

**Child Care Centre Licensing Checklist**  
*Child Care and Early Years Act, 2014*

Site Inspection Details	
<b>Name of Child Care Centre:</b>  <b>Licence Number:</b>	<b>New Inspection Date:</b>  
<b>Site Address:</b>	<b>Inspection Type:</b> null
<b>Licensee Name:</b>	<b>Licensed Complaint IDs Addressed:</b>  <b>Serious Occurrence IDs Addressed:</b>

Visit Number	Time In	Actual time of arrival	Reason to update time of arrival	Time Out	Actual time of departure	Reason to update time of departure	Program Advisor

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General	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
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1.1 Prohibition from Providing Child Care - CCEYA and Criminal Code Offences  9. (1) No individual shall provide child care, operate a premises where child care is provided or enter into an agreement described in section 7 if: 1. The individual has been convicted of any of the following offences: i. An offence under this Act. ii. An offence under any of the following sections of the Criminal Code (Canada): A. Section 151 (sexual interference). B. Section 163.1 (child pornography). C. Section 215 (duty of persons to provide necessities). D. Section 229 (murder). E. Section 233 (infanticide). iii. Any other federal or provincial offence prescribed by the regulations. (Child Care and Early Years Act; 2014, ss. 9(1)1.)	Critical								

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<p>1.2 Professional Misconduct</p> <p>9. (1) No individual shall provide child care, operate a premises where child care is provided or enter into an agreement described in section 7 if:</p> <p>2. The individual has been found guilty of professional misconduct under the Early Childhood Educators Act, 2007, the Ontario College of Teachers Act, 1996, the Social Work and Social Service Work Act, 1998 or another prescribed Act, and based on that finding,</p> <p>i. the individual's membership in the regulatory body established under that Act was revoked and the individual has not been readmitted since that time,</p> <p>ii. a certificate or documentation issued to the individual under that Act that authorized the individual to practice was revoked and has not been reissued since that time, or</p> <p>iii. the individual's authority to practice was restricted in any other way prescribed by the regulations. (Child Care and Early Years Act; 2014, ss. 9(1)2.)</p>	High								
<p>2.1 Person Appointed</p> <p>A licensee may appoint a person who shall be responsible to the licensee for the day-to-day operation and management of each child care centre. (O. Reg. 137/15, ss. 6(2))</p>	High								

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<b>2.2 Powers and Duties Performed</b>  Where a licensee or a person appointed under subsection (2) is absent, the powers and duties of the licensee or the person appointed under subsection (2) shall be exercised and performed by such person as the licensee designates. (O. Reg. 137/15, ss. 6(3))	Moderate								
<b>2.3 Qualified Supervisor Employed</b>  Every licensee of a child care centre shall employ a supervisor, who shall be a person described in section 53, who shall plan and direct the program of the child care centre, be in charge of the children, oversee the staff and who shall be responsible to the licensee.  A supervisor shall be a person who, (a) is a member in good standing of the College of Early Childhood Educators, has at least two years of experience providing licensed child care and is approved by a director. or (b) in the opinion of a director, is capable of planning and directing the program of a child care centre, being in charge of children and overseeing staff. (O. Reg. 137/15, ss. 6(4))	Moderate								
<b>3 Receipt Provided</b>  15. Upon request, any licensee or child care provider shall provide a receipt for payment to a person who pays the licensee or child care provider for child care, and the receipt shall be provided free of charge and in accordance with the regulations. (Child Care and Early Years Act; 2014, s. 15)	Low								

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<b>4 Change in Directors/Officers</b>  Where the licensee is a corporation, the licensee shall notify a director in writing within 15 days of any change in the officers or directors of the corporation. (Child Care and Early Years Act 2014, ss. 20(6))	Low								
<b>5 Compliance with Conditions</b>  Every licensee shall comply with the conditions imposed on a licence. (Child Care and Early Years Act 2014, ss. 21(4))	Moderate								
<b>6.1 False or Misleading Information</b>  No person shall knowingly give false or misleading information to the Minister, a director, an inspector or a designated senior employee in respect of any matter related to this Act or the regulations. (Child Care and Early Years Act 2014, ss. 77(1))	High								
<b>6.2 False or Misleading Information - Application, Report or Document</b>  No person shall knowingly include false or misleading information in any application, report or other document required to be given to the Minister, a director, an inspector or a designated senior employee under this Act. (Child Care and Early Years Act 2014, ss. 77(2))	High								

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7 Documents, Reports and Records Kept for 3 Years  82. Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made, unless otherwise specified. (O. Reg. 137/15, s. 82)	Low								
8.1 Policies and Procedures for Monitoring Compliance  (7) Every licensee of a child care centre shall have written policies and procedures that set out, (a) how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; (O. Reg. 137/15, ss. 6.1(7)(a))	Low								
8.2 Policies and Procedures for Monitoring Contraventions  (7) Every licensee of a child care centre shall have written policies and procedures that set out, (b) how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed. (O. Reg. 137/15, ss. 6.1(7)(b))	Moderate								
8.3 Policies, Procedures Implemented  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)(MON))	Moderate								
<b>General Comments</b>									

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Ratios of Employees to Children and Group Size	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
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<b>1.1 Grouping by Age Categories</b>  Every licensee shall ensure that in each child care centre it operates, (a) the children are placed in groups according to the age categories set out Schedule 1 or 3;  (O. Reg. 137/15, ss. 8(1)(a))	High								
<b>1.2 Children within Age Category</b>  Every licensee shall ensure that in each child care centre it operates, (b) every licensed age group includes only children whose age falls within the age category of the group, subject to subsection (2). (O. Reg. 137/15, ss. 8(1)(b))	Moderate								

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<b>1.3 Ratio and Group Size</b>  Every licensee shall ensure that in each child care centre it operates, (c) for every licensed age group, the requirements set out in Schedule 1 or 3 that are applicable for the age group respecting,  (i) the ratio of employees to children,  are satisfied, whether children are on the premises or during activities off the premises, unless otherwise approved by a director. (O. Reg. 137/15, ss. 8(1)(c)(i))	High								
<b>1.4 Maximum Number of Children in Group</b>  Every licensee shall ensure that in each child care centre it operates, (c) for every licensed age group, the requirements set out in Schedule 1 or 3 that are applicable for the age group respecting,  (ii) the maximum number of children in the group  are satisfied, whether children are on the premises or during activities off the premises, unless otherwise approved by a director. (O. Reg. 137/15, ss. 8(1)(c)(ii))	High								

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<p>1.5 Proportion of Qualified Staff</p> <p>Every licensee shall ensure that in each child care centre it operates, (c) for every licensed age group, the requirements set out in Schedule 1 or 3 that are applicable for the age group respecting,</p> <p>(iii) the proportion of employees that must be qualified employees, are satisfied, whether children are on the premises or during activities off the premises, unless otherwise approved by a director.</p> <p>54(1) The following are qualified employees for any licensed age group:</p> <p>1. An employee who is a member in good standing of the College of Early Childhood Educators.</p> <p>2. An employee who is otherwise approved by a director.</p> <p>(2) With respect to a licensed junior school age group or a licensed primary/junior school age group that includes only children who are junior school age, the following are also qualified employees:</p> <p>1. An employee who has a diploma or degree in child and youth care.</p> <p>2. An employee who has a diploma or degree in recreation and leisure services.</p> <p>3. A member in good standing with the Ontario College of Teachers.</p> <p>(O. Reg. 137/15, ss. 8(1)(c)(iii))</p>	Moderate								

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<p>2.1 Mixed Age Approval Granted</p> <p>(2) A director may give approval for a child care centre to use mixed-age grouping for any licensed age group set out in Schedule 1. (O. Reg. 137/15, ss. 8(2))</p>	Moderate								
<p>2.2 Toddler/Preschool Groups with &gt;20% Younger Children</p> <p>(3) Despite clause (1) (c), where a director has approved the use of mixed-age grouping for a licensed age group, the requirements applicable to the group in the following situations respecting the matters mentioned in subclauses (1) (c) (i), (ii) and (iii) shall be determined as follows:</p> <p>1. If a licensed toddler or preschool group,</p> <p>ii. includes more than 20 per cent children from a younger age category, the requirements set out in Schedule 1 for the youngest child in the group apply. (O. Reg. 137/15, ss. 8(3)1.ii.)</p>	Moderate								

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<p>2.3 25% Mixed Age Grouping - Kindergarten: Ages of Children</p> <p>3. If, in a licensed kindergarten group, no more than 25 per cent of the children are three years old, or if the child care is provided on or after the first day of school in a calendar year, will attain the age of three in that year, and all other children are kindergarten children, then the requirements set out in Schedule 1 for kindergarten children apply.</p> <p>6. If a licensed kindergarten, primary/junior school age or junior school age group includes more than 25 per cent children from a younger age category, the requirements set out in Schedule 1 for the youngest child in the group apply. (O. Reg. 137/15, ss. 8(3)3.;6.)</p>	Moderate								
<p>2.4 25% Mixed Age Grouping - Primary/Junior School Age: Ages of Children</p> <p>4. If, in a licensed primary/junior school age group, no more than 25 per cent of the children are kindergarten children, and all other children are primary/junior school age children, the requirements set out in Schedule 1 for primary/junior school age children apply.</p> <p>6. If a licensed kindergarten, primary/junior school age or junior school age group includes more than 25 per cent children from a younger age category, the requirements set out in Schedule 1 for the youngest child in the group apply. (O. Reg. 137/15, ss. 8(3)4.;6)</p>	Moderate								

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<p>2.5 25% Mixed Age Grouping - Junior School Age: Ages of Children</p> <p>5. If, in a licensed junior school age group, no more than 25 per cent of the children are 68 months or older but younger than nine years, and all other children are junior school age children, the requirements set out in Schedule 1 for junior school age children apply.</p> <p>6. If a licensed kindergarten, primary/junior school age or junior school age group includes more than 25 per cent children from a younger age category, the requirements set out in Schedule 1 for the youngest child in the group apply. (O. Reg. 137/15, ss. 8(3)5.;6.)</p>	Moderate								
<p>3.1 Reduced Ratio - 2/3</p> <p>(4) Despite subsections (1) and (3), the ratio of employees to children for a licensed age group may be reduced to less than that required under those subsections, in accordance with the following:</p> <p>1. The reduced ratio shall not be less than two-thirds of the required ratio. (O. Reg. 137/15, ss. 8(4)1.)</p>	High								

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<p>3.2 Reduced Ratios - Arrival, Departure, Rest Period</p> <p>Despite subsections (1) and (3), the ratio of employees to children for a licensed age group may be reduced to less than that required under those subsections, in accordance with the following:</p> <p>2. Subject to paragraphs 4 and 5, the reduced ratio may be in effect only during the periods of arrival and departure of children and during the rest period.</p> <p>3. For the purposes of paragraph 2, the periods of arrival and departure are,</p> <p>i. for a child care centre that has a program that runs for six hours or more in a day, the 90-minute period after the program starts each day and the 60-minute period before the program ends each day; and</p> <p>ii. for a child care centre that has a program that runs for less than six hours a day, the 30-minute period after the program starts each day and the 30-minute period before the program ends each day. (O. Reg. 137/15, ss. 8(4)2.; 3.)</p>	High								
<p>3.3 Reduced Ratios - Infant Groups</p> <p>(4) Despite subsections (1) and (3), the ratio of employees to children for a licensed age group may be reduced to less than that required under those subsections, in accordance with the following:</p> <p>4. The reduced ratio shall not apply at any time in respect of a licensed infant group. (O. Reg. 137/15, ss. 8(4)4.)</p>	High								

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<b>3.4 Reduced Ratios - Outdoor Play Periods</b>  Despite subsections (1) and (3), the ratio of employees to children for a licensed age group may be reduced to less than that required under those subsections, in accordance with the following: 3. The reduced ratio shall not apply during outdoor play periods. (O. Reg. 137/15, ss. 8(4)5.)	High								
<b>4 Supervisor Counted</b>  The rules respecting when a supervisor of a child care centre may be counted for the purposes of meeting the ratios required under this section are as follows: 1. If fewer than five full-time employees are required to meet the ratios, the supervisor may be counted as a full-time employee. 2. If five or six full-time employees are required to meet the ratios, a full-time supervisor may be counted as a full-time employee for up to half the time a full-time employee is required to be on staff. 3. If seven or more full-time employees are required to meet the ratios, the supervisor shall not be counted as an employee. (O. Reg. 137/15, ss. 8(5)1.; 2.; 3.)	Low								
<b>5.1 &lt;6 children in Attendance</b>  (6) Every licensee shall ensure that, at each child care centre it operates, the following rules are satisfied regarding the attendance of adults:  1. Where fewer than six children who are not in a licensed infant group receive child care, there is at least one adult in attendance. (O. Reg. 137/15, ss. 8(6)1.)	High								

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<p>5.2 6 or More Children in Attendance</p> <p>(6) Every licensee shall ensure that, at each child care centre it operates, the following rules are satisfied regarding the attendance of adults:</p> <p>2. Where six or more children who are not in a licensed infant group receive child care, there are at least two adults in attendance. (O. Reg. 137/15, ss. 8(6)2.)</p>	High								
<p>5.3 &lt;4 Children in Infant Group</p> <p>(6) Every licensee shall ensure that, at each child care centre it operates, the following rules are satisfied regarding the attendance of adults:</p> <p>3. Where fewer than four children in a licensed infant group receive child care, there is at least one adult in attendance. (O. Reg. 137/15, ss. 8(6)3.)</p>	High								
<p>5.4 4 or More in Infant Group</p> <p>(6) Every licensee shall ensure that, at each child care centre it operates, the following rules are satisfied regarding the attendance of adults:</p> <p>4. Where four or more children in a licensed infant group or receive child care, there are at least two adults in attendance. (O. Reg. 137/15, ss. 8(6)4.)</p>	High								
<p>6 Resource Teacher Not Counted</p> <p>A resource teacher shall not be included when calculating the number of employees required to meet the ratio under subsection 8. (O. Reg. 137/15, ss. 10(2))</p>	Low								

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<b>7 Supervision at All Times</b>  Every licensee shall ensure that every child who receives child care at a child care centre it operates is supervised by an adult at all times, whether the child is on or off the premises. (O. Reg. 137/15, s. 11)	Critical								
<b>8.1 Supervised at all times, not alone with children</b>  <b>11.1 (1)</b> Every licensee shall ensure that every volunteer or student at a child care centre it operates is supervised by an employee at all times and is not permitted to be alone with any child who receives child care at the child care centre. (O. Reg. 137/15, ss. 11.1(1))	High								
<b>8.2 Policies and Procedures - Volunteers and Students</b>  <b>(2)</b> Every licensee shall ensure that there are written policies and procedures regarding volunteers and students (O. Reg. 137/15, ss. 11.1(2))	Low								
<b>8.3 Policies and Procedures - Volunteers and Students Supervised at All Times</b>  <b>(2)</b> Every licensee shall ensure that there are written policies and procedures regarding volunteers and students that set out, at a minimum,  <b>(a)</b> the requirement described in subsection (1); (O. Reg. 137/15, ss. 11.1(2)(a))	Low								

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<p>8.4 Policies and Procedures - Roles and Responsibilities of Supervising Employees</p> <p>(2) Every licensee shall ensure that there are written policies and procedures regarding volunteers and students that set out, at a minimum,</p> <p>(b) the roles and responsibilities of the licensee and supervising employees; (O. Reg. 137/15, ss. 11.1(2)(b))</p>	Low								
<p>8.5 Policies and Procedures - Roles and Responsibilities of Students/Volunteers</p> <p>(2) Every licensee shall ensure that there are written policies and procedures regarding volunteers and students that set out, at a minimum,</p> <p>(c) the roles and responsibilities of volunteers and students. (O. Reg. 137/15, ss. 11.1(2)(c))</p>	Low								
<p>8.6 Policies, Procedures Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[VOL])</p>	Moderate								
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Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
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<b>1.1 Application - Laws Affecting Health</b>  Every person who applies for a licence to operate a child care centre under section 20 of the Act shall at the time of application file with a director evidence that the premises to be used as a child care centre complies with, (a) the laws affecting the health of inhabitants of the municipality or of the reserve of a First Nation, as the case may be. (O. Reg. 137/15, ss. 13(1)(a))	Low								
<b>1.2 Application - Local Board of Health/MOH</b>  Every person who applies for a licence to operate a child care centre under section 20 of the Act shall at the time of application file with a director evidence that the premises to be used as a child care centre complies with, (b) any rule, regulation, direction or order of the local board of health and any direction or order of the local medical officer of health that may affect the provision of child care. (O. Reg. 137/15, ss. 13(1)(b))	Low								

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<b>1.3 Application - Fire Hazards</b>  Every person who applies for a licence to operate a child care centre under section 20 of the Act shall at the time of application file with a director evidence that the premises to be used as a child care centre complies with, (c) any by-law of the municipality or any by-law of the council of the First Nation on the reserve, as the case may be, and any other law for the protection of persons from fire hazards. (O. Reg. 137/15, ss. 13(1)(c))	Low								
<b>1.4 Application - Construction, Repair, Use of Buildings</b>  Every person who applies for a licence to operate a child care centre under section 20 of the Act shall at the time of application file with a director evidence that the premises to be used as a child care centre complies with, (d) any building by-law passed by the municipality pursuant to the Planning Act or any predecessor of that Act and any by-law of the council of the First Nation on the reserve to regulate the construction, repair or use of buildings. (O. Reg. 137/15, ss. 13(1)(d))	Low								
<b>1.5 Application - Building Code</b>  Every person who applies for a licence to operate a child care centre under section 20 of the Act shall at the time of application file with a director evidence that the premises to be used as a child care centre complies with, (e) the requirements of Ontario Regulation 332/12 (Building Code) made under the Building Code Act, 1992, where applicable. (O. Reg. 137/15, ss. 13(1)(e))	Low								

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<b>1.6 Application - Fire Code</b>  Every person who applies for a licence to operate a child care centre under section 20 of the Act shall at the time of application file with a director evidence that the premises to be used as a child care centre complies with, (f) the requirements of Ontario Regulation 213/07 (Fire Code) made under the Fire Protection and Prevention Act, 1997, where applicable. (O. Reg. 137/15, ss. 13(1)(f))	Low								
<b>2 Renewal / Revision - Evidence of Compliance Filed</b>  Every licensee who applies for the renewal or revision of a licence to operate a child care centre shall file any evidence that the director may require that the premises used as a child care centre complies with the matters listed in subsection (1). (O. Reg. 137/15, ss. 13(2))	Low								
<b>3 Plan Approval</b>  Where a person proposes that a new building be erected or an existing building be used, altered or renovated for use as a child care centre or that alterations or renovations be made to premises used as a child care centre, the person shall not commence the erection, use, alteration or renovation until plans are approved by a director, except where the plans are approved by the Minister under section 22 of Ontario Regulation 138/15 (Funding, Cost Sharing and Financial Assistance) made under the Act. (O. Reg. 137/15, ss. 14(1))	Moderate								

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<b>4 Designated Space in Plans</b>  The plans referred to in subsection (1) shall include space designated for each item listed in subsections 15 (1) and (3). (O. Reg. 137/15, ss. 14(2))	Moderate								
<b>5.1 Space for Washing, Dressing, Toileting</b>  Every licensee shall ensure that each child care centre it operates includes space designated for each of the following: 1. Washing, dressing and toileting. (O. Reg. 137/15, ss. 15(1)1.)	High								
<b>5.2 Space for Storage - Toys</b>  Every licensee shall ensure that each child care centre it operates includes space designated for each of the following: 2. Storage for toys, indoor play materials and equipment. (O. Reg. 137/15, ss. 15(1)2.)	Low								
<b>5.3 Space for Storage - Food</b>  Every licensee shall ensure that each child care centre it operates includes space designated for each of the following: 3. Storage for food. (O. Reg. 137/15, ss. 15(1)3.)	Moderate								
<b>5.4 Space for Storage - Records</b>  Every licensee shall ensure that each child care centre it operates includes space designated for each of the following: 4. Storage of required records. (O. Reg. 137/15, ss. 15(1)4.)	Low								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>6.1 Space for Storage - Poisonous or Hazardous Substances</b>  Every licensee shall ensure that each child care centre it operates includes space designated for each of the following: 5. Storage for medical supplies, cleaning materials and equipment and other poisonous or hazardous substances. (O. Reg. 137/15, ss. 15(1)5.)	High								
<b>6.2 Space for Heating and Electrical</b>  Every licensee shall ensure that each child care centre it operates includes space designated for each of the following: 6. Heating and electrical equipment. (O. Reg. 137/15, ss. 15(1)6.)	High								
<b>6.3 Storage - Inaccessible to Children</b>  Every licensee shall ensure that the spaces in each child care centre it operates that are referred to in paragraphs 5 and 6 of subsection (1), and the items kept in those spaces, are inaccessible to children. (O. Reg. 137/15, ss. 15(2))	Critical								
<b>7.1 &gt;6 Hours - Eating and Resting</b>  A licensee that operates a child care centre that has a program that runs for six hours or more in a day shall ensure that in addition to the spaces referred to in subsection (1) the child care centre has space designated for each of the following: 1. Eating and resting. (O. Reg. 137/15, ss. 15(3)1.)	Moderate								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>7.2 &gt;6 Hours - Food Preparation</b>  A licensee that operates a child care centre that has a program that runs for six hours or more in a day shall ensure that in addition to the spaces referred to in subsection (1) the child care centre has space designated for each of the following: 2. The preparation of food, if meals are prepared on the premises. (O. Reg. 137/15, ss. 15(3)2.)	Moderate								
<b>7.3 &gt;6 Hours - Beds and Linen</b>  A licensee that operates a child care centre that has a program that runs for six hours or more in a day shall ensure that in addition to the spaces referred to in subsection (1) the child care centre has space designated for each of the following: 3. Storage for beds and linen. (O. Reg. 137/15, ss. 15(3)3.)	Low								
<b>7.4 &gt;6 Hours - Staff Rest Area</b>  A licensee that operates a child care centre that has a program that runs for six hours or more in a day shall ensure that in addition to the spaces referred to in subsection (1) the child care centre has space designated for each of the following: 4. A staff rest area. (O. Reg. 137/15, ss. 15(3)4.)	Low								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>7.5 &gt;6 Hours - Outdoor Play Equipment</b>  A licensee that operates a child care centre that has a program that runs for six hours or more in a day shall ensure that in addition to the spaces referred to in subsection (1) the child care centre has space designated for each of the following: 5. Storage for outdoor play equipment. (O. Reg. 137/15, ss. 15(3)5.)	Low								
<b>7.6 &gt;6 Hours - Office Area</b>  A licensee that operates a child care centre that has a program that runs for six hours or more in a day shall ensure that in addition to the spaces referred to in subsection (1) the child care centre has space designated for each of the following: 6. Office area. (O. Reg. 137/15, ss. 15(3)6.)	Low								
<b>7.7 &gt;6 Hours - Outdoor Play Area</b>  A licensee that operates a child care centre that has a program that runs for six hours or more in a day shall ensure that in addition to the spaces referred to in subsection (1) the child care centre has space designated for each of the following: 7. Outdoor play. (O. Reg. 137/15, ss. 15(3)7.)	Moderate								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>8.1 Unobstructed Space Requirement</p> <p>(1) Subject to subsections (2) and (3), every licensee of a child care centre shall ensure that each child care centre it operates has play activity space of at least,</p> <p>(a) 2.8 square metres of unobstructed floor space for each child in a licensed infant, toddler, preschool or family age group, based on the licensed capacity; (O. Reg. 137/15, ss. 16(1)(a))</p>	Moderate								
<p>8.2 Unobstructed Space Requirement - Kindergarten, School Age</p> <p>Subject to subsections (2) and (3), every licensee of a child care centre shall ensure that each child care centre it operates has play activity space of at least,</p> <p>(b) 2.58 square metres of unobstructed floor space for each child in a licensed kindergarten, primary/junior school age or junior school age group, based on the licensed capacity. (O. Reg. 137/15, ss. 16(1)(b))</p>	Moderate								
<p>9.1 Director Approval for PFS - Smaller Spaces</p> <p>A director may approve a smaller amount of space than required under clause (1) (b) for a child care centre located in a school, provided that the room or area to be used by a licensed age group is used by the school for children who are the same age as the age category of the licensed age group. (O. Reg. 137/15, ss. 16(2)[1])</p>	Low								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>9.2 Director Approval for PFS - Same Age Group</p> <p>A director may approve a smaller amount of space than required under clause (1) (b) for a child care centre located in a school, provided that the room or area to be used by a licensed age group is used by the school for children who are the same age as the age category of the licensed age group. (O. Reg. 137/15, ss. 16(2)[2])</p>	Low								
<p>10.1 Special Needs - Unobstructed Space Requirement</p> <p>In the case of a child care centre for children with special needs, (a) the play activity space referred to in subsection (1) shall be at least five square metres of unobstructed floor space for each child based on the licensed capacity. (O. Reg. 137/15, ss. 16(3)(a))</p>	Moderate								
<p>10.2 Special Needs - Max. Group Size</p> <p>In the case of a child care centre for children with special needs, (b) at least one room shall be provided for every group of up to 12 children, with no room containing more than 12 children. (O. Reg. 137/15, ss. 16(3)(b))</p>	Moderate								
<p>11.1 Infant Room/Space &amp; Sleep Area</p> <p>Every licensee of a child care centre, except a child care centre for children with special needs, shall ensure that in each child care centre it operates, (a) each licensed infant group has a separate play activity room and a separate sleeping area that is separated from any play activity area. (O. Reg. 137/15, ss. 17(1))</p>	Moderate								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>11.2 Toddler Room/Space</b>  Every licensee of a child care centre, except a child care centre for children with special needs, shall ensure that in each child care centre it operates, (b) each licensed toddler group has a separate play activity room. (O. Reg. 137/15, ss. 17(1)(b))	High								
<b>11.3 Preschool Room/Space</b>  Every licensee of a child care centre, except a child care centre for children with special needs, shall ensure that in each child care centre it operates, (c) each licensed preschool group has a separate play activity room; (O. Reg. 137/15, ss. 17(1)(c))	High								
<b>11.4 Kindergarten, School Age Room/Space</b>  Every licensee of a child care centre, except a child care centre for children with special needs, shall ensure that in each child care centre it operates, (d) each licensed kindergarten, primary/junior school age or junior school age group has a separate play activity area, unless otherwise approved by a director. (O. Reg. 137/15, ss. 17(1)(d))	High								
<b>11.5 Special Needs - Resource Area</b>  Every licensee of an integrated child care centre that provides child care for children with special needs shall ensure that each such child care centre it operates has one room or area set aside as a resource area for individual and small group experiences. (O. Reg. 137/15, s. 18)	Low								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>12.1 Play Materials - Adequate</b>  Every licensee shall ensure that play materials in each child care centre it operates are, (a) provided in numbers that are adequate to serve the licensed capacity of the child care centre. (O. Reg. 137/15, ss. 19(1)(a))	Moderate								
<b>12.2 Play Materials - Variety</b>  Every licensee shall ensure that play materials in each child care centre it operates are, (b) of sufficient variety to allow for rotation of the play materials in active use. (O. Reg. 137/15, ss. 19(1)(b))	Moderate								
<b>12.3 Play Materials - Available</b>  Every licensee shall ensure that play materials in each child care centre it operates are, (c) available and accessible to the children throughout the day. (O. Reg. 137/15, ss. 19(1)(c))	Moderate								
<b>12.4 Play Materials - Choices</b>  Every licensee shall ensure that play materials in each child care centre it operates are, (d) of such type and design to allow the children to make choices and to encourage exploration, play and inquiry. (O. Reg. 137/15, ss. 19(1)(d))	Moderate								
<b>12.5 Play Materials - Learning and Development</b>  Every licensee shall ensure that play materials in each child care centre it operates are, (e) appropriate to support the learning and development of each child. (O. Reg. 137/15, ss. 19(1)(e))	Moderate								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>13 Change Table - Infant, Toddler and Family Age Group</p> <p>Every licensee shall ensure that the following equipment and furnishings are provided in each child care centre it operates:</p> <p>1. A table or counter space that is adjacent to a sink and suitable for dressing or changing the diaper of one child at a time for every licensed infant group, toddler group or family age group. (O. Reg. 137/15, ss. 19(2)1.)</p>	Moderate								
<p>14.1 Bedding</p> <p>Every licensee shall ensure that the following equipment and furnishings are provided in each child care centre it operates:</p> <p>3. Bedding for use during rest periods for each child who receives child care for six hours or more. (O. Reg. 137/15, ss. 19(2)3.)</p>	Moderate								
<p>14.2 Cradles/Cribs - Children Younger Than 12 Months</p> <p>Every licensee shall ensure that the following equipment and furnishings are provided in each child care centre it operates:</p> <p>4. A crib or a cradle for each child who is younger than 12 months (O. Reg. 137/15, ss. 19(2)4)</p>	High								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>14.3 Cradles/Cribs or Cots for Children Between 12 and 18 Months</p> <p>Every licensee shall ensure that the following equipment and furnishings are provided in each child care centre it operates:</p> <p>5. For each child who is 12 months or older but younger than 18 months and who receives child care for six hours or more, one of the following in accordance with any written instructions from the child's parent:</p> <p>i. A crib or a cradle.</p> <p>ii. A cot. (O. Reg. 137/15, ss. 19(2)5)</p>	Moderate								
<p>14.4 Cots - Children Between 18 and 30 Months</p> <p>Every licensee shall ensure that the following equipment and furnishings are provided in each child care centre it operates:</p> <p>6. A cot for each child who is 18 months or older but younger than 30 months and who receives child care for six hours or more. (O. Reg. 137/15, ss. 19(2)6.)</p>	Moderate								
<p>14.5 Cots - Children Between 30 months and 6 years old</p> <p>Every licensee shall ensure that the following equipment and furnishings are provided in each child care centre it operates:</p> <p>7. Unless otherwise approved by a director, a cot for each child who receives child care for six hours or more and,</p> <p>i. is 30 months or older but younger than six years old (O. Reg. 137/15, ss. 19(2)7.i.)</p>	Moderate								

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Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>15.1 Safe, Good State of Repair</b>  Every licensee shall ensure that the play materials, equipment and furnishings in each child care centre it operates are maintained in a safe condition and kept in a good state of repair, and that there is adequate storage available for the play materials. (O. Reg. 137/15, ss. 19(3)[1])	High								
<b>15.2 Adequate Storage</b>  Every licensee shall ensure that the play materials, equipment and furnishings in each child care centre it operates are maintained in a safe and clean condition and kept in a good state of repair, and that there is adequate storage available for the play materials. (O. Reg. 137/15, ss. 19(3)[2])	Low								
<b>16 Rooms On or Below 2nd Storey</b>  20. Every licensee shall ensure that each room in each child care centre it operates that is for the use of licensed infant, toddler, preschool, kindergarten or family age groups or for the use of children with special needs is on or below the second storey, unless otherwise approved by a director. (O. Reg. 137/15, s. 20)	Moderate								
<b>17.1 Artificial Illumination</b>  Every licensee shall ensure that artificial illumination in each play activity room of each child care centre it operates is at the level of at least 55 dekalux. (O. Reg. 137/15, s. 22)	Low								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>17.2 Temperature</p> <p>Every licensee shall ensure that the temperature in each child care centre it operates is maintained at a level of at least 20 degrees Celsius. (O. Reg. 137/15, s. 23)</p>	Moderate								
<p>18.1 Outdoor Play Space - 5.6 s.m.</p> <p>Every licensee shall ensure that each child care centre it operates that has a program that runs for six hours or more in a day has an outdoor play space that is at least equivalent to 5.6 square metres for each child based on the licensed capacity, unless otherwise approved by a director. (O. Reg. 137/15, ss. 24(1))</p>	Moderate								
<p>18.2 Dividing Play Areas</p> <p>Where the licensed capacity of a child care centre is greater than 64 children, the outdoor play space referred to in subsection (1) may be divided into two or more areas by a fence to allow all the children to use the play space at one time, if each fenced-in area is not used for more than 64 children at one time. (O. Reg. 137/15, ss. 24(2))</p>	Moderate								
<p>18.3 Ground Level and Adjacent</p> <p>Every licensee shall ensure that the outdoor play space at each child care centre it operates, (a) is at ground level and adjacent to the premises, unless otherwise approved by a director. (O. Reg. 137/15, ss. 24(3)(a))</p>	Moderate								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>18.4 Fence Height</b>  Every licensee shall ensure that the outdoor play space at each child care centre it operates, (b) if used by licensed infant, toddler, preschool or family age groups, is fenced to a minimum height of 1.2 metres and the fence is furnished with one or more gates that are securely closed at all times. (O. Reg. 137/15, ss. 24(3)(b))	High								
<b>18.5 Fence Height - Kindergarten</b>  Every licensee shall ensure that the outdoor play space at each child care centre it operates, (c) if used by a licensed kindergarten group, is fenced to a minimum height of 1.2 metres and the fence is furnished with one or more gates that are securely closed at all times, unless otherwise approved by the director. (O. Reg. 137/15, ss. 24(3)(c)[1])	Moderate								
<b>18.6 Compliance with CSA Standard (August 29, 2016)</b>  (4) Every licensee shall ensure that, at each child care centre it operates, any outdoor play space, fixed play structure or surfacing under those structures that is constructed or renovated on or after August 29, 2016 meets the requirements set out in the Canadian Standards Association standard CAN/CSA-Z614-14, "Children's playspaces and equipment", as amended from time to time. (O. Reg. 137/15, ss. 24(4))	High								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non- Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>19 Playground Supervision</b>  Every licensee shall ensure that the outdoor play space at each child care centre it operates, (d) is designed so that the staff can maintain constant supervision of the children. (O. Reg. 137/15, ss. 24(3)(d))	High								
<b>20.1 Playground Safety Policy</b>  (5) Every licensee shall ensure that at each child care centre it operates,  (a) a playground safety policy is developed that reflects the Canadian Standards Association standard mentioned in subsection (4) and indicates the roles and responsibilities of employees regarding safety on playgrounds; (O. Reg. 137/15, ss. 24(5)(a))	Low								
<b>20.2 Policy Implemented</b>  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)(PLY))	High								
<b>21.1 Daily, Monthly, Annual Inspections</b>  (5) Every licensee shall ensure that at each child care centre it operates,  (b) daily, monthly and annual inspections of the outdoor play space, fixed play structures and surfacing are conducted in accordance with the requirements set out in the Canadian Standards Association standard mentioned in subsection (4); (O. Reg. 137/15, ss. 24(5)(b))	Moderate								

Building, Equipment and Playground - Child Care Centres	Risk Level	Yes	No	N/A	N/O	Observed Non- Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
21.2 Plan Developed  (5) Every licensee shall ensure that at each child care centre it operates,  (c) a plan is developed on how issues or problems identified in a playground inspection will be addressed; (O. Reg. 137/15, ss. 24(5)(c))	Moderate								
21.3 Repair Log  (5) Every licensee shall ensure that at each child care centre it operates,  (d) a playground repair log is maintained. (O. Reg. 137/15, ss. 24(5)(d))	Low								
<b>General Comments</b>									

Licensees are responsible for complying with all requirements under the *Child Care and Early Years Act, 2014*. At the time of licence inspection, Ministry of Education program advisors assess compliance with these requirements.

The following terms are used in this report:

**Yes** - indicates requirements that were in compliance | **No** - indicates requirements that were not in compliance | **N/A (Not Applicable)** - indicates requirements that are not applicable | **N/O (Not Observed)** - indicates requirements that were not observed by the Ministry.

Licensing requirements have four risk levels: **Critical:** Non-compliance poses a direct threat to a child which could result in / has resulted in death | **High:** Non-compliance poses a direct threat to a child which could result in / has resulted in serious harm to their health, safety and well-being | **Moderate:** Non-compliance poses an indirect threat to a child which could result in / has resulted in harm to the health, safety and well-being of a child | **Low:** Non-compliance is not as likely to pose a threat to the health, safety and well-being of children, but the possibility exists.

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
1 MOH Directions Per Inspection Reports  Every licensee shall ensure that any direction of a medical officer of health with respect to any matter that may affect the health or well-being of a child receiving child care at a child care centre the licensee operates is carried out by the staff of the child care centre. (O. Reg. 137/15, ss. 32(1))	High								
2 MOH/Fire Dept. Reports  Every licensee shall ensure that, where a report is made by the local medical officer of health or any person designated by the local medical officer of health or the local fire department with respect to a child care centre operated by the licensee, one copy of the report is kept on the premises of the child care centre and another copy is sent immediately to a program adviser. (O. Reg. 137/15, ss. 32(2))	Low								
4.1 Sanitary Practices Policies and Procedures  Every licensee shall ensure that there are policies and procedures with respect to sanitary practices in each child care centre it operates. (O. Reg. 137/15, s. 33)	Moderate								

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Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>4.2 Policies, Procedures Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[SAN])</p>	High								
<p>5.1 Placing Child for Sleep per Recommendations</p> <p>33.1 (1) Every licensee shall ensure that a child who is younger than 12 months who receives child care in a child care centre it operates is placed for sleep in a manner consistent with the recommendations set out in the document entitled "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada", published by the Public Health Agency of Canada, as amended from time to time, unless the child's physician recommends otherwise in writing. (O. Reg. 137/15, ss. 33.1(1))</p>	Critical								
<p>5.2 Direct Visual Checks</p> <p>(2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,</p> <p>(a) an employee periodically performs a direct visual check of each sleeping child by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours; (O. Reg. 137/15, ss. 33.1(2)(a))</p>	High								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>5.3 Sufficient Light</b>  (2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,  (b) there is sufficient light in the sleeping area or room to conduct direct visual checks; (O. Reg. 137/15, ss. 33.1(2)(b))	Moderate								
<b>5.4 System to Identify Children Present in Sleep Area/Room</b>  (4) Every licensee shall ensure that in each child care centre it operates that has a separate area or room for sleeping, there is a system in place to immediately identify which children are present in the area or room. (O. Reg. 137/15, ss. 33.1(4))	Moderate								
<b>6.1 Written Sleep Policies</b>  (2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,  (c) there are written policies and procedures at the child care centre with respect to sleep (O. Reg. 137/15, ss. 33.1(2)(c))	Moderate								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.2 Policies and Procedures - Individual Cribs or Cots</p> <p>(2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,</p> <p>(c) there are written policies and procedures at the child care centre with respect to sleep, and the policies and procedures,</p> <p>(i) provide that children will be assigned to individual cribs or cots in accordance with this Regulation, (O. Reg. 137/15, ss. 33.1(2)(c)(i))</p>	Low								
<p>6.3 Policies and Procedures - Parents Consulted</p> <p>(2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,</p> <p>(c) there are written policies and procedures at the child care centre with respect to sleep, and the policies and procedures,</p> <p>(ii) provide that parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request, (O. Reg. 137/15, ss. 33.1(2)(c)(ii))</p>	Low								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.4 Policies and Procedures - Parents of Children &lt;12 Months Advised</p> <p>(2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,</p> <p>(c) there are written policies and procedures at the child care centre with respect to sleep, and the policies and procedures,</p> <p>(iii) provide that parents of children younger than 12 months will be advised of the licensee's obligation under subsection (1), (O. Reg. 137/15, ss. 33.1(2)(c)(iii))</p>	Low								
<p>6.5 Policies and Procedures - Parents of Children Who Regularly Sleep Advised</p> <p>(2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,</p> <p>(c) there are written policies and procedures at the child care centre with respect to sleep, and the policies and procedures,</p> <p>(iv) provide that parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding children's sleep, (O. Reg. 137/15, ss. 33.1(2)(c)(iv))</p>	Low								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.6 Policies and Procedures - Changes Communicated to Parents</p> <p>(2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,</p> <p>(c) there are written policies and procedures at the child care centre with respect to sleep, and the policies and procedures,</p> <p>(v) provide that the observance of any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep, (O. Reg. 137/15, ss. 33.1(2)(c)(v))</p>	Low								
<p>6.7 Policies and Procedures - Performance of Visual Checks</p> <p>(2) Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates,</p> <p>(c) there are written policies and procedures at the child care centre with respect to sleep, and the policies and procedures,</p> <p>(vi) include details regarding the performance of direct visual checks, including how frequently direct visual checks will be performed and how direct visual checks will be documented. (O. Reg. 137/15, ss. 33.1(2)(c)(vi))</p>	Moderate								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
6.8 Policies, Procedures Implemented  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)(SLJ))	High								
7.1 Electronic Monitoring Devices - Able to Detect/Monitor Sounds  (5) Every licensee shall ensure that if electronic sleep monitoring devices are used at a child care centre it operates, (a) each electronic sleep monitoring device is able to detect and monitor the sounds and, if applicable, video images, of every sleeping child; (O. Reg. 137/15, ss. 33.1(5)(a))	Moderate								
7.2 Electronic Monitoring Devices - Monitored  (5) Every licensee shall ensure that if electronic sleep monitoring devices are used at a child care centre it operates, (b) the receiver unit of the electronic sleep monitoring device is actively monitored by employees at the child care centre at all times; (O. Reg. 137/15, ss. 33.1(5)(b))	Moderate								
7.3 Electronic Monitoring Devices - Daily Checks  (5) Every licensee shall ensure that if electronic sleep monitoring devices are used at a child care centre it operates, (c) each electronic sleep monitoring device is checked daily to ensure it is functioning properly (O. Reg. 137/15, ss. 33.1(5)(c))	Moderate								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>7.4 Electronic Monitoring Devices - Do Not Replace Direct Visual Checks</p> <p>(5) Every licensee shall ensure that if electronic sleep monitoring devices are used at a child care centre it operates,</p> <p>(d) electronic sleep monitoring devices are not used as a replacement for the direct visual checks required under clause (2) (a). (O. Reg. 137/15, ss. 33.1(5)(d))</p>	Moderate								
<p>8 First Aid Kit &amp; Manual</p> <p>Every licensee shall ensure that there is a first-aid kit and first-aid manual that is readily available for first-aid treatment in each child care centre it operates. (O. Reg. 137/15, ss. 34)</p>	Moderate								
<p>9 Objections to Immunization for Children</p> <p>(3) Objections and medical reasons under subsection (2) shall be submitted in a form approved by the Minister. (O. Reg. 137/15, ss. 35(3))</p>	Low								
<p>10.1 Daily Observation</p> <p>Every licensee shall ensure that a daily observation is made of each child receiving child care in each child care centre it operates before the child begins to associate with other children in order to detect possible symptoms of ill health. (O. Reg. 137/15, ss. 36(1))</p>	Moderate								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>10.2 Ill Children Separated</b>  Every licensee shall ensure that where a child receiving child care at a child care centre it operates appears to be ill, the child is separated from other children and the symptoms of the illness noted in the child's records. (O. Reg. 137/15, ss. 36(2))	High								
<b>10.3 Parent Takes Child Home</b>  Where a child is separated from other children because of a suspected illness, the licensee shall ensure that, (a) a parent of the child takes the child home. or (b) where it is not possible for a parent of the child to take the child home or where it appears that the child requires immediate medical attention, the child is examined by a legally qualified medical practitioner or a nurse registered with the College of Nurses of Ontario. (O. Reg. 137/15, ss. 36(3))	High								
<b>11.1 Accident Report Completed</b>  Every licensee shall ensure that when a child receiving child care in a child care centre it operates is injured, (a) an accident report is completed describing the circumstances of the injury and any first aid administered. (O. Reg. 137/15, ss. 36(4)(a))	Moderate								
<b>11.2 Accident Report Provided</b>  Every licensee shall ensure that when a child receiving child care in a child care centre it operates is injured, (b) a copy of the report is provided to a parent of the child. (O. Reg. 137/15, ss. 36(4)(b))	Low								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>11.3 Daily Written Record - Child Incidents</b>  Every licensee of a child care centre shall ensure that a daily written record is maintained that includes a summary of any incident affecting the health, safety or well-being of, (a) any child receiving child care at a child care centre operated by the licensee. (O. Reg. 137/15, ss. 37(1)(a))	Moderate								
<b>11.4 Daily Written Record - Staff Incidents</b>  Every licensee of a child care centre shall ensure that a daily written record is maintained that includes a summary of any incident affecting the health, safety or well-being of, (b) any staff at a child care centre operated by the licensee. (O. Reg. 137/15, ss. 37(1)(b))	Moderate								
<b>11.5 Parent Notified of Incidents</b>  If an incident described in clause (1) (a) occurs, the licensee shall ensure that a parent of the child is notified. (O. Reg. 137/15, ss. 37(2))	Moderate								
<b>12.1 Serious Occurrence Policy</b>  Every licensee shall ensure that, (a) there are written policies and procedures with respect to serious occurrences in each child care centre operated by the licensee that address, at a minimum, how to identify, respond to and report a serious occurrence. (O. Reg. 137/15, ss. 38(1)(a))	Moderate								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>12.2 Policies, Procedures Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)(SO))</p>	Moderate								
<p>13.1 Reporting Within 24 Hours</p> <p>Every licensee shall ensure that, (b) a report is provided to a program adviser of any serious occurrence in any child care centre operated by the licensee within 24 hours of the licensee or supervisor becoming aware of the occurrence. (O. Reg. 137/15, ss. 38(1)(b))</p>	Moderate								
<p>13.2 Summary Report Posted</p> <p>Every licensee shall ensure that, (c) a summary of the report provided under clause (b) and of any action taken as a result is posted for at least 10 business days in a conspicuous place at the child care centre. (O. Reg. 137/15, ss. 38(1)(c))</p>	Low								
<p>14.1 Anaphylactic Policy</p> <p>Every licensee shall ensure that each child care centre it operates has an anaphylactic policy. (O. Reg. 137/15, ss. 39(1))</p>	Critical								
<p>14.2 Strategy to Reduce Risk</p> <p>Every licensee shall ensure that each child care centre it operates has an anaphylactic policy that includes the following: 1. A strategy to reduce the risk of exposure to anaphylactic causative agents. (O. Reg. 137/15, ss. 39(1)1.)</p>	High								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>14.3 Communication Plan</b>  Every licensee shall ensure that each child care centre it operates has an anaphylactic policy that includes the following: 2. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies. (O. Reg. 137/15, ss. 39(1)2.)	Moderate								
<b>14.4 Individualized Plan Developed</b>  Every licensee shall ensure that each child care centre it operates has an anaphylactic policy that includes the following: 3. Development of an individualized plan for each child with an anaphylactic allergy who,  i. receives child care at a child care centre the licensee operates, (O. Reg. 137/15, ss. 39(1)3.i.)	High								
<b>14.5 Training</b>  Every licensee shall ensure that each child care centre it operates has an anaphylactic policy that includes the following: 4. Training on procedures to be followed in the event of a child having an anaphylactic reaction. (O. Reg. 137/15, ss. 39(1)4.)	Moderate								
<b>14.6 Policy Implemented</b>  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[ANA])	Critical								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>15.1 Consultation with parent &amp; health professional</p> <p>(2) The individualized plan referred to in paragraph 3 of subsection (1) shall,</p> <p>(a) be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation; (O. Reg. 137/15, ss. 39(2)(a))</p>	Critical								
<p>15.2 Individualized plan includes emergency procedures</p> <p>(2) The individualized plan referred to in paragraph 3 of subsection (1) shall,</p> <p>(b) include a description of the procedures to be followed in the event of an allergic reaction or other medical emergency. (O. Reg. 137/15, ss. 39(2)(b))</p>	Critical								
<p>15.3 Individualized Plans Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[ANAIP])</p>	Critical								
<p>16.1 Individualized Plans for Children with Medical Needs Developed</p> <p>39.1 (1) Every licensee shall develop an individualized plan for each child with medical needs who,</p> <p>(a) receives child care at a child care centre it operates; (O. Reg. 137/15, ss. 39.1(1)(a))</p>	High								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>16.2 Consultation with Parent and Health Professional</p> <p>(2) The individualized plan shall be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation. (O. Reg. 137/15, ss. 39.1(2))</p>	High								
<p>16.3 Steps to Reduce Risk</p> <p>(3) The plan shall include, (a) steps to be followed to reduce the risk of the child being exposed to any causative agents or situations that may exacerbate a medical condition or cause an allergic reaction or other medical emergency; (O. Reg. 137/15, ss. 39.1(3)(a))</p>	High								
<p>16.4 Description of Medical Devices and Instructions</p> <p>(3) The plan shall include, (b) a description of any medical devices used by the child and any instructions related to its use; (O. Reg. 137/15, ss. 39.1(3)(b))</p>	High								
<p>16.5 Procedures to be Followed in Emergency</p> <p>(3) The plan shall include, (c) a description of the procedures to be followed in the event of an allergic reaction or other medical emergency; (O. Reg. 137/15, ss. 39.1(3)(c))</p>	High								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>16.6 Description of Supports Available</p> <p>(3) The plan shall include, (d) a description of the supports that will be made available to the child in the child care centre or premises where the licensee oversees the provision of home child care or in-home services; (O. Reg. 137/15, ss. 39.1(3)(d))</p>	High								
<p>16.7 Additional Procedures for Evacuation or Field Trip</p> <p>(3) The plan shall include, (e) any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip. (O. Reg. 137/15, ss. 39.1(3)(e))</p>	High								
<p>16.8 Individualized Plans Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[MEDIP])</p>	Critical								
<p>17.1 Written Procedures for Administration</p> <p>Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that,</p> <p>(a) a written procedure is established for,</p> <p>(i) the administration of any drug or medication to a child receiving child care at a child care centre operated by the licensee. (O. Reg. 137/15, ss. 40(1)(a)(i))</p>	Moderate								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>17.2 Record Keeping</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (a) a written procedure is established for, (ii) the keeping of records with respect to the administration of drugs and medications (O. Reg. 137/15, ss. 40(1)(a)(ii))	Moderate								
<b>17.3 Procedures Implemented</b>  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)(MED))	High								
<b>18.1 Storage</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (b) all drugs and medications on the premises of a child care centre operated by the licensee, are (i) stored in accordance with the instructions for storage on the label. (O. Reg. 137/15, ss. 40(1)(b)(i))	High								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>18.2 Administration per Label and Authorization</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (b) all drugs and medications on the premises of a child care centre operated by the licensee, are (ii) administered in accordance with the instructions on the label and the authorization received under clause (d). (O. Reg. 137/15, ss. 40(1)(b)(ii))	Critical								
<b>18.3 Inaccessible</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (b) all drugs and medications on the premises of a child care centre operated by the licensee, are (iii) inaccessible at all times to children. (O. Reg. 137/15, ss. 40(1)(b)(iii))	Critical								
<b>18.4 Locked</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (b) all drugs and medications on the premises of a child care centre operated by the licensee, are (iv) in the case of a child care centre, kept in a locked container. (O. Reg. 137/15, ss. 40(1)(b)(iv))	Critical								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>18.5 Person in Charge</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (c) one person in each child care centre operated by the licensee is in charge of all drugs and medications and that all drugs and medications are dealt with by that person or a person designated by that person in accordance with the procedures established under clause (a). (O. Reg. 137/15, ss. 40(1)(c))	Moderate								
<b>18.6 Written Authorization with Schedule</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (d) a drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and amounts to be administered. (O. Reg. 137/15, ss. 40(1)(d))	High								

Health and Medical Supervision	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>18.7 Original Container Labelled</b>  Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that, (e) a drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, if applicable, and instructions for storage and administration. (O. Reg. 137/15, ss. 40(1)(e))	Critical								
<b>18.8 Child Carrying Own Medication</b>  Despite subclauses (1) (b) (iii) and (iv) and clause (1) (c), the licensee may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established under clause (1) (a). (O. Reg. 137/15, ss. 40(2))	High								
<b>19 Rabies Inoculation</b>  Every licensee shall ensure that every dog and cat that is kept on the premises of a child care centre it operates is inoculated against rabies. (O. Reg. 137/15, s. 41)	High								
<b>General Comments</b>									

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**Yes** - indicates requirements that were in compliance | **No** - indicates requirements that were not in compliance | **N/A (Not Applicable)** - indicates requirements that are not applicable | **N/O (Not Observed)** - indicates requirements that were not observed by the Ministry.

Licensing requirements have four risk levels: **Critical:** Non-compliance poses a direct threat to a child which could result in / has resulted in death | **High:** Non-compliance poses a direct threat to a child which could result in / has resulted in serious harm to their health, safety and well-being | **Moderate:** Non-compliance poses an indirect threat to a child which could result in / has resulted in harm to the health, safety and well-being of a child | **Low:** Non-compliance is not as likely to pose a threat to the health, safety and well-being of children, but the possibility exists.

Nutrition	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
1.1 Written Instructions for children <1 year old  Every licensee shall ensure that, (a) each child under one year old who receives child care at a child care centre operated by the licensee is fed in accordance with written instructions from a parent of the child. (O. Reg. 137/15, ss. 42(1)(a))	High								
1.2 Dietary and Feeding Arrangements Carried Out  Every licensee shall ensure that where special dietary and feeding arrangements have been made with the licensee with respect to a child receiving child care at a child care centre it operates, the arrangements are carried out in accordance with the written instructions of a parent of the child. (O. Reg. 137/15, s. 44)	High								
2 Food and Drink Labelled  Every licensee shall ensure that, (b) where food or drink or both are supplied by a parent of a child receiving child care at a child care centre operated by the licensee, the container for the food or drink is labelled with the child's name. (O. Reg. 137/15, ss. 42(1)(b))	Moderate								

Nutrition	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>3.1 Food Storage, Preparation and Service</b>  Every licensee shall ensure that, (c) all food or drink is stored, prepared and served so as to retain maximum nutritive value and prevent contamination. (O. Reg. 137/15, ss. 42(1)(c))	High								
<b>3.2 Meals Provided</b>  Subject to section 44, every licensee shall ensure that each child one year old or older who receives child care in a child care centre it operates is given food and beverages in accordance with the following rules: 1. Where the child is present at meal time, a meal must be supplied and provided by the licensee, except where otherwise approved by a director in the case of a child who is 44 months or older. (O. Reg. 137/15, ss. 42(2)1.)	Moderate								
<b>4.1 Between-Meal Snacks</b>  Subject to section 44, every licensee shall ensure that each child one year old or older who receives child care in a child care centre it operates is given food and beverages in accordance with the following rules: 2. Between-meal snacks must be supplied and provided by the licensee, except where otherwise approved by a director in the case of a child who is 44 months or older. (O. Reg. 137/15, ss. 42(2)2.)	Moderate								

Nutrition	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.2 Two Snacks for &gt;6 Hours</b>  Subject to section 44, every licensee shall ensure that each child one year old or older who receives child care in a child care centre it operates is given food and beverages in accordance with the following rules: 3. Where a child receives child care for six hours or more, the licensee shall ensure that the total food offered to the child includes, in addition to any meals provided, two snacks. (O. Reg. 137/15, ss. 42(2)3.)	Moderate								
<b>4.3 Drinking Water Available</b>  Subject to section 44, every licensee shall ensure that each child one year old or older who receives child care in a child care centre it operates is given food and beverages in accordance with the following rules: Subject to section 44, every licensee shall ensure that each child one year old or older who receives child care in a child care centre it operates is given food and beverages in accordance with the following rules: 4. Drinking water must be available at all times. (O. Reg. 137/15, ss. 42(2)4.)	Moderate								

Nutrition	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.4 Nutritional Recommendations</b>  Subject to section 44, every licensee shall ensure that each child one year old or older who receives child care in a child care centre it operates is given food and beverages in accordance with the following rules: 5. All meals, snacks and beverages must meet the recommendations set out in the Health Canada documents “Canada’s Food Guide”, “Canada’s Food Guide – First Nations, Inuit and Métis” or “Nutrition for Healthy Term Infants”, as the case may be. (O. Reg. 137/15, ss. 42(2)5.)	Moderate								
<b>5.1 Menus Posted &amp; Substitutions</b>  Every licensee of a child care centre shall post planned menus for the current and following week in a conspicuous place in each child care centre it operates with any substitutions noted on the posted menus. (O. Reg. 137/15, ss. 43(1))	Low								
<b>5.2 Menu Retention</b>  A menu referred to in subsection (1) shall be kept by the licensee for thirty days after the last day for which it is applicable. (O. Reg. 137/15, ss. 43(2))	Low								

Nutrition	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.1 Allergy/Food Restriction List Posted in Cooking and Serving Area</p> <p>(3) Every licensee of a child care centre shall ensure that, in each child care centre it operates, a list setting out the names of the children receiving child care in the child care centre who have allergies or food restrictions, and their respective allergens or restrictions,</p> <p>(a) is posted in each cooking and serving area;</p> <p>(O. Reg. 137/15, ss. 43(3)(a))</p>	Critical								
<p>6.2 Allergy/Food Restriction List Posted in Play Areas/Rooms</p> <p>(3) Every licensee of a child care centre shall ensure that, in each child care centre it operates, a list setting out the names of the children receiving child care in the child care centre who have allergies or food restrictions, and their respective allergens or restrictions,</p> <p>(b) is posted in each play area or play room; and</p> <p>(O. Reg. 137/15, ss. 43(3)(b))</p>	Critical								

Nutrition	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.3 Allergy/Food Restriction List Available and Accessible in Other Areas Children are Present</p> <p>(3) Every licensee of a child care centre shall ensure that, in each child care centre it operates, a list setting out the names of the children receiving child care in the child care centre who have allergies or food restrictions, and their respective allergens or restrictions,</p> <p>(c) is available and accessible in any other area in which children may be present. (O. Reg. 137/15, ss. 43(3)(c))</p>	Critical								
<b>General Comments</b>									

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Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>1.1 Services Offered</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (a) information about, (i) the services offered and the age category served. (O. Reg. 137/15, ss. 45(1)(a)(i))	Low								
<b>1.2 Supervision of Volunteers and Students</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include,  (a.1) information about the requirement regarding supervision of volunteers and students set out in subsection 11.1 (1) and about the policies and procedures required under subsection 11.1 (2); (O. Reg. 137/15, ss. 45(1)(a.1))	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>1.3 Parent Issues and Concerns Policy</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (a.2) a copy of the licensee's policies and procedures required under section 45.1 regarding how parents' issues and concerns will be addressed; (O. Reg. 137/15, ss. 45(1)(a.2))	Low								
<b>1.4 Times and Holidays</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (a) information about, (ii) the times when the services are offered and the holidays observed. (O. Reg. 137/15, ss. 45(1)(a)(ii))	Low								
<b>1.5 Fees, Admission and Discharge</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (a) information about, (iii) the fee for services and the admission and discharge policy. (O. Reg. 137/15, ss. 45(1)(a)(iii))	Low								
<b>1.6 Activities Off Premises</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (a) information about, (iv) activities off the premises. (O. Reg. 137/15, ss. 45(1)(a)(iv))	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>1.7 Program Statement Included</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (b) a copy of the program statement described in section 46. (O. Reg. 137/15, ss. 45(b))	Low								
<b>1.8 Prohibited Practices</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (c) a list of the prohibited practices set out in section 48. (O. Reg. 137/15, ss. 45(c))	Low								
<b>1.9 Emergency Management Policies and Procedures</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (d) for a child care centre, a statement that the child care centre has emergency management policies and procedures described in section 68.1 and a statement regarding how parents will be notified if an emergency occurs; (O. Reg. 137/15, ss. 45(1)(d))	Low								
<b>1.10 Waiting Lists</b>  Every licensee shall have a parent handbook for each child care centre it operates which shall include, (e) a copy of the policies and procedures described in section 75.1.. (O. Reg. 137/15, ss. 45(e))	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.1 Available to Parents Considering Care</p> <p>The licensee shall ensure that the handbook is made available free of charge to, (a) any parent considering whether to enter into an agreement with the licensee for the provision of child care. (O. Reg. 137/15, ss. 45(2)(a))</p>	Low								
<p>2.2 Available to Parents</p> <p>The licensee shall ensure that the handbook is made available to, (b) a parent of every child who receives child care in a child care centre operated by the licensee at the time the child starts receiving such care and at any time when the parent handbook is modified. (O. Reg. 137/15, ss. 45(2)(b))</p>	Low								
<p>3.1 Parent Issues and Concerns Policy Developed</p> <p>45.1 Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, (O. Reg. 137/15, s. 45.1)</p>	Low								
<p>3.2 Steps for Parents to Follow</p> <p>45.1 Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding, (a) the steps for parents to follow when they have an issue or concern to bring forward to the licensee; (O. Reg. 137/15, ss. 45.1(a))</p>	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>3.3 Steps for Licensee and Employees to Follow</p> <p>45.1 Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding, (b) the steps to be followed by a licensee and its employees in responding to an issue or concern brought forward by a parent; (O. Reg. 137/15, ss. 45.1(b))</p>	Low								
<p>3.4 Initial Response</p> <p>45.1 Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding, (c) when an initial response to the issue or concern will be provided. (O. Reg. 137/15, ss. 45.1(c))</p>	Low								
<p>3.5 Policies, Procedures Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[PIC])</p>	Low								
<p>4.1 Program Statement and Review</p> <p>Every licensee shall have a program statement that is consistent with the Minister's policy statement on programming and pedagogy issued under subsection 55 (3) of the Act and shall review the program statement at least annually for this purpose. (O. Reg. 137/15, ss. 46(1))</p>	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.2 View of Children</b>  The program statement shall reflect a view of children as being competent, capable, curious and rich in potential. (O. Reg. 137/15, ss. 46(2))	Low								
<b>4.3 Health, Safety, Nutrition</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (a) promote the health, safety, nutrition and well-being of the children. (O. Reg. 137/15, ss. 46(3)(a))	Low								
<b>4.4 Positive Interactions</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (b) support positive and responsive interactions among the children, parents, child care providers and staff. (O. Reg. 137/15, ss. 46(3)(b))	Low								
<b>4.5 Self-Regulation</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (c) encourage the children to interact and communicate in a positive way and support their ability to self-regulate. (O. Reg. 137/15, ss. 46(3)(c))	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.6 Exploration</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (d) foster the children's exploration, play and inquiry. (O. Reg. 137/15, ss. 46(3)(d))	Low								
<b>4.7 Child-Initiated Experiences</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (e) provide child-initiated and adult-supported experiences. (O. Reg. 137/15, ss. 46(3)(e))	Low								
<b>4.8 Positive Learning Environments</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (f) plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans. (O. Reg. 137/15, ss. 46(3)(f))	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.9 Activities</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (g) incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care. (O. Reg. 137/15, ss. 46(3)(g))	Low								
<b>4.10 Parent Engagement</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (h) foster the engagement of and ongoing communication with parents about the program and their children. (O. Reg. 137/15, ss. 46(3)(h))	Low								
<b>4.11 Community Partners</b>  The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (i) involve local community partners and allow those partners to support the children, their families and staff. (O. Reg. 137/15, ss. 46(3)(i))	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.12 Professional Learning</b> The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (j) support staff, or others who interact with the children at a child care centre in relation to continuous professional learning. (O. Reg. 137/15, ss. 46(3)(j))	Low								
<b>4.13 Documentation and Review of Impact</b> The program statement shall describe the goals that guide the licensee's program for children at a child care centre it operates, and the approaches that will be implemented in the program to, (k) document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families. (O. Reg. 137/15, ss. 46(3)(k))	Low								
<b>5.1 Program Statement Review</b> Every licensee shall ensure that all new staff, students and volunteers review the program statement prior to interacting with children and at any time when the program statement is modified. (O. Reg. 137/15, ss. 46(4))	Low								
<b>5.2 Program Statement Implementation</b> Every licensee shall ensure that the approaches set out in its program statement are implemented in the operation of its program at each child care centre it operates. (O. Reg. 137/15, ss. 46(5))	Moderate								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>6 Infants and Toddlers Separated</b>  Every licensee shall ensure that the program in each child care centre it operates is arranged so that, (b) children in licensed infant and toddler groups are separated from other children during active indoor and outdoor play periods. (O. Reg. 137/15, ss. 47(1)(b))	High								
<b>7.1 Time Spent Outdoors</b>  Every licensee shall ensure that the program in each child care centre it operates is arranged so that, (c) each child who receives child care for six hours or more in a day spends time outdoors for at least two hours each day, weather permitting, unless a physician or parent of the child advises otherwise in writing. (O. Reg. 137/15, ss. 47(1)(c))	Moderate								
<b>7.2 Time Spent Outdoors – Before - and After- School Programs</b>  47(1.1)Every licensee of a child care centre shall ensure that where it operates a child care program that operates only before or after school, the program is arranged so that it includes at least 30 minutes of outdoor time each day, weather permitting, unless otherwise approved by a director or a physician or parent of the child advises otherwise in writing. (O. Reg. 137/15, ss. 47(1.1))	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>8.1 Rest Period - 2 Hours Max. - Toddler, Preschool Groups</p> <p>(2) Every licensee shall ensure that the program in each child care centre it operates is arranged so that,</p> <p>(a) each child in a licensed toddler or preschool group who receives child care for six hours or more in a day has a rest period each day not exceeding two hours in length; (O. Reg. 137/15, ss. 47(2)(a))</p>	Moderate								
<p>8.2 Sleep, Rest, or Quiet Activities Permitted - Toddler, Preschool or Kindergarten Groups</p> <p>(2) Every licensee shall ensure that the program in each child care centre it operates is arranged so that,</p> <p>(b) each child in a licensed toddler, preschool or kindergarten group is permitted to sleep, rest or engage in quiet activities based on the child's needs. (O. Reg. 137/15, ss. 47(2)(b))</p>	Moderate								
<p>9.1 Corporal Punishment</p> <p>No licensee shall permit, with respect to a child receiving child care at a child care centre it operates,</p> <p>(a) corporal punishment of the child. (O. Reg. 137/15, ss. 48(a))</p>	Critical								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>9.2 Physical Restraint</b>  No licensee shall permit, with respect to a child receiving child care at a child care centre it operates, (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent; (O. Reg. 137/15, ss. 48(b))	Critical								
<b>9.3 Locking Exits or Confining Child in Room</b>  No licensee shall permit, with respect to a child receiving child care at a child care centre it operates, (c) locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures; (O. Reg. 137/15, ss. 48(c))	High								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>9.4 Harsh, Degrading Measures, Threats, Derogatory Language</p> <p>No licensee shall permit, with respect to a child receiving child care at a child care centre it operates,</p> <p>(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;(O. Reg. 137/15, ss. 48(d))</p>	High								
<p>9.5 Deprivation of Basic Needs</p> <p>No licensee shall permit, with respect to a child receiving child care at a child care centre it operates,</p> <p>(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; (O. Reg. 137/15, ss. 48(e))</p>	High								
<p>9.6 Bodily Harm</p> <p>No licensee shall permit, with respect to a child receiving child care at a child care centre it operates,</p> <p>(f) inflicting any bodily harm on children including making children eat or drink against their will. (O. Reg. 137/15, ss. 48(f))</p>	Critical								
<p>10.1 Expectations for Implementation</p> <p>Every licensee shall ensure that there are written policies and procedures that set out,</p> <p>(a) the expectations for how staff, volunteers, or students are to implement the approaches specified in the program statement required under subsection 46 (1). (O. Reg. 137/15, ss. 49(a))</p>	Low								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>10.2 Prohibited Practices</b>  Every licensee shall ensure that there are written policies and procedures that set out, (b) the prohibited practices set out in section 48. (O. Reg. 137/15, ss. 49(b))	Moderate								
<b>10.3 Dealing with Contraventions</b>  Every licensee shall ensure that there are written policies and procedures that set out, (c) the measures that the licensee will use to deal with contraventions of the policies and procedures and with the commission of a prohibited practice. (O. Reg. 137/15, ss. 49(c))	Moderate								
<b>10.4 Policies, Procedures Implemented</b>  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[PS])	High								
<b>11.1 Individualized Support Plan In Place</b>  Every licensee shall ensure that an up-to-date individualized support plan is in place for each child with special needs who receives child care in a child care centre it operates. (O. Reg. 137/15, ss. 52(1))	High								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>11.2 Child Participation</b>  Every licensee shall ensure that an up-to-date individualized support plan is in place for each child with special needs who receives child care in a child care centre it operates, and that the plan includes, (a) a description of how the child care centre will support the child to function and participate in a meaningful and purposeful manner while the child is in the care of the centre. (O. Reg. 137/15, ss. 52(1)(a))	Moderate								
<b>11.3 Description of Supports, Aids</b>  Every licensee shall ensure that an up-to-date individualized support plan is in place for each child with special needs who receives child care in a child care centre it operates, and that the plan includes, (b) a description of any supports or aids, or adaptations or other modifications to the physical, social and learning environment that are necessary to achieve clause (a). (O. Reg. 137/15, ss. 52(1)(b))	Moderate								
<b>11.4 Use of Supports, Aids</b>  Every licensee shall ensure that an up-to-date individualized support plan is in place for each child with special needs who receives child care in a child care centre it operates, and that the plan includes, (c) instructions relating to the child's use of the supports or aids referred to in clause (b) or, if necessary, the child's use of or interaction with the adapted or modified environment. (O. Reg. 137/15, ss. 52(1)(c))	High								

Program for Children	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>11.5 Consultation</b>  The plan referred to in subsection (1) must be developed in consultation with a parent of the child, the child (if appropriate for the child's age) and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan. (O. Reg. 137/15, ss. 52(2))	Moderate								
<b>11.6 Individualized Plans Implemented</b>  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[ISPSN])	High								
<b>General Comments</b>									

Licensees are responsible for complying with all requirements under the *Child Care and Early Years Act, 2014*. At the time of licence inspection, Ministry of Education program advisors assess compliance with these requirements.

The following terms are used in this report:

**Yes** - indicates requirements that were in compliance | **No** - indicates requirements that were not in compliance | **N/A (Not Applicable)** - indicates requirements that are not applicable | **N/O (Not Observed)** - indicates requirements that were not observed by the Ministry.

Licensing requirements have four risk levels: **Critical:** Non-compliance poses a direct threat to a child which could result in / has resulted in death | **High:** Non-compliance poses a direct threat to a child which could result in / has resulted in serious harm to their health, safety and well-being | **Moderate:** Non-compliance poses an indirect threat to a child which could result in / has resulted in harm to the health, safety and well-being of a child | **Low:** Non-compliance is not as likely to pose a threat to the health, safety and well-being of children, but the possibility exists.

Staff Qualifications	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
1 Qualified Resource Teachers  A resource teacher shall be a person who, (a) is a member in good standing of the College of Early Childhood Educators and has completed a post-secondary program of studies approved by a director that is both theoretical and practical and that relates to the needs of children with special needs; or (b) is otherwise approved by a director. (O. Reg. 137/15, ss. 55(1)(a)(b))	Low								
2.1 Staff Health Assessment and Immunization  Every licensee of a child care centre shall ensure that, before commencing employment, each person employed in each child care centre it operates has a health assessment and immunization as directed by the local medical officer of health. (O. Reg. 137/15, ss. 57(1))	Moderate								
2.2 Objections to Immunization for Staff  (4) Objections and medical reasons under subsection (3) shall be submitted in a form approved by the Minister. (O. Reg. 137/15, ss. 57(4))	Low								

The CCEYA provides that it is an offence to knowingly give false or misleading information in any application, statement, report or return required under the Act or regulation. A person convicted of an offence under this Act is liable to a fine of not more than \$250,000, imprisonment for a term of not more than one year, or both. Please refer to page 2 for information on the contents of this report.

Staff Qualifications	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>3.1 Staff Training and Development Policy</b>  Every licensee of a child care centre shall ensure that there are written policies and procedures with respect to staff training and development for employees. (O. Reg. 137/15, ss. 58(1))	Low								
<b>3.2 Policies, Procedures Implemented</b>  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[ST])	Low								
<b>4.1 First Aid Training - Supervisor</b>  (2) Every licensee of a child care centre shall ensure that the following persons have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board:  1. Every supervisor of a child care centre.  (O. Reg. 137/15, ss. 58(2)1.)	High								

Staff Qualifications	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>4.2 First Aid Training - Employees Counted in Ratio</p> <p>(2) Every licensee of a child care centre shall ensure that the following persons have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board:</p> <p>2. Every employee of a child care centre who may be counted for the purposes of meeting the ratios required under section 8 or 8.1. (O. Reg. 137/15, ss. 58(2)2.)</p>	High								
<b>General Comments</b>									

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Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>1 Duty to Provide Police Record Check</p> <p>35. (1) A director or an inspector may require any of the following persons to provide him or her with a police record check concerning the person:</p> <p>1. A licensee or person who has applied for a licence, or an employee of the licensee or applicant.</p> <p>2. If the person described in paragraph 1 is a corporation, an officer, director or employee of the corporation or any other person with a controlling interest in the corporation.</p> <p>3. A person who provides home child care or in-home services.</p> <p>4. Any other person prescribed by the regulations.</p> <p>(2) If a director or inspector believes on reasonable grounds that a person is contravening section 9, the director or inspector may require the person to provide him or her with a police record check concerning the person.</p> <p>(3) A police record check, (a) must have been prepared within the period of time prescribed by the regulations; and (b) must meet any other requirements prescribed by the regulations.</p> <p>(4) The person shall provide the director with the police record check as soon as reasonably possible or within such other time period prescribed by the regulations. (Child Care and Early Years Act; 2014, ss. 35(4))</p>	Moderate								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>2.1 VSC for Employees</b>  Every licensee of a child care centre shall obtain a vulnerable sector check from, (a) every employee, before the person begins their employment. (O. Reg. 137/15, ss. 60(1)(a))	High								
<b>2.2 VSC for Volunteers/Students</b>  Every licensee of a child care centre shall obtain a vulnerable sector check from, (b) every volunteer or student who is on an educational placement with the licensee, before the person begins interacting with children at the child care centre. (O. Reg. 137/15, ss. 60(1)(b))	High								
<b>2.3 Offence Declaration for &gt;6 Months Since VSC</b>  For the purposes of fulfilling the requirement in clause (1) (b) or subparagraph 3 ii of subsection (2), a licensee may accept a copy of a vulnerable sector check instead of the original document, except that: (a) if more than six months have passed since the day that vulnerable sector check was performed, the volunteer or student must also provide an offence declaration that addresses the period since that day. (O. Reg. 137/15, ss. 60(3)(a))	Moderate								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.4 VSC Not Provided - Obtain as Soon as Reasonably Possible</p> <p>Despite section 60, a licensee may permit a person who has not provided a vulnerable sector check to start their employment or volunteer position or otherwise start interacting with children at a child care centre if, (a) the licensee requires the person to apply to obtain a vulnerable sector check as soon as reasonably possible; (O. Reg. 137/15, ss. 61(1)(a))</p>	High								
<p>2.5 VSC Not Provided - Length of Time Required to Obtain VSC</p> <p>Despite section 60, a licensee may permit a person who has not provided a vulnerable sector check to start their employment or volunteer position or otherwise start interacting with children at a child care centre if, (b) the length of time required to obtain a vulnerable sector check justifies it; and (O. Reg. 137/15, ss. 61(1)(b))</p>	Moderate								
<p>2.6 VSC Not Provided - Additional Measures in Place</p> <p>Despite section 60, a licensee may permit a person who has not provided a vulnerable sector check to start their employment or volunteer position or otherwise start interacting with children at a child care centre if, (c) the employer puts additional measures in place to protect children who interact with the person until the vulnerable sector check is obtained. (O. Reg. 137/15, ss. 61(1)(c))</p>	High								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.7 Offence Declaration / Attestation for Third Party Obtained</p> <p>61.1(1) Every licensee of a child care centre shall obtain, in respect of any person who provides child care or other services to a child who receives child care at the child care centre, other than a person described in subsection 60(1),</p> <p>(a) an offence declaration from the person; or</p> <p>(b) an attestation form the person's employer or from the person or entity who retained the person's services that,</p> <p>(i) the employer, person or entity has obtained and reviewed a vulnerable sector check from that person,</p> <p>(ii) the vulnerable sector check was performed within the last five years, and</p> <p>(iii) the vulnerable sector check did not list any convictions for any offences under the Criminal Code (Canada) listed in subparagraph 1 ii of subsection 9(1) of the Child Care and Early Years Act, 2014.</p> <p>(O. Reg. 137/15, ss. 61.1(1))</p>	Moderate								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.8 Attestation that Employer Obtained and Reviewed VSC</p> <p>61.1(1)Every licensee of a child care centre shall obtain, in respect of any person who provides child care or other services to a child who receives child care at the child care centre, other than a person described in subsection 60(1),</p> <p>(a) an offence declaration from the person; or</p> <p>(b) an attestation form the person's employer or from the person or entity who retained the person's services that,</p> <p>(i) the employer, person or entity has obtained and reviewed a vulnerable sector check from that person,</p> <p>(O. Reg. 137/15, ss. 61.1(1)(b)(i))</p>	Moderate								
<p>2.9 Attestation that VSC Performed Within Last 5 Years</p> <p>61.1(1)Every licensee of a child care centre shall obtain, in respect of any person who provides child care or other services to a child who receives child care at the child care centre, other than a person described in subsection 60(1),</p> <p>(a) an offence declaration from the person; or</p> <p>(b) an attestation form the person's employer or from the person or entity who retained the person's services that,</p> <p>(i) the employer, person or entity has obtained and reviewed a vulnerable sector check from that person,</p> <p>(ii) the vulnerable sector check was performed within the last five years, and</p> <p>(O. Reg. 137/15, ss. 61.1(1)(b)(ii))</p>	Moderate								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.10 Attestation that VSC Does Not List any Criminal Code Convictions</p> <p>61.1(1) Every licensee of a child care centre shall obtain, in respect of any person who provides child care or other services to a child who receives child care at the child care centre, other than a person described in subsection 60(1),</p> <p>(b) an attestation form from the person's employer or from the person or entity who retained the person's services that,</p> <p>(iii) the vulnerable sector check did not list any convictions for any offences under the Criminal Code (Canada) listed in subparagraph 1 ii of subsection 9(1) of the Child Care and Early Years Act, 2014. (O. Reg. 137/15, ss. 61.1(1)(b)(iii))</p>	Moderate								
<p>2.11 Offence Declaration / Attestation for Third Party Obtained Prior to Interaction with Children</p> <p>(2) A licensee shall obtain the offence declaration or attestation described in subsection (1) in respect of a person,</p> <p>(a) before the person begins interacting with children at the child care centre (O. Reg. 137/15, ss. 61.1(2)(a))</p>	Moderate								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.12 Annual Offence Declaration / Attestation for Third Party</p> <p>(2) A licensee shall obtain the offence declaration or attestation described in subsection (1) in respect of a person, (b) every year thereafter, no later than 15 days after the anniversary date of the most recent offence declaration or attestation, if the person continues to provide such child care or other services (O. Reg. 137/15, ss. 61.1(2)(b))</p>	Moderate								
<p>2.13 VSC Application &lt;1 Month</p> <p>If a person turns 19 years old while in a position where he or she interacts with children receiving child care at a child care centre operated by a licensee, the licensee shall require the person to apply to obtain a vulnerable sector check within one month after the person turns 19 years old. (O. Reg. 137/15, ss. 61(4))</p>	Moderate								
<p>3 Findings of Guilt under YCJA</p> <p>If a person turns 18 years old while in a position where he or she interacts with children receiving child care at a child care centre operated by a licensee, the licensee shall obtain from the person, within one month after the person turns 18 years old, a statement that discloses every previous finding of guilt of the person under the Youth Criminal Justice Act (Canada), if the person received an adult sentence. (O. Reg. 137/15, ss. 61(3))</p>	High								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.1 New VSC On or Before 5th Anniversary</b>  Every licensee of a child care centre shall obtain, from each person from whom it has previously obtained a vulnerable sector check, (a) a new vulnerable sector check, on or before every fifth anniversary after the date of the most recent vulnerable sector check. (O. Reg. 137/15, ss. 62(1))	High								
<b>4.2 Annual Offence Declaration</b>  Every licensee of a child care centre shall obtain, from each person from whom it has previously obtained a vulnerable sector check, (b) a new offence declaration, in every calendar year except a year in which a vulnerable sector check is obtained. (O. Reg. 137/15, ss. 62(1)(b))	Moderate								
<b>4.3 Offence Declaration/VSC Current to &lt;15 Days</b>  (2) Each offence declaration shall address the period since the most recent offence declaration or vulnerable sector check and must be obtained by the licensee no later than 15 days after the anniversary date of the most recent offence declaration or vulnerable sector check. (O. Reg. 137/15, ss. 62(2))	Low								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>4.4 Offence Declaration upon Conviction</p> <p>Any person from whom a licensee is required to obtain a vulnerable sector check is required to provide the licensee with an offence declaration, as soon as reasonably possible, any time he or she is convicted of an offence under the Criminal Code (Canada). (O. Reg. 137/15, ss. 62(4))</p>	High								
<p>5.1 Relationship Terminated &gt;6 Months</p> <p>If a licensee's relationship with a person in respect of whom it has previously obtained a vulnerable sector check terminates and then subsequently resumes, the licensee shall obtain a new vulnerable sector check or offence declaration as follows:</p> <p>1. If the relationship was terminated for six or more months, the licensee shall obtain a new vulnerable sector check from the person before the relationship resumes. (O. Reg. 137/15, ss. 63.1.)</p>	High								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>5.2 Relationship Terminated &lt;6 Months</p> <p>If a licensee's relationship with a person in respect of whom it has previously obtained a vulnerable sector check terminates and then subsequently resumes, the licensee shall obtain a new vulnerable sector check or offence declaration as follows:  2. If the relationship was terminated for less than six months and, but for the termination, the person would have provided a vulnerable sector check or offence declaration during the period of termination, the licensee shall obtain from the person such vulnerable sector check or offence declaration before the relationship resumes.  (O. Reg. 137/15, ss. 63.2.)</p>	Moderate								
<p>6.1 Policies and Procedures - Vulnerable Sector Checks</p> <p>65. Every licensee shall ensure that there are written policies and procedures with respect to vulnerable sector checks. (O. Reg. 137/15, s. 65)</p>	Low								
<p>6.2 Policies and Procedures - VSC Obtention</p> <p>Every licensee shall ensure that there are written policies and procedures with respect to vulnerable sector checks that address,  (a) the process of obtaining a vulnerable sector check or attestation.  (O. Reg. 137/15, ss. 65(a))</p>	Low								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>6.3 Policies and Procedures - Offence Declaration Submission</b>  Every licensee shall ensure that there are written policies and procedures with respect to vulnerable sector checks that address, (b) the process for submitting an offence declaration. (O. Reg. 137/15, ss. 65(b))	Low								
<b>6.4 Policies and Procedures - Confidentiality</b>  Every licensee shall ensure that there are written policies and procedures with respect to vulnerable sector checks that address, (c) how the confidentiality of information contained in a vulnerable sector check, offence declaration or attestation will be protected. (O. Reg. 137/15, ss. 65(c))	Low								
<b>6.5 Policies and Procedures - Use of Information</b>  Every licensee shall ensure that there are written policies and procedures with respect to vulnerable sector checks that address, (d) the way in which any information revealed in a vulnerable sector check, offence declaration or attestation may be considered and used. (O. Reg. 137/15, ss. 65(d))	Low								

Staff Screening Measures and Criminal Reference Checks	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.6 Policies and Procedures - Additional Measures</p> <p>Every licensee shall ensure that there are written policies and procedures with respect to vulnerable sector checks that address,</p> <p>(e) the additional measures that will be put in place when a situation described in subsection 61 (1) occurs to protect the children who interact with the person until the vulnerable sector check is obtained, such as requiring the supervision of all interactions between the person and the children. (O. Reg. 137/15, ss. 65(e))</p>	Moderate								
<p>6.7 Policies, Procedures Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[VSC])</p>	High								
<b>General Comments</b>									

Licensees are responsible for complying with all requirements under the *Child Care and Early Years Act, 2014*. At the time of licence inspection, Ministry of Education program advisors assess compliance with these requirements.

The following terms are used in this report:

**Yes** - indicates requirements that were in compliance | **No** - indicates requirements that were not in compliance | **N/A (Not Applicable)** - indicates requirements that are not applicable | **N/O (Not Observed)** - indicates requirements that were not observed by the Ministry.

Licensing requirements have four risk levels: **Critical:** Non-compliance poses a direct threat to a child which could result in / has resulted in death | **High:** Non-compliance poses a direct threat to a child which could result in / has resulted in serious harm to their health, safety and well-being | **Moderate:** Non-compliance poses an indirect threat to a child which could result in / has resulted in harm to the health, safety and well-being of a child | **Low:** Non-compliance is not as likely to pose a threat to the health, safety and well-being of children, but the possibility exists.

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
1 Telephone Service  Every licensee shall ensure that each child care centre it operates is equipped with telephone service or an alternative means of obtaining emergency assistance that is approved by a director. (O. Reg. 137/15, s. 67)	Critical								
2.1 Written Fire Procedure  Every licensee shall ensure that in respect of each child care centre it operates, (a) a written procedure approved by the local fire chief is established with respect to the duties of each member of the staff of the child care centre in the event of a fire. (O. Reg. 137/15, ss. 68(1)(a))	High								
2.2 Procedures Implemented  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[FP])	High								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.3 Staff Instructed of Responsibilities</p> <p>Every licensee shall ensure that in respect of each child care centre it operates, (b) each staff member is instructed as to his or her responsibilities in the event of a fire before commencing work for the first time. (O. Reg. 137/15, ss. 68(1)(b))</p>	High								
<p>3 Fire Procedure Posted</p> <p>Every licensee shall ensure that in respect of each child care centre it operates, (c) the written procedure referred to in clause (a) is posted in a conspicuous place in each room in the child care centre that is used for the care of children. (O. Reg. 137/15, ss. 68(1)(c))</p>	Moderate								
<p>4.1 Written Record of Drills and Tests</p> <p>Every licensee shall ensure that in respect of each child care centre it operates, (e) a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is kept for at least 12 months from the date of the drill or test. (O. Reg. 137/15, ss. 68(1)(e))</p>	Low								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.2 Fire Drills - Monthly</b>  For the purposes of clause (1)(d), the following rules apply: 1. A fire drill shall be conducted in respect of every child care centre, except a child care centre described in paragraph 2, at least once a month in accordance with Ontario Regulation 213/07 (Fire Code) made under the Fire Protection and Prevention Act, 1997. (O. Reg. 137/15, ss. 68(2)1.)	Moderate								
<b>4.3 Fire Drills - Fall and Spring Term</b>  For the purposes of clause (1) (d), the following rules apply: 2. A total evacuation fire drill shall be conducted in respect of every child care centre or part of every child care centre that is operated in a school and that provides services only to children who are pupils of a school board, including a third party program operated under section 259 or 259.1 of the Education Act, in accordance with Ontario Regulation 213/07, i. at least three times during each fall and spring term the school is in operation. (O. Reg. 137/15, ss. 68(2)2i.)	Moderate								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.4 Fire Drills - Summer Term</b>  For the purposes of clause (1) (d), the following rules apply: 2. A total evacuation fire drill shall be conducted in respect of every child care centre or part of every child care centre that is operated in a school and that provides services only to children who are pupils of a school board, including a third party program operated under section 259 or 259.1 of the Education Act, in accordance with Ontario Regulation 213/07, ii. at least three times or at least once a month, whichever is less, during the summer term the program is in operation. (O. Reg. 137/15, ss. 68(2)2ii.)	Moderate								
<b>5 Emergency Evacuation Shelter</b>  Every licensee shall ensure that in respect of each child care centre it operates, (f) there is a designated place of shelter in the event the child care centre must be evacuated due to an emergency. (O. Reg. 137/15, ss. 68(1)(f))	Moderate								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.1 Emergency Management Policies and Procedures Developed</p> <p>(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies</p> <p>(3) Despite subsection (2), a licensee is not required to have emergency management policies and procedures described in that subsection if,</p> <p>(a) the child care centre is located in a school, the licensee uses or adopts the school's emergency management policies and procedures and those policies and procedures address the same matters as described in subsection (2); or</p> <p>(b) the licensee is otherwise required to have a plan that addresses the same matters as described in subsection (2). (O. Reg. 137/15, ss. 68.1(2))</p>	Moderate								
<p>6.2 Roles and Responsibilities of Staff</p> <p>(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that,</p> <p>(a) set out the roles and responsibilities of staff in case of an emergency; (O. Reg. 137/15, ss. 68.1(2)(a))</p>	Moderate								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>6.3 Additional Support Provided</b>  (2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (b) require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency; (O. Reg. 137/15, ss. 68.1(2)(b))	Moderate								
<b>6.4 Location of Off-Site Meeting Place</b>  (2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (c) identify the location of a safe and appropriate off-site meeting place, in case of evacuation; (O. Reg. 137/15, ss. 68.1(2)(c))	Moderate								
<b>6.5 Procedures for Safety and Supervision</b>  (2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (d) set out the procedures that will be followed to ensure children's safety and maintain appropriate levels of supervision; (O. Reg. 137/15, ss. 68.1(2)(d))	Moderate								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>6.6 Communications with Parents</b>  (2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (e) set out requirements regarding communications with parents; (O. Reg. 137/15, ss. 68.1(2)(e))	Low								
<b>6.7 Contacting Emergency Response Agencies</b>  (2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (f) set out requirements regarding contacting appropriate local emergency response agencies; (O. Reg. 137/15, ss. 68.1(2)(f))	Moderate								
<b>6.8 Recovery: Debrief</b>  (2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (g) address recovery from an emergency, including, (i) requiring that staff, children and parents be debriefed after the emergency, (O. Reg. 137/15, ss. 68.1(2)(g)(i))	Low								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>6.9 Recovery: Resuming Normal Operations</p> <p>(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (g) address recovery from an emergency, including, (ii) setting out how to resume normal operations of the child care centre, (O. Reg. 137/15, ss. 68.1(2)(g)(ii))</p>	Low								
<p>6.10 Recovery: Support for Distress</p> <p>(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that, (g) address recovery from an emergency, including, (iii) setting out how to support children and staff who may have experienced distress during the emergency. (O. Reg. 137/15, ss. 68.1(2)(g)(iii))</p>	Low								
<p>6.11 Policies, Procedures Implemented</p> <p>6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)[EM])</p>	High								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>7.1 Telephone Numbers - Emergency Services</b>  Every licensee shall ensure that there is an up-to-date list of telephone numbers in each child care centre it operates that is accessible in the event of an emergency and that includes contact information for, (a) emergency services. (O. Reg. 137/15, ss. 69(a))	Moderate								
<b>7.2 Telephone Numbers - Poison Control</b>  Every licensee shall ensure that there is an up-to-date list of telephone numbers in each child care centre it operates that is accessible in the event of an emergency and that includes contact information for, (b) the nearest poison control centre (O. Reg. 137/15, ss. 69(b))	Moderate								
<b>7.3 Telephone Numbers - Taxi</b>  Every licensee shall ensure that there is an up-to-date list of telephone numbers in each child care centre it operates that is accessible in the event of an emergency and that includes contact information for, (c) a taxi service (O. Reg. 137/15, ss. 69(c))	Low								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>8.1 Parent and Emergency Contact Information</p> <p>Every licensee shall ensure that the following information is up to date and readily accessible in the event of an emergency to each staff member of each child care centre:</p> <p>1. The telephone numbers of a parent of each child receiving child care at the child care centre, and a telephone number of a person to be contacted if a parent cannot be reached. (O. Reg. 137/15, s. 70.1.)</p>	Moderate								
<p>8.2 Emergency Medical or Additional Information</p> <p>Every licensee shall ensure that the following information is up to date and readily accessible in the event of an emergency to each staff member of each child care centre:</p> <p>2. Any special medical or additional information provided by a parent of each child receiving child care at the child care centre that could be helpful in an emergency. (O. Reg. 137/15, ss. 70.2.)</p>	High								
<p>9.1 Access to Child</p> <p>10. (1) No person providing child care, or operating a premises at which child care is provided, shall prevent a parent from having access to his or her child except,</p> <p>(a) if the person believes on reasonable grounds that the parent does not have a legal right of access to the child; or</p> <p>(b) in the circumstances prescribed by the regulations. (Child Care and Early Years Act; 2014, ss. 10(1)[1])</p>	Low								

Emergency Preparedness	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
9.2 Access to Premises  (2) No person providing child care at a premises, or operating the premises, shall prevent a parent from entering the premises while child care is provided there for his or her child except,  (a) if the person believes on reasonable grounds that the parent does not have a legal right of access to the child;  (b) if the person believes on reasonable grounds that the parent could be dangerous to the children at the premises;  (c) if the parent is behaving in a disruptive manner; or  (d) in the circumstances prescribed by the regulations. (Child Care and Early Years Act; 2014, ss. 10(2)[2])	Low								
<b>General Comments</b>									

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Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>1.1 Insurance - General Liability and Personal Injury</b>  Every licensee shall ensure that an insurance policy with respect to each child care centre it operates is obtained and maintained in full force and effect that includes, (a) comprehensive general liability coverage and personal injury coverage, including, where applicable, coverage for the employees of each child care centre, volunteers in each child care centre. (O. Reg. 137/15, ss. 71(a))	Low								
<b>1.2 Insurance - Motor Vehicle</b>  Every licensee shall ensure that an insurance policy with respect to each child care centre it operates is obtained and maintained in full force and effect that includes, (b) motor vehicle coverage for all vehicles owned by the licensee. (O. Reg. 137/15, ss. 71(b))	Low								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>2.1 Application for Enrolment</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 1. An application for enrolment signed by a parent of the child. (O. Reg. 137/15, ss. 72(1)1.)	Moderate								
<b>2.2 Name, Date of Birth, Address</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 2. The name, date of birth and home address of the child. (O. Reg. 137/15, ss. 72(1)2.)	Low								
<b>2.3 Parent Contact Information</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 3. The names, home addresses and telephone numbers of the parents of the child. (O. Reg. 137/15, ss. 72(1)3.)	Low								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>2.4 Emergency Contact Information</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 4. The address and telephone number at which a parent of the child or other person can be reached in case of an emergency during the hours when the child receives child care. (O. Reg. 137/15, ss. 72(1)4.)	Moderate								
<b>2.5 Release Information</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 5. The names of persons to whom the child may be released. (O. Reg. 137/15, ss. 72(1)5.)	Moderate								
<b>2.6 Admission Date</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 6. The date of admission of the child. (O. Reg. 137/15, ss. 72(1)6.)	Low								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>2.7 Discharge Date</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 7. The date of discharge of the child. (O. Reg. 137/15, ss. 72(1)7.)	Low								
<b>2.8 Medical History and Immunization</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 8. The child's previous history of communicable diseases, conditions requiring medical attention and, in the case of a child who is not in attendance at a school or private school within the meaning of the Education Act, immunization or required form completed by a parent or legally qualified medical practitioner as to why the child should not be immunized. (O. Reg. 137/15, ss. 72(1)8.)	Moderate								
<b>2.9 Ill Health Symptoms</b>  Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 9. Any symptoms indicative of ill health. (O. Reg. 137/15, ss. 72(1)9.)	Moderate								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.10 Individualized Plan</p> <p>Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee:</p> <p>9.1 A copy of any individualized plan. (O. Reg. 137/15, ss. 72(1)9.1)</p>	Moderate								
<p>2.11 Medical Treatment and Medication Administration</p> <p>Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee:</p> <p>10. Written instructions signed by a parent of the child for any medical treatment or drug or medication that is to be administered during the hours the child receives child care. (O. Reg. 137/15, ss. 72(1)10.)</p>	High								
<p>2.12 Diet, Rest, Physical Activity</p> <p>Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee:</p> <p>11. Written instructions signed by a parent of the child concerning any special requirements in respect of diet, rest or physical activity. (O. Reg. 137/15, ss. 72(1)11.)</p>	Moderate								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>2.13 Written Recommendations for Placement of Child for Sleep</p> <p>Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee: 12. A copy of any written recommendation referred to in subsection 33.1 (1) from a child's physician regarding the placement of a child for sleep. (O. Reg. 137/15, ss. 72(1)12.)</p>	Moderate								
<p>2.14 Children's Records on Premises</p> <p>The records listed in subsection (1) shall be kept, as the case may be, (a) on the premises of the child care centre at which the child receives child care. (O. Reg. 137/15, ss. 72(2)(a))</p>	Low								
<p>2.15 Child Records Kept for 3 Years After Discharge</p> <p>Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre. (O. Reg. 137/15, ss. 72(5))</p>	Low								
<p>3 Attendance - Arrival, Departure and Absence</p> <p>Every licensee shall ensure that a record is kept of the daily attendance of each child receiving child care in each child care centre it operates showing the time of arrival and the time of departure of each child or if a child is absent. (O. Reg. 137/15, ss. 72(3))</p>	High								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>4.1 MOH Inspection of Records</b>  Every licensee shall ensure that, (a) the medical officer of health or his or her designate, upon producing proper identification, is permitted to inspect the records referred to in paragraphs 2, 3, 8 and 9 of subsection (1). (O. Reg. 137/15, ss. 72(6)(a))	Moderate								
<b>4.2 Copies of Records Provided to MOH</b>  Every licensee shall ensure that, (b) copies of those records are provided to him or her on request. (O. Reg. 137/15, ss. 72(6)(b))	Moderate								
<b>4.3 Consent to Release Information</b>  No licensee shall require as a condition of providing care for a child at a child care centre it operates a prior consent from a parent of the child to the release of information with respect to the child. (O. Reg. 137/15, s. 73)	Low								
<b>5 Service Agreement Kept on Premises</b>  Every licensee who agrees to operate a child care centre on behalf of a service system manager or First Nation shall ensure that a copy of the agreement with the service system manager or First Nation is kept at the child care centre. (O. Reg. 137/15, ss. 75(2))	Low								
<b>6 Statistical Information to EDU</b>  Every licensee shall, in respect of each child care centre it operates, furnish to a director such statistical information as the director may require with respect to the operation of the child care centre. (O. Reg. 137/15, s. 77)	Low								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>7.1 No Charge/Collection of Waiting List Fees</p> <p>75.1 (1) No licensee shall charge or collect a fee or deposit for the placement of a child on a waiting list for admission to a child care centre. (O. Reg. 137/15, ss. 75.1(1))</p>	Low								
<p>7.2 Waiting list Policy</p> <p>(2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures (O. Reg. 137/15, ss. 75.1(2))</p>	Low								
<p>7.3 Waiting list Policy - Order of Admission</p> <p>(2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,</p> <p>(a) explain how the licensee determines the order in which children on the waiting list are offered admission; (O. Reg. 137/15, ss. 75.1(2)(a))</p>	Low								
<p>7.4 Waiting list Policy - waiting list Status Available</p> <p>(2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,</p> <p>b) provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families. (O. Reg. 137/15, ss. 75.1(2)(b))</p>	Low								

Administrative Matters	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
7.5 Policies, Procedures Implemented  6.1 (1) Every licensee shall ensure that the policies, procedures and individualized plans it is required to have under this Regulation are implemented at each child care centre it operates. (O. Reg. 137/15, ss. 6.1(1)(WL))	Low								
General Comments									

Licensees are responsible for complying with all requirements under the *Child Care and Early Years Act, 2014*. At the time of licence inspection, Ministry of Education program advisors assess compliance with these requirements.

The following terms are used in this report:

**Yes** - indicates requirements that were in compliance | **No** - indicates requirements that were not in compliance | **N/A (Not Applicable)** - indicates requirements that are not applicable | **N/O (Not Observed)** - indicates requirements that were not observed by the Ministry.

Licensing requirements have four risk levels: **Critical:** Non-compliance poses a direct threat to a child which could result in / has resulted in death | **High:** Non-compliance poses a direct threat to a child which could result in / has resulted in serious harm to their health, safety and well-being | **Moderate:** Non-compliance poses an indirect threat to a child which could result in / has resulted in harm to the health, safety and well-being of a child | **Low:** Non-compliance is not as likely to pose a threat to the health, safety and well-being of children, but the possibility exists.

Licence and Signage	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>1.1 Licence and Signage Posted</b>  A licensee shall post a copy of a licence in a conspicuous place at the child care centre, together with any other information or signage prescribed by the regulations. (Child Care and Early Years Act; 2014, ss. 14(1)[CCEYA])	Low								
<b>1.2 No Copies Made</b>  If a licence or any other signage has been provided to a person for the purposes of this Act, the person shall not make copies of the licence or signage, except as required for the purposes of this section, as otherwise required by law, or as permitted by the regulations. (Child Care and Early Years Act; 2014, ss. 14(5))	Low								
<b>1.3 Signage Provided by Minister</b>  For the purposes of subsections 14 (1) and (2) of the Act, the signage that shall be posted is signage provided by the Minister that identifies that the premises is licensed. (O. Reg. 137/15, ss. 84(1))	Low								
<b>1.4 Licence Not Transferable</b>  A licence is not transferable. (Child Care and Early Years Act; 2014, ss. 20(5))	Moderate								

The CCEYA provides that it is an offence to knowingly give false or misleading information in any application, statement, report or return required under the Act or regulation. A person convicted of an offence under this Act is liable to a fine of not more than \$250,000, imprisonment for a term of not more than one year, or both. Please refer to page 2 for information on the contents of this report.

Licence and Signage	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
General Comments									

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The following terms are used in this report:

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Other Legislation	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
1.1 MOE Registration  Confirmation that the regulated drinking water system is registered with MOE and has a registration number. (Safe Drinking Water Act; 2002. O. Reg. 170/03 [1])	Moderate								
1.2 Engineering Evaluation Report  The licensee has their Engineering Evaluation Report. (Safe Drinking Water Act; 2002. O. Reg. 170/03 [2])	High								
1.3 Eligible Donor Systems  If the system is receiving hauled water: - The water is being received from a system on the MOE list of eligible donor systems. (Safe Drinking Water Act; 2002. O. Reg. 170/03 [3])	High								
1.4 Cistern  If the system is receiving hauled water, there are no holes in the visible portion of the cistern. (Safe Drinking Water Act; 2002. O. Reg. 170/03 [4])	High								

Other Legislation	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<b>1.5 Microbiological Water Quality Monitoring</b>  Microbiological water quality monitoring requirements for distribution samples are being met. (i.e. sampling results for the two months immediately preceding the inspection. or a completed Chain of Custody form) (Safe Drinking Water Act; 2002. O. Reg. 170/03 [5])	High								
<b>2.1 MOE Registration</b>  The child care centre is registered with the Ministry of the Environment and has a registration number. (Safe Drinking Water Act; 2002. O. Reg. 243/07 [1])	Moderate								
<b>2.2 Annual Sampling</b>  The licensee has the child care centre's annual sampling results from the current or previous year, Notice of Reduced Sampling form or form or an approved R243 Director's Direction (Safe Drinking Water Act; 2002. O. Reg. 243/07 [2])	High								
<b>2.3 Flushing Records</b>  The licensee has the required flushing records and they include the requirements of times, dates and names. (Safe Drinking Water Act; 2002. O. Reg. 243/07 [3])	High								
<b>3.1 No Person Smoking</b>  No person is smoking tobacco or holding lighted tobacco in the child care centre. (Smoke-Free Ontario Act [1])	High								
<b>3.2 No Smoking Signs</b>  No Smoking signs are posted in the child care centre. (Smoke-Free Ontario Act [2])	Low								

The CCEYA provides that it is an offence to knowingly give false or misleading information in any application, statement, report or return required under the Act or regulation. A person convicted of an offence under this Act is liable to a fine of not more than \$250,000, imprisonment for a term of not more than one year, or both. Please refer to page 2 for information on the contents of this report.

Other Legislation	Risk Level	Yes	No	N/A	N/O	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
							Follow-up Comments	Rationale	
<p>3.3 Staff, volunteers, students, visitors Advised</p> <p>Child care centre staff, volunteers, students and visitors are advised that smoking is prohibited on premises and on the playground. (Smoke-Free Ontario Act [3])</p>	Moderate								
<p>4.1 Age, Height or Weight</p> <p>Where a child is transported in a child care centre vehicle, child seating and restraint systems used are:</p> <p>- based on the birth date, age, height or weight of the child. (Highway Traffic Act. O. Reg. 613 [1])</p>	Critical								
<p>4.2 Installation</p> <p>Where a child is transported in a child care centre vehicle, child seating and restraint systems used are:</p> <p>- installed in accordance with manufacturer recommendations. (Highway Traffic Act. O. Reg. 613 [2])</p>	Critical								
<p>4.3 Certified by CMVSS</p> <p>Where a child is transported in a child care centre vehicle, child seating and restraint systems used are:</p> <p>- certified by Canadian Motor Vehicle Safety Standards (CMVSS) (Highway Traffic Act. O. Reg. 613 [3])</p>	Critical								
<b>General Comments</b>									

<b>Comments</b>

<b>Recommendations</b>