

Instructions and Tips for Creating Compliant Policies and Procedures: Provision of Equipment (O. Reg. 137/15, 27[1])



Mandatory Information

Licenseses of home child care agencies are required to develop policies and procedures with respect to the provision of equipment in each premises where the agency oversees the provision of home child care under the *Child Care and Early Years Act, 2014* (CCEYA) and O. Reg. 137/15.

Other Considerations

The following are some tips and other considerations for developing your provision of equipment policy. These are not mandatory, but they will support the development of more comprehensive and high-quality policies and procedures:

General

- Provide definitions for terms used throughout your document (e.g. equipment).
- Include a space to put the date that the policy was last developed and/or updated.
- Link this policy to the written agreement between the home child care agency and the home child care provider.

Consultation and Resources

- Include references to other regulations and resources, as appropriate (e.g. requirements under Highway Traffic Act specific to car seats, Health Canada guidelines specific to cribs, high chairs, etc., and links to information about recalls).
- Include information about who is responsible for monitoring recalls and safety alerts issued by Health Canada on equipment, furnishings and play materials.
- Include information, where applicable, about available health and safety funding from local and community-based programs and services for such materials such as fire extinguishers and first aid kits. Include information about community resources that provide services such as toy lending, where applicable.

Processes and Expectations to Include

- Be clear about the intent of your provision of equipment policy and what you are trying to achieve through its implementation.
- Describe how your provision of equipment policy links to the four foundations of the *How Does Learning Happen* framework.

- Include expectations for providers, including who is responsible for providing and maintaining equipment to meet the requirements set out in the CCEYA and O. Reg. 137/15 (e.g. ensuring sanitary practices are implemented, maintaining equipment and furnishings in a safe condition and in good repair, etc.).
- Include information about liability, and specify who is responsible for repairing or replacing equipment if it becomes damaged or broken.
- Clearly set out which equipment is included in and excluded from the policy and procedures (e.g. cribs, playpens, cots, high chairs, etc.).
- Reflect other CCEYA regulatory requirements in your policy and procedures, for example:
 - the requirement to provide sleep equipment each infant and each child 18 months and including five years old who receives home child care the premises;
 - the requirement to ensure that play materials, equipment and furnishings are maintained in a safe and clean condition and kept in a good state of repair; and
 - the requirement to ensure that play materials in each premises are provided in numbers that are adequate, are of sufficient variety to allow for rotation, are available and accessible, are of such type and design to allow children to make choices, and are appropriate to support the learning and development.