



Child Care Centre Sanitary Practices Policy and Procedures

Name of Child Care Centre: YMCA Northumberland

Date Policy and Procedures Established: September 2016

Date Policy and Procedures Updated: January 2025

Purpose

Children's optimum growth, development and learning are dependent on many factors; especially their state of health. The following policies, therefore, are intended to minimize the health risks inherent in caring for children in a group setting, while maintaining flexibility to respond to individual situations. The primary purpose of this sanitary practice policy is to protect, maintain and improve the health of each child in care, and that of the program's educators.

Policy

Clothing

Parents are responsible for providing:

- ✓ A complete change of labeled clothing, to be kept at the centre for children ages 0-pre-kinder
- ✓ Suitable footwear for active play, no flip flops
- ✓ Seasonal outdoor clothing, including rainwear, especially for children walking to school
- ✓ Clothing for daily wear that is easily maintained and comfortable for a busy child's day

Daily Procedures

Room educator will greet each child and discuss with parent any matter pertaining to the child's health. The educator will document the child's observed health on the attendance and in the daily written record if ill health is noted. All communicable illnesses will be noted in the child's file. Children with obvious ill symptoms will not be admitted to the centre. (Refer to Symptoms of Ill Health Section)

Outbreaks

An outbreak will be defined as an occurrence of more cases of a disease than would normally be expected in a specific place or group of people over a given period of time. For the purpose of this policy, when any symptoms of ill health affect more than 10% of the child care centre population or re-occur over a period of two or three weeks, it will be considered an outbreak.



In the event of an outbreak, the General Manager, Children's Services will be consulted. The supervisor, in conjunction with the manager and the local Board of Health will devise a plan for the management of the outbreak. This may include but not be limited to, emphasizing hand hygiene and hand washing practices for staff and children, reemphasizing the practice of proper coughing and sneezing etiquette, using enhanced disinfectant for environmental cleaning and disinfecting, increasing the frequency for cleaning and disinfecting high touched objects and surfaces, eliminating group plays or activities such as communal water plays, extending the regular 24 hours symptom free policy to 48+ hours before a child can return to care, grouping infected children separately from the healthy children, or closing the centre for a period of time, as necessary.

The child care centre will co-operate with the procedures recommended by the local Board of Health including, exclusion, testing of stool, blood, or urine samples. If they declare an outbreak which causes closure of a room or the entire child care centre and child care cannot be provided for some or all children, our Serious Occurrence Policy will be followed.

Symptoms of ILL Health

If a child's illness prevents them from participating or being comfortable in normal program activities; or if educators cannot provide the care required, children will be considered too ill to attend child care.

Parents are required to keep their child home until symptoms have stopped for at least 24 hours (48 hours for vomiting/diarrhea) if they display any of the following symptoms:

- Fever (38 degrees C +, especially if temperature is higher or persistent)
- Vomiting more than twice in the last 24 hours
- 2 episodes of unexplained (i.e. not due to diet, or medication) diarrhea in the last 24 hours
- Sore throat especially if accompanied by a fever
- Undiagnosed rash /skin condition accompanied by fever or behaviour change
- Communicable disease (other than mild upper respiratory tract infection)
- Obviously infected discharge (thick and coloured i.e. especially green, red-brown)
- Lethargy, irritability; drowsy with other symptoms
- Persistent pain
- Cough (frequent bouts – 3 to 5 times/hour, especially if choking or vomiting)
- Breathing difficulty – breathing faster than 40 breaths per minutes

A receiving educator, who notices any of these symptoms when a child arrives, will ask that the child be taken home or to a doctor for a note confirming that the child is healthy and not infectious. This will be noted on the daily health check on the attendance and written in the daily written record.



If a child is showing other symptoms of ill health, the parent or guardian may be asked to provide the child care with a doctor's note clarifying the child's health. Children with diagnosed communicable diseases will be excluded.

Sick Children

If a child attending the centre begins displaying any of the symptoms listed as "Symptoms of Ill Health" he/she will be isolated from the other children and the parent or emergency contact will be called by the supervisor or designate.

Special arrangements for sick children will be made at the discretion of the supervisor if severe circumstances warrant.

Surveillance for Environmental Concerns

Responsibility of Room Educator:

- ✓ Report any safety hazards, heat, light, ventilation, or maintenance problems to the supervisor
- ✓ Inspect the playground daily prior to use and follow the Playground Policy for reporting hazards

Responsibility of Supervisor:

- ✓ Conduct a safety check of the centre on a monthly basis, reviewing room reports, playground area and items general to the whole centre:
 - Medication storage
 - Medication records
 - First Aid Kit and Contents
 - Storage of Toxic Materials
- ✓ All equipment and furnishings should be clean and in good repair
- ✓ All rooms, hallways and washrooms should be tidy and well maintained
- ✓ All postings/policies should be up-dated and current
- ✓ All registrations should be up-dated and complete
- ✓ All staff immunization should be current

Correction of Deficiencies:

- ✓ Supervisor will correct any deficiencies under their authority
- ✓ Supervisor will report maintenance or facility deficiencies to appropriate property management personnel
- ✓ Supervisor will report any deficiencies that are not of a routine nature to their manager

Toxic Materials:



- ✓ All toxic materials will be clearly labeled, marked TOXIC and stored in a locked cabinet or out of reach of children.

Cleaning and Sanitizing Practices

- ✓ Educators will follow the cleaning schedule set out by the Manager, Program Integrity.
- ✓ Weekly cleaning schedules will be developed in accordance with the local public health unit recommendations.
- ✓ Cleaning and sanitizing will only be completed with Health Unit approved disinfectants.

Toys/Furnishings

- ✓ Mouth toys will be removed immediately after use and washed and disinfected daily
- ✓ Plush toys will be laundered weekly
- ✓ Other toys will be washed and disinfected with a mild disinfectant weekly. Sanitizers will be used where applicable
- ✓ Large equipment will be washed and disinfected weekly or more frequently when necessary
- ✓ Water sensory bins will be emptied daily when used. Sand sensory bins will be sprayed with disinfectant daily
- ✓ Items such as playdough will be portioned out individually and kept in individual bags with names of children. Home made playdough will be made with more than 30% salt content to ensure anti-microbial action
- ✓ In cases of outbreak in the program, any shared sensory items will be thrown out immediately. No shared sensory items will be used again until the outbreak is deemed over by the local Public Health Unit

Safe Drinking Water- Flushing for Lead

- ✓ Plumbing is flushed for five (5) minutes on the first day that the child care is open each week
- ✓ Plumbing is flushed for five (5) minutes that the child care is open on each day if plumbing is before 1990. **However**, if the site has had results from their Annual Test of less than 10 micrograms per liter of water or 10 part of total lead per billions part of total water for 2 years consecutively THEN the site may flush on the first day of the WEEK instead of daily.
- ✓ As well if the site has a result from their Annual Test of MORE than 10 micrograms of Lead per liter of water then daily flushing needs to begin immediately and will continue until another 2 year of clear results take place.
- ✓ Flushing is completed before the child care is open for the day
- ✓ To flush a system; open all cold water taps and allow water to run for at least five minutes
- ✓ Record is made of the date, start & end time of flushing and name of person who preformed the flushing and kept in the Compliance Binder



- ✓ The intent for Flushing for Lead is to ensure that stale water that contains higher levels is not consumed
- ✓ Annual Lead Sampling & Testing will be conducted between the periods of May 1 to October 31, at ALL the Child Care Centres unless there is a shared agreement with the school location that they are in.
- ✓ Records are kept for six (6) years

Handwashing

- Educators will wash their hands under running water (see proper procedure for hand washing as shown in attached poster) OR hand rubbing with hand sanitizer of 70% alcohol content, which is the optimal concentration for killing germs (see proper procedure for hand rubbing as shown in attached poster) upon arriving to program, upon returning from outside and before and after handling food, helping children with their food and eating. See Washroom section for handwashing around washroom routines
- Children will wash their hands under running water (see proper procedure for hand washing as shown in attached poster) OR hand rubbing with hand sanitizer of 70% alcohol content, which is the optimal concentration for killing germs (see proper procedure for hand rubbing as shown in attached poster) upon arrival to the program, upon returning from outside and before and after eating/handling of food. See Washroom section for handwashing around washroom routines

Washrooms

- ✓ Paper towels will be kept near all sinks used by children or Educators for hand washing
- ✓ Face cloths will be provided for all Full Day Centres for wellness routines
- ✓ A Child Care Educator **must** always accompany children to the washroom and wait for the children to complete their wellness routine before returning to the activity room. The Child Care Educator may wait outside the washroom in the hallway to give the children their privacy, however, at times younger children may need added support and guidance, therefore, the Child Care Educator may go in to assist the child.
- ✓ Educator will wash their hands after assisting a child with toileting.
- ✓ Child Care Educator must always do a visual check of the washrooms prior to a child entering if the washroom is not within the room.
- ✓ Children's hands are to be washed after toileting.
- ✓ Toilets are to be flushed after each use; disinfected after each group washroom routine. (Full Day Centres Only) Ie, after lunch when all children are done with their wellness routine
- ✓ Where the washroom is located outside of the playroom, the Educator will remain within ratio at all times, taking the appropriate number of children together to ensure that ratios are met in all groups. A head count will be conducted before leaving the room and the Educator will announce how many children they are taking with them. They will do another head count when leaving the washroom and a full headcount of the entire group upon returning to the room.



Diapering

- ✓ Gather supplies
- ✓ Wash your hands
- ✓ Put on gloves
- ✓ Place child on changing mat if not changing child while standing, never leaving child unattended
- ✓ Remove clothing and diaper
- ✓ Clean child with supplies provided or approved by parent
- ✓ Remove gloves
- ✓ Put on new diaper and replace clothing
- ✓ Once child is down and safe, wash your hands
- ✓ Clean and disinfect diaper changing bed with disinfectant

Garbage

- ✓ All garbage will be monitored and emptied as required
- ✓ Where applicable, diapers will be bagged before being put into the garbage, or will be put into a garbage pail with a lid
- ✓ Disposal of garbage will be done daily

Electrical Outlets

Outlets in all areas used by children in Full Day Child Care Centres will be protected by outlet guards when not in use

Rest Equipment

- ✓ Cots will be cleaned and disinfected weekly
- ✓ Linen will be stacked with the beds, so that each child's bedding is separate
- ✓ Linen will be laundered regularly, weekly or more frequently if required
- ✓ Cots will be individually labelled. If shared, then cots will be cleaned and disinfected, a set of clean linen will be used

Food and Nutrition

Planning

- ✓ Meals and snacks will be planned in accordance with Canada's Food Guide and in consultation with the Public Health Unit
- ✓ The Dietary Managers and Child Care Supervisors, under supervision of the Manager, Program Integrity, Children's Services will plan the menu and buy the food
- ✓ Extra food items will always be on-site to prepare for any instances that may arise where the planned food is spoiled or to support the children that are in our care for extended periods and may require more



Menus

- ✓ List foods served for snacks and lunch daily
- ✓ Prepare and post menus one week in advance
- ✓ Keep copies of menus for one month and have available to parents for inspection
- ✓ Records of what was served for each snack and lunch will be written in the Daily Written Record if not specified on the menu. Ie. If menu says "fruit" it will be noted on the posted menu and in the Daily Written Record what the fruit was that day.
- ✓ If extra food is provided above and beyond snacks and meals, it will be logged in the Daily Written Record

Bagged Lunches

It is the responsibility of the parent to ensure that when food is provided from home that the following guidelines be adhered to:

- ✓ Meals meet the nutritional recommendations of the Canada Food Guide
- ✓ All containers must be labelled with the child's name
- ✓ YMCA Northumberland's allergy awareness procedures, including prohibited foods (e.g., peanuts); are followed at all times
- ✓ Proper food storage procedures are followed
- ✓ Written instruction is provided by the parent for all children younger than 44 months of age

Known Allergens are posted at all locations necessary to make families aware of what NOT to send with their child. Where a child arrives to care with any known allergens for snack/lunch, the item will be removed from the child's possession and an alternative will be offered.

Special Diets

On sufficient notice, the centre will endeavor to accommodate requests for special diets on an individual basis (ie. Gluten, Dairy etc.). Speak with the Supervisor for further discussion; special dietary restrictions for medical reasons will also be observed. All special diets will be recorded in the child's file and on the Allergies and Restrictions list. Any change will be noted in the Daily Written Record and on a Diet, Rest, Change form with written instructions signed by a parent of the child concerning any special requirements in respect of diet.

Food Handling

- ✓ All food will be kept covered and stored at proper temperatures (4.4 degrees C or 40 degrees F)
- ✓ Kitchen appliances, equipment and shelves will be cleaned and disinfected monthly
- ✓ Kitchen counters will be washed with a mild disinfectant: water solution each day prior to food preparation and throughout the day as required
- ✓ All items to be labelled with the date that it was opened/prepared and who it belongs to where applicable. Expressed milk will be labeled with the Date Expressed as well as Date Provided
- ✓ When preparing food, there will be no cross contamination. Ie. One spoon will be used for each item, condiments will be scooped into a separate bowl for children to serve



themselves with and then the left overs in the bowl to be discarded. Never scoop anything back into its original containers after use

- ✓ There will be at least one person at each Full Day Centre that has their Safe Food Handler's Certificate and we will aim to have one Educator at each After School Program where possible. Any Centre that runs for a full day (PA Day, March Break etc.) will have at least one person that has their Safe Food Handler's Certificate. The Food Handler's Certificate will be on site at all times for proof and will be maintain up to date to avoid passing expiry date.

Food Service

- ✓ ***Nuts, hot dogs, caramels, lollypops and hard candy will not be served to the children due to the risk of choking.*** Peanut Butter is prohibited from all YMCA Child Care Centres for allergy reasons
- ✓ Children must be supervised while eating
- ✓ Caution will be exercised when the following foods are served to children under 2.5 years of age:
 - Grapes – cut lengthwise and crosswise
 - Apples – raw – cut lengthwise and crosswise
 - Carrots – raw – cut lengthwise and crosswise
 - Raisins
 - Chip like items

Dishwashing

Where there is a food sanitizer on site, these procedures will be followed;

- Scrape excess food off dishes
- Wash the dishes with dish detergent in hot water in in sink/basin 1
- Rinse dishes in hot water in sink/basin 2
- Run dishes through food sanitizer
- Allow dishes to fully air dry before next use. Do not towel dry

Where there is no use of a food sanitizer on site, these procedures will be followed;

- Scrape excess food off dishes
- Wash the dishes with dish detergent in hot water in sink/basin 1
- Rinse dishes in hot water in sink/basin 2
- Sanitize the dishes with a disinfectant that has been approved by the Local Health Officer following the instructions on the bottle in hot water in sink/basin 3 and use test strips to ensure proper levels are met
- Allow dishes to fully air dry before next use. Do not towel dry

Smoking



Smoking is prohibited in all areas of the Child Care

Students and Visitors

- ✓ Students and visitors will be excluded from the Centre if they are exhibiting any of the symptoms of ill health as described in the Daily procedures.
- ✓ Students are requested to observe all policies pertaining to Educators in the previous section.

Animal Management

According to Ministry of Health; Animals in a Child Care can be a valuable learning tool and can stimulate children's interest in, curiosity and appreciation of nature. As described in How Does Learning Happen? Ontario's Pedagogy for the Early Years, a growing body of research suggests that connecting to the natural world contributes to children's mental, physical, emotional and spiritual health and well-being. Providing opportunities to explore, care for, and interact with the natural world helps to strengthen these connections. While animals can pose a risk of infectious disease transmission and injury, particularly for infants and children under the age of five years, 2,3,4,5 measures can be taken to minimize these risks while offering children these important opportunities.

The following precautions will be taken when animals are brought into a Child Care setting;

- ✓ Parents will be notified prior to new animals being introduced into any Program with the exception of fish
- ✓ All animals with the exception of fish will be seen by a Veterinarian on an Annual basis and will be up to date with any vaccinations requested by the Veterinarian
- ✓ All documentation from the Veterinarian will be kept on site
- ✓ Contact information for a Veterinarian will be kept in the Child Care office if there is a pet on site
- ✓ The local Public Health Unit will be consulted with prior to new animals being introduced into any Child Care setting
- ✓ Proper care and cleaning will be provided according to the type of animal and in consultation with the local Public Health Unit
- ✓ Any visiting animal will require proof of vaccination prior to entering the Centre
- ✓ Training will be provided to any regular Educator in the program and to all children as follows;
 - Always treat animals gently and calmly. Never hurt, tease, frighten, surprise or corner an animal
 - Avoid chasing and kissing animals
 - Never disturb an animal that is eating or sleeping
 - Always perform hand hygiene (see below) before and after touching animals, their food bowls, toys, bedding, etc.
 - Avoid touching animal food and feces
 - Avoid touching their faces after animal contact until hand hygiene is performed



- ✓ Bites and scratches inflicted by animals will be promptly washed
- ✓ Bites from any mammals (regardless of species, health or vaccination status) to humans will be reported to the local public health unit, as per O. Reg. 557.
- ✓ Parents will be informed of any bites or scratches that have occurred and will be provided with a completed Accident/Incident Form detailing the injury
- ✓ Any suspected illness or injury caused by animals in our care will be reported to our local Public Health Unit
- ✓ Animals will not be allowed into areas where food is being stored, prepared, served or consumed
- ✓ Raw pet food will not be used in any Child Care setting
- ✓ Animal food will be stored out of reach of children
- ✓ Children will only assist with feeding animals when being monitored by an adult and will follow proper handwashing before and after feeding
 - Hand Hygiene when handling animals will be as follows;
 - Rinse hands under running water
 - Apply liquid soap to hands
 - Lather hands with soap for at least 15 seconds (or sing 'Happy Birthday' twice) with attention to rubbing between fingers, back of hands, fingertips and under nails
 - Rinse soap with running water
 - Dry hands well with paper towel or an air dryer
 - Turn taps off with paper towel, if available

First Aid

- ✓ A fully equipped first aid kit will be kept in an accessible location to educators in each Child Care Centre.
- ✓ First aid kits will contain treatment procedures for common emergencies and any special conditions of the children.
- ✓ All Child Care Educators must maintain current certification on Standard First Aid and Child and Infant CPR
- ✓ Child Care Educators may be allotted 3 months grace in recertification in Standard First Aid and Child and Infant CPR, provided there is a currently certified Educator on site and accessible at all times.
- ✓ Child Care Educators with an expired certification must show proof of their enrollment in a course and completion of recertification within 3 months past expiry.

Mental Health

In the Child Care, if Educators have concerns about deviations in a child's personality or behaviour the following procedures will be followed:

- ✓ Educators will document the child's daily behaviour over a period of at least 2 weeks and discuss with Supervisor
- ✓ The Supervisor will observe the child in program at various times and document



- ✓ The Supervisor will arrange a meeting with the parents to discuss observations and discuss options to Management in the Centre and the possibility of referral to an appropriate assisting agency
- ✓ The Supervisor will discuss the case with the Manager, Program Integrity, Children's Services, seeking consultation on appropriate options the parents could consider
- ✓ Referral to an appropriate agency could be made with the parents' permission