



Instructions and Tips for Creating Compliant Policies and Procedures: Outdoor Play Supervision Plan (O. Reg. 137/15, s. 30)

Mandatory Information

The following information **must be included** in the plans for outdoor play in each home child care premises to comply with requirements under the *Child Care and Early Years Act, 2014* and O. Reg. 137/15:

- The expectations for supervision of each child receiving child care at a home child care premises that have been agreed upon by a parent of the child, the home child care provider and a home child care visitor.

Other Considerations

The following are some tips and other considerations for developing outdoor play supervision plans. These are not mandatory, but they will support the development of more comprehensive and high-quality plans:

General

- Create a separate outdoor play supervision plan for each child.
- Provide definitions for ambiguous terms used throughout your document.
- Include a space to put the date that the plan was established and last updated.
- Include the purpose and intent of the plan (e.g., supporting a common understanding of expectations for outdoor supervision, to support children's health, safety and well-being, etc.).
- Break down your plan into requirements that are specific to outdoor supervision on the premises and outdoor supervision off the premises.
- Link the plans to other policies and procedures that have been implemented, where applicable (e.g. standing and recreational bodies of water policies and procedures).
- Link the plan to other CCEYA regulatory requirements (e.g. keeping and recording attendance, ensuring supervision of children is maintained at all times, having emergency contact information readily available, etc.)

Processes and Expectations to Include

- Describe how the plans for outdoor play in each home child care premises links to the four foundations of the *How Does Learning Happen* framework.
- Ensure the outdoor play supervision plans allow for balance to meet the needs of all children of different ages and with various learning and developmental needs.
- Include a space to specify where the area or location of any outdoor activity (on or off the premises) can be clearly described (e.g., home child care provider's front or back yard, community or local park, etc.).
- Include details relating to school-age children who may be allowed to walk to and from school or play outdoors without direct supervision and how appropriate supervision is maintained by the provider for these children.
- Include an acknowledgement and consent section where the parent of child receiving care, the child (if appropriate for the child's age), the home child care provider and home child care visitor can sign and date that they have reviewed the outdoor play supervision plan and have agreed upon it.