



Region of Waterloo
SOCIAL SERVICES

**Home Child Care
Policies and Procedures**

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| Section: Staffing | Policy No: 3858319 |
| Policy Title: Extended Hours Policy for Caregivers – Providing Care During Evenings and Weekends | Revision Date: June 10, 2022 |

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| <p>Authority: Region of Waterloo</p> |
| <p>Policy Statement: All caregivers who have children in their care after 6pm from Monday to Friday, or children present on weekends, must adhere to the requirements outlined in this policy.</p> |
| <p>Policy Intent: To ensure the health, safety and well-being of children in evening and weekend care.</p> |
| <p>Definitions: Quarter is defined as a three month period. Extended hours are defined as care that occurs after 6pm on weekdays, or care that occurs on weekends.</p> |
| <p>Procedures:</p> <p>Care During Extended Hours</p> <p>The maximum amount of consecutive hours a child can be in care is 23 hours.</p> <p>All existing Region of Waterloo Home Child Care policies apply to care provided outside of standard care hours.</p> <p>Quarterly visits are required during the extended hours while children are in care.</p> <p>A Sleeping Arrangements Permission Form must always be completed for each child and contain any details about overnight, if applicable.</p> <p>Caregivers must adhere to the following guidelines for overnight care:</p> <ul style="list-style-type: none"> • Sleep arrangements are always discussed with parents prior to care starting, and ongoing as the needs of the child changes. • Children who are not siblings must sleep in separate beds. • Waterbeds, daycare cots, playpens, or sleep mats are not used for overnight |

care.

- All children must have their own bedding, which is laundered weekly.
- The sleeping room must be a finished space (no unfinished attics, hallways, or stairway halls).
- Sleeping room must be attached to the caregiver's home.
- Basements shall not be used for sleeping unless there is an exit directly to the outside.
- A standard bed mattress on the floor can be used.
- Children aged 6 and older may not share a bedroom with a non-related child of the opposite gender, Siblings, with parental consent, may share a double or larger bed.
- The emergency evacuation plan must include a plan for the sleeping room.
- The sleeping room must be free of clutter, medication, and personal hygiene items.
- No child may share a bed or the sleeping room with any adult couple or adult of the opposite gender. This does not apply in the case of an infant, or when the special medical needs of the child require that he or she be in the same room as an adult.
- Any overnight guests or new residents must meet our reference requirements (Vulnerable Sector Check and Family and Children's Services check) before the child spends the night in the caregivers home.
- For overnight care, Caregiver performs direct visual checks of each sleeping child by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours. Overnight care will require a caregiver to follow the one hour check schedule and then check the child before the caregiver retires to bed and then again in the morning until the child awakes. There must be sufficient light in the sleeping area/room to conduct direct visual check. Direct Visual Sleep Check Record or Daily log must be available for parents to review.

There are additional requirements for younger children, outlined below:

- Cribs must meet the regulations of the Canada Consumer Product Act.
- Children younger than one year are placed for sleep in a manner consistent with the recommendations set out in the document entitled "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada".
- For all children under 5 years old - a baby monitor must be used if the child sleeps on a different level than the caregivers. The monitor is checked daily to ensure it is functioning properly. The monitor is not used as a replacement for the direct visual sleep checks.

Caregivers should review the following routines with their Consultant to ensure best practices are being followed:

- General routine/process for helping children settle for bedtime;
- Where children change their clothes to pajamas;
- The storage of tooth brushes;
- Provision and maintenance (cleaning & storage) of face cloths, towels, and bedding;
- Use of pillows and mattresses made of material that can be easily disinfected between use;
- The process for disinfecting beds between use by different children; and
- The process for separating and supervising males and females aged 6 and older at sleep time, unless parent provides written consent for male/female siblings aged 6 and over to sleep in the same room.