

## Q: What are the supervision ratio limits?

- All programs, events, and classroom settings must comply with supervision ratio limits for workers to minors at all times.
- The ratio applicable to the lowest age targeted by the program, event, or class shall be maintained.
- The number of minors a worker may supervise increases if there is at least one underaged worker that is 4 or more grades older than the oldest age targeted by the program, event, or class.
- Underaged workers are always included with the program participants when assessing supervision limits and determining the maximum number of program participants.

Age Targeted by the Program, Event, or Class	Base Ratio	Increased Ratio with one or more Underaged Workers that are at least 4 grades older than the oldest target age
Under Age 2	1:3	1:5
Age 2 to Senior Kindergarten	1:5	1:8
Grades 1 to 5	1:10	1:12
Grades 6 to 8	1:7	Not Applicable
Grades 9 to 12	1:10	Not Applicable

## Q: When is Hall Monitor required?

A: The use of a hall monitor is required if the program or event includes dividing minors into separate classroom settings.

## Q: How often do I have to renew my Police Check?

A: Once every 5 years.

## Q: How often do I have to attend training?

A: Once annually.

## Q: Can married workers serve together?

A: Yes, but there must be either one or more additional workers with them or a Hall Monitor.

## Q: When is it required to have at least one male and one female worker?

A: Overnight events and all events or programs that include minors ages 14 to 17.

**Q: Does an Underaged Worker need to have taken a recognized babysitting course?**

A: Yes, only to help in the nursery.

**Q: As an Underaged Worker can I go into any classroom at any time to help?**

A: No, you must be scheduled by the Ministry Leader.

**Q: Can an Underaged Worker change a diaper?**

A: No.

**Q: Can an Underaged Worker take someone to the washroom?**

A: No.

**Q: When are registration and attendance required?**

A: For all programs and events.

**Q: When is a sign-in and sign-out process required?**

A: It is only required with kids under Grade 1, but our practice is to use one with all kids under Grade 6.

**Q: What if a parent that is not an approved worker wants to stay in a class with his or her child?**

A: The parent may stay as long as he or she is given a "Program Visitor" sticker and it is properly logged.

**Q: Can I drive minors?**

A: Yes, as long as you have been pre-approved by the ministry leader as a driver, provided a copy of your class G license and a copy of valid insurance, and the parent/guardian has signed permission. There should always be at least three people in the vehicle (2 adults and 1 minor or 1 adult and 2 minors minimum).

**Q: Can I administer an Epi-Pen?**

A: Yes, when there is an emergency you administer an Epi-Pen injection and then 911 will be called right away. If possible, someone that is First-Aid certified should administer it.