



Supervision Plan for Basement Washrooms School Age program

Revised: September 23, 2015, October 12, 2016, January 7, 2025, June 29, 2026

This procedure is to be followed by the staff when working in Room 25, and 26 and 6.

There are no bathrooms in the basement school age rooms. The communal washrooms are located in the basement and are segregated by gender.

1. Children can go to the washroom using the buddy system, and not more than 3 children from one room at one time, when the program is inside the school and adults are close by i.e. in other school age room or office
2. Staff will use the walkie talkie to inform the other rooms when they send children to the bathroom to limit the number of children in the bathroom at one time.
3. Children must be escorted by a staff member if needing the washroom when outside.
4. Children must never be allowed to go inside to use the bathroom if the school age group is outside
5. Staff must ensure ratios are met outside before bring a group inside, or bringing a group of children inside that would ensure ratios are still met outside.
6. Ratios can never be reduced when on the playground.

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I, acknowledge receipt of Orde Day Care Centre **Supervision Plan for Basement Washroom School Age Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Supervision Plan for Basement Washroom School Age Policy and Procedure**. I understand that if I have questions, at any time, regarding the **Supervision Plan for Basement Washroom School Age Policy and Procedures**, I will consult with my immediate supervisor.

Please read the **Supervision Plan for Basement Washroom School Age Policy and Procedures** carefully to ensure that you understand the policy and procedures before signing.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: