

LICENCE APPLICATION

CHILD CARE CENTRE AND LICENSEE

Section 4

In this Part, unless otherwise stated, “child care centre” means a full time child care centre, school age child care centre or nursery school, or any of them, and “licensee” means a person licensed to provide or offer child care in a child care centre.

PROGRAM STATEMENT

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:

(a) a written statement of the program to be provided, including program goals and objectives, behaviour management policies, proposed equipment, staff schedule, daily activities, means of involving parents or guardians in the child care centre, admission and discharge policies, transportation policy and enrollment policies consistent with the regulations and acceptable to the director;

Guideline

Every child care centre is required to develop a comprehensive statement of program goals and objectives. This statement must address the needs of children, staff and parents. It should include specific goals and how they will be accomplished. This statement is critical because it forms the basis of the child care service offered in a centre.

Behaviour management policies must be consistent with section 11 of the regulations.

Proposed equipment must be consistent with sections 12 and 13 of the regulations.

Required equipment lists for infant, preschool and school age child care centres, consistent with sections 12 and 13 of the regulations, are available upon request from the child care co-ordinator.

Daily activities should be provided as outlined in section 10 of the regulations.

Best Practice

The child care program reflects a clear statement of centre philosophy and goals to be used as the foundation for developing policies and procedures. They serve as a basis for decision-making, daily practice and program evaluation.

The centre considers the following when developing philosophy and goals:

- what we know about how children develop and learn
- what we want children to learn
- the value of parents and caregivers
- the rights of the child

The centre's written statement reflects a commitment to quality, inclusive, developmentally-appropriate, culturally-sensitive and family-centered programs. It also reflects a partnership with children, families, the community, government, early childhood educators and child care assistants.

The written statement also highlights a strong desire to work in partnership with parents by:

- acknowledging that families are central to children's healthy development and parents are experts about their children
- building trust through various experiences
- encouraging meaningful family involvement
- involving families in decisions and goal setting for the child
- ensuring parents are an essential part of the team
- encouraging families to participate in the centre's planning, programs and operations
- responding to parental needs and recognizing this as a key to building a relationship and supporting the child
- engaging parents in their child's development and modelling positive adult-child interactions
- using various methods of communication with parents and providing opportunities for their involvement
- ensuring access to community resources
- helping parents feel safe, secure and confident about their children's care

The centre provides parents with a policy manual, containing information about enrollment, withdrawal, arrivals, departures, release of children, children's personal belongings, behaviour management policy, child abuse reporting, financial arrangements, statutory holidays, vacations, illness, administering medication, transportation, neighbourhood outings, indirect supervision, research and photography.

The centre provides parents with a procedure to follow if they have a concern or a grievance.

The centre has a parent bulletin board in an area frequented by parents for information on things such as parent meetings and community resources.

A copy of the centre's program statement is provided to parents, employees, volunteers, students and board members. It is reviewed annually by the board of directors. Information about revised policies is distributed before they take effect.

FLOOR PLAN

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:
(b) a copy of the floor plan of the child care centre showing room dimensions and the location of fixed equipment;

Guideline

The floor plan should be drawn to scale showing the location of windows, doors and fixed equipment. The purpose of each room, including the nap area, is also indicated.

Best Practice

The floor plan is provided to the local fire authority and attached to the centre's daily attendance record.

FIRE INSPECTION

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:
(c) a report from the fire authority regarding compliance with the *Manitoba Fire Code*;

Guideline

Inspections of child care centres will be made according to section 2.10 of the *Manitoba Fire Code*. This section is available upon request from the child care co-ordinator.

HEALTH INSPECTION

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:

(d) a report from the health authority regarding compliance with standards for sanitation, natural and artificial lighting, heating, plumbing, ventilation, water supply, sewage disposal and food handling;

Guideline

The public health inspector is from Manitoba Conservation and Manitoba Labour and Immigration – Workplace Safety and Health, or from the City of Winnipeg Environmental Health Services.

The public health inspectors enforce standards from *The Public Health Act* and other related statutes or regulations. Specific health references in the child care regulations are also enforced by public health inspectors.

A Guide to a Healthy Child Care Environment (City of Winnipeg 2000) explains the standards and guidelines pertaining to the public health requirements. Copies may be obtained by contacting City of Winnipeg Environmental Health Services.

COMPLIANCE – INSPECTIONS

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:

(e) where any change or improvement is recommended or required in a report under clause (c) or (d), written confirmation from the applicant that these recommendations or requirements have been met;

Guideline

Where compliance with health or fire inspection reports is necessary, a child care centre shall complete and submit the Agreement with Inspection Requirements form available upon request from the child care co-ordinator.

Provisional licences may be issued to allow a centre to operate while the necessary improvements are made, provided the quality of care is not compromised.

Best Practice

The director ensures licensing issues and compliance plans are discussed with the centre's board of directors, management committee or parent advisory committee and recorded in the minutes.

The Agreement with Inspection Requirements form is signed by the centre representative, brought to the attention of all board members, signed by a board member and submitted to the child care co-ordinator by the specified date.

All other centre agreements are discussed with the board of directors, agreed upon by the board, recorded in the minutes and signed by a board member.

ZONING

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:

(f) evidence of compliance with appropriate zoning by-laws;

Guideline

Child care centres must comply with city or municipal zoning bylaws established to control land use in communities.

Occupancy permits are issued to show building inspections have been completed and relevant building codes maintained. A child care centre requires both zoning approval and an occupancy permit before a licence will be issued, as required by the municipality. The following procedures should be followed by centres:

A. ZONING APPROVAL

- (i) Winnipeg Centres – When applying for a licence to operate a child care centre, the applicant should contact the Property and Development Services Department, City of Winnipeg, to find out if a zoning variance is needed. If so, the centre will be advised by the city about how to apply for the required zoning variance.
- (ii) Centres in Non-Winnipeg Locations – A child care centre licence applicant should contact the municipality or local government district office to determine if a zoning variance is necessary for a child care centre to operate. Written permission from the municipality or local government district must be submitted with other licensing documents to the child care co-ordinator.

B. OCCUPANCY PERMIT

- (i) Winnipeg Centres – A centre applying for a licence for the first time will also require building, plumbing and electrical inspections from the City of Winnipeg. The application for an occupancy permit is made at the Property and Development Services Department, City of Winnipeg.
- (ii) Centres in Non-Winnipeg Locations – A centre applying for a licence for the first time must apply for an Occupancy Permit from the Office of the Fire Commissioner, Manitoba Labour and Immigration. Contact Manitoba Government Inquiry at 1-866-626-4862 for the telephone number and location. If any alterations are to be made or construction carried out, an application for a Building Permit must also be completed. For child care centres in Brandon, Portage la Prairie, Selkirk, Morden and Winkler or other regions with a plan examination department or planning district in effect, the child care centre is responsible for arranging the necessary inspections with copies to be sent to the child care co-ordinator.

EMERGENCY PROCEDURES

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:

(g) an emergency evacuation plan;

Guideline

The emergency evacuation plan shall follow section 17 of the regulations.

Best Practice

The local fire authority is consulted when developing the centre's emergency evacuation plan.

The Manitoba Child Care Association's *Crisis Response Manual* is used as a resource guide for developing response procedures for various crises, including common emergencies, closure due to weather, disasters, violent acts, dangerous trespassers and dealing with loss.

Centres have security alarm systems.

BOARD OF DIRECTORS, MANAGEMENT COMMITTEE, PARENT ADVISORY COMMITTEE

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:

(h) where the applicant is a full time or school age child care centre

- (i) written evidence of compliance with section 36; or
- (ii) written provision for a parent advisory committee for the child care centre consisting of at least two members, indicating the structure and responsibilities of that committee;

Guideline

The purpose of the board of directors of a funded child care centre is to establish goals for the centre, as well as personnel policies, wage scales, job descriptions and, to negotiate collective agreements, (if applicable) oversee financial operations, handle complaints, liaise with the Manitoba Child Care Program, be responsible for the overall operation of the centre and develop all policies related to its operation.

A parent advisory committee is required for independently- or commercially-operated centres and consists of parents whose children are enrolled in the centre. The committee serves as a liaison between parents, operator(s) and the Manitoba Child Care Program, and may fulfill some or all of the purposes identified for boards of directors.

Best Practice

Centre directors ensure board members have the information they need to govern.

- Board members attend a Child Care Centre Board of Directors Orientation or get the information from the child care co-ordinator immediately following their election. Board members participate in workshops on board governance.
- Board members are familiar with Child Care Online at www.manitoba.ca/childcare and the information and applications available there, including *The Roles, Responsibilities and Functions of a Board – A Board Development Guide*, found under Publications and Information.
- Board members know about the *Best Practices Licensing Manual for Early Learning and Child Care Centres*, their centre's bylaws and personnel policies, annual licensing checklists and comment sheets and the Manitoba Child Care Association's *Code of Ethics*.

- Board members encourage the posting of the child care co-ordinator's comment sheets and licensing checklists for parent information. They also seek the support of their child care co-ordinator to resolve issues or discuss major plans, as needed.
- Board members support the use of quality assessment tools, such as the Early Childhood Environmental Rating Scale, the Infant/Toddler Environmental Rating Scale and the School Age Environmental Rating Scale.
- Board members review all child care centre policies, including bylaws, according to an established schedule, a minimum of once every two years.
- Board members are properly trained for their roles and responsibilities about fire safety issues at their centres. They review fire safety plans at board meetings.
- Board members support centre membership with a professional child care association. They look for resources and information to support the operation and development of the centre and, if necessary, consultants for advice on key aspects of governance.
- Members of the centre's board of directors have a prominent role at the centre and may, for example, provide a regular report in the centre's newsletter.

CORPORATIONS AND COOPERATIVES

Section 5

An application for a licence to provide or offer child care in a child care centre shall include:
(i) if the applicant is a corporation or co-operative, a copy of the constitution and bylaws of the corporation or co-operative that operates the child care centre and a copy of the latest annual return filed under *The Corporations Act* or *The Cooperatives Act*, as the case may be.

Best Practice

Centre directors ensure board members are given a handbook containing relevant information and resources including:

- job descriptions and responsibilities for board members — president/chairperson, vice president/vice chairperson, secretary, treasurer and others
- a list of current board members and contact information
- standing and ad hoc committees
- overall policy statement for boards (ex: boards set policy, staff implement policy)
- the centre's Program Statement
- bylaws
- minutes from previous meetings and annual general meetings
- current centre budget
- most current centre audit
- monthly financial statements
- personnel policies
- collective agreement, if applicable
- behaviour management policy
- privacy documents/policies
- confidentiality
- conflict of interest policies and guidelines
- director's written program report
- management job descriptions (ex: director, assistant director)
- professional development for board members
- copy of the child care co-ordinator's comment sheets and most recent licensing checklist
- fire safety plans for the centre
- outstanding licensing issues

RENEWAL OF LICENCE

Section 5.1(1)

A licensee that wishes to renew its licence shall, in the form and manner specified by the director, at least 60 days before the expiry date of the licence or such shorter time as is acceptable to the director, apply to renew the licence and the application must be accompanied by all of the following:

- (a) a statement confirming that the information and documentation provided under section 5 at the time of the application for a licence, or under this section at the time of the last licence renewal, has not changed;
- (b) if there has been any change in the information or documentation under clause (a), or any changes in the facility, in the manner of providing child care or in the staff of the facility a statement as to these changes;
- (c) confirmation by the licensee that the licensee continues to be in compliance with the requirements and standards prescribed in this regulation with respect of the licence issued;
- (d) any other information or additional documentation that the director considers necessary to determine the ability of the licensee to continue to be in compliance with the requirements and standards prescribed in this regulation with respect of the licence issued.

Section 5.1(2)

Where the director is satisfied that a licensee and the facility in respect of which the licence was issued continue to meet the requirements and standards prescribed in this regulation, the director may issue a renewal of the licence to the licensee for a term not exceeding one year.

Guideline

The licence renewal process will ensure centres are continuing to meet licensing requirements and may include fire and public health inspections, if required by the authority. A licence renewal form will be provided by the child care co-ordinator 60 days before the expiry date of the licence.

Best Practice

The centre reviews all written documentation required for the licence renewal annually and submits changes with the licence renewal form in a timely manner.