

1 Provide Day Care Facility or Agency details

Facility name: _____

Facility address: _____

City: _____ Postal Code: _____

Contact name: _____

Phone number: _____ Fax number: _____

Licensed capacity: _____ Age range: _____

Hours of operation: _____

Fire inspection report date: _____ Health inspection report date: _____
(dd/mm/yyyy) (dd/mm/yyyy)

Insurance expiry date: _____
(dd/mm/yyyy)

2 Provide licensing details

Licensee name: _____

Mailing address: _____

City: _____ Postal Code: _____

Contact name: _____

Phone number: _____ Fax number: _____

Licensing Officer name: _____

Inspection date: _____ Number of pages: _____
(dd/mm/yyyy)

3 Proceed to Day Care Annual Licensing Checklist on page 2

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 2 – Physical Observation	H/A	C	NC	N/A	Comments
Information for Parents and Staff					
<p>The facility has the following posted in a conspicuous location or an indication of where they are posted: (45(1))</p> <ul style="list-style-type: none"> <input type="checkbox"/> a copy of the Act and regulations (44(2)(a)(i)) <input type="checkbox"/> a copy of the parent handbook (44(2)(a)(ii)) <input type="checkbox"/> the license for the facility (44(2)(a)(iii)) & (6) <input type="checkbox"/> a copy of the report of the most recent inspection (44(2)(a)(iv)) <input type="checkbox"/> a copy of the licensee’s behavior guidance policy (44(2)(a)(v)) <input type="checkbox"/> a copy of the current menu (44(2)(a)(vi)) <input type="checkbox"/> a copy of the daily program plan and routine (44(2)(a)(vii)) <input type="checkbox"/> a list of the names of the current members of the parent committee (44(2)(a)(viii)) <input type="checkbox"/> a copy of the most recent minutes of the parent committee (44(2)(a)(ix)) <input type="checkbox"/> notification of funding provided by the Minister (44(2)(a)(x)) 					
<p>The facility has a parent handbook, which includes: (44(1))</p> <ul style="list-style-type: none"> <input type="checkbox"/> a statement that all of the above are posted in a conspicuous location and an indication of where they are posted (44(2)(a)) <input type="checkbox"/> any information required by the Minister (44(2)(b)) <ul style="list-style-type: none"> <input type="checkbox"/> statement on breastfeeding (r25(1), s3.1, 3.2) <input type="checkbox"/> statement on food purchased for or donated to the facility (r25(1), s.5.5) <input type="checkbox"/> statement on self feeding and following hunger and fullness cues (r25(1), s4.4, 7.2, 8.5) <input type="checkbox"/> statement on the meal and snack environment (r25(1), s8.1) 					
Building Requirements					
<p>The facility has 2.75 square metres (30 sq ft) per child of unobstructed indoor playroom space. (20(1)(a))</p>					
<p>The playroom space provides natural lighting through a window or windows with a glass area of at least 10% of the total floor area. (20(1)(b))</p>					
<p>Note: Space used for hallways, entryways, exits, staff purposes, facility administration, diapering areas, washrooms, kitchen, laundry, shelving or storage must not: (20(2))</p> <ul style="list-style-type: none"> (a) be included when calculating the unobstructed indoor floor space per child; or (b) infringe on the children’s unobstructed indoor floor space or on space used for children’s routine activities. 					
<p>The facility has washroom and toilet facilities suitable for toddlers, preschoolers, and school-age children; 1 sink and 1 toilet for each 10 children (excluding infants) located inside the facility or at the same location and available for use by the facility. (20(6)(a)(b))</p> <p>(# of working sinks _____)</p> <p>(# of working toilets _____)</p>					
<p>The facility has a separate staff washroom. (20(7))</p>					
<p>A facility must be accessible and must not be located above the 2nd floor of a building. (20(3))</p>					
Note: Proceed to Section 2A on page 10 for the Physical Observation of the classrooms.					

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 3 – Facility Records	H/A	C	NC	N/A	Comments
Policy and Procedures					
The facility has written policies on the permitted and prohibited behaviour guidance practices (19(1)(2))					
Daily Records					
The facility has a daily record of attendance recording the time of arrival & departure of each child and reasons for any absences. (32(1)(2))					
The facility must keep a daily logbook to record information about any absence of a child due to illness and any unusual or special events in the facility. (33)					
The facility with a full day program has daily records for all infants and toddlers including: (32(3)(a)(b)(c)(d))					
<input type="checkbox"/> daily routines, naps, eating, toileting <input type="checkbox"/> activities or outings recorded, noting child preferences and abilities <input type="checkbox"/> information about any unusual occurrence and other pertinent information that does not relate to daily occurrence <input type="checkbox"/> space for parents' to write special instructions or information					
The facility maintains these records for at least 6 months. (32(5))					
Nutrition – Menus					
Note: Menus are to be dated and signed by the facility director or designate, which confirm that the Food and Beverage Criteria has been followed in the menu development process.					
For full day programs the facility has menus indicating that meals be nutritious and provide servings from each food group (identified from Health Canada). Menu includes a morning and afternoon snack. (25(2)(a)(b)(4))					
The facility has menus indicating that a nutritious snack is served in both the morning and afternoon. (Servings from at least 2 food groups identified by Health Canada, including at least 1 vegetable or fruit). Part day and school age must be provided a snack. (25(3)(a)(b)(4)(5))					
Children in a school-age program may bring a lunch from home or be provided with a lunch. Children who bring lunch from home must eat apart from those provided with a lunch by the program. (25(6)(7))					
Facility has copies of menus used for the last year at the facility. (26(2))					
The facility has records of any menu substitutions noted (e.g. with post-it notes or notices). Noted substitutions must be of equal nutritional value to the original menu item and kept on file for 12 months. (26(3)(a)(b)(c))					
Facility follows the menu (based on observation during inspection).(26(1))					
When a child brings food from home, or when the child is in a school age program where lunch is not provided, foods must be labeled with the child's name and refrigerated if necessary. (r25(1), s.5.4, 6.2)					
Allergy and anaphylaxis information specific to an individual child is communicated to all staff, those who prepare and serve food, care providers, substitutes, volunteers and student interns. This information is posted in the food preparation area and any other places necessary to ensure that those people who need to know this information are able to view it. (r25(1), s.6.4)					

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 3 – Facility Records - continued	H/A	C	NC	N/A	Comments
Parent Meetings					
The facility must establish a parent committee no later than 3 months after which 6 children are enrolled. (47(3)(b))					
A parent committee must be composed of at least 5 members: At least 3 parents of currently enrolled children, 1 representative of the Licensee and 1 representative of staff who provide regular care to children. (47(4)(a)(b)(c))					
The facility has a record that two parent committee meetings were held in the past year. (48(1))					
The facility has a record that parents were given two weeks' advance written notice of each parent meeting. (48(3)(a)(b)(4))					
The facility's agenda for each meeting includes (48(5)) <ul style="list-style-type: none"> <input type="checkbox"/> safety care and well being of the children (48(5)(a)) <input type="checkbox"/> status of facility's license (48(5)(b)) <input type="checkbox"/> programs provided by the licensee (48(5)(c)) <input type="checkbox"/> equipment & materials available to the children (48(5)(d)) <input type="checkbox"/> staffing patterns and staff qualifications (48(5)(e)) 					
The facility has minutes of each meeting that must be posted no later than 2 weeks after meeting and remain posted until the next meeting, and kept on file for inspection by the Department as required. (49(1)(2)(a)(b))					
Health and Safety					
A Licensee must follow Provincial guidelines for promoting and maintaining health. (28(3)) Date of inspection(Agriculture) _____					
A Licensee must follow Provincial guidelines for promoting and maintaining safety. (28(3)) Date of inspection (Fire) _____					
The facility has at least two (2) First Aid Kits approved for emergency treatment. (28(4)(h))					
A first aid kit, a list of children in attendance and the children's emergency contact information must all be taken on outings with children. (28(4)(i))					
Medical supplies, drugs, medications and dangerous or noxious materials must be properly labeled and safely stored. (28(4)(k))					
A facility director who agrees to administer medication must do the following: (29(a)(b)(i)(ii)(iii)(iv)) <ul style="list-style-type: none"> <input type="checkbox"/> Obtain prior written instructions signed by child's parent <input type="checkbox"/> Keep written record of each dose, (date ,time, amount given and child's name) <input type="checkbox"/> Initialed by staff member once given 					
A facility director is to accept only medicine that is brought to the facility by the parent and that is supplied in the original container, in the case of patent medicine, or in a container supplied for the purpose by a pharmacist, in the case of prescribed medicine. (29(c))					

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 3 – Facility Records - continued	H/A	C	NC	N/A	Comments
<p>In the event of an accident, other incident, communicable disease that affect or could affect the health, safety or well being of a child, The facility director must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> immediately secure any necessary medical assistance (30(2)(a)) <input type="checkbox"/> keep a record that parents and Licensee are notified (30(2)(b)(c)) <input type="checkbox"/> prepare and keep a copy of an incident report which summarizes incident and the actions taken, which is signed by each staff member involved and a parent of each child affected by the incident (30(2)(d)(i)(ii)(iii)) <input type="checkbox"/> place a copy of the incident report into the file of each child who was affected by the incident (32(2)(e)) 					
<p>In the event of a serious incident (as defined in 30(1)) the following must be completed: (30(3)(a)(b))</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minister notified within 24 hours of incident <input type="checkbox"/> copy of incident report submitted to Minister no later than 7 days after the date of the serious incident 					
<p>If serious incident involves abuse of a child, Licensee must adhere to the departments protocol; <i>Reporting and Investigating Allegations of Abuse and Neglect</i> (30(4))</p>					
<p>The facility has established emergency rules and procedures, including an evacuation plan and escape routes to be used in case of fire and other emergencies. (50(1))</p>					
<p>The facility has the evacuation plan posted at each designated play room exit and each exit from the facility. (50(2))</p>					
<p>The evacuation plan must include the following: (50(3))</p> <ul style="list-style-type: none"> <input type="checkbox"/> a current list of emergency telephone numbers including 911, the local hospital emergency department and poison control <input type="checkbox"/> the specific evacuation duties of each staff member <input type="checkbox"/> a diagram of all rooms in the facility, with exits noted <input type="checkbox"/> the location of a safe meeting place, which must be outside the facility and known to the children and staff 					
<p>The facility has a monthly record of emergency evacuation drills. (50(4))</p>					
<p>The driver of a vehicle operated by or for the licensee to transport children must deliver each child transported in the vehicle to: (51(1)(a)(b)(c))</p> <ul style="list-style-type: none"> <input type="checkbox"/> A member of licensee staff <input type="checkbox"/> The parent of the child or a person authorized by the parent in writing 					
<p>A Licensee that provides transportation for enrolled children is responsible for the safety of the children while in transit. (51(2))</p>					

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 4 – Interviews	H/A	C	NC	N/A	Comments
Interview a sample of staff and indicate compliance status with the following items:					
The staff members indicate that the facility makes the infant/toddler Daily Records available to parents at the end of each day. (32(5))					
The staff members indicate that the facility reviews the Behaviour Guidance policy with parents on enrollment. (19(2)(b))					
The staff members indicate that all incidents of communicable disease exposure in the centre are recorded in the daily log book. (33)					
The staff members indicated that toys used by infants and toddlers are checked for broken pieces or hazards daily. (28(4)(d)(ii))					
The staff members indicated that high chair trays cleaned with disinfectant after each use. (28(4(f))					
The staff members indicate that medical assistance immediately secured and parents are notified when an accident, serious illness or communicable disease occurs. (30(2))					
The staff members indicate that the sleeping area for infants is supervised at all times when infants are present. (20(4)(d)(iii))					
The staff members confirm that ratios are maintained in the facility during rest time. (34(2))					
The staff members confirm that notice to parents of any significant change is sent to the parents. (46(1))					
The staff members indicate that the daily routine is flexible and is adapted to meet the needs of the children in the group. (r18(1), s4.5)					
The staff members indicate that they facilitate transitions by using strategies such as singing songs, playing games or telling stories to support children as they move from one activity to the next. (r18(1), s4.6)					

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Section 5 – Personnel Records	H/A	C	NC	N/A	Comments					
<p>Complete the below chart to determine and verify the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facility records confirm that 2/3 of staff have level 1, 2, or 3 classification (36(4)(a)(b)) <ul style="list-style-type: none"> <input type="checkbox"/> (ECE or equivalent valid prior to May 1, 2012) (36(2)) <input type="checkbox"/> Facility records confirm that each employee has an updated, satisfactory provincial Child Abuse Register check (43(2)(3)) <input type="checkbox"/> Facility records confirm that each employee has an updated, satisfactory criminal record check (43(1)(3)) <input type="checkbox"/> Facility records confirm that each employee that works with children has a valid first aid certificate that includes infant CPR training (28(1)) <input type="checkbox"/> Facility has a record, signed and dated that the employee was provided training on the Behaviour policy before they began their employment (19(2)(a)(d)) <input type="checkbox"/> Facility has a record, signed and dated annually by the employee, stating that the employee has read the Behaviour policy (19(2)(c)(d)) <input type="checkbox"/> Facility Director has level 2 or 3 classification (40) <ul style="list-style-type: none"> <input type="checkbox"/> (ECE or equivalent valid prior to May 1, 2012) (40(3)) <input type="checkbox"/> Facility staff must be at least 16 years old to be included in ratio (36(1)) 										
	1	2	3	4	5	6	7	8	9	10
Staff Initials:										
Position: DIRector, TEAcher, SNT (special needs teacher), OTHer (substitute, cook, cleaner, driver)										
Training: Level 1, 2, or 3 ECE EQU UNT (untrained)										
Child Abuse Registry:										
Criminal Record Check:										
Behaviour Guidance Policy: (signed and dated annually)										
First-Aid Training: (expiry date)										

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 6 – Children’s Records	H/A	C	NC	N/A	Comments					
The facility keeps each child’s file confidential, complete, and organized. (31(3))										
Children’s files are kept for two years after a child leaves the facility. (31(4))										
	1	2	3	4	5	6	7	8	9	10
Child’s Initials										
Application form includes: (31(1)(a)) (i) child’s name & date of birth (ii) parents name, home address, phone numbers, e-mail (iii) physician’s name, address, phone number (iv) emergency contact info (v) names of persons to whom child may be released										
Admission date (31(1)(b))										
Health Questionnaire (31(1)(d))										
Immunization complete (31(1)(d))										
Medication (31(1)(e))										
Emergency form signed (31(1)(g))										
Outing form signed (31(1)(g))										
Progress reports (excluding school age) (31(1)(i))										
Incident reports (31(1)(h))										
Parent Handbook (31(1)(c))										
Special requirements (31(1)(f))										
Withdrawal date & reason (31(2))										

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 2A – Physical Observation	H/A	1	2	3	4	5	Comments
Classroom – Infant, Toddler, Preschool, or School Age							
All rooms clean, suitably ventilated and free from odours. (28(4)(a)(b))							
Staff and volunteers wash hands before and after diapering each child and before food preparation. (28(4)(c))							
Promotional materials that are intended to advertise specific brands or characters are not used to serve meals and snacks. (r25(1), s13.1)							
Adults and children have access to potable drinking water throughout the day, including when they are engaged in outdoor play and while on off-site outings. (r25(1), s2.1)							
Materials and Equipment							
Facility must be equipped with indoor play equipment and toys that are: (21(1)(a)(b)(c)) <input type="checkbox"/> developmentally appropriate, safe and sanitized <input type="checkbox"/> accessible for independent selection <input type="checkbox"/> available in a quantity and variety to engage all children in each group of children served							
Furnishings of a suitable size. (21(2)(a))							
Individual utensils and personal hygiene items. (21(2)(b))							
Individual storage space which is easily accessible and keeps child's personal effects separate (21(2)(c))							
All toys used by preschoolers & school age children must be cleaned and sanitized at least weekly or more often if necessary (28(4)(e))							
The facility has a record confirming that all infant and toddler toys are cleaned at least twice weekly and checked for broken pieces or hazards daily. (28(4)(d))							
Separate cots/mats for each toddler and preschooler in attendance, assigned and have washable moisture resistant covers. (21(3)(a))							
Sheets and blankets are clean and of sufficient warmth. (21(3)(b))							
All facility strollers have sun shades. (21(5))							
Facility director has signed the <u>Materials and Equipment Checklists</u> , which lists the specific materials and equipment that are mandatory for each of the activity areas. (r18(1), s6.2)							

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 2A – Physical Observation	H/A	1	2	3	4	5	Comments
Classroom – Infant, Toddler, Preschool, or School Age							
The children's activity room is arranged to offer developmentally appropriate materials and equipment in the following areas: (r18(1), s6.2) <ul style="list-style-type: none"> <input type="checkbox"/> art exploration and creativity <input type="checkbox"/> sensory <input type="checkbox"/> construction <input type="checkbox"/> language and literacy <input type="checkbox"/> dramatic and pretend play <input type="checkbox"/> fine motor / manipulatives <input type="checkbox"/> music and movement <input type="checkbox"/> science and nature 							
The indoor activity areas are organized to provide children with materials and equipment that support: (r18(1), s6.3) <ul style="list-style-type: none"> <input type="checkbox"/> individual and group play <input type="checkbox"/> active and quiet play <input type="checkbox"/> child-initiated and adult-facilitated play 							
Open-ended materials are available for use in each of the activity areas. (r18(1), s6.5)							
All materials and equipment are in good repair and organized in a manner that allow for independent access by the children. (r18(1),s 6.6)							
Additional toys and materials are stored in areas that can be easily accessed from the children's activity room. (r18(1), s6.7)							
Outdoor Play Space							
Full day or school age programs shall have an outdoor play space that is safe & suitable for the age range of the children enrolled or access to a safe and suitable play space within a reasonable distance of the facility. (22(2)(a)(b))							
Outdoor play space is accessible to all enrolled children, including those with diverse abilities. (22(1))							
Part day program is not required to have an outdoor play space however, where the program does have an outdoor play area, it must be in compliance. (22(5))							
The facility has 7 square metres (75 sq ft) of outdoor play space per child using the play space. (22(3)(a)) Play space is large enough to accommodate largest age group of children enrolled, other than infants. (22(3)(b))							
Outdoor play areas shall have a minimum of 1.5 meters (4 feet) high fence for protection from hazards (22(3)(c))							

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 2A – Physical Observation	H/A	1	2	3	4	5	Comments
Classroom – <u>I</u>nfant, <u>T</u>oddler, <u>P</u>reschool, or <u>S</u>chool Age							
Outdoor play area to be supervised per standards staff/child ratios and group size. (23(1) & (34))							
If children from 2 or more age ranges (other than infants) use the outdoor play space at the same time, the space available for each child is at least 7 square metres (75 sq ft) and staff to child ratio is based on youngest child in group. (23(2)(a)(b))							
Outdoor play structures meet the following requirements: (22(7)(a-d)) <ul style="list-style-type: none"> <input type="checkbox"/> appropriate to size of outdoor play area <input type="checkbox"/> age appropriate <input type="checkbox"/> safe and well maintained <input type="checkbox"/> designed for commercial use and installed according to manufacturers specifications 							
Separate play space for infants available at the facility or in immediate vicinity and meets the following: (22(4)(a-c)) <ul style="list-style-type: none"> <input type="checkbox"/> 7 square meters (75 square feet) of play space per infant using the space <input type="checkbox"/> accommodates all infants enrolled in program <input type="checkbox"/> enclosed by fence at least 1.2m (4ft) high 							
The outdoor activity areas are organized to provide children with materials and equipment that support: (r18(1), s6.3) <ul style="list-style-type: none"> <input type="checkbox"/> individual and group play <input type="checkbox"/> active and quiet play <input type="checkbox"/> child-initiated and adult-facilitated play 							
The outdoor play space includes opportunities for sensory play through the provision of: (r18(1), s7.2) <ul style="list-style-type: none"> <input type="checkbox"/> a sensory area <input type="checkbox"/> toys and equipment to support sensory play are available 							
Slides and climbing equipment are age appropriate and meet the following requirements: (r18(1), s.7.3) <ul style="list-style-type: none"> <input type="checkbox"/> frame is anchored and/or secured <input type="checkbox"/> openings are smaller than 9 cm (3.5 inches) or larger than 23 cm (9inches) <input type="checkbox"/> adequate cushioning surface, that is a minimum of 15 cm (6inches) deep <input type="checkbox"/> cushioning surface extends 1.8 m (6' feet) beyond all sides of equipment <input type="checkbox"/> free from splinters, cracks and breaks 							
Climbers for infants and toddlers are less than 1.5 m (5 feet) high. (r18(1), s7.4)							

Day Care Annual Licensing Checklist

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Section 2A – Physical Observation	H/A	1	2	3	4	5	Comments
Classroom – Infant, Toddler, Preschool, or School Age							
Climbers for preschool and school age children are less than 1.8 m (6 feet) high. (r18(1), s7.5)							
Swings meet all of the requirements of section 7.3 of these Standards as well as the following: (r18(1), s7.6) <input type="checkbox"/> seats designed for the specific age group (infant swings are equipped with safety straps) <input type="checkbox"/> seats spaced 76 cm (30 inches) apart from each other and the side supports <input type="checkbox"/> only 2 swings per bay <input type="checkbox"/> s-hooks, bolts, and chains in good repair <input type="checkbox"/> s-hooks tightly closed <input type="checkbox"/> cushioning surface that extends 1.8 m (6 feet) beyond extended swing (fall zone) <input type="checkbox"/> no encroachment zone extends 1.8 m (6 feet) beyond fall zone							
There is access to shade in the outdoor play space. (r18(1), s7.7)							
Children wear clothing that is appropriate for the weather conditions. (r18(1), s7.8)							
Children should play indoors if the temperature falls below -25C (-13F), with or without wind chill factor. (r18(1), s7.9)							
When the UV index from Environment Canada is high (8 to 10): (r18(1), s7.10) <input type="checkbox"/> children wear hats with brims and lightweight clothing <input type="checkbox"/> children apply (with support from an adult as needed) adequate sunblock with a SPF of at least 30 on all exposed skin before going outside <input type="checkbox"/> outdoor activities are planned for the early morning and late afternoon, when possible							
Program							
The following items are posted in a visible location in each classroom or play space: (44(2)(a)(vii)) <input type="checkbox"/> Daily Routine <input type="checkbox"/> Daily Program							
The facility has a record of its daily program and the daily program meets all of the following requirements: (18(2)) <input type="checkbox"/> developmentally and culturally appropriate <input type="checkbox"/> foster and enhance cognitive, creative, physical, emotional, social, and language development <input type="checkbox"/> address the individual and group needs of the children <input type="checkbox"/> provide a safe and nurturing environment for children							

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 2A – Physical Observation	H/A	1	2	3	4	5	Comments
Classroom – Infant, Toddler, Preschool, or School Age							
For children enrolled in a full-day program the following must be provided: 18 (3)(a)(b)(c)							
<input type="checkbox"/> a rest time <input type="checkbox"/> developmentally appropriate period of outdoor activity in the morning and afternoon <input type="checkbox"/> opportunities for physical activity							
The daily routine provides an overview of the activities provided for children and provides: (r18(1), s4.3, 4.4)							
<input type="checkbox"/> minimum of 1/3 of daily operating hours for free play activities <input type="checkbox"/> minimum of 45 minutes for uninterrupted indoor free play in the morning <u>and</u> afternoon <input type="checkbox"/> minimum of 30 minutes for uninterrupted outdoor free play in the morning <u>and</u> afternoon							
Note: The minimum requirements for the uninterrupted indoor and outdoor free play are at a time when the majority of children are at the facility. Majority means 80 % of the children expected to be in attendance for that day.							
The daily program plan is a written document that identifies the activities and experiences that are planned for the children. (r18(1), s5.1)							
The daily program plan is retained on file for one year. (r18(1), s5.1(b))							
The daily program plan indicates that, for indoor and outdoor play, staff facilitate: (r18(1), s.5.2)							
<input type="checkbox"/> Child-initiated play experiences <input type="checkbox"/> Adult-initiated experiences							
Routine -based plans are developed for children that require support in the program. (r18(1), s5.3)							
Diapering Area							
The counter of the diapering area cleaned with disinfectant after each diapering. (28(4)(g))							
The diapering area is equipped with a counter located next to sink and has smooth, non-porous surface and is not used for other purposes. (20(5)(a-c))							

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 2A – Physical Observation	H/A	1	2	3	4	5	Comments
Infant Specific Requirements							
Each space within a facility used for the care of infants must: (20(4)(a)(b)(c)) <input type="checkbox"/> be separate from spaces used by children of other ages <input type="checkbox"/> be located on the ground floor <input type="checkbox"/> include an infant activity room							
Each space within a facility used for the care of infants must include a sleeping area that is: (20(4)(d)) <input type="checkbox"/> in a room separated from the infant activity room <input type="checkbox"/> large enough to accommodate 1 crib for each infant with a 18" space or a divider between each crib <input type="checkbox"/> supervised at all times when infants are present							
All cribs must meet standards of Cribs and Cradles Regulations made under the Hazardous Products Act. (21(4))							
Safety belts used for infants in high chairs, infant seats, and strollers. (21(5)(6) & (28(4)(j))							
The facility has no walkers, jolly jumpers, or playpens. (21(7))							
Highchair trays cleaned with disinfectant after each use. (28(4)(f))							
Infants who cannot hold a bottle must be held during feeding. (27(3))							
Formula and breast milk is labeled as to child's name, date received, and contents. (27(1)(a))							
Infants are not fed in cribs (bottle propping not permitted). (27(4))							
Formula and breast milk is refrigerated (at 4.4 C or lower). (27(1)(b))							
Food provided must be dated, refrigerated if required and used/discarded before expiry date. (27(2))							
Infant Feeding Plans are on file when applicable and available for review. (r25(1), s3.4, 4.1, 4.2, 4.3)							

Day Care Annual Licensing Checklist

C - Compliant NC – Non Compliant N/A – Not Applicable

Section 7 - Extended Hours Child Care (18(4))	H/A	C	NC	N/A	Comments
Facility must have an approved proposal and this must be indicated as a condition on the license. (s4.1)					
The total number of operating hours in a day does not exceed 18. (s5.1)					
The number of hours any child may attend must not exceed 13 hours per day or 65 hours per week. (s6.1)					
Staff-to-children ratios and group sizes for full day programs are maintained. (s7.1)					
Staff members are present and awake at all times. (s7.3)					
Training requirements for staff must be met. (s7.4)					
Equipment requirements for a daily program are maintained. (s8.1)					
The equipment requirements identified during the proposal process are maintained. (s8.3)					
Developmentally appropriate program plans are developed and followed. (s9.1)					
The evening program plan: (s9.2) <input type="checkbox"/> meets all of the requirements set out in section 18 (2) of the <i>Day Care Regulations</i> <input type="checkbox"/> provides an evening rest period <input type="checkbox"/> offers quiet activities prior to the evening rest period					
The routine is: (s9.3) <input type="checkbox"/> posted in a conspicuous location in the facility provides an evening rest period <input type="checkbox"/> included in the parent handbook and personnel and management policy manual					
An evening meal and snack is offered to each child enrolled. (s10.1)					
Each meal and snack served meets requirements established in sections 25(2) and 25(3) of the <i>Day Care Regulations</i> . (s10.2)					
The program plan allocates a period of time after the evening meal or snack and prior to the evening rest period for children to conduct personal hygiene. During this period, a staff member is to be present and available to assist children. (s11.1)					
Children's tooth brushes are stored in a manner that prevents contact between toothbrushes and maintains the cleanliness of each toothbrush. (s11.2)					
Each child is provided with a clean face cloth and towel for personal hygiene. (s11.3)					