

Child Care Licensing Regulation

Part 1 - Out of School Care Program Requirements

2(1) A licence holder must provide a program that is in keeping with the physical, social, intellectual, creative and emotional needs of the children in the program.

Yes No

Evidence

Child discipline

3(1) A licence holder must ensure that

(a) child discipline methods utilized in the program are communicated to parents, staff and children, and

Yes No

Evidence

(b) any child disciplinary action taken is reasonable in the circumstances.

Yes No

Evidence

(2) A licence holder must not, with respect to a child in the program,

(a) inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,

Yes No

Evidence

(b) deny or threaten to deny any basic necessity, or

Yes No N/A

Evidence

(c) use or permit the use of any form of physical restraint, confinement or isolation.

Yes No N/A

Evidence

Off-site activity and emergency evacuation

4(1) A licence holder may take a child to an activity off the program premises only where

(a) the child's parent has been advised of the activity, including the transportation and supervision arrangements with respect to the activity, and

Yes No

Evidence

(b) the child's parent has consented in writing to the child's participation in the activity.

Yes No

Evidence

(2) A licence holder must ensure that in the case of an activity off the program premises or an emergency evacuation a staff member takes the portable record referred to in section 21 of this Schedule in respect of each child to be taken off the program premises.

Yes No

Evidence

Emergency and safety contact and procedures

5(1) A licence holder must ensure that the following telephone numbers are posted on the program premises and are readily accessible:

(a) emergency medical service;

Yes No

Evidence

(b) ambulance service;

Yes No

Evidence

(c) fire department;

Yes No

Evidence

(d) police service;

Yes No

Evidence

(e) poison control centre;

Yes No

Evidence

(f) nearest hospital or emergency medical facility;

Yes No

Evidence

(g) child abuse hotline.

Yes No

Evidence

(2) A licence holder must ensure that the telephone number for an after-hours emergency program contact is posted in a place that is visible from the outside of the program premises.

Yes No

Evidence

(3) A licence holder must ensure that emergency evacuation procedures are made known to all staff, and to children.

Yes No

Evidence

Accident or illness

6 In the case of an accident or serious illness involving a child, the licence holder must forthwith ensure that

(a) the child's parent is notified, and

Yes No

Evidence

(b) the child's receives medical attention if necessary.

Yes No

Evidence

Incident reporting

7(1) In this section, "incident" means

- (a) a serious illness of or injury to a child that occurs while the child is attending a program, and
- (b) any other incident that occurs while a child is attending a program that may seriously effect the health or safety of the child.

(2) A licence holder must report each incident to the director forthwith in the manner required by the director.

Yes No N/A

Evidence

Potential Health Risk

8.1 Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness, the licence holder must ensure

- (a) that the child's parent arranges for the immediate removal of the child from the program premises, and

Yes No

Evidence

- (b) that the child does not return to the program premises until the licence holder is satisfied that the child no longer poses a health risk to the persons on the program premises.

Yes No

Evidence

Supervised care for sick children

9 A licence holder must ensure that a sick child is kept as far away as is practicable from other children

Yes No

Evidence

Medication

10(1) A licence holder may administer or allow the administration of medication to a child only where

- (a) the written consent of the child's parent has been obtained,

Yes No

Evidence

- (b) the medication is in the original labelled container, and

Yes No

Evidence

- (c) the medication is administered according to the labelled directions.

Yes No

Evidence

(2) the medication is administered to a child, the licence holder must ensure that the following information is recorded:

- (a) the name of the medication;

Yes No

Evidence

- (b) the time of administration;

Yes No

Evidence

(c) the amount administered; Yes No

Evidence

(d) the initials of the person who administered the medication. Yes No N/A

Evidence

(3) A licence holder must ensure that all medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children. Yes No N/A

Evidence

Health Care

11 A licence holder may provide or allow for the provision of health care to a child only if

(a) the written consent of the child's parent has been obtained, or Yes No N/A

Evidence

(b) the health care provided is in the nature of first aid. Yes No N/A

Evidence

Smoking

12(1) A licence holder must ensure that no person smokes on the program premises. Yes No

Evidence

(2) No staff member shall smoke at any time or place where child care is being provided. Yes No

Evidence

Nutrition

13 A licence holder must

(a) provide or require parents to provide snacks for children in the program, and Yes No

Evidence

(b) where the licence holder provides snacks, ensure that the snacks are provided to children Yes No

Evidence

(i) at appropriate times and in sufficient quantities in accordance with the needs of each child, and Yes No

Evidence

(ii) in accordance with a food guide recognized by Health Canada. Yes No

Evidence

Menus

14 A licence holder must ensure that menus for snacks provided by the licence holder are available to parents.

Yes No

Evidence

Part 2 - Physical Space Requirements**Layout of program premises**

15 A licence holder must with respect to the program premises, ensure that

(a) washrooms are easily accessible to children, and

Yes No

Evidence

(b) adequate space is designated for administrative and staff needs.

Yes No

Evidence

Net floor area

16(1) A licence holder must provide a minimum net floor area of 2.5 square metres per child. The net floor area must be calculated on the basis of licensed capacity, and by measuring the primary play space, and any other useable play space if the licence holder demonstrates to the satisfaction of the director that the licence holder has access to that play space.

Yes No

Evidence

Outdoor play space

17(1) A licence holder must provide outdoor play space that is within easy and safe walking distance from the program premises.

Yes No

Evidence

Indoor and outdoor furnishing and equipment

18 A licence holder must ensure that indoor and outdoor furnishings, play equipment and play materials are

(a) safe and maintained in good repair,

Yes No

Evidence

(b) developmentally appropriate for children, and

Yes No

Evidence

(c) of sufficient quantity and variety for children,

Yes No

Evidence

Part 3 - Records Requirements**Children's records**

19(1) A licence holder must, in respect of each child, maintain on the program premises an up-to-date record containing the following information:

(a) the child's name, date of birth and home address;

Yes No

Evidence

(b) a completed enrolment form; Yes No

Evidence

Portable records and 3 enrollment forms were reviewed.

(c) the parent's name, home address and telephone number; Yes No

Evidence

(d) the name, address and telephone number of a person who can be contacted in case of an emergency; Yes No

Evidence

(e) if medication is administered, Yes No

Evidence

(i) the written consent of the parent required under section 10(1) of this Schedule, and Yes No

Evidence

(ii) the information required under section 10(2) of this Schedule; Yes No

Evidence

(f) the particulars of any health care provided to the child, including the written consent of the child's parent required under section 11 of this Schedule; Yes No

Evidence

(g) any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any. Yes No

Evidence

(2) A licence holder must ensure that a record referred to in subsection (1) is available for inspection

(a) by the director at all times, and Yes No

Evidence

(b) by the child's parent at reasonable times. Yes No

Evidence

Administrative records

20(1) A licence holder must maintain on the program premises up-to-date administrative records containing the following information:

(a) particulars of the daily attendance of each child, including arrival and departure times; Yes No

Evidence

(b) particulars of the daily attendance of each primary staff member, including (i) arrival and departure times, and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(ii) hours spent providing child care;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(c) with respect to the program supervisor and each primary staff member, (i) evidence of the supervisor's or member's child care certification, and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(ii) a current first aid certificate, where applicable;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(d) with respect to each staff member and each volunteer referred to in section 22(1)(a) of this Schedule, verification that a current criminal record check required under that section has been provided to the licence holder.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(2) A licence holder must ensure that	
(a) the records referred to in subsection (1) are available for inspection by the director at all times,	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(b) the information referred to in subsection (1)(a) is available for inspection by the child's parent at reasonable times, and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(c) the information referred to in subsection (1)(a) and (b) is retained for a minimum period of 2 years.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Evidence	
Portable record	
21 A licence holder must maintain a portable record of emergency information, including the following:	
(a) in respect of each child, the information referred to in section 19(1)(a), (c), (d) and (g) of this Schedule;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	
(b) the telephone numbers of the local emergency response service and poison control centre.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence	

Part 4 - Staffing Requirements

Core requirements

22(1) A licence holder must ensure that

(a) each staff member and each volunteer who has unsupervised access to children

(i) is an adult, and

Yes No

Evidence

(ii) provides to the licence holder a criminal record check, including a vulnerable sector search, dated not earlier than 6 months prior to the date of commencement with the program and every 3 years after that date, and

Yes No

Evidence

(b) a minimum of one in every 2 of the primary staff members has first aid certification acceptable to the director.

Yes No

Evidence

(2) A new staff member

(a) must provide the criminal record check referred to in subsection (1)(a)(ii) within 8 weeks of commencement with the program, and

Yes No

Evidence

(b) must not have unsupervised access to children until the criminal record check has been provided.

Yes No

Evidence

(3) A licence holder must ensure that at least one staff member with first aid certification acceptable to the director is on duty at all times.

Yes No

Evidence

Program supervisor

23(1) A licence holder must ensure that a program supervisor is on the staff of the program at all times.

Yes No

Evidence

(2) When the program supervisor is not on the program premises, the program supervisor must designate a staff member to assume the responsibilities of the program supervisor during the program supervisor's absence.

Yes No

Evidence

Ratios and maximum group size

24(1) A licence holder must ensure that, at all times, the requirements in the following table are met with respect to:

School Grade	Primary Staff Member to Children Ratio	Maximum Number of Children in a Group Children in a Group
Kindergarten children	1:10	20
Grade 1 and Higher	1:15	30

(a) the minimum primary staff member to children ratio, and

Yes No

Evidence

(b) maximum number of children who may be included in a group.

Yes No

Evidence

(2) For the purpose of subsection (1), a program supervisor may be included in the primary staff member to children ratio.

(3) Despite subsection (1), where a group of children includes children from the 2 school grade groups specified in the table in subsection (1),

(a) the maximum group size is 25, and

Yes No

Evidence

(b) the minimum primary staff member to children ratio is the ratio, as prescribed in subsection (1), for the school grade group that constitutes the majority of children in the combined group.

Yes No

Evidence

Minimum staffing and general supervision

25(1) Despite section 24 of this Schedule, a licence holder must ensure that

(a) where 7 or more children are present at a program, whether on or off the program premises, a minimum of 2 adult staff members, one of whom is a primary staff member, are on duty, and

Yes No

Evidence

(b) children are, at all times, under supervision that is adequate to ensure their safety, well-being and development.

Yes No

Evidence

(2) Where children are being transported between the program premises and school, the director may exempt the licence holder from the requirements of section 24 of this Schedule and subsection (1)(a) of this section with respect to children being transported.

Yes No

Evidence

Primary staff members

26(1) A licence holder must ensure that all primary staff members hold a child care certification under Part 3 of this Regulation.

(2) Despite subsection (1), in the case of a primary staff member who is hired as a child development assistant, the primary staff member

(a) must obtain a child care certification as a child development assistant within 6 months of commencement with the program, and

Yes No

Evidence

(b) must not have unsupervised access to children until the primary staff member has obtained a child care certification as a child development assistant.

Yes No

Evidence

Staff qualifications

27(1) A licence holder must ensure that, with respect to the primary staff member to children ratios specified in section 24 of this Schedule, each primary member is certified at minimum as a child development assistant.

Yes No
 Exemption Approved

Evidence

(2) Despite subsection (1), on and after September 1, 2012, a licence holder must ensure that, with respect to the primary staff member to children ratios specified in section 24 of this Schedule, one in every 4 of the primary staff members is certified at minimum as a child development worker.

Yes No Exemption Approved

Evidence

Exemptions

28(1) The director may exempt a licence holder from a qualification requirement in section 27(c) of this Schedule if the director is satisfied that an exemption is appropriate in the circumstances.

(2) An exemption issued under subsection (1) must, be

- (a) in writing,
- (b) be for a specified period of time, and
- (c) be accompanied with a plan, provided by the licence holder and approved by the director, addressing how the licence holder will meet the qualification requirement in respect of which the exemption is granted.

(3) A licence holder must ensure that an exemption issued under subsection (1) and the plan referred to in subsection (2)(c) are posted in a prominent place on the program premises.

Yes No

Evidence

Additional evidence (refer to Act or Regulation section that this evidence applies to):

Please see Inspection Summary on Pages 12-13.

RICHARD SECORD OUT OF SCHOOL CARE #2
OUT OF SCHOOL INSPECTION REPORT

An UNANNOUNCED inspection was conducted on January 21, 2020 by Licensing Officer Terri Raymond, for the purpose of a REGULAR MONITOR.

Observations were conducted in the morning prior to school. Records were also reviewed including; attendance, portable records, staff qualifications, children's records, transportation forms and medication. The License, previous inspection summary, after hours emergency phone numbers, emergency phone numbers, evacuation procedures, program plans and menus were all observed posted.

FROG ROOM

Upon arrival this morning, all of the OSC children were combined in the Frog Room. There were 10 children in the care of 4 educators. 3 children played the game Rush Hour, 3 children created with melting beads, 2 children drew with felts and 2 children ate snack. The educators sat at the tables with the children and engaged in conversation, interacted with them and provided assistance when needed. At approximately 7:50 am, the children from Richard Secord School were given a 5 minute warning prior to getting ready for school. A new child arrived into the room; the attendance and the room number on the white board were updated. A verbal cue was used to gather the 9 Richard Secord children and have them prepare for school. Additional children arrived during the school transition; children were signed in and room numbers were communicated between the educators. 2 educators and the Assistant Director supervised the children in the hallway while the other 2 educators supervised the remaining children in the Frog Room. As the children got ready for school, the educators gave the children gentle reminders and offered their assistance. The children were observed dressed appropriately for the weather (snow pants, winter jackets, touques and mitts). Once dressed, the children lined up along the wall in the front foyer for the other children. The Assistant Director led the children in Simon Says while they waited for the rest of the children. When everyone was ready, a roll call was completed by one of the children (with the staff carefully monitoring the list). The children then lined up in pairs head and at approximately 8:10 am, an educator led the front of the line, the second educator positioned herself at the back of the line and 11 children left the program for school.

In the Frog Room, 4 children were in the care of 2 educators. 2 of the children created with melting beads and 2 children ate snack at the table. The educators sat with the children at the tables and engaged in conversations about school and about an upcoming school field trip. At approximately 8:15 am, the children were given a 5 minute warning prior to getting ready for school. Children who were hungry were given dry cereal in a ziplock bag to take to school with them. At 8:20 am, the children were asked to cleanup and get ready for school. A consistent school transition routine was followed as per with the Richard Secord group (eg. lining up, roll calls etc.) as well as consistent supervision practices for children who arrived into the program during this time. At approximately 8:30 am, an educator led the front of the line, the second educator positioned herself at the back of the line and 6 children left the program for school.

The program provides morning and afternoon snack. Snack today was listed as assorted cold cereals and milk in the morning and animal crackers, applesauce, pears and milk for the afternoon snack. Morning snack was observed today (Corn Flakes, Shreddies, Cheerios and milk) and the program appears to be following the menu that is posted.

Programming was posted in all 3 of the rooms today. Programming in the both the Frog Room and the Alligator Room had a focus on Chinese New Year activities as well as a variety of art, science and gross motor activities. The Penguin Room's programming focused on "Sad Tooth/Happy Tooth" and related teeth and dental health activities. In all 3 rooms, open-ended art activities were posted as well as learning stories, photos of children engaged in play and program experiences. Children's spontaneous activities were observed noted and documented in the rooms. As per previous inspections, children are given various jobs and responsibilities in the rooms and during transitions times. All 3 rooms were equipped with a large selection of toys and equipment that were developmentally appropriate for the children. Toys and equipment were easily accessible to the children and the rooms were set up with defined play spaces.

Strong supervision practices were observed during today's inspection. Strong morning routines have been established that ensure all of the children were well supervised and accounted for. As children arrived in the program, the door was opened by an educator, children were welcomed by name into the room, and both the attendance and the white board were updated promptly. While in the room, the educators moved around to supervise, interact and communicate with the children and positioned themselves so that all children were visible. The educators also communicated well with each other during today's inspection.

Positive child guidance was observed during today's inspection. Warnings prior to transitions, the use of verbal cues to gather the children's attention, consistent routines and expectations as well as positive language were all observed during today's inspection. The staff communicated with the children in calm respectful ways and gentle reminders on classroom rules and behavior was given to the children when needed.

Staff qualifications were reviewed today. Out of the 4 educators working in ratio today, 2 educators were certified as Child Development Workers, 1 educator was certified as a Child Development Assistant and 1 educator was uncertified but did not have unsupervised access to children and has until March 2020 to receive her certification. The Assistant Director also assisted in the Program today and has her Child Development Supervisor certification. All 5 staff had up to date criminal record checks and first aid training.

A sample of children's files, staff files and portable records were reviewed and found to be complete and contain the information required by Child Care Licensing Regulations.

Medication was not observed in the program today.

As a result of today's inspection, no non-compliances were issued. A summary of the inspection was reviewed with the Assistant Director today and a copy of the summary was left on site. A complete Out of School Care Inspection Report will be emailed to the program.

Thank you for your time today.

Name of licensing staff: Terri Raymond

Date (yyyy-mm-dd) 2020-01-21

Signature of licensing staff: 

