



# BCAA CPS Information Session

## Toddler Facilitator Notes: Virtual

<p>Preparation</p>	<p>Equipment needed:</p> <ul style="list-style-type: none"> <li>• Computer with internet connection</li> <li>• Video conferencing software (e.g. Zoom, Teams)</li> <li>• BCAA CPS Virtual Toddler Information Session PowerPoint presentation and Facilitator Notes</li> </ul>
<p><b>Slide 2</b></p> 	<ul style="list-style-type: none"> <li>• Start virtual platform at least 5 mins before presentation start time</li> <li>• Turn screen sharing on with this slide</li> <li>• Keep this slide on your screen while waiting to start.</li> <li>• When ready to start, <b>turn screen sharing off</b> and follow SCRIPT</li> </ul> <p><b>Option:</b> Although it's more engaging for the participant if they see you on full screen when not showing a presentation slide, if you prefer, you can keep screen sharing on through out the session. The participant will be able to see you in a thumbnail video in the corner of their screen or beside the slide being shown depending on how they have their screen set up.</p>
<p><b>Presenter on screen</b></p>	<p><b>SCRIPT:</b> Hello and thank you for inviting me today. My name is _____ and I am a certified BCAA Child Passenger Safety Educator</p> <p><b>Provide an overview on how to use the virtual platform including how to:</b></p> <ul style="list-style-type: none"> <li>• Mute/unmute their audio</li> <li>• Let you know they have a question e.g. raise their hand</li> <li>• Use the chat to ask a question or make a comment</li> </ul> <p><b>SCRIPT:</b> If you haven't already done so, could you please all mute your audio to prevent feedback.</p> <p><b>Note:</b> You can mute all participants – just let them know if you do.</p> <p><b>Provide direction on how you want to handle questions</b> (see Guide to Virtual Presentations on The BCAA CPS Community under CPS Session Materials in Resources)</p> <p><b>SCRIPT:</b> I will be switching between talking to you on screen and showing slides and videos. Any questions before I start?</p> <p><b>Start screen sharing after questions</b></p>
<p><b>Slide 3</b></p> 	<p><b>SCRIPT:</b> Though there is a lot of information out there related to using child car seats – keeping your child safe comes down to 3 main things:</p> <ul style="list-style-type: none"> <li>• Choosing the right seat for your child</li> <li>• Correctly installing the seat into the vehicle</li> <li>• Correctly securing your child into the seat</li> </ul> <p>During this session, we will cover all 3 of these steps.</p> <p>We'll start by looking at choosing the right car seat.</p>

## Choosing a seat

### Slide 4



#### SCRIPT:

When choosing a seat, you need to consider the child's age, weight, and height.  
The first thing is the child's age and weight. This will help you know what type of seat you need.

### Slide 5



#### SCRIPT:

An important thing to keep in mind when choosing a seat is that it's best practice to keep a child rear-facing as long as possible.  
Rear-facing provides the best protection in a crash as the forces are taken up by the back of the child car seat, not the front of the child.

### Slide 6



#### SCRIPT:

Children over 6 months old will need a seat that goes rear-facing – either an infant-child seat or an infant-child-booster seat.  
These seats go rear and forward-facing.

### Slide 7



#### SCRIPT:

All child seats will have weight and height limits listed on the labels on the seat and in the car seat owner's manual.  
You can see on this infant-child seat that the limits overlap.  
It's good to choose a seat that has a high rear-facing weight limit so you can keep your child rear-facing as long as possible.  
Remember, the rear-facing position provides the best protection for child passengers.

### Slide 8



#### SCRIPT:





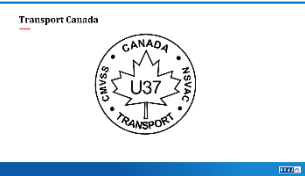
Once a child reaches the rear-facing weight or height limit for the infant/child or infant/child/booster seat they can go forward-facing.  
The rear-facing weight limits vary between seats, but they are usually between 18 to 22.7 kg or 40 to 50 pounds. Remember it's safest to keep a child rear-facing for as long as possible.  
Don't worry about the child's feet resting up against the back of the vehicle seat – this is not an indication they have outgrown their seat.  
A child under 1 years old must not go forward-facing.  
Some car seats have a minimum age and weight to turn a child forward-facing – make sure you read the car seat owner's manual.

### Slide 9

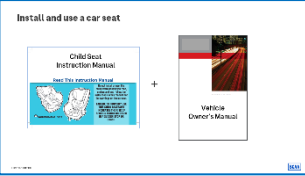
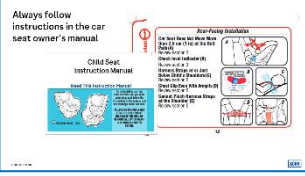


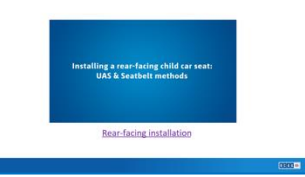








#### SCRIPT:


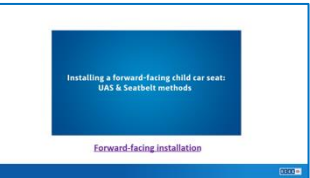

These are all seats that can be used forward-facing.  
A child should remain forward-facing until they reach the forward-facing weight or height limit of their seat.  
Keep a child forward-facing with the harness system as long as possible – it's safer for the child.

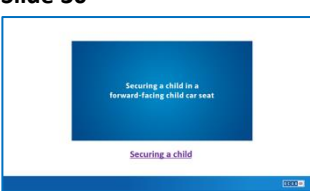

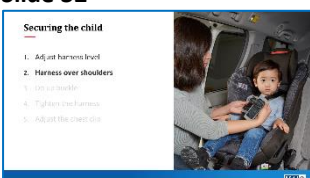
<p><b>Slide 10</b></p>  <p>Top of ears not to go above back of car seat.</p>	<p><b>SCRIPT:</b></p> <p>A child is too tall for a forward-facing car seat when the top of the child's ears are above the back of the child seat.</p>
<p><b>Slide 11</b></p>  <p>How do you know when to move a child into a booster seat?</p>	<p><b>SCRIPT:</b></p> <p>Once a child outgrows their forward-facing seat, they can move to a booster seat as long as they are over 18 kg or 40 lb. and preferably over 4 years old. The upper weight limit for forward-facing child seats varies, many go up to 29.5 kg or 65 lb.</p> <p>Keep a child in a booster seat until they are 9 years old or have reached a height of 145 cm or 4 feet, 9 inches</p>
<p><b>Slide 12</b></p>  <p>Booster Seat</p> <p>Infant-child-booster Child booster High-back booster No-back booster</p>	<p><b>SCRIPT:</b></p> <p>These are seats that can be used as a booster seat – they use the vehicle seat belt only.</p> <p>For the two seats on the left, the harness straps are removed when using it as a booster seat.</p> <p>A seat belt is designed for an adult not a child - a booster seat positions a child to fit correctly into a seat belt</p> <p>Before moving a child from a booster seat to a seat belt, make sure the seat belt fits them correctly with the lap belt snug across the hips. The shoulder belt lies over the child's shoulder and across their chest.</p> <p>I've talked about rear-facing, forward-facing and booster seats, there are also seats for children with special seating needs. If you'd like information on these seats, contact the BCAA Child Passenger Safety Program.</p>
<p><b>Slide 13</b></p>  <p>Expiry Date</p>	<p><b>SCRIPT:</b></p> <p>A couple of other things to note when choosing a child seat. First, it must not be expired.</p> <p>Information about when the seat expires is usually on the child car seat. This can be:</p> <ul style="list-style-type: none"> <li>On a label as seen on the left OR</li> <li>Embedded into the plastic moulding as seen on the right</li> </ul>
<p><b>Slide 14</b></p>  <p>Transport Canada</p>	<p><b>SCRIPT:</b></p> <p>And second, the child car seat must be approved for use in Canada.</p> <p>This Transport Canada label lets you know this seat is approved for use in Canada.</p> <p>It is against the law to use a car seat that doesn't have this label on it.</p> <p><b>Stop screen sharing</b></p>
<p><b>Presenter on screen</b></p>	<p><b>SCRIPT:</b></p> <p>Are there any questions about choosing a seat?</p> <p><b>After questions answered:</b></p> <p>Now let's look at the second main step in using a child car seat: Installing the seat.</p>
	<p><b>Start screen sharing</b></p>







## Installing a seat

<p><b>Slide 15</b></p> 	<p><b>SCRIPT:</b></p> <p>To install and use a child car seat, you will need the car seat owner's manual and the vehicle's owner's manual</p> <p>If you don't have these, they can be found on the manufacturer's website.</p>
<p><b>Slide 16</b></p> 	<p><b>SCRIPT:</b></p> <p>The child car seat owner's manual provides lots of information, but most important are instructions on how to install and use it correctly.</p> <p>It's very important to always follow these instructions as they are specific to the seat.</p>
<p><b>Slide 17</b></p> 	<p><b>SCRIPT:</b></p> <p>Some instructions can also be found on the labels of the car seat</p>
<p><b>Slide 18</b></p> 	<p><b>SCRIPT:</b></p> <p>The Vehicle Owner's Manual provides information about installing a car seat correctly into the specific vehicle including:</p> <ul style="list-style-type: none"> <li>• Which vehicle seat you can use and</li> <li>• Where to find Universal Anchorage System connectors and tether anchors</li> </ul> <p>You can find the car seat section in the Index under 'Child Safety'.</p> <p><b>Stop screen sharing</b></p>
<p><b>Presenter on screen</b></p>	<p><b>SCRIPT:</b></p> <p>Now we're going to look at some videos on how to install seats into a vehicle – we'll start with one on installing a rear-facing seat</p>
<p><b>Slide 19</b></p> 	<p><b>Start video</b> by clicking on link on slide</p> <p><b>SCRIPT when video ends:</b></p> <p>Now let's go over those steps you saw in the video</p>
<p><b>Slide 20</b></p> 	<p><b>SCRIPT:</b></p> <p>First determine the vehicle seating position</p> <p>Remember you need to refer to the vehicle's owner manual</p>




<p><b>Slide 21</b></p> <p><b>Install the seat</b></p> <ol style="list-style-type: none"> <li>1. Determine vehicle seating position</li> <li>2. <b>Adjust recline level</b></li> <li>3. Connect seat belt/UAS through correct belt path</li> <li>4. Tighten the seat belt or UAS</li> </ol>  <p>Recline Infant/Child seat</p>	<p><b>SCRIPT:</b></p> <p>Next, adjust the recline if needed</p> <p>Look in the car seat owner's manual on how to adjust the recline and to what degree.</p>
<p><b>Slide 22</b></p> <p><b>Install the seat</b></p> <ol style="list-style-type: none"> <li>1. Determine vehicle seating position</li> <li>2. Adjust recline level</li> <li>3. Connect seat belt/UAS using correct belt path</li> <li>4. Tighten the seat belt or UAS</li> </ol>	<p><b>SCRIPT:</b></p> <p>These next two steps –</p> <ul style="list-style-type: none"> <li>• connecting the seat using the correct belt path and</li> <li>• tightening the seat belt or Universal Anchorage System or UAS snugly</li> </ul> <p>are the most important because if they aren't done correctly, the seat could move out of place causing serious injury to the child.</p>
<p><b>Slide 23</b></p> <p><b>Correct belt path</b></p>  <p>Rear-facing Forward-facing</p>	<p><b>SCRIPT:</b></p> <p>The correct belt path is always the one closest to the back of the vehicle seat</p>
<p><b>Slide 24</b></p> <p><b>Tight seat belt or UAS</b></p>  <p>Pull strap across top of car seat Tighten seat belt across middle seat 2.5 cm (1 inch)</p>	<p><b>SCRIPT:</b></p> <p>And to tighten the seat belt or UAS, apply pressure into the car seat</p> <p>The seat shouldn't move more than 2.5 cm or 1 inch in any direction while holding the seat at the belt path.</p>
<p><b>Slide 25</b></p> <p><b>Important</b></p>  <p>Check owner's manual for transfer position. Do not jam against the back of the vehicle seat</p>	<p>One more point.</p> <p>It's important that the back of the child seat does not jam up against the back of the vehicle seat as shown here using an infant seat. This will affect the seat's ability to keep the child safe.</p> <p><b>Stop screen sharing</b></p>
<p><b>Presenter on screen</b></p>	<p><b>SCRIPT:</b></p> <p>Any questions so far?</p> <p>Before we watch a video on installing a seat forward-facing, I want to point out that there's two differences from the rear-facing installation:</p> <ul style="list-style-type: none"> <li>• the recline usually needs to be adjusted and</li> <li>• the top tether strap must be attached</li> </ul> <p><b>Start screen sharing</b></p>
<p><b>Slide 26</b></p> <p><b>Check recline</b></p> <p>Usually upright for forward-facing</p> 	<p><b>SCRIPT:</b></p> <p>For forward-facing the seat is usually upright, though some manufacturers allow the seat to be reclined forward-facing.</p> <p>Check the child seat owner's manual before installing.</p>

<p><b>Slide 27</b></p> 	<p><b>SCRIPT:</b></p> <p>A tether must be used on all forward-facing seats and is attached to the designated tether anchor for that seating position.</p> <p>You will find the location of the anchors in the vehicle owner's manual.</p> <p>Now let's watch the video</p>
<p><b>Slide 28</b></p> 	<p><b>Start video</b> by clicking on link on slide</p> <p><b>Stop screen sharing after video ends.</b></p>
<p><b>Presenter on screen</b></p>	<p><b>SCRIPT:</b></p> <p>Are there any questions about installing a seat?</p> <p><b>Let them answer and then Start screen sharing</b></p>
<p><b>Slide 29</b></p> 	<p><b>SCRIPT:</b></p> <p>The two most important things to remember when installing a seat are to use the correct belt path and make sure the seat belt or UAS is tight.</p>

<b>Securing the child</b>	
<p><b>Slide 30</b></p> 	<p>Now we're going to look at the last step in using a car seat: Securing the child.</p> <p>We'll start with watching a short video</p> <p><b>Start video</b> by clicking on link on slide</p> <p><b>SCRIPT</b> (when video ends):</p> <p>Now let's look at the steps you saw in the video.</p>
<p><b>Slide 31</b></p> 	<p><b>SCRIPT:</b></p> <p>First adjust the harness level so the harness is at or below the shoulder for rear-facing and at or above the shoulder for forward-facing.</p> <p>Refer to the car seat owner's manual to see how to adjust the harness level.</p>
<p><b>Slide 32</b></p> 	<p><b>SCRIPT:</b></p> <p>Then, put the harness straps over the child's shoulder</p>

<p><b>Slide 33</b></p> <p><b>Securing the child</b></p> <ol style="list-style-type: none"> <li>1. Adjust harness level</li> <li>2. Harness over shoulders</li> <li>3. Do up buckle</li> <li>4. Tighten the harness</li> <li>5. Adjust the chest clip</li> </ol> 	<p><b>SCRIPT:</b></p> <p>Do the buckle up</p>
<p><b>Slide 34</b></p> <p><b>Securing the child</b></p> <ol style="list-style-type: none"> <li>1. Adjust harness level</li> <li>2. Harness over shoulders</li> <li>3. Do up buckle</li> <li>4. Tighten the harness</li> <li>5. Adjust the chest clip</li> </ol> 	<p><b>SCRIPT:</b></p> <p>And tighten the harness straps.</p>
<p><b>Slide 35</b></p> <p><b>Securing the child</b></p> <ol style="list-style-type: none"> <li>1. Adjust harness level</li> <li>2. Harness over shoulders</li> <li>3. Do up buckle</li> <li>4. Tighten the harness</li> <li>5. Adjust the chest clip</li> </ol> 	<p><b>SCRIPT:</b></p> <p>Make sure its snug enough</p> <p>If you can pinch a fold in the harness straps like in the picture, they are too loose</p> <p>If the harness is not tight, a child can be ejected out of a seat during a sudden stop or crash.</p>
<p><b>Slide 36</b></p> <p><b>Securing the child</b></p> <ol style="list-style-type: none"> <li>1. Adjust harness level</li> <li>2. Harness over shoulders</li> <li>3. Do up buckle</li> <li>4. Tighten the harness</li> <li>5. Adjust the chest clip</li> </ol> 	<p><b>SCRIPT:</b></p> <p>Then secure and adjust the chest clip level with the child's armpit</p> <p>So that covers the steps for securing your child – and though all these steps are important, the 3 most important things to remember are</p>
<p><b>Slide 37</b></p>  <p><b>IMPORTANT</b></p> <ol style="list-style-type: none"> <li>1. Correct harness level</li> <li>2. Tighten harness</li> <li>3. Secure chest clip</li> </ol>	<p><b>SCRIPT:</b></p> <p>To make sure the harness straps are at the right level,</p> <p>Tighten the harness so that you can't pinch a fold in the harness straps AND</p> <p>Secure the chest clip at the child's arm pits.</p> <p>These steps will help keep your child safe in their car seat during a sudden stop or crash</p>
<p><b>Slide 38</b></p>  <ul style="list-style-type: none"> <li>Choose the right seat       <ul style="list-style-type: none"> <li>Child's age</li> <li>Child's weight</li> <li>Child's height</li> </ul> </li> <li>Install seat correctly       <ul style="list-style-type: none"> <li>Correct belt path</li> <li>Seat belt height</li> </ul> </li> <li>Secure child correctly       <ul style="list-style-type: none"> <li>Correct harness level</li> <li>Tighten harness</li> <li>Chest clip at armpit level</li> </ul> </li> </ul>	<p><b>SCRIPT:</b></p> <p>That covers the basics you need to know to use a car seat:</p> <ul style="list-style-type: none"> <li>• Choosing the right seat by looking at the age, weight, and height of the child</li> <li>• Installing the seat correctly using the correct belt path and making sure the seat belt or UAS is tight</li> <li>• And securing the child using the correct harness level, making sure the harness is snug and adjust the chest clip to the armpit level</li> </ul> <p><b>Stop screen sharing</b></p>
<p><b>Presenter on screen</b></p>	<p><b>SCRIPT:</b></p> <p>Any questions?</p> <p><b>After questions answered:</b></p> <p>Before we finish, there is one more topic to cover – and that's things that can be hazardous for child passengers.</p> <p><b>Start screen sharing</b></p>



<p><b>Slide 39</b></p> 	<p><b>SCRIPT:</b></p> <p>One is aftermarket products – products that didn’t come with your car seat.</p> <p>These products are not regulated by Transport Canada.</p> <p>Even if they say ‘crash tested’ on them, that doesn’t mean that they meet safety standards or that they are safe to use.</p> <p>This includes harness covers, head huggers, bunting bags, mirrors and seat-belt adjusters.</p> <p>The safest rule is if it didn’t come with the seat, don’t use it.</p>
<p><b>Slide 40</b></p> 	<p><b>SCRIPT:</b></p> <p>The other thing is that anything that isn’t bolted down can become a projectile in the event of a sudden stop or crash.</p> <p>And a projectile could be moving at a great speed so that plastic cup might not seem dangerous, but what if it was moving at 100 km per hour?</p> <p>So, take a look, clean out the vehicle, use your roll over or trunk if you have one and keep everyone safe.</p>
<p><b>Slide 41</b></p> 	<p><b>SCRIPT:</b></p> <p>Lastly, if you have questions...we're here to help!</p> <p>We have many resources available to help keep children safe when travelling on BC roads</p> <ul style="list-style-type: none"> <li>• Videos, fact sheets,</li> <li>• Brochures in multiple languages including English, Punjabi, Simplified and Traditional Chinese</li> <li>• And a list of Child Passenger Safety Educators ready to help in your community</li> </ul> <p>They are available on <a href="http://BCAA.com/carseatsafety">BCAA.com/carseatsafety</a> or you can reach out by phone or email.</p>
	<p><b>Stop screen sharing</b></p>
<p><b>Presenter on screen</b></p>	<p><b>SCRIPT:</b></p> <p>Does anyone have any questions?</p> <p>Thank you for inviting me today and if you take anything away from this session, remember these things:</p> <ul style="list-style-type: none"> <li>• Choose the right seat for the age, weight and height of the child</li> <li>• Install the seat correctly using the right belt path and tighten the seat belt or UAS</li> <li>• Secure the child correctly with the harness straps at the right level, a snug harness and the chest clip at the armpit level</li> <li>• And remember to always follow your child car seat and vehicle owner’s manuals.</li> </ul>
	<p><b>End session</b></p>