

Yes	No	NA	Section 1 – Ratio & Group Size calculation	REG #
			Licensed capacity is maintained	10(1)(c)
			Director/designate present during hours of operation*	35(3)
			Programs offered are consistent with programs stated on the license	4
			Group Size is maintained*	34(3)
			Staff-child ratio is maintained*	34(1)
			Staff-child ratio is maintained in school-age when pre-primary in attendance during school closure	34(2)
			Every child is accounted for at all times during operating hours	33(a)

Yes	No	NA	Section 2 – Information for Parents and Staff	REG #
			Act and Regulations posted in a conspicuous location	45(1)
			Parent handbook posted in a conspicuous location	45(1)
			License for the facility is posted in a conspicuous location	45(1)
			Most recent LIR posted in a conspicuous location	45(1)
			Behavior guidance policy posted in a conspicuous location	45(1)
			Current menu posted in a conspicuous location	45(1)
			Daily program plan and routine are posted in a conspicuous location	45(1)
			List of current members of parent committee posted in a conspicuous location	45(1)
			Most recent minutes of the parent committee posted in a conspicuous location	45(1)
			Notification of funding provided by Minister posted in a conspicuous location	45(1)
			Parent handbook includes a statement on required items to be posted*	44(2)(a)
			Parent handbook includes a statement on breastfeeding	25(1), s.3.2
			Parent handbook includes statement on food purchased or donated to facility	25(1), s.5.5
			Parent handbook includes statement on self-feeding and hunger/fullness cues	25(1), s.7.2
			Parent handbook includes a statement on the meal and snack environment	25(1), s.8.1
			Written policies on permitted and prohibited behaviour guidance practices	19(2)
			Behaviour guidance policy indicates that food is not used as a punishment or reward	25(1), s.11.1

Yes	No	NA	Section 3 - Building Requirements	REG #
			Facility has 30 sq. ft. per child of unobstructed indoor playroom space*	20(2)
			Playroom space provides sufficient natural lighting*	20(4)
			Washrooms inside the facility or at same location and available for use*	20(8)(a)
			Facility has 1 sink and 1 toilet for each 10 children (excluding infants)*	20(8)(b)
			Facility has a separate staff washroom	20(9)
			Facility not located above the 2nd floor of a building	20(1)
			All rooms are clean and in a sanitary condition	28(4)(a)
			All indoor play spaces are suitably ventilated and free from odours	28(4)(b)

Day Care Annual Licensing Checklist

Yes	No	NA	Section 4 - Nutrition	REG #
			Menu is signed and dated by the Facility Director or designate	25(1), s.1.1
			Meal provided at regular meal time and a snack before or after the meal time	25(2)
			Meals provide servings from each of the food groups	25(1), s.1.3
			Snacks provide servings from at least 2 of the food groups, 1 being fruit or veg	25(1), s.1.1
			Menus are posted and identify substitutions	25(1), s.1.4
			All menus and any substitutions made must be kept on file for one year	25(1), s.1.6
			Foods from home labeled with the child's name and refrigerated if necessary	25(1), s.6.2
			Allergy and anaphylaxis info on any child is posted in food preparation area*	25(1), s.6.4

Yes	No	NA	Section 5 - Parent Committee Meetings	REG #
			Parent committee formed no later than 3 months after which 6 children enrolled	47(3)(b)
			Parent committee composed of at least 5 members: 3 parents of enrolled children	47(4)(a)
			Parent committee composed of at least 5 members: 1 representative of Licensee	47(4)(b)
			Parent committee composed of at least 5 members: 1 representative of staff	47(4)(c)
			Written record that two parent committee meetings were held in the past year	48(1)
			Written record that parents given two weeks written notice of parent meetings	48(3)(a)
			Notice must inform parents that they may add items to the meeting agenda	48(4)
			Minutes of the meeting posted no later than 2 weeks after date of meeting	49(1)
			Copy of minutes must remain posted until the minutes of next meeting are posted	49(2)(a)
			Copy of the minutes must be kept on file	49(2)(b)

Day Care Annual Licensing Checklist

Yes	No	NA	Section 6 - Health and Safety	REG #
			Facility complies with authorities respecting health (health report)	13(3)
			Facility complies with authorities respecting fire prevention (fire report)	13(3)
			Facility has adequate commercial general liability insurance	17A
			Facility has at least two (2) First Aid Kits approved for emergency treatment	28(4)(h)
			First aid kit, list of children, emergency contacts all taken on outings*	28(4)(i)
			Medication and dangerous materials must be properly labeled and safely stored*	28(4)(k)
			Administering medication: obtain prior written instructions signed by parents	29(a)
			Administering medication must: keep written record of each dose*	29(b)(i)(ii)(iii)
			Administering medication must: be initialed by staff member once given	29(b)(iv)
			Medication brought to the facility by a parent is in the appropriate container*	29(c)
			Facility has established emergency rules and procedures*	50(1)
			Evacuation plan posted at each exit from facility	50(2)
			Evacuation plan includes: current list of emergency telephone numbers*	50(3)(a)
			Evacuation plan includes: the specific evacuation duties of each staff member	50(3)(b)
			Evacuation plan includes: diagram of all rooms in facility, with exits noted	50(3)(c)
			Evacuation plan includes: location of a safe meeting place*	50(3)(d)
			Facility has a monthly record of emergency evacuation drills	50(4)
			Transported child delivered to: staff, parent, or person authorized by parent	51(1)
			Licensee that provides transportation for children is responsible for safety	51(2)
			Child abuse protocol followed if suspected child abuse*	30
			Notable situation: immediate medical assistance and notify parents of child	30A(2)(a)
			Notable situation: prepare summary report*	30A(2)(b)
			Notable situation: copy of summary report in the file of each affected child	30A(2)(c)
			Serious incident: immediate medical assistance and notify parents of child	30B(2)(a)
			Serious incident: notify the licensee within 24 hours	30B(2)(b)
			Serious incident: prepare summary report*	30B(2)(c)
			Serious incident: copy of summary report in file for affected child in 7 days	30B(2)(c)
			Serious incident: licensee advises Department within 24 hours	30B(3)

Day Care Annual Licensing Checklist

Yes	No	NA	Section 7 - Outdoor Observation	REG #
			Does this section need to be completed?	
			Outdoor play space safe and suitable for the age range of the children enrolled*	22(2)(a)
			If no outdoor play space: access within reasonable distance, safe and suitable*	22(2)(b)
			Outdoor play space is accessible to all enrolled children	22(1)
			Part day program outdoor play area must be in compliance*	22(5)
			Facility has 75 sq. ft. of outdoor play space per child using the play space	22(3)(a)
			Play space large enough for largest group category of children who regularly attend	22(3)(b)
			Outdoor play areas: minimum 4 feet high fence for protection from hazards	22(3)(c)
			There is access to shade in the outdoor play space	18(1), s.7.3
			Children should play indoors if the temperature falls below -25C	18(1), s.7.1
			Sun safe practices used when UV index is high (6-7) or very high (8-10)**	18(1), s.7.2
			Infant outdoor play space: 75 sq feet of play space per infant using the space	22(4)(a)
			Infant outdoor play space: accommodates all infants who regularly attend	22(4)(b)
			Infant outdoor play space: enclosed by fence at least 4 feet high	22(4)(c)

Yes	No	NA	Section 8 - Outdoor Play Structures	REG #
			Does this section need to be completed?	
			Outdoor play structures: age appropriate	18(1), s.8.2
			Outdoor play structures: safe and well maintained	18(1), s.8.3
			Outdoor play structures: designed for commercial use and installed correctly**	18(1), s.8.1
			Non-commercial play structures: age appropriate	18(1), s.9.2
			Non-commercial play structures: safe and well maintained	18(1), s.9.3
			Non-commercial play structures: meet Critical fall height requirements**	18(1), s.9.4A
			Non-commercial play structures: meet Protective surfacing requirements**	18(1), s.9.4B
			Non-commercial play structures: meet No encroachment zone requirements**	18(1), s.9.4C
			Non-commercial play structures: meet no Head entrapments requirements**	18(1), s.9.4D
			Non-commercial play structures: meet Entanglement requirements**	18(1), s.9.4E
			Non-commercial play structures: meet Swings requirements**	18(1), s.9.4G

Yes	No	NA	Section 9 – Staff Interviews	REG #
			Facility reviews the Behaviour Guidance policy with parents on enrollment	19(2)(b)
			All incidents of communicable disease in facility are recorded in daily log book	33
			Notable situation: immediate medical assistance and notify parents of child	30A(2)(a)
			Serious incident: immediate medical assistance and notify parents of child	30B(2)(a)
			Ratios are maintained in the facility during rest time	34(2)
			Notice to parents of any significant change is sent to the parents	46(1)
			Infant and toddler Daily Records available to parents at the end the day	32(5)
			Toys used by infants and toddlers are checked for broken pieces or hazards daily	28(4)(e)
			Each highchair, cot, crib, mat sanitized regularly and before another child uses	28(4)(f)
			Routine -based plans developed for children that require support in the program	18(1), s 5.3

Day Care Annual Licensing Checklist

Yes	No	NA	Section 10 – Personnel Records	REG #
			Facility Director has level 2 or 3 classification*	40(1)
			2/3 of staff have level 1, 2, or 3 classification*	36(4)
			Each employee has a child abuse register check	43(4)
			Each employee has a vulnerable sector check	43(3)
			Record checks can be conducted no less than 2 years before the employee begins work	43(6)
			Each employee has valid first aid certificate that includes infant CPR training	28(1)
			Each employee provided training on the Behaviour policy prior to employment*	19(2)(a)
			Each employee has reviewed the Behaviour policy on an annual basis*	19(2)(c)
			Staff have level 1, level 2 or level 3 classification or school-age training	37A
			Orientation training completed for staff with no classification**	37(2)(a)(b)
			Each employee has completed 30 hours of professional development**	38

Yes	No	NA	Section 11 – Children’s Records	REG #
			Facility keeps each child’s file confidential, complete, and organized	31(3)
			Children’s files are kept for two years after a child leaves the facility	31(4)
			Application form includes: child’s name and date of birth	31(1)(a)(i)
			Application form includes: parents name, home address, phone numbers, e-mail	31(1)(a)(ii)
			Application form includes: physician’s name, address, phone number	31(1)(a)(iii)
			Application form includes: emergency contact info	31(1)(a)(iv)
			Application form includes: names of persons to whom child may be released	31(1)(a)(v)
			Admission date	31(1)(b)
			Health Questionnaire with Immunization complete	31(1)(d)
			Medication	31(1)(e)
			Emergency form signed	31(1)(g)(i)
			Outing form signed	31(1)(g)(ii)
			Progress reports (excluding school age)	31(1)(i)
			Incident reports	31(1)(h)
			Parent received Parent Handbook	31(1)(c)
			Special requirements	31(1)(f)
			Withdrawal date & reason	31(2)

Day Care Annual Licensing Checklist

Yes	No	NA	Section 12 – Extended Hours Child Care	REG #
			Does this section need to be completed?	
			Facility has an approved proposal and indicated as a condition on the license	18(4), s.4.1
			Total number of operating hours in a day does not exceed 18	18(4), s.5.1
			Number of hours any child may attend must not exceed 13 hrs/day or 65 hrs/week	18(4), s.6.1
			Staff-to-children ratios and group sizes for full day programs are maintained	18(4), s.7.1
			Staff members are present and awake at all times	18(4), s.7.3
			Training requirements for staff must be met	18(4), s.7.4
			Equipment requirements for a daily program are maintained	18(4), s.8.1
			Equipment requirements identified during the proposal process are maintained	18(4), s.8.3
			Developmentally appropriate program plans are developed and followed	18(4), s.9.1
			Evening program plan meets all requirements of s18(2) of the Day Care Regs	18(4), s.9.2(a)
			Evening program plan provides an evening rest period	18(4), s.9.2(b)
			Evening program plan offers quiet activities prior to the evening rest period	18(4), s.9.2(c)
			Routine is posted in a conspicuous location in the facility	18(4), s.9.3(a)
			Routine included in parent handbook and personnel and management policy manual	18(4), s.9.3(b)
			Menu is signed and dated by the Facility Director or designate	18(4), s.10.2
			An evening meal and snack is offered to each child enrolled	18(4), s.10.1
			Program plan allocates period of time for children to conduct personal hygiene*	18(4), s.11.1
			Toothbrushes stored to prevent contact between others and maintain cleanliness	18(4), s.11.2
			Each child is provided with a clean face cloth and towel for personal hygiene	18(4), s.11.3

Classrooms checklist				
Yes	No	NA	Section 1 – Program	REG #
			Daily Routine posted in a visible location in each classroom or play space	18(1), s.4.2
			Daily program is developmentally appropriate and promotes full participation	18(2)
			Full-day program has: a rest time	18(3)(a)
			Full-day program has: outdoor activity in the morning and afternoon	18(3)(b)
			Full-day program has: opportunities for physical activity	18(3)(c)
			Daily routine provides sufficient free play and uninterrupted free play indoors*	18(1), s.4.3
			Daily routine provides sufficient free play and uninterrupted play outdoors*	18(1), s.4.4
			Daily Routine provides an overview of the activities provided for children	18(1), s.4.1
			Program plans posted in each activity room and retained for 1 year**	18(1), s.5.1
			Program plans indicate staff facilitate child and adult-initiated play	18(1), s.5.2
			Facility has a daily attendance record of each child**	32(2)
			Daily logbook records any child absences due to illness and any unusual events	33

Day Care Annual Licensing Checklist

Yes	No	NA	Section 2 - Indoor Observation	REG #
			Children's activity rooms are clean and in good repair	18(1),s.6.1
			All indoor play spaces are suitably ventilated and free from odours	28(4)(b)
			Staff wash hands before and after food preparation	28(4)(c)
			Materials intended to advertise brands or characters not used to serve meals	25(1), s.13.1
			Access to potable drinking water during the day, including outdoors and outings*	25(1), s.2.1
			Indoor play equipment and toys: developmentally appropriate, safe and sanitized	21(1)(a)
			Indoor play equipment and toys are: accessible for independent selection	21(1)(b)
			Indoor play equipment and toys: in a quantity and variety to engage all children	21(1)(c)
			Furnishings of a suitable size	21(2)(a)
			Individual utensils and personal hygiene items	21(2)(b)
			Individual storage, easily accessible, keeps child's personal effects separate	21(2)(c)
			Toys cleaned and sanitized according to Provincial guidelines	28(4)(d)
			Separate cots/mats, assigned and have washable moisture resistant covers*	21(3)(a)
			Sheets and blankets are clean and of sufficient warmth	21(3)(b)
			Activity areas set up to provide materials and equipment to support play types**	18(1), s.6.4
			Open-ended materials are available for use in each of the activity areas	18(1), s.6.6
			Materials and equipment in good repair and set up for independent access	18(1), s.6.7
			Additional materials stored in areas that are easily accessed from activity room	18(1), s.6.8
			Materials and equipment to facilitate developmentally appropriate experiences	18(1), s.6.2
			Materials and Equipment Checklists completed annually and available for review	18(1), s.6.3
			Materials and equipment are sufficient in quantity based on children present	18(1), s.6.5
			Evacuation plan posted at each play room exit	50(2)
			Evacuation plan includes: current list of emergency telephone numbers**	50(3)(a)
			Evacuation plan includes: the specific evacuation duties of each staff member	50(3)(b)
			Evacuation plan includes: diagram of all rooms in facility, with exits noted	50(3)(c)
			Evacuation plan includes: location of a safe meeting place**	50(3)(d)

Yes	No	NA	Section 3 - Infant and Toddler Requirements	REG #
			Does this section need to be completed?	
			Infant and toddler daily records have: daily routines, naps, eating, toileting**	32(3)(a)
			Infant and toddler daily records include: activities or outings**	32(3)(b)
			Infant and toddler daily records have: information on any unusual occurrence**	32(3)(c)
			Infant and toddler daily records have: space for parents to write instructions**	32(3)(d)
			Infant and toddler daily records retained for at least 6 months	32(5)
			Counter of the diapering area cleaned with disinfectant after each diapering	28(4)(g)
			Diapering area is equipped with a counter that has smooth, non-porous surface	20(6)(a)
			Diapering area is located next to a hand-washing sink	20(6)(b)
			Diapering area is not used for other purposes	20(7)
			Staff wash hands before and after diapering	28(4)(c)
			Infant and toddler toys checked daily for broken pieces or other hazards	28(4)(e)

Day Care Annual Licensing Checklist

Yes	No	NA	Section 4 - Infant Specific	REG #
			Does this section need to be completed?	
			Infant space must: be located on the ground floor	20(5)(a)
			Infant space must: include an infant activity room	20(5)(b)
			Infant sleeping area: in a room separated from infant play space	20(5)(c)(i)
			Infant sleeping area: 1 crib per infant, 18" space or divider between each crib	20(5)(c)(ii)
			Cribs meet federal or provincial legislation requirements	21(4)
			Safety belts used in high chairs, infant seats, strollers (if equipped)	28(4)(j)
			All facility strollers have sun shades	28(4)(ja)
			Facility has no playpens, jolly jumpers, or baby walkers	28(4)(jb)
			Each highchair, cot, crib and mat cleaned with disinfectant after each use	28(4)(f)
			Infants who cannot hold a bottle must be held during feeding	27(3)
			Infants are not fed in cribs (bottle propping not permitted)	27(4)
			Breast milk in the refrigerator, labeled with contents, date and child's name	25(1), s.3.3
			Infant Feeding Plans are on file when applicable and available for review	25(1), s.4.1