

## Policy 5: Staffing

### 5.1. Hours

- The daycare will be staffed from 5:30 AM – 6:00 PM, Monday – Friday, excluding statutory and observed holidays per Policies 4: Role of Staff and 8: Enrolment and Waitlists
  - o From 5:30-8:00 AM and 5:00 – 6:00 PM, one staff member *may* be present
  - o From 8:00 AM – 9:30 AM, a *minimum* of two staff members will be present
  - o From 9:30 AM – 5:00 PM there will be a *minimum* of four staff members present (2 in the Toddler room and 2 in the preschool room)
  - o Additional personnel will be present throughout the day as needed (Director, Kitchen Coordinator, Volunteers, one-on-one Aides, etc.).
- Director(s) may opt to reduce hours of operation on any given day due to:
  - o Anticipated low attendance of children (less than 9 children or 30%) on Scheduling App.
    - At least two weeks before anticipated closure/reduced hours, Director must confirm required hours of care for all scheduled children and warn of potential closure.
    - If decision is made to close/reduce hours due to low anticipated attendance, notice must be given to families of scheduled children within at least 48 hours via Lillio app or phone (reasonable effort must be made to ensure receipt of messaging by all families)
    - Scheduled staff will not be required to work and will not receive pay
    - Once decision of reduced hours/closure is made, it shall not be reversed
  - o Actual low attendance of children (less than 6 children or 20%) present at daycare.
    - Notice must be given to parents as soon as possible via Lillio app or phone; families should be warned of potential closure as soon as reasonably possible (reasonable effort must be made to ensure receipt of messaging by all families)
    - Parents must be given a minimum of 3 hours to pick-up children
    - Scheduled staff may remain at daycare to clean, prepare, or plan as requested by Director. Staff who opt to leave the daycare will be paid.
  - o Emergency or safety risk (see Policy 16).
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- ECEs and Kitchen Coordinator may be required to work anytime between 5:30 am - 6 pm Monday to Friday.

### 5.2. Ratios

- It is the responsibility of all educators, as overseen by the Director, to ensure adequate supervision at all times as outlined in the Childcare Regulations:
  - o 1 staff per 5 toddlers
  - o 1 staff per 10 preschoolers
  - o 1 staff per 15 school-aged children

These ratios reflect the minimum amount of supervision required and may be exceeded at discretion of the Director
- In the event that a child requires one-on-one care, as determined by the Ministry, their personal care provider will not count toward room ratios
- These ratios will be held regardless if the children are indoors or outdoors
- Exceptions to staffing ratios may occur at the following times:
  - o Prior to 8:00 AM if age groups are combined
  - o During nap time
  - o During lunch
- Staff are to always be aware of where the children are and check on them frequently. However, supervision may be adjusted for different ages and abilities, activities and environments. Staff are to be aware of environments and capabilities, temperaments and maturity to adjust supervision; this allows

children to gain a sense of independence and confidence. (ex: Children may be outside of the room to get an article, return something to another room or use the washroom as appropriate)

### 5.3. Scheduling

- Director or delegate shall prepare a work schedule and distribute to all employees by the 1<sup>st</sup> of the preceding month, or earlier
  - o When preparing the regular schedule, director shall take into consideration:
    - 1. Preference of staff;
    - 2. Seniority of staff;
    - 3. Strengths and capabilities of staff.
- When a scheduled shift becomes available, it will be offered to staff in the following order. All staff have the opportunity to refuse a shift without justification and without penalty. Refusal of past shifts shall not prevent the offering of future shifts. When a shift is refused, it is offered to the next staff per the following order:
  - o 1. Full-time employee who will not have worked full-time hours in the given pay period for any reason (e.g., sick or family leave, vacation, etc.)
    - If multiple employees meet this criteria, shift to be offered in order of credentialing (i.e., to ECE III, II, I, no training). If employees have same credentialing, shift to be offered in order of tenure (longest employed person offered shift first)
  - o 2. Any part-time employee who will not have worked full time hours in the given pay period.
    - If multiple employees meet this criteria, shift to be offered in order of credentialing (i.e., to ECE III, II, I, no training). If employees have same credentialing, shift to be offered in order of tenure (longest employed person offered shift first)
  - o 3. The casual employee with the greatest formal credentialing (i.e., to ECE III, II, I, no training).
  - o 4. The casual employee with the longest tenure with Stockholm Community Daycare
  - o EXCEPTIONS:
    - Any employee with a documented performance concern may be moved to the bottom of the casual call-in list. Employee must be informed of the performance concern and their position on the list and given an opportunity to grieve this decision to the board.
    - Any employee may voluntarily request to be moved to the bottom of the casual call-in list for a period of time or indefinitely.
- Shifts may be 12, 10, 8, 4, or 3 hours; weekly hours will vary depending on full time, part time, or casual.
- ECEs will be expected to work a *maximum* of 44 hours per week. Anything over 8 hours per day to be paid or banked at time x 1.5. Attendance for staff meetings will be included in their 44 hours per week. No staff member, including Director(s) shall carry-over 40 hours or more banked time.