

Ministry of Education
Child Care Quality Assurance
and Licensing

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Ministère de l'Éducation
Assurance de la qualité
et délivrance des permis des
services de garde d'enfants

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March 8, 2017

Dear child care licensees,

I am writing to you today to provide important updates about child care licensing.

Child Care Survey of Operations

As of April 1, 2017, the ministry will begin to collect information about licensed child care operations on an annual basis in CCLS. This information was previously collected through the 2012 and 2015 Licensed Child Care Operators' surveys.

The new Survey of Operations will collect information about hours of operation, enrolment, fees, waiting lists, staff wages and training. The ministry is collecting this information under the authority of section 70 of the *Child Care and Early Years Act, 2014* for the purposes of planning, delivering, evaluating, and monitoring child care programs and services.

The survey information will be collected for each licensed child care centre and home child care agency. A new module has been developed in CCLS and licensees will be required to complete the survey module for each associated centre and/or agency.

The survey module must be completed between April 1st and May 30th, with each section reviewed and saved, and the final declaration and consent confirmed. The information provided should be reflective of operations as of March 31st. The due date for submitting the completed survey is **May 30, 2017**. Please note that if the survey module is not completed by the due date, the licensee will be in non-compliance with section 70 of the Act.

Ministry staff will work with child care programs to support licensees with these changes. Should you have questions, please contact your program advisor.

Standard Documents

I am pleased to inform you that the Ministry of Education is working on an exciting new project to provide all child care program applicants and licensees with a Licensing Kit including standard and sample policies, procedures, templates and forms. This project is intended to support licensees' overall compliance with regulatory policy and record-keeping requirements while reducing delays in issuing new licences.

Standard documents are policies, procedures and templates that licensees may adopt and implement in their child care programs to meet policy and record-keeping requirements under Ontario Regulation 137/15. Sample documents will also be available as examples that licensees can consult to develop their own complete, high-quality policies and procedures appropriate for their unique programs.

We value the experience of our partners and recognize the importance of involving you in the development of these documents. To this end, we will be consulting with a cross-section sample of licensees in **spring 2017** to obtain advice and feedback on draft documents to ensure that the documents developed meet the unique needs of all child care programs in Ontario.

It is anticipated that initial documents will be made available for download on the Early Years Portal starting in spring 2017, with the full Licensing Kit available in 2018. New applicants and licensees of child care programs in Ontario will be encouraged to adopt and/or consult the documents once they become available.

Thank you in advance for your continued support and collaboration as we work together to support the delivery of high-quality child care programs in Ontario.

Sincerely,

A handwritten signature in cursive script, appearing to read "H. Moran".

Holly Moran
Director