

## CHAPTER THREE: BUILDING, EQUIPMENT AND PLAYGROUND

Building, Equipment and Playground	Playground Supervision and Transition Plan
Created: April 2021 Revised: May 2021, June 2021	Policy Number: 3.18C (replaces policy 1.35)

### Policy

NHCS will ensure that children are transitioned safely to and from the playground and ensure when school age programs are operating that a rotation plan is followed to comply with the Child Care and Early Years Act minimum outdoor play time.

### Procedures

1. All staff are to do a head count of both children and staff before and after each transition in and out of the playground and compare with attendance prior and after each transition. A head count must be taken again once arrived in or out of the playground. Staff must inform other classroom educators of number of children they are taking outside if going in small groups.
2. When walking to the playground the children must line up and walk single file along the side of the building following the educator.
3. When possible there must be an educator that walks at the head of the line and at the end of the line to maximize supervision of the children walking.
4. Staff must know at all times how many children are in their care and you must know the whereabouts of your individual small group to ensure proper supervision at all times.
5. The playground shall have at least 5.6 metres per child in accordance with the licensed capacity. The fence will be a minimum height of 1.2 metres and the fence shall be furnished with one or more gates that are securely closed at all times.
6. **At the 168 Hastings St. site the maximum number of children allowed in the playground is 24 at one time. If the School Age Program attendance exceeds 24 children then the program will break into two groups based on the size permitted within ratio.**
7. Staff are to follow the playground rotation for 168 Hastings St. that is posted in each classroom and ensure that small groupings are followed accordingly.

#### Rotational Plan:

- a. When school age programs are operating full day programs:  
School Age program will use the playground from approx. 9-10am for and approx. 2-3pm. The Preschool program will use the playground when the School Age children are inside at approx. 10-11am and 3-

- 4pm. If there are two School Age groups then the second group will use the playground from 12-1pm and 4:30-5:30 pm.
- b. When school age programs are operating before/after school:  
School Age program will use the playground from approx. 4:30-5pm and the second group will use the playground from approx. 5-5:30pm. The Preschool program will go outside when the School Age children are inside.
8. Staff are to follow the playground rotation for 20 Hastings Heritage Way that is posted in each classroom and ensure that small groupings are followed accordingly.

Rotational Plan:

- a. When school age programs are operating full day programs:  
School Age program will use the playground from approx. 9-10am for and approx. 2-3pm. The Senior Toddler program will use the playground when the School Age children are inside at approx. 10-11am and 3-4pm. If there are two School Age groups then the second group will use the playground from 12-1pm and 4:30-5:30 pm.
  - b. When school age programs are operating before/after school:  
School Age program will use the playground from approx. 4:30-5pm and the second group will use the playground from approx. 5-5:30pm. The Senior Toddler program will go outside when the School Age children are inside.
9. Ratios are never to be changed when outside. The staff ratios will be maintained on the playground as per the Child Care and Early Years Act (CCEYA).
10. The staff will move around the playground interacting with the children in their small group and positioning themselves to supervise various play areas (i.e. sandbox, bikes etc.)
11. If a child needs to use the washroom, staff must take enough children inside with them to ensure that the playground is within ratio. For school age children please see the supervision policy for procedure.
12. Ensure all gates leading to other playgrounds or walkway are closed properly
13. Children should be dressed for the weather. In winter: jacket, snow pants, hat, mittens, and snow boots. In summer: children must have a hat and all children must have sunscreen applied unless otherwise instructed by parents in the child registration package.
14. Any children who are kindergarten age or younger must wear a pinny if going on a walk in the park area.
15. No walks can take place in the park area unless an inspection of the area takes place prior.

The Coordinator shall ensure that these policies and procedures are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.

2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.

3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to the policy or procedure.