

EQUIPMENT AND FURNISHINGS

TELEPHONE

Section 12(1)

Every licensee shall provide a telephone in working order within the premises of the child care centre.

Guideline

All centres must have a telephone on site with a telephone number listed in the centre's name.

Nursery schools, located in schools or other public spaces, without access to a telephone within the centre, must have the use of a telephone within the building. Wherever possible, the telephone should be listed in the name of the centre and host facility.

Best Practice

Centres have an answering machine and cell phone to help ensure good communication with parents. Centres ensure these are used when children and staff are away from the centre.

Staff checks the answering machine messages at least hourly.

Answering machines have a press "o" option for use in emergency situations so parents can speak directly to staff.

Centres have computers with e-mail access.

CHILDREN'S EQUIPMENT AND FURNISHINGS

Section 12(2)

Every licensee shall provide for each child in attendance at the child care centre equipment for sleeping, eating and the storage of personal effects which is:

- (a) consistent with the developmental capabilities of children in attendance; and
- (b) in compliance with the requirements of the *Hazardous Products Act (Canada)* and other applicable safety legislation or standards as determined by the director.

Guideline

Licensees provide a separate playpen or crib meeting the requirements of the *Hazardous Products Act (Canada)* for each child less than 18 months of age.

Consumer and Corporate Affairs Canada can provide specific information about the standard playpens and cribs must meet.

A separate safe and sanitary resting place is provided for each child 18 months to six years of age.

The centre should ensure a high chair or infant seat is available for use by every child as needed. Each high chair must be sanitized after use.

Baby walkers are strictly prohibited.

Best Practice

An attractive environment with soft furniture and carpeted areas is provided for the children's comfort.

Equipment for sleeping, eating and storage of personal effects is:

- comfortable
- durable enough to be used regularly by children
- easy to clean, and
- safe for ages and stages of the children enrolled

Most furniture is child-sized.

All furniture is sturdy, in good repair and free of hazards. For example, there are no sharp points or corners, splinters, protruding nails or bolts. Furnishings are easily adaptable for inclusion of children with disabilities with their peers.

Regularly used items, such as mats, cots or blankets are easily accessible and identifiable. Equipment is regularly cleaned and inspected for damage. Damaged or incomplete items (ex: games, puzzles) are removed.

A current inventory list is maintained.

Surplus equipment for rotating into learning centres is stored away from the children's play space. If storage must be located in the play area, equipment is kept in closed shelving, cupboards or wall units. High shelves are free from clutter.

TOILETS, WASHBASINS AND BATHING FACILITIES

Section 12(10)

Every licensee who operates a full time child care centre, school age child care centre or nursery school shall provide a minimum of one flush toilet and one washbasin with running water either within the child care centre or within reasonable access in the same site:

- (a) for each group of 10 children if the licensee operates a full time child care centre or nursery school; or
- (b) for each group of 15 children, if the licensee operates a school age child care centre.

Guideline

There must be at least one sink near every two toilets in a centre. The remaining sinks do not need to be near to the toilets. Step stools should be available to encourage independent use of toilets.

School age children should be assured of privacy when using washrooms by distinguishing the facilities for either boys or girls.

It is recommended that, in a preschool centre, one cubicle has a door for privacy.

If cloth towel dispensers are used, the child care centre must ensure the units are low enough that children do not have to stretch up to reach the dispenser. Safety shields must also be installed on the dispenser.

Best Practice

Washrooms are located where children can easily access them from both indoor and outdoor areas to promote children's independence.

Child-sized toilets and low sinks are provided. When standard-sized washroom fixtures are present, proper, safe and easily cleaned raised equipment is provided to allow children to use the facilities.

ALTERNATIVES – APPROVAL REQUIRED FROM HEALTH AUTHORITY

Section 12(10.1)

A licensee may provide an alternative to the requirements in subsection (10) as may be approved by the health authority.

BATHING FACILITIES FOR CHILDREN UNDER 18 MONTHS

Section 12(10.2)

A licensee shall provide bathing facilities acceptable to the director, in child care centres licensed for children under 18 months of age.

Guideline

A centre may use an infant bathtub or a standard bathtub. Whenever possible, the tub should be built-in rather than portable.

No child may be left alone when bathing.

TOILETS, WASHBASINS AND BATHING FACILITIES – EXEMPTIONS

Section 12(11)

Notwithstanding subsection (10), a licensee who operates a nursery school in a location outside the City of Winnipeg which was licensed before October 10, 1983, shall provide a minimum of one flush toilet and one washbasin with running water for each group of 15 children.

Section 12(12)

Notwithstanding subsection (10), a licensee who operates a full time child care centre in a location outside the City of Winnipeg which was licensed before October 10, 1983:

- (a) shall meet the requirements of subsection (10) no later than October 31, 1986; or
- (b) shall, where physical renovations may not readily be made within the child care centre, and subject to the discretion of the director, continue to meet the requirements of subsection (11).

URINALS

Section 12(14)

Where three or more toilets are required in order to comply with subsection (10), one-third of the toilets may be urinals which are accessible for independent use.

DIAPERING AND TOILET TRAINING FACILITIES

Section 12(15)

Every licensee shall provide for all children in attendance at the licensee's child care centre who require them:

- (a) diapering facilities which meet the requirements of the health authority; and
- (b) training chairs.

Guideline

Where training or potty-chairs are provided, the frame must be smooth and easy to clean. The waste containers in the potty-chairs should be removable. The frame and container must be cleaned and sanitized immediately after every use.

A toilet with a seat is recommended for toilet training purposes. A footstool should be provided for children. A safety bar on the side will add extra security.

Potty-chairs should never be stored or used in either the food preparation area, or play areas or at the main entrance to the centre, for sanitary reasons.

The following facilities should be provided for diapering children if one or more children using diapers are enrolled in a centre:

- (a) One change table is required for every 12 children enrolled.
- (b) The changing surface should include a stable area, out of the reach of children and preferably one metre above the floor. To prevent the risk of falls, it should be attached to a wall on one side and preferably also on one end. A protective ledge should be provided along the outside edge of the counter to prevent children from rolling off. It should be covered with a smooth, moisture-resistant, easily cleanable material. Extra protection may be provided by the use of disposable single-service covers.
- (c) Running water must be provided in the same room and close to the changing area. The best handwash sink has both hot and cold running water mixed through one faucet. Water controls are preferably foot-knee; or wrist-operated for sanitary reasons.
- (d) Disposable wash cloths and towels may be used only once, then discarded.
- (e) A tightly covered container with a foot-operated lid lined with a disposable trash bag must be provided for the storage of soiled diapers, which must be removed from the centre daily.
- (f) The change surface must be sanitized after each use. A chemical solution of 5 ml (one tsp) of household bleach per 500 ml (two cups) of tap water is a recommended cleaning solution.

This solution may also be used in a spray bottle for sanitizing surfaces and must be labelled and inaccessible to children.

- (g) If a child is too large for the changing area, special provisions for diapering may be approved by the child care co-ordinator.

Best Practice

Pullout steps are available at the diaper change table to allow toddlers to climb up independently.

To promote infant/caregiver conversation while diapering, the following are provided:

- supply of clean toys
- hooks over the changing area to hang mobiles
- pictures on the ceiling or underneath the overhead shelf
- mirror along one side of the changing surface

DRINKING WATER AND CUPS

Section 12(17)

Every licensee shall ensure that children in attendance at the licensee's child care centre:

- (a) have access to a supply of drinking water acceptable to the health authority;
- (b) are provided with disposable or separate drinking cups in a manner acceptable to the health authority.

Guideline

Children should have independent access to drinking water. If the tap is not at a child's height, other means, such as jugs or pitchers may be used.

Styrofoam cups, brittle plastic or glass cups are not recommended. Styrofoam cups can be easily broken by a child posing a choking hazard. Brittle plastic or glass cups, if broken, may cause injury to children. Paper cups are recommended.

Best Practice

Children have access to drinking water at all times, including during indoor and outdoor play times and excursions away from the centre.