



**Licensing Order /
Ordre relatif aux licences**

**Manitoba
Family Services
And Labour**
Early Learning and Child Care

219-114 Garry Street
Winnipeg MB R3C 4V6
(204) 945-0776
Toll Free: 1-888-213-4754

**Services à la famille
et Travail Manitoba**
Apprentissage et de garde des
Jeunes enfants

219-114, rue Garry
Winnipeg MB R3C 4V6
(204) 945-0776
Sans frais: 1-888-213-4754

| | | | |
|---|---|---|---------------------------|
| To / Destinataire: | | Communities Together for Children and Families Incorporated | |
| Centre/Home Name / Nom de la garderie: | | Operating as : Down to Earth Children's Centre | |
| Location / Adresse: | Room 118,120,121,135,138, small gym and canteen 300 Carpathia Road | Facility No. / Numéro d'établissement: | 101065 |
| Winnipeg, Manitoba | | Postal Code / Code Postal: | R3N1T3 |
| Licence No. / Numéro de licence: 78227 | Dated / Licence datée du: March 29, 2012 | For the period from / Pour la période du: April 1, 2012 | to / au: June 30, 2012 |

**THIS ORDER REQUIRES COMPLIANCE WITH THE FOLLOWING REGULATIONS /
CET ORDRE EXIGE LE RESPECT DES RÈGLEMENTS SUIVANTS:**

| Regulation Number / Numéro du règlement | Violation / Infraction | Required Compliance Date / Le règlement doit être respecté à partir du |
|--|---|---|
| Act s.3(1) | <p>WHEREAS on May 2, 2012, two children under the age of four left Down to Earth Children's Centre (the Centre) unescorted by any staff and crossed a busy intersection (Corydon Avenue) without an accompanying adult. It has been reported that after having been missing for 30 minutes, the children were located by a citizen and Winnipeg Police Service approximately 1 kilometre away from the Centre.</p> <p>In reviewing the Centre's Record of Child Care Employees, it was also noted that the licensee currently fails to meet the requirements for trained staff.</p> <p>AND WHEREAS the foregoing violates <i>The Community Child Care Standards Act</i> ("the Act") section 3(1), which states:</p> <p>3(1) Every person providing child care shall at all times provide an environment that is conducive to the health, safety and well-being of the children.</p> | |
| 7(4) | <p>and Manitoba Regulation 62/86 (the "Regulation") sections:</p> <p>7(4) Two-thirds of all staff who care for children in a full time child care centre and are included in the staff to child ratio, shall meet the requirements of an E.C.E. II or III.</p> | |

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| Child Care Co-ordinator / Coordonnateur des garderies d'enfants: | Lianne Picton |
| Address / Adresse: | Unit 6-677 Stafford Street Winnipeg, Manitoba R3M2X7 |
| Phone Number / Numéro de téléphone: | 204- 938-5249 |

**THIS ORDER MUST BE CLEARLY
POSTED FOR THE INFORMATION OF
ALL PARENTS/**

**CET ORDRE DOIT ÊTRE AFFICHÉ À
LA VUE DE TOUS LES PARENTS**

Date / May 7, 2012
Date :

**Director – Early Learning and Child Care: /
Directrice Apprentissage et garde des jeunes enfants:**

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| 7(5) | 7(5) One half of all staff who care for children in a ... school age child care centre and who are included in the staff to child ratio shall meet the requirements of an E.C.E. II or III. | |
| 7(7) | 7(7) At least one staff person per group of children in a full time or school age child care centre shall meet the requirements of a E.C.E. II or III. | |
| 8(1) | 8(1) Every licensee shall ensure that children attending the child care centre are supervised at all times. | |
| 8(1.1) | 8(1.1) The licensee shall ensure that the supervision referred to in subsection (1), whether direct supervision or indirect supervision, (a) protects the health and safety of each child; and (b) is appropriate to each child's developmental age | |
| Act s.18 | AND WHEREAS this order is being issued pursuant to section 18 of the Act which states: 18. Where the Director (a) is satisfied that any facility described in a licence is not being operated and maintained in compliance with the | |

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| 8(1) | <p>requirements or standards prescribed in the regulations for that type of facility; or</p> <p>(b) believes that a facility described in a licence is being operated and maintained in a manner that is hazardous to the health, safety or well-being of children receiving child care in the facility;</p> <p>the Director may, by written order, require the person operating the facility to take such measures as shall be specified in the order, and within such time limits as may be specified in the order, to remedy the non-compliance or to remove the hazard, as the case may be and shall serve a copy of the order on the person operating the facility.</p> <p>AND WHEREAS the Director believes this Licensing Order is necessary to protect the health, safety or well-being of children receiving care at the Centre.</p> <p>THE DIRECTOR HEREBY ORDERS THAT:</p> <p>(1) Children are to be supervised at all times.</p> | IMMEDIATELY |
| 8(1.1) | <p>(2) A written plan must be submitted to the child care coordinator and approved by the Director describing:</p> | May 11, 2012 |

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Directrice Apprentissage et garde des jeunes enfants:**

Date / **May 7, 2012**

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| 8(1) and (1.1) | (a) how children will be supervised during outdoor play and on any outings/field trips away from the Centre; (b) how staff will ensure children are accounted for during outdoor play and on any outings/field trips away from the Centre; (c) how staff monitor the entrances into the Centre from all outdoor play spaces; and (d) how children will be transitioned to and from all outdoor play spaces and how children are accounted for at all such times. | IMMEDIATELY |
| 8(1.1) | (3) Until further notice, preschool children transitioning to and from outdoor play in the adjacent and enclosed courtyard, must do so in small groups of no more than eight (8) children accompanied by a child care worker. (4) An attendance recording system must be developed to accurately reflect the number of children in care at all times. It must include the names and number of children within | May 11, 2012 |

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| 8(1) | small groupings, as well as the total number of children in care. This recording system must be submitted to the area child care coordinator in writing and approved by the Director. | |
| Act s, 3(1) | (5) Adjustments must be made to the doors of Rooms 118 and 120 to prevent children from leaving independently. These must be in accordance with fire requirements. | May 11, 2012 |
| | (6) A written emergency response plan, to handle all emergency situations when they arise, must be developed and submitted to the child care coordinator and approved by the Director. | May 11, 2012 |
| 8(1.1) | (7) Outdoor play for preschool children is restricted to the use of the adjacent and enclosed courtyard until the above-noted plans have been submitted to the child care coordinator and approved by the Director. | IMMEDIATELY |
| 8(1.1) | (8) No field trips away from the Centre may be conducted until the above-noted written plans to ensure the health safety and well-being of children have been submitted to the child care coordinator and approved by the Director. | IMMEDIATELY |

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| 8(1.1) | (9) All centre staff must attend a workshop related to child care legislation with respect to supervision and attendance records, to be arranged and conducted by the child care coordinator. | June 15, 2012 |
| Act s.3(1) | (10) An orientation plan, which includes the review of legislation, child specific-information and safety measures must be developed for use with new staff. This is to be submitted to the child care coordinator for approval. | June 1, 2012 |
| 7(4), (5) and (7) | (11) A written staffing plan providing details about how the licensee will meet the requirements of Manitoba Regulation 62/86, sections 7(4) and 7(5) proportion of trained staff and section 7(7) trained staff per group, must be submitted to the child care coordinator for the Director's approval. Should an exemption to the above-noted sections of the Regulation be required by the licensee, a plan must be prepared by the licensee which identifies staff persons and the specific training which will be taken as well as the anticipated completion dates for upgrading to an E.C.E. II level. This plan must be submitted to the child care coordinator for the Director's approval. | June 1, 2012 |

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| | <p>This Order must remain in a prominent place within the Centre at all times and is not to be removed until authorized by the Director of Manitoba Early Learning and Child Care.</p> <p>THIS ORDER MAY BE APPEALED TO SOCIAL SERVICES APPEAL BOARD WITHIN (30) DAYS OF RECEIVING NOTICE OF THIS ORDER.</p> | |

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