

**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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June 8, 2017

Dear Child Care Licensee,

I am happy to provide you with important information regarding new regulations and processes under the *Child Care and Early Years Act, 2014* that will come into effect on **September 1, 2017**.

**New Regulatory Requirements:**

**For Child Care Centres**

- Individualized plans for children with medical needs.
- Written policies and procedures that set out how parents' issues and concerns will be addressed and are included in the parent handbook.
- Written policies and procedures regarding the management of emergencies (child care centres located in a school may choose to adopt the school's emergency management policies and procedures).
- Changes to reduced ratios for periods of arrival and departure
  - For programs operating for six hours or more in a day, reduced ratios may be used during the **90-minute period** after the program starts and **60-minute period** before the program ends.
  - Programs operating for less than six hours in a day, reduced ratios may be used during the **30-minute period** after the program starts and the **30-minute period** before the program ends each day.
- New Family Age Group that allows the placement of one group of children 0-12 years in the same play activity room.

## For Home Child Care Agencies

- Individualized plans for children with medical needs.
- Written policy and procedures that set out how parents' issues and concerns will be addressed and are included in the parent handbook.

### Licensing Kit:

To assist you in meeting these new regulatory requirements, as per the memo I sent on March 8, 2017, the Ministry of Education is developing a comprehensive Licensing Kit, which will include four types of documents:

1. **Sample policies and procedures:** examples of compliant policies and procedures that licensees can choose to customize and adopt in their programs, or consult to develop their own policies and procedures.
2. **Policy and procedure templates:** blank templates that licensees can complete to meet minimum policy and procedure requirements under regulation.
3. **Template forms:** fillable forms that licensees may use regularly in their programs to meet regulatory record-keeping requirements, for example, accident forms, enrolment forms, and individualized plans for children.
4. **Instructions and tips for developing compliant policies:** guidance documents that provide information on what is required to be included in a compliant policy, procedure or other document as well as additional tips for enhancing the quality and completeness of the documents. It is recommended that these be used in combination with policy and procedure templates.

Use of the licensing kit documents is not mandatory.

Documents to assist with meeting new regulatory requirements coming into effect as of September 1, 2017 are now available for download at the following link: <http://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/ChildCareLicensingResources/index.htm>. These documents were developed in collaborative consultation with a cross-sector group of child care licensees.

The full licensing kit will be available in 2018. Licensees are encouraged to adopt and/or consult the documents as they become available to support compliance with licensing requirements.

### **Updates to the Licensing Manuals:**

Updates to the child care centre and home child care agency licensing manuals have been made to reflect the regulatory changes that come into effect on September 1, 2017.

The updated licensing manuals can be downloaded at the following link:

<http://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/ChildCareLicensingResources/index.htm>

Within the manual, updates are identified with an asterisk (\*).

### **Additional Licensing Updates:**

#### **New Definition Relating to Licensed Home Child Care**

- **Regularly at the Premises:** An individual who is present at the premises during hours in which care is provided often enough that children in care are able to recognize the individual. This would include persons who are present frequently during a short period of time (e.g., visiting family members) or repeatedly (e.g., the provider's friend who visits the premises once a week, or a neighbour who visits the premises every other month to provide tutoring to the providers own child).

#### **“In Progress” for Home Child Care Licensing Requirements**

As you are aware, an “in-progress” approach was taken to support home child care agencies in achieving and maintaining compliance with provisions applicable to privately-placed children. The in-progress approach will be available until **September 1, 2017**.

Thank you for taking the time to review these updates. Should you have any questions about the new requirements under the regulation, please contact your program advisor.

Sincerely,



Holly Moran  
Director