



IN SPACE CHILDCARE

Employee Handbook

Everything you need to thrive as a member of the In Space team — our mission, your role, and the standards that make our culture.

www.inspaceuniverse.com | Nanaimo, BC

Welcome to the Team

Everything you need to thrive as a member of the In Space team.

Welcome to In Space Childcare Inc.

We're excited to have you join our team. Our programs are built on safety, imagination, professionalism, and care.

As a team member, you are a steward of our culture.

Our Mission & Values

To provide a safe, inspiring childcare experience.

Core Values

- ✓ Child safety first
- ✓ Professionalism and trust
- ✓ Creativity and exploration
- ✓ Respectful partnerships
- ✓ Continuous learning

Team Structure

- ✓ Clear leadership
- ✓ Defined roles
- ✓ Ongoing training

Scheduling

- ✓ Shifts: Mon-Fri mornings and afternoons
- ✓ Pro-D Days (~10/year)
- ✓ Camps: full days with rotating shifts
- ✓ Closed on statutory holidays

Hours & Pay

- ✓ 20-40 hours/week
- ✓ Full-time during camps
- ✓ Paid semi-monthly
- ✓ Paydays: 15th and month-end

Roles & Responsibilities

Every team member carries these responsibilities each day.

1. Provide safe supervision

2. Transport children safely

3. Work across locations

4. Support daily routines

5. Plan engaging activities

6. Maintain records

7. Communicate with families

8. Uphold confidentiality

9. Complete incident reports

Licensing Compliance

We operate in full alignment with regulations:

- ✓ Child Care Licensing Regulation
- ✓ Island Health processes
- ✓ Staff-to-child ratios
- ✓ Medication procedures
- ✓ Privacy policies
- ✓ Incident reporting

Policies

Attendance

- ✓ Log in/out using ProCare
- ✓ Punctuality essential
- ✓ Professional behaviour required

Health & Safety

- ✓ Illness procedures
- ✓ Conflict resolution
- ✓ WorkSafe reporting

Training

- ✓ Mission review
- ✓ Contract review
- ✓ Compliance training
- ✓ ProCare orientation
- ✓ Safety expectations

Staffing Ratios

PROGRAM / GROUP	RATIO	MAX GROUP	NOTES
Group Child Care — Under 36 Months	1:4	12	Infant/toddler program
Group Child Care — 30 Months to School Age	1:8	25	Our daycare program
Preschool	1:10	20	30 months to kindergarten · 4 hrs/day
School Age — Kindergarten & Grade 1	1:12	24	Before/after school, school closures
School Age — Grade 2 and Older	1:15	30	Older-elementary care

When our team is supported, our families thrive. When our families thrive, our children soar.