

Q: What are the supervision ratio limits?

- Target age Under 2 - 1:3
- Target ages 2 to Senior Kindergarten - 1:5
- Target ages Grade 1 to Grade 8 - 1:7
- Target ages Grade 9 to Age 17 - 1:10 (Workers must be at least 21 years of age)
- The ratio applicable to the lowest age targeted by the program, event, or class shall be maintained.

Q: How do Designated Helpers impact ratios?

A: A Designated helper is never counted as a supervisor, always a supervisee. However, the age of the Designated Helper compared to the age of the program participants determines whether the Designated Helper is counted with the program participants or in addition to the program participants. When Designated Helpers are counted in addition to the program participants, the limit is that each worker may supervise at most 1 Designated Helper.

If a Designated Helper is close to the target age of the program or event, **he or she is included in the count along with program participants when considering ratio limits.**

If a Designated Helper is sufficiently older than the target age for the program or event (as defined below), **he or she is NOT included in the count along with program participants.** In such cases each worker may supervise 1 Designated Helper over and above the maximum number of program participants set by the applicable ratio.

When considering supervision ratio limits, Designated Helpers **are not included** toward the maximum number of program participants **when the following age gaps exist:**

- Designated Helpers in Grade 11 or above for programs events that target minors up to grade 5.
- Designated Helpers in Grade 9 or 10 for programs and events that target minors up to grade 2.
- Designated Helpers in Grade 6, 7, or 8 for programs and events that target minors up to Senior Kindergarten.

Example 1: consider 3 workers and 1 Designated Helper in Grade 7 volunteering for a program that targets Kindergarten to Grade 5.

- A 1:5 ratio would apply, because the lowest target age is Junior Kindergarten.
- The Designated Helper **is not** sufficiently older than the target age.
- The maximum number of program participants is 14, because the Designated Helper is included in the limit of 15 minors that the 3 workers can supervise.

Example 2: consider 3 workers and 1 Designated Helper in Grade 11 volunteering for a program that targets Kindergarten to Grade 5.

- A 1:5 ratio would apply, because the lowest target age is Junior Kindergarten.
- The Designated Helper **is** sufficiently older than the target age.
- The maximum number of program participants is 15, because the Designated Helper is counted in addition to the limit of 15 minors that the 3 workers can supervise. The 3 workers could also, supervise up to 2 more Designated Helpers, but even if there were more Designated Helpers, there would still be a maximum of 15 program participants.

Q: Does a Designated Helper need to have taken a recognized babysitting course?

A: Yes, only to help in the nursery.

Q: As a Designated Helper can I go into any classroom at any time to help?

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

Q: Can a Designated Helper change a diaper?

A: No.

Q: Can a Designated Helper take someone to the washroom?

A: No.

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 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: 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: What is considered counselling?

A: "Counseling" will be defined, for the purpose of the APP, as ongoing conversation dealing with one or more personal issues. In other words a brief one-time discussion (e.g. listening to a problem) is not included.

Workers should not counsel a minor alone. If one-to-one counselling is requested, it should be referred to a qualified counselor, the pastoral shall be advised, signed parent/guardian permission shall be obtain beforehand, and it shall not take place in secluded areas.

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 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 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.

Q: Can I administer an Epi-Pen?

A: An Epi-Pen will only be administer by a worker in a case of extreme emergency and only after 911 has been called. If possible, someone that is First-Aid certified should administer it.