



# CARE & SUPERVISION OF CHILDREN POLICY

January 2025

## Policy Statement

The Care & Supervision Policy is designed to reduce the potential for accidents and/or injury to children while in the care of MRCS. This policy also acts as a guide to all staff to understand the elements of proper supervision and how to respond accordingly.

Adequate supervision is crucial in accident prevention and injuries. It is the responsibility of MRCS personnel to adequately supervise all children within our care.

## Staff to Child Ratios

All MRCS locations must always adhere to these staff to child ratios:

| Age Group               | Number of Children | Staffing Required                               |
|-------------------------|--------------------|-------------------------------------------------|
| 0 – 36 months (3 years) | 4                  | 1 IT Educator                                   |
|                         | 5 - 8              | 1 IT Educator & 1 ECE Educator                  |
|                         | 9 - 12             | 1 IT Educator, 1 ECE Educator & 1 ECE Assistant |
| 3 – 5 year olds         | 8                  | 1 ECE Educator                                  |
|                         | 9 - 16             | 1 ECE Educator & 1 ECE Assistant                |
|                         | 17 - 25            | 1 ECE Educator & 2 ECE Assistants               |
| Out of School           | 12                 | 1 Employee (Kindergarten & Grade 1)             |
|                         | 15                 | 1 Employee (Grade 2 +)                          |

These staff to child ratios do not apply to children who may require additional one to one care. These ratios are set by the Child Care Licensing Regulations of BC.

## Procedures

### Pick up & Drop Off (Parents/Guardians)

- Parents/guardians must sign their child in when dropping off and sign out at the end of the day.
- Children must be brought into the program room prior to their parent/guardian leaving the vestibule
- For more details pertaining to pick up/drop off, please refer to the Safe Release & Access Policy.

### Supervision

- Staff will put themselves in a position to monitor as many children as possible, following the staff to child ratios.
- Staff should stay close enough to children in which they can intervene if necessary.
- No child will be left alone in a room or play area.
- Staff must communicate to ensure proper supervision to multiple play areas at one time, following the staff to child ratio policy.



# CARE & SUPERVISION OF CHILDREN POLICY

January 2025

- Regular head counts must be completed when children are moving from inside to outside and vice versa.
- Staff must ensure all gates and doors remain closed at all times.
- Active and interactive supervision is required at all times; staff will refrain from conversations or other activities which distract them from children for long periods of time.
- Staff will inform superiors should a child require more one on one care, for more information, please refer to the Inclusive Policy.

## Bathroom

- Children are encouraged to notify staff when they need to use the bathroom, a staff member is required to accompany the child at all times.
- Staff must inform the other members of their departure and ensure the staff to child ratio is maintained,

## Staff Wellbeing

- Staff will ensure they are only attending work when they are of sharp mind and able to child mind.
- Lunch and coffee breaks will be followed to ensure proper nutrition while working.
- Staff will only eat in the designated break area and wash hands thoroughly before returning to supervise children.
- Staff will ensure all beverages are safely stored in spill-proof containers.
- Staff members, under no circumstances will come to work while under the impairment of prescription or recreational substances and/or alcohol.

## Incident Reporting

When an incident or injury occurs, staff must complete an incident form. This form is kept on record; the Managing Director is notified and communication plan devised for the parent/guardian.