



FSIN

SASKATCHEWAN
FIRST NATIONS

APRIL
2024

CHILD CARE POLICIES
& REGULATIONS

PART I

Development of Licensing and Monitoring for Children's programs

Vision:

Children are a gift from the Creator.

The Creator placed children in families.

***Childcare services for our children must be guided by the wisdom of the generations,
And by the values and beliefs of our people.***

"On January 26, 1995, the Honorable Lloyd Axworthy, Minister responsible for Human Resources Development Canada, and Honorable Ethel Blondin Andrew, Secretary of State (Training and Youth) announced at a Child Care Forum organized by the Assembly of First Nations that the federal government was placing a priority on addressing child care needs in First Nation and Inuit communities as part of its red book commitment to improving quality child care in Canada."

The overall goal is to ensure that there are at least 6,000 quality child care spaces available in First Nation and Inuit communities as the end of a three-year developmental period. The intent is to move towards access to child day care services by First Nation and Inuit children under the age of 6 years, comparable to that available to children of working and studying parents in the general population, while addressing the unique needs and barriers in First Nation and Inuit Communities. This funding will focus on the creation of new spaces where services were previously inaccessible, while enabling the upgrading of existing spaces to meet First Nations and Inuit standards and quality." Note: this was 27% of children whose parents work or study.

The National Childcare Technician Group (NCCTG) was established by the Assembly of First Nations (AFN) to consider the design and delivery of the Initiative. The NCCTG recommendations are included in a report call "Considerations and Recommendations for the First Nations/Inuit Childcare Program and Funding Framework October 31, 1995." The report is the outcome of a negotiations process with regional First Nations and Inuit groups across Canada. The document is the main reference document for the implementation of this program and includes a national allocation formula. (Those not in agreement were Alberta and Ontario. The Northwest Territories were not represented at the meeting). The NCCTG accepted as given, the principles or parameters used to get confirmation for funds from Cabinet for this child care initiative. This document became known as the "BLUE BOOK". It was the basis of the Halifax Funding Formula, which is still being debated to this day. In December 1995, the Treasury Board in Ottawa approved the Child Care Initiative. There was a resolution by the

Saskatchewan All Chiefs Assembly to enter into Contribution Agreement with HRDC. Their decision was to allocate the funds to each First Nation, using the Halifax formula, so children living on reserve, whose parents were working or studying, would have access to quality child care programs.

The developmental phase for Saskatchewan First Nation's daycare programs on reserve began in 1996 and concluded in April 2000 when programs were required to be operational and able to meet licensing requirements. This phase included: regional training, renovating or building new facilities, creating educational materials, and developing local Childcare program policies. In January 1996 there was a Saskatchewan First Nations All Chiefs' Resolution to form a Steering Committee for Child Care. The Childcare Working Group (CCWG) was formed under the authority given to the Health & Social Development Commission by the "Health & Social Development Commission Act:

Section 16. e): "The Commission may make provision for the establishment and maintenance of support systems; advisory councils; or management, regulatory, or appeal bodies.", and

Section 17. d): "The establishment and maintenance of professional, technical, or advisory bodies."

The Terms of Reference for this working group were approved in July of 1996. Monthly meetings began in October 1996, with representatives from each Tribal Council and from most Independent First Nations. The CCWG gave priority to: developing policies and regulations, developing strategies and options for research and delivery models, funding allocation formulas, multi-year work planning and identifying roles and responsibilities of F.S.I.N., Tribal Councils, and Independent First Nations.

The first version of Saskatchewan First Nations Regulations was drafted in April 1997. Other Child Care Regulations were already in existence: Meadow Lake Tribal Council, Onion Lake Charter and Touchwood File Hills Qu'Appelle Tribal Council. Independent First Nations and Tribal Councils that did not have their own Regulations were to use the Saskatchewan First Nations Child Care Regulations (1998). A proposal was written in 1999 and included as an appendix to the FNICCI Proposal. FSIN was allocated 3.72 % of the regional FNICCI allocation of 6.056 million for 3rd level functions. FSIN agreed to provide the licensing and monitoring functions (2nd level) as in-kind contributions out of the same allocation. The administration money in the document was specifically for licensing and monitoring. Tribal Councils also received allocations for licensing and monitoring based on population of children 0-6 in 1999. All the above figures were ratified through an All Chiefs Resolution.

Through an All Chiefs in Assembly resolution in December 1999, Chiefs gave authority to the Federation of Saskatchewan Indian Nations Inc. (FSIN) and Tribal Councils to provide Licensing and Monitoring to their respective communities through Second-level Services.

The “First Nations Early Childcare Circle” (FNECC) was formed in 2001 through the integration of the original Child Care Working Group with the Head Start Working Group that had been established in 1988 to guide the development of the newly implemented Aboriginal Head Start (AHSOR) program. The Terms of Reference for the integrated Working Group were modified several times and ratified in 2010.

In 2000 the Saskatchewan First Nations Nurturing Seven Generations AHSOR Integrated Framework to Regional Management was written. It was approved by the Health and Social Development Chiefs on March 9, 2000 and approved by Health Canada (then Medical Services Branch) on March 20, 2000. Through that framework, Saskatchewan First Nations were approved for Head Start Programs in all 77 First Nations, providing an equal amount of funding to each First Nation (\$39,500). Each Head Start site needed to identify in-kind contributions and other sources of funding from within the community to support this approach. Each Tribal Council and F.S.I.N on behalf of Independent First Nations, was considered a “Project Site” and contributed administrative, programming and monitoring support to each of their respective Head Start programs. This approach ensured that Head Start Programs were coordinated and/or integrated with, other community services and programs (e.g. Child Care, Nursery or Pre-School, Kindergarten, Nutrition, Community Nursing, Dental,) ensuring they were supported and sustainable. First Nations developed unique program models to deliver this service with limited funding – home visiting and “center days”; stand alone preschool with parent/child days; integrated with Child Care; parent/child programs in the evenings; integrated with preschool/kindergarten, etc.

Saskatchewan Head Start sites and Daycares agreed to follow the Saskatchewan First Nations Child Care Policies and Regulations (FSIN), or their own Tribal Council Regulations/Charter. Each of the First Nations Regulations exceeded the Provincial standards at that time. In 2006, funding was provided by First Nation Inuit Health (FNIH), to support amendment/revisions of the 1998 Regulations to include Head Start On-Reserve Programs, meeting a National standard for AHSOR Programs to follow Provincial or other Regulations. The Regulations Sub Committee, supported by SITAG staff, reviewed the following documents to completely revise the 1998 Saskatchewan First Nation Early Childcare Regulations:

- *Aboriginal Head Start On-Reserve Standards,*
- *Aboriginal Head Start Principles and Guidelines,*
- *Saskatchewan Ministry of Education, The Child Care Regulations, 2006, 2010, and 2015,*
- *Manitoba’s Best Practices for Licensing Manual for Early Learning and Childcare Centers,*
- *Northwest Territories Child Daycare Standards Regulations, and*
- *Regulations from Meadow Lake Tribal Council and File Hills Qu’Appelle Tribal Council.*

The first revision, completed in 2010, was verified to be equivalent to the Saskatchewan Child Care Regulations, and to include all the AHSOR Standards, Principles and Guidelines. The Regulations Sub Committee also updated the *Saskatchewan First Nations Early Learning and Child Care Licensing and Monitoring Handbook*, which included licensing and monitoring tools/protocols. This had been developed in 1999 to provide guidance for Tribal Councils as they began to provide monitoring and licensing services.

Another document – the Saskatchewan First Nations Early Learning Facility Forms was created in 2010 to provide a comprehensive set of sample forms to support Child Care and Head Start staff in meeting the Regulations and managing day to day operations. This included:

1. Required Documents,
2. Program Forms,
3. Employee Forms,
4. Childrens’s Forms,
5. Administration Forms,
6. Program Planning Forms,
7. Nutrition Forms.

In 2001, the Province of Saskatchewan amended their Child Care Act and Child Care Regulations to specifically exempt Saskatchewan First Nations on Reserve children’s programs from their Regulations, as it was not their jurisdiction. The Province amended their Child Care Act and Child Care Regulations again in 2015, adding a section to include licensing and monitoring Childcare Centres on reserve, if requested by a Chief and Council.

The First Nations Early Childhood Circle Sub Committee has continued to review and revise the Saskatchewan First Nation Childcare Policies and Regulations in 2013, 2015, 2017, 2021 and 2024, ensuring they are equivalent to the current Saskatchewan Child Care Regulations. To date, Saskatchewan First Nations are the only region to license and monitor their own children’s programs.

ACKNOWLEDGEMENTS

Thank you to the Sub Committee members and the whole First Nations Early Childhood Circle Working Group for the dedication, knowledge, and passion they invested in the development of these Regulations. Their commitment to working collectively for the best interests of children and families has insured this document meets the needs of First Nations early learning programs in the whole province.

Thank you to Elder Melvina Eagle for her prayers, wisdom, and gentle humor. Her guidance always kept us focused on the children, through stories and timely reminders to listen to each other.

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PART

I

STANDARDS FOR ALL FACILITIES

FACILITY ADMINISTRATION

1. Operating Policies

- 1.1 Every Child Care and Head Start Facility shall establish program operating policies, approved by Leadership and shall make these policies known to the parents or guardians of the children attending the facility and to the current Leadership of the First Nation.
- 1.2 Every Child Care and Head Start Facility shall have a current:
 - a. Staff Handbook,
 - b. Parent Handbook,
 - c. First Nations Personnel Policy.

2. Agreement for Services

- 2.1 Every Child Care and Head Start Facility must enter into a written Service Agreement with the parent or guardian of each child attending the facility for the provision of services.

3. Parent Fees

- 3.1 Every Child Care Facility must:
 - a. Establish a written fee schedule,
 - b. Give one month's notice in writing of any changes in the fee schedule, and
 - c. Ensure all parents are charged the same fee for the same service.
- 3.2 No fees are charged for any Head Start programming.

4. Open Door Policy for Parents

- 4.1 Every Child Care and Head Start Facility shall be open to parents or guardians of children attending the facility during the hours of operation.
- 4.2 Every Child Care and Head Start Facility shall hold a minimum of four parent meetings per year, to provide opportunities for parent/guardian or family involvement.
- 4.3 Every Child Care and Head Start Facility shall communicate with families on a consistent basis.

5. Permission for Research, Photography, Video Recording and Social Media

- 5.1 Every Child Care and Head Start Facility shall obtain a consent form from the parent or guardian of a child prior to carrying out any research project, photography, video recording and/or use of social media.
- 5.2 Only persons with proper identification and approved by Leadership shall be allowed to conduct research or surveys, take photographs and/or video recording at the Child Care or Head Start Facility.
- 5.3 When a Child Care or Head Start Facility has security monitoring equipment in the facility it shall be clearly indicated for all visitors, parents, and staff.

6. Transportation

- 6.1 Where the Child Care or Head Start Facility provides transportation to and from programs, a Transportation Release Form must be signed by the parent or guardian prior to the child attending the Child Care or Head Start Facility.
- 6.2 A transportation logbook shall be signed by each parent/guardian at pick up and drop off of their children.
- 6.3 Current Saskatchewan Government Insurance standards must be followed:
 - a. Drivers with a valid driver's license may transport children,
 - b. Current copies of each driver's license and vehicle registrations must be on file,
 - c. Vehicle safety inspections must be completed annually.
- 6.4 Where the Child Care or Head Start Facility transports children, properly installed child passenger safety restraints must be used as determined by current child's height and weight guidelines.
- 6.5 Vehicles shall be smoke free.
- 6.6 There shall be two adults, one of whom is an approved driver, when transporting children to and from the Child Care or Head Start Facility.

7. Insurance

- 7.1 Every Child Care and Head Start Facility shall obtain and maintain annual:
 - a. Comprehensive general liability coverage and personal injury coverage for the facility,
 - b. Liability coverage for the transportation of staff and children in a motor vehicle,
 - c. Building and contents replacement insurance.

8. Required Posted Information

- 8.1** Every Child Care and Head Start Facility shall post a copy of each of the following documents in a visible location within the facility:
- a. Saskatchewan First Nations Child Care Regulations,
 - b. Facility License,
 - c. Current fee schedule,
 - d. Employee qualifications,
 - e. Child Guidance Policy,
 - f. Program philosophy and mission statement,
 - g. Daily/weekly program plan,
 - h. Parent Handbook,
 - i. Four-week menu plan,
 - j. Emergency exit floor plan,
 - k. Emergency phone numbers,
 - l. Notifications of communicable diseases, when applicable,
 - m. Emergency Response Plan,
 - n. Saskatchewan Child Abuse Protocol (2023).
- 8.2** Every Child Care Facility that provides Head Start programming, and every Head Start Facility shall post the First Nations Head Start Principles and Guidelines.

9. Confidentiality

- 9.1** All persons working in a Child Care or Head Start Facility shall sign an annual Oath of Confidentiality to protect:
- a. Personal information, and
 - b. Any record (paper or digital) with the personal history of staff or children.
- This document shall be kept in each staff person's personnel file.
- 9.2** All persons working in a Child Care or Head Start Facility shall not disclose or communicate any personal information to any person except as required for the health or safety of that child or any other child, and as required by law.
- 9.3** Every Child Care and Head Start Facility shall keep personal information obtained concerning a child or the child's family, strictly confidential.
- 9.4** The child's parent or guardian shall have access to personal information referred to above, upon request.
- 9.5** This personal information may be disclosed to a third party with written consent from the child's parent or guardian.

RECORDKEEPING

10. Child Information Records

- 10.1** Every Child Care and Head Start Facility shall maintain confidential and current records for each child attending the facility which shall include:
- Agreement for Services,
 - Child Health Resume,
 - Release of Child,
 - Transportation Release,
 - Consent for Photos,
 - Child Guidance Policy (signed),
 - Authorization of Medication (if applicable),
 - Injury Report (if applicable),
 - Serious Occurrence Report (if applicable),
 - Consent Forms.
- 10.2** All current records and files shall be kept in a locked fireproof cabinet.
- 10.3** All archive records and files shall be marked “confidential”, and stored in a locked, secure location for six years.

11. Attendance Records

- 11.1** Every Child Care and Head Start Facility shall:
- Keep daily attendance records for each child enrolled in the facility, indicating arrival and departure times of each child, signed by parents or guardians, and
 - Retain attendance records on file for a minimum of six years, marked “confidential”.
- 11.2** Every Child Care and Head Start Facility shall provide a monthly summary record of the children’s attendance to the funding agreement holder.
- 11.3** When a child leaves the supervision of the Child Care or Head Start Facility to attend another facility or program, the authorized person shall sign the child out and sign the child in, on the Facility’s daily attendance sheet.

12. Financial Records

- 12.1** Every Child Care and Head Start Facility shall maintain complete and accurate financial records for the facility’s operations, in accordance with generally accepted accounting principles. This may be delegated to the First Nation Administration.

12.2 Every Child Care and Head Start Facility shall submit financial records to their Second Level Service Provider. (Tribal Council or F.S.I.N.).

13. Employee Records

13.1 Every Child Care and Head Start Facility shall maintain annually updated employee records which include:

- a. Job Description,
- b. Offer of Employment,
- c. Resume,
- d. Medical reports (as required),
- e. ECE Certifications,
- f. First Aid/CPR/AED, Safe Food Handling, WHMIS Certification,
- g. Director/Employee Performance Evaluations,
- h. Director/Employee Assessment,
- i. Employee Exemption including Training Plan,
- j. Oath of Confidentiality,
- k. Employee Emergency Information,
- l. Consent for Photos,
- m. ECE Code of Ethics (signed),
- n. Child Abuse Protocol/Duty to Report (Online Training)
- o. Child Guidance Policy (signed),
- p. Staff Handbook Oath (signed),
- q. Note to File – Criminal Record Check and Vulnerable Sector Check.

13.2 Every Child Care and Head Start Facility shall ensure that employee records are stored in a fireproof locked cabinet accessible only to the Director/Coordinator and Human Resources.

13.3 Every Child Care and Head Start Facility shall:

- a. Keep daily sign-in and sign-out attendance records for all employees,
- b. Retain the attendance records on file for a minimum of six years.

14. Inventory Records

14.1 Every Child Care and Head Start Facility shall keep an updated annual list of inventory including furniture, equipment, resources and materials for insurance purposes.

15. Child Care and Head Start Facility Forms

15.1 Every Child Care and Head Start Facility shall utilize the Saskatchewan First Nations Child Care and Head Start Facility Forms.

16. Minor Injury Report

- 16.1** When a child sustains a minor injury while attending a Child Care or Head Start Facility, the facility shall:
- a. Limit treatments to First Aid,
 - b. Complete an Injury Report, review with the parents/guardian and place in the child's file.

17. Serious Occurrence Report

- 17.1** Serious occurrences are defined as:
- a. Any instance of a child becoming lost,
 - b. Any serious injury to a child,
 - c. The death of a child,
 - d. Any allegation of corporal punishment, physical, verbal or emotional abuse, isolation or denial of necessities to the child by a staff person.
- 17.2** Every Child Care and Head Start Facility shall establish a policy and procedure for emergency medical treatment where the injury requires treatment beyond first aid.
- 17.3** Where a child is involved in a serious injury requiring medical attention while attending a Child Care or Head Start Facility the facility shall:
- a. Notify the parent/guardian or emergency contact,
 - b. Comply with the policy and procedure in all cases, and
 - c. Provide a full detailed report to the Tribal Council or the FSIN within 24 hours using the Serious Occurrence Form.
- 17.4** Where a child is involved in any other serious occurrence while attending a Child Care or Head Start Facility the facility shall:
- a. Notify the parent and appropriate authority,
 - b. Provide a full detailed report to the Tribal Council or the FSIN within 24 hours using the Serious Occurrence Form.
- 17.5** The records shall be retained for a minimum of 6 years after the child ceases to attend the facility.

18. Child Abuse Reports

- 18.1** Every Child Care and Head Start Facility shall immediately report any case of suspected child abuse relating to a child attending the facility to the designated authority as required by relevant legislation and following Child and Family Services protocol.

- 18.2** The Saskatchewan Child Abuse Protocol 2023 must be kept on file, and reviewed at staff orientations.
- 18.3** When any allegation of abuse is made against a staff person, the Child Care or Head Start Facility shall make a report to the Child and Family Services Authority for them to investigate and follow-up.

19. Child Guidance

- 19.1** Child Care and Head Start Facility staff or volunteers shall not:
- a. Permit, practice, or inflict any form of physical punishment or verbal or emotional abuse upon any child in attendance at the facility,
 - b. Deny any necessities to any child in attendance at the facility,
 - c. Isolate or restrain any child in attendance at the facility.
- 19.2** Every Child Care and Head Start Facility shall develop a written Child Guidance Policy or use the Saskatchewan First Nation Child Guidance Policy, located in the Forms Manual.
- 19.3** Every Child Care and Head Start Facility shall ensure all employees and volunteers understand and are able to implement the Child Guidance philosophy, goals and practices.
- 19.4** Every Child Care and Head Start Facility shall post and provide the Child Guidance Policy for staff and parents/guardians of children who attend the facility.
- 19.5** Where an individual behavior management plan for a child is developed by medical or behavioral specialists, which is not consistent with the facility's child guidance philosophy and practice, there shall be a written plan for professional monitoring and support.
- 19.6** All other methods of child guidance must be discussed with and approved by the parent or guardian of the respective child.

CHILD CARE AND HEAD START FACILITY ENVIRONMENTS

20. Furniture, Equipment and Play Materials

- 20.1** Every Child Care and Head Start Facility shall provide furniture, equipment, indoor and outdoor play equipment and materials in the facility that is:
- Of a size that can be safely and independently used by children,
 - Non-toxic, washable, sturdy and safe for use by children,
 - Of adequate quality and appropriate to the developmental capabilities of the children attending the facility, including children with diverse needs,
 - Canadian Standards Association (CSA) certified (commercial products).
- 20.2** Play material and equipment should be culturally relevant and related to the community's cultural background.

21. Indoor and Outdoor Play Equipment

- 21.1** Every Child Care and Head Start Facility shall provide and maintain indoor and outdoor play equipment.
- 21.2** Every Child Care and Head Start Facility shall provide sufficient variety and quantities of play equipment for the number of children who attend the facility.

22. Equipment and Furnishings for Infants and Toddlers

- 22.1** Every Child Care Facility that is licensed to provide care for infants, shall ensure that:
- Each infant in attendance is provided with a crib or a community approved cultural sleeping method for their exclusive use,
 - There are sufficient highchairs or infant seats with safety belts to meet the needs of the infants in attendance,
 - There are change tables for diapering, including an adjacent sink for hand washing.
- 22.2** Every Child Care Facility that is licensed to provide care for toddlers shall ensure that:
- Toilet inserts are provided for their use on standard size toilets,
 - There are sufficient toddler height tables and chairs.

23. Equipment and Furnishings for Children with Diverse Needs

- 23.1 Every Child Care and Head Start Facility that enrolls children with diverse needs, shall:
- a. Provide specialized equipment to allow for inclusion of children in the program activities,
 - b. Provide specialized equipment for toileting, sleeping and eating, and
 - c. Ensures that the facility is accessible for children with diverse needs.

24. Sleeping Equipment

- 24.1 Every Child Care and Head Start Facility shall provide equipment for resting or sleeping (cribs, cots or mats only) for each child in attendance at the facility that is:
- a. Consistent with the developmental capabilities of children in attendance,
 - b. Assigned to individual children for their exclusive use for resting or napping.
- 24.2 Each child shall have their own blanket and sheet.
- 24.3 Traditional infant sleeping methods (such as moss bags or swings), may be used, if this is approved by the parent or guardian, and a signed request form is on file.
- 24.4 Alternative sleeping equipment may be used, if approved by the parent or guardian, and a signed request form is on file.

25. Storage of Children's Personal Belongings

- 25.1 Every Child Care and Head Start Facility shall provide for each child in attendance a separate space for storing their personal belongings.
- 25.2 Every Child Care and Head Start Facility shall provide for each infant and toddler a separate space to store diapering supplies.

CHILD CARE AND HEAD START PROGRAMMING

26. Programming

- 26.1 Every Child Care and Head Start Facility shall establish a program philosophy and mission statement, incorporating culturally relevant programming objectives.
- 26.2 Every Child Care and Head Start Facility shall establish a daily schedule and weekly program plan which incorporates culturally relevant activities. Daily schedules and weekly/monthly program plans shall make adequate provision for an environment that is developmentally appropriate for:
 - a. The ages of the children,
 - b. Each child's interests and capabilities, and
 - c. Children with diverse needs.
- 26.3 Every Child Care and Head Start Facility shall make known to parents or guardians:
 - a. Their daily schedule, and
 - b. Their weekly or monthly program plan(s).

27. Daily Program Activities

- 27.1 Every Child Care and Head Start Facility shall provide equipment and opportunities for a variety of activities that support learning through:
 - a. Culture and traditions,
 - b. Art,
 - c. Sand and water,
 - d. Nature,
 - e. Blocks and construction,
 - f. Dramatic play/housekeeping,
 - g. Language and books,
 - h. Music and dance,
 - i. Math and science.
- 27.2 Every Head Start Facility shall implement the six components of the Aboriginal Head Start on Reserve Program:
 - a. Culture and Language,
 - b. Education,
 - c. Nutrition,
 - d. Parental Involvement,
 - e. Social Support,
 - f. Health Promotion.

- 27.3 Play activities for the children shall be in groups which do not exceed the requirements of these Regulations and shall allow for daily:
- a. Individual and small group activity,
 - b. Large/gross and small/fine muscle activity,
 - c. Cognitive, physical, social, emotional, spiritual, and cultural learning experiences, and
 - d. Balance between child-initiated and adult-initiated activity.

28. Daily Outdoor Play

- 28.1 Every Child Care and Head Start Facility that provides services to children for more than four continuous hours per day, shall provide outdoor play for children on a daily basis, weather permitting.
- 28.2 Every Child Care and Head Start Facility shall establish a policy that provides for daily outdoor play, weather permitting.

29. Provision for Rest or Sleep

- 29.1 Every Child Care and Head Start Facility that provides services for more than four continuous hours per day shall provide opportunities for children to rest or sleep in accordance with their developmental needs.
- 29.2 In accordance with current health information, infants shall be placed on their back or side for sleeping.

30. Toileting

- 30.1 Every Child Care and Head Start Facility shall ensure children can use toilets and sinks safely and independently.

NUTRITION

31. Food Provided

- 31.1 Meals and snacks must be supplied by the Child Care and Head Start Facility for all children in attendance and shall ensure that:
- The provision of foods meet the nutritional needs of children and comply with Canada's Food Guide and Canada's Food Guide – First Nations, Inuit and Metis (Health Canada),
 - Menus are planned and parents or guardians are informed of menus in advance,
 - Menus are retained on file for three months,
 - Food is served within three hours of the facility opening each day, and then, not more than three hours between each meal/snack provided in the facility.
- 31.2 Children shall have access to drinking water during the day.
- 31.3 When a Child Care or Head Start Facility provides services for school-age children, the facility shall ensure that food is served when children attend the facility:
- For more than one hour before or after school, and
 - During the noon lunch period.
- 31.4 Where a child requires a special diet for medical reasons, the child's food shall be prepared and provided by the child's parent or guardian.
- 31.5 Where a child has a food allergy, the child's photo and the list of allergies shall be posted in the kitchen and where food is served to the children.

32. Infant Feeding

- 32.1 Where an infant attends a Child Care or Head Start Facility, the facility shall ensure that:
- Food for infants under six months of age is provided by the child's parent or guardian,
 - Food that is provided must be appropriately prepared for the age of the infant,
 - Each infant is fed by the same person for more than half of their feedings,
 - Where the infant requires bottle-feeding, the infant is held by an adult,
 - Infants and toddlers must be sitting – not walking – with a bottle or sippy cup.
 - Infants are put to bed without bottles, to prevent choking, tooth decay and ear infections,
 - A private area is provided for mothers to breast-feed their infants.
- 32.2 Every Child Care and Head Start Facility shall establish a policy on bottle feeding.

33. Food Storage, Handling and Serving

- 33.1 Every Child Care and Head Start Facility shall ensure that:
- a. Milk and milk products used or served are pasteurized and stored at 3-4 degrees C,
 - b. All meat products used, including wild meat, have been inspected, and are stored at 3- 4 degrees and are thawed in a fridge or microwave oven,
 - c. Procedures for hand washed dishes and utensils follow proper sanitization. procedures (wash, rinse, sanitize and air dry),
 - d. All staff handling or serving food shall have a Safe Food Handling Certificate,
 - e. The refrigerator is cleaned weekly.
- 33.2 No person affected by colds, skin infections or other communicable diseases shall be involved with preparation and handling of food.
- 33.3 Every Child Care and Head Start Facility shall comply with all Health Regulations and guidelines regarding equipment and procedures for food storage, handling, and serving.

HEALTH AND SAFETY

34. Hygiene

- 34.1 Every Child Care and Head Start Facility shall ensure that all clothing, bedding and grooming materials for the use of children in attendance shall:
 - a. Not be exchanged among children,
 - b. Be stored and maintained in a sanitary condition.
 - c. Hygienic procedures are followed by all adults and children in the facility.
- 34.2 Every Child Care and Head Start Facility shall ensure that toys, equipment and furnishings are maintained in a sanitary condition.

35. Smoking

- 35.1 Every Child Care and Head Start Facility shall not permit any person to smoke or use electronic cigarettes (vaping) in the facility or in the vicinity of the outdoor play area.
- 35.2 Every Child Care and Head Start Facility shall ensure that ashes and cigarette butts are disposed of safely, so they are not a fire hazard nor accessible to children.
- 35.3 Designated smoking and vaping areas shall be at least 10 meters away from the facility and not visible to the children.
- 35.4 "No Smoking" signs shall be posted on all entry doors and playground fences.

36. Animals

- 36.1 Every Child Care and Head Start Facility that keeps animals in a facility must consult with the Environmental Public Health Officer and follow all of their recommendations.

37. Maintenance, Repair, and Cleaning

- 37.1 Routine cleanup after activities shall be carried out.
- 37.2 No facility shall carry out any of the following while child care is being provided:
 - a. Maintenance,
 - b. Repair to any area of a facility, or
 - c. Major cleaning.

38. Communicable Disease

- 38.1 If a Child Care or Head Start Facility has reason to suspect that a child attending the facility has a “reportable” communicable disease (see Table-PHC-CDGuidelines.pdf (saskhealthauthority.ca)), the facility must:
- a. Immediately notify the local medical personnel, and
 - b. Ensure that any recommendations or instructions of the local medical personnel regarding that specific communicable disease are carried out.

39. First Aid Supplies

- 39.1 Every Child Care and Head Start Facility shall provide and maintain a fully stocked standard First Aid Kit:
- a. That is stored in a place inaccessible to children, and
 - b. Which conforms with the Occupational Health and Safety Regulations.
- 39.2 Every Child Care and Head Start Facility shall maintain a second First Aid Kit to take on all children’s excursions from the facility.
- 39.3 Every Child Care and Head Start Facility that transports children to and from the facility, shall provide a First Aid Kit in the vehicle.

40. Administering Medications

- 40.1 Every Child Care and Head Start Facility that agrees to administer prescribed medications to a child in attendance at the facility shall ensure that:
- a. Only medications prescribed by a medical professional in their original containers, labeled with the child’s name, dosage, time and method, will be administered to children,
 - b. Written permission forms are signed by the child’s parent/guardian,
 - c. Written records are kept of each dose of medication which includes the child’s name, date, time, and amount of each dose administered and staff initial or signature verifying the medication was given and witnessed by another staff member.
 - d. Ensure that the medication is stored in a locked cabinet or container, inaccessible to children.

41. Facility Safety

- 41.1 Every Child Care and Head Start Facility shall:
- a. Store unsafe items, poisonous substances and inflammable substances in their original container and in a locked cabinet or cupboard inaccessible to children,
 - b. Enclose radiators and hot pipes with non-combustible materials,
 - c. Cap electric outlets accessible to children,
 - d. Ensure all doors to utility, laundry and storage rooms are kept locked,
 - e. Ensure staff follow all WHMIS instructions provided for each chemical used in the facility, and
 - f. All spray bottles are labeled, dated and kept out of reach of children.

42. Use of Personal Electronic Devices

- 42.1 Every Child Care and Head Start Facility shall ensure that staff do not use personal electronic devices during work hours, except for scheduled breaks away from children.

43. Hot Beverages

- 43.1 Every Child Care and Head Start Facility shall ensure adults drink hot beverages only on scheduled breaks away from children.

44. Emergency Situations

- 44.1 Every Child Care and Head Start Facility's staff shall know and follow their First Nation's Emergency Management Policies and Procedures to address emergency situations, including but not limited to:
- a. Extreme weather conditions,
 - b. Community emergency,
 - c. Water advisory or water pipe failures,
 - d. Furnace/air conditioning failures,
 - e. Pandemic health notification,
 - f. Natural disaster,
 - g. Community Lockdown,
 - h. Hold and Secure situations.

45. Telephone and Emergency Numbers

- 45.1 Every Child Care and Head Start Facility shall be equipped with a telephone – land line or VoIP (Voice over Internet Protocol) in working condition, in a convenient location in the facility.
- 45.2 Every Child Care and Head Start Facility shall ensure that the emergency telephone numbers are posted in a prominent place in the facility, visible and readable from the telephone location.

PART



**STANDARDS FOR
CENTER BASED CHILD CARE
AND HEAD START FACILITIES**

CHILD RATIOS AND GROUP SIZES

46. Staff – Child Ratio and Group Size

- 46.1 “Staff” means a Child Care or Head Start Facility employee, 18 years of age or older.
- 46.2 A Child Care or Head Start Facility shall ensure the staff to child ratio does not exceed:
- 1:3 for infants from birth to 18 months of age,
 - 1:5 for toddlers from 19 months to 30 months of age (2 and ½ years),
 - 1:10 for preschoolers from 2 and ½ years to 5 years of age,
 - 1:15 for school-age children from 6 years to 12 years of age.
 - 1:1 for each child with diverse needs.

NOTE: for child:staff ratios required during outdoor yard play, on community walks, and on excursions away from the facility – see the Supervision section.

- 46.3 A Child Care or Head Start Facility shall ensure that the maximum group size (children cared for in a room or separate area) does not exceed:
- 6 children in the case of infants,
 - 10 children in the case of toddlers,
 - 20 children in the case of pre-school children, and
 - 30 children in the case of school-age children.

- 46.4 There must be two staff in the facility at all times, during the hours of operation.

47. Plan for Mixed Age Groups

- 47.1 Every Child Care and Head Start Facility that provides child care where infants, toddlers, preschool or school age children are combined with children of another age group shall:
- Provide an age appropriate written plan, and
 - Ensure staff are trained to carry out mixed age group plans.
- 47.2 Where a Child Care or Head Start Facility provides care for children in groups that include children from 2 or more categories, the child to staff ratio shall be calculated based on each staff having a maximum of 15 points as determined by the following:
- One infant is equivalent to 5 points,
 - One toddler is equivalent to 3 points,
 - One preschool child is equivalent to 1.5 points,
 - One school-age child is equivalent to 1 point.
 - One child with diverse needs requiring 1:1, is equivalent to 15 points.

SUPERVISION

48. Duty to Supervise

- 48.1 Every Child Care and Head Start Facility shall ensure that children attending the facility are adequately supervised at all times.
- 48.2 Child Care and Head Start Facility shall ensure that supervision, direct or indirect, is appropriate to each child's developmental age and protects their health and safety.

49. Outdoor Supervision

- 49.1 Children shall be supervised in accordance to staff:child ratios:
 - a. 1:3 infants,
 - b. 1:5 toddlers,
 - c. 1:10 preschool,
 - d. 1:15 school age,
 - e. 1:1 for each child with diverse needs,
 - f. Mixed age groups must be supervised at 15 points/staff person (refer to 54.2).
- 49.2 When programming involves bodies of water such as lakes and swimming pools, staff child ratios must be 1:1 and staff/adults must be in "arm's reach" of children at all times.

50. Supervision on Community Walks

- 50.1 The Child Care or Head Start Facility must ensure that there are a minimum of two staff present to care for a group of children while they are on a walk in their community.
- 50.2 The staff-to-child ratio for a group of children in a single age category while they are on a walk in the community is:
 - a. 1:2 in the case of infants,
 - b. 1:3 in the case of toddlers,
 - c. 1:6 in the case of preschool children,
 - d. 1:10 in the case of school-aged children, and
 - e. 1:1 supervision for each child with diverse needs must be maintained.

- 50.3 The staff-to-child ratio for a group of children with more than one age category while they are on a walk in the community is 1:10, where the number of children is determined in accordance with the following:
- a. One infant is deemed to be equivalent to five children,
 - b. One toddler is deemed to be equivalent to three children,
 - c. One preschool child is deemed to be equivalent to 1.5 children,
 - d. One school-aged child counts as one child, and
 - e. One child with diverse needs must be supervised by one staff.

51. Excursions

- 51.1 An "excursion" does not include a walk in the facility's community.
- 51.2 Every Child Care and Head Start Facility that takes children on excursions shall:
- a. Obtain a consent form from the child's parent or guardian,
 - b. Notify the child's parent/guardian at least 5 days prior to the date of excursion,
 - c. Take the children's emergency contact cards on each excursion,
 - d. Have access to a cell phone,
 - e. Take a First Aid Kit on excursions.

52. Maximum Enrolments

- 52.1 A Child Care or Head Start Facility may not have more than 92 child spaces.
- 52.2 A Child Care Facility that is licensed to provide child care services for infants shall have a maximum of 12 infant spaces provided in 2 rooms, 6 infants per room
- 52.3 A Child Care or Head Start Facility may provide services for children with diverse needs to a maximum of 15% of the facility's licensed spaces. For example: 20 licensed spaces = 3 children with diverse needs and 17 other children.

53. Minimum Age for Enrolment

- 53.1 Each First Nation will determine the minimum age of enrollment for a child.

PHYSICAL ENVIRONMENT

54. Outdoor Space

- 54.1 “Within walking distance” means the walking distance for the youngest toddler who is enrolled at the Child Care or Head Start Facility.
- 54.2 Each Child Care and Head Start Facility shall have a safe secured outdoor fenced play area with a minimum of 7 square meters per child care space of which:
- A minimum of 50% is adjacent to the facility, and
 - The remaining space is within walking distance of the facility.
- 54.3 Where a Child Care Facility is licensed to provide child care services for infants, the facility shall have a minimum of 2.3 square meters of safe secured outdoor fenced play area for each infant child care space, that is:
- Adjacent to the Child Care Facility, and
 - For the exclusive use of infants during set times of the day.

55. Indoor Space

- 55.1 The term “usable floor area” does not include:
- Offices,
 - Hallways and entryways,
 - Cubby areas, and closets,
 - Washrooms,
 - Kitchens,
 - Utility/mechanical rooms, and
 - Large or fixed equipment in the children’s play areas.
- 55.2 Every Child Care and Head Start Facility shall have a minimum of 3.7 square meters (40 sq ft) of usable floor area for each infant, toddler, pre-school and school age space.
- 55.3 When a Child Care or Head Start Facility builds a new facility, or renovates its existing facility to increase its capacity, the facility shall provide 4.7 square meters (50 sq ft) of usable floor space for each infant, toddler, pre-school and school age space.
- 55.4 Where a Child Care Facility is licensed to provide care for infants:
- The facility shall provide a sleeping area of at least 2.3 square meters (25 sq ft) separated from the usable floor area for each infant space, and,
 - The usable floor area and sleeping area described in clause (a) shall be separated from the usable floor area for all other children in the facility.

- 55.5 The Child Care or Head Start Facility shall be for the exclusive use of the Childcare Services or Head Start Program during their hours of operation.
- 55.6 The temperature in a Child Care or Head Start Facility during the hours of operation shall be maintained between 18 and 21 degrees Celsius.

56. Natural Light

- 56.1 Every Child Care and Head Start Facility shall have:
- Natural light in each of the rooms / areas in which children play,
 - Window areas in each of these rooms shall be equivalent to a minimum 10% of the total floor area of that room,
 - Windows placed so children can independently look out of them.

57. Washroom Facilities

- 57.1 Every Child Care and Head Start Facility shall provide:
- Safe and independent use of toilets and sinks, in accordance with the age and developmental capabilities of each child,
 - Adequate washrooms and diapering facility,
 - Washroom facilities that are accessible for children with diverse needs,
 - Separate washrooms for staff must be provided in new facilities,
 - One toilet and one sink for every 15 childcare spaces.

58. Food Preparation Facilities

- 58.1 Every Child Care and Head Start Facility shall have sufficient kitchen and dining facilities to prepare and serve meals for children attending the facility.
- 58.2 Kitchens shall be inaccessible to children.
- 58.3 Where a child or staff person has a food allergy, the child's or staff person's photo and the list of their allergies shall be posted in the kitchen and where food is served.
- 58.4 Washroom doors shall not open directly into rooms where food is stored, prepared or served.
- 58.5 Kitchens shall have a:
- Three - compartment dishwashing sink, and a separate hand washing sink,
OR
 - Two - compartment dishwashing sink, a separate hand washing sink and a dishwasher that sanitizes to 180 degrees F/82 degrees C.

- 58.6 Where food is prepared off premises, as a condition of licensing:
- a. The Child Care or Head Start Facility must provide all relevant children’s information to the individual preparing the food,
 - b. The food handling, preparation, and storage areas must meet the same regulations, and be inspected by the Environmental Public Health Officer as required, and
 - c. Food (hot or cold) must be transported so as to maintain cleanliness and temperatures, as per Environmental Public Health guidelines.

58.7 Traditional foods may be served following current Safe Food Handling Guidelines.

59. Adult Equipment and Furnishings

- 59.1 Every Child Care and Head Start Facility shall provide adult-sized furnishings for staff members and secure storage for their personal effects.

FIRE SAFETY

60. Facility Requirements

- 60.1 Fire extinguishers Class 2A5BC (five pound) must be installed in the kitchen and in one other central location in the facility.
- 60.2 Smoke detectors must be installed as tamperproof, hard wired and interconnected systems. Detectors must be replaced in compliance with the manufacturers' requirements. Combination smoke/carbon monoxide detectors may be used.
- 60.3 Carbon monoxide detectors are required where natural gas, wood burning stove or propane heating systems, water heaters or appliances are used. These may be plug-in models with battery backup.
- 60.4 Emergency lights must be provided and tested monthly.
- 60.5 The current Emergency Exit signs must be provided at every exit.
- 60.6 Two separate and Alternate exits that meet the current National Building Code, shall be provided from each floor of the building.
- 60.7 An evacuation floor plan must be posted in every room and at every exit.
- 60.8 Where the Child Care or Head Start Facility is in a multi-story or multi-purpose building, with an occupancy load of 40 or more, a fire alarm system and sprinkler system must be provided.
- 60.9 When building a new facility there shall be the new "green running person", hard wired exit signs installed at every exit.

61. Inspections

- 61.1 As part of the annual licensing process, the following inspections must be completed by a certified Inspector, to ensure continued compliance with the current Building Codes for the type of building the program is located in:
 - a. Furnace/HVAC inspection,
 - b. Fire extinguisher inspection,
 - c. Technical or Building Services inspection,
 - d. Fire Safety inspection,
 - e. Environmental Public Health inspection.

62. Staff Trained

- 62.1 Staff, parents/guardians and children are trained in emergency evacuation procedures.
- 62.2 All staff employed in the facility are trained in the use of fire extinguishers.
- 62.3 All staff employed in the facility are trained in testing smoke detectors, carbon monoxide detectors, and emergency light systems.

63. Emergency Evacuation Procedures

- 63.1 Every Child Care and Head Start Facility shall ensure that:
 - a. Emergency evacuation procedures are practiced monthly for all in attendance at the facility,
 - b. Well maintained records are kept indicating the date and time of each drill,
 - c. A copy of monthly fire drill records is maintained on file,
 - d. There are sufficient staff in the facility who are trained to evacuate children with diverse needs in the case of an emergency,
 - e. The daily attendance record kept in an easily accessible place, shall be re-moved from the facility, by the designated staff person when evacuation is necessary.

STAFF

64. Designation of Director/Coordinator and Acting Director/Coordinator

- 64.1 Every Child Care and Head Start Facility shall hire an Early Childhood Educator to be responsible for the day to day operation of the facility.
- 64.2 In the temporary absence of the Director/Coordinator, a full time ECE employee who is oriented to the daily operations of the facility, shall be appointed to be in charge.

65. Staff Policies

- 65.1 Every Child Care and Head Start Facility shall ensure that they have a current facility Staff Handbook and a current First Nation Personnel Policy Manual that guide the supervision of staff in the facility.

66. Staff Health

- 66.1 Where the Child Care or Head Start Facility has reason to believe that the physical or mental health of a staff person in the facility may not be appropriate to work with children, the Director/Coordinator may request a recent medical report completed by a medical practitioner.
- 66.2 Where a medical report is completed indicating that the employee's physical or mental health is not appropriate for work with children, the Director/Coordinator shall not permit the employee to be present at the facility until it is established the employee's physical or mental health is appropriate to work with children.
- 66.3 If a Child Care or Head Start Facility has reason to suspect that a staff attending the facility has contracted a communicable disease (see Table-PHC-CDGuidelines.pdf (saskhealthauthority.ca)), the facility must:
 - a. Immediately notify the local medical personnel,
 - b. Ensure that any recommendations or instructions from the local medical personnel regarding that communicable disease are carried out.
- 66.4 Every Child Care and Head Start Facility shall maintain a file of any emergency medical information for each staff person.

67. Qualifications of Staff

- 67.1 Every individual employed in a Child Care or Head Start Facility shall be at least 18 years of age.
- 67.2 Summer students, practicum students, casual staff and staff hired through work placement programs shall be at least 16 years of age, and be supervised at all times by a certified ECE employee.
- 67.3 Every Child Care and Head Start Facility shall ensure that one staff person with current First Aid/CPR Level C/AED Certificates is on the premises during the facility's hours of operation.
- 67.4 Prior to being employed by a Child Care or Head Start Facility, all staff must provide a Criminal Record Check (CPIC) and a Vulnerable Sector Check.

68. Director/Coordinator

- 68.1 The person hired as the Director/Coordinator must have the following qualifications:
 - a. ECE Level III or ECE advanced,
 - b. First Aid/CPR Level C/AED,
 - c. Safe Food Handling,
 - d. WHMIS.
- 68.2 If the Child Care or Head Start Facility is unable to hire at these qualifications, they may hire at lesser qualifications, apply for a staffing exemption, and provide a yearly written training plan to obtain a Level III within a maximum of five years of employment. The training plan should include goals and results with progress shown.

69. Early Childhood Educator

- 69.1 The persons hired as ECE's must have the following qualifications:
 - a. ECE Certificate Level II,
 - b. First Aid/CPR Level C/AED,
 - c. WHMIS,
 - d. Safe Food Handling.
- 69.2 If the Child Care and/or Head Start Facility is unable to hire at these qualifications, they may hire at lesser qualifications, apply for a staffing exemption, and provide a yearly written training plan to obtain a Level II Certificate. The training plan should include goals and results with progress shown.

70. Substitutes/Casual Worker

- 70.1 The persons hired as Substitute/Casual Workers must have the following qualifications:
- ECE Level I Certificate,
 - First Aid/CPR Level C/AED,
 - WHMIS,
 - Safe Food Handling.
- 70.2 If the Child Care or Head Start Facility is unable to hire at these qualifications, they may hire with lesser qualifications, apply for a staffing exemption, and provide a written training plan to obtain a Level I Certificate. The training plan should include goals and results with progress shown.

71. Cooks

- 71.1 The person hired as the Cook must have the following qualifications:
- Safe Food Handling,
 - First Aid CPR Level C/AED,
 - WHMIS,
 - ECE Level I Certificate, if they work directly with the children, to provide breaks for staff.
- 71.2 If the Child Care or Head Start Facility is unable to hire at the ECE Level I Certificate, they may hire with lesser qualifications, apply for a staffing exemption, and provide a written training plan to obtain ECE Level I Certificate within the first year of employment. The training plan should include goals and results with progress shown.

72. Bus Drivers

- 72.1 The person hired as the Bus Driver must have the following qualifications:
- Class 4 Drivers License with "S" Endorsement (to drive a school bus), or
 - Class 5 Drivers License (to drive a 15 passenger van),
 - Clear SGI Abstract,
 - First Aid/CPR Level C/AED,
 - WHMIS,
 - ECE Level I Certificate, if they work directly with the children, to provide breaks for staff.
- 72.2 If the Child Care or Head Start Facility is unable to hire at the ECE Level I Certificate, they may hire with lesser qualifications, apply for a staffing exemption, and provide a written training plan to obtain ECE Level I Certificate within the first year of employment. The training plan should include goals and results with progress shown.

73. Custodian

- 73.1 The person hired as the custodian must have the following qualifications:
- a. First Aid/CPR/ Level C/AED,
 - b. WHMIS,
 - c. ECE Level I Certificate, if they work directly with the children, to provide breaks for staff.
- 73.2 If the Child Care or Head Start Facility is unable to hire at the ECE Level I Certificate, they may hire with lesser qualifications, apply for a staffing exemption, and provide a written training plan to obtain ECE Level I Certificate within the first year of employment. The training plan should include goals and results with progress shown.

74. Practicum Students, Volunteers and Elders

- 74.1 Prior to participating in a Child Care or Head Start Facility program, all Practicum students, volunteers and Elders must provide a current Criminal Record Check and Vulnerable Sector Check.
- 74.2 A Child Care or Head Start Facility must ensure that a qualified staff person is present when a volunteer, practicum student or Elder is in attendance with children in the facility.
- 74.3 Practicum Students, volunteers and Elders shall not be included in the staff:child ratios.
- 74.4 Parents or guardians of a child attending the Child Care or Head Start Facility may be included in the staff: child ratios ONLY on excursions.

STAFF TRAINING

75. First Aid Training

- 75.1 Every Child Care and Head Start Facility shall ensure that:
- a. All staff, prior to being employed by the Child Care or Head Start Facility must complete a First Aid/CPR Level C training and AED training, and,
 - b. All staff must complete recertification of the First Aid/CPR Level C and AED as required.

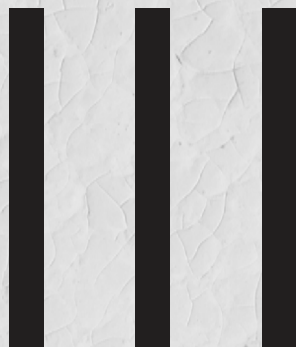
76. Safe Food Handling Training

- 76.1 Every Child Care and Head Start Facility shall ensure that:
- a. Prior to being employed in the Child Care or Head Start Facility, staff who will be handling or preparing food must have completed a current Safe Food Handling Course,
 - b. Staff who handle or prepare food, take a Safe Food Handling Course every five years.

77. WHMIS Training

- 77.1 Every Child Care and Head Start Facility shall ensure that all staff must complete a current WHMIS course as required.

PART



**STANDARDS FOR FAMILY CHILD CARE HOMES
WITH FUNDING AGREEMENTS**

78. Provider Qualifications

- 78.1 A Provider shall be at least 18 years of age.
- 78.2 The Second Level Service Provider shall not issue or re-issue a License to a Family Child Care Home Provider until the Provider submits the following required documentation:
- A minimum qualification of an ECE Level I Certificate,
 - Training Plan to complete an ECE Level II Certificate within 3 years,
 - Yearly Professional Development Plan regarding Child Care programming,
 - Current First Aid/CPR Level C/AED,
 - Current Safe Food Handling Certificate,
 - Current Criminal Record Check and Vulnerable Sector Check,
 - Current WHMIS Certificate.

79. Provider's Health

- 79.1 The Family Child Care Provider shall, at any time on the request of the Second Level Service Provider obtain and submit a current medical report regarding the Provider's health, completed by a medical practitioner.
- 79.2 When a Provider, an Alternate(s), or a person residing in the home has contracted a "reportable" communicable disease (see Table-PHC-CDGuidelines.pdf (saskhealthauthority.ca)), the Provider shall:
- Immediately notify their local medical personnel, and
 - Follow any recommendations or instructions of the local medical personnel about the specific communicable disease, to safeguard the health of the children, their parents and other persons in the home.

80. Alternate Care

- 80.1 Every Provider shall have Alternate employment arrangements with two approved individuals who are at least 18 years of age to act as Alternates who will provide child care services in the absence of the Provider in the Provider's home.
- 80.2 The Alternate shall also meet the same qualification and health requirements as outlined:
- A minimum qualification of an ECE Level I Certificate,
 - Training plan to complete an ECE Level II Certificate within 2 years,
 - Yearly Professional Development Plan regarding Child Care programming,
 - Current First Aid/CPR Level C/AED,
 - Current Safe Food Handling Certificate,
 - Current Criminal Record Check and Vulnerable Sector Check,
 - Current WHMIS Certificate.

- 80.3 Every Provider shall:
- a. Provide the name, address, telephone number, and qualifications of each Alternate to the Second Level Service Provider, and the First Nation,
 - b. Keep written records of each time an Alternate was present,
 - c. Advise the parent of a child in advance when an Alternate will be present, except in the case of emergency,
 - d. Obtain the prior approval from their local authority, where a Provider plans to use an Alternate:
 - For more than five consecutive days; or
 - on a regular or scheduled basis.

81. Number of Children

- 81.1 A person who operates a family child care home shall provide care to a maximum of six children at any one time, including children who live in the home, of whom:
- a. One is an infant; one is a toddler, with a maximum of four preschoolers or school age children,
OR
 - b. Two toddlers, and a maximum of four preschoolers or school age children;
OR
 - c. All are preschool children and or school aged children.
OR
 - d. A maximum of 2 children with diverse needs providing there is enough floor space and child to staff ratios are being met.

82. Minimum Age for Enrollment

- 82.1 The Provider in consultation with First Nation, will determine the minimum age for enrollment of a child.

83. Safety

- 83.1 If the Provider has firearms on their property, these must be kept in a locked cabinet, inaccessible to children.
- 83.2 If pets are present at the home, the Provider must ensure they are kept separate from the children's indoor and outdoor play spaces.
- 83.3 The Provider will ensure that no smoking is allowed to occur in the home, or outside the home, when child care services are being provided.
- 83.4 Every Provider shall ensure that all adults residing in the home have current Criminal Record Checks and Vulnerable Sector Checks.

FIRE SAFETY

84. Facility Requirements

84.1 Every Provider shall:

- a. Have an evacuation plan for the home posted in a visible location,
- b. Have working smoke detectors and carbon monoxide detectors installed on each level of the Provider's home, and replaced as required by the Fire Safety Code,
- c. Have two separate unobstructed exits from each level of the home where child care services are provided,
- d. Ensure that combustible liquids or gases are stored away from the home, in accordance with the Fire Safety Code,
- e. Have functional 2A5BC rated fire extinguisher in the kitchen of the home and on each level of the home used for child care services,
- f. Where a solid fuel burning appliance or equipment is installed in the home, ensure that all components are installed and maintained in accordance with the manufacturer's instructions,
- g. Provide appropriate and safe sleeping locations for children that can be easily supervised,
- h. Provide an egress window in the sleep area for an Alternate emergency exit.

85. Inspections

85.1 As part of the annual licensing process, the following inspections must be completed by a certified Inspector, to ensure continued compliance with the current Building Codes for the type of building the program is located in:

- a. Furnace inspection,
- b. Other gas or wood burning appliance inspection,
- c. Fire extinguisher inspection,
- d. Technical or Building Services inspection,
- e. Fire Safety inspection,
- f. Environmental Public Health inspection.

86. Staff Trained

- 86.1 All Providers/Alternates employed in the Family Child Care Home are trained in the use of fire extinguishers.
- 86.2 All Providers/Alternates employed in the Family Child Care Home are trained in testing smoke detectors, carbon monoxide detectors and emergency lights system.
- 86.3 All Providers/Alternates, parents/guardians and children are trained in emergency evacuation procedures.

86.4 All training mentioned above must be documented and on file.

87. Emergency Evacuation Procedures

87.1 Every Provider shall ensure that:

- a. Evacuation procedures are reviewed annually by all staff/Alternates and parents/guardians and children,
- b. Emergency evacuation procedures are practiced monthly for all in attendance at the child care home,
- c. Well maintained records are kept indicating the date and time of each evacuation drill,
- d. The assigned staff is trained to evacuate a child with diverse needs in the case of an emergency,
- e. When an Alternate is providing care for children in the Provider's home, the Alternate is familiar with the evacuation plan.

88. Home Space

88.1 There shall be suitable and sufficient space within the Provider's home to provide child care services for the number of child care spaces allowed.

88.2 The Provider shall specify the areas of their home that are to be used for child care.

88.3 No Provider or other person shall conduct business or other work within or from their home which may:

- a. Interfere with the supervision of the children or the space used for child care services,
- b. Pose a threat to a child's health or safety.

88.4 During hours of operation, the Provider shall ensure a positive social and early learning environment that promotes the safety and well-being of children is provided.

89. Washroom Facilities

89.1 Every Provider shall provide for the safe and independent use of toilets and sinks, in accordance with the developmental capabilities of each child.

89.2 Every Provider shall provide a suitable diapering area, as required for infants and toddlers attending the home.

90. Food Services

- 90.1 Every Provider shall ensure that adequate and safe procedures exist in the Provider's home for:
- a. Food handling, storage and serving, and
 - b. Cleansing and sanitizing of eating and drinking utensils using a three sink method or a dishwasher with sanitizing cycle.
- 90.2 Provide eating and drinking utensils/dishes for the children, separate from the Provider's utensils and dishes for personal use.

91. Outdoor Play Space

- 91.1 There shall be:
- a. Sufficient, safe, fenced outdoor play space adjacent to the family child care home,
OR
 - b. Where insufficient fenced outdoor play space is adjacent to the home, sufficient safe outdoor play space within walking distance for the children attending the family child care home provided the children are adequately supervised while using the play area,
 - c. Any outdoor space used by children must be free of any equipment or materials that may be dangerous to children.
- 91.2 "Walking distance" means within walking distance for the youngest child in the home.

PART

IV

**STANDARDS FOR
EARLY LEARNING OUTREACH AND HOME VISITING
(OPTIONAL)**

PROGRAM DESCRIPTION

Early Learning Outreach and Home Visiting programs work with children and their families to promote healthy child development in children 0 – 6 years. The purpose of this program model is to help parents interact with their children in a way that best supports healthy child development.

Staff may provide home visits for families one to four times per month with activities and play materials that promote learning in all areas – social, emotional, cultural, cognitive, and physical.

Families may be invited to join with other families in center day activities one to four times a month where activities are set up for parents and children to learn in different ways – adults only/children only; adults and children together; whole group; small groups, 1 – 1. They may also be invited to participate in a variety of other family activities.

PROGRAM STANDARDS

1. Early Learning Outreach/Home Visiting programs shall have a program plan/ Logic Model showing that the 6 Head Start components have been incorporated into the Home Visiting approach.
2. Early Learning Outreach/Home Visiting programs shall have a mission statement, philosophy and goals/outcomes.
3. Early Learning Outreach/Home Visiting programs shall have a Policy Manual that covers all aspects of their program operations.
4. Early Learning Outreach/Home Visiting programs that offer “Center Days” programming shall ensure that the facility used for activities, meet the same regulations as center-based facilities.
5. Early Learning Outreach/Home Visiting program staff should have same qualification requirements as center-based staff in equivalent positions.

PART



INTERPRETATIONS

In these Regulations, the following Interpretations apply:

Age Appropriate: Activities and learning opportunities that are based on developmental levels and capabilities of a child.

Alternate: an individual that provides childcare services in the absence of a Family Child Care Provider.

Assessment: The procedures used to identify a child's strengths and developmental needs and to provide referrals to the appropriate services.

Canadian Police Information Centre (CPIC): The national databank of criminal records managed by the RCMP for all law enforcement agencies that are required or requested to conduct a "criminal record check" on individuals working with children.

Casual: An individual who is not part of the permanent workforce and works on an occasional or on-call basis.

Child: A person under the age of:

- 15 years if that person has a designated diverse needs,
- 12 years in any case.

Child with Diverse Needs: a child who is assessed by an individual with the appropriate qualifications as having one or more cognitive, physical, social, emotional, behavioral or language needs that require significant additional support.

Child Abuse: Refer to definition in Saskatchewan Child Abuse Protocol 2023.

Child Care Space: A unit of capacity representing one child that receives child care services at one time in a facility.

Communicable Disease: any disease that can be transmitted through contact with bodily fluids, insect bites, contaminated surfaces, water, and foods, or through the air. Pathogens, such as: bacteria, viruses, fungi, and protozoa, cause communicable diseases.

For a list of common communicable diseases please see the following Sask Health chart: [Table-PHC-CDGuidelines.pdf \(saskhealthauthority.ca\)](#)

Criminal Record Check: A search into an individual's legal history to determine if a criminal conviction or police record exists. Includes an inquiry of CPIC database and local police detachment.

Director/Supervisor: A person who oversees the operation of a Child Care or Head Start Facility.

Early Childhood Educator (ECE): An individual who has completed an Early Childhood Education Orientation, Certificate or Diploma post secondary program, to qualify to work in a Child Care or Head Start Facility.

Egress Doors and Windows: are doors and windows that meet specific size requirements determined by the National Building Code, and allow for an unobstructed exit in the event of a fire or other emergency.

Elder: Any person recognized by a First Nation community as having knowledge and understanding of the traditional culture of that community.

Employee: individuals who have a formal employment agreement with an organization and are typically entitled to certain benefits and protections.

Environmental Public Health Officer (EPHO): A qualified individual who has been employed to provide Environmental Public Health Services.

Facility: A building where Child Care services and Head Start programs are provided.

Family Child Care Home: The private home or residence of a family child care home Provider.

Family Child Care Home Provider: An individual who operates a family child care home.

Group: a number of children in attendance at a Facility:

- a. Who are assigned to the care of an Early Childhood Educator or a team of Early Childhood Educators,
- b. In the case of children being cared for indoors at the Facility, who occupy an individual room or a well-defined space within a larger room.

Guardian: A person having legal custody/responsibility for a child, who is not the biological parent.

Home Visitor: Early Childhood Educator assigned to work with families through home visits and other organized activities.

Infant: A child whose age is from birth to 18 months of age.

Liability: legal responsibility for one's actions or inactions, potentially leading to the obligation to compensate for harm caused or to face legal penalties

Local Authority: Chief and Council and the administrative staff designated to oversee Child Care and Head Start Facility operations.

Local Medical Personnel: The community health nurse, nurse practitioner or visiting doctor.

Medical Health Officer: A person appointed by a local or national authority to be in charge of its health policy, who serves to advise and lead a team of public health professionals on matters of public health importance.

Parent/Guardian: The person having lawful custody of a child.

Practicum Student: A student from an accredited post secondary institution who is required to complete a practicum placement in either a Child Care or Head Start Facility.

Pre-School Child: A child who is between 30 months and five years of age and who may attend Head Start, Pre-Kindergarten or Kindergarten.

School age child: A child who attends school and is in Grade 1 or higher.

Staff: a collective group of individuals who are employed by an organization or business entity to fulfill various roles and responsibilities.

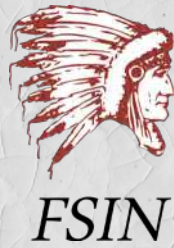
Staff-to-child ratio: The number of Early Childhood Educators who are present in relation to the number of children who are present.

Supervisor: Person hired to manage and supervise the day-day operations of a Child Care or Head Start Facility.

Toddler: A child who is 18 months of age or older, but does not exceed 30 months of age.

Volunteer: An individual who is 16 years of age who provides unpaid services within the Child Care or Head Start Facility, with the supervision of a qualified employee.

Vulnerable Sector Check: the process that verifies whether an individual has any record or suspension for any sexual offences and local police records for information relevant to the Vulnerable Sector check.



SASKATCHEWAN
FIRST NATIONS

APRIL
2024

FACILITIES GOVERNANCE
& PROCEDURES

PART I - APPLICATION

This Saskatchewan First Nations Child Care Governance and Procedures document applies to First Nation Child Care and Head Start On Reserve Facilities that follow the current Saskatchewan First Nations Child Care Policies and Regulations.

PART II - AUTHORITY

2.1 Saskatchewan First Nations

Chiefs and Councils have primary authority over the Child Care and Head Start Facilities on their First Nation. They may:

1. Delegate decision making and responsibility for Child Care and Head Start Facilities to a management structure (e.g. Health or Education Authority).
2. Permit the operation of Child Care and Head Start Facilities in accordance with the *Saskatchewan First Nation Child Care Policies and Regulations*.

First Nations are responsible for reporting to their membership on all their Child Care and Head Start Facility operations. They are also responsible for financial management and reporting of the funds allocated to their Child Care and Head Start Facilities, to their Second Level Services Provider or to Indigenous Services Canada (ISC).

First Nations must provide documented authority for their Second Level Services Provider to provide Licensing and Monitoring for their Child Care and Head Start Facilities, or Child Care Homes.

2.2 Tribal Councils

A Tribal Council which has not enacted its own Regulations shall adopt the *Saskatchewan First Nations Child Care Policies & Regulations* and shall utilize these standards to provide second-level services to their member First Nation's Child Care Services and Head Start Programs.

With the authority from Chiefs & Councils, Tribal Councils are responsible for:

1. Monitoring and Licensing of Child Care Facilities and Monitoring of Headstart Facilities in accordance with *Saskatchewan First Nations Child Care Policies and Regulations*.
2. Financial accounting and reporting of the funds allocated in the Contribution Agreements,
3. Maintaining documentation and files as required under Contribution Agreements.

Tribal Councils shall carry the appropriate liability insurance to cover monitoring, licensing and other second level services.

2.3 Federation of Saskatchewan Indian Nations (FSIN)

The FSIN is responsible to:

1. Support the Regional and National delivery of the First Nations/Inuit Child Care Initiative and Aboriginal Head Start On-Reserve Program in Saskatchewan,
2. Monitor the Head Start Facilities for Independent First Nations in accordance with the *Saskatchewan First Nations Child Care Policies & Regulations*,
3. Monitor and License the Child Care Facilities for Independent First Nations in accordance with the *Saskatchewan First Nations Child Care Policies & Regulations*,
4. Maintain documentation and files as required under Contribution Agreements.
5. Carry the appropriate liability insurance to cover licensing, monitoring and other second level services,
6. Review and revise the *Saskatchewan First Nations Child Care Policies & Regulations*, the *Saskatchewan First Nations Child Care Governance and Procedures* document and other related documents as required.

2.4 Child Care and Head Start Facility Director/Supervisor Responsibilities

The Director/Supervisor of the Child Care and/or Head Start Facility is responsible for:

1. Day-to-day operations of the facility, to ensure compliance with the *Saskatchewan First Nations Child Care Policies & Regulations*, the First Nation's *Child Care and/or Headstart Policy Manual*, and the First Nations' Employee Policy Manual.
2. The supervision and evaluation of staff.

The Director/Supervisor of the Child Care and/or Head Start Facility shall assist the First Nation management structure (Health or Education Authority) responsible for these Facilities, to provide financial and program operation reports in accordance with any Contribution Agreements.

PART III - SECOND-LEVEL SERVICES

3.1 Monitoring of Facilities

Monitoring is the regular observation, review and mentoring of Child Care and Head Start Facilities to ensure compliance with the *Saskatchewan First Nations Childcare Policies and Regulations*.

The Second-level Service Providers shall ensure that the Child Care and Head Start Facilities they are responsible for are monitored in accordance with the *Saskatchewan First Nations Childcare Policies and Regulations*.

The Second-level Service Providers shall carry out a minimum of 2 announced and 2 unannounced visits annually, to the Child Care and/or Head Start Facilities they are responsible for.

3.2 Licensing

Licenses are required for the operation of Child Care Facilities. They are not transferable to another individual, location or facility.

Aboriginal Head Start On-Reserve Programs are not required to be licensed. They are required to meet the standards set out in the *Saskatchewan First Nation Child Care Policies and Regulations*.

Child Care and Head Start Facilities must provide all required documentation to demonstrate compliance with the *Saskatchewan First Nation Child Care Policies and Regulations*.

Every Child Care and Head Start Facility must obtain an appropriate amount of liability insurance, and contents replacement insurance prescribing the amount and governing the coverage of the insurance, with a copy of the insurance policy or certificate to be kept at the Child Care or Head Start Facility. A copy of such insurance policy or certificate shall also be provided to their Second Level Service Provider.

3.3. Types of Licenses

The Second Level Service Provider may issue the following types of Licenses:

1. Standard: Facility which meets all the conditions of the *Saskatchewan First Nations Child Care Policies and Regulations*.
2. Conditional: Facility where some conditions of the *Saskatchewan First Nations Child Care Policies and Regulations* are not met and can be complied with in an agreed upon timeframe (less than 12 months), and do not create any health or safety risks.
3. License with Exemptions: Facility which meets all the conditions of the *Saskatchewan First Nations Child Care Policies and Regulations*, except for exemptions listed in 3.4.

The Second Level Service Provider may recommend to the First Nation to amend, suspend, or cancel a License when compliance with the *Saskatchewan First Nation Child Care Policies and Regulations* have not been met within the agreed upon time frame.

3.4. Exemptions

The Second Level Service Provider may issue a License with the following exemptions:

1. Employee Qualifications

Facilities that have advertised for and are unable to hire employees with the required qualifications, may request an exemption. (see *Saskatchewan First Nation Childcare Policies and Regulations*). A training plan shall be placed in the employee's file, and provided to the Second Level Provider, outlining how the required qualifications will be met.

2. Outdoor Space Requirements

Facilities that were licensed under the *1998 Saskatchewan First Nations Childcare Policies and Regulations*, using those minimum square footage requirements for outdoor space, shall be allowed to continue operating at that standard.

When they build, renovate or relocate to a new facility they will be required to meet the current *Saskatchewan First Nations Childcare Policies and Regulations* requirements.

3. Indoor Space Requirements

Facilities that were licensed under the *1998 Saskatchewan First Nations Childcare Policies and Regulations*, using those minimum square footage requirements for indoor space for infants, toddlers, preschoolers, or school age children, shall be allowed to continue operating at that standard.

When they build, renovate, or relocate to a new facility they will be required to meet the current *Saskatchewan First Nations Childcare Policies and Regulations* requirements.

4. Community Situations

Facilities which are subject to ongoing situations or structural issues that cannot be changed, will be provided an annual exemption, until the issue can be resolved.

Examples include:

- a. low pressure water system, which will not operate a sprinkler system; or
- b. sewage system.

4. Annual Renewal

The Second Level Service Provider may approve an existing, operational Child Care or Head Start Facility's continued operation, or a Family Child Care Home's continued operation, for a term not exceeding one year when:

- a. the Facility Manager/Home Provider has provided all required documentation for their Child Care or Head Start Facility, or their Family Child Care Home, and

- b. they have determined that the Facility or Home meets the requirements and conditions as described in the *Saskatchewan First Nation Child Care Policies and Regulations*.

5. Required Documentation for Annual Licensing Review

Each Child Care and Head Start Facility Director/Manager shall submit the following documentation to their Second-level Service Provider:

1. The most recent Inspection Reports for each facility, as follows:
 - a. Environmental Public Health Officer stating that all health standards are met,
 - b. Fire Safety Inspector,
 - c. Technical Building Services Inspector,
 - d. Furnace/HVAC Inspector;
2. Documentation confirming all deficiencies previously noted from any inspections, monitoring or licensing reports have been corrected;
3. A copy of the current insurance policy/certificate;
4. The land location of the Child Care or Head Start Facility, only if it has moved locations;
5. Detailed floor plan drawing indicating measurements and fixed equipment;
6. Detailed evacuation floor plan drawing;
7. Current outdoor play area showing measurements, fixed equipment and play structures;
8. Documentation showing the appointment of a Parent/Community Advisory Committee;
9. The required Child Care or Head Start documents:
 - a. Policy Manual; and First Nation Personnel Policy Manual
 - b. Handbooks – Parent and Staff,
 - c. 4-week Menu Plan,
 - d. Daily Schedule,
 - e. Curriculum Plan,
 - f. Annual budget for the year's operations;
10. Summary of Staff Qualifications, including Exemption Forms and Training Plans.

Each Family Childcare Home Provider shall submit the following documentation to their Second-level Service Provider:

1. A minimum of an ECE Level I Certificate,
2. Training plan to increase qualifications to an ECE Level II Certificate within 3 years, if required,
3. Yearly Professional Development Plan for Child Care programming,
4. Current First Aid/CPR Level C/AED for the provider and alternates,
5. Current Safe Food Handling Certificate for the provider and alternates,
6. Current Criminal Record Check and Vulnerable Sector Check, for provider, alternates and any other adults living in the home,
7. Current WHMIS Certificate for the provider and alternates,
8. The most current Inspection Reports for the applicant's home, indicating compliance with approved fire, health and safety standards, conducted by authorized technical staff, as follows:

- a. Furnace inspection,
 - b. Other gas or wood burning appliance inspection,
 - c. Fire extinguisher inspection,
 - d. Technical or Building Services inspection,
 - e. Fire Safety inspection,
 - f. Environmental Public Health inspection,
9. Documentation to confirm that all deficiencies previously noted from any inspections, monitoring or licensing reports have been corrected,
10. Detailed evacuation floor plan.

PART IV - DEFINITIONS

In the *Saskatchewan First Nations Child Care Governance and Procedures* document, the following definitions shall apply:

“Child Care” means early child development services provided in a public building, for children 6 weeks to 12 years of age, provided on a fee for service basis. This service is for parents or guardians who work full or part time, are looking for work or attend educational programs.

“Family Child Care” means early child development services provided in a private home, for up to 6 children (6 weeks to 12 years of age), including the Family Child Care provider’s own children under 12 years of age, provided on a fee for service basis. This service is for parents or guardians who work – full or part time, are looking for work or are attending educational programs – high school or post-secondary.

“Head Start” means an early child development program for children, 0 to 6 years of age, and their families, that provides comprehensive, free programs based on six components – Culture and Language, Education, Health Promotion, Nutrition, Social Support, Family Involvement..

“Independent First Nation” means those First Nations who are signatories to the Federation of Saskatchewan Indian Nations Convention and who are not a member of a Tribal /Agency/ Grand Council.

“Tribal Council” means the aggregate group of First Nations belonging to the same Tribal/ Agency/ Grand Council.

“Federation of Saskatchewan Indian Nations” (F.S.I.N.) means the regional organization that represents 74 First Nations in Saskatchewan . The Federation is committed to honoring the Spirit and Intent of the Treaties as well as the promotion, protection and implementation of Treaties that were made with the First Nations more than a century ago.

“License” is a document that is provided to Child Care or Head Start Facilities, when all the licensing requirements outlined in the Saskatchewan First Nations Child Care Policies and Regulations and Saskatchewan First Nations Child Care Governance and Procedures are met.

“Second Level Service Providers” mean Tribal Councils and the F.S.I.N, who are authorized to provide monitoring, licensing and other second level services for First Nations.



Federation of Sovereign Indigenous Nations

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