

Child Care Licensee Manual

Table of contents
 Acknowledgements
 Bibliography

GENERAL INFORMATION

Headings
 How Changes are Made to This Manual
 Early Learning and Child Care Program

Organizational Charts
 Early Years Branch 2016
 Ministry of Education 2016

The Role of the Program Consultant

Types of Licences

What if you don't agree with a condition on your licence?
 What if you want to place your facility on hold?
 What if you want to relocate your facility?
 What if you want to renovate your facility?
 What if your licensed spaces need to change?
 What if you want to close your facility?

THE CHILD CARE ACT, 2014

Preamble
 Section 1 & 2 Title and Interpretation [Revised]
 Section 3 Application of the Act
 Section 4 General Prohibition
 Section 5 Whether Licence Required
 Section 6 Restrictions on Numbers of Children
 Section 9 Inspection by Parents
 Section 10 Parental Involvement in Centres
 (1) Parent Board of Directors
 (2) & (3) Exemption and Parent Advisory Committee License to be
 Section 16 Displayed
 Section 19 Review Respecting Decisions
 Section 20 Inspections - Investigation of Complaints - Licensed Child Care
 Section 20 Inspections - Investigation of Complaints - Unlicensed Child Care
 Section 21 Investigations - Warrants
 Section 23 Information Requested by the Minister

THE CHILD CARE REGULATIONS, 2015

Parts of the regulations applicable to each type of facility:

Type of Facility	Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII	Part VIII	Part IX
Full-time centre	X	X	X	X			X	X	X
Extended hours centre	X	X	X	X			X	X	X
Teen student support centre	X	X	X	X		X	X	X	X
Family child care home	X	X	X		X		X	X	X
Group family child care home	X	X	X		X		X	X	X
Teen student support family child care home	X	X	X		X	X	X	X	X

PART I - Preliminary Matters

Section 1 & 2 Title and Interpretation
 Section 3 Certain Services Excluded [Revised]
 Section 4 Categories of Facilities Established
 Section 5 Application of Regulations
 Section 6 Restrictions on #'s of Children-Licensed and Unlicensed Home
 (1) & (2) Family Child Care Homes

- (1) & (3) Teen Student Support Family Child Care Homes
(1) & (4) Group Family Child Care Homes

PART II - Licensing

- Section 7 Duration of Licences
Section 8 Application for Licence, Renewal - Centre
Section 9 Application for Developmental Licence - Centre
Section 10 Application for Licence, Renewal - Home
Section 11 Child Care Spaces - Centres
Section 12 Age Groupings - Centres
Section 13 Child Care Spaces - Homes

PART III - Standards for Facilities

- Section 14 Philosophy and Programming
(a) *Philosophy*
(b) *Daily Program*
- Section 15 Child Management
Section 16 Operational Policies, Procedures
Section 17 Agreement for Services
Section 18 Fee Schedule
Section 19 Furnishings
Section 20 Equipment and Materials
Section 21 Hygiene
(a) *Equipment and Furnishings*
(b) *Hygienic Procedures*
- Section 22 Washroom Facilities
(1) *Adequate Facilities*
(2) *Convenient Locations*
- Section 23 Maintenance
Section 24 Nutrition Food
Section 25 Services
(a) *Handling, Preparation, Serving and Storing*
(b) *Cleansing Eating and Drinking Utensils*
- Section 26 Child with Communicable Diseases
Section 27 Medications
(1) *Administering Medication*
(2) *Oral Authorization*
- Section 28 Hazardous Items
Section 29 Telephone, Emergency Numbers
Section 30 Emergency Evacuation
Section 31 First Aid Supplies
Section 32 Portable Emergency Information
Section 33 Taking Certain Supplies, Information on Excursions
Section 34 Injuries, Unusual Occurrences
Section 35 Volunteers
Section 36 Children's Records [Revised]
Section 37 Attendance Records
Section 38 Insurance
Section 39 Information for Parents
Section 40 Confidentiality

PART IV - Standards for Centres

- Section 41 Centre Director and Supervisor
Section 42 Child Care Workers [Revised]
Section 43 Exemption
Section 44 First Aid and CPR Training

Section 45	Criminal Record Searches
Section 46	Health of Employees
Section 47	Employee Records
Section 48	Volunteers
Section 49	Duty to Supervise
Section 50	Groups
Section 51	Maximum Group Size
Section 52	Supervision at Centres
Section 53	Supervision on Neighbourhood Walks
Section 54	Supervision on Excursions
Section 55	Smoking Prohibited
Section 56	Usable Floor Area
Section 57	Natural Lighting
Section 58	Kitchen and Dining Facilities Outdoor
Section 59	Play Area

PART V - Standards for Homes

Section 60	Hours of Care
Section 61	Qualifications Licensees <i>(1), (2) & (3) First Aid and CPR Training (4), (5) & (6) Early Childhood Education (7) Continuing Education</i>
Section 62	Alternates [Revised]
Section 63	Assistants <i>(1) Criminal Record Search (2)(a) Orientation (2)(b)(c) & (3) First Aid and CPR Training (2)(d) Continuing Education</i>
Section 64	Assistant Records
Section 65	Health of Licensee, Alternate, Assistant
Section 66	Usable Floor Area
Section 67	Outdoor Play Area
Section 68	Supervision
Section 69	Repealed
Section 70	Social Environment

PART VI - Teen Student Support Facilities

Section 71	Governance of Teen Student Support Centres
Section 72	Parent Involvement - Teen Student Support Centres
Section 73	Support Services - Teen Student Support Facilities
Section 74	Networking Requirement - Teen Student Support Homes

PART VII – Grants

Section 75	Authority to Make Grants
Section 76	On-going Grants
Section 77	Start-up Grants - Centres [Revised]
Section 78	Space Development Capital Grants - Centres
Section 79	Repealed
Section 80	Start-up Grants- Homes [Revised]
Section 81	Fire-Health & Safety- Grant- Homes
Section 82	Nutrition Grants- Homes [Revised]
Section 83	Early Childhood Services Grants - Centres [Revised]
Section 83.1	Early Childhood Services Grants - Northern Centres [New]
Section 84	Support Services Grants - Teen Student Support Centres
Section 85	Transitional Grants - Certain Teen Student Support Centres
Section 86	Support Services Grants - Teen Student Support Homes
Section 87	Northern Transportation Grants - Centres
Section 88	Repealed

Section 89	Repealed
Section 90	Equipment and Program Grants - Homes [Revised]
Section 91	Repealed
Section 92	Tuition Reimbursement Grants
Section 93	Inclusion Grants
Section 94	Individual Inclusion Grants
Section 95	Enhanced Accessibility Grants

PART VIII – Subsidies

Submitting Attendance Reports
 Communicating with Assessor
 Reading Payment Listing
 About - Child Care Subsidies

PART IX - Repeal, Transitional and Coming into Force

Section 106	R.R.S.c.C-7.3 Reg. 2 repealed
Section 107	Transitional
Section 108	Coming into Force

APPENDICES

1. Child Day Care Board Information
 - The Role of the Board of Directors
 - Job Description of the Board of Directors
 - Duties of Officers - Board of Directors
 - Committees - Child Day Care Organizations
2. Police Record Screening
 - Police Record Screening Information
 - Police Record Screening Sample Letter
3. Child Care Equipment and Materials List
4. Canada's Food Guide to Healthy Eating
5. Nutrition
 - Menu Planning Form
 - Menu Criteria Backgrounder
6. Category I and Category II Communicable Diseases
7. Poisonous Plants
8. Record of Emergency Evacuations
9. Oath of Confidentiality (English/French)
10. Centre Supervision Charts
11. Excursion Risk Assessment Form
12. Risk Assessment – Excursion Scenarios
13. About Child Protection Services
14. Saskatchewan Child Abuse Protocol 2014
15. Inclusion Program and Application Information

