

**WATERLOO INFANT TODDLER DAYCARE ASSOCIATION PLAYGROUND & FIELD TRIPS
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PLAYGROUND SAFETY POLICY

Intent

The intent is to provide a safe play spaces for Infant, Toddlers, Preschool and Kindergarten children and help minimize risk of injury. The policy sets out the expectations of WITDA and/or WITDA St. John's Summer Camp Educators and employees for safety and supervision of children on playgrounds.

Playground Statement

Waterloo Infant Toddler Daycare Association will follow any and all safety standards set out by the CSA standards code. Any changes that are to be made to the playground or structures will be followed. Each year the playground will be inspected by an approved certified playground safety inspector. WITDA will have a playground safety log that will be kept in the Director office. This book will hold the monthly, annual inspections reports and the repair log for both main site playgrounds. At WITDA St. John's Summer camp the same type of book will be kept in the Supervisor office and will have all the same information pertaining to their playground for the summer months we use it.

Any new equipment or new renovations, repairs or replacements will be installed to meet the CSA standard. Any new structure will be inspected by a Certified Playground Safety Inspector. Everything will be in writing. Any new playgrounds will have a playground plan and it will be submitted to the Ministry of Education.

These are basic schedule and can change at any time depending on the program structure number of children present and activities happening during the day. Each group of children will spend at least 2 hours outside at some point during the day. Time can include dressing depending on weather. Each classroom will communicate with each other if they are changing any playground times. We have opened up the playground to programs and utilize the space when needed or when the children need it. Each playground has a max number of children they can hold. Preschool playground can have maximum of 40 children on it at one time however we work at not exceeding 32 to 38 children at one time. On special occasion we could use the maximum limit. The Toddler playground can have a maximum of 30 children out at one time. The upper area must be open when there are more than 27 toddlers out in the playground to meet all spacing requirements.

The gate between the two playgrounds can remain open and the children can flow between them if they are of preschool age and no Infant or Toddlers are out on the playground. Infant and Toddlers may use the preschool playground but may not use the preschool structure at any time. If an age group is using both playgrounds they must be of the same age group no mixings of age groupings.

With regard to WITDA St. John's Summer Camp the playground has a max number of children it can hold. The playground can have maximum of 36 children on it at one time.

Temperature guideline for outdoor play: Infant will not go outside under -10C including wind chill. Toddlers will not go outside under -12C including wind chill. Preschoolers will not go outside under -15C including wind chill. During the summer +30 including humidex we will not go outside or with the older children we will reduce the time we spend outdoors. We are lucky to have a lot of shade in our playgrounds and if the summer months humidity is boarder line the older children may go outside for a short time depending on the breeze and time of day. Each playground is equipped with water for the children to drink when they are thirsty. Educators will require children to rehydrate periodically when they are outside playing.

PLAYGROUND POLICY

1. Every day an Educator will inspect the playgrounds. This will take place in the morning and afternoon. A schedule will be posted in each classroom on who is responsible for completing inspections. The inspection will include looking to ensure the climber and surrounding area is safe for the children. There will be a check list that will be followed each day. Each inspection will be dated and initialed by the staff who completed it.
2. A monthly inspection will be done by the Director and/or, Supervisor. A check list will be followed.
3. The playground Educator-child ratios will never be reduced during outdoor time. This will include morning and end-of-night ratios.
4. Each classroom will have planned activities for outside play. These activities will be posted on the program plans. A variety of activities will be offered during outside time.
5. If there happens to be a problem with the playground structure, the office will be notified immediately and the proper steps will be taken to ensure safety of the children.
6. If an accident occurs on the playground, an accident form will be completed and any necessary steps will be taken. The Director or Supervisor must sign all playground accident reports.
7. Playground checks need to be completed even when you are not able to go outside. The weather may change and the next group can go out. Emergency paths always need to be cleared of snow.

PLAYGROUND SUPERVISION

1. Each playground will be inspected daily by an Educator in the a.m. and p.m. as agreed to by the Educators and it is posted in each classroom as shift duties.
2. Ratio in all age groups must be maintained at all times when outside. In the case of an emergency, the Supervisor or Financial Manager can be called into program to maintain ratio.
3. Staff are expected to interact with the children while outside. Sitting around and chatting to each other is not appropriate. As part of the program, each room will do at least 3 different outdoor planned

activities per week. However Educators need to ensure there are enough activities available to the children while outside. All children will be counted before going outside and before coming back inside. When entering and exiting the playground the outside door needs to be clipped so staff hands are free to assist children up and down the stairs.

PLAYGROUND INSPECTION SCHEDULE

Schedule

Infant & Toddler Playground: Maximum Group Size at any one time is 30

A.M. Inspection

P.M. Inspection

9:00 completed by the
Infant 9:00 shift Educator.

2:00 completed by the Toddler 1
end of night shift Educator.

Preschool Playground: Maximum Group Size at any one time is 32-38

A.M. Inspection

P.M. Inspection

8:10 completed by the
Preschool 2 Early shift Educator.

2:00 completed by the
Preschool 1 end of night shift Educator.

Note: Preschool playground is large enough for up to 40 children however we will only use that on special event days for a short period of time.

Waterloo Infant Toddler Daycare Association

Infant & Toddler Playground Daily Checklist

Legend											Date											Comment/Legend																																												
<div> <div>okay</div> <div>X a found problem has been fixed</div> <div>* a problem has been documented/inform office right away. If you can't go out write who or the reason or why.</div> </div>																																																																		
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Waterloo Infant Toddler Daycare Associates												Preschool Playground Daily Checklist												
Legend		X a loud problem has been fixed										a problem has been documented inform office right away. If you can't go out write why on the day am or pm.												
Date		MON		TUE S		WED		THURS		FRI		Date		MON		TUE S		WED		THUR		FRI		Comment if agreed
ITEMS		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	ITEMS		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
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Climbers												Climbers												
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Cups and Plugs												Cups and Plugs												
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Plastic Components												Plastic Components												
Steps												Steps												
Hand rails												Hand rails												
Ground Clearance							</																	

Child's Name _____ Date and Time of Occurrence: _____

Date Reported _____	Report Written By _____
Time Reported _____	Witness _____
Parent Signature _____	Supervisor Signature _____

FIELD TRIP & WALKS

1. On field trips and/or walks each room is expected to take their classroom backpack. The backpack should contain: all up to date emergency cards, class attendance sheet for the day, first aid kit, extra Kleenex as needed. A Educator on the trip must carry a cell phone for any emergency to make call. The daycare will pay for any charges incurred. If a Educator does not have a cell phone, the daycare will provide one for the day for emergency calls only. Please ensure the office has your cell phone number if you are going to use it for us to contact each other.
2. The office must be informed of the route that will be taken for a walk.
3. When using the looped rope on a walk 1 Educator or staff will be at the end, 1 at the front, and the third will walk somewhere near the middle of the rope between the children and the road.
4. All road crossings will take place at crosswalks or not at all. Everyone must stay together.
5. Children will be counted at the start, finish and during each walk.

6. When taking the bus, you must stay together as a group at all times even if this means you may miss a bus. Everyone must cross at the same time and remain at the same bus stop. If you feel you want to move to another bus stop, there must be a consensus between all teachers.

FIELD TRIPS AND SPECIAL DAYS

Field trips are an important part of the WITDA's program. They should be planned to enhance themes and the children's knowledge of the community around them.

1. The responsibility for planning lies with the program staff, but all field trips must be approved by the Director or Supervisor.
2. Once the trip is approved, notice must be given to parents at least 2 weeks prior to the trip. Or as much notice as possible depending on where the trip or walk takes place.
3. Ratio on the trips are as follows and are subject to change depending on the trip and how many children are going and where the class is going.
 - **Infant** 1 Educator to 2 children if going to a splash Park. Other trips that children stay in strollers are 1 Educator to 3 children.
 - **Toddler** 1 Educator to 4 children if going to a splash park. Rest of trips i.e. (Zehrs) 1 Educator to 5 children.
 - **Preschool** 1 Educator to 6 children if attending a splash park of trips. Rest of trips i.e. (Zehrs, animal hospital) 1 Educator to 8 children.
4. Parent volunteers on an outing must obtain a Vulnerable Sector Check before they are allow to attend on the trip. The daycare will maintain the proper ratios by sending more Educator's or supply staff on trips.
5. Educator must fill out a Special Event Form and put it in the field trip binder located in the Staff room at least 2 weeks prior to the field trip.

Field Trip Rules & Information for Parents & Staff Letter

We want to thank you for volunteering. It is always a pleasure to have volunteers on the trip. We have a few rules for field trips that we require all volunteers to follow. Please read carefully and follow them to make sure we have a safe trip.

1. According to the Supervision and Access policy, all volunteers must have a vulnerable Sector Check before they are allowed on the trip. This apply to all parents, grandparents, relatives and friend. The whole group will always stay together while on the trip or walk.
2. Educators will take any children to the washroom when necessary.
3. There will be no smoking or drinking of alcohol during the trip.
4. Lunch and snack will be provided for everyone. This will ensure that children with allergies are safe and we are not going against parental requests.

5. No souvenir or treat, are allow to be bought for any child unless it is done by the Educator.
6. Instructions will be given to everyone about the itinerary for the trip. These have been approved by the Director. Please listen to and respect these times and places. The person organizing the trip has worked very hard to give everyone as much time as possible to enjoy the trip and still return to the daycare within the allotted time constraints.
7. It is WITDA's policy that cell phones, pagers and blackberries will only be used on field trips in case of an emergency. We ask you not to text or make calls during the trip. If you are on your phone you are not paying 100% attention to the children. Staff are carrying cell phones with them and may occasionally have to contact the center by either a phone call or text.

We have these restrictions for everyone's safety. We must accommodate for the various ages and abilities of the children and various parental requests and concerns. Please keep in mind that what you allow your child to do on your own time could vary from the daycare's policies. Our policies take into consideration a wide variety of parental rules and requests. Safety is our primary concern.

Thank you

Bonnie Aultman RECE Director

& WITDA Educators

Waterloo Infant Toddler Daycare Association Special Event Form

Date: _____ Classrooms: _____

Special Guest

Name of guest: _____ Contact Person: _____

Address: _____ Phone # _____ Total Cost: _____

Location: _____ Start time: _____ End time: _____

Total Cost: _____ GST: _____ Deposit: _____

Method of Payment: CHQ VISA CASH INVOICE

Comments: _____

Field Trip

Staff Contact: _____ Destination: _____ Contact: _____

Address: _____ Phone # _____

Daycare Departure: _____ Daycare Arrival: _____

Destination Arrival: _____ Destination Departure: _____

Child Cost: _____ Child Free: _____ Adult Cost: _____ Adult Free: _____

Deposit: _____ GST: _____ Method of Payment: CHQ VISA CASH INVOICE

Payable to: _____

Estimated Total Cost: _____ Other Notes: _____

Bus: LNDLAW GRT # _____ Contact: _____ Phone # _____

Daycare Departure: _____ Pick up time: _____

Destination Departure: _____ Pick up time: _____

Bus cost: _____ Driver cost: _____ Adult tickets _____ Kids tickets _____

Volunteers Needed? YES NO # of adults attending _____

Volunteer Ratios Inf _____ Tod _____ Pre _____ Sr. Pre _____ Kindergarten _____ School Age _____

Lunch Required? _____ When: _____ Where: _____ How Many: _____

Snack Required? _____ When: _____ Where: _____ How Many: _____

Specific Requirements: _____

Timeline:

Items to bring: First Aid Kit, Kleenex, emergency cards, Water, Plastic cups, Spare clothes, Sunscreen
Quarters, Attendance

Please attach any brochures, maps or business cards to this paper

FIELD TRIP CHECKLIST

_____ Emergency Cards	_____ Money (to pay for trip)
_____ Allergy List	_____ Cheque for Bus
_____ Specific Rules for Trip	_____ Bus Tickets
_____ Lunch (coolers)	_____ Epi Pens
_____ Snack	_____ Inhalers and chambers
_____ Wipes (dry and wet)	_____ Any needed Medications
_____ Hand Sanitizer	_____ Kleenex
_____ Bottles (babies)	_____ List of Volunteers and children in their group
_____ Pacifiers (babies)	_____ Attendance sheet 1 to office & 1 takes on trip
_____ Extra Water and Cups	_____ Cell Phone/Quarter for Phone
_____ Bathing Suit	_____ Life Jackets or Water Wings
_____ Sunscreen	_____ Towels
_____ Diapers	_____ Any Special Required Item (i.e. Extra snack)
_____ Watershoes	_____ First Aid Kit
_____ Sign In and Out Sheet	_____ Back Packs
_____ Rubber Boots	_____ Extra set of Clothing