

**Manitoulin-Sudbury District Services Board  
POLICY & PROCEDURES MANUAL**

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| Section: F. Children's Services               | Effective Date: <b>April 1, 2021</b> |
| Topic: 7. Operator Requirements               | Replaces: January 1, 2010            |
| Subject: 7.1. Licenses & Provisional Licenses |                                      |
| Policy No. F.7.1.                             | Page 1 of 1                          |

**POLICY**

A clear license to operate a day child care program from the Ministry of Education is necessary in order to maintain a Purchase of Service Agreement with the Manitoulin-Sudbury DSB. Programs operating under a provisional license are not eligible for a Purchase of Service Agreement, unless outstanding circumstances apply.

If a provisional license is given, new children may not be placed during this period without consent from the DSB. Children already enrolled in the centre and receiving fee subsidy will still be able to attend; however, the centre will be closely monitored by the Manitoulin-Sudbury DSB.

**PROCEDURE**

Upon notification of a provisional license, the Manitoulin-Sudbury DSB will forward notice to all staff and include appropriate procedures for approval. The Manitoulin-Sudbury DSB will work closely with the centre to mitigate any outstanding issues related to the provisional license.