



Incident Safety Plan

Date: April 22-May 6, 2026

Preschoolers Dream classroom

The bus arrives on Tuesdays and Thursdays around 4pm. I have contacted the Friendship Center to collaborate drop off plans, the bus supervisor will walk the child to the door, once it opens and chimes, an Educator will receive the child. This will ensure that our educators will not have to exit to receive the child being dropped off, preventing confusion and miscommunication.

There are 2 primary Educators and 1 floating Educator in the classroom daily. Unless there are circumstances that prevent the floating Educator, they will be the primary washroom supervision. Each time they leave the gate area to supervise children using the washroom, they will put on the jingle bracelet and write child name on the whiteboard. When they return to the classroom, they will return the bracelet and wipe the child name from the board.

The Director and/or Owner will oversee the drop off procedure, to ensure it is working effectively.

The Director and/or Owner will observe the bathroom routine during different times of the day, to ensure procedures are being followed.

All Educators will review the previous documentation around non-compliance, missing children and reporting and sign/date it again.

I have re-read and understand the attached Order to Remedy Non-Compliance Action Plan, Supervision Policy, Lost or Missing Child Procedure and Incident Reporting policies.

Judy Fehr

Name

Judy

Signature

April, 22, 2026

Date

Harpreet Kaur

Name

Harpreet

Signature

April 22/2026

Date

Ridge Kids Playcare-Whispering Ridge

Unit 103 & 104, 15101 102 Street County of Grande Prairie No. 1, AB T8V 7C9

ridgekidsplaycare@hotmail.com

780-830-3312

www.ridgekidsplaycare.com



Jenavieve Elliott

Name

Signature

April 22nd 2026

Date

Caren Tallcree

Name

Signature

April 22, 2026

Date

Katein Anderson

Name

Signature

April 23, 2026.

Date

Nur-Ann Sneedon

Name

Signature

April 20th, 2026

Date

Ravi Kuman

Name

Signature

April 30th 2026.

Date

Erica Schneider

Name

Signature

April 30th/26

Date

Dipika Suryawanshi

Name

Signature

April 30 | 26

Date

Avie-lee Siefhu

Name

Signature

April 30th / 26

Date

Dina Hans

Name

Signature

April 30 / 2026

Date

Christine Kish

Name

Signature

April 30th / 2026

Date

Brooklyn Carter

Name

Signature

May 4th 2026

Date

Order to Remedy Non-Compliance Action Plan

Date: March 17, 2026

Non-Compliance Issued:

License holder must report each incident to the statutory director forthwith in the manner required by the statutory director.

License holder must ensure that all children are, at all times, under supervision that is adequate to ensure their safety, well-being and development.

Measure to Remedy Non-Compliance:

Addition of floating Educator, to support with washroom needs.

Requirement of Educators to step out of classroom for children to use washroom.

Educators to report all incidents at first opportunity of ability.

Educators to complete Incident Reports for all incidents and ensure they are completed entirely, with signatures from parents and director.

Policies Reviewed:

Supervision Policy

Lost or Missing Child Procedure

Incident Reporting

I have read and understood the above Action Plan and attached policies:

Name Nur-Ana Sacedon

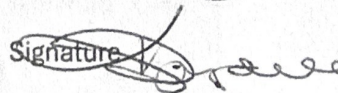
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Date 17-Mar-26

Name Kathy Drysdale

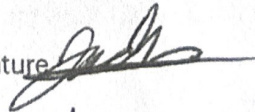
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Date 17-march-26

Name Judy Fehr

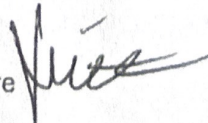
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Date March/17/26

Name Jenavieve Elliott

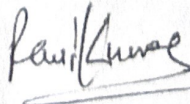
Signature



Date 17th March/26

Name Ravi Kumar

Signature



Date 17th March 2026

Brooklyn Carter



May 4th 2026

Name	Caren Talloree	Signature	Caren Talloree	Date	March 17, 2026
Name	Christine Kish	Signature	Chish	Date	March 17/2026
Name	Dipika Suryawanshi	Signature	Dipika	Date	March 17, 2026
Name	Erica Schneider	Signature	Erica	Date	March 17/26
Name	Brooklyn Carter	Signature	Brooklyn Carter	Date	March 17 th /2026
Name	Dina Hans	Signature	Dina Hans	Date	March 18/2026
Name	Katelin Anderson	Signature	Katelin Anderson	Date	Mar. 18/26
Name	Stacy Ringrose	Signature	Stacy Ringrose	Date	Mar 18, 2026
Name	Harpreet Kaur	Signature	Harpreet	Date	April 22/26
Name	Jenawieve Witt	Signature	Jenawieve	Date	Apr 22/26
Name	Caren Talloree	Signature	Caren Talloree	Date	Apr 23/26
Name	Katelin Anderson	Signature	Katelin Anderson	Date	April 23/26
Name	Erica Schneider	Signature	Erica Schneider	Date	April 30/26
Name	Avie-ll Singh	Signature	Avie-ll Singh	Date	April 30 th /26
Name		Signature		Date	



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Handwritten notes and initials: *JK JE RK CT*, *CK A. ES MS KA*, *JK AS*

Supervision Policy

Ridge Kids Playcare will ensure that children are supervised at all times by following provincial standards for childcare programs in regard to ratios. Educators will ensure the safety, well being and development of all children in the program. Effective supervision reduces the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive and intentional learning environments for children and childcare educators. Effective supervision requires primary staff in licensed childcare settings to be involved and familiar with the children in their care. This is important because the most effective kind of supervision for a particular setting can change depending on the type of program provided. Effective supervision also requires childcare programs and staff to assess their supervision practices on a regular basis to ensure that they continue to promote safety and to meet the needs of children in the program.

Educators should avoid doing activities that may draw their attention away from active supervision such as administrative tasks, texting, reading, etc.

Educators caregivers observe children's play and behavior by:

- Directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children gather in larger groups.
- Observing play and anticipating what may happen next in order to provide educators with opportunity to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in the educators direct line of sight (such as those in outdoor play spaces or areas where children nap).
- Positioning staff to allow for the supervision of the entire group of children.
- Monitoring children's health to identify early signs of fever, illness, or unusual behavior.
- Watching and participating in children's play to ensure that children are playing in a safe manner.
- Watching and participating in children's play inside and outside, to notice if equipment is not working properly or in disrepair.



Ridge Kids Playcare will promote child safety through supervision practices that include:

- Ensuring children are signed in and out daily by parent(s). If a child is not signed in or out, it is the educators responsibility to fill in the times.
- Ensuring the number of children in care, completing regular checks to ensure all children are accounted for.
- Educators must remain in ratio, if they are required to leave the room they must be covered by another educator.
- Educators coming into the room must check attendance record, count the children and ensure all children are accounted for. This helps all educators know how many children they are responsible for.
- Educators must be familiar with where the children are playing and what they are playing with.
- Educators will be in direct contact with children both indoors and outdoors, observing the children playing and behaviors.
- Educators will closely monitor all children while participating in risky play activities and during transitions.
- Educators will listen to and for the children during play, transitions and quiet time.
- Educators will position themselves in a way that provides optimal opportunity for supervision, allow them to see the children. Educators will spread out and around the room and outside space, keeping their backs against walls or other barriers, allowing them to view children in their site.
- Educators are aware of the indoor space, making sure there are no new hazards and toys are in good repair. Daily safety checklists will be done on the indoor and outdoor spaces before children use them, to ensure safety.
- Educators will ensure room layouts are designed for optimal supervision.
- When leaving the room an attendance check is done to ensure no child is left behind. Checks must be completed each time an opportunity occurs for children to mix (outside, hallways, etc.).
- When walking with a group of children, one educator stands at the front and one at the back. The extra educators will spread out in the middle if there are three or more educators. If there is one educator, they are to stand at the back of the line to see all children ahead.

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The hiring and orientation process involves a thorough review of policies and procedures, requiring Educators to acknowledge and document their comprehension of these guidelines. It is essential for each Educator to be aware of the number of children under their supervision. Implementing effective supervision practices is crucial in minimizing risks to children by averting incidents, injuries, and accidents. In our programs, Educators will engage with and understand the unique needs of the children in their care. Practices can include, but is not limited to, completing roll call and/or counting kids.

Educators should maintain proximity to children to facilitate easy communication without raising their voices. Active supervision entails participating in or guiding children's learning and educational activities while remaining attentive and vigilant towards each child and the group as a whole. Supervision practices are tailored to the specific childcare environment and the individual requirements of the children enrolled, as defined by Licensing.

To ensure effective supervision, Educators must strategically position themselves to monitor all children in their group. They will routinely circulate through various areas where children are present. Small group activities will be prioritized to better address the individual needs of the children. Regular head counts will be conducted in the classroom, particularly when staff re-enter the room and after each transition.

Sign in and Out (Arrivals and Departures)

It is required that children are signed in and out by the approved Parent/Guardian.

When a child is picked up or dropped off by a Parent/Guardian, the parent or guardian must be greeted by an Educator and sign the child in/out on the app and/or paper attendance, as necessary. A child will not be released or accepted into care unless accompanied by an adult.

Parents/Guardians may be able to enter the play area(s) where space and licencing allow. Site specifics will be shared with families as required.

Parents/Guardians must notify the program is someone other than themselves is picking the child up from care. The person must be an adult, a child will not be released to anyone

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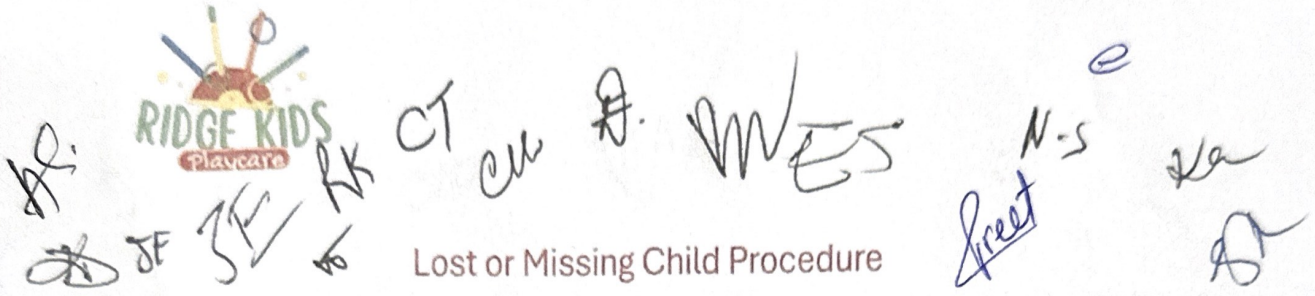


without authorization. If an Educator is unfamiliar with a person who arrives to pick up the child, that person will be asked to provide government issued photo identification and the information will be compared to the child's emergency information card and/or call the child's Parent/ Guardian.

Washroom Supervision

For children requiring use of the washroom, an educator will position themselves near the door to ensure they are able to supervise/assist if needed. This means the washroom will be checked, prior to use and after. The door will remain slightly ajar for privacy and supervision.

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Lost or Missing Child Procedure

Educators complete head counts regularly, minimally every ten (10) minutes. If a child is identified as lost or missing, the following procedure outlines expectations for a lost or missing child:

1. Educators will communicate via 2-way radio that a child is lost or missing, identifying which child.
2. Educators will immediately send at least one person to each entrance or exit door.
3. Educators will complete an attendance check, confirming each child that has been checked in is present.
4. Director or Designate will search each washroom, hallway, play area & structure, outside play space, storage room, parking lot and adjacent business.
5. Director or Designate will contact parent/guardian and License Holder while an Educator calls 911 if child remains unfound.

Director/Licence Holder Responsibilities:

1. Confirm 911 has been called, call if needed.
2. Communicate with License Holder and/or Licensing Officer regarding incidents.
3. Complete Incident Reporting.
4. Communicate with families about the incident and support as able.



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Awol Child Procedure

Educators complete head counts regularly, minimally every ten (10) minutes. If a child is identified as leaving without permission, the following procedure outlines expectations for a child leaving program without permission:

6. Educators will communicate via 2-way radio that child is running, attempt as possible to prevent child from exiting facility by locking doors, providing a barrier.
7. Educators will immediately send at least one person to each entrance or exit door.
8. Educators will complete an attendance check, confirming each child that has been checked in is present.
9. Director or Designate will contact parent/guardian and License Holder while an Educator calls 911 if child continues to attempt exit.
10. Educators will complete Incident Report.

Director/Licence Holder Responsibilities:

5. Confirm 911 has been called, call if needed.
6. Communicate with License Holder and parent/guardian about incident, request assistance, if required.
7. Complete Incident Reporting, as required.



Handwritten initials and names: CT, ce, A., ES, W, N.S., JH, Grant, Ke, A.S.

Incident Reporting

Information pertaining to individual children will be communicated in a formal and confidential manner, this includes but is not limited to illness, injury and aggression or challenging behaviors. These reports are reviewed and signed by the parent/guardian upon pick up. Parents/guardians will be notified as soon as possible by phone for incidents that involve an injury or incident that may require medical attention, head injuries and/or any incident being reported to licensing.

If a Critical Incident occurs at Ridge Kids Playcare, information about the children will be shared with licensing according to the Government of Alberta Licensing regulations, while Incident Reporting documentation is the same, reporting varies based on what licensing requires programs to report.

Please see **Incident Report Form