

# Children Welcome

A **Guide** to Quality On-Site  
Child Care at CUPE Events

June 2011



**CUPE**

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# Foreword

*Children Welcome* is a practical guide to assist the national union, divisions and locals in setting up high quality, inclusive child care programs at CUPE conventions, conferences, workshops and other events.

The CUPE Women's Task Force has recommended that child care be provided at CUPE events as a way of building a more effective and inclusive union. On-site child care supports parents to attend union events and promotes union activism. It is particularly important for breaking down the barriers to union participation for women.

As this manual shows, there are a number of key components to providing a high quality on-site child care program. Commitment, planning, adequate financing and ensuring services provided by experienced, trained staff compensated at union rates are critical to a successful program.

Inclusion is another important aspect of quality child care. An on-site child care program must create an environment that fosters social solidarity, celebrates cultural diversity, provides equity for children with special needs and meets the language needs of the group.

The CUPE National Child Care Working Group would like to recognize and thank Sister Athina Basiliadis for her excellent work in putting together this comprehensive how-to document. Sister Basiliadis has coordinated the on-site child care program at several CUPE National Conventions. She is an early childhood educator with the First Avenue School-Age Program (Glebe Parents' Day Care) in Ottawa, and a member of CUPE Local 2204.

The committee hopes that this manual will help to make on-site child care the norm rather than the exception at union events. We believe that onsite child care is a concrete way to put into practice CUPE's policies of taking collective responsibility for children, supporting parents to balance work, family and union responsibilities, and advocating for high quality, universally accessible and inclusive child care.

Jamie Kass  
Co-Chair  
CUPE National Child Care Working Group





# Introduction

This guide is for use by CUPE convention, conference and other event organizers, and for child care coordinators hired by the union to provide on-site temporary child care. While the manual is based on planning and implementing on-site child care at a major convention, its contents can easily be adapted for events that are smaller and of shorter duration. Part A of the manual describes what is needed to plan and implement the on-site program, while Part B includes detailed considerations and checklists for the program components. There are also appendices containing forms and templates.

The success of any on-site child care program requires a commitment to make our children a priority. While child care at CUPE conventions and events is temporary in nature, its planning and delivery must be guided by the same principles that make up the union's broader vision of high quality, inclusive, accessible, universal early learning and child care. The steps outlined in this manual are meant to ensure a program that concretely reflects these principles for the children who participate.

## Inclusion

CUPE believes that inclusion is an important part of a quality on-site child care program. The manual addresses how to ensure an inclusive child care program that is staffed with the specific needs of the group in mind, and uses toys, equipment, and resources that are culturally sensitive, age-appropriate and reflect the language(s) spoken by the children.



# Part A

## Planning and Implementation

### On-Site Child Care

On-site child care during CUPE events makes it easier for members with children from birth to age 12 to participate in conventions, conferences, schools and meetings sponsored by the union. A creative quality program is available on site for the duration of the event, allowing children to play and learn in a fun, stimulating and safe place. Child care services are provided by trained, unionized professionals. The program is inclusive—it respects the cultural values and diversity, race, language and special needs of those who participate.

#### Why Is It Important?

On-site child care for CUPE events is important because it:

- ▶ Assists in removing barriers to union participation for members, particularly women.
- ▶ Helps parents balance work, family and union activism.
- ▶ Builds social solidarity.
- ▶ Gives children an opportunity to see what their parents do.
- ▶ Strengthens the union by “growing” future union activists.
- ▶ Increases awareness of the need for high quality early learning and child care.
- ▶ Makes children a collective responsibility.

#### How Is It Different?

The temporary nature of on-site child care at union events makes it different from traditional child care. The biggest differences lie in the areas of preparation, physical space, staffing and the heightened importance of first impressions.

##### PREPARATION

In a traditional child care setting, communication and paperwork are done over the course of the child’s transition into a program. In the case of on-site temporary child care, the coordinator gets to know parents, their children, their needs and their expectations over the

phone. Many of the parents’ concerns must be addressed beforehand. As well, all of the preparation needs to be done before union families arrive at the conference.

##### PHYSICAL SPACE

In a traditional child care space, everything is already set up and the space has been designed to meet the needs of the ages of the children in the program. For on-site temporary child care, a space at the event site needs to be transformed into an inviting environment for children. This means being creative and working with what is there, as well as planning the supplies and equipment that need to be brought in to support the program and keep the mixed-age group engaged.



## STAFFING

In a traditional child care environment, staff work eight hour shifts with set lunch hours and breaks. In a conference setting, staff need to be flexible. Their hours may be longer than they are used to and may change throughout the conference. The child care coordinator should look for staff who make a good first impression and can meet any special needs and language requirements of the children. Staff diversity should also be a priority.

## FIRST IMPRESSIONS

In a typical child care situation, children will slowly transition into the program. In an on-site temporary child care setting, there is no transition period. Children arrive and stay for the whole day.

The on-site child care coordinator will need to:

- ▶ Make parents and children feel welcome and comfortable in a short amount of time.
- ▶ Ensure *all staff* are aware of the children's special needs, allergies, or other issues.
- ▶ Ensure parents and children see that the program has been set up in an inclusive manner with books, toys and games that will interest everyone.

## Roles and Responsibilities

Both the union and the on-site child care coordinator must work together to build a temporary program that is safe and of high quality. A clear definition of the roles and responsibilities of the union and the child care coordinator is essential to this process.

### The Union's Responsibilities:

- ▶ Assign a **union child care contact** from the event who will be responsible for working with the **on-site child care coordinator** on the details around the program and the space.
- ▶ Ensure the child care coordinator provides a high quality, safe on-site program.
- ▶ Ensure adequate insurance coverage for the on-site child care program.
- ▶ Cover all the costs associated with the provision of the program, including the program space, child care coordinator's hours, staff wages at unionized rates, travel, staff accommodations, staff per diems, program food, field trips, transportation, and shipping of child care equipment.
- ▶ Promote the on-site child care program to event participants in advance and handle registration.

### The Child Care Coordinator's Responsibilities:

- ▶ Plan and provide a high quality child care program that includes age-appropriate activities, field trips and nutritious meals.
- ▶ Meet the needs of all children registered by honouring inclusion and diversity, and respecting parents.
- ▶ Select a venue site for the program with the union child care contact and set up a safe, welcoming, inclusive and well-equipped child care environment.
- ▶ Develop and submit a budget, and negotiate a fair contract with the union.
- ▶ Hire, supervise and pay (or arrange for the union to compensate directly) a sufficient number of trained, experienced, unionized child care staff using provincially stipulated staff-child ratios as a minimum.
- ▶ Communicate with parents prior to the conference.
- ▶ Ensure staff have access to and are briefed on the children's health information and emergency protocols for the program.
- ▶ Ensure that all required forms are on hand.
- ▶ Be present for an open house.
- ▶ Clean up the child care space at the end of the union event.
- ▶ Invoice the union at the end of the program.

# Clear and Consistent Implementation

This section highlights the information the union and the child care coordinator need to successfully plan a quality on-site program for an event. These general guidelines may easily be adapted to the specific child care needs of different conventions, conferences, schools or other union events.

## Organization: Guidelines and Steps for the Union

### 1. ASSIGN A UNION CHILD CARE CONTACT FOR THE ON-SITE PROGRAM

- ▶ The union child care contact is responsible for liaising with the on-site child care coordinator before and during the program. The union contact also ensures that the union's responsibilities around the program are carried out, such as sending out the notice to promote the availability of on-site child care at the event, and sending out and processing the registration forms.
- ▶ The union could designate the event coordinator as its contact for the on-site child care program or could give the responsibility to someone else involved in organizing the union event.
- ▶ Steps 2 to 8 are the responsibility of the union child care contact.

### 2. HIRE AN ON-SITE CHILD CARE COORDINATOR

- ▶ Contact a unionized child care centre in the community for a list of the higher quality programs in the area, or get in touch with the broader child care community or child care advocacy network. The CUPE National Child Care Working Group is a good resource for contact information for advocates in your region.

### 3. DO THE PRELIMINARY WORK

- ▶ Confirm insurance coverage for the event.
- ▶ Send out the *On-Site Child Care Announcement* and *Child Care Registration* forms. Forward the registration forms to the child care coordinator as they come in.

- ▶ Request a draft budget from the child care coordinator and negotiate an overall budget that is fair and includes unionized wages for staff.

### 4. DETERMINE THE PROGRAM SITE

- ▶ Discuss space requirements and book a tour of the hotel or venue with the child care coordinator.
- ▶ Give the hotel/venue a list of space and equipment requirements.
- ▶ Book the child care space.

### 5. DISCUSS AND DECIDE ON PROGRAM DETAILS

- ▶ What will the child care hours be? (Refer to the conference agenda.)
- ▶ Will the union offer a "Kids' Camp" for children aged 9-14?
- ▶ What will the field trips be?
- ▶ Will evening child care be provided?
- ▶ Will the union provide child care for social events?

### 6. PROVIDE SUPPORT FOR STAFFING

- ▶ Once the registration deadline has passed, confirm final numbers with the child care coordinator.
- ▶ Ask the child care coordinator how many staff will be needed.
- ▶ Book hotel rooms for child care staff.
- ▶ Provide the child care coordinator with the information to book travel for child care staff.

### 7. RESOLVE KEY REMAINING ISSUES

- ▶ Find out if the hotel/venue will provide food for the program or whether it will be provided through some other option.
- ▶ Determine how and when the child care equipment will be shipped. Let the child care coordinator know if it can be included with the union shipment of materials to the event.



- ▶ Make sure that special needs, allergies, medical needs, accessibility and language needs are being adequately addressed.
- ▶ Ask for a final budget from the child care coordinator. Approve the budget.

### **8. ENSURE ONGOING COMMUNICATION**

- ▶ Give your contact information and the event office location to the child care coordinator.
- ▶ Check in with the child care coordinator throughout the event.
- ▶ Follow up with the child care coordinator at the end of the event.
- ▶ Provide the child care coordinator with a billing address.
- ▶ Ask for the child care evaluations and feedback from child care staff.
- ▶ Send payment of the program invoice to the child care coordinator.

## Organization: Guidelines and Steps for Child Care Coordinators

### **1. CONNECT WITH THE UNION CHILD CARE CONTACT**

- ▶ Be sure you have the name and all contact information of the CUPE person who will be your liaison before and during the operation of the on-site program.
- ▶ Provide that person with your contact information.
- ▶ Confirm that the person will be on site during the event.

### **2. GATHER ESSENTIAL INFORMATION**

- ▶ When and where will the event be held?
- ▶ Is the union's insurance policy sufficient to cover all legal and liability issues that may arise from providing on-site temporary child care at a union event? (To date, CUPE's policy has included such coverage, which extends to child care staff and the children who participate in the program.)
- ▶ Has an *On-Site Child Care Announcement* been sent to union members?

- ▶ Have the child care registration forms been sent out?
- ▶ What is the deadline for child care registration?
- ▶ Has the child care space already been identified and booked or will you have an opportunity to have input into its selection?
- ▶ Will the union offer a Kids' Camp for children aged nine and up?

### **3. DEVELOP A PRELIMINARY BUDGET**

- ▶ Start developing a preliminary budget to submit to CUPE as soon as a request for on-site child care has been made. The union is responsible for covering all costs associated with the child care program.
- ▶ Use the *Budget Considerations Section* to help put together a draft budget.

### **4. DETERMINE SITE REQUIREMENTS AND LIMITATIONS**

- ▶ On-site child care is often provided in hotel suites or convention center rooms. It is important to have enough unobstructed floor space to accommodate a blended age group. Older children require more floor space and younger children require room to crawl and play. With this in mind, *allocate a minimum of 3.5 square meters of unobstructed floor space per child*. Furniture might have to be removed in order to achieve this requirement.
- ▶ Visit the space in advance to get a sense of how the program will be set up and what the challenges might be.
- ▶ Meet with the hotel/venue contact person and go through the list in *Child Care Site Requirements*.
- ▶ If you are unable to tour the space in advance, use the checklist and communicate directly with the hotel/venue contact person.
- ▶ Note that needs may change as information on child care registrations comes in.

## 5. HIRE A SUFFICIENT NUMBER OF QUALIFIED STAFF

- ▶ Use experienced, qualified unionized staff.

**“Research confirms that a skilled and trained workforce is the number one factor in the quality of early learning and childcare programs.”**

Early Learning and Child Care – It’s Time

- ▶ To ensure quality care, compensate staff fairly (at union rates) for their work.
- ▶ Estimate how many staff you will need using *Recommended Ratios for On-Site Child Care* below. After registration for the program has closed, finalize the minimum number of staff required based on the number and ages of the children registered.
- ▶ Consider the special needs of your group, including physical, emotional, social, and language requirements. The staffing ratios may need to be enhanced to accommodate special needs and to promote inclusion.
- ▶ Remember that staff and children are usually meeting for the first time in an unfamiliar setting. Enhanced ratios are needed to ensure an easier transition.

## 6. COMMUNICATE WITH PARENTS

It is important to make contact with parents once the deadline for child care registration has closed and completed registration forms have been received and reviewed. Use the *Form for Parent Phone Calls* for this purpose. Here are a few suggestions:

- ▶ Introduce yourself.
- ▶ Talk about yourself, the child care staff and the union’s commitment to quality child care.
- ▶ Review the parent and child’s information.
- ▶ Ask the parents how they plan to use the child care program.
- ▶ Tell them your plans, including field trips, pool usage and daily schedule.
- ▶ Ask about the child’s interests.
- ▶ Ask when they will arrive on site.
- ▶ Tell them what they should bring, such as a change of clothing, or any other items related to the program activities.
- ▶ Ask to speak with the children if they are older than nine years. Find out what their interests are. Tell them to bring books, games and music with them.
- ▶ Answer any questions parents have and address their concerns.

## Recommended Ratios for On-Site Child Care

The following on-site child care ratios were calculated based on the *Ontario Day Nurseries Act*. Regulations vary by province, but the ratios set out below are consistent with what is considered the minimum necessary to provide quality child care. If possible, programs should strive to hire more staff than stipulated here.

Age of Child in Group	Day Nurseries Act Staff/Child Ratio	On-site Child Care Staff/Child Ratio
Under 18 months	1:3	1:2
18 months and over up to and including 30 months	1:5	1:4
More than 30 months up to and including 5 years of age	1:8	1:6
Over 5 years up to and including less than 6 years	1:12	1:8
6 years and over up to and including 12 years	1:15	1:12

### **7. COMMUNICATE WITH STAFF/LOGBOOK**

- ▶ Contact all child care staff before the event.
- ▶ Provide them with travel information, if needed.
- ▶ Let them know the number, ages, languages spoken, and special needs of the child care group.
- ▶ Discuss hours of operation, field trips and daily schedule.
- ▶ Discuss expectations, professionalism, and the need for flexibility.
- ▶ Talk about the staff logbook and the need to document important information, concerns, medication requests, injuries, etc.
- ▶ Discuss any questions or concerns.

### **8. ALLOCATE TIME FOR AN OPEN HOUSE/REGISTRATION**

The open house is an opportunity for parents and children to stop by, meet the program staff and see the child care space. It prevents misunderstandings from occurring and gives the parents peace of mind.

- ▶ Plan a time for the event.
- ▶ Send an invitation to all the parents.  
(Refer to the sample invitation in Appendix B.)
- ▶ Arrive on site one day prior to the open house (or however much time in advance is required) to set up the child care space and become familiar with the area.

### **9. COMMUNICATE REGULARLY**

- ▶ Communicate daily with the parents during the child care program.
- ▶ Meet with the union child care contact every day to provide an update on how the program is going and discuss any issues.

### **10. END PROPERLY**

- ▶ Collect the evaluations.
- ▶ Clean up the site.
- ▶ Ensure equipment is shipped back.
- ▶ Do a team evaluation.
- ▶ Submit your invoice to the union.
- ▶ Pay staff when you receive a cheque from the union (or arrange for the union to do this directly).

## Child Care Implementation Timeline

The following parties are responsible for tasks in this timeline:

- ▶ CUPE – union event contact
- ▶ Coordinator – child care coordinator
- ▶ Staff – child care staff

When	What	Who
6 months before	<ul style="list-style-type: none"> <li>▶ Hire child care coordinator</li> <li>▶ Provide conference dates and location</li> </ul>	CUPE
4 months before	<ul style="list-style-type: none"> <li>▶ Send out child care announcement</li> <li>▶ Include registration deadline for at least one month prior to conference start date</li> </ul>	CUPE
4 months to 1 month before	<ul style="list-style-type: none"> <li>▶ Forward registration forms to child care coordinator</li> </ul>	CUPE
3 months before	<ul style="list-style-type: none"> <li>▶ Plan to visit conference with coordinator</li> <li>▶ Book child care rooms</li> <li>▶ Book child care staff accommodations</li> <li>▶ Provide child care coordinator with necessary information to book travel arrangements for child care staff</li> </ul>	CUPE
3 months before	<ul style="list-style-type: none"> <li>▶ Visit conference site and go through child care site requirements check list with hotel</li> </ul>	CUPE and Coordinator
3 months before	<ul style="list-style-type: none"> <li>▶ Inform potential child care staff of conference dates and location</li> <li>▶ Submit preliminary budget and negotiate contract</li> </ul>	Coordinator
2 months before	<ul style="list-style-type: none"> <li>▶ Research field trips and transportation</li> </ul>	Coordinator
1 month before	<ul style="list-style-type: none"> <li>▶ Registration period is closed</li> </ul>	CUPE
1 month before	<ul style="list-style-type: none"> <li>▶ Go through registration forms</li> <li>▶ Finalize the number and age groups of children attending</li> <li>▶ Identify language needs, special needs, and group size</li> <li>▶ Hire necessary staff</li> <li>▶ Update budget</li> <li>▶ Book transportation for child care staff if needed</li> </ul>	Coordinator or CUPE
3 weeks before	<ul style="list-style-type: none"> <li>▶ Call hotel/venue and review child care requirements</li> <li>▶ Discuss menu including allergies and dietary restrictions</li> <li>▶ Book field trips and transportation, if necessary</li> </ul>	Coordinator
1 to 2 weeks before	<ul style="list-style-type: none"> <li>▶ Contact all parents</li> <li>▶ Organize required toys and equipment</li> <li>▶ Purchase required supplies and equipment</li> </ul>	Coordinator



<b>When</b>	<b>What</b>	<b>Who</b>
1 week before	<ul style="list-style-type: none"> <li>▶ Ship child care equipment to conference location</li> <li>▶ Arrange return shipping for after the conference</li> </ul>	Coordinator
1 day prior	<ul style="list-style-type: none"> <li>▶ Arrive at conference location</li> <li>▶ Inspect child care space</li> <li>▶ Confirm that all necessary equipment is in place</li> <li>▶ Set up child care space for open house or registration</li> <li>▶ Get your bearings</li> <li>▶ Review information and expectations with child care staff when they arrive</li> </ul>	Coordinator
Daily during conference	<ul style="list-style-type: none"> <li>▶ Provide high quality child care</li> </ul>	Coordinator and Staff
Daily during conference	<ul style="list-style-type: none"> <li>▶ Communicate with parents</li> </ul>	Coordinator
Daily during conference	<ul style="list-style-type: none"> <li>▶ Meeting to update on program</li> </ul>	CUPE and Coordinator
Last day of conference	<ul style="list-style-type: none"> <li>▶ Clean-up site</li> <li>▶ Review and sign time sheets</li> </ul>	Coordinator and Staff
Last day of conference	<ul style="list-style-type: none"> <li>▶ Collect parent evaluations (consider evaluations by school-age children also)</li> <li>▶ Thank parents for using the program</li> <li>▶ Return keys</li> <li>▶ Send out equipment</li> <li>▶ Team evaluation</li> <li>▶ Thank staff for their hard work</li> </ul>	Coordinator
Last day of conference	<ul style="list-style-type: none"> <li>▶ Recognize children, program and staff at the event</li> </ul>	CUPE
1 week after	<ul style="list-style-type: none"> <li>▶ Complete child care invoice</li> <li>▶ Submit invoice and all receipts</li> </ul>	Coordinator
Upon receipt of invoice	<ul style="list-style-type: none"> <li>▶ Send payment to child care coordinator</li> </ul>	CUPE
Upon receipt of payment	<ul style="list-style-type: none"> <li>▶ Pay child care staff</li> <li>▶ Let child care contact know that payment has been received</li> </ul>	Coordinator

# Part B

## Considerations and Checklists

### Budget Considerations

On-site child care coordinators should consider the following when developing the budget:

#### **STAFFING**

- ▶ For the preliminary budget, estimate the number of staff required. Finalize this number once the registration deadline has closed. You will then know the number of participating children, their ages, and any of their special needs. (See p.9, #5 *Hire a Sufficient Number of Qualified Staff.*)
- ▶ Staff are paid the current unionized hourly rate and compensated for their travel time.
- ▶ Staff will receive daily per diems.
- ▶ Staff may be required to work longer than eight hours to meet the needs of conference organizers and facilitators.

#### **HOURS OF OPERATION**

- ▶ Determine the number of child care hours based on the conference schedule.

#### **FOOD**

- ▶ Budget an amount for daily snacks, and submit receipts for reimbursement.
- ▶ Hotel/catering services may be used to provide lunch and dinner.

#### **FIELD TRIPS**

- ▶ Research the conference location in advance to determine costs. An average daily rate per child may be charged for inclusion in the budget.

#### **TRANSPORTATION**

- ▶ Research the conference location in advance to determine the costs.
- ▶ Utilize the hotel/venue shuttles.

#### **EQUIPMENT SHIPPING**

- ▶ Try to decrease the amount of large equipment shipping by using hotel cribs, cots, playpens, strollers and refrigerators.
- ▶ Try to arrange shipping with CUPE office shipping.
- ▶ Courier and Greyhound shipping can also be used.

#### **EQUIPMENT AND SUPPLIES**

- ▶ Allot a set amount for arts and crafts supplies and equipment required for the program. (Making arrangements through a local child care program might help keep costs reasonable.)
- ▶ Allot a set amount for the foreseeable replacement of supplies, and of equipment if needed.

#### **MISCELLANEOUS ITEMS**

- ▶ Allow for other expenses such as rental of DVDs and TVs. Make sure there is a clear agreement about cancellation costs.
- ▶ Allow an amount for miscellaneous expenses.
- ▶ Include photo development expenses.



# Setting Up the Child Care Environment

Thorough preparation of the child care environment is the key to safety and success. Here are a number of questions to ask and things to consider.

## CHILD CARE SITE REQUIREMENTS

- ▶ Try to get the largest area for the child care space. A suite with adjoining bedrooms for nap time would be best.
- ▶ Use a non-smoking suite and floor.
- ▶ If the hotel/venue is pet friendly notify parents in advance in case there are children with allergies to pets.
- ▶ Obtain a copy of the hotel/venue's fire and evacuation plan.
- ▶ Ask for a copy of the hotel/venue's catering menu. Is it child friendly? Is it possible to use a local caterer or child-care cooks?
- ▶ Check out the on-site pool if there is one. Is there a lifeguard on duty? What are the hours of operation?
- ▶ Does the hotel/venue provide lifejackets and pool toys?
- ▶ Will the pool be closed for maintenance during your stay? Will the hotel/venue arrange for the use of a nearby pool for your group?
- ▶ Does the hotel/venue provide a shuttle service to area attractions? If so, which ones? Is there a cost for using them?
- ▶ Will the hotel/venue provide you with cribs, playpens, cots and highchairs if required?
- ▶ Does the hotel have strollers for guests to use? What type?
- ▶ Will the hotel/venue be able to equip your suite with a large fridge and microwave?
- ▶ Is Internet access available?
- ▶ Request a flip chart.
- ▶ Let the hotel/venue know you may need extra chairs.
- ▶ Does the hotel/venue have a TV system with a DVD player? Is it available during your program?

- ▶ Arrange to have the child care space cleaned in the evening after the child care is closed or in the early morning before the children arrive.
- ▶ Ask for extra towels, soap, garbage bags, toilet paper and Kleenex.

Make sure that the answers to your questions and the extra costs for needed items are sent to your union child care contact person and incorporated into the budget.

## ENVIRONMENTAL ASSESSMENT

- ▶ Inspect the child care space.
- ▶ Confirm that the equipment you asked for is in the space.
- ▶ Determine the best use of the space for the various age groups of the children you will care for.
- ▶ Maximize the floor space by removing unnecessary furniture.
- ▶ Decide where various play zones will be set up.
- ▶ Consider where the younger children will nap. An adjacent bedroom is the best solution.
- ▶ Decide on the location for your information display area (daily schedules, menu information, allergy and medical information, field trip information, emergency phone numbers).

## SAFETY FIRST

- ▶ Make sure you will be in a non-smoking environment.
- ▶ Request a pet-free environment if children have allergies.
- ▶ Deal with any hazards such as glass, exposed outlets and wires, and unstable furniture.
- ▶ Cover sharp corners of furniture with safety caps.
- ▶ Remove mini-bar access.
- ▶ Check that fire evacuation and exit information is posted.

- ▶ Post your *Emergency Phone Number Form*. (A sample form is in Appendix A11.)
- ▶ Post all medical, allergy, and food restriction information.
- ▶ Let hotel staff know that child care room information is a security issue. The information is confidential and is only for parents of children who will be using the on-site child care.
- ▶ Give the hotel a list of the program, children and parents (and other persons authorized to pick up a child), so that the hotel knows who has access to the program area.
- ▶ Take pictures of parents with their children when they arrive (and any other people who are authorized to pick up specific children). Post these photos for security purposes.

### **AGE-APPROPRIATE PLAY CENTRES AND EQUIPMENT**

- ▶ You will need to create play zones for various types of play:
  - Block and building play
  - Book and quiet area
  - Arts and craft area (double as a dining area if necessary)
  - Sensory play
- ▶ Play zones are required for the different age groups:
  - Infant and toddler
  - Pre-school and kindergarten
  - School-age
- ▶ Be sure to include resources that are culturally diverse and sensitive, non-gender biased, and inclusive.
- ▶ Have on hand books, games, puzzles and other resources that are in the language(s) spoken by the children you are caring for.
- ▶ Provide an assortment of recommended toys in the *Toys and Equipment Checklist* for the age groups that you will be working with. Make sure to consider how many children will be in the program.

### **MAKE IT FRIENDLY AND PERSONAL**

- ▶ Use colourful borders to create a display area for artwork.
- ▶ Have art boxes ready with the children's names on them.

- ▶ Put up name tags to welcome each child.
- ▶ Ask parents what activity their child enjoys doing and bring it into the space.

### **INTEGRATING OLDER CHILDREN**

- ▶ The CUPE National Convention offers a “Youth Council” experience to children aged nine years to 14. The CUPE program is oriented to social justice issues for children. (See *Appendix B* for more information.)
- ▶ If this is not an option, set up a separate space for older children if there are more than five in that age group.
- ▶ Be sure that the space you have for this group is large enough (older children – bigger bodies).
- ▶ Provide computers, games, activities, music and field trips that are geared to older children's interests.
- ▶ Be aware that these children will not want to spend the day in a room with infants and toddlers.
- ▶ Arrange a time for the child care staff to take this group on a tour of the conference floor and to perhaps listen to the proceedings for a brief period.

### **MENU PLANNING AND CATERING**

- ▶ Refer to the planning discussion held with the union child care contact.
- ▶ The best option is to have the hotel or conference venue provide the food. You can also use take-out or catering services.
- ▶ Consider cost, healthy options, allergies and convenience.
- ▶ The child care coordinator may be able to provide morning and afternoon snacks. Submit grocery receipts and time for shopping.
- ▶ Speak with the union child care contact and hotel/venue contact and confirm the menu two weeks prior to the event.
- ▶ Make sure menus are posted at the open house.
- ▶ Determine the final number of children prior to speaking with the venue catering services.



# Child Care Menu Form

	<b>Day 1 Sunday</b>	<b>Day 2 Monday</b>	<b>Day 3 Tuesday</b>
<b>Morning Snack</b>			
<b>Lunch</b>			
<b>Afternoon Snack</b>			
<b>Dinner</b>			
<b>Evening Snack</b>			

## Detailed Checklists

### SAFETY FIRST CHECKLIST

- ▶ Stock the first aid kit.
- ▶ Make sure to have gloves.
- ▶ Make sure to have a baby monitor.
- ▶ Become familiar with the venue evacuation plan and fire exits.
- ▶ Fill in and post the *Emergency Phone Number* form.
- ▶ Insist that child care room information is only given to parents.
- ▶ Know how to reach a parent at the convention or event (cell phone, where they are sitting, room number).
- ▶ Prepare emergency information cards for field trips.
- ▶ Post allergy, medical and food restriction information.
- ▶ Remove all glass objects.
- ▶ Remove furniture and unsteady objects.
- ▶ Cover all exposed outlets.
- ▶ Cover sharp furniture corners with safety caps.
- ▶ Block access to all wires.
- ▶ Make sure all windows and balconies are securely closed.
- ▶ Take away mini-bar access.

### KITCHEN AND BATHROOM CHECKLIST

#### Kitchen

- ▶ Gloves
- ▶ Disinfectant
- ▶ Dish soap
- ▶ Wash cloths
- ▶ Tea towels
- ▶ Cutting board
- ▶ Knives for snack preparation

- ▶ Can opener
- ▶ Milk jug
- ▶ Cutlery
- ▶ Bowls
- ▶ Plates
- ▶ Cups
- ▶ Paper towels
- ▶ Garbage bags
- ▶ Tupperware containers
- ▶ Plastic wrap
- ▶ Ziploc bags

#### Bathroom/Miscellaneous

- ▶ Hand soap pumps
- ▶ Purel
- ▶ Kleenex
- ▶ Changing pad
- ▶ Diaper wipes
- ▶ Face cloths
- ▶ Receiving blankets

### LARGE EQUIPMENT CHECKLIST

Always ask the hotel or venue if they can provide any of these items. This will greatly reduce shipping costs.

- ▶ Booster seats
- ▶ High chairs
- ▶ Strollers
- ▶ Playpens
- ▶ Cribs
- ▶ Cots
- ▶ Refrigerator
- ▶ TV, VCR, and DVD player
- ▶ Computers or lap-tops
- ▶ Games consoles (Xbox, Playstation, etc.)
- ▶ Lifejackets
- ▶ Pool toys

### TOYS AND EQUIPMENT CHECKLIST

#### Suggested Toys

##### 0-6 Months

- ▶ Soft toys
- ▶ Squeeze toys
- ▶ Bright pictures of faces
- ▶ Bells firmly attached to babies' wrists and booties
- ▶ Bright designed socks
- ▶ Cardboard or vinyl books
- ▶ Mobile
- ▶ Soft doll
- ▶ Texture ball
- ▶ Toys that make noise when rattled or squeezed
- ▶ Finger plays
- ▶ Simple songs
- ▶ Teething toys
- ▶ Mirror
- ▶ Music box
- ▶ Soft hand puppet
- ▶ Activity center
- ▶ Activity quilt
- ▶ Toys on suction sups
- ▶ Crib gyms
- ▶ Soft rattles
- ▶ Infant swing
- ▶ Squeeze toys
- ▶ Soft blocks

#### Suggested Toys

##### 6-12 Months

- ▶ Infant swing
- ▶ Rubber blocks
- ▶ Rounded wood bell blocks
- ▶ Simple (2-3) piece puzzle
- ▶ Wrist bells
- ▶ Rattles
- ▶ Teethers
- ▶ Light sturdy cloth toys



- ▶ Toys on suction cups
- ▶ Small handheld manipulatives
- ▶ Keys/disks on rings
- ▶ Push toys without rods
- ▶ Squeeze/squeaky toys
- ▶ Roly-poly toys
- ▶ Activity boxes and cubes
- ▶ Pop-up boxes
- ▶ Containers to empty and fill
- ▶ Snap lock beads
- ▶ Nesting cups
- ▶ Stacking cones
- ▶ Graspable mirror toys
- ▶ Story tapes
- ▶ Rag dolls
- ▶ Music tapes
- ▶ Soft baby dolls
- ▶ Small plush animals
- ▶ Soft toys
- ▶ Soft hand puppets
- ▶ Soft-bodied dolls
- ▶ Cloth books
- ▶ Simple push cars
- ▶ Plastic books
- ▶ Rubber or plastic balls

### **Suggested Toys**

#### **12-16 Months**

- ▶ Push/pull toys
- ▶ Paint & brushes
- ▶ Surprise/music box
- ▶ 2-6-knob piece puzzle
- ▶ Activity boxes
- ▶ Pop-up toys
- ▶ Nesting cups
- ▶ Plastic people, animals, cars
- ▶ Stacking toys
- ▶ Sand & water play
- ▶ Large coloured beads
- ▶ Toys that jingle
- ▶ Stuffed toys
- ▶ Cardboard box
- ▶ Toy telephone

- ▶ Doll equipment
- ▶ Bells & rattles
- ▶ Wooden blocks
- ▶ Building bricks
- ▶ Small lightweight blocks
- ▶ Books
- ▶ Balls
- ▶ Long blank paper
- ▶ Sponges
- ▶ Slide
- ▶ Pegboard
- ▶ Fitting shapes
- ▶ Shape sorters
- ▶ Tape recordings of songs/stories
- ▶ Jungle gym
- ▶ Swing
- ▶ Shovel & pail
- ▶ Puppets
- ▶ Take-apart toys
- ▶ Crayons

### **Suggested Toys**

#### **18-24 Months**

- ▶ Push/pull toys filled with objects
- ▶ Small foam blocks
- ▶ Large plastic bricks
- ▶ Fit-together toys
- ▶ Pounding toys
- ▶ Nesting toys
- ▶ Large hollow building blocks
- ▶ 3-5-piece puzzle
- ▶ Small rubber balls
- ▶ Activity boxes
- ▶ Hammering toys
- ▶ Simple matching toys
- ▶ Lacing cubes
- ▶ Telephones
- ▶ Plastic kitchen appliances
- ▶ Music & story tapes
- ▶ Jack-in-the-box

### **Suggested Toys**

#### **2-3 Years**

- ▶ Horns & whistles
- ▶ Musical instruments
- ▶ Push toys
- ▶ Balls
- ▶ Soft-bodied rings
- ▶ Dress up clothes
- ▶ Pull toys with strings
- ▶ Small dollhouse
- ▶ Interlocking rings
- ▶ Floor puzzles
- ▶ Stacking toys
- ▶ Swimming pool toys
- ▶ Smelling jars
- ▶ Picture dominoes
- ▶ Matching games
- ▶ Water/sand mills
- ▶ Small hand puppets
- ▶ Sturdy markers
- ▶ Chalk
- ▶ Picture & storybooks
- ▶ Hidden picture books
- ▶ Wooden blocks
- ▶ Records & tapes
- ▶ Building blocks
- ▶ Wood train set with large pieces
- ▶ Large plastic nuts & bolts
- ▶ Magnetic board with shapes
- ▶ Small sandbox tools
- ▶ Peg boards
- ▶ Unit blocks
- ▶ Picture lotto
- ▶ Hammer
- ▶ Washable doll
- ▶ Colour cubes
- ▶ Nesting toys
- ▶ Fit in puzzles
- ▶ Fit together toys
- ▶ Shape sorters
- ▶ Pounding toys
- ▶ Feel bag or book

- ▶ Small boats
- ▶ Simple lotto
- ▶ Sturdy books
- ▶ Musical toys
- ▶ Large crayons
- ▶ Paint

### **Suggested Toys**

#### **3-5 Years**

- ▶ Bowling pins
- ▶ Ring toss
- ▶ Beanbags
- ▶ Dress up clothes
- ▶ Puppets
- ▶ Peg boards
- ▶ Colour cubes
- ▶ Magnetic boards
- ▶ Button boards
- ▶ Counting games
- ▶ Coloring books
- ▶ Soft baseball and bat
- ▶ Simple computer games
- ▶ Child-size kites
- ▶ Magnetic darts
- ▶ Inner tubes
- ▶ Sorting toys
- ▶ Number rods
- ▶ Number boards
- ▶ Simple counting toys
- ▶ Nesting toys
- ▶ Sand & water play
- ▶ Sandbox tools
- ▶ Sand moulds
- ▶ Tape player
- ▶ Radio
- ▶ Trucks
- ▶ Cash register
- ▶ Bingo
- ▶ Doctor's kits
- ▶ Toy cameras

### **Suggested Toys**

#### **5-8 Years**

- ▶ Jump ropes
- ▶ Balls
- ▶ Jigsaw puzzles
- ▶ Games
- ▶ Stencils
- ▶ Play mobile
- ▶ Puppets
- ▶ Dollhouses
- ▶ Collectible toys
- ▶ Frisbees
- ▶ Map puzzles
- ▶ Musical instruments
- ▶ Flash cards
- ▶ Construction sets
- ▶ Dolls
- ▶ Dominoes
- ▶ Books
- ▶ Arts & crafts
- ▶ Lego
- ▶ Cars & trucks
- ▶ Plush toys
- ▶ Sewing kits
- ▶ Videos
- ▶ Video games
- ▶ Jewelry-making kits
- ▶ Computer games
- ▶ Tools
- ▶ Card games
- ▶ Race games
- ▶ Marbles

### **OFFICE SUPPLIES CHECKLIST**

- ▶ All required forms
- ▶ Communication log book
- ▶ Cell phone
- ▶ Camera
- ▶ Scotch tape
- ▶ Masking tape
- ▶ Sticky tack

- ▶ Scissors
- ▶ Hole punch
- ▶ Markers/sharpies
- ▶ Coloured borders for display areas
- ▶ Packing tape
- ▶ Money for field trips, transportation and emergencies

### **ART/CRAFT SUPPLIES CHECKLIST**

- ▶ Tablecloth
- ▶ Art aprons
- ▶ Paper
- ▶ Construction paper (assorted colours)
- ▶ Scissors
- ▶ Tape
- ▶ Liquid glue
- ▶ Feathers
- ▶ Craft sticks
- ▶ Buttons
- ▶ Googly eyes
- ▶ Assorted foam shapes
- ▶ Tracers/stencils
- ▶ Rulers
- ▶ Pencils
- ▶ Erasers
- ▶ Crayons
- ▶ Pencil crayons
- ▶ Markers
- ▶ Pastels
- ▶ Q-tips
- ▶ Cotton balls
- ▶ Finger paint
- ▶ Water colours
- ▶ Tempera paint
- ▶ Paint brushes
- ▶ Modeling clay
- ▶ Craft kits
- ▶ Art canvases
- ▶ Beading kits



## Daily Child Care Schedule

What is the best way to schedule the day? Think about location, group size, the ages of the children and their needs. For example, if the group is made up of infants and toddlers, a field trip to a water park is not a good idea. Once you have the necessary information, it will be easy to plan a daily schedule.

### What to Consider

- ▶ The final number of children registered, their ages, and their special needs will determine what you will be able to do throughout the day (naps, field trips, etc.).
- ▶ Set the program hours of operation when the conference agenda has been finalized.
- ▶ The child care program should open a half hour prior to the conference start each day.
- ▶ The program should close a half hour after the conference day ends.
- ▶ Facilitators may request additional child care to attend caucus meetings.
- ▶ The union may wish to provide evening child care for the social functions.
- ▶ Determine the number of children who will attend evening care and staff this accordingly.
- ▶ Have staff take turns working longer shifts.

## CUPE On-Site Temporary Child Care Daily Schedule

The schedule will need to be flexible depending on where the event is being held and what points of interest and trips you are able to get to.

7:30 a.m.	Early morning program – quiet activities upon arrival
8:30 a.m.	Morning snack – ongoing as children arrive
9:30 a.m. – 10:30 a.m.	Free play/preparation to depart on scheduled field trips or morning walk
10:30 a.m. – 11:45 a.m.	Outdoor play/walk – if possible – weather and location permitting
11:45 a.m. – 12:45 p.m.	Lunch and lunch clean-up routine
12:45 p.m. – 1:30 p.m.	Quiet time/relaxation – books, music, story tapes
1:30 p.m. – 2:45 p.m.	Nap time for infants, toddlers and preschoolers Older group – computer time, games, pool usage
2:45 p.m. – 3:30 p.m.	Art/science/sensory play
3:30 p.m. – 4:00 p.m.	Afternoon snack
4:00 p.m. – 5:00 p.m.	Outdoor play/walk – if possible – weather and location permitting
5:00 p.m. – 5:30 p.m.	Indoor activities/tidy up – books, computer use, games, free play



## CUPE On-Site Temporary Child Care Evening Schedule

5:30 p.m. – 6:30 p.m.	Dinner break for children with their parents, if possible; if not, dinner provided by conference
6:30 p.m. – 7:00 p.m.	Games, crafts, computer use
7:00 p.m. – 8:00 p.m.	Pool usage for older group Free play for younger group
8:00 p.m. – 8:30 p.m.	Snack time
8:30 p.m.	Younger children rest Older group – movie selection or games

## Field Trip Component

### PLANNING THE TRIP

Prepare and plan for a daily field trip once the location of the event and its dates are known. It is a good idea to set a daily field trip rate per child in the initial budget. Consider:

- ▶ What deals or discounts does the hotel/venue offer?
- ▶ Is there a hotel shuttle bus? If so, to what locations?
- ▶ What landmarks, museums, and points of interest are in the area?
- ▶ What are the entrance costs? Is there a group rate?
- ▶ Is the location accessible?
- ▶ Will the special needs of the group be met (for example, language)?

### GOING ON THE TRIP

*Safety first* is the key to a successful field trip. Follow the points in the *Field Trip Policy* whenever a group of children leave the conference site. Be sure to inform parents and the union contact of all field trip plans.

### FIELD TRIP POLICY

1. A field trip is any excursion away from the event site.
2. Parents must be informed of all field trips that their child(ren) will be taking part in. Information provided to the parents should include place, mode of transportation, time of departure, and return time.
3. A cell phone, emergency numbers, epipens, first aid kits, and money for entrance fees, transportation and emergencies must be taken on all field trips.
4. The child/adult ratios will be:
  - ▶ Infant/Toddler – 1:2
  - ▶ Preschoolers – 1:4
  - ▶ Kindergarten – 1:6
  - ▶ School-age – 1:10

Enhanced ratios may be necessary if any of the children have special needs or accessibility issues. It is important to note that infants and toddlers will most likely not be participating in many field trips due to their daily schedules.



5. A head count/roll call will be done:
  - ▶ Before the children leave the conference site.
  - ▶ Every time they are loaded onto a bus or other form of transportation.
  - ▶ Every time they get off the bus or transportation.
  - ▶ When they return to the conference site.
6. Whenever a group leaves the conference site, a minimum of two staff must accompany them.
7. When the group arrives at their field trip destination, the child care staff must immediately familiarize themselves with the washroom locations, the emergency exits and the evacuation procedure of the building they are in.
8. Do not leave the children unattended at any time.
9. An *Off-Site Emergency Action Plan* must be in place prior to departing on the field trip. You must also have phone numbers for local ambulance services, the nearest hospital, the union event coordinator, and all parents on hand. These numbers should be easily accessible in your first aid kit.

#### **OFF-SITE EMERGENCY ACTION PLAN**

If a serious accident or injury occurs off-site:

- ▶ Assess the situation.
- ▶ Call 911.
- ▶ Administer first aid until the ambulance arrives.
- ▶ Have a staff person gather the group in a safe spot.
- ▶ Call the child's parents and have them meet you at the hospital.
- ▶ Call the union child care contact for back up.
- ▶ Have one staff remain with the injured child at all times.
- ▶ Other staff are to wait for back up if they are alone.
- ▶ Remain with the child until the parents arrive.
- ▶ Fill in the injury report form and have parents sign it.
- ▶ Give the union child care contact a copy of the injury report and keep one for your records.
- ▶ Note the incident in the logbook.

## Child Care Program Wrap-Up

This section explains how to complete the child care program. It is just as important to be organized at the end of the event as it is at the beginning.

### Collection of Child Care Evaluations

- ▶ Ask the parents to return the child care evaluation on or before the last day of the conference.
- ▶ Have extra child care evaluations on hand.
- ▶ Collect all evaluations.
- ▶ Thank the parents and children for their feedback.
- ▶ Give evaluations to the union child care contact when you submit your child care invoice.

### Site Clean-Up

- ▶ Schedule time at the end of the conference for clean up.
- ▶ Put furniture back in its original place.
- ▶ Throw out any garbage.
- ▶ Let the hotel or venue know that you are finished.
- ▶ Return the keys to hotel or venue staff.

### Shipment of Child Care Equipment

- ▶ Coordinate the shipment of child care equipment with the union child care contact.
- ▶ Pack all the equipment and make sure that it is secure and clearly labeled.
- ▶ Have the child care equipment picked up from the child care room.

### Team Evaluation

- ▶ Allow time at the end of the event to review the on-site child care program.
- ▶ Ask the child care team:
  - What worked?
  - What didn't work?
  - How can we improve for the next event?
- ▶ Read the parent evaluations.
- ▶ Have staff review their hours and sign their timesheets.
- ▶ Thank staff for their hard work.

### Invoice Submission

- ▶ Collect all child care receipts.
- ▶ Fill in the child care invoice form. (A sample form is supplied in Appendix A.)
- ▶ Send the invoice to the union office as soon as possible (within one week).
- ▶ E-mail or call the union contact to confirm that the invoice has been received.
- ▶ Ask for one cheque to be written to the child care coordinator.
- ▶ Pay child care staff as soon as payment is received.





# Appendix A

## Required Forms

### Introduction

This section contains the forms needed before, during, and after the on-site child care program takes place. The forms are presented in the chronological order.

#### **FORM 1: COMMUNICATION LOG FOR ON-SITE TEMPORARY CHILD CARE**

This form is to be used by the child care staff to document and communicate any important information to each other. This information will refer to the daily functions of the on-site child care program.

#### **FORM 2: PARENT PHONE CALL FORM**

This form is to be used when contacting parents a minimum of one week prior to the start of the on-site child care program.

#### **FORM 3: CHILD INFORMATION SHEET**

Parents of children up to four years of age will need to complete this form when they come to the child care open house/registration.

#### **FORM 4: SCHOOL-AGE REGISTRATION**

This form will be completed by parents of children aged five years and up at the time of the child care open house/registration.

#### **FORM 5: INFANT AND TODDLER FORM**

Staff will complete this form during child care hours. It will provide the parents of infants and toddlers with a snapshot of how their child's day went.

#### **FORM 6: FIELD TRIP CONSENT FORM**

Have parents sign this form at the open house/registration.

#### **FORM 7: MEDICAL INFORMATION SHEET**

Parents of children who have specific medical needs or requirements will need to complete and sign this form. Post it for all child care staff to read and review. This needs to be completed at the open house/registration.

**FORM 8: ALLERGY INFORMATION SHEET**

It is important for parents of children with *any* allergies to complete and sign this form. Post it for all child care staff to read and review. Have parents complete this form at the child care open house/registration.

**FORM 9: MEDICATION CONSENT FORM**

Medication cannot be administered by child care staff unless parents complete and sign this form. All medications must be in their original containers.

**FORM 10: HEALTH REGULATIONS**

Please post this form in the child care space for all parents to see.

**FORM 11: EMERGENCY PHONE NUMBERS**

This form will need to be completed and posted by the child care coordinator prior to the start of the on-site child care program. Make additional copies for each child care staff to have with them whenever they leave the on-site location.

**FORM 12: CHILD CARE SIGNING IN AND OUT SHEET**

Ensure that parents sign their child in and out daily from the on-site child care program.

**FORM 13: SCHOOL-AGE PROGRAM SIGNING IN AND OUT SHEET**

Ensure that each parent signs their child in and out of the on-site child care program each day.

**FORM 14: INJURY REPORT**

This form will need to be completed by child care staff if a child has an injury or accident while attending the on-site child care program. Be sure to inform parents of the incident and have them sign the report form.

**FORM 15: TIMESHEET FOR CHILD CARE STAFF**

Each child care staff will review their daily child care hours and sign an individual timesheet at the end of the conference.

**FORM 16: CHILD CARE EVALUATION FORM**

Child care staff will provide each parent with a copy of this form and ask them to fill it in and return it at the end of the event.

**FORM 17: CUPE ON-SITE CHILD CARE PROGRAM INVOICE**

This form will be completed by the child care coordinator and submitted to CUPE within one week of the end of the event.



# Form 2: Parent Phone Call Form

**Parent's Name:**

**Child's Name:**

**Date:**

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*Parents are to be contacted at least one week prior to the conference start date.*

Hi, this is \_\_\_\_\_ calling from the CUPE child care program that will be provided during (name of event) \_\_\_\_\_. I wanted to touch base with you to confirm that \_\_\_\_\_ will still be attending the on-site child care program.

**I have some information for you regarding the program.**

- ▶ All of the staff who will be working with \_\_\_\_\_ are qualified and unionized child care workers from CUPE local \_\_\_\_\_ and they have previous experience providing on-site event child care.
- ▶ The space that we will be occupying will be transformed into a child care setting.
- ▶ We will provide daily snacks and lunch for your child.
- ▶ We will be open a half hour prior to the start of the conference workshops and will close a half hour after the end of your workshops.
- ▶ We will be planning a few field trips (describe where and when) as well as using the hotel's pool (if applicable).
- ▶ Unless you tell us otherwise, you will be the only person allowed to pick up your child.
- ▶ We will take a photo of you and your child for security purposes at the start of the conference.

**What I would like to know from you is a little bit about \_\_\_\_\_:**

- ▶ Does \_\_\_\_\_ have any allergies, medical issues, or food restrictions?
- ▶ If so, is an EpiPen required? YES  NO
- ▶ Has \_\_\_\_\_ participated in child care before?
- ▶ What does \_\_\_\_\_ enjoy doing? Interests?
- ▶ Are you currently breastfeeding? (If applicable)
  - If so, how frequently?
- ▶ Does \_\_\_\_\_ nap during the day? If so, at what time and for how long? \_\_\_\_\_

**Items that we would like you to bring:**

- ▶ Infants/Toddlers
  - Formula, bottles, cereal, diapers, change of clothing, soother, blanket, special toys or books
  - Appropriate outdoor clothing
  - Stroller
- ▶ Preschool/Kindergarten
  - Any special toys or books
  - Swimwear, flip-flops or water shoes, life-jacket
  - Appropriate outdoor clothing
- ▶ School Age
  - Any special toys or books, hand-held game system
  - Swimwear, flip-flops or water shoes
  - Appropriate outdoor clothing

Do you have any questions or concerns regarding the on-site child care?

When will you be arriving at the conference?

Will anyone other than you be allowed to pick-up or drop-off your child(ren)? YES  NO

Thank you for your time. I look forward to meeting you and \_\_\_\_\_ at the CUPE conference.

See you soon!

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# Form 3: Child Information Sheet

Date: \_\_\_\_\_

1. Name of child: \_\_\_\_\_

2. Birth date: \_\_\_\_\_ Sex \_\_\_\_\_  
(day) (month) (year)

3. Hotel name: \_\_\_\_\_ Room no: \_\_\_\_\_

4. Name of people to whom child may be released: \_\_\_\_\_

5. Family data:

(a) Parent 1's name: \_\_\_\_\_

(b) Parent 2's name: \_\_\_\_\_

Whom should we contact in case of emergency? Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

6. Child's behaviour patterns or habits:

(a) Please describe briefly an ordinary day in the life of your child, from rising in the morning to going to bed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) What is your child's favourite toy?

Pet? \_\_\_\_\_

Book? \_\_\_\_\_

Person? \_\_\_\_\_



# Form 3 (Cont'd)

(c) Does your child have any particular habits, such as thumb-sucking, nail-biting?  
Please describe:

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(d) Does your child have any particular fears, such as dogs or sirens? Does he/she have nightmares?  
Please describe:

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(e) Does your child have any words or expressions that may not be understood by a staff member?  
Please describe:

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(f) In general, how does he/she react to a stressful situation?

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7. Has your child had any previous child care or play group experience?  
Please describe:

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8. Has your child had the experience of being cared for by adults other than members of your family?  
Please describe:

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# Form 3 (Cont'd)

9. What is your accustomed method of reassuring and rewarding your child?

Please describe:

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10. What is your accustomed method of disciplining your child? What is your "philosophy" of discipline?

---

---

---

11. Does your child speak?

English \_\_\_\_\_ French \_\_\_\_\_ Other \_\_\_\_\_

12. Is he/she talkative: \_\_\_\_\_ quiet \_\_\_\_\_ average \_\_\_\_\_

13. To the best of your knowledge, does your child have any language problems or learning disabilities?

Please describe:

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14. Does your child have any emotional disturbances, or physical handicaps?

Please describe:

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---

---

15. Health history:

(a) Does your child have any allergies?

---

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---

# Form 3 (Cont'd)

(b) Do you have any concerns about your child's eating habits?

---

---

---

(c) Do you have any concerns about your child's toilet habits?

Please describe:

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---

---

16. Is your child physically able to take part in all program activities?

Yes  No

If no, please list restrictions:

---

---

---

17. Do you grant permission for your son/daughter to participate in field trips organized by the child care program?

Yes  No

18. In the case of a medical emergency, every effort will be made to contact the child's parent(s) or guardian(s).

In the event that you cannot be reached, do you hereby grant permission for a physician/hospital, as selected by the child care program, to hospitalize and/or secure proper treatment for your child?

Yes  No

---

Signature of parent/guardian

---

Date

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# Form 4: School-Age Registration

Name(s) of child/children:

Age(s)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Parent's name: \_\_\_\_\_

Cell no.: \_\_\_\_\_

Hotel name: \_\_\_\_\_

Room number: \_\_\_\_\_

Name of people to whom the child(ren) may be released: \_\_\_\_\_

\_\_\_\_\_

Health problems: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your child physically able to take part in all program activities? Yes  No

If no, please list restrictions: \_\_\_\_\_

Do you grant permission for your son/daughter to participate in field trips organized by the child care program? Yes  No

In the case of a medical emergency, every effort will be made to contact the child's parent(s) or guardian(s). In the event that you cannot be reached, do you hereby grant permission for a physician/hospital, as selected by the child care program, to hospitalize and/or secure proper treatment for your child? Yes  No

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

Additional relevant information: \_\_\_\_\_

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# Form 5: Infant and Toddler Form

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Parents fill in							
Bottle	When						
	Amount						
Food	What						
	When						
Sleep	Got up at						
	Quality						
Depart	Child will depart at						
Notes							

Staff fill in							
Bottles							
Food							
Naps							
Notes							

# Form 6: Field Trip Consent Form

I give consent for my child \_\_\_\_\_ to go on all outings planned by the CUPE on-site child care staff. I understand that some trips may change or be rescheduled due to weather or other circumstances.

<b>Parent's Name:</b>	_____
<b>Signature:</b>	_____
<b>Date:</b>	_____
<b>Staff Initials:</b>	_____

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# Form 7: Medical Information Sheet

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

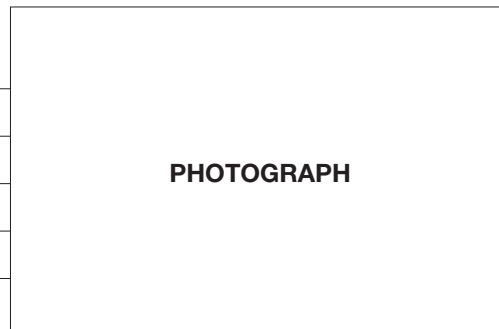
**To be completed by physician or parent**

**Physician's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Condition	Reaction Signs and Symptoms	Epipen Required	Medication Required	Comments Medication, Special Precautions, Etc.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMERGENCY ACTION PLAN:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**EMERGENCY CONTACTS:**

Name(s)	Phone #(s)
1. _____	_____
2. _____	_____
3. _____	_____

\_\_\_\_\_  
Physician/Parent Signature

\_\_\_\_\_  
Date

# Form 8: Allergy Information Sheet

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

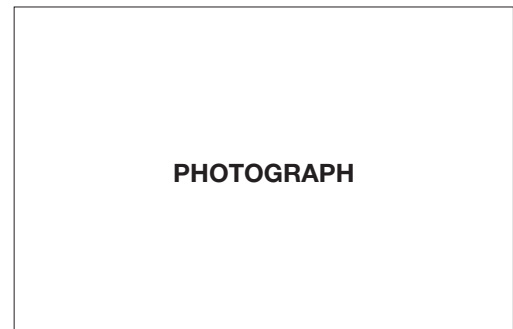
**To be completed by physician or parent**

**Physician's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Allergic To	Reaction Signs and Symptoms	Epipen Required	Benadryl Required	Comments Medication, Special Precautions, Etc.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMERGENCY ACTION PLAN:**

- ▶ Lay child down
- ▶ Give Epipen
- ▶ Call 911
- ▶ Contact parents
- ▶ Repeat Epipen in 15-20 minutes if not improving or worsening



**EMERGENCY CONTACTS:**

Name(s)	Phone #(s)
4. _____	_____
5. _____	_____
6. _____	_____

\_\_\_\_\_  
Physician/Parent Signature

\_\_\_\_\_  
Date



# Form 9: Medication Consent Form

**Date:** \_\_\_\_\_

**Child's name:** \_\_\_\_\_

**Medication:** \_\_\_\_\_

**Dosage and time:** \_\_\_\_\_

**Doctor:** \_\_\_\_\_

Please give my child the above medication, as directed.

**Signature:** \_\_\_\_\_

Date	Time Given	Amount Given	Staff Signature
▶			
▶			
▶			
▶			
▶			
▶			
▶			
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# Form 10: Health Regulations

1. Any child developing a fever during the day must go home immediately. A rectal temperature of 101°F (38°C) is considered a fever.
2. A child must be free of fever (unmedicated) for **24 hours** before re-admittance to the child care center.

**Exception:** A child who has a fever as a result of teething (this must be agreed upon by staff and parent) may be re-admitted after the child has been free of fever (unmedicated) for only 12 hours. However, should this child be unusually irritable or require the constant attention of one staff member, the parents will be notified and must pick up the child.

3. Any child who has had two liquid bowel movements (diarrhea) must go home. The child may be re-admitted **24 hours** after the last liquid bowel movement.
4. A child with continuous vomiting with or without symptoms must go home. The child may be re-admitted **24 hours** after last vomiting session.
5. Any potentially infectious condition (e.g. eye infection, suspicious body rash, etc.) should be seen by a doctor. The child will be re-admitted when a note has been obtained from the doctor stating that the condition is not contagious OR when the child has been free from this condition for **24 hours**.
6. If a child is unusually irritable or tired, the parents will be notified and may use their discretion as to whether they wish to take the child home for the remainder of the day.

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# Form 11:

## Emergency Phone Numbers

<b>Child Care Coordinator Name:</b>	_____
<b>Cell Phone #:</b>	_____
<b>CUPE Child Care Contact Name:</b>	_____
<b>Cell Phone #:</b>	_____
<b>CUPE On-site Office Room #:</b>	_____
<b>Phone #:</b>	_____
<b>Hotel/Venue Name:</b>	_____
<b>Phone #:</b>	_____
<b>Address:</b>	_____
<b>Emergency:</b>	_____
<b>Fire:</b>	_____
<b>Ambulance:</b>	_____
<b>Police:</b>	_____
<b>Nearest Hospital:</b>	_____
<b>Poison Control:</b>	_____
<b>Local Taxi:</b>	_____

# Form 12:

## Child Care Signing In and Out Sheet

Date: \_\_\_\_\_

	Child's Name	Location of Parent	Time In	Time Out
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

# Form 13:

## School-Age Program Signing In and Out Sheet

Date: \_\_\_\_\_

Child's Name	Location of Parent	Time In	Time Out
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

# Form 14: Injury Report

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date of injury: \_\_\_\_\_ Time: \_\_\_\_\_

Time parents notified: \_\_\_\_\_ Time: \_\_\_\_\_

Name of staff member: \_\_\_\_\_

Describe injury: \_\_\_\_\_

Describe how the injury occurred: \_\_\_\_\_

Where did the injury occur? \_\_\_\_\_

If any equipment or product was involved, please describe it: \_\_\_\_\_

Was first aid administered? Yes  No  (If yes, specify.) \_\_\_\_\_

Who administered first aid? \_\_\_\_\_

Was any further action taken (e.g. child sent to hospital, to physician, taken home)?

If the child remained at the facility, what was the child's level of participation? \_\_\_\_\_

Other comments: \_\_\_\_\_

What corrective action should be taken to prevent further injuries of this type? \_\_\_\_\_

Names of staff who witnessed the injury: \_\_\_\_\_

\_\_\_\_\_  
Reporting staff signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This information has been prepared and approved by the Canadian Pediatric Society – 1992

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# Form 15:

## Timesheet for Child Care Staff

**Name of Staff:** \_\_\_\_\_

**Name of Conference:** \_\_\_\_\_

	Date	Hours	Total
<b>Sunday</b>			
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
		<b>Total Hours</b>	

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Form 16: Child Care Evaluation Form

	Yes	No
▶ Did you find the staff open and friendly? ▶		
▶ Did you feel comfortable leaving your child at the program? ▶		
▶ Did the staff help in the transition of leaving your child? ▶		
▶ Did you find the staff trained and experienced in working with your child? ▶		
▶ Were you informed about your child's day at the program? ▶		
▶ Was the equipment appropriate for your child's developmental age? ▶		
▶ Were you satisfied with the overall organization of the program? ▶		
▶ Would you use the program again? ▶		

Comments:

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶



# Form 17:

## CUPE On-Site Child Care Program

### Invoice

Conference Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Child Care Coordination Hours<sup>1</sup>: \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ /hr = \$ \_\_\_\_\_

Child Care Coordinator Hours (with children): \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ /hr = \$ \_\_\_\_\_

Child Care Staffing Hours<sup>2</sup>: Staff 1 \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ /hr = \$ \_\_\_\_\_

Staff 2 \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ /hr = \$ \_\_\_\_\_

Staff 3 \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ /hr = \$ \_\_\_\_\_

Staff 4 \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ /hr = \$ \_\_\_\_\_

Staff Per Diems: \_\_\_\_\_ \* \_\_\_\_\_ daily per diem = \$ \_\_\_\_\_

Food Costs:	Field Trip Costs	Transportation Costs	Courier Costs	Misc. Costs
1)	1)	1)	1)	1)
2)	2)	2)	2)	2)
3)	3)	3)	3)	3)
4)	4)	4)	4)	4)
Total)	Total)	Total)	Total)	Total)

Equipment Rental and Child Care Supplies: (Wear and Tear – Flat Rate) \$ \_\_\_\_\_

**Please make cheque payable to:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

In Solidarity, Child Care Coordinator

<sup>1</sup> Child care coordination hours include:

- Liaison with union contact
- Parent phone calls and other communication
- Hiring staff
- Purchasing, organizing, and shipping equipment to and from conference
- Preparation of all required posted information and lists (allergy and medical information, attendance lists)
- Field trip research
- Preparation of emergency information cards for field trips

<sup>2</sup> Hourly child care staff rates should reflect the unionized child care hourly rate at the time of the conference.

# Appendix B

## Templates

### **Introduction**

This section contains examples of some of the correspondence that is required for the on-site child care programs. The examples are presented in chronological order of use.

#### Template 1: On-Site Child Care Flyer

The union child care contact will use and update this template to inform members that on-site child care will be provided at an upcoming convention or event.

The union child care contact will use and update this template for event.

#### Template 2: Child Care Pre-Registration

The union child care contact will send this out to members along with the on-site child care flyer.

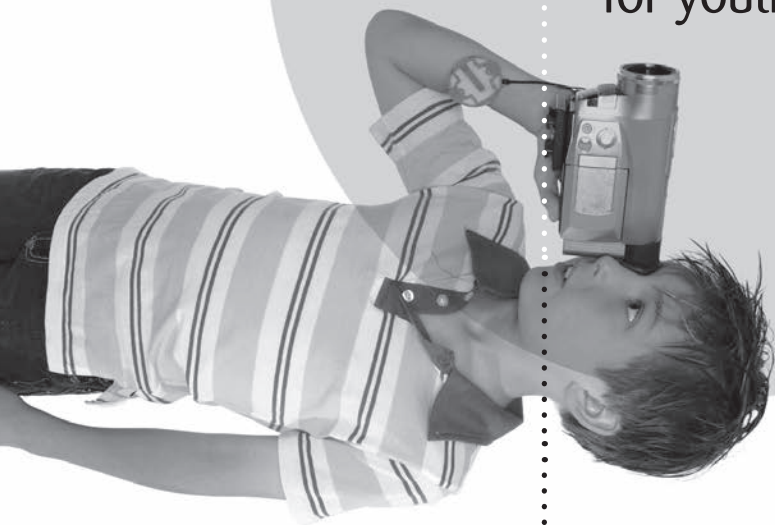
#### Template 3: Open House Invitation

The union child care contact will send this invitation out to parents once the conference agenda has been set and the pre-registration deadline has passed.

# Template 1: On-Site Child Care Flyer

## Youth Council:

A week-long  
education program  
for youth ages 9-14



Getting ready for  
convention?

Have kids aged  
9 to 14?

Consider  
signing them up  
for CUPE's  
Youth Council!

**Children** of delegates aged 9-14 are invited to the first ever youth council to be held during convention 2011 in Vancouver.

Ever had your child ask why you go to so many union meetings? Or what you actually do at these meetings? The CUPE Youth Council is a chance to bring your child to convention, and learn about the union in a safe setting.

**The council will be an opportunity for your kids to witness and participate in the political machinery of Canada's largest union.** They will learn about issues facing workers and make links with issues facing young people at school and in the community. There will be hands on video training, video creation and reporting. Participants will be challenged to contribute and take away as much as they can, and then to share some of this with their classmates back home.

*Registration details will be sent with the official convention call.  
The deadline for registration is September 16th, 2011.*

**Cost: \$150 (lunch and activities included).**

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# Template 2: Child Care Pre-Registration

## CUPE ONTARIO On-Site Child Care Registration



Any delegate intending to bring their child(ren) to a conference/convention, please complete a separate form for each child to be registered. (Additional copies may be photocopied.)

Name of function	Dates	

### CONSENT

I, \_\_\_\_\_ (parent/guardian) hereby give permission for my child registered above to participate in various recreational and leisure activities offered by the trained staff of the On-Site Child Care during the period of the above-named conference.

### RELEASE OF RESPONSIBILITY

I, \_\_\_\_\_ (parent/guardian) hereby release CUPE Ontario from any and all claims for damages to the safety or health of my child registered above, howsoever caused, while participating in any activities of the On-Site Child Care during the period of the above-named conference.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ Local No. \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

(please print)

Please complete and return the above form **no later than April 4, 2008** to:

### On-Site Child Care Registration – CUPE Ontario Convention

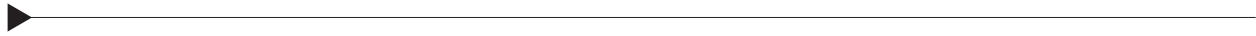
CUPE Regional, 305 Milner Ave., Suite 801 Scarborough, ON M1B 3V4

Phone: 416-299-9739 Fax: 416-299-3480

# Template 3: Open House Invitation

**TO: DELEGATES USING THE CHILD CARE SERVICES**

**RE: OPEN HOUSE**



Dear Sisters:

Dear Brothers:

Sister \_\_\_\_\_ and the staff from CUPE Local 2204 Child Care Services will be providing care for your child or children during the National Convention. In order to facilitate the transition on \_\_\_\_\_, they would like an opportunity to meet you and your child or children. To this end, you are invited to drop by the Child Care Suites in the Hilton Hotel on:



This open house will give everyone a chance to get acquainted; special needs can be discussed, along with the week's activities. Please plan to drop by.

In solidarity,



National Secretary-Treasurer

C.C. \_\_\_\_\_

\_\_\_\_\_

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