

Ministry of Education
Child Care Quality Assurance
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MEMORANDUM TO: Licensed Child Care Centre Operators

FROM: Holly Moran
Director
Child Care Quality Assurance and Licensing Branch

DATE: June 8, 2015

SUBJECT: *Day Nurseries Act (DNA) to Child Care and Early Years Act (CCEYA)*
Transition: Licence Revisions for JK/SK and School Age Groups

I am writing to provide information about the process for requesting licence revisions for before- and/or after-school (BAS) programs to reflect the new age groupings and group sizes under the *Child Care and Early Years Act, 2014* (CCEYA) and its regulations. The CCEYA and its regulations will be proclaimed and come into effect on August 31, 2015, together with the regulations made under it.

Once the new Act is in effect, several new licensing standards will apply. These standards are set out in the Act and in Ontario Regulation 137/15. Full copies of the Act and regulations can be accessed here:

[Child Care and Early Years Act, 2014](#)

[Ontario Regulation 137/15](#)

After proclamation, operators who are currently licensed to operate JK/SK and/or school age BAS programs will have the option to continue operating using their existing licensed capacities, ratios and maximum group sizes, or, to request a licence revision in the Child Care Licensing System (CCLS) to operate using the CCEYA provisions. The details of the provisions for BAS programs for children 44 months up to 13 years of age are outlined in the next section.

Requests to have any existing licences revised prior to proclamation are to be submitted in the CCLS with all supporting documentation as soon as possible. Due to IT limitations, complete requests received on or before **July 15, 2015 are more likely to be processed before proclamation of the CCEYA than those received after that date.**

Once the CCEYA is in effect, the DNA will no longer be in force.

Summary of Changes to BAS Programs under the CCEYA

Schedule 1 of O. Reg. 137/15 under the CCEYA lists the following changes to age groupings and space requirements for children JK/SK age and older:

DNA Regulation 262 (Current Legislation)

Name of Age Group	Age Range	Maximum Group Size	Space Requirement	Staff-Child Ratio
JK/SK	44 - 67 months	20	2.8 m ²	1:10
SK	56 - 67 months	24	2.8 m ²	1:12
School Age	68 months - 12 years	30	2.8 m ²	1:15

CCEYA O. Reg. 137/15 (New Legislation)

Name of Age Group	Age Range	Maximum Group Size	Space Requirement	Staff-Child Ratio
Kindergarten	44 months or older but younger than 68 months	26	2.58 m ²	1:13
Primary/Junior School Age	68 months or older but younger than 13 years	30	2.58 m ²	1:15
Junior School Age	9 years or older but younger than 13 years	20	2.58 m ²	1:20

Under subsection 16(2) of O. Reg. 137/15 under the CCEYA, director approval may be granted, **for before and/or after school programs located in publicly funded schools only**, to have less than 2.58 m² in a space if the space is already being used during the school day by children of the same age.

Revision Request Process

All licence revision requests must be submitted in the CCLS.

Licence revisions may be issued once all licensing requirements have been met. Licences that are revised may include one or more terms and conditions specifying what rooms/spaces can only be used once the CCEYA and its regulations are in effect. The DNA remains in force until the CCEYA is proclaimed.

Supporting documents and municipal approvals must also be provided by the operator as part of the revision request (where applicable) as per the new requirements under the CCEYA and its regulations. Details of the requirements are outlined in the following sections.

Before a licence revision request is submitted in CCLS, it is recommended that any plans to revise a licence be discussed with the ministry program advisor to clarify the details of the request and confirm specific licensing requirements.

Requirements for Child Care Centres Located in Publicly Funded Schools

In accordance with the CCEYA and its regulations, any licence revision requests affecting before-and/or after-school programs serving children kindergarten age and older located in publicly funded schools will not require the submission of municipal approvals (i.e. fire, health, zoning, and/or building). Where construction or renovation is planned, the submission of floor plans may be required. If no construction or renovation is planned, floor plans may not be required.

The assigned program advisor will provide a confirmation form that allows operators to attest that the CCEYA space requirements are being met. The form will be completed by the operator or designate

and submitted to the ministry program advisor. This form can also be used to request director approval under s.16(2) of Regulation 137/15 under the CCEYA, as described above.

Requirements for Child Care Centres Not Located in Publicly Funded Schools

All requests for a revised licence for new rooms or spaces will require floor plan approvals and site inspections to be conducted to obtain room measurements, where measurements are not already on file with the ministry.

Where measurements of the play activity spaces are on file with the ministry, floor plan approvals and site inspections may not be required if the current room or space can accommodate the increased number of children based on the new 2.58 m² per child requirement. The assigned program advisor will provide a confirmation form that allows operators to attest that the CCEYA space requirements are being met.

The submission of municipal approvals (fire, health, zoning and/or building) will be required for all licence revision requests, where applicable.

Questions?

Licensing Requirements

Ministry program advisors are available to provide support and answer questions about the new licensing requirements.

Technical Support

To obtain technical support with the submission of licence revision requests in CCLS, please refer to the [CCLS Reference Guide for Applicants/Operators](#) or contact the CCLS Help Desk at 1-855-457-5478 (toll-free) / 416-314-6230 (local) / childcare.helpdesk@ontario.ca (email).

Thank you in advance for your support and collaboration during this exciting time of change while we continue to work toward the modernization of child care and licensing.

Sincerely,



Holly Moran
Director
Child Care Quality Assurance and Licensing Branch