



POLICY 11250

STAFFING

POLICY:

Rocky Mountain JUSTB4 Program will be staffed in compliance with Ministry requirements as well as for the purpose of providing quality care and experiences for the children in its care.

PROCEDURES:

- For the purpose of offering a preschool program for up to 20 children, there will be 2 staff members to maintain a ratio of 10:1 during all indoor and outdoor activities.
- The program will be staffed with one ECE and/or another ECE/ECEA.
- ECE/ECEA duties will include but are not limited to providing safe, caring and fun learning environment; adhering to all Ministry-requirements and procedures; maintaining communication with Parents/Guardians; reporting concerns to the ECE manager; modeling appropriate social interactions for the children; practicing proper hygiene; cleaning/sanitizing and maintaining equipment; collaborating with the ECE Manager to implement the program.
- The facility bathrooms are located outside the classrooms, in the hallway of the centre. If a child needs to use the bathroom during the program, the ECEA will take the child/children to use the facilities and/or stand in the doorway to supervise.
- During outside play the ECEA will take the child/children to use the bathroom if necessary.
- The ECE Manager will be responsible for creating a program of daily activities that are educational, enjoyable and engaging, and at a level appropriate to the developmental ability of the children.
- The ECE Manager will perform program operating duties including administration functions; updating policies and procedures; ensuring cleaning and sanitization practices are followed; assisting with staff supports and Parent/Guardian support/guidance.