



**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:		Lakewood Children's Centre Inc.	
Centre/Home Name / Nom de la garderie:		Lakewood Children's Centre Inc.	
Location / Adresse:	55 Kay Crescent	Facility No. / Numéro d'établissement:	3005
	Winnipeg, Manitoba	Postal Code / Code Postal:	R2Y1L1
Licence No. / Numéro de licence:	Dated / Licence datée du:	For the period from / Pour la période du:	to / au:
82241	June 26, 2013	June 26, 2013	September 26, 2013

**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
	<p>WHEREAS it has been reported to Manitoba Early Learning and Child Care ("MELCC") that on two separate occasions a preschool child attending Lakewood Children's Centre ("the Centre") was left unsupervised by Centre staff.</p> <p>As reported to MELCC by the Centre, the first incident occurred on June 11, 2013, when eight nursery school children and three Centre staff were outside on the playground waiting for parents to pick up their child(ren). When it was believed all children had been picked up, the nursery school staff returned inside the building. At approximately 11:20 a.m., a grandparent came into the Centre asking the whereabouts of her grandchild. A staff took the grandparent outside and found the child was playing with another group of preschool children from the Centre.</p> <p>It was reported the second incident occurred June 12, 2013 at 2:20 p.m., when a preschool child attending the Centre was left asleep on a cot in the nap room of the Centre while the remaining children and Centre staff were evacuated from the building during a practice fire drill held in combination with the school. Centre staff reported noticing the child was missing after completing their evacuation forms while they were outside the building.</p>	

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Child Care Co-ordinator / Coordonnateur des garderies d'enfants:	Gail Provinciano-Lippens
Address / Adresse:	2015 Portage Ave. Winnipeg, Mb R3J 0K3
Phone Number / Numéro de téléphone:	204-471-8212

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

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

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

Date /
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	AND WHEREAS , the licensee fails to meet <i>The Community Child Care Standards Act</i> and Manitoba Regulation 62/86 as hereinafter provided.	
Act s.3(1)	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.	
Act s.5.2(b)	5.2 Every licensee shall ensure that all staff of the child care centre (b) comply with the ... safety plan. and Manitoba Regulation 62/86 (the "Regulation") sections:	
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.	
17	17 Every licensee shall ensure that:	

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Act s.18	<p>(b) evacuation procedures are made known to all staff and parents or guardians of children enrolled in the licensee's child care centre;</p> <p>AND WHEREAS this order is being issued pursuant to section 18 of the Act which states:</p> <p>18. Where the director</p> <p>(a) is satisfied that any facility described in a licence is not being operated and maintained in compliance with the requirements or standards prescribed in the regulations for that type of facility; or</p> <p>(b) the director 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>	

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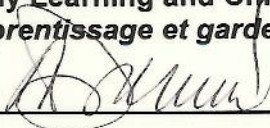
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	AND WHEREAS the Director believes this Licensing Order is necessary to protect the health, safety or well-being of children receiving care at the Centre, the DIRECTOR HEREBY ORDERS THAT:	
8(1)	(1) Children in the care of the Centre are to be supervised at all times.	IMMEDIATELY
8(1.1)	(2) A written plan must be submitted to the child care coordinator and approved by the Director describing: (a) how all children are accounted for during arrival and departure times; (b) how staff will ensure children are accounted for during outdoor play and on any outings/field trips away from the Centre; (c) how children will be supervised during outdoor play and on any outings/field trips away from the Centre; (d) how children are accounted for during planned and emergency evacuations from the Centre.	July 11, 2013
8(1)	(3) No field trips away from the centre may be conducted until the above-noted written plans have been submitted and approved.	IMMEDIATELY

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8(1)	(4) Once the revision to the written plan as noted in (2) has been approved it must be reviewed by all Centre staff.	July 19, 2013
	(5) 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 small groupings, as well as the total number of children in care. This recording system must be submitted to the child care co-ordinator in writing and approved by the Director.	July 11, 2013
17	(6) The Centre must revise its current evacuation procedures and safety plan to clearly outline staff responsibilities to ensure the safe evacuation of all; and a copy of the revisions must be submitted to the child care co-ordinator and approved by the Director.	July 5, 2013
17	(7) The Centre must conduct an in-depth training session with all the Centre staff, including substitutes, to ensure they are familiar with the evacuation procedures.	July 11, 2013
	(8) A fire drill must be conducted and observed by the local fire authority to examine the Centre's fire evacuation procedures; and any requirements made by the fire authority must be addressed by the Centre immediately.	July 19, 2013

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Act s.5.2(b)	(9) Evacuation drills must be conducted twice a month and held during various portions of the day. Details of the drills are to be recorded and the documentation submitted to the child care co-ordinator until further notice.	July 5, 2013
	(10) All Centre staff must participate in a workshop related to child care legislation with respect to supervision, attendance records and evacuation procedures to be arranged and conducted by the child care co-ordinator.	July 31, 2013
	(11) All parents with children currently enrolled at the Centre must be informed by the Licensee, of this order.	IMMEDIATELY
<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 the Social Services Appeal Board within thirty (30) days of receiving this order.</p>		

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