

**REGULATORY GUIDELINES
FOR
CHILD CARE
AND
FAMILY DAYHOME
PROGRAMS**



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HEALTH

NUTRITIONAL GUIDELINES

INTRODUCTION:

The **Child Care Centre Regulations (Section 15 – 1 to 9)** and the **School Age Program Regulations (Section 15 – 1 to 4)** specify what snacks and meals are required for children attending full and part day programs.

- The operator of a child care program shall ensure that all children have a morning, mid-day or evening meal that includes at least a serving from each of the following four (4) food groups:
 1. Grain Products including breads, cereals, pasta, rice and bannock.
 2. Milk, Bone and Milk Products including cheese and yogurt, fish with crushed bones, such as canned salmon.
 3. Vegetables, Fruits, and Berries.
 4. Meat, Fish, Birds, Eggs and Alternatives, including beans, nuts, tofu and nut butters.
- A mid morning, mid afternoon or mid evening nutritional snack must be supplied that includes at least one serving from each of the two (2) food groups for children in attendance at those times. School age children must be supplied with an after school snack as above.
- Canada's Food Guide and/or the Native Food Guide shall be used as guides. Copies are available from the nutritionist, Whitehorse General Hospital or from Child Care Services Unit.
- Foods high in sugar, salt, fats and/or nitrates are to be used in moderation and never to replace foods from the 4 food groups.
- All foods shall be prepared, stored and served under sanitary conditions.
- An adequate supply of potable water shall always be available to children.
- Foods supplied from home shall be stored and served under sanitary conditions. Items which may be perishable within the time they were prepared, and intended to be eaten, shall be refrigerated. The operator of a child care facility shall ensure such foods are stored correctly.
- Foods may be supplied from home but **the operator of the centre has final responsibility to ensure that they are in accordance with these guidelines.**
- Infants must eat and drink according to their own individual schedule. A consistent adult figure shall be maintained whenever possible.
- Menus must be posted and followed and kept on file for three months.
- If foods are supplied from home a checklist must be maintained to ensure that all requirements are met.
- Any foods that are supplemented by the child care centre program must be recorded and kept on file.

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GUIDELINES FOR COMMUNICABLE DISEASES

INTRODUCTION:

The **Child Care Centre Regulations (Sections 14(1)(g, h and I))** outline what should happen if a communicable disease is discovered at a child care program. Exclusion from a program depends on several factors, the most important being the way the child is feeling and the best interests of the other children:

- A child suffering from a communicable disease must not be admitted to the centre during the phase when the disease may be communicated. Medical advice will be needed to determine when the child can be allowed to return.
- If a communicable disease is discovered all parents/guardians must be informed and a notice posted as soon as reasonably possible, but within 24 hours.

If there is a communicable disease "going around" your centre, please refer to pages 195-201 of Well Beings (or see attached Appendix 1) to decide when to report it to the Yukon Communicable Disease Office. The local number is (867) 667-8369 or 1-800-661-0408, ext 8323.

EXCLUSION FROM CHILD CARE SERVICES:

1. Do NOT exclude unless the child is too ill or the physician has recommended it.
 - Chickenpox, if child is well enough to participate in activities
 - Colds
 - When a child has a germ in his/her stool that can cause diarrhea but is not causing diarrhea at the moment, for example Giardia
 - Fifth disease ((Parvovirus B19, Erythema Infectiosum, "Slapped Cheeks Syndrome")
 - When a child has a fever
 - Hepatitis B virus
 - HIV infection
 - Conjunctivitis (pinkeye): without yellow or white discharge, and without fever, eye pain, or eyelid redness
 - CMV (Cytomegalovirus): this can infect a fetus during pregnancy so warn staff who may be affected
2. A child should be excluded from the regular child care program if one or more of the following conditions exists:
 - a) The illness prevents the child from participating in the program activities; or
 - b) The illness results in greater need for care than the staff can provide without compromising the care of other children; or
 - c) The child has any of the following conditions:
 - Head lice
 - Hepatitis A
 - Impetigo

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- Measles
- Mumps
- Conjunctivitis (pinkeye) with yellow or white discharge (pus)
- Rash
- Ringworm
- Rubella (German Measles)
- Scabies
- Shingles (uncovered lesions)
- Strep throat
- Tuberculosis
- Vomiting
- Whooping cough (pertussis)

TB

- Testing should take place for a staff person on hire or with a doctor's recommendation if there are signs or if a contact has been made with someone infected with TB
- Exclusion for adults is a maximum of 2 weeks once treatment has started. Children do not transmit T.B.

RASHES

- Generally itchy rashes are allergic in origin. A non itchy rash may be presumed infectious.
- Slap Cheek Syndrome: can be of concern to pregnant women as it can cause the fetus to abort.
- Generally, if a fever accompanies a rash, the child should be sent home.

LICE

- A **No Nit Policy** is the best bet where children are not allowed back until treated and all the nits have gone. Nix is the preferred treatment. Vinegar helps to get rid of the eggs.
- **HIV/AIDS:** This is not a reason to exclude although precautions need to be taken. These should be taken in dealing with blood, stools, vomitus and body fluids anyway, regardless of whether or not Aids or HIV is known.

See section on 'Cleaning of Body Fluid Spills: Urine, Stool, Vomitus, Blood and Bloody, Body Fluids' in Guidelines for Maintenance of Indoor Space.

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GUIDELINES FOR MAINTENANCE OF PETS

INTRODUCTION:

Both the Child Care Centre Regulations and the Family Day Home Regulations refer to guidelines for the care of pets in child care programs. Environmental Health also concerns itself with this issue (**C.C.C. Reg. 9(7); F.D.H. Reg. 7(7)**).

- No pets are allowed in kitchen areas when food is being prepared. Animals are not permitted to play with children's toys.
- Children and adults must practice handwashing after feeding and handling pets.
- Litter boxes, cages, and the pet's environment must be cleaned on a regular basis **BY ADULTS ONLY** to ensure sanitary conditions.
- **Dogs must have an area separate from the children's playspace to prevent contamination of the play area.**
- In the winter only a dog may be permitted to use the outdoor play space on the condition that cleaning is done on a regular basis if children are using the area as well. **In cases where children are using alternative play spaces:**
 1. The play spaces must be clearly outlined **and** a daily log maintained recording outings.
 2. A major spring clean up must be done of the outdoor play space as soon as the weather permits. All contamination must be removed and the use of a separate pet area resumed.
- Cats and dogs must have appropriate annual immunizations and the records kept on file.
- Any animal dangerous to a child is not recommended. A centre or dayhome is legally responsible for any injuries or infections caused by pets and can be sued.
- Turtles are not allowed as they carry high concentrations of salmonella. Pets not recommended include newts, ferrets, cats, rabbits (especially male rabbits), snakes, parrots, monkeys, and wild animals.
- Rabbits must have yearly check ups with a veterinarian, and results kept on file.
- Children must always be supervised closely when playing with any animal, and should be taught how to act appropriately around animals.
- Child care facilities with pets should monitor children for allergic reactions which may be present or develop over time.
- Birds should be caged, and not permitted to fly outside their cage.
- Keep animal food out of reach of children, and separate from other food stuffs.
- Litter boxes must be kept out of reach of children, and not be located near food stuffs or food preparation areas.
- An animal that is sick or injured should have veterinary care and be isolated from children.

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GUIDELINES FOR BEHAVIOUR MANAGEMENT

INTRODUCTION:

There must be written discipline policies developed by each child care centre (**C.C.C. Reg. 18(1 through 4)**) and family day home (**F.D.II. Reg. 16(1 through 4)**) that reflect the use of positive discipline and child guidance. Following are guidelines to be considered.

PRACTICES:

- Written policies on child guidance practices must be developed and shared with staff and parents or guardians.
- Observe and assess the environment and individual children to anticipate situations and prevent problems by structuring space, materials, schedule, cleanup and transitions.
- Understand and apply child development knowledge to set and consistently enforce realistic, developmentally appropriate, clear, consistent rules and limits for behaviour.
- Be direct and clear with children when explaining how you want them to behave. Lower yourself to the child's level when speaking to him or her.
- Listen to children's feelings and frustrations and respond quickly and calmly to situations that require guidance.
- Redirect inappropriate behaviour to a more acceptable activity.
(*e.g. If you want to hit something you can bang the floor or use this "clobber clay"*).
- Be aware of your own feelings and accept your own humanness. Be a positive role model when dealing with others.
- Respect and value each child's unique feelings, developmental stage and background.
- Use preventative guidance by showing attention and affection to each child when they are not seeking it.
- Allow children the right to make mistakes and solve their own problems. Give them responsibility for the consequences of their behaviors
(*i.e. wiping up spilled juice*).
- Allow only realistic choices.
(*i.e. instead of saying "Do you want to pick up the toys?" Say instead, "It is time to pick up the toys"*).
- Challenge children physically so they can burn off excess energy.
- Total isolation in a closed, separate room for reason of punishment is prohibited.



No form of physical punishment, verbal or emotional abuse or denial of physical necessities of any child can be permitted, practiced or inflicted.

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MAINTENANCE

GUIDELINES FOR MAINTENANCE OF EQUIPMENT AND FURNISHINGS

INTRODUCTION:

Child care centres are required to develop cleaning schedules and policies concerning the care and maintenance of the child's environment according to Child Care Regulations (Sections 13(1)(a) through (h), 13(2) and 13(3)). Family day homes must have policies and procedures in place as well (Regulations 11(1) (a) through (h), 11(2) and 11(3)). For both, any sanitization should be in accordance with the following procedure:

SANITIZATION PROCEDURE:

A sanitizing solution of bleach should be made up fresh daily. It can be used in a spray bottle for diaper changing surfaces and potties; with a cloth rinsed in the sanitizing solution for food preparation areas, large toys, books, puzzles and activity centres; or by immersing the object or toy in the sanitizing liquid. (1 tsp. bleach for 2 c. water or 5 ml. bleach to 500 ml. water: leave on the surface for 30 seconds before wiping). Other sanitizing solutions may be used. Discuss with an Environmental Health Officer before using.

Each centre or family day home is required to develop, post and follow written hygiene and sanitation policies that reflect the following guidelines:

TOYS:

- All toys should be of easily cleanable, washable materials.
- Toys belonging to older, non-diapered children should be cleaned weekly.
- Mouth toys (*musical instruments*) should be cleaned and sanitized before use by another child.
- Toys which are mouthed or those used by infants and toddlers need daily sanitization.
- Infant and toddler puzzles, board books, etc. need sanitization twice a week.
- Dress up clothing should be laundered weekly. All items should be washable. Straw and felt hats are not recommended.
- Soft cuddly toys should be washed weekly and as required.
- Water tables need to be drained and sanitized daily. Sand and water toys should be sanitized after use. Children should wash hands before and after playing in sand or water. Individual buckets are recommended for water play.
- Do not use broken toys. If not repairable, then discard.
- Store older children's toys away from younger children's play area.
- Climbing equipment and apparatus should be set up away from furniture or other objects. Any equipment more than 1 foot above the floor should be cushioned by energy absorbing mats.
- Toy chests and boxes are not recommended. Any storage containers must have non absorbent, easily cleanable surfaces (*not cardboard boxes*).

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CRIBS:

- The mattress should be snug fitting with no more than 3 cm. (1¼") between the mattress and the sides. It should be less than 6" (15 cm) thick, have no soft surface and be made of non allergenic materials.
- Slats should be no more than 6 cm. (2 3/8") apart.
- Sides should lock at a maximum height. The latching device should not be easily released.
- There should be no exposed bolts or rough edges.
- Examine the crib and bumper pads regularly for wear and loose pieces that could choke a child. As soon as a child can stand, remove bumper pads and large toys that could be used for climbing.
- Avoid using pillows for an infant under 1 year.
- Never hang stringed objects (including toys) on bedposts.
- Do not use mobiles or crib gyms within reach of a child unless that child is supervised.
- Keep crib away from windows and blind cords.

HIGHCHAIRS:

- Should have a wide, stable base and a secure lockable tray.
- Sturdy restraining straps attached securely to the chair, not the tray, are needed. The child must be strapped in securely. A child should never be allowed to stand in a highchair.
- There should be no rough, sharp edges.
- Keep away from opening doors, such as refrigerators or stoves.
- Place the chair so a child cannot push against anything, such as a wall, to topple the chair.

BULLETIN BOARDS/ART WORK:

- Thumbtacks and staples should never be used in infant or toddler play areas, nor in eating and sleeping areas.

PLAYPENS:

- Mesh netting with weave less than 6 mm (¼") in diameter is required, or slats no more than 6 cm. (2 3/8") apart.
- Sides must be stable, sturdy and at least 48cm. (19") high.
- There should be no more than 2 wheels or casters.
- Firm floors with foam pads are needed.
- Hinges should lock tightly with no sharp edges.
- Vinyl covering on railings and padding should be thick enough to resist being chewed and bitten off by teething children. Repair or replace loose or torn coverings.

WALKERS:

- Should never be used.

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APPLIANCES:

- If there are over 30 children in a centre, a commercial dishwasher is recommended.
- The following cleaning schedule is recommended as a minimum guideline:
 1. Stovetops: daily
 2. Microwave: weekly
 3. Ovens: monthly
 4. Refrigerators: weekly
 5. Freezers: every 6 months
 6. Blenders, food processors: after every use
 7. Electric and hand operated can openers: daily

BEDDING:

- Label bedding or use fresh bedding daily. Launder weekly.
- Clean and sanitize sleep equipment before assigning to another child or if it becomes wet or soiled.

FURNISHINGS:

- Surfaces should be smooth, non absorbent and easily cleanable.
- Sofas and chairs should be vacuumed weekly.

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GUIDELINES FOR MAINTENANCE OF INDOOR SPACE

INTRODUCTION:

The care and maintenance of indoor space is regulated by the **Child Care Centre Regulations (Sections 9(1) a, d, e, f, g, h; 9(2, 3, 4, 5, 6); 10 (a through j); 12(1 through 6) and 14 (I, j, k, l and m))** and in the **Family Day Home Regulations (Sections 7(1)(a, d, e, f, g, h), 7(2, 3, 4, 5, 6); 8(a through f); 10(1 through 4); and 12(j, k, l, m))**. The following are guidelines to assist with individual child care centre and family day home policies.

FLOORING:

- Carpeting should be vacuumed daily. Commercial cleaning is necessary every month in infant areas and every three months in preschool and school age areas.
- Vinyl flooring is recommended for kitchen and eating areas, washrooms diaper changing areas, arts, crafts, water play and science areas and laundry areas. It should be swept or vacuumed at least daily and washed daily. Sanitization is necessary only if there has been a spill of body fluids. Washroom and diaper changing floor areas must be sanitized daily.

KITCHEN AND EATING AREAS:

- Clean, sanitize table tops, countertops and high chair trays after use. The surfaces must be free from dents, chips or cracks.
- Eating areas must be separate from sleeping areas.
- If tables are used for other activities, they must be cleaned and sanitized before children eat as well as before and after each use.
- Clean the remainder of high chairs every second day and as required.
- Clean chairs and table legs twice a week and as required for children under five. For older children, once a week is sufficient.
- Clean and sanitize plastic bibs after every snack and meal. Launder every second day and as required. Cloth bibs must be laundered after each use.
- Children should have no access to food or beverages hot enough to cause scalding.

DIAPER CHANGE STATIONS:

- The area needs to be properly equipped near running water and away from food preparation areas. The surface should be a sturdy table or counter top with an easily cleanable diapering pad (heavy padded vinyl or other surface, not quilted or with buttons).
- Sanitize after each use (chloral cleaner such as bleach: 1 tsp. per 2 cups of water. Leave 30 seconds before wiping with a single use wipe). Sanitizing solution must be made fresh daily. It should be kept easily accessible, but out of children's reach.
- No bottles or soothers are to be allowed in the diapering area.
- Thorough handwashing for both the child and the caregiver after each change is crucial.
- Paper towels should be dispensed from a single use dispenser.
- Written policies need to be developed and posted that all staff are aware of and follow consistently regarding: the disposal of soiled diapers, clothing and linen; bathing of a soiled child(ren) and the hygiene practices to be followed by staff before and after diapering.

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GENERAL SAFETY INDOORS:

- Children must be protected from hot radiators, stoves, hot water pipes, cluttered exits and other hazardous conditions.
- All electrical outlets must be covered with protector caps except where school age children are exclusively in attendance.
- All items and articles which may be of potential danger to children, such as knives, firearms and ammunition, tools and cleaning supplies shall be stored in an area inaccessible to children.
- Emergency lighting in good working order is to be provided.
- Sufficient approved and annually checked fire extinguishers must be mounted..
- Space heaters are not to be operated during the time a facility is in operation unless more than 3 metres from a door which is an exit or which provides access to an exit. Guards must be provided.
- The hot water temperature must be set at a maximum of 48.8 degrees Celsius (120 degrees Fahrenheit).
- No doors which can be locked without a key can be used in any area where children have access, unless the door can be unlocked from either side.
- Smoking is not permitted except in designated staff areas separate from children and vented to the outside. Cigarette butts are not to be accessible to children at any time.
- All rooms where children are in attendance must be dry, well ventilated, well lighted and suitable for the care of children
- Activity areas must be separate from the sleeping area. Eating areas must be separate from the sleeping area.
- The premises must be kept clean, sanitary and in a good state of repair.
- A separate staff and administration space is required for child care centre programs.
- Where a child with special needs is in attendance, all areas must be safe and accessible to them.

TOILET AND WASHROOM FACILITIES:

- Toilets and sinks must be easily accessible to children with steps, nursery seats or platforms supplied.
- One toilet and one sink needs to be supplied for every 16 children who are not infants.
- An adequate supply of hot and cold water and liquid soap needs to be provided.
- Individual labeled wash cloths and towels or paper towels must be supplied to provide each user a clean towel unused by others.
- Labeled toothbrushes should be stored away from the toilet area in a way that each brush is separate from each other one. Egg cartons are not allowed.
- Washing and grooming materials should be labeled and not exchanged between children.
- Toilets and sinks and bathroom floors need to be cleaned and sanitized at least once during each day and more often if necessary. Potties need to be cleaned and sanitized after each use and stored in a manner which protects them from contamination.

CLEANING OF BODY FLUID SPILLS:

URINE, STOOL, VOMITUS, BLOOD AND BLOODY BODY FLUIDS:

- Wear gloves (household rubber, or disposable if blood is present).
- Clean and sanitize the contaminated area.
- Clean and sanitize gloves, mops, cloths. Air dry.
- Dispose of contaminated material in a lined covered garbage container.
- Wash hands thoroughly.

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GUIDELINES FOR MAINTAINING SPACE AND EQUIPMENT OUTDOORS

INTRODUCTION:

Outdoor space is regulated by **Child Care Centre Regulations (Sections 11(1)(a through g), 11(3), 11(4)(a through c))** and **Family Day Home Regulations (Sections 9(1)(a through g), 9(4), 9(4)(a through c))**. The following guidelines are to be taken into consideration:

- Any new (after May 1998) or renovated playgrounds should meet the current safety requirements established by **Canadian Standards Association (CSA)**. These include: the use of CSA approved play equipment; the dimensions for protective surfacing and encroachment areas; the materials used in energy absorbing surfaces as well as the depths of these surfaces.
- **No Encroachment Zone**— refers to the additional area adjacent to the protective surfacing zone, intended to allow pedestrian traffic near the play equipment with little risk.
- **Protective Surfacing**—is the surfacing material(s) to be used within the protective surfacing zone of any playground.
- Energy absorbing surfaces must cover the entire surface of a **protective surfacing zone** to prevent injuries and/ or fatalities. Some of those materials would be wood or tire chips, pea gravel or sand or rubber matting. Pea gravel and wood should be avoided in infant and toddler areas.
- Climatic conditions (freezing) will change the resilient effect of energy absorbing material. Equipment may need to be out of bounds for certain periods during seasonal change. Keep snow loosened during the winter months to help reduce the likelihood of serious injury.
- Close and careful supervision is recommended at all times. Extra staff may be necessary to supervise swings, slides and similar equipment. Children too young to use apparatus should be kept off and out of danger.
- Have rules for safe use of all equipment. Ensure staff are aware of and enforce these rules consistently.
- Periodically check toys and equipment for faulty parts and loose accessories. Repair, replace or eliminate.
- Check playground areas daily for glass, litter and animal feces. Remove and dispose of in a sanitary manner.
- Ensure wheels on used or newly purchased riding toys for children under 4 years of age do not have spokes, also that they are stable and well balanced.
- Children riding bicycles must wear a bicycle helmet approved by CSA (helmets must not be worn when playing on playground equipment) .
- Avoid mini and full trampolines and latex balloons as they are unsafe.
- Close supervision is necessary at all times a pool is used. Empty and sanitize after each use. Children
 - should never wear diapers in a pool.
- The playground must be fenced. It must have areas for a covered sand area, equipment for large muscle activities and an area for quiet play.
- If the playground is not on the premises, it should be within easy and safe walking conditions for the age of the children involved. Liability must be clarified and posted for all concerned (operator, playground owner, parent). Written permission to use the area must be obtained for any but public playgrounds.
- If not on the premises, playgrounds chosen must be developmentally appropriate and safe for the children using them (see above).