



# Child Care Licensing Regulation Amendments

## Exempted Programs Summer camps and Day camps - Section 3

Many communities provide children with opportunities for summer and day camps. These programs are typically offered through community agencies such as museums, and parks and recreation centers. The Child Care Licensing Regulation has exempted summer and day camps since 2007. Recent changes have been made to provide more flexibility and choice for parents and families.

1. A child may now attend unlicensed summer camp the summer (July/August) before they start their grade 1 school year. The age of children was changed to 6 years or older on or before December 31. Summer camps operate during the months of June through September for no more than 13 weeks.
2. A child may now attend unlicensed day camps once they have started their kindergarten school year. Children must be enrolled/attend a school (including home schooling). The age of children was changed to 5 years or older on or before December 31. Day camps operate only during the months of September to June only on days of school closure.

***Can a child who is 4 and attending Kindergarten go to a Pro-d day camp or Winter Break camp?***

Yes, as long as the child will be 5 on or before December 31.

***Can a child who will start Kindergarten in September, go to unlicensed summer camp in July/August before the school year starts?***

No. Children must first complete their Kindergarten year in order to attend an unlicensed summer camp.

## Prohibited Use of Terms - Section 4

A person must not use any of the terms listed in Section 2 (Care Programs) of the Child Care Licensing Regulation. These terms may not be used in any part of the business name or advertising of the program UNLESS a valid Community Care Facility Licence has been issued.

The prohibited terms outlined in Section 2 include:

- Family Child Care
- Group Child Care (Under 36 Months)
- Group Child Care (30 Months to School Age)
- Group Child Care (School Age)
- In-Home Multi-Age Child Care
- Multi-Age Child Care
- Occasional Child Care
- Preschool (30 Months to School Age)



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### ***Why has this change been made?***

Through the appropriate use of names of care types, parents will be better able to recognize licensed community care facilities.

This supports and clarifies the current prohibition in the *Community Care and Assisted Living Act* (Section 5) for operating or advertising without a licence or holding themselves out as operating as a licensed child care facility.

### ***Can I advertise that I intend to open a family child care [or other type of care] before I have a community care facility licence?***

Yes, as long as you are actively pursuing a community care facility licence with your local health authority, indicate in any advertising that the program is not yet licensed and ensure that care is not provided to more than 2 children prior to the issuance of the community care facility licence. ["Soon-to-be-licensed family child care", "family child care licensing underway", "opening soon licensed family child care"]

## **Early Childhood Education Certificate - Section 11 and 19**

1. A photocopied Early Childhood Educator (ECE) Certificate may now be posted in a child care facility instead of posting the original certificate issued by the ECE Registry.

### ***Why was this change made?***

Many Early Childhood Educators work in more than one child care facility making it challenging to post original certificates. It is also costly for them to have their certificates notarized in order to meet the regulation requiring the original certificate to be posted. Allowing a photocopy to be posted will remove unnecessary costs while still ensuring the public and families are informed of the care provider's qualifications.

2. A licensee (employer) must now validate and keep a record of that validation for all employees (including substitutes) who hold ECE Certification (ECE, ECE Assistant, I/T ECE, SN ECE). Validation must be done through the Ministry of Children and Family Development's online [Certificate Validation](#).

### ***Why was this new requirement added?***

Verifying credentials will reduce the use of fraudulent credentials. Unfortunately the child care field is not exempt from the attempts to falsely produce training credentials. To protect and promote the health and safety of the children in care, the validation will assist the licensee to ensure they are employing staff with the appropriate training qualifications, including substitute caregivers.

### ***What information is needed for online validation?***

The certificate holder's last name, certificate registration number and expiry date are needed to complete the verification process.



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### ***What will the online verification tell me?***

The validation will confirm the status of a certificate – whether active, expired, suspended, cancelled, or with attached terms and conditions. Any terms and conditions will also be listed in full.

### ***Will the online validation tell me if an ECE is currently being investigated?***

No. Any investigation that is in progress has not yet been substantiated and is therefore not included. If action has been taken on a certificate, that action will be identified (i.e., – terms and conditions, suspension, cancellation).

### ***What if I enter information but am unable to validate a certificate?***

Check that you have entered the certificate holder’s information correctly (spelling and registration numbers etc.). If you believe the information is correct and are still unable to validate certificate, the system will inform you that it was “unable to validate the information you entered” and you will be directed to contact the ECE Registry for assistance.

### ***How often must I validate employee credentials?***

Validation must be done as part of the pre-employment screening, including substitute caregivers. Validation is also necessary to confirm the reissuance/status of a certificate after expiry. An ECE certificate is valid for one or five years.

It may also be prudent to conduct periodic validations – such as after an investigation of a certificate holder to verify the certificate status. The ECE Registry recommends that certifications are validated annually to ensure that the certification status remains active.

### ***Can I print validated credentials?***

The validation screen can be printed using your computer options and selecting the print feature. You may also save a “screen shot” of validation for your records.

## **Outdoor Play Space - Section 16**

1. The requirement for 7m<sup>2</sup> per child has been changed to 6m<sup>2</sup> per child.

### ***Why was this change made?***

The change was made in response to potential and current licensees concerns with the high cost of purchasing property to meet the requirement.

### ***Does this change apply to facilities that are licensed?***

No. All currently licensed child care facilities either met the previous standard of 7m<sup>2</sup> per child or were granted an exemption from this requirement. However, some facilities that currently operate under an exemption should consult their Licensing Officer to see if the exemption is still required.

2. New child care facilities must ensure that they have enough outdoor play space (6m<sup>2</sup> per child) to accommodate the largest type of care program (Section 2) for which they want to provide care.



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### ***What does this change mean?***

If a new facility applies to provide more than one type of care program that run concurrently, [for example a group child care (under 36 months), a group child care (30 months to school age) and a preschool], that facility must ensure the outdoor play space of 6m<sup>2</sup> per child is big enough for the largest group of children. In this example the largest group of children is group child care (30 months to school) with a group size of 25 children. Therefore, requiring 25 x 6m<sup>2</sup> of outdoor play space.

Care program type max capacity x 6m<sup>2</sup>. (Review Child Care Licensing Regulation Schedule E for care program types and max capacity)

3. Allow children of similar ages (types of care programs Section 2) to play together in the outdoor play space.

### ***What does this change mean?***

A facility with concurrently running programs may combine the same type of care programs in the outdoor play space at the same time.

For example a facility with two care programs of group child care (30 months to school age) with 25 children per group may allow all 50 children to use the outdoor play space at the same time **provided that**, there is 6m<sup>2</sup> per child, group size staff to child ratios are maintained and there is no increased risk to health and safety. Therefore, requiring 50 x 6m<sup>2</sup> of outdoor play space and 6 care providers with appropriate qualifications.

Care program type/max capacity x 6m<sup>2</sup> + Care program type/staff to child ratio. (Review Child Care Licensing Regulation Schedule E for care program types, max capacity and staff to child ratios)

### ***Does this change apply to facilities that are already licensed?***

Yes, combining of the same care program types in the outdoor play space applies to facilities currently operating and to new child care facilities.

### ***Why were these changes made to outdoor play spaces?***

Reducing outdoor play space requirements and allowing the same type of care programs to combine when playing outside may reduce barriers and encourage new child care facilities in some communities where there is limited outdoor play space.

## ***Staff and Volunteers - Section 19***

1. Removing the requirement for a pre-employment doctor’s letter of health.

### ***What was this change made?***

The requirement was removed to reduce barriers to hiring employees, reduce costs to child care staff and eliminate unnecessary burden on the health care system.



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The Medical Health Officer retains the ability to request a doctor's letter if necessary at any time. A similar requirement was removed from the Residential Care Regulation in 2009.

2. Separating volunteer requirements from requirements of staff by removing the requirement for volunteers to:
  - a. have completed 20 hours of training;
  - b. provide a resume and,
  - c. provide a doctors letter of health.

Volunteers may not provide direct care or supervision and are still required to submit a criminal record check, provide references and their immunization status.

### ***What requirements must a person complete in order to volunteer at a facility?***

A potential volunteer must complete a criminal record check, provide character references and provide evidence of their immunization status.

### ***What does this mean for volunteers?***

This change will reduce barriers for people who wish to volunteer services such as storytelling, music programs, recreation programs and day to day tasks which do not involve the direct care or supervision of children.

Volunteers must not be counted in the staff to child ratio [except for Parent Participating Preschools - review Child Care Licensing Regulation Schedule E, 1 (5)].

### ***Records - Section 56***

The Child Care Licensing Regulation requires a number of policies and procedures such as safe release of a child, food and drink. A requirement has been added to ensure that policies and procedures are implemented by staff.

### ***Why has this change been made?***

This change will clarify that all policies and procedures must be both developed and implemented within the facility and carried out accordingly to ensure the safe operation of the child care facility. A similar provision is in place in the Residential Care Regulation.

### ***Reportable Incidents - Schedule H***

The definition of an "emergency restraint" has been updated.

### ***Why has this change been made?***

This change was made to provide a more clear definition of what constitutes an emergency situation.