

Ministry of Education
Child Care Quality Assurance
and Licensing
North Bay / Sudbury Region
and Thunder Bay Region

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Ministère de l'Éducation
Assurance de la qualité
et délivrance des permis
des services de garde d'enfants
Région de North Bay et Sudbury
et Région de Thunder Bay

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CMSM / DSSAB

Hello,

I'm writing to you today to provide you with an update about child care licence expirations.

As you may be aware, licensees are required to submit a complete renewal application including fee payment before their licence expiry date. The Child Care Licensing System (CCLS) sends licensees regularly-scheduled email notifications starting 90 days before the licence expiry date to remind them that a complete renewal application and fee payment is required. The email notifications also inform the licensee that where a complete renewal application is not received before the expiry date, the licence will not be extended and the child care program will need to meet the requirements for unlicensed child care under the *Child Care and Early Years Act, 2014*, including the requirement to provide care to no more than 5 children.

On September 3, 2017, a new notification was introduced in CCLS to alert the CMSM/DSSAB on the day a licence expires.

As of October 1, 2017, CCLS will begin copying CMSMs and DSSABs on the reminder email notifications that are sent to licensees the week before their licence expiry date in cases where a licensee has not yet submitted a complete renewal application and fee. A notification is sent 7 days, 3 days, 2 days, the day before, and on the licence expiry date. Where a complete renewal application and fee payment is submitted before the expiry date, the notifications will cease, and the licence will be deemed extended in CCLS. Until the CCLS email notifications are implemented, I will provide you with an email alert 7 days before the licence expiry date in cases where a licensee has not yet submitted a complete renewal application and fee payment and is at risk of an expired licence. In all cases, an application and fee payment is sufficient to extend the licence and avoid service disruption until the decision related to the licence renewal is made.

We hope that receiving this information will assist you with your service planning in preparation for situations where a licence may expire and not be deemed to continue, particularly where service agreements are in place with licensed child care programs.

If you have any questions, please do not hesitate to contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Pam Brown".

Pam Brown
Manager, Licensing and Compliance
North Region
Child Care Quality Assurance and Licensing Branch
Early Years and Child Care Division