

ECE staff-file and coverage workpaper

A planning workpaper for a BC daycare acquisition. Use staff codes in working copies, with necessary identity documents held through the agreed restricted process. Codes do not guarantee anonymity. This workpaper does not validate a real certificate, determine legal capacity or approve staffing.

Qualification and file summary

Facility/program: _____ Review date: _____ Proposed handover: _____

Staff code	Actual role / program	Relevant certificate type / status, date checked	Material expiry date	Other required file categories reviewed / follow-up	Restricted supporting-record reference

Use the [Province's ECE page](#) to reach official validation. A certificate copy, renewal application and confirmed renewal are different evidence. If the result is unclear, resolve it through the appropriate Registry process rather than treating it as either confirmed or failed.

Availability and assignment record

Date / time block	Room and role requiring cover	Required qualification basis	Assigned staff code	Confirmed availability	Conflicting room / duty	Paid time and payroll reference	Unresolved action

Assess the actual program requirements first. The table starts with that documented basis; it does not derive a ratio from the number of names. Record first-aid and any other distinct coverage requirement separately. A person cannot cover two simultaneous planned room assignments.

Hypothetical short-window test

Assume the operator has already established each room's required arrangement and the relief employee is qualified for either assignment. No real children, staff or certificate numbers are used.

Original plan:

- Room A designated staff break: 12:00-12:30.
- Room B designated staff break: 12:00-12:30.
- One relief employee available: 12:00-12:30.
- Required relief: $2 \times 0.5 = 1$ worker-hour.
- Available relief: $1 \times 0.5 = 0.5$ worker-hour.
- Gap: 0.5 worker-hour; one room's planned cover is missing for thirty minutes.

Possible revised sequence:

- Room A break/relief: 12:00-12:30.
- Room B break/relief: 12:30-13:00.
- One suitably qualified relief employee confirmed available: 12:00-13:00.
- Required relief: 1 worker-hour; available relief: 1 worker-hour; no overlap in these two assignments.

This resolves only the specified conflict. Confirm the full shifts, lawful breaks, role requirements and all remaining coverage. A proposed extension not accepted by the employee remains unconfirmed.

Cost bridge for the same example

Hypothetical CAD fully loaded rate: \$38/hour. Relief employee already employed on site; extra time assumed suitable without overtime or additional premiums. Not a wage quote or a statement about actual employment entitlements.

- Original budgeted half-hour: $0.5 \times \$38 = \$19/\text{day}$.
- Revised full hour: $1 \times \$38 = \$38/\text{day}$.
- Increment: $\$38 - \$19 = \$19/\text{day}$.
- Five operating days: $\$19 \times 5 = \$95/\text{week}$.
- Four specified weeks: $\$95 \times 4 = \$380$ incremental cost.

Do not add the original \$19 again as an extra cost. Do not add employer-cost components again if already included in the loaded rate. If the rate or availability is unknown, label it unresolved; a blank is not zero and does not mean coverage exists.

Handover change record

Staff code/role affected: _____

Changed availability, duties, document or employment arrangement: _____

Coverage affected, with dates/time blocks: _____

Confirmed replacement arrangement and file references: _____

Payroll assumption changed: _____

Who will resolve it, and before which decision: _____

Keep the confidentiality process and appropriate employment/licensing advice separate from the spreadsheet-like arithmetic. Current sources checked September 8, 2026; use the rules and facts applicable to the actual work dates.