

Compliance Review Requirements for Licensing Visit

Please note the below is only a guideline and may not be a complete list.

Please have the following documents ready for review...

Public Health Documents

- Any and all reports that have been made by the **local medical officer of health** within the last licensing year (Copies of the reports have been sent to the program advisor within 2 business days) see O. Reg. 137/15, ss. 32(3)
- If non-compliances have been noted licensee to forward written documentation of compliance

Fire Documents

- Up to date fire safety plan – Approved and signed
- Records of monthly and/or **term fire drill (for before and after school programs see s. O. Reg. 137/15 68(1)-68(2))**
- Fire procedures are posted within each room, and include reference to the designated emergency shelter
- Confirmation of designated shelter agreement
- Any and all reports that have been made by the **local fire department**, inclusive to, annual fire certificates and inspection reports (Copies of the reports have been sent to the program advisor within 2 business days) see O. Reg. 137/15, ss. 32(3)
 - This could include fire alarm, fire extinguishers, sprinkler system and emergency lighting
- If non-compliances have been noted licensee to forward written documentation of compliance

Policies and Procedures

- Sanitary Practices policy (see O. Reg. 137/15, s. 33[2.1] & [2.2])
- Serious Occurrence policy (see O. Reg. 137/15, ss. 38(a)[9.1])
 - Inclusive to Child Abuse Reporting policy
 - Serious Occurrence Summary/Serious Occurrence Posting (posted in a conspicuous place for 10 business days)
 - Record of Summary/Posting **retained for 3 years as of August 31st 2015 (see s. O. Reg. 137/15 ss. 91)**
- Anaphylactic Policy* (see O. Reg. 137/15, ss. 39(1)1 – 39(2)6)
 - *In Progress Item* – All employees and students/volunteers shall review and sign off on the anaphylactic policy prior to employment and annually afterwards and or when substantive changes are made to the policy and or individual plans
- Medication policy(O. Reg. 137/15, ss. 40(1)(a)(i))
- Supervision for Students and Volunteer policy (see Ministry Policy - Supervision Policy for Volunteers and Students [5.1])
 - All employees and students/volunteers shall review and sign off on the supervision for students and volunteers policy prior to employment and annually afterwards
- Playground Safety policy (see Ministry Directive - Playground Safety Policy [1.1])
 - All employees and students/volunteers shall review and sign off on the playground safety policy prior to employment and annually afterwards
- Criminal Reference Check policy* (see s. O. Reg. 137/15 ss.11.1-11.5)

- *In Progress Item* - Including Vulnerable Sector Check requirement and all requirements
- No Smoking policy (see Smoke-Free Ontario Act [4.1] – [4.3])
- Flushing for Lead (Safe Drinking Water) policy (see Safe Drinking Water Act; 2002. O. Reg. 243/07 [3.1] – [3.3])
- Transportation of Children policy (where applicable) (see Highway Traffic Act. O. Reg. 613 [6.1] – [6.3])
- Staff Training and Development policy* ((O. Reg. 137/15, ss. 58(1))
 - *In Progress Item* – written policy on staff training and professional development
- Program Statement*
 - *In Progress Item* – Policy is consistent with the Ministry’s statement on pedagogy and reflective of HDLH and the requirements under the O. Reg. 137/15 ss. 46(1) – 46(4)
 - *In Progress Item* – All employees and students/volunteers shall review and sign off on the program statement prior to interacting with children and when the program statement has been modified
 - *In Progress Item* – Evidence that the program statement has been reviewed annually by the licensee
 - *In Progress Item* – Evidence that the approaches outlined in the program statement are observed, and evidence that the approaches that contravene the program statement are NOT observed in the program
- Program Statement Implementation Policy* (see Reg. 137/15, ss. 49(a),(b),(c) and ss. 50(1)-51(3))
 - Includes Prohibited Practices set out under ss. 48
 - Includes Dealing with Contraventions of the policies and prohibited practices
 - *In Progress Item* – Written procedures outlining expectations on how employee’s and students/volunteers will implement the program’s program statement
 - *In Progress Item* – Evidence that the program statement implementation policy has been reviewed annually by the licensee
 - *In Progress Item* – All employees and students/volunteers shall review and sign off on the program statement implementation policy prior to employment, when substantive changes have been made and annually afterwards
 - *In Progress Item* - Each record of review needs to be signed by the person who made the review
 - *In Progress Item* – Written process and procedures outlining how licensee will monitor, record and address compliance in relation to the program statement, and any instances of contraventions of the program statement
 - *In Progress Item* – Evidence of program staff, student/volunteer monitoring of compliance
 - *In Progress Item*- Monitoring shall be kept for 3 years (must be retained for at least three years see O. Reg. 137/15 ss.91)

Please note that the Behaviour Management policy under the DNA has been removed from the CCEYA, aspects that were covered under the Behaviour Management policy are reflected within the Program Statement and Program Statement Implementation policy

Parent Handbook (see Reg.137/15, ss. 45(1)(a)(i)-45(2)(b))

- Includes: services offered, times & holidays, fees for services, activities off premises
- *In Progress Item* – Includes program’s program statement
- *In Progress Item* – Includes prohibited practices
- *In Progress Item* – Evidence that parent handbook is readily available for all families interested in care (hardcopy and or online)

Individualized Support Plans (where applicable) (see Reg. 137/15, ss. 52(1)(a)-52(3)(c))

- *In Progress Item* – Up-to-date individual support plan for each child with special needs (defined in the CCEYA)

- In Progress Item*- Noted up-to-date individual support plan must be developed in consultation with:
 - The parent/legal guardian of each child and any health profession or other individual who works with the child in a capacity that would allow the person to help inform the plan
- In Progress Item* – Noted up-to-date individual support plan shall include:
 - How the program will support the child to function and fully participate within the program
 - Description and instruction of any supports or aids, or adaptations or other modifications to the physical, social and learning environment needed for the child

Individual Plans for children with Anaphylactic Allergies (see Reg. 137/15, ss. 39(1)(3)-39(2)(6))

- Evidence of training for each individual plan for all employees/students/volunteers prior to employment and annually afterwards and when any substantive change has been made
- Evidence of annual review for each individual plan for all employees/students/volunteers

Playground (see Reg. 137/15, Ministry Directive - Playground Safety Policy [1.1]-[1.8])

- Daily, monthly, seasonal (if seasonal aspects are not addressed during monthly check) checks (**checks must include date and time**)
 - **Daily checks (including date and time) are only required for before and after school programs located within publicly funded, monthly, seasonal and annual are not applicable.**
- Annual playground check (3rd party annual playground check where applicable)
- Playground action plan (where applicable)
- Playground repair and maintenance log
- Playground injury log

Safe Drinking Water (see Reg. 137/15, Safe Drinking Water Act; 2002. O. Reg. 170/03 [2.1]-[3.3])

- Copy of the Safe Drinking Act Regulation
- Flushing for Lead policy
- Annual Water Sampling Lab Report or Evidence of Reduced Water Sampling Report
- Evidence of daily/weekly flushing

Staff Files (*In Progress Item* - must be retained for at least three years see O. Reg 137/15 ss.91)

- CECE RECE registration number and/or Director's Approval (where applicable)
- Health assessment prior to employment & immunization
- In Progress Item* - Evidence of up to date Standard First Aid and CPR (including infant & toddler) training
 - *For those employees who have not completed the validation for Standard First Aid and CPR licensee to have a written plan kept on premise of how this will be achieved by September 1st 2016*
- In Progress Item* - Current VSC check and annual declaration (where applicable) (see O. Reg. 137/15 ss. 59 – 65)
- Notice of Collection of Personal Information signed by every employee, volunteer and student
- Review and sign off on all CCEYA required policies and procedures (see policies and procedures section)
- Documentation of compliance monitoring (see program statement implementation policy)

Children's Files (*In Progress Item* - must be retained for at least three years see ss. 91 & 72(5))

- An application for enrolment signed by a parent of the child
- The name, date of birth and home address of the child
- The names, home addresses and telephone numbers of the parents of the child
- The address and telephone number at which a parent of the child or other person can be reached in case of an emergency during the hours when the child receives care (emergency contact beside primary caregiver(s))
- The names of persons whom the child may be released
- The date of admission and the date of discharge
- The child's previous history of communicable diseases, conditions requiring medical attention
- For the case of a child who is not in attendance at a school within the meaning of the Education Act immunizations or any statements from a parent or legal qualified medical practitioner as to why the child should not be immunized is required
- Any symptoms of indicative of ill health
- Written instructions signed by a parent of the child for any medical treatment or drug or medication that is to be administered during the hours the child receives care
- Written instructions signed by a parent of the child concerning any special requirement in respect of diet, rest or physical exercise
- Written instructions from a parent of the infant with regard to feeding for children under 12 months (see O. Reg. 137/15, ss. 42(1)(a))
- Immunization record and/or written immunization exemption record (where applicable)
- Completed accident reports with evidence that documents that child's caregiver(s) was notified and evidence documenting that the accident report has been **provided to the child's caregiver(s)** (see O. Reg. 137/15, ss. 36(4)(a)&(b))
- Any past or present medication forms, and illness tracking forms

Additional Documents & Records

- Current Insurance – including vehicle insurance where applicable (see O. Reg. 137/15, ss. 71(a)&(b))
 - Larger organizations are strongly encouraged to have each licensed location documented on their insurance
- Current Emergency Numbers (O. Reg. 137/15, ss. 69(a)-(c))
- Children's Emergency Records for each child enrolled that are accessible (O. Reg. 137/15, s. 70.1 – 70.2)
- Daily Written Log (includes any incident affect the health and safety, or well-being of a **child or staff** at the child care centre) (see O. Reg. 137/15, ss. 37(1)(a)&(b)& 37(2))
- Attendance records (**including documented time of arrival and time of departure**) (see O. Reg. 137/15, ss. 72(3))
- First aid kit and manual (see O. Reg. 137/15, ss. 34)
- Allergy & food restriction list posted within each program room serving food (please note: food restrictions now need to be included on the allergy list) (see O. Reg. 137/15, ss. 43(3))
- In Progress* – Signage/Decal is posted when received (see Child Care and Early Years Act 2014, ss. 14(1)[1])
 - *The Ministry will be distributing signage/decal's for each licensed child care program (more information to come)*