

## PCPC : Parent Co-Operative Preschool Corporation

### Day Nurseries Act - Ministry Checklist

#### **Additional Resources:**

- Ministry of Children and Youth Services: Childcare Centre Requirements  
[http://www.gov.on.ca/children/english/programs/beststart/care/STEL01\\_136528.html](http://www.gov.on.ca/children/english/programs/beststart/care/STEL01_136528.html)  
Ministry of Children and Youth Services
- [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900262\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900262_e.htm)  
Regulation 262 of the Day Nurseries Act

#### **Policies, procedures and written documents that a childcare Centre must retain or have posted:**

- A written fire procedure approved by the local fire chief which specifies each staff member's duties in the event of a fire. This procedure must be posted in a conspicuous place in each room used for the care of children.
- Written records must be kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment – each record must be retained for at least two years from the date of the drill and test.
- Policies and procedures approved by the Director with respect to sanitary practices.
- Written policies and procedures with respect to serious occurrences.
- A written procedure must be established by a doctor or registered nurse for the administration of any medication to a child. This procedure must also include proper record keeping practices with respect to the administration of any medication.
- There are written policies and procedures with respect to discipline, punishment and any isolation measures to be used in the childcare Centre.
- Behaviour management policies and procedures set out what practices are permitted and what practices are prohibited; it includes measures to deal with a contravention of the policies and procedures; is reviewed annually by the operator, and is reviewed with employees, volunteers and students before they begin their employment/placement and annually afterwards (a written record of each review of the behaviour management policies and procedures is required and must be dated, signed by the person who made the review and must be retained for at least two years after the entry is made).
- A letter of confirmation from the Board of Directors or the owner/operator which indicates that the licensed program has developed and implemented a criminal reference check policy – copies of all criminal reference check reports must be kept in employee and volunteer files.
- A playground safety policy must be developed, implemented and reviewed with staff, volunteer and students prior to commencing employment/placement and annually thereafter (a written record of the review must be dated and signed by both the staff, volunteer or student and the person who made the review). Daily inspection checklists, monthly maintenance checklists, seasonal maintenance checklists, annual comprehensive inspection reports, plans of action following an annual inspection, repair logs and injury logs all must be included in this safety policy.
- A written safe drinking water policy must be created and followed by all staff, volunteers and students for the safety of all that use the facility. The policy must ensure that all plumbing that was installed before January 1, 1990 is flushed every day that the Centre is open, and that it is completed before the childcare Centre opens for the day; and that all plumbing that was installed after January 1, 1990 is flushed on the first day that the Centre is open each week, and that it is completed before the Centre opens for the day.
- Copies of all sampling, water testing reports and monitoring must be kept on file. If a laboratory report shows excess lead amounts, the operator of the Centre must give a copy of the report to the medical officer of health, the Ministry of the Environment Spills Action Centre and a copy to the Ministry of Children and Youth within 24 hours.
- A written no smoking policy must be created and strictly enforced. "No Smoking" signs must be posted throughout the Centre. Staff, volunteers, students and visitors must be advised that smoking is prohibited on premises and on the playground.
- A written anaphylactic policy must include a strategy to reduce the risk of exposure to anaphylactic causative agents; a communication plan for the provision of information on life-threatening allergies, including anaphylactic allergies; an individual plan for each child with an anaphylactic allergy that

- includes emergency procedures in respect of the child; staff, students and volunteers have received training from a physician or a parent on procedures to be followed if a child has an anaphylactic reaction.
- A written insurance policy must be maintained in full force and effect and should include a comprehensive general liability coverage and personal injury coverage for employees and volunteers, as well as motor vehicle coverage for all vehicles owned by the Centre.
  - An accessible up-to-date list of emergency telephone numbers that includes the numbers of the local fire and police departments, the nearest hospital and ambulance service, the nearest poison control centre, and a local taxi service.
  - Emergency information for each child enrolled must be readily accessible to each staff member and should include the name, address and telephone number of the family physician, the home and work addresses and telephone numbers of a parent and telephone number of a person to be contacted if a parent cannot be reached, and any special or additional information provided by a parent that could be helpful in an emergency.
  - Daily written records that include a summary of any incident affecting the health, safety or well-being of staff, volunteers, students or enrolled children – these records must be kept for at least two years from the date of its making.
  - Up-to-date records must be kept on the premises for each enrolled child that includes the application in a form provided by the Minister for enrolment signed by a parent; child's name, birth date and home address; the parent's names, home address(es) and telephone numbers; address and telephone numbers at which a parent or other person can be reached in case of an emergency; names of persons to whom to the child may be released; family physician's name, address and telephone number; date of admission; date of discharge; child's previous history of communicable diseases, conditions requiring medical attention, immunization or any statement from a parent or doctor as to why the child should not be immunized; any symptoms indicative of ill health; parent's signed written instructions for any medical treatment, drug or medication to be administered during hours child receives care; and parent's signed written instruction concerning any special requirements in respect of diet, rest or exercise.
  - Record kept of the daily attendance of each enrolled child. Arrival, departure or absence of each child must be shown in the daily attendance record.
  - Up-to-date records for each funded handicapped child that include consent forms signed by the parent allowing participation of the child in any special programs or services; a record of all referrals; a record of all home visits by childcare Centre staff; a summary and date of any assessments.
  - If other than an approved corporation, financial records kept and retained for at least six years from the date of their making. If other than an approved corporation, financial records must show at least assets, liabilities, income, expenses, and accumulated surplus and deficit.
  - If an approved corporation, separate books of account must be kept for each childcare Centre maintained and operated by it and they must be retained for at least six years from the date of the last entry in a book for a particular year; must show revenue and expenditures; must contain a record of money received from sources other than under the Day Nurseries Act; must be audited annually by a licensed public accountant who is not a Board member.
  - If an approved corporation, financial statements must be furnished to a director within a specified timeframe; and the fiscal year designated by the Minister must be used.
  - License must be posted in a conspicuous place in the Centre.
  - If meals are prepared and served by the Centre, planned menus must be posted in a conspicuous place for the current and following week. Any substitutions must be noted on the posted menus. Menus must be retained for 30 days after the last day for which it is applicable. Lists of children who have food allergies and their respective allergies must be posted in each cooking and serving area.
  - A written statement must be created that outlines the program philosophy and method of operation and that set out the services offered and the age range served; the times when the services are offered and the holidays observed; the fee for services and the admission and discharge policy; the particular approach of the program including the philosophy of the program, program development, personal and health care, including nutrition, parental involvement, behaviour management, specialized services including individual program plans for disabled children, and activities off the premises.
  - This statement must be reviewed annually by the operator and reviewed with a parent prior to enrolling the child and whenever a revision occurs.
  - Program of activities set out in a daily program plan must be posted and available at all times to any parent of an enrolled child. Any variation in a daily program plan must be noted in a daily written record kept for this purpose.
  - Written policies and procedures for staff training and development.