

Ministry of Education
Early Years Division

Ministère de l'Éducation
Division de la petite enfance

Mowat Block, 24th floor
900 Bay St.
Queen's Park
Toronto ON M7A 1L2

Édifice Mowat, 24^e étage
900, rue Bay
Queen's Park
Toronto ON M7A 1L2



November 13, 2013

Dear colleagues,

I am writing today to inform you that the Child Care Licensing System (CCLS) will be launching this December.

Child care operators will use the new system to carry out licensing tasks including renewing licences, reporting serious occurrences, requesting Director approval for program staff, requesting licence revisions and applying for new licences.

The ministry will be hosting a province-wide webinar on December 11, 2013 that will provide useful information about the new system. Operators will receive their registration information via email shortly after the webinar.

As mentioned in our last letter, CMSMs/DSSABs will have a unique role in the system as “service managers.” This role will provide:

- View access to licensing information for all licensed programs located in the CMSM/DSSAB (including the latest licence, licensing letter and relevant licensing inspection documents)
- View access to serious occurrence information for all licensed programs located in the CMSM/DSSAB (including initial serious occurrence reports, update reports and the status of the ministry's review)
- Email notifications when a serious occurrence report has been submitted that is of a critical nature (e.g. media attention; police investigation; death of a child)

In order to enrol individuals from your CMSM/DSSAB in the system, please complete the attached spreadsheet by identifying the contact information for the individuals that you would like to enrol.

When the system launches, these individuals will receive log-in information, as well as a Registration Guide that will provide detailed instructions on how to register.

It is the responsibility of the CMSM/DSSAB to notify the ministry to remove access for the enrolled individual.

Please note: If the CMSM/DSSAB is also a direct operator of a licensed child care program, the CMSM/DSSAB will have a separate role as an operator, which will include functionality to:

- Submit licence renewals
- Submit new licence applications
- Request licence revisions
- Request Director approvals for staff
- Report serious occurrences

In this case, the CMSM/DSSAB will receive separate log-in information (i.e. log-in information as an operator and log-in information as the CMSM/DSSAB). The log-in information will be emailed to the individual currently identified as the organizational head.

Please return the completed spreadsheets to dana.green@ontario.ca by November 22, 2013.

We look forward to this information sharing opportunity.

Sincerely,



Jim Grieve
Assistant Deputy Minister
Early Years Division



Jill Vienneau
Director
Child Care Quality Assurance and
Licensing Branch