding facility to permit childminders to see and supervise the children at all times;
2. hot water pipes and heating units, including baseboard heating devices, are inaccessible to children;
3. all electrical outlets within reach of children have covers when not in use;
4. the facility is free of loose or exposed electrical wires;
5. electrical equipment and appliances, such as photocopiers, microwave ovens and kettles, are inaccessible to the children;
6. open stairways are protected by locked gates;
7. water hazards are inaccessible to children;
8. strings and cords long enough to encircle a child's neck are prohibited;
9. potentially dangerous substances are labelled and are stored in a locked cupboard in their original containers, when possible, and never in containers originally designed to hold food;
10. potentially dangerous objects, including plastic bags, glass containers, Styrofoam, and small objects that could be a choking hazard, are inaccessible to children;
11. balloons, whether inflated or deflated, are prohibited in childminding areas;
12. all room dividers, barriers, bookcases and other pieces of heavy furniture are firmly anchored;
13. windows that are breakable and are accessible to the children are protected by a window guard or other barrier;
14. windows that can be opened and are accessible to the children cannot open more than 10 cm (4 in.);
15. hot beverages, such as coffee and tea, are not permitted in areas accessible to the children.
16. outdoor areas used for children's activities are
 - a. free of debris and other items that may endanger a child and
 - b. enclosed by a fence or other barricade;

Children are also at risk from poor sanitation and conditions that permit the growth of germs and other disease-causing organisms. For that reason, the SPO must ensure that the facility is kept clean at all times and, when necessary, follow the requirements and advice of the local department of health.

2-4. Sanitation

The SPO takes all possible steps to ensure that

1. the facility is clean and well ventilated;
2. bedding is washed weekly, or when soiled, or when used by another child;
3. hot and cold running water for hand washing is available in the childminding room or is in close proximity to the room;
4. the temperature of the water is adjusted to prevent scalding;
5. children have easy access to washrooms and are supervised;
6. washrooms are cleaned daily and stocked with soap and paper towels;
7. when toilet facilities are shared with other populations, toilet seats are disinfected before being used by the children;
8. when a facility has diapering, it has
 - a. a sink with hot and cold running water designated for toileting in the child-minding area or
 - b. a written plan for diapering that has been developed in consultation with the local department of health;
9. diaper-changing surfaces are non-porous, in good condition, and easy to clean and disinfect after each use;
10. diaper pails have tight-fitting lids, are inaccessible to children, and are not located near food preparation or service areas; and
11. soiled diapers are disposed of in securely tied plastic bags and stored in a diaper pail.

It is important to ensure that the childminding facility provides enough space for the children and their activities. When considering how much space is required, it is necessary to take into account the number and age of children who will be using the space and what type of activities will be taking place there.

2-5. Space

The SPO ensures that

1. programs with an enrollment of one to eight children have a minimum of 22 m² of useable indoor activity space and an additional 2.8 m² for each additional child;
2. when enrollment includes both infants and older children, the indoor activity space includes an area designated for infants that
 - a. is defined and separated from the area occupied by the older children by a secure barrier that reduces distraction,
 - b. includes a minimum of 8.3 m² of space for each one to three infants and
 - c. has an area where the floor surface is soft, easily cleaned and suitable for sitting, crawling and playing; and

3. full-time programs with an enrollment of one to eight children have a minimum of 45 m² of additional useable indoor or outdoor gross motor activity space, and additional space when more children are enrolled.

PART 3: ACTIVITIES

In addition to providing a facility that is safe and clean, the SPO must plan for daily activities that suit the ages and abilities of the children and respect their cultural heritages. It must also provide sufficient equipment, materials and toys to make such activities possible.

3-1. *Daily program plan*

The SPO ensures that

1. each childminding program develops, follows and posts a written plan of daily routines and activities that
 - a. meet the physical, emotional, social and intellectual needs of the enrolled children,
 - b. are appropriate to the ages and abilities of the enrolled children and
 - c. encourage respect for the values, customs and traditions of other cultures; and
2. when a childminding program operates for more than two hours, the daily plan includes gross motor activity.

3-2. *Materials, toys and equipment*

The SPO

1. provides materials, toys and equipment that
 - a. are varied and age-appropriate (*see Appendix B: Toys*),
 - b. are available to the children in sufficient quantity for the number of children enrolled and
 - c. reflect diversity; and
2. ensures that age-appropriate seating is available for feeding the children and is used according to the manufacturer's instructions.

3-3. *Safety requirements for toys and equipment*

The SPO ensures that

1. toys and equipment are
 - a. in good repair and free of sharp or pointed edges and
 - b. inspected and cleaned regularly, except toys that are mouthed, which are washed and disinfected daily or as soiled;

2. cribs and playpens meet the requirements for design and manufacturing set out in the *Hazardous Products Act*;
3. large pieces of equipment are arranged so that the children can move freely without colliding with one another or the equipment;
4. unnecessary items are removed from the room; and
5. the area around and under equipment such as a climber, is equipped with landing mats that are securely anchored and provide sufficient protection for the children.

PART 4: CHILD HEALTH & SAFETY

Children are the focus of childminding programs. While it is important to ensure that the facility and activities meet the needs of the children, it is also necessary to ensure that the children are healthy and free of illness. For this reason, childminders must follow procedures designed to protect and maintain the health and safety of the children in areas such as food safety and nutrition, and emergency and accident response.

4-1. *Food safety*

The SPO ensures that

1. each childminding program develops procedures for food safety based on advice from the local department of health;
2. when parents bring food into the program for their children, the containers are clearly labelled with the child's full name, and childminders ensure that children
 - a. do not share food without permission from their parents and
 - b. are not exposed to foods to which they are allergic; and
3. drinking cups are
 - a. single-service, disposable cups that are discarded after one use or
 - b. cups that have been sanitized in accordance with advice from the local public health department or
 - c. cups provided by parents that are clearly labelled with their child's full name and only used by that child.

4-2. *Nutrition*

The SPO ensures that

1. when the program provides snacks, the food that is provided
 - a. includes foods typical of the cultures of the children in the program;
 - b. accords with any special dietary needs arising from the children's religious and cultural requirements,

- c. respects any known restrictions arising from allergies or medical conditions and
 - d. is nutritious and helps the children meet the daily requirements of *Canada's Food Guide to Healthy Eating*,
2. when infant care is provided, childminders
 - a. consult with parents and exchange information about the eating habits of their infants,
 - b. give food or beverages to infants only with the permission of a parent and
 - c. warm infant food and bottles of milk or formula in a safe and sanitary manner; and
 3. when food or beverages are served, childminders
 - a. feed children or allow them to eat in a manner that is appropriate to their developmental levels,
 - b. do not prop bottles and
 - c. do not allow children to carry bottles while moving about or walking.

4-3. *Hygiene*

Taking into account advice from agencies, such as the local public health department, the SPO develops procedures and trains staff in

1. cleaning and disinfecting washrooms and diaper-changing areas and equipment;
2. cleaning and disinfecting toys and equipment;
3. universal precautions (*see Appendix C*);
4. diapering; and
5. hand washing.

4-4. *Administering medication*

The SPO must have procedures for handling and administering medication, including procedures to ensure that

1. except in life-threatening circumstances, parents administer all medication; and
2. all medication remains with parents, except
 - a. medication that must be refrigerated, which is stored in the refrigerator in a locked box that is inaccessible to children and
 - b. medication for life-threatening conditions, which is stored where childminders can reach it rapidly, but where it is inaccessible to children.

4-5. *Illness, accidents and emergencies*

The SPO ensures that

1. the childminding program works with local health authorities to develop policies and procedures for the exclusion and re-entry of children with communicable diseases and conditions;
2. information is available about communicable diseases and conditions likely to be experienced by the children enrolled in the program;
3. staff have access to an up-to-date list of reportable diseases as required in the province;
4. the childminding program has procedures for responding to accidents and medical emergencies, such as asthma attacks, seizures or life-threatening allergic reactions, experienced by children while they are participating in the childminding program;
5. childminders keep a written record of all accidents and medical emergencies experienced by children while they are participating in the childminding program;
6. each childminding site has at least one fully stocked first-aid kit (*see Appendix D: First-Aid Kits*);
7. childminders have access to an additional first-aid kit to take on field trips (*see Appendix D: First-Aid Kits*);
8. the childminding program has procedures for fire and emergency drills that
 - a. are appropriate to the risks likely to arise in the local environment and to the ages and abilities of the enrolled children,
 - b. identify the location of designated safe meeting places following evacuation and
 - c. when it is impossible to locate a designated safe meeting place on the childminding site, include procedures for ensuring that the requirement that parents and children remain together is met;
9. fire drills are conducted and documented at least once a month;
10. written procedures are in place for responding to serious occurrences; and
11. serious occurrence procedures include requirements to
 - a. verbally inform CIC of a serious occurrence by the end of the next working day and
 - b. submit a written report of the occurrence to CIC within five working days or sooner, if requested by CIC.

PART 5: STAFFING & SUPERVISION

Key to ensuring that all elements of the childminding program work together for the benefit of the children and their families are childminders who are responsible for the day-to-day operation of the program and the ongoing supervision of the children.

5-1. *Childminder qualifications and training*

The SPO ensures that

1. Childminders meet the following requirements:
 - a. all paid childminders are eligible to work in Canada;
 - b. all paid childminders are 18 years of age or older;
 - c. all childminding volunteers are 16 years of age or older; and
 - d. all paid childminding staff speak English (or French in designated areas) at the equivalent of LINC Level 4 or higher;
2. each childminding site
 - a. has at least one childminder who has at least a two-year diploma in early childhood education or
 - b. when a childminder with the qualifications described in (a) above is not available, has at least one childminder who has completed at least one year of the requirement described in (a) and is working toward completing that requirement or
 - c. when a two-year program is not offered within the province, has at least one childminder who meets the qualifications set out in provincial legislation for the person with responsibility for the day-to-day operation of a licensed day care centre;
3. all paid childminding staff have at least one year's experience, or education equivalent to one year's experience, working with children of the same ages and abilities as the children they are caring for in the childminding program; and
4. all paid childminding staff have current first-aid and CPR certification appropriate to the ages of the children they are caring for in the childminding program.

5-2. *The lead childminder*

The SPO ensures that the lead childminder, or designate, is responsible for carrying out or assigning the following tasks:

1. administering the program;
2. keeping records related to the children and the program;
3. recording daily attendance;
4. ensuring that the children are always supervised;

5. monitoring all entrances and exits at all times;
6. ensuring infants are put to sleep on their backs, and cribs and other sleeping equipment are clear of pillows and soft bedding;
7. communicating with parents;
8. planning a program that respects the values, customs and traditions of the enrolled children;
9. ensuring, in collaboration with the SPO, that the program has the equipment and materials necessary for meeting program goals;
10. supervising all childminders;
11. ensuring all new childminders receive orientation training;
12. informing the SPO of the steps to be taken to meet and maintain compliance with these requirements, including staffing required to meet and maintain required ratios and group sizes at all times; and
13. submitting written reports as required.

5-3. *Childminders*

The SPO ensures that the responsibilities of the childminders include

1. preparing the room appropriately before the children arrive;
2. being in the room and ready to accept and supervise the children at the scheduled time;
3. checking the children for injuries and illness as they arrive;
4. monitoring all entrances and exits at all times;
5. supervising the children's daily activities and routines;
6. monitoring the children's behaviour and intervening as needed;
7. putting infants on their backs to sleep and clearing cribs and other sleeping equipment of pillows and soft bedding;
8. inspecting and maintaining toys and equipment;
9. responding sensitively to the cultural heritage, values and individual experiences of the children;
10. behaving appropriately with the children, individually and in groups;
11. communicating with parents; and
12. assuming an equal share of housekeeping responsibilities.

5-4. *Orientation*

The SPO ensures that before having responsibility for children, all paid childminding staff and volunteers complete an orientation program that includes information about

1. the requirement that parents remain on the site;
2. the children, including their health and nutrition needs;

3. childminding philosophy, policies and procedures;
4. programming, including routines and activities; and
5. health, safety and emergency practices, including the use of fire extinguishers.

5-5. *Childminder health*

The SPO must have on file

1. for all current staff and before childminders work directly with children or handle food, a current health assessment from a physician that includes
 - a. proof of up-to-date immunization and
 - b. a statement, updated every two years, that the childminder is free of active tuberculosis; and
2. for all current volunteers and before volunteers work directly with children or handle food, a current health assessment from a physician that includes
 - a. proof of up-to-date immunization and
 - b. a statement from a physician, updated every two years, that the volunteer is free of active tuberculosis.

5-6. *Background checks*

The SPO

1. develops written policies and procedures for carrying out background checks on all current and prospective staff and volunteers, including procedures for
 - a. initiating background checks,
 - b. assessing and retaining the results and
 - c. addressing issues related to the hiring process;
2. ensures that background checks include but are not limited to
 - a. a criminal/police check,
 - b. child abuse registry check (where available) and
 - c. a review of references; and
3. ensures that current and prospective staff and volunteers are informed of the policies and procedures related to background checks.

5-7. *Childminder-to-child ratios and group sizes*

The SPO ensures that

1. at all times sufficient qualified, paid childminders are on duty to meet the childminder-to-child ratio and group size requirements for the province in which a program is located as set out in Appendix E: Ratios and Group Sizes;
2. when a group includes children of mixed ages, the childminder-to-child ratio and group size requirements set out in Appendix E for the youngest child in

the group are being met; and

3. a list is on file of qualified childminders available for duty to maintain the childminder-to-child ratio when a childminder is absent.

5-8. *Behaviour guidance and child abuse reporting*

The SPO ensures that the childminding program has

1. behaviour guidance policies and procedures that
 - a. are appropriate to the age of the enrolled children,
 - b. state which practices are acceptable and unacceptable and
 - c. specify the steps that will be taken if a childminder contravenes the policies and procedures;
2. a written child abuse reporting policy, as well as child abuse reporting procedures that reflect provincial expectations and requirements;
3. a signed and dated statement on file from each childminder and volunteer indicating that the childminder or volunteer has received a copy of the behaviour guidance and child abuse reporting policies and procedures and has read and understood them; and
4. a record that the behaviour guidance and child abuse reporting policies and procedures have been reviewed annually with each childminder and volunteer.

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LINC CHILDMINDING

TERMS & CONDITIONS

Welcome to the LINC childminding program.

It is important that you know that a child can participate in a LINC childminding program only while a parent is attending LINC classes. Under provincial law, a child can benefit from LINC childminding only if a parent is present at the site and available in case of an emergency. LINC childminding is not a licensed day care service.

Please remember:

- ◆ You must be at the LINC site at all times while your child is participating in the childminding program.
- ◆ You are responsible for your child, and must remain on site to provide care when needed.
- ◆ If you leave the LINC site at any time you must take your child with you.
- ◆ If you leave the LINC site without your child, you will lose your childminding privileges.
- ◆ If we cannot find you, we may contact the local child protection agency in order to protect your child.

I understand that the childminding program is not a licensed day care service and that I must be on site at all times while my child is in the childminding program. I understand that if I leave the site without my child, I will immediately lose my childminding privileges. I understand that to protect my child, the childminding program may contact the local child protection agency.

Please print

My name is _____

I am the mother/father/legal guardian of

My signature _____

Date _____

Staff signature _____

Date _____

You must complete this form before your child participates in the program.

LINC CHILDMINDING

CHILD REGISTRATION & HEALTH INFORMATION FORM

LINC site _____

Site address _____

City _____ Province _____ Postal code _____

Child Information (please print)

First name _____

Last name _____

Name used _____

(circle) Male Female

Date of birth _____

Place of birth _____

Child's first language _____

Health card number _____

Parent(s) or Legal Guardian Registered for LINC Classes

Name _____

Address _____

City _____ Province _____ Postal code _____

Home Phone _____

(circle one) I am the parent I am the legal guardian

Emergency Contact Information

Name _____

Relationship to Child _____

Address _____

City _____ Province _____ Postal code _____

Phone _____

Please attach a copy of your child's immunization records. If you cannot produce the immunization records, your child must see a doctor to ensure his or her immunizations are up to date.

For Office Use Only

Start date _____ Withdrawal date _____

(... CHILD REGISTRATION & HEALTH INFORMATION FORM, CONTINUED)

If you cannot answer all the following questions, you must have this section completed and signed by a doctor:

Does this child have any health problems – for example, allergies, asthma or diabetes?

(circle) Yes No *If yes, please explain* _____

Does this child have any problems with any of the following:

(circle) Vision Teeth Nutrition Hearing Other

Please explain any problem you circled _____

Has this child had any illnesses or communicable diseases we should know about?

(circle) Yes No *If yes, please explain* _____

Is this child taking any medication?

(circle) Yes No *If yes, what is the name of the medication & what is it for?*

Does this child have any food restrictions (for example, pork)?

(circle) Yes No *If yes, please explain* _____

Signature of parent/guardian _____

Date _____

Doctor's Information

Name _____

Address _____

City _____ Province _____ Postal code _____

Phone _____

Date _____

Signature *(if completed by a doctor)* _____

You must have this form completed before your child participates in the program.

APPENDIX B) TOYS

Programs may choose a variety of toys and equipment from the following examples

For children 6 to 12 months

- ◆ Unbreakable mirrors
- ◆ Soft-bodied or rag dolls
- ◆ Washable rubber or fabric toys
- ◆ Puppets for use by adults
- ◆ Simple transportation toys
- ◆ Toys for grasping
- ◆ Light-weight blocks
- ◆ Simple puzzles
- ◆ Activity boxes, cubes, cones and nesting cups; containers to empty and fill
- ◆ Books to hold and for adults to read
- ◆ Paper and large non-toxic crayons (after 9 months)
- ◆ Rattles and banging materials
- ◆ Tapes or discs with music or rhymes (for adults to play)
- ◆ Push and pull toys
- ◆ Balls to clutch and feel
- ◆ Low climbing platforms (when children crawl)

For children 13 to 24 months

- ◆ Unbreakable mirrors
- ◆ Dolls with simple clothes and accessories
- ◆ Washable rubber or fabric toys
- ◆ Puppets for use by adults and children
- ◆ Simple cars and trains
- ◆ Equipment for role-playing, such as a housekeeping unit
- ◆ Small figures with supporting materials, such as a vehicle or barn

- ◆ Simple objects for sand and water play
- ◆ Light-weight blocks for grasping and stacking
- ◆ Simple puzzles
- ◆ Activity boxes, cubes, cones and nesting cups; containers to empty and fill
- ◆ Books to hold and for adults to read
- ◆ Paper and large non-toxic crayons
- ◆ Rhythm instruments
- ◆ Tapes or discs with music or rhymes (for adults to play)
- ◆ Push and pull toys
- ◆ Balls to throw and kick
- ◆ Stable ride-on equipment
- ◆ Low climbing platforms and stairs; tunnels

For children 25 to 36 months

- ◆ Unbreakable mirrors
- ◆ Dolls with simple clothes and accessories
- ◆ Washable rubber or fabric toys
- ◆ Hand puppets for children representing familiar figures and community diversity
- ◆ Small cars and larger vehicles such as trucks and trains
- ◆ Equipment for role-playing, such as a housekeeping unit and dress-up materials
- ◆ Small figures with supporting materials, such as a vehicle or barn
- ◆ Objects for sand and water play
- ◆ Plastic and wooden blocks for construction

- ◆ Increasingly difficult puzzles
- ◆ A variety of boxes, shape sorters, matching materials, and feel bags or smell jars
- ◆ Books to hold and for adults to read
- ◆ Peg-boards with pegs or magnetic boards with forms
- ◆ Paper and large non-toxic crayons and markers; non-toxic paint and brushes and an easel; paper and blunt scissors; and a chalkboard and chalk
- ◆ Rhythm instruments
- ◆ Tapes or discs with music or rhymes (for adults to play); short films and videos
- ◆ Push and pull toys
- ◆ Balls of all sizes
- ◆ Stable ride-on equipment
- ◆ Low climbing structures; tunnels and slides, appropriately sized
- ◆ Small figures with supporting materials, such as a vehicle or barn
- ◆ Objects for sand and water play
- ◆ Plastic and wooden blocks for construction
- ◆ Increasingly difficult puzzles
- ◆ Materials for matching, sorting, ordering and measuring; simple mechanical devices; science materials; and beginning computer software
- ◆ Picture books and age-appropriate story books
- ◆ Peg-boards with pegs or magnetic boards with forms; felt boards and block printing materials
- ◆ Beads for stringing (age appropriate)
- ◆ Cards and frames for lacing and, as appropriate, weaving materials
- ◆ Games based on colour or picture or matching; bingo; simple card games; first board games

For children 37 to 72 months

- ◆ Unbreakable mirrors
- ◆ Baby dolls and child-proportioned dolls with culturally relevant features and skin tones, and doll accessories
- ◆ Stuffed toys and vinyl figures for pretend play and learning
- ◆ Hand puppets for children representing familiar figures and community diversity, and a simple puppet theatre
- ◆ Cars and larger vehicles for fantasy play and riding
- ◆ Equipment for role-playing, with culturally relevant dress-up materials and props
- ◆ Paper and large non-toxic crayons and markers; non-toxic paint and brushes and an easel; paper and round-ended scissors; a chalkboard and chalk; paste and non-toxic glue; collage materials; clay and dough; construction tools
- ◆ Rhythm and blowing instruments
- ◆ Live or recorded music for singing or movement; tapes or discs with music or rhymes (for adults to play); and short films and videos
- ◆ Push and pull toys
- ◆ Balls of all sizes, bats, and jump rope
- ◆ Tricycles and pedal toys, vehicles with steering mechanisms

APPENDIX C) UNIVERSAL PRECAUTIONS

UNIVERSAL PRECAUTIONS TO PREVENT TRANSMISSION OF BLOOD-BORNE GERMS IN CHILD CARE SETTINGS

- ◆ Wash your hands for 30 seconds after contact with blood and other bodily fluids that might contain blood.
- ◆ Wear disposable latex gloves when you encounter blood and other bodily fluids that might contain blood, and when your skin is broken from a cut, scratch, open rash or chapped skin. Dispose of your gloves after each use. Wash your hands immediately after you remove and dispose of your gloves.
- ◆ Discard blood-stained material in a sealed plastic bag and place in a lined, covered garbage container.
- ◆ Cover a cut or a scratch with a bandage until healed.
- ◆ Use disposable absorbent materials like paper towels to stop bleeding.
- ◆ Immediately clean up blood-soiled surfaces and disinfect with a fresh solution of one part bleach and nine parts water.
- ◆ Put blood-stained laundry in sealed plastic bags. Machine wash separately in hot soapy water.

APPENDIX D) FIRST-AID KITS

1. For the childminding site

A fully stocked first-aid kit for the childminding site contains the following:

- ◆ first-aid manual
- ◆ sterile gauze dressings
- ◆ sling or triangular bandages
- ◆ scissors
- ◆ non-mercury thermometer
- ◆ tongue depressors
- ◆ moistened towelettes
- ◆ disposable instant ice packs
- ◆ bandages (assorted sizes)
- ◆ latex gloves
- ◆ cotton balls
- ◆ cotton swabs
- ◆ tissues
- ◆ safety pins
- ◆ blunt-nose tweezers
- ◆ sterile eye pads
- ◆ adhesive tape
- ◆ plastic bag
- ◆ note pad and pencil
- ◆ flashlight
- ◆ emergency blanket (that is, a light-weight aluminium blanket for conserving body heat)

2. For field trips

A first-aid kit for field trips contains the following:

- ◆ all items required for a first-aid kit for the childminding site
- ◆ a list of emergency telephone numbers
- ◆ a list of the names of everyone on the trip
- ◆ a cellular telephone in working order or change for an emergency telephone call

APPENDIX E) RATIOS & GROUP SIZES

Taking into account the ages of the children and the province in which a program is located, an SPO is required to maintain the childminder-to-child ratios* and group sizes indicated in the summary below.

*Summary of Ratios and Group Sizes Based on Provincial Legislation ***

PROVINCE	INFANTS ***		TODDLERS		PRESCHOOL & OLDER	
	Childminder-to-Child Ratio	Group Size	Childminder-to-Child Ratio	Group Size	Childminder-to-Child Ratio	Group Size
Alberta	6-12 months 1:3	9	19-35 months 1:6	12	36-47 months 1:8	16
	13-18 months 1:4	12			48 mo.'s & above 1:10	20
New Brunswick	6-23 months 1:3	9	24-35 months 1:5	10	36-47 months 1:7	14
					48-59 months 1:10	20
Newfoundland & Labrador	6-24 months 1:3	9	25-36 months 1:5	10	37-69 months 1:8	16
Nova Scotia	6-17 months 1:3	9	18-35 months 1:6	12	36-60 months 1:8	16
Ontario	6-18 months 1:3	9	19-30 months 1:5	10	31-60 months 1:8	16
Prince Edward Island	6-23 months 1:3	9	24-35 months 1:5	10	36-59 months 1:10	20
Saskatchewan	6-18 months 1:3	9	19-30 months 1:5	10	31 mo.'s - Grade 1 1:10	20

* The ratios refer only to paid childminders, not to students on work placements or to volunteers.

** Based on staff-to-child ratios prescribed by provincial legislation as of January 2002.

*** Infants cannot be included in mixed age groups.