

Section B: Ministerial Requirements for Extended Hours Care



1.0 Definitions

“Extended Hours Child Care” means a full-day, part-day or school-age program that is licensed to provide child care for up to 18 hours per day, under the following circumstances:

- (i) the setting is in operation for more than 12 hours per day; or
- (ii) the setting is in operation past 6:30 p.m.; or
- (iii) the setting is in operation during the weekend.

“Infant” means a child who is younger than 18 months old.

“Licensee” means the person in whose name a licence has been issued.

“Pre-primary child” means a child who is attending a pre-primary program.

“Preschooler” means a child who is 36 months old or older and is not attending school.

“Regulations” means the *Early Learning and Child Care Regulations* made under the *Early Learning and Child Care Act* (the “Act”), as amended from time to time.

“School-Age child” means a child who is attending school or a pre-primary program and is not older than 12 on December 31 of the school year.

“Toddler” means a child who is between 18 months old and 35 months old, inclusive.

2.0 Objectives

The Department of Education and Early Childhood Development recognizes that flexible quality child care is essential to the well being of families in Nova Scotia. The objective of these requirements is to set out the requirements with respect to extended hours care in accordance with Section 18 of the *Early Learning and Child Care Regulations* (“Regulations”). The requirements are intended to ensure that:

- 2.1 Expectations for quality and inclusion are clear for existing and potential licensees who wish to operate an extended hours child-care program.
- 2.2 Children’s health and well-being are supported and nurtured while in extended hours child-care programs.
- 2.3 Parents who need child care outside of the typical operating hours of a child-care program will have access to high quality inclusive services in their communities.

3.0 Scope

- 3.1 These requirements apply to every child-care program offered in a child-care facility.
- 3.2 Family Home Child-Care Agencies develop their own policies/guidelines regarding extended hours care, including the overnight stay. The extended hours and overnight care in family home child-care programs must be consistent with relevant sections of the Ministerial Requirements for Family Home Child Care, and any additional agency requirements must be included in the Care Provider Handbook.
- 3.3 Facilities approved to provide extended hours shall be inspected during their operating hours.

4.0 Licensing

- 4.1** A facility may not offer extended hours child care unless they have an approved proposal and a condition on the licence indicating approval to offer extended hours child care.
- 4.2** All licensees shall comply with these ministerial requirements and offer the extended hours program and services as per the approved proposal and the terms and conditions of their licence.

5.0 Hours of Operation

- 5.1** Licensees approved to provide extended hours child care may provide child care for more than 12 hours per day or past 6:30 p.m. and on weekends. The total number of operating hours in a day cannot exceed 18.
- 5.2** Hours of operation for extended hours child care are approved under the proposal. Approval is based on family and community needs.

6.0 Children in Attendance

- 6.1** The number of hours any child may attend an extended hours child-care program must reflect the needs of the child and the child's parent/guardian and must not exceed 13 hours per day or 65 hours per week.
- 6.2** Licensees with approval to offer extended hours child care may offer programs for children in the following groups:
- (i)** infants
 - (ii)** toddlers
 - (iii)** preschooler
 - (iv)** pre-primary
 - (v)** school-age

7.0 Staff-to-Children Ratios and Group Size

- 7.1** Staff-to-children ratios and group sizes in full day programs are maintained during extended hours care.
- 7.2** In full-day programs with mixed age groups, where the group consists of preschoolers and toddlers older than 30 months old, the staff-to-children ratio is 1 staff to 7 children.
- 7.3** In full-day programs with mixed age groups, where the group consist of preschoolers and toddlers older than 30 months old, the maximum group size is 24 children.
- 7.4** Staff-to-children ratios and group sizes in full-day programs with other mixed age groups are based on the age of the youngest child in attendance.
- 7.5** Staff members are present and awake at all times.
- 7.6** Training requirements for staff must be met in the same manner as for full day programs.

8.0 Equipment Requirements

- 8.1** Equipment requirements for a daily program are maintained.
- 8.2** Equipment requirements specific to the provision of extended hours care will be based on the needs of the children to be served by the program and will be established during the proposal process.
- 8.3** The equipment requirements identified under the approved proposal must be maintained.

9.0 Program Requirements

- 9.1** Child-centered and meaningful play-based program plans are developed and followed in extended hours child-care programs.

9.2 Where a setting is in operation past 6:30 p.m., the evening program plan for children enrolled in an extended hours program must:

- (a) meet all the requirements set out in Section 18(4) of the *Regulations*;
- (b) provide an evening rest period; and
- (c) offer quiet activities prior to the evening rest period.

9.3 The routine for the extended hours child-care program is:

- (a) posted in a conspicuous location in the facility; and
- (b) included in the parent handbook and personnel and management policy manual.

10.0 Nutrition

10.1 A meal and snacks (early morning and/or evening) must be offered to children enrolled in an extended- hours care program.

10.2 Each meal and snack served must meet the food and nutrition requirements established in Section 25 of the *Regulations*.

11.0 Health Requirements

11.1 The program plan for the extended hours child-care program must allocate a period of time for children to conduct personal hygiene. This should occur after the evening meal or snack and prior to the evening rest period. A staff member must be present and available to assist children.

11.2 Children's toothbrushes must be stored in a manner that prevents contact between toothbrushes and maintains the cleanliness of each toothbrush.

11.3 Each child must be provided with a clean face cloth and towel for personal hygiene.