

Child Care Centres Supervisors Network Meeting Minutes

Tuesday November 21, 2017 8:00 a.m. – 9:30 a.m.

ECCDC, 33340 Schmon Parkway, Thorold

1. Welcome and Introductions

- Regrets - none

2. Acceptance of Minutes from Last Meeting - accepted

3. Acceptance of Agenda

- Reviewing the agenda and adding additional areas - accepted

4. Updates

- Ministry of Education – Sue Ewan, Manager, Licensing and Compliance, Cynthia Bradshaw and Kari-Lyn Burkholder, Program Advisors
 - Sue Ewan – Changes being made due to growth in child care
 - needed to realign services
 - Niagara now part of West Region
 - new Program Advisor joining the Hamilton Office
 - caseload changes happening in New Year 2018
 - email sent regarding New Program Advisor should a centre experience a change
 - understanding that there is a learning curve with new players and new regulations
 - Child Care and Early Years Acts is about quality for children and families
 - sample policies and templates are available on Ministry Website – centre can use them and make them their own adding in information related to their centre
 - Community Consultations in Toronto to gather feedback on what needs changed
 - April/June standard daily resources and templates will be added
 - Expired licensed – centres need to submit renewal and fee before ou expire so you don't have an interruption in service – memo sent from Holly Moran (online payment is now available)
 - Check profiles on Child Care Licensing System to ensure that the emails are for the most relevant person to receive information ie. Supervisor vs. Board of Directors
 - Question regarding what is the earliest date a centre can renew license?
 - Expiry will not change based on when payment received.
- Cynthia Bradshaw and Kari-Lyn Burkholder

▬ There are many resources available to provide information about the licensing process and about licensed child care on the Ministry of Education's Early Years Portal. This page contains the following sections:

1. Licensing Kit - This section includes additional tools to help licensees comply with regulatory requirements – policy templates
2. Child Care Centre Licensing Manuals - Manuals provide applicants and licensees with the latest information on child care licensing requirements. The manuals also provide guidance on how to meet regulatory requirements, including special instructions, indicators of compliance and links to useful resources.

3. Fact Sheets – Fact sheets on new and revised regulations
4. Getting Started with the Child Care Licensing System
5. More Information – HDLH? and the CCEYA Self-test
 - Director Approvals:
 1. individuals who have completed ECE, but not yet registered with the College of ECE need to have DA submitted in CCLS
 2. Director approval is granted to the individual based on the specific age group they are assigned to. Please select only one age group specific to this individual's role.
 3. Only age groups reflected on the licence can be chosen
 - Renewals --- Submit renewal application and fee in CCLS immediately; licenses that expire without the licence renewal application and fee submitted in CCLS and the fee processed will no longer be licensed and must reduce immediately to no more than five children in care at any time
 - Revisions / New Applications – Building approval – confirm that the building/premise is compliant with all sections of the Ontario Building Code that are applicable to child care centres” (i.e. windows, toilets/sinks, infant sleep room, etc.)
- Reminder that ‘proposed amendments to Regulation’ have not been approved, and to submit feedback to the Ministry by Dec 1, 2017

EDU is proposing regulatory changes in the following key areas:

- A. Reduction of Administrative Burden
- B. Enhanced Enforcement
- C. Recreation
- D. Funding
- E. Age Groupings and Ratios
- F. Technical Amendments

You may send your response by e-mail to:

CCGE_modernization@ontario.ca or by mail to:

Regulatory Registry Feedback, c/o Early Years and Child Care
Division

Ministry of Education
900 Bay Street, 24th floor Mowat Block
Toronto, ON M7A 1L2.

- When submitting compliance to the ministry, please ensure there is no identifying information in the documentation such as children’s names, etc. Please do not scan individual action plans or support plans to the ministry.

- Staff start dates – this information is required for program advisors to access compliance with VSC timeline requirements
- Reminder to not exceed room capacities that are identified on the licence at any time, even during meal and rest times.
- PRC for New Applicants – applies to applications for a new licensed site only
 - Public Health Inspection reports no longer need to be emailed to the Program Advisor

Licensees to upload directly into CCLS

- In CCLS – Select Licence
 - Left Menu – Supporting Documents
 - Scroll Down – Public Health Inspection
- Niagara Region Children’s Services-Report, Laura Rasmussen not attending Darlene Edgar attending
 - Invitation to Community Consultation on November 22, 2017 6:30 – 8:30 p.m. at Niagara Region
 - Notification about Capital Grant – gathering information regarding submission of proposals for funding
 - Niagara Public Health- Jeremy Kelly not attending John Burnett will attend moving forward
 - no report at this time

5. Training/Network Development Activity

- Speech Services Niagara – April Shaw, Emergent Literacy Consultant – Literacy Champion
 - invitation to Educators to become a Literacy Champion for their site, meeting up to 6 times a year to support literacy within centre, first meeting on Wednesday December 6, 2017 from 6:30 – 8:30 p.m. at Speech Services Niagara
- ECCDC – Darlene Drouin – Smart Saver Update, Parent Direct Niagara and ECCDC IT Supports
 - Educations Savings Weeks – goal to have 500 new sign ups as celebration of education
 - Parent Direct Niagara – A new category to include Alternative Schools
 - ECCDC IT Supports -if you have any IT materials such as laptop, printer, tablet, phone support available for refresher on how to use, training and sourcing, software/apps/programs/training, use of programs better ie. Excel, internet, VOIP, web browser, firewall, tracking data, precoding sessions for child care/kindergarten, support for website either new or maintain (please note some extra supports are part of membership but some are at an additional costs)

6. Discussing Issues and Brainstorming Solutions

- Round table discussion – meeting ended

7. ECCDC Resource Display

- Resource Reference List and Resource Display
- Professional Learning Opportunities offered in the Fall Esteem, followed by a discussion regarding future needs.

8. Future network development

9. Meeting Evaluation