



# CHILD CARE INSPECTION CHECKLIST ROUTINE INSPECTION (based on CCLR 332/2007)

Community Care Facilities Licensing Program

Inspection Complete

Facility Name	Inspection Report #	Date (dd/mm/yy)
---------------	---------------------	-----------------

***This inspection checklist form is intended to assist Licensing staff during their inspections and is not part of the formal inspection report. Facility operators could also use this worksheet as a "basic" self-inspection tool.***

**\*\*\*\*IMPORTANT: Items in white boxes must be reviewed by Licensing Staff during Routine Inspections. Shaded boxes are optional during Routine Inspections.\*\*\*\***

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
<b>LICENSING – NOTIFICATION</b>							
3080	Applicants notify MHO immediately of any change in information under Section 9 and Schedule B	10(1)					
3080	Licensee must not make any structural change unless: <ul style="list-style-type: none"> <li>Plans submitted to MHO and</li> <li>Written approval from MHO received</li> </ul>	10(2)(a) 10(2)(b)					
3070	Parent/emergency notified immediately if child becomes ill/injured	55(1)(a)					
3070	Parent/emergency notified immediately if child is involved/may have been involved in a reportable incident as described in Schedule H	55(1)(b)					
3070	Child-minding – Parent to be notified is the parent who is on the premises on which the child-minding service operates	55(1.1)					
3070	MHO notified within 24 hours if child has been involved in/may have been involved in a reportable incident described in Schedule H	55(2)(a)					
3070	MHO notified within 24 hours if child enrolled has a reportable communicable disease as listed in Schedule A/B of Health Act Communicable Disease Regulation	55(2)(b)					
3070	Current records must be kept for each child in care showing any notification of a parent/emergency contact/MHO made under Section 55	57(2)(g)					
<b>LICENSING – FCC/IHMACC</b>							
3030	FCC/IHMACC: Licensee must not conduct any business/other activity within or from the personal residence that may: <ul style="list-style-type: none"> <li>Interfere with the supervision of children or space used</li> <li>Threaten the health and safety of children</li> </ul>	35(2)(a) 35(2)(b)					
3000	FCC – Home-like environment provided includes at a minimum a living room, kitchen, bedroom & bathroom &	<b>FCC DOLSOP</b> home like envir					
3000	FCC – Size of area designated for care should, at a minimum, meet 3.7 m <sup>2</sup> /child indoors & 6 m <sup>2</sup> /child outdoors	<b>FCC DOLSOP</b> size of area					
3000	FCC – Adequate equipment to safely meet varying developmental needs of children in care	<b>FCC DOLSOP</b> equipment dev needs					
3080	FCC – multiple service types not permitted to run concurrently	<b>FCC DOLSOP</b>					
3010	Licensee must notify each child's parent/emergency contact when they are absent due to illness, emergency, vacation or other temporary leave & identify the temporary replacement	36(2)					
3010	If Licensee absent for more than 30 consecutive days, temporary replacement must be approved by MHO – for FCC must hold same qualifications as manager	36(3)(a)					
3010	If Licensee absent for more than 30 consecutive days, temporary replacement must be approved by MHO – for IHMACC must be an educator	36(3)(b)					
3010	If Licensee gives notice of intended absence to MHO, Licensee may be absent for purpose of attending an educational program	36(4)					
<b>LICENSING – POSTED DOCUMENTS</b>							
3080	Licensee must display licence, including any terms & conditions, & name of manager in a prominent place. <b>Excludes FCC and IHMACC unless required by MHO</b>	11(1) 11(2)					
3080	Care program being offered identified when advertising	11(3)					
3080	Certificates or copy of the certificate of any educator/assistant employed displayed in a prominent place	11(4)					

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3080	Licentee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care [Cite when observed non-compliance with terms & conditions on licence (e.g. service type, maximum capacity, conditions on licence), conditions attached to an exemption, corrective action to be taken following an investigation, not following approved health & safety plan. Provide details re: what was the term/condition, corrective action to be taken, health & safety plan that was supposed to be followed, what was observed, etc.]	CCALA 7(1)(b)(i)					
3080	Licentee must display licence in the prescribed manner	CCALA 7(1)(c)					
3020	Copy of fire drill system displayed in a prominent place (i.e., diagram and procedures)	22(3)					
<b>RECORDS &amp; REPORTING</b>							
3070	Current records must be kept for each child in care showing: <ul style="list-style-type: none"> <li>Name, sex, date of birth, medical insurance plan number, &amp; immunization status,</li> <li>Date of enrollment</li> <li>Name &amp; telephone number of parent/medical practitioner/emergency contact</li> <li>Any illness/allergy/medical disability disclosed by the child/parent/medical practitioner</li> <li>Any special instruction re: child's diet/medication/ participation in program of activities/other matter related to child's care <ul style="list-style-type: none"> <li>Given in writing by the parent</li> <li>Agreed to by Licensee</li> </ul> </li> <li>Photo/digital image of child/other information that can be used to readily identify child in an emergency</li> <li>A record of any person not permitted access to child</li> <li>Date on which child stops attending</li> </ul>	57(2)(a) 57(2)(b) 57(2)(d) 57(2)(e) 57(2)(h)(i) 57(2)(h)(ii) 57(2)(i) 57(2)(j) 57(2)(k)					
3070	Child-minding – must <ul style="list-style-type: none"> <li>Record that a child does not have a medical insurance plan number or medical practitioner</li> <li>If a child's immunization status is not known/available, keep a record detailing as much information as is known re: immunization status</li> <li>Update the child's record as soon as practicable with medical insurance plan number, immunization status, medical practitioner, phone number for parent &amp; name &amp; phone number for emergency contact</li> </ul>	57(2.1)(a) 57(2.1)(b) 57(2.1)(c)					
3070	Child-minding – must have written agreements with a parent of each child that the parent <ul style="list-style-type: none"> <li>Is engaged in a program that under contract to government, provides services to immigrants in respect to ESL/settlement/labour market integration on the same premises as child-minding service</li> <li>Will be present on the premises while child in care</li> <li>Will be immediately accessible at all times to attend to child's needs</li> <li>Will accompany child to activities located off premises of facility</li> </ul>	57(2.2)(a) 57(2.2)(b) 57(2.2)(c) 57(2.2)(d)					
3070	Child-minding – Licensee must maintain at the facility the records referred to in subsections (2) to (2.2)	57(2.3)					

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3070	Current written consent from parent maintained: <ul style="list-style-type: none"> <li>To call a medical practitioner/ambulance in case of accident/ illness if parent cannot immediately be reached</li> <li>To release a child to someone other than parent</li> </ul>	57(3)(a) 57(3)(b)					
3070	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3080	During an inspection/investigation, a person must not obstruct a MHO	12(1)(a)					
3080	During an inspection/investigation, a person must not withhold /conceal/destroy any records/information	12(1)(b)					
3080	Licensee must provide a plan to ensure health & safety if requested by MHO during investigation	12(2)					
3070	Log of minor accidents/illnesses/unexpected events involving children that did not require medical attention & were not reportable incidents kept current	56(1)(f)					
3070	Current records must be kept for each child in care showing daily attendance record indicating for each day whether child is absent, or if present, time of arrival & departure	57(2)(c)					
3070	Current records must be kept for each child in care showing any medication administered to child including amount & time was administered	57(2)(f)					
3070	Records referred to in Section 57 (attendance, registration, incident reports, medication) are kept for at least two years from the date the child is discharged from the facility	60(5)					
3070	Keep in a single place at facility records referred to in Sections 56-58 (care plans, children's records, facility records, staff records, policies, log of minor accidents/illnesses/unexpected events)	59(a)					
3070	Keep records other than those referred to in Sections 56-58, in a place from which they can be retrieved within a reasonable time, on request	59(b)					
3070	Produce records on demand to MHO	59(c)					
3070	Subject to subsections 60(2-5), all records referred to in Division 4 must be kept for at least one year (Policies, Care Plans, log book, etc.)	60(1)					
3010	Character references immediately returned to person/ destroyed if person is no longer employed/ordinarily present	60(4)					
<b>MEDICATIONS</b>							
3040	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3040	Medication is administered in amount & at times specified by parent/in child's record/care plan	53(1)(a)					
3040	Medication is readily accessible to employees	53(1)(b)					
3040	Child-minding – Licensee must not: <ul style="list-style-type: none"> <li>Agree to give a child any medication</li> <li>Give or permit an employee to give a child any medication unless immediately necessary to address a significant risk to the child's health</li> </ul>	53(1.1)(a) 53(1.1)(b)					
3040	Child's medication is not accessible to any child except those children with parent permission &	53(2)(a)					
3040	Child's health will be significantly at risk if immediate access by the child to their medication is not ensured	53(2)(b)					
3040	Competent employee available at all times to administer a child's medications as instructed/required by child's record/ care plan	53(3)(a)					
3040	Competent employee available at all times to supervise a child permitted to self-administer their medication under parent's instructions /child's care plan	53(3)(b)					
3040	Employee who supervises a child who self-administers medication documents the administration in child's care plan	53(4)					
<b>EMERGENCY MANAGEMENT</b>							
3000	Equipment, furniture & supplies do not block/hamper fire/emergency exit	15(1)(b)					
3020	Licensee has emergency exits & fire drill system approved by local assistant within meaning of <i>Fire Services Act</i>	22(1)(a)					
3020	Licensee has emergency plan that sets out procedures to prepare for, mitigate, respond to & recover from any emergency	22(1)(b)					

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3010	Employees trained in implementation of fire drill system & emergency plan, including use of emergency equipment noted	22(2)(a)					
3010	Employees practice implementing fire drill system at least once each month	22(2)(b)					
3010	Employees practice implementing emergency plan at least once each year	22(2)(c)					
3000	Employees have access in an emergency to reliable communication equipment	22(4)					
3020	Current record kept re: implementation of monthly fire drill system & yearly emergency plan practices	56(1)(c)					
3010	Children have, at all times, immediate access to an employee who holds a valid first aid & CPR certificate	23(1)(a)					
3010	Children have, at all times, immediate access to an employee is knowledgeable re: each child's medical condition	23(1)(b)					
3010	Children have, at all times, immediate access to an employee who is capable of effectively communicating with emergency personnel	23(1)(c)					
3000	First aid kits are readily accessible to all employees at all times including off site	23(2)					
<b>POLICIES AND PROCEDURES</b>							
3020	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3030	Licensee must ensure that behavioural guidance is appropriate to age & development of child receiving guidance	51(1)(a)					
3030	Written statement of Licensee's behavioural guidance policy must be provided to parents & employees	51(1)(b)					
3020	Written policies/procedures for safe release of children kept current	56(1)(a)					
3020	If a person prepays part of cost of services provided, Licensee must at time of prepayment, deliver to that person a written statement setting out terms & conditions on which a refund will be made	CCALA 19					
3070	A licensee must keep a copy of the written statement, referred to in Section 19 of the Act, that the licensee delivers to persons who prepay part of the cost of services	56.1(2)(a)					
3070	A licensee must keep a current record of each person to whom the written statement is delivered in accordance with that section	56.1(2)(b)					
3020	Written policies/procedures intended to guide employees in care & supervision of children kept current (e.g., sick child, incident reporting, supervision, medication administration, emergency procedures, etc.)	56(1)(d)					
3020	Child-minding – written policies/procedures intended to guide employees in <ul style="list-style-type: none"> <li>Monitoring the premises where child-minding service operates to ensure that a parent of each child is present/accessible</li> <li>Responding if a parent is found not to be present/accessible</li> </ul>	56(d.1)					
3020	Written policies/procedures re: food & drink to be given to children is kept current	56(1)(e)					
3020	Licensee must ensure that policies and procedures are implemented by employees.	56(2)					
<b>STAFFING (includes all employees including the manager, all students, volunteers and substitutes)</b>							
3010	Licensee must employ only persons of good character who meet the standards for employees specified in the regulations	CCALA 7(1)(a)					
3010	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3010	Licensee must appoint a manager for the facility	CCALA 7(1)(d)					
3010	Manager manages only one facility	18					
3010	CRC obtained for employees <ul style="list-style-type: none"> <li>Under CRRA for employees who are not volunteers</li> <li>Under either CRRA or RCMP/local police department for employees who are volunteers</li> </ul> <b>(Reminder that CRC's must be renewed every 5 years)</b>	19(1)(a)					

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3010	Character references obtained for employees	19(1)(b)					
3010	Record of work history obtained for employees	19(1)(c)					
3010	Copies of diplomas/certificates/evidence of training/skills obtained for employees	19(1)(d)					
3010	Evidence of compliance with Province's immunization & TB control programs obtained for employees	19(1)(f)					
3010	Criminal record check for volunteer who does not provide care to children or supervise children	19(5)(a)					
3010	Character references for volunteer who does not provide care to children or supervise children	19(5)(b)					
3010	Evidence of compliance with Province's immunization & TB control programs obtained for volunteer who does not provide care to children or supervise children	19(5)(c)					
3010	For each employee, records required under Section 19(1) are kept current	56(1)(b)					
3010	Records required under Section 19(1) must be kept for each employee for the entire time they remain an employee	60(3)(a)					
3010	All criminal record check results & character references must be kept for those ordinarily present for the entire time they remain ordinarily present	60(3)(b)					
3010	Licensee has evidence that persons employed continue to comply with Province's immunization & TB control programs	21(1)					
3010	Licensee to produce a statement signed by medical practitioner, stating that licensee/employee capable of carrying out assigned duties, on request of MHO	21(2)					
3010	Employee/manager is of good character	19(2)(a)					
3010	Employee/manager has personality, ability & temperament to manager/work with children	19(2)(b)					
3010	Employee/manager has training & experience & demonstrates skills necessary to carry out duties assigned	19(2)(c)					
3010	Educator or assistant holds valid certificate, Licensee has verified certification	19(4)(a)					
3010	Responsible adult has valid qualifications	19(4)(b)					
3010	Responsible adult must be at least 19 years of age	29(a)					
3010	Responsible adult must be able to provide care & mature guidance to children	29(b)					
3010	Responsible adult must have completed a course /combination of courses of at least 20 hours duration in child development, guidance, health & safety or nutrition	29(c)					
3010	Responsible adult must have relevant work experience	29(d)					
3030	Licensee must ensure children are divided into groups, with each group having no more children than that permitted in Schedule E (does not apply to FCC or IHMACC)	34(2)(a)					
3030	Licensee must ensure ratio of employees to children is no less than that permitted in Schedule E	34(2)(b)					
3010	Licensee may permit children to be grouped together and supervised other than as required under Schedule E during the half hour before care begins & the half hour after care ends if: <ul style="list-style-type: none"> <li>Care program is MACC, GCC (under 36 mos.), GCC (30 mos. to SA) or GCC (SA),</li> <li>A total of 8 or fewer children are present, of whom no more than 3 are younger than 36 mos., and</li> <li>There is at least 1 educator or assistant supervising</li> </ul>	34(4)(a) 34(4)(b) 34(4)(c)					
3010	Persons over the age of 12 are not permitted to be ordinarily present while children are present, unless the person is of good character & a CRC has been obtained (as per CRRA – Reminder that CRC's must be renewed every 5 years)	20(1)					
3010	All signed original forms authorizing criminal record checks must be retained for at least five years	60(2)					
3010	Licensee must replace absent employee	37(2)					
3010	Licensee must replace an absent employee described in Column 1 of the table in this section for fewer than 30 consecutive days with a person described in Column 3 opposite that employee and row in Column 2 labeled as "<30 days"	37(3)(a)					
3010	Licensee must replace an absent employee described in Column 1 of the table in this section for 30 consecutive days or more with a person described in Column 3 opposite that employee and the row in Column 2 labeled as ">30 days"	37(3)(b)					

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3010	If an employee described in Columns 1 of table in Section 37 ceases employment, Section 37 applies for up to 30 days from the date employment ceased	38(a)					
3010	Licensee must ensure that within 30 days of the date employment ceased, there is sufficient staff to meet the requirements of Section 34 (group sizes and employee to children ratios)	38(b)					
<b>TRANSPORTATION</b>							
3010	Licensee must ensure driver of a vehicle in which children are being transported <ul style="list-style-type: none"> <li>is 19 or older and</li> <li>holds a driver's licence that permits them to operate the type of vehicle being used</li> </ul>	45(1)(a) 45(1)(b)					
3010	If more than 7 children are transported in a single vehicle, at least one responsible adult, not including the driver, is in the vehicle [does not apply to FCC, IHMACC, or GCC (School Age)]	45(2) 45(3)					
3010	Child-minding – Licensee must not transport children for the purposes of activities located off the premises of the facility unless each child is accompanied by the child's parent	45(4)					
<b>CARE &amp; SUPERVISION (includes programming)</b>							
3030	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3030	Children are adequately supervised by qualified employees in sufficient numbers to meet needs of each child	34(1)					
3030	Care does not exceed 13 hours each day to each child – except Preschool and OCC	40(1)					
3030	Preschool (30 mos. to SA) – Licensee must not provide care for more than 4 hours each day to each child	40(2)					
3030	OCC – Licensee must not provide care for more than: <ul style="list-style-type: none"> <li>8 hours each day for each child</li> <li>40 hours within each 30 day period to each child</li> </ul>	40(3)(a) 40(3)(b)					
3030	Child-minding – Licensee must not provide care for more than 5 hours each day to each child	40(4)					
3030	Licensee has notified MHO in writing re: providing overnight care	41(1)					
3030	Overnight care – Each floor of premises where sleeping rooms are located equipped with fire detection devices and a second means of exit to ground level	41(2)(a)					
3030	Overnight care – Licensee must comply with requirements set out in Schedule F	41(2)(b)					
3030	Preschool (30 mos. to SA), Occasional CC, or Child-minding programs must not provide overnight care	41(3)					
3030	Children are supervised at all times by an educator/assistant/responsible adult (e.g. field trips, napping, etc.)	39(1)					
3030	A second adult is immediately available to supervise children in case person responsible for supervising needs a replacement because of urgent and unforeseen circumstances	39(2)					
3090	Licensee must provide to children a comprehensive & coordinated program of indoor and outdoor activities that <ul style="list-style-type: none"> <li>Is designed for development &amp; care of children,</li> <li>Is appropriated for age &amp; development of children in each group in facility, and</li> <li>Complies with program standards set out in Schedule G</li> </ul>	44(1)(a) 44(1)(b) 44(1)(c)					
3090	Licensee must provide each child with daily outdoor play periods unless weather conditions make it unreasonable to do so (except Occasional CC)	44(3)					
3090	Child-minding – Licensee must provide children with daily outdoor play if care provided for 3.5 hours or more	44(5)					
3090	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3030	Licensee must provide children with opportunities for social, emotional, physical and intellectual growth	43					
3030	If child becomes ill while under Licensee's care a quiet, clean rest area is provided	54(a)					
3030	If child becomes ill while under Licensee's care, ensure child is under close supervision of <ul style="list-style-type: none"> <li>Child-minding – child's parent, or</li> <li>In any other case, a responsible adult</li> </ul>	54(b)(i) 54(b)(ii)					

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3060	Licensee must establish a program to instruct children in & to practice rules of health & hygiene [e.g., appropriate handwashing practices: frequency, method, supplies, equipment), storage of personal items (toothbrushes, bedding, etc.)	46(1)					
3030	Parents have reasonable access to their child in care	49(1)					
3030	Licensee must not provide care unless they have ensured that child's parent/emergency contact can be readily contacted	49(2)					
3030	Licensee must take reasonable steps to prevent any person identified under Section 57, as a person not permitted access to a child, from accessing that child	50					
3030	Child in care not subjected to shoving/hitting/shaking by an employee/another child, or confinement/physical restraint by another child	52(1)(a)					
3030	Child in care not subjected to confinement/physical restraint by an employee, except as authorized in care plan that includes instructions re: behavioural guidance	52(1)(b)					
3030	Child in care not subjected to harsh/belittling/degrading treatment by an employee/another child (verbal/emotional/ physical) that could humiliate child/undermine their self respect	52(1)(c)					
3030	Child in care not subjected to spanking/any other form of corporal punishment	52(1)(d)					
3030	Child in care not subjected to separation from other children without supervision by a responsible adult	52(1)(e)					
3030	Child in care not subjected to deprivation of meals/snacks/rest /necessary use of toilet as a form of punishment	52(1)(f)					
3030	Child is not subjected to emotional/physical/sexual abuse or neglect as defined in Schedule H	52(2)					
<b>PHYSICAL FACILITY</b>							
3000	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3000	A healthy & safe environment is provided at all times (e.g., safe food practices are in place (storage, prep. and serving), diapering surfaces sanitized after each use; soiled diapers are stored, cleaned or disposed of appropriately, fire extinguishers and smoke detectors are maintained, etc.)	13(1)					
3000	Facility & the furniture, equipment and fixtures within it are clean & in good repair (e.g., reasonable level of cleanliness at all times, toys/equipment/furnishings sanitized regularly, etc.)	13(2)					
3000	While children are in care, no one smokes or vapes on premises of facility or in any vehicle used to transport children	13(3)					
3000	For each child, at least 3.7 m2 of usable floor area provided (Usable space excludes hallways, storage areas, fixed appliances and bathrooms) [except FCC or Child-minding]	14(1)					
3000	One toilet & one washbasin for every 10 children or fewer	14(2)					
3000	Toilets & washbasins are located on same floor as facility (except for FCC or IHMACC)	14(3)					
3000	Equipment, furniture and supplies are of sturdy & safe construction, easy to clean & free from hazards	15(1)(a)					
3000	Any heated water accessible to children is heated to no more than 49 degrees Celsius	47					
3000	Children do not have access to any object or substance that may be hazardous to their health and safety (e.g., hazardous products/objects, fireplaces, appliances, half walls, entrapment hazards, window openings, unstable shelving units, storage of heavy objects, animal excrement, compost, garbage, firearms, ammunition, etc.)	17					
3000	Indoor play materials are suitable for the age and development of the children and are safely constructed, free from hazards and in good repair (e.g., adequate and appropriate play equipment, play materials, furniture and supplies for the number of children in care; Licensee is aware of and follows manufacturer's instructions for equipment and furnishings – playpens, car seats, etc.)	16(4)(a)(b)					

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
<b>PHYSICAL FACILITY – DIAPERING AND NAPPING</b>							
3060	Sturdy surface for changing diapers provided, located outside food preparation area next to both: <ul style="list-style-type: none"> <li>a covered container for soiled clothing</li> <li>a washbasin</li> </ul>	14(4)(a) 14(4)(b)					
3000	Furniture/equipment used for sleeping is used by only one child at a time	15(2)(a)					
3000	Furniture/equipment used for sleeping is clean/comfortable	15(2)(b)					
3000	Furniture/equipment used for sleeping appropriate for size, age & development	15(2)(c)					
3000	Children younger than 36 months provided with separate sleep area located away from any activity area	15(3)					
3030	Children positioned on their back unless they can roll over without assistance	42					
3060	Any surface used for food preparation, storage or consumption is not used for changing diapers	46(2)					
<b>NUTRITION AND FOOD SERVICE</b>							
<b>No code</b>	<b>Food premises permit (if more than 8 children &amp; Licensee is providing food on a regular basis)</b>				<b>Other items discussed – refer to EHO</b>		
3050	Licensee must ensure that each child has healthy food & drink according to Canada's Food Guide	48(1)(a)					
3050	Licensee must promote health eating & nutritional habits	48(1)(b)					
3050	Children are not fed by means of a propped bottle	48(4)(a)					
3050	Children are not forced to consume any food/drink	48(4)(b)					
3050	Children are not left unsupervised while consuming food/drink	48(4)(c)					
3050	Licensee must ensure that food & drink given to a child in sufficient quantity & quality to meet their developmental needs, having regard to <ul style="list-style-type: none"> <li>Child's age,</li> <li>Number of hours child is under care of Licensee, and</li> <li>Child's food preferences &amp; cultural background</li> </ul>	48(3)(a) 48(3)(b) 48(3)(c)					
3050	Safe drinking water is available to children	48(5)					
3030	Food and drink are not used as a form of reward/punishment	48(7)					
3050	Licensee must make available to parents information on food & drink given to children	48(6)					
3050	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
<b>CHILDREN REQUIRING EXTRA SUPPORT</b>							
3000	Physical structure of facility is modified to meet the needs of child who requires extra support	13(4)					
3010	Employee caring for a child who requires extra support has training & experience & demonstrate skills necessary to care for that child	19(3)					
3090	Program of activities is modified to address needs of a child who requires extra support (with reference to their care plan)	44(2)(a)					
3090	Modifications to program of activities recorded in child's care plan	44(2)(b)					
3050	If child's record/care plan includes instructions re: food and drink for child: <ul style="list-style-type: none"> <li>Requirements for 48(1)(a) do not apply if inconsistent with those instructions</li> <li>Licensee must comply with those instructions</li> </ul>	48(2)(a) 48(2)(b)					
3030	Any behavioural guidance given is consistent with care plan instructions	51(2)(a)					
3030	If behavioural guidance in care plan includes use of restraints, restraints are administered only by a person trained in use of, & alternatives to use of, restraints	51(2)(b)					
3070	Current care plan for each child requiring extra support showing: <ul style="list-style-type: none"> <li>diagnosis as made by health care professionals (HCP)</li> <li>courses of action recommended by HCP</li> <li>resources to be made available to child including: <ul style="list-style-type: none"> <li>any adaptation of facility to ensure safety/comfort</li> <li>any modification to program of activities necessary to enable child to participate in/benefit from program</li> </ul> </li> </ul>	58(1)(a) 58(1)(b)  58(1)(c)(i) 58(1)(c)(ii)					



Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3070	Care plan must be developed in consultation with parent & any person requested by parent	58(2)(a)					
3070	Care plan must be reviewed at least once a year with parent & any person requested by parent	58(2)(b)					
3070	Licensee must record compliance with the care plan in respect of each of the following that are applicable to child: <ul style="list-style-type: none"> <li>Any therapeutic diet</li> <li>Any medication administered, including amount, time administered</li> </ul>	58(3)(a) 58(3)(b)					
3070	Licensee must record compliance with the care plan in respect of each of the following that are applicable to child: <ul style="list-style-type: none"> <li>Any modification to program of activities for child's benefit</li> <li>Any behavioural guidance provided &amp; its effect</li> <li>Any other matter for which Licensee has agreed with parent to record compliance</li> </ul>	58(3)(c) 58(3)(d) 58(3)(e)					

### ACTIVE PLAY

3090	Minimum of 60 minutes of outdoor active play provided (applies to FCC, IHMACC, MACC, GCC (Under 36 mos), GCC (30 mos to SA), GCC (SA) [weather and/or space permitting])	DOLSOP Outdoor Active Play- General													
3090	Preschool programs offer minimum outdoor active play as per table: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Length of Preschool Program</th> <th>Amount of Active Outdoor Play</th> </tr> </thead> <tbody> <tr> <td>1-2 hours</td> <td>20 minutes</td> </tr> <tr> <td>2-3 hours</td> <td>30 minutes</td> </tr> <tr> <td>3-4 hours</td> <td>40 minutes</td> </tr> </tbody> </table>	Length of Preschool Program	Amount of Active Outdoor Play	1-2 hours	20 minutes	2-3 hours	30 minutes	3-4 hours	40 minutes	DOLSOP Outdoor Active Play- PS					
Length of Preschool Program	Amount of Active Outdoor Play														
1-2 hours	20 minutes														
2-3 hours	30 minutes														
3-4 hours	40 minutes														
3090	Programs where children in care for 3 hours or less have developed an active play plan acceptable to the MHO/LO	DOLSOP Active Play Plan													
3020	Licensee has developed an Active Play Policy [Education – should be shared with parents]	DOLSOP Active Play Policy Developed													
3020	Licensee has implemented an Active Play Policy	DOLSOP Active Play Policy Implemented													
3030	All licensed child care programs limit screen time (TV, computer, electronic games) to 30 minutes or less per day	DOLSOP Limited Screen Time													
3030	No screen time offered to children under 2 years of age	DOLSOP No Screen Time													
3030	No screen time offered to children in attendance 3 hours or less	DOLSOP No Screen Time													
3020	Licensee has developed a Screen Use Policy [Education – should be shared with parents]	DOLSOP Screen Use Policy Developed													
3020	Licensee has implemented a Screen Use Policy	DOLSOP Screen Use Policy Implemented													
3030	Prolonged sitting activities limited & frequent short bursts of activity scheduled (1-2 minutes in length)	DOLSOP No Prolonged Sitting													
3090	Employees must demonstrate appropriate modelling of active play activities & screen time	DOLSOP Modelling of AP activities & screen time													

### OUTDOOR AREA

**Note: DOLSOP Safe Play Space only applies to outdoor equipment.**

3080	MHO notified immediately of any change in information provided under Section 9 (Daily outdoor play provided in accordance with documents submitted with application, e.g. on-site, off-site, or activity plan)	10(1)					
------	--	-------	--	--	--	--	--

3000 1100	Equipment/furniture/supplies of sturdy/safe constructions/easy to clean/free from hazards	15(1)(a)					
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3000	Licensee must have for each child at least 6m <sup>2</sup> of outdoor play area for each child (does not apply to Occasional CC or Child-minding or FCC)	16(1)(a)					
3000	If the licence provides more than one type of care program. an outdoor play area that meets the requirement set out in paragraph (a) for the type of care program, provided by the licensee, with the largest maximum	16(1)(b)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (a) the care programs are of the same type as prescribed in Column I of section I of Schedule E.	16(2.1)(a)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (b) there is no increase in the risk to the health and safety of children.	16(2.1)(b)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (c) the licensee complies with the requirement set out in subsection (l) (a).	16(2.1)(c)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (d) the licensee continues to comply with the ratio of employees to children prescribed in Column 4 of section I of Schedule E.	16(2.1)(d)					
3000	<b>FCC</b> – Licensee must provide indoor & outdoor play area	16(2)(b)					
3000	Entire outdoor play area enclosed in a manner suitable for age & development of children/ensures children are free from harm	16(3)(a)					
3000	Entire outdoor play area constructed in a manner/using materials suitable for age & development of children intended to use it	16(3)(b)					
3000	All outdoor play materials/equipment accessible to children are suitable for their age & development (e.g. adequate & appropriate play equipment, play materials, furniture & supplies for the number of children in care)	16(4)(a)					
3000 1230	All outdoor play materials/equipment accessible to children are safely constructed/free from hazards/in good repair (e.g. Licensee aware of & following manufacturer's instructions for equipment & furnishings i.e. playpens, car seats, etc.)( <b>if entanglement detected</b> use entanglement test device, cite as N/C to 16(4)(b), cite violation codes 3000 & 1230 & note "entanglement" in observations.)	16(4)(b)					
3000	Children do not have access to any object/substance that may be hazardous (e.g., hazardous products/objects/conditions, poisonous plants, animal excrement, garbage, compost, tools, doors leading to hazardous areas are latched/locked, designated outdoor play areas being used by other programs (i.e., school, sports, teams), half walls, deck railings, equipment/furniture/fixtures with sharp or loose parts, cracks, splinters, peeling paint, sharp edges, rust, etc.)	17					
3000	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					

### INDOOR AND OUTDOOR PLAYGROUND EQUIPMENT

*Playground equipment may include indoor or outdoor slides, balance beams, climbers, upper body equipment, seesaws, merry-go-rounds, etc. Items that are not playground equipment may include: playhouses, picnic tables or other furnishings, indoor or outdoor toys, sandboxes, ride'em toys, etc.*

<input type="checkbox"/> NO	Indoor Playground Equipment ( <i>DOLSOP – Safe Play Space to be used only as guidelines for indoor playground equipment, therefore, if there is a hazard observed use another section of the CCLR or CCALA</i> )	1910					
<input type="checkbox"/> NO	Outdoor Playground Equipment	1920					
Equipment Inspected		Fall Height	Equipment Inspected		Fall Height		

Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
<b>Play Space Design</b>							
3000 1600	Landscape is an important component. Considerations should include features, pathways, different types of surfaces, shaded areas, & trees	SPS DOLSOP landscape					
3000 1600	Equipment is placed to reduce direct exposure to sun	SPS DOLSOP sun exposure					
3000 1210	For prevention of <b>entrapment</b> , spaces (i.e., holes/openings) must be smaller than 9 cm (3.5 inches) or larger than 23 cm (9 inches) (use head & torso test probes)	16(4)(b) SPS DOLSOP entrapment					
3000 1700	Structures that incorporate stairs, landings, ladders, tunnels, bridges, etc., have appropriate/secure safety barriers, guardrails and railings	16(4)(a)(b) SPS DOLSOP guardrails					
3090 1710	Play spaces should offer activities to encourage the development of perception & physical skills. Play spaces for older children should be away from areas for younger children (where possible)	SPS DOLSOP Developmental playspaces					
3000 1600	<b>Rooftop play spaces considerations/precautions:</b> sound levels, wind/sun exposure, building hazards (e.g., rooftop ventilation systems), surrounding factors: car exhaust, environmental pollution (factories), emergency evacuation plans, etc.	SPS DOLSOP rooftop					
<b>Education &amp; Injury Prevention</b>							
3090 1600	Teach children how to be safe, act responsibly at playground, how to correctly use play equipment & to be aware of potential hazards	SPS DOLSOP teach safe play					
3030	Minimize exposure to harmful UV rays by appropriate scheduling	SPS DOLSOP scheduling UV rays					
3090 1600	Teach children about safety promotion & injury prevention, to remove items from around their neck before playing on equipment	SPS DOLSOP teach injury prevention					
3090 1600	Teach children to wear helmets & other sports safety equipment while riding & playing team sports. Staff aware of their responsibility to ensure such equipment is properly adjusted/worn	SPS DOLSOP wear helmets					
<b>Supervision of Play Spaces</b>							
3090 1600	Staff should model appropriate play	SPS DOLSOP model play					
<b>Materials and Equipment</b>							
3010 1800	Staff educated re: the correct use of equipment/ <b>Manufacturers' instructions</b> followed to ensure appropriate installation/safe use of equipment	SPS DOLSOP Manufacturers' instructions					
3000 1710	Equipment grouped by age (where possible), enabling school-age and preschool children to have separate outdoor play spaces	SPS DOLSOP equipment age group					
3000 1710	Height of equipment – Highest play surface as reported by Licensee <b>or</b> observed by LO: <ul style="list-style-type: none"> <li>for toddlers (12 to 36 months) no more than 0.9 metres (3 feet);</li> <li>for preschool children (30 months to school age, no more than 1.5 metres (5 feet);</li> <li>for school-age children (attending school) no more than 2.3 metres (7 feet)</li> </ul>	SPS DOLSOP equip height					
3000 1710	Use of pools/trampolines/other non-typical equipment has careful and detailed consideration on a case-by-case basis (Considerations include: whether equipment meets needs of children; what additional types of risk are involved; what necessary steps will be needed to ensure adequate active supervision; & how will staff ensure the equipment is used &	SPS DOLSOP pools etc					

	maintained properly)						
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
<b>Ground Surfacing</b>							
3000 1000	Equipment must not be installed over concrete, asphalt or other hard surfaces (may include dry grass)	SPS DOLSOP hard surfaces					
3000 1000	Protective surfacing such as soft sand, wood chips, pea gravel or rubber material will reduce the risk of injury from falls	SPS DOLSOP soft surfaces					
3000 1000	Licensee should choose protective surfacing that best fits with the weather conditions and materials available	SPS DOLSOP weather conditions					
3000 1000	The taller the equipment, the deeper the protective surfacing should be	SPS DOLSOP deep protective surface					
3000 1400	A 1.8 metre (6 feet) clearance around equipment is considered safest	SPS DOLSOP clearance					
3000 1000	Depth guidelines for loose fill material (if protective surfacing used) : • minimum 15 cm (6") for 1.5 metre (5') equipment height • minimum 30 cm (12") for 2.3 metre (7') equipment height (Consider surfacing table, Triax, etc.)	SPS DOLSOP depth					
3000 1000	For equipment over 45 cm (18") but less than 1.5 metres (5'), protective surfacing is recommended	SPS DOLSOP protective surfacing over 45 cm					
3000 1000	Protective surfacing used is checked regularly to ensure depth & adequacy of material	SPS DOLSOP surfaces checked					
3000 1100	Playground surface must be free of standing water & debris (such as poorly placed rocks/tree stumps/tree roots)	SPS DOLSOP standing water					
<b>Maintenance of Equipment</b>							
3000 1100	Thorough daily, monthly and annual inspections, as well as maintenance and repairs of the outdoor play area are performed and recorded	SPS DOLSOP inspected					
3000 1100	If needed <b>repairs/replacement</b> cannot be made immediately, equipment must be removed from service until repaired/ additional safety precautions are put into action	SPS DOLSOP repairs					
3070 1600	Log kept of all inspections, maintenance & repairs	SPS DOLSOP log					
3000 1100	Licensee checks for: Appropriate depths & preservation of protective surfacing. Pinch, entanglement (use entanglement test device), entrapment & fall hazards. Damaged/missing supports/anchors/footings. Loose/missing nuts/bolts/other fasteners/connectors	SPS DOLSOP Licensee checks					
<p><b>Note: CCALA = Community Care &amp; Assisted Living Act DOLSOP = Director of Licensing's Standards of Practice FCC = Family Child Care IHMAACC = In-home Multi-Age Child Care MAACC = Multi-Age Child Care GCC = Group Child Care ECE = Early Childhood Educator</b></p> <p><b>N/A = Not Applicable NAS = Not assessed</b></p>							