



YMCA Child Care Policies

Supervision Policy

It is the responsibility of every YMCA Educator to ensure that all children in YMCA programs are supervised at all times, indoors and outdoors. Each Educator must always know the number of children in their care. Effective supervision practices reduce the risk of harm to children by preventing incidents, injuries and accidents. In our programs, our educators will be involved and familiarize themselves with the individual needs of the children in their care.

Educators should always be within the range to easily communicate with children without the need to raise their voice. Supervision is actively participating in or guiding children’s learning and educational activities while being attentive, alert and watchful of each child, as well as engaged with the entire group. Supervision is adjusted to the specifics of the child care environment and the individual needs of children attending the program (defined by Licensing).

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Ratios and Supervision

To meet the mental, emotional, spiritual and physical needs of our children, the YMCA adheres to ratios as outlined by the Early Learning and Child Care Act and Regulation. As children age, the Educator to child ratio decreases which demonstrates that children to have more capabilities based on their developmental stage.

Age of Children	Educator/Child ratio	Maximum # of children in a group
Infant (less than 12 mos)	1 Educator – 3 children	6
Infant (13 mos – 18mos)	1 Educator - 4 children	8
Toddler (19 mos – 2 yrs 11 mos)	1 Educator – 6 children	12
Pre-School (3yrs – 3 yrs 11 mos)	1 Educator – 8 children	16
Pre-Kinder (4 yrs+)	1 Educator – 10 children	20
Kindergarten and School Aged Children	1 Educator – 15 children	30



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When children are resting, the following relaxed ratios apply:

Age of Children	Educator/Child ratio
Infant (less than 12 mos)	1 Educator – 6 children
Infant (13 mos –18mos)	1 Educator - 8 children
Toddler (19 mos – 2 yrs 11 mos)	1 Educator – 12 children
Pre-School (3yrs – 3 yrs 11 mos)	1 Educator – 16 children
Pre-Kinder (4 yrs+)	1 Educator – 20 children

Relaxed ratios cannot apply until the children are resting or engaged in a quiet activity. If children are awake and not interested in resting or engaging in a quiet activity, the Director or Program Supervisor or another Educator must be notified to provide support (either leaving the room with the child(ren) or engaging in a quiet activity with the child). Children that attend Early Learning centres are encouraged to, at the family’s request, but will not be required to nap. The Director and Program Supervisor must be notified immediately if children are not interested in resting or are exhibiting behaviours that does not allow an Educator to provide supervision to the larger group size to ensure the children’s safety, well-being and development. Educators will follow rest and nap procedures.

The YMCA may combine children of two or more age groups. The Educator to Child ratio that applies to a mixed age group depends on the majority of the age of children in the combined group. Infants less than 19 months are excluded from this majority ratio, unless an approved exemption from licensing is in place.

In all YMCA Child Care centres, a Supervisor on Site will be on duty at all times while children are receiving care on the program premises.

Educators must position themselves strategically to supervise all children in their group effectively. Educators will move to regularly cycle through the different areas where the children are. Small groups are carried out as much as possible to support the individual needs of the children.

The YMCA will have clear and established expectations with the children.

The Director (or Supervisor on Site) must be aware of group locations and numbers. This will be monitored by radio or by physical check.

Checklists are completed to ensure that Educators are aware of the programs indoor and outdoor physical environments, including while off site.

Educators may not have unsupervised access to children until they have obtained a minimum Child Development Assistant Certification. Achieving a certification level is evidence that Educators have obtained the knowledge and skill to work with children during their different developmental stages. Educators must also have Police Information Check with vulnerable sector check and Valid First Aid accompanying their certification to be alone with children.

Educators will take the portable first aid kit, including emergency cards, two way radios and attendance any time a group leaves the room, during off site excursions and during emergency



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evacuations. Backpacks containing this content will always be worn by an Educator when in non enclosed spaces. Each Educator will be assigned a backpack.

Sign In and Out (Arrivals and Departures)

It is a requirement that children are signed in and out of the program.

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When a child is picked up or dropped off by a parent or guardian, the parent or guardian must be greeted by an Educator and sign the child in or out on the attendance sheet. A child will not be released or accepted into care unless accompanied by a parent or guardian that is 14 years or older to sign the child in or out, except when children are dismissed in the morning to attend school and arrive from school in the afternoon.

When a child arrives or leaves the program to attend school or an alternate program, an Educator must sign the child in or out on the attendance sheet.

Parents or guardians may be able to enter the program, where space and leasing partners allow. Site specific plans will be shared with families, as required.

Parents/guardians must notify the program if someone other than themselves will be picking up the child and that person must be 14 years or older. A child will not be released to anyone without authorization. If an Educator is not familiar with a person who arrives to pick a child up, that person will be asked for Government Issue photo identification and the name will be compared to the Child's Emergency Card and/or a phone call will be made to the parent or guardian.

In the best interest of the child, if YMCA Child Care Educators suspect the person picking up the child is Unwell the Supervisor on Site will follow our Unwell Parent, Guardian or Pick-up Person: Operational Procedures.

Attendance

A small group tracking system (portable attendance) will always be utilized.

Educators use an attendance sheet to ensure children are accounted for, including on off site excursions. This attendance sheet includes children's names, times in and out, Educators assigned to the group, headcounts, transitions, and notes.

Headcounts

A headcount is ensuring that you can see each child at the program, whose name is on your portable attendance sheet.

Headcounts must occur at least every 15 minutes and during transitions and be documented on the portable attendance sheet. When completed, educators must communicate the number of children in care with their room partner, if applicable.

During transitions and on offsite excursions, headcounts occur before leaving one location, upon arrival at destination, during the outing, upon leaving the destination and upon return.



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If headcounts are not accurate, a roll call of each child must be completed. A roll call is reading each child's name aloud and waiting for a response to be sure all children are accounted for.

If all children are not accounted for the *Lost/Missing Child Protocol*, in the Emergency Procedures, will be followed.

Communication

YMCA Educators must clearly communicate changes to the attendance of the group, including Educators responding that they understood the information. All Educators will be made aware of any changes to a child's typical daily schedule.

To support supervision, communication and physical distancing the YMCA of Northern Alberta Child Care expects each Educator or group to have a Two-Way Radio on their person at all times. Radios should not be left unattended.

Radios are to be used to help Educators throughout the day. This is done through:

- Communicating transitions, to prevent traffic jams in the cubby area and room
- Communicating attendance, including arrival and departure of children
- Communicating location and numbers of children for ratio purposes
- Communicating the need of an Educator requiring support with a child's behavior or any situation
- Informing Educators of any emergencies such as lost child, lockdown, fire drill, etc

Radios may be turned down, but not off, for nap time.

Washroom Supervision

For infant, toddler and preschool programs, when children use the washroom, Educators are required to position themselves near to the washroom to supervise and assist. This means:

- Whenever possible Educators are required to check the washroom prior to use.
- If Educators take children of the same sex to the washroom they are required to position themselves directly outside the washroom doors.
- If possible, Educators should work together to ensure that Educators of the same sex accompany children to the washroom.

In kinder and out of school care programs onsite, children are encouraged to use washrooms prior to transitions and before arrival to program. Children notify educators prior to leaving the classroom and report back to the Educator upon their return.

In kinder and out of school care programs offsite, Educators are required to position themselves near the washroom without impeding the privacy of the child.

Transitions

Transitions take place at intentional times throughout the day with the children, both indoors and outdoors. Transition times can overlap with pick up or drop off times. To ensure the safety of the children during transitions times, pick up and drop off will not be allowed during this time. Families will be asked to join the transitioning group and wait until confirmed by Educator, that all children have made it to their final destination before dropping off or removing their child from care.

Educators will be prepared prior to the transition beginning.



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Educators will review expectations with children for safe travel and play.

When Educators are transitioning, it is important that they position themselves to appropriately supervise the children at all times.

If multiple Educators are transitioning with the children, they must remain in visual contact of each other and/or use Two Way Radios to communicate with each other.

Transportation and Off Site Excursions

When Educators and children are participating in off site excursions and/or are taking transportation, a minimum of 2 Educators, must attend and Educators must position themselves to appropriately supervise the children at all times.

A portable attendance will be utilized.

- Roll Call will take place prior to boarding charter bus or public transportation (bus/LRT/taxi) and upon exiting
- Headcounts will take place once on the method of transportation
- Educator will complete a Walk-through/sweep of the vehicle after arrival at the destination to ensure all children are accounted for.
- Children requiring attention or guidance with behaviors will sit with or near Educators.

Educators will designate boundaries and a meeting place on location and children will be made aware of the boundaries and meeting location.

Children will be divided into small groups, prior to the off site excursion, and assigned to an Educator. All children will wear wrist bands or T shirts with emergency information.

Educators will follow Off Site Excursion Procedures.

Playground and Outdoor Supervision

On community/school playgrounds, there must always be two Educators supervising a group of children. During outdoor play, in a non-enclosed play space, two Educators will be outdoors, when possible (Educators may be supervising differing groups). In enclosed play spaces, there may be one Educator supervising a group of children outdoors. During transitions, there may be one Educator supervising a group of children outdoors, while maintaining ratios.

Boundaries will be designated when playing outdoors and children will be made aware of these boundaries.