

Protected A (when completed)

Schedule 1 of the Early Learning and Child Care Regulation

Program Name

Mid-Sun Community Child Care

## Child Care Type

Day Care

Out of School

Pre-school Care

Licence Number

70047411

Date of Inspection yyyy-mm-dd

2021-06-09

Inspection Reason

Regular Inspection

Early Learning and Child Care Staff

Nathalie Benard-Sampson

Early Learning and Child Care Office

Westmount office, Calgary

Visit Summary (Details of inspection findings, if applicable include non-compliances and enforcement action issued)

Purpose of visit: Regular Inspection

The purpose of today's visit was to conduct a regular inspection. This was the program's first inspection under the new Early Learning and Child Care Regulation (ELCCR). Observations conducted in the OOSC program main playroom, gym and kinder playroom during the AM component of care. Staff interactions with children were observed to be supportive and interactive at the time of inspection. Children's records, staff files and attendance were reviewed during a complete administrative review.

Some examples observed of program meeting children's needs during AM component of care: Children were welcomed and greeted at the door by staff as they arrived; staff supported activities children were interested in or if they needed assistance, sitting at tables and playing board games or making crafts; gross motor (in the gym - 1/2) or outside prior to school, and fine motor activities offered - beading, balancing stick game; compter. 3 cohorts in program maintained.

Based on observations and evidence, the program observed to be in compliance to the Early Learning and Child Care Act; & Regulations, schedule 1 at the time of inspection.

Any new Regulations since ELCCR effective February 1st 2021 will be highlighted with \*\*

According to Section 9(b), the licence holder must post in a clearly visible and prominent place on the premises where a licensed child care program is being provided.

## Early Learning and Child Care Regulation

**Child Development - children should be encouraged in having care and play experiences that support their development and learning.**

### Child Guidance

- 3 (1) A licence holder must ensure that
  - (a) Child guidance methods utilized in the program are communicated to
    - (i) parents,
    - (ii) staff, and
    - (iii) children, where developmentally appropriate, and
  - (b) any child guidance provided is reasonable in the circumstances.
- (2) A licence holder must not, with respect to a child in the program

- (a) inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,
- (b) deny or threaten to deny any basic necessity, or
- (c) use or permit the use of any form of physical restraint, confinement or isolation

Yes     No     N/A

Notice of Non-Compliance

Evidence

At the time of this inspection, reminder heard: 'did you change your shoes?'  
 \*\* New ELCCR, change of wording from Discipline to Child Guidance

**Minimum Staffing and General Supervision**

28 (1) At all times when a group of 7 or more children are receiving child care in a licenced facility-based program, whether on or off program premises, the licence holder must ensure that

(b) despite subsection 27.1 of this Schedule, a minimum of 2 adult staff members, one of whom is a primary staff member, is on duty for any children in the group who are receiving out of school care,

(d) all the children are, at all times, under supervision that is adequate to ensure their safety, well-being and development.

(3) Where children are being transported between the program premises and school, the statutory director may exempt the licence holder from the requirements of section 27 or 27.1 of this Schedule and subsection (1)(a) or (b), as the case may be, with respect to the children to being transported.

Exemption Approved     N/A

Yes     No     N/A

Notice of Non-Compliance

Evidence

Minimum staffing - there were 3 cohorts (kinder room, main playroom & gym) of children signed into program with five primary staff observed to have been signed-in to ratio.  
 General supervision - At the time of inspection, active supervision was observed by all staff. Staff greeting children as they arrived, staff radioed to communicate children / numbers; staff were near in case they needed support; staff sitting at tables engaged in children; staff walking around and observing play; breakfast table offered - staff sat with child. Attendance observed to be accurate.  
 Transportation, walking to / from school is occurring as part of program.

**Ratios and Maximum Group Size – Out of School Care**

27.1(1) A licence holder that provides out of school care must ensure that, for children receiving out of school care, the following requirements are met at all times with respect to

- (a) the minimum primary staff member to children ratio, and
- (b) the maximum number of children who may be included in a group:

Age of Children	Primary Staff Member to Children Ratio	Maximum Number of Children in a Group
Kindergarten Children and School-Aged Children	1:15	30

Yes     No     N/A

Notice of Non-Compliance

Evidence

Ratios and maximum group sizes - program was in compliance (exceeding) of both sections as there were 5

staff signed-in to ratio divided into 3 cohorts at the time of the inspection, with approx 30 children total.  
\*\* New ELCCR, please review updated ratios and group sizes for kindergarten age group.

Safety of the children is to be supported and preserved

### Off-site Activity and Emergency Evacuation

- 4 (1) A licence holder may take a child to an activity off the program premises only where
- (a) the child's parent has been advised of the activity, including the transportation, contact information and supervision arrangements with respect to the activity, and
  - (b) the child's parent has previously consented in writing to the child's participation in the activity and the consent has not been retracted.
- (2) A licence holder must ensure that in the case of an activity off the program premises or an emergency evacuation a staff member takes the portable record referred to in section 24 of this Schedule in respect of each child to be taken off the program premises.

Yes     No     N/A

Notice of Non-Compliance

Evidence

Off-site activity: Parent consents to walk to school observed.

\*\* New requirement of this regulation, to include 'program contact' information as per section 4(1)(a) above, also referencing page 12 of the Facility Based - Licensing Handbook.

### Emergency and Safety Contacts and Procedures

- 5 (1) A licence holder must ensure that the following telephone numbers are posted on the program premises and are readily accessible:
- (a) emergency 911 service;
  - (e) poison control centre and
  - (g) child abuse hotline
- (2) A licence holder must ensure that the emergency evacuation procedures and the telephone number for an after hours emergency program contact are posted on the program premises in a prominent place that is clearly visible from the outside of the program premises.
- (3) A licence holder must ensure that emergency evacuation procedures are made known to all staff, and to children where developmentally appropriate.

Yes     No     N/A

Notice of Non-Compliance

Evidence

Emergency & Safety Contacts - All emergency numbers observed to be posted and readily accessible for staff. After-Hours number was observed to be posted visible from the outside and evidence of emergency evacuation procedures being known to children and staff observed.

\*\* New ELCCR, Please review new simplified requirement (911) of this regulation, as per section 5(1)(a)-(e) and (g).

\*\* Also please review new requirement of this regulation, to post 'emergency evacuation procedures' with after-hours contact number as per section 3(2) above, in a prominent place and clearly visible from the outside.

### Accident or Illness

- 6 In the case of an accident or serious illness involving a child, the licence holder must forthwith ensure that
- (a) the child's parent is notified, and
  - (b) the child receives medical attention if necessary.

Yes     No     N/A

Notice of Non-Compliance

Evidence

Accident or illness: no incidents or illnesses observed at the time of inspection. Minor incident / accident forms observed in child's files for incidents that occurred this school year 2020-21.

### Incident Reporting

7 (2) A licence holder must report each incident to the statutory director forthwith in the manner required by the statutory director.

Yes  No  N/A

Notice of Non-Compliance

Evidence

Incident Reporting - All reportable incidents are to be reported forthwith -immediately to the licensing intake line via telephone at 403-297-7378.  
Once Intake has been advised of incident, the written government incident report is to be completed and submitted within 2 business days, or sooner if required.  
Incidents to be reported are any illness or injury to a child that occurs while the child is attending the program that may seriously affect the health and safety of the child; and are not limited to the following:  
1. Emergency evacuation; 2. Unexpected program closure; 3. An intruder on the program premises; 4&5. A serious illness or injury to a child that requires the program to conduct first aid, request emergency health care / and or requires the child to stay in hospital over night; 6) an error in administering medication by a staff member or a volunteer resulting in the child becoming seriously injured or ill; 7. The death of a child; 8. The unexpected absence of a child from the program (ie lost child); 9. A child removed from the program by a non-custodial parent or guardian; 10. An allegation of physical, sexual, emotional abuse / and or neglect of a child by a program staff member or volunteer; 11. The commission of a child by an offence under an Act of Canada or Alberta; 12. A child left on the premises outside of the program operating hours.  
Intake line: 403-297-7378 After hours: 403-297-2995  
\*\* Please refer to the Reporting Incidents in the new Facility Based Licensing Handbook, page 33. Please also take note of the new Incident Report on the GoA website as this new updated form will be needed to report any reportable incident.

### Smoking and Vaping

12 (1) A licence holder must ensure that no person smokes or vapes any substance on the program premises or at any time or place where child care is being provided.

(2) No staff member or volunteer shall smoke or vape any substance on the program premises or at any other location where child care is being provided to the children in the program.

(3) No staff member or volunteer shall leave any substance or material related to smoking or vaping in a place on the program premises that is accessible to children or at any other location where child care is being provided to the children in the program.

Yes  No  N/A

Notice of Non-Compliance

Evidence

Smoking and Vaping - Neither observed at the time of inspection.  
\*\* New ELCCR, please review new wording and inclusion of vaping.

### Portable Record

24 A licence holder must maintain a portable record of emergency information, including the following:

(a) in respect of each child, the information referred to in section 22(1)(a),(c),(d) and (g) of this Schedule,

(b) the telephone numbers of the local emergency response service and poison control centre

Yes  No  N/A

Notice of Non-Compliance

Evidence

Portable Records - At the time of this inspection, 23 portable records for children in main playroom were observed on this day.

\*\* Please review new requirement of this regulation, .. child, parent nor emergency contact addresses are no longer required.

**Health and Well Being of the child is to be supported and preserved**

**Potential Health Risk**

- 8 (1) Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness as set out in subsection (2), the licence holder must ensure
- (a) that the child's parent arranges for the immediate removal of the child from the program premises, and
  - (b) that the child does not return to the program premises until the licence holder is satisfied that the child no longer poses a health risk to the persons on the program premises.

Yes     No     N/A

Notice of Non-Compliance

Evidence

Potential health Risk - no ill children or children exhibiting signs of illness observed on site.

**Supervised Care for Sick Children**

- 9 A licence holder must ensure that a sick child is
- (a) kept as far away as is practicable from other children,
  - (b) directly supervised by a primary staff member if the child is under the age of 6 or has a disability that requires direct care.

Yes     No     N/A

Notice of Non-Compliance

Evidence

No ill children or children exhibiting signs of illness observed on site. Any ill child will be kept as far away as possible from other children without compromising supervision.

\*\* Please review new requirement of this regulation, .. in regards to direct supervision for sick children under the age of 6.

**Medication and Health Care**

- 10 (1) A licence holder may administer or allow the administration of medication or other health to a child only where
- (a) the written consent of the child's parent has been obtained, and
  - (b) in the case of medication,
    - (i) the medication is in the original labelled container, and
    - (ii) the medication is administered according to the labelled directions.
- (2) Where the medication is administered to a child, the licence holder must ensure that the following information is recorded:
- (a) the name of the medication;
  - (b) the time of administration;
  - (c) the amount administered;
  - (d) the initials of the person who administered the medication.
- (3) A licence holder must ensure that
- (a) all medications, other than medication referred to in clause (b) is stored in a locked container that is inaccessible to the children and,
  - (b) medication required to be used by a particular child as needed to prevent a medical emergency is handled in accordance with a plan that
    - (i) ensures the medication is accessible by staff and the child but is not accessible by other children in the program, and

(ii) has been agreed on by the licence holder and the child's parent or guardian.

Yes  No  N/A

Notice of Non-Compliance

Evidence

**Medication -**

Three emergency medications observed on site today with written parent consent. No medications observed in lock-box.

Health care - no health care concerns noted on this date.

\*\* Please review new requirement of this regulation, in regards to creating emergency medication plans agreed on by both licence holder (LH) and parents. Please refer to Facility-based Licensing Handbook on page 12.

**Nutrition**

13 A licence holder must

- (a) provide or require parents to provide meals and snacks for children in the program,
- (b) where the licence holder provides meals and snacks, ensure that the meals and snacks are provided to children
  - (i) at appropriate times and in sufficient quantities in accordance with the needs of each child, and
  - (ii) in accordance with a food guide recognized by Health Canada or Alberta Health, and

Yes  No  N/A

Notice of Non-Compliance

Evidence

**Nutrition - Licence holder (LH) requires parents to provide snacks / meals. On this day, at time of inspection two children were observed to eat snack breakfast from home (AM component).**

**Menus**

14 If a licence holder provides meals or snacks for children in the program, the licence holder must ensure that menus for all meals and snacks are posted in a prominent place on the program premises

Yes  No  N/A

Notice of Non-Compliance

Evidence

**Manner of feeding**

15 A licence holder must ensure that

- (a) the manner in which children are fed is appropriate to their age and level of development,
- (b) children are seated while eating and seated or standing still while drinking, and
- (c) no beverages are provided to children during their rest periods.

Yes  No  N/A

Notice of Non-Compliance

Evidence

**Manner of feeding - On this day, at time of inspection children who ate observed to be seated.**  
**\*\*Please review new requirement of this regulation,.. children to be seated and standing still while drinking. Children to be seated while eating.**

**Program Space and Equipment**

**Net Floor Area**

18 (1) A licence holder must provide a minimum net floor area of

(c) at least 2.5 square metres of primary play space multiplied by the licensed capacity for out of school care, if the licence holder provides out of school care.

Yes  No  N/A

Notice of Non-Compliance

Evidence

Net floor area - as per approved program plan, current playrooms (stage and gym) measure for 202 sq meters which exceeds amount needed for capacity of 80 children.

### Outdoor Play Space for Out of School Care

19.1 A licence holder that provides out of school care must provide outdoor play space for children in out of school care that is, to the satisfaction of the statutory director, within easy and safe walking distance from the program premises.

Yes  No  N/A

Notice of Non-Compliance

Evidence

This OOSC program uses elementary school playground, neighboring to the community center.

### Furnishings and Equipment

20 A licence holder must ensure that

(a) All furnishings, play equipment and play materials, whether used indoors or outdoors, are:

- (i) safe and maintained in good repair,
- (ii) developmentally appropriate for children, and
- (iii) of sufficient quantity and variety for children,

Yes  No  N/A

Notice of Non-Compliance

Evidence

Furnishings and Equipment - activities were out / available to children and sufficient in quantity for number of children in care on today's date. Examples of play materials available were books, computer, white board, petshop, board games, craft supplies, lego. There were multiple tables out for the different crafts, board games and snack/breakfast. Outdoor materials were observed during this AM component of care - school apparatus.

**Security of the children is be supported and preserved.**

### Children's Records

22 (1) A licence holder must, in respect of each child, maintain on the program premises an up-to-date record containing the following information:

- (a) the child's name and date of birth and;
- (b) a completed enrolment form;
- (c) the parent's name and telephone number,
- (d) the name and telephone number of a person who can be contacted in case of an emergency, if the child's parent cannot be contacted;
- (e) if medication is administered,
  - (i) the written consent of the parent required under section 10(1) of this Schedule, and
  - (ii) the information required under section 10(2) of this Schedule;
- (f) the particulars of any health care provided to the child, including the written consent of the child's parent required under section 10 of this Schedule;

(g) any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

(2) A licence holder must ensure that a record referred to in subsection (1) is available for inspection

(a) by the statutory director at all times, and

(b) by the child's parent at reasonable times.

Yes  No  N/A

Notice of Non-Compliance

Evidence

Children's Records - At the time of this inspection, 5 children's records were observed to include all required elements.

\*\* Please review new requirement of this regulation, .. child, parent nor emergency contact addresses are no longer required. If licence holder chooses to continue asking for them as per (b), requirement to have complete enrollment form.

### Administrative Records

23 (1) A licence holder must maintain on the program premises up-to-date administrative records containing the following information:

(a) particulars of the daily attendance of each child, including arrival and departure times;

(b) particulars of the daily attendance of each primary staff member, including

(i) arrival and departure times, and

(ii) hours spent providing child care;

**(c) with respect to the program supervisor and each primary staff member,**

(i) evidence of the supervisor's or member's child care certification, and

(ii) a current first aid certificate, where applicable;

(d) with respect to each staff member and each volunteer referred to in section 25(1)(a) of this Schedule, verification that a current criminal record check required under that section has been provided to the licence holder

(2) A licence holder must ensure that

(a) the records referred to in subsection (1) are available for inspection by the statutory director at all times,

(b) the information referred to in subsection (1)(a) is available for inspection by the child's parent at reasonable times, and

(c) the information referred to in subsection (1)(a) and (b) is retained for a minimum period of 2 years.

Yes  No  N/A

Notice of Non-Compliance

Evidence

Administrative Records -

- Children's attendance observed to be accurate and maintained at the time of inspection.

- Staff attendance observed to be maintained and accurate as both staff were observed to have signed-in.

- Staff files observed to include staff child care certification, first aid and criminal record checks (CRC), where applicable as per time frames.

- Records were available on today's date.

### Core Requirements

25 (1) A licence holder must ensure that

(a) each staff member and each volunteer who has unsupervised access to children



(i) is an adult, and

(ii) provides to the licence holder a criminal record check, including a vulnerable sector search, dated not earlier than 6 months prior to the date of commencement with the program and every three years after that date, and

(b) a minimum of one in every 2 primary staff members has first aid certification acceptable to the statutory director.

(2) A new staff member or volunteer

(a) must provide the criminal record check referred to in subsection (1)(a)(ii) within 8 weeks of commencement with the program, and

(b) must not have unsupervised access to children until the criminal record check has been provided.

(3) A licence holder must ensure that at least one staff member with first aid certification acceptable to the statutory director is on duty at all times.

Yes  No  N/A

Notice of Non-Compliance

Evidence

#### Core Requirements -

- All primary staff observed to be adults, as observed through CRCs.

- All primary staff in ratio observed to have current CRC with vulnerable sector search as per time frames.

- Two of five primary staff in ratio observed to have current first aid certificates. Program meeting requirement as they only needed four staff in ratio.

#### Program Supervisor – Day Care and Out of School Care

26 (3) A licence holder that provides out of school care must ensure that a program supervisor

(a) is employed by the program at all times and

(b) is on duty at all times when children receiving out of school care are on the program premises.

(4) A program supervisor is not required to be on duty during any period for which the program supervisor or licence holder has designated a staff member to assume the responsibilities of the program supervisor during the program supervisor's absence

Yes  No  N/A

Notice of Non-Compliance

Evidence

#### Program Supervisor - Out of school care

- program supervisor's observed to be employed and on duty at time of inspection.

\*\* The wording of this Regulation has changed including employed and on duty.

#### Primary Staff Members - Day Care or Out of School Care

29 (1) A licence holder that provides day care or out of school care must ensure that all primary staff members involved in providing day care or out of school care hold a child care certification under Part 3 of this Regulation.

(2) Despite subsection (1), in the case of a primary staff member who is hired as a Level 1 early childhood educator, the primary staff member

(a) must obtain a child care certification as a Level 1 early childhood educator within 6 months of commencement with the program, and

(b) must not have unsupervised access to children until the primary staff member has obtained a child care certification as a Level 1 early childhood educator.

Yes  No  N/A

Notice of Non-Compliance

Evidence

#### Primary staff members - Out of School Care

- All primary staff observed in ratio during AM component were certified: two staff as level 3, one staff

certified as level 2; and two staff certified as level 1.

- Any new staff must be certified within 6 months.

**Staff Qualifications – Out of School Care**

30.1 A licence holder that provides out of school care must ensure that, with respect to the primary staff member to children ratios specified in section 27.1 of this Schedule,

(a) at least one in every 4 staff members involved in providing out of school care is certified at minimum as a Level 2 early childhood educator, and  Exemption Approved

(b) the remaining staff members involved in providing out of school care are certified at minimum as Level 1 early childhood educators.  Exemption Approved

Yes  No  N/A

Notice of Non-Compliance

Evidence

Staff Qualifications - Out of School Care

- All primary staff observed in ratio during AM component were certified: two staff as level 3, one staff certified as level 2; and two staff certified as level 1.

**Exemptions**

31 (1) The statutory director may exempt a licence holder from a qualification requirement in section 26(1) or 30 of this Schedule if the statutory director is satisfied that an exemption is appropriate in the circumstances.

(2) An exemption issued under subsection (1) must, be in writing, be for a specified period of time, and be accompanied with a plan, provided by the licence holder and approved by the statutory director, addressing how the licence holder will meet the qualification requirement in respect of which the exemption is granted.

(3) A licence holder must ensure that an exemption issued under subsection (1) and the plan referred to in subsection (2) are posted in a prominent place on the program premises

Yes  No  N/A

Notice of Non-Compliance

Evidence

**Compliance with Program Plan**

6 (1) A licence holder

(a) must comply with the program plan referred to in section 2(a) including any changes made under Section 5(b), and

(b) must not make changes to the program plan without the prior approval of the director.

Yes  No  N/A

Notice of Non-Compliance

Evidence

Program observed to be in compliance with approved program plan (CCLA and CCLR)

\*\*New program plan for ELCCR was received prior to June 1st 2021 - Thank-you and is in process of being reviewed.

**Early Learning and Child Care Act**

**Provisions of a License**

**Safety Codes**

6.1 A licence holder must comply with all applicable zoning, health and safety requirements

Yes  No  N/A

Notice of Non-Compliance

Evidence

Safety Codes - zoning, health and safety (fire) observed to be in compliance.

### Duty to Post Information

9 A holder of a facility-based licence must post, in a clearly visible and prominent place on the premises where the licensed facility-based program is being provided,

- (a) the licence
- (b) any report provided by the statutory director under section 10 (3),
- (c) any conditions imposed on the licence under section 5(1) or 13,
- (d) any provisions of the licence that are varied under section 12, and
- (e) any probationary licence issued under section 15.

Yes     No     N/A

Notice of Non-Compliance

Evidence

### Duty to Post -

- new ELCCR child care licence observed to be posted, effective February 1st 2021
- Visit summary dated October 2020 both observed to be posted.

Additional Evidence (refer to Act or Regulation section that this evidence applies to)

### In addition:

- If program has even one COVID positive case in a staff or child at their program, call 1-844-343-0971.
- Reviewed many new Regulations with program supervisor. Any changes highlighted with \*\*

Program received a copy of the Visit Summary via email on the day of the inspection.

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Signature of Early Learning and Child Care Staff