

4

## What Does the Child Care Licensing Regulation Say?

The Child Care Licensing Regulation contains minimum standards that must be met at all times.


### 1. Qualifications:

#### Three levels of Qualification are:

- Child Development Supervisor: has obtained, from a public college or private vocational school, a diploma in the field of child development OR has completed course work that the director considers to be equivalent to the course work required for a diploma.
- Child Development Worker: has obtained, from a public college or private vocational school, a certificate in child development OR has completed course work that the director considers to be equivalent to the course work required for a certificate.
- Child Development Assistant: has completed a course in child care that is approved by the director OR has competencies that the director considers equivalent to a course in child care approved by the director. The Orientation Course for Child Care Staff is such a course. Any staff member that has not obtained certification as a Child Development Assistant must not have unsupervised access to children.

### 2. Staffing

- Staff under the age of 18 and those staff who have not provided a criminal record check to their employer must not have unsupervised access to children (ie., may not be left alone with children).
- All staff must provide, within 8 weeks of commencement of employment, a criminal record check with a vulnerable sector search that is not more than 6 months old, to the licence holder. All staff must have a new criminal record check, including a vulnerable sector search, every 3 years after that date.
- **In a DAY CARE PROGRAM**, between the hours of 8:30 a.m. and 4:30p.m., at least one in every 4 staff members is certified as a Child Development Worker and the other staff members must be certified at a minimum as at least Child Development Assistants. Before 8:30 a.m. and after 4:30 p.m., every staff member must be certified as a Child Development Assistant. As of September 1, 2012, one in every 3 staff members must be certified as at least a Child Development Worker. **Staff in Out Of School Programs and Pre-School Programs** must be certified at minimum as at least a Child Development Assistant. After September 1, 2012, one in every 4 primary staff members must be certified at minimum as a Child Development Worker.

- 
- For all programs, 1 in 2 primary staff members must hold a current First Aid certificate that is acceptable to the director.

### **3. Program Requirements:**

- Programming must be in keeping with the physical, social, intellectual, creative and emotional needs of the children in the program.
- Physical needs – the program must include:
  - age appropriate fine and gross motor activities for both indoor and outdoor play
  - activities that promote physical competency and coordination through a variety of toys, materials and equipment for gross motor development
  - opportunities for sensory experiences
  - opportunity for adequate nutrition and rest.
- Social Needs - the program must include:
  - a balance of individual, one-on-one and small group play opportunities
  - opportunities for social interactions
  - opportunities to identify and express feeling appropriately
  - modelling of appropriate social behaviour that illustrates respect, concern and consideration for others in thought, word and deed.
- Intellectual Needs – the program must include:
  - opportunities for children to explore their environment and communicate with others
  - opportunities for children to actively engage in a variety of experiences that enhance each child's capacity for thinking, reasoning and questions
  - opportunities for children to use and hear language, explore and problem solve.
- Creative Needs – the program must include:
  - a sufficient number and variety of safe materials and equipment for stimulating play experiences

X

- encouragement, acceptance and acknowledgement of each child's unique way of expressing creativity
- opportunities for creative self-expression and creative thinking.
- Emotional Needs – the program must include:
  - a predictable routine that is flexible enough to allow for individual preferences and independent choices
  - staff who assist children to recognize, express and accept a range of feelings
  - a safe, secure and positive environment where children and staff give and receive affection
  - staff who assist children to develop self-control, express anger and other feelings appropriately and cope with frustration and failure
  - opportunities for children to engage in activities that allow them to feel genuinely successful and other opportunities for them to feel challenges.

#### **4. Emergency Information:**

- Emergency information must be posted including phone numbers for:
  - emergency medical services;
  - ambulance service;
  - fire department;
  - police service;
  - poison control centre;
  - nearest hospital or emergency medical facility; and
  - child abuse hotline.
- Emergency evacuation procedures must be posted and known to all staff and to children where developmentally appropriate.



## **5. Supervision:**

- **Children must be supervised at all times to ensure their safety, well-being and development.**
- Where 7 or more children are present at a program, a minimum of 2 adult staff members, one of whom is a primary staff member, are required.
- Sick children must be kept as far away from the other children as possible and directly supervised by a primary staff member. If a child is injured or becomes ill, the child's parent must be notified, medical attention must be sought where necessary and an incident report must be completed.

## **6. Medication:**

- Medication must only be administered where:
  - written consent of the child's parent has been obtained;
  - the medication is in its original labelled container; and
  - the medication is administered according to the labelled directions.
- All medication must be stored in a locked container that is inaccessible to children; and medication that is needed in an emergency is stored in a place that is inaccessible to children.

## **7. Guiding Children's Behaviour(also referred to as Child Discipline):**

- Child discipline methods used must be communicated to parents, staff and children.
- Any form of physical punishment, verbal or physical degradation, or emotional deprivation is not permitted.
- Denial or the threat of denial of basic necessities is not permitted.
- Physical restraint, confinement or isolation is not permitted.
- Refer to Orientation Course session entitled "Guiding Children's Behaviour" for further information.

1

## 8. Ratios:

- **Day Care programs:** the maximum number of children in a group depends on the age of the children. For Infants less than 12 months, the maximum number is 6 with a ratio of 1 staff for every 3 children. For Infants between 12 and 19 months, the maximum number is 8 with a ratio of 1 staff for every 4 children. For children between 19 months and less than 3 years, the maximum number is 12 with a ratio of 1 staff for every 6 children. For children between 3 years to less than 4.5 years, the maximum number is 16 with a ratio of 1 staff for every 8 children. For children 4.5 years and older, the maximum number is 20 with ratio of 1 staff for every 10 children.

Where some or all children are awake:

Age of children	Staff Member to Child Ratio	Maximum Number of Children in a Group
Infants less than 12 months	1:3	6
Infants 13 months to less than 19 months	1:4	8
19 months to less than 3 years	1:6	12
3 years to less than 4.5 years	1:8	16
4.5 years and older	1:10	20

Where all children are asleep:

Age of children	Staff Member to Child Ratio
Infants less than 12 months	1:6
Infants 12 months to less than 19 months	1:8
19 months to less than 3 years	1:12
3 years to less than 4.5 years	1:16
4.5 years and older	1:20

✓

### Mixed Ratios (DAY CARE PROGRAMS):

For mixed age groups (children of different ages), the number of primary staff is determined by adding the proportion of a primary staff member required for each child in the group/playroom. When a portion of a primary staff member is required, the number of staff is **always rounded up** to the next whole number.

Example: 3 to 5 year old playroom:

Age of Children	Number of Children	Number of Primary Staff
3 years – 4.5 years Ratio of 1:8 ( $1/8 = 0.125$ )	6	$6/8$ (6 divided by 8) (or $0.125 \times 6$ ) <b>= 0.75</b>
3 years – 4.5 years Ratio of 1:8 ( $1/8 = .125$ )	4	$6/8$ (6 divided by 8) (or $.125 \times 6$ ) <b>= 0.75</b>
4.5 years and older Ratio of 1:10 ( $1/10 = .1$ )	10	$4/10$ (4 divided by 10) (or $0.1 \times 4$ ) <b>= 0.4</b>
TOTALS	10	<b>1.15 (so must <u>round up</u>)</b>
<b>Required number of primary staff = 2</b>		

✓

- **Out-of-School Care programs:** the maximum number of children in a group depends on the age of the children. For Kindergarten children, the maximum number is 20 with a ratio of 1 staff for every 10 children. School age children (Grade 1 or higher) have a maximum group size of 30 with a ratio of 1 staff for every 15 children. When there is a group of children from the two school age groups, the maximum number is 25 and the ratio of staff to children is dependent upon the age group that constitutes the majority of children in the combined group.

Age of children	Staff Member to Child Ratio
Kindergarten Children	1:10
Grade 1 and higher	1:15

- **Pre-school programs:** the maximum number of children in a group depends on the age of the children. For children between 19 months and less than 3 years, the ratio is 1 staff for every 6 children. For children over 3 years, the ratio is 1 staff for every 12 children.

Age of children	Staff Member to Child Ratio
19 months to less than 3 years	1:6
3 years and older	1:12