

## EXTENDED HOURS – HCC

### POLICY

Cook' School Day Care Inc makes every attempt to maintain every child's safety at all times. To follow are the guidelines put in place to ensure that each child's well-being is preserved when enrolled for extended hours.

### **EXTENDED HOURS PROGRAM - DEFINITION**

A program that operates:

- For more than 12 hours in a day.
- During evening hours (including overnight care).
- Weekends.

### PROCEDURE

#### **FIRE AND EVACUATION**

- Each home operating extended hours has an evacuation plan that includes the extended hour portion of the program.
- The local fire department has been advised of any homes operating extended hours and local protocols are being followed.

#### **MEDICAL NEEDS / ANAPHYLAXIS**

Refer to the Medical Needs policy.

#### **BEDTIME/REST TIME ROUTINE DETAILS**

Refer to the Sleep & Rest policy for home child care.

#### **MAXIMUM HOURS OF CARE**

During the interview process and when new enrollments are being considered, the ECE Consultant / Home Visitor will establish, in consultation with the individual provider and parents requesting care, the maximum number of hours per day (within a period that is less than twenty-four hours) that care can be provided in the provider's home. Consideration will be given to the fact that the provider will be able to sleep during the night shift and be available for providing care during some portion of the day.

#### **BUILDING AND ACCOMMODATION**

Home child care providers must ensure the entrance and exit areas have adequate lighting at all times. The ECE Consultant / Home Visitor will check to ensure compliance when completing home visits and conducting safety inspections.

#### **RECORDS**

- The Home Child Care Provider Application details whether or not extended hours care will be provided by the provider on behalf of the agency.
- Cook's record of active homes identifies those in which extended hours care is being provided.
- Cook's insurance company is aware that care is being provided for extended hours.
- The accessible list of emergency numbers includes the contact information for the ECE Consultant / Home Visitor during the extended hours.

- The children's enrolment/emergency records includes contact information for the parent/guardian and alternate emergency people who may be contacted in the event of an emergency, including during the extended hours portion of the program.
- Attendance records signed by the parent/guardian confirm the actual hours of care provided for each child. The attendance records specify the exact time of arrival and departure. Providers either indicate "a" for a.m. and "p" for p.m. or use the 24 hour clock for record keeping.

### HOME VISITOR

- In addition to the minimum quarterly visits made during regular hours of care (e.g., 7a.m. - 6 p.m.), additional quarterly visits are made by the ECE Consultant / Home Visitor during the extended hours while children are in care.
- The checklist used by the ECE Consultant / Home Visitor when conducting home visits must be inclusive of any additional requirements for extended hours care (example: checking for adequate lighting at entrances and exits).
- The ECE Consultant / Home Visitor identifies any home child care location offering extended hours on the master provider registry and on each provider's individual information index card.

### NUTRITION

- A meal is provided if a child is in attendance at meal time. If a child is in attendance for more than one meal time, a meal is provided at each meal time (e.g., lunch and dinner, dinner and breakfast).
- Parents are notified by the provider about the snacks and meals that will be served to the children during the day, including during extended hours of care.
- Menus are planned in consultation with and input from the ECE Consultant / Home Visitor and parent.
- See the current **Parent Handbook**.

### PROGRAM

- The parent handbook must include information related to the extended hours program (e.g., hours of operation, enrolment information, holidays and other special scheduling requirements and specific arrival/departure requirements). Families who received a 2016 Parent Handbook prior to the implementation of this policy, have received a copy of this policy.
- The program statement includes the approaches that will be used to address children's needs during the extended hours program.
- When the children play outside during the program, providers are notified to give consideration to safety including but not limited to seasonal conditions, time of day and adequate lighting for appropriate supervision.

### HEALTH AND MEDICAL

For safety reasons all medical supplies and medication, as well as a first aid kit and manual, are safely stored out of access to the children and readily accessible to the provider during all hours of the program, including during the extended hours program.

**MODIFICATIONS TO THIS OR OTHER POLICIES**

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.