



HEALTH BRANCH

DEPARTMENT OF HEALTH SERVICES AND HOSPITAL INSURANCE

PARLIAMENT BUILDINGS

VICTORIA, B.C.

IN REPLY REFER TO FILE NO.....

July 5, 1973

Mrs. M. Payne,
Greater Vancouver Regional District Planning Board,
2294 West 10th Avenue,
Vancouver, B.C.

Dear Mrs. Payne:

Please find enclosed a copy of the suggested guidelines for groups wishing to establish care for children under three years of age.

The guidelines are the result of research and deliberations by the Committee for Under 3's. Their proposal has been submitted to the Community Care Facilities Licensing Board for its consideration.

We would appreciate your comments and suggestions, as you have actively participated in existing Under 3 Centers, under a special Pilot Project approved by the Board.

Please send your views to the Community Care Facilities Licensing Officer, Department of Health Services and Hospital Insurance, Parliament Buildings, Victoria, B.C., at your earliest convenience.

Yours very truly,

C.W. Gorby
C.W. Gorby
Executive Officer
Community Care Facilities Board

CWG/GD/js

enc.

SUGGESTED GUIDELINES FOR GROUPS
WISHING TO ESTABLISH CARE
FOR CHILDREN UNDER THREE

In reviewing standards for Day Care Centres for infants and children under three years of age, the Committee felt that the American Academy of Pediatrics Committee on Infant and Pre-School Child Standards for Day Care Centres for Infants and Children Under Three Years of Age, published 1971, came very close to providing the guidelines this Committee feels are important to consider in the establishment of centres of this type.

All applications should be made through the local Health office, and be accompanied by a floor plan of the area to be used, a proposed budget, and the constitution of the society (if one has been formed.)

A written submission by the applicant, outlining the need for service, proposed staffing, and program must accompany the application. (Supporting recommendations from the local Health and Human Resources office will be obtained by the Community Care Facilities Licensing office.)

Premises must meet all Municipal and Provincial applicable by-laws pertaining to Fire, Health, Zoning, and Building regulations.

Parental involvement in management and encouragement of volunteer staff to augment specially-trained staff is encouraged.

PHYSICAL STANDARDS

- A. Not less than forty-five square feet of space for each child.
(this would allow for special sleeping area, plus equipment.)
- B. Separate area for sleeping must be available. Sleeping arrangements should be suited to individual needs.
- C. Ground floor, low windows, well lit, adequate heating and easily cleaned floor covering should be used.
- D. The play room should open on to a fenced, equipped play yard.

- E. Total capacity in any one group should be limited to twelve children, and for this number there must be one toilet and one hand basin. In addition, commode or potty chairs are acceptable to augment toilet facilities.
- F. Suitable changing table must be provided for those not toilet trained, and proper disposal area for soiled clothing.
- G. Individual storage spaces for clothes should be available.
- H. Provisions should be made for individual toilet articles.

STAFFING

- A. Applicants for supervisory positions will be approved on an individual basis. Suitable candidates are the Nursery Nurses from Great Britain, Denmark or Sweden with infant training, or Canadian Mothercraft from Toronto with additional courses obtained in British Columbia in preschool training. Similar training received from other sources will be considered.
- B. Assistants must have some grounding in child development and early childhood education, coupled with a knowledge of good physical care and previous experience with children in this age group.
- C. A staff ratio of one to four is recommended, with one supervisor and two assistants for a group of twelve children. These Child-Staff ratios should be computed in relation to full-time child care activities and exclude other duties such as house cleaning, record maintenance and cleaning.

In so far as possible, the same adult should care for the same child.

HEALTH SERVICES

A. There shall be a written Health Program to include policies regarding the following:

- i) Admission and on-going medical care information. This should include important information regarding emergency and special health needs.
- ii) The program for continuing supervision of health needs should be established in conjunction with the local Health Department or Unit office. Periodic reviews of the health program should be undertaken to ensure its implementation and to assess the need for modification.
- iii) Arrangements should be made for the care of a child who becomes ill.
- iv) Special consideration should be given to the handling of food.
- v) Records should be kept for each child including daily health information. This information should be shared with parents at the end of each day.

HOURS

No child shall be in care longer than ten hours a day in this special age group. Arrangements should be made for the shortest possible day for each child.

EQUIPMENT

- A. Equipment, materials, and furnishings should be provided for both indoor and outdoor play that are sufficiently varied, age related, and adequate to meet the developmental needs of the children.
- B. This equipment shall be of sturdy, safe construction, easy to clean and free from hazards.
- C. Individual clean covering, sufficient to maintain comfort during nap and sleeping time must be provided.

EQUIPMENT CONT'D

Lists of equipment suitable for this age group are available from the Community Care Facilities Licensing office, or see bibliography attached to this guideline.

Staggered introduction to a group, with parent attendant, should be compulsory. The Committee recognized that not every child is ready for a group, and emphasizes that all placements should be made with the best interests of the child in mind.

BIBLIOGRAPHY

- 1.) Standards for Day Care Centres for Infants and Children Under Three Years of Age
Published by American Academy of Pediatrics, P. O. Box 1034, Evanston, Illinois, 60204 (1971)
- 2.) Infant Care Giving - A Design for Training
Author - Alice S. Honig, Assistant Professor and Ronald Lally, Associate Professor, Family Development Research Program, Syracuse University
Copyright 1972. Published by Media Projects Incorporated, 159 West 53rd Street, New York, New York
- 3.) Children in Day Care With Focus on Health
Author - Laura Dittman. U.S. Department of Health, Education, and Welfare, Children's Bureau. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
Copyright 1967.
- 4.) A Demonstration Project Group Care of Infants and Toddlers, June 1970
Institute for Child and Family Development.
University of North Carolina, Greensboro, N.C.

The above books are available on loan from the Department of Health Services and Hospital Insurance, Health Education Division, Parliament Buildings, Victoria, B. C.