

- **Meet health, welfare and safety needs**
 - Accommodate for children's allergies
 - Administer medication and/or procedures
 - Implement preventive health and safety measures
 - Develop and implement safe travelling practices
 - Provide first aid and CPR
 - Implement emergency and evacuation plans and security procedures and review safety-related issues
 - Follow safe toileting and diapering procedures
 - Identify and report suspected cases of child abuse and neglect
 - Promote a healthy lifestyle
 - Promote environmentally sound practices
 - Actively supervise children at all times, including during outings and field trips
- **Meet nutritional needs**
 - Post weekly menu of nutritious snacks and meals
 - Promote healthy eating
 - Accommodate for special nutritional requirements
- **Guide children's behaviour**
 - Establish with colleagues an environment to foster positive behaviour in the program
 - Guide and observe children
 - Implement positive behaviour guidance
 - Facilitate appropriate language, conflict resolution, empathy, problem solving and coping skills
 - Use and promote active listening skills
 - Use natural and logical consequences
- **Protect children from physical and emotional harm**

Record Keeping

- **Maintain records for legislative and regulatory purposes**
 - Record daily attendance
 - Record and report accidents, incidents and occurrences as required
 - Record cleaning procedures
 - Prepare a record of ill health
 - Record medical procedures and the administration of medication
 - Maintain up-to-date children's records
 - Maintain/record safety checks of classroom and outdoor play area
 - Complete child's daily log for parents
 - Complete/maintain program daily log book/record (mandatory)
- **Equipment and Facility**
 - Check for physical hazards daily
 - Maintain and implement safety standards and protocols
 - Use developmentally appropriate equipment
 - Adapt programming and equipment to unique settings and situations