



**CHILD CARE LICENSEE SELF INSPECTION CHECKLIST
ROUTINE INSPECTION**

This inspection checklist form is intended to assist Facility Licensees as a “basic” self-inspection tool.

CCALA - Community Care & Assisted Living Act | CCLR – Child Care Licensing Regulation | DOLSOP - Director of Licensing Standards of Practice
 FCC - Family Child Care PRE – Preschool | OCC – Occasional Child Care | CM – Child Minding | IHMACC - In-Home Multi-Age Child Care
 MACC - Multi-Age Child Care | GCC - Group Child Care | SACSG – School Age Care on School Grounds | REC – Recreational Care
 N/A - Not Applicable | NAS - Not Assessed

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
NOTIFICATION							
3080	Licensees notify MHO immediately of any change in information under Section 9 and Schedule B	10(1)					
3080	Licensee must not make any structural change unless: <ul style="list-style-type: none"> Plans submitted to MHO and Written approval from MHO received (Except SACSG Only)	10(2)(a) 10(2)(b)					
3080	REC Only – If a structural change is planned to an area of a community care facility where the care program is provided, the licensee must notify MHO as soon as is practicable.	10(3)(b)					
3070	Parent/emergency notified immediately if child becomes ill/is injured	55(1)(a)					
3070	Parent/emergency notified immediately if child is involved/may have been involved in a reportable incident as described in Schedule H	55(1)(b)					
3070	CM Only – Parent to be notified is the parent who is on the premises on which the child-minding service operates	55(1.1)					
3070	MHO notified within 24 hours if child has been involved in/may have been involved in a reportable incident described in Schedule H	55(2)(a)					
3070	MHO notified within 24 hours if child enrolled has a reportable communicable disease as listed in Schedule A/B of Health Act Communicable Disease Regulation	55(2)(b)					
3070	Current records must be kept for each child in care showing any notification of a parent/emergency contact/MHO made under Section 55	57(2)(g)					
FCC/IHMACC							
3030	FCC/IHMACC Only: Licensee must not conduct any business/other activity within or from the personal residence that may: <ul style="list-style-type: none"> Interfere with the supervision of children or space used Threaten the health and safety of children 	35(2)(a) 35(2)(b)					
3000	FCC Only – Home-like environment provided includes at a minimum a living room, kitchen, bedroom & bathroom &	FCC DOLSOP home like environment					
3000	FCC Only – Size of area designated for care should, at a minimum, meet 3.7 m ² /child indoors & 6 m ² /child outdoors	FCC DOLSOP size of area					
3000	FCC Only – Adequate equipment to safely meet varying developmental needs of children in care	FCC DOLSOP equipment dev needs					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3080	FCC Only – multiple service types not permitted to run concurrently	FCC DOLSOP					
3010	Licensee must notify each child’s parent/emergency contact when they are absent due to illness, emergency, vacation or other temporary leave & identify the temporary replacement	36(2)					
3010	If Licensee absent for more than 30 consecutive days, temporary replacement must be approved by MHO – for FCC must hold same qualifications as manager	36(3)(a)					
3010	If Licensee absent for more than 30 consecutive days, temporary replacement must be approved by MHO – for IHMACC must be an educator	36(3)(b)					
3010	If Licensee gives notice of intended absence to MHO, Licensee may be absent for purpose of attending an educational program	36(4)					
POSTED DOCUMENTS							
3080	Licensee must display licence, including any terms & conditions, & name of manager in a prominent place (Except FCC and IHMACC unless required by MHO Only)	11(1) 11(2)					
3080	Care program being offered identified when advertising	11(3)					
3080	Certificates or copy of the certificate of any educator/assistant employed displayed in a prominent place	11(4)					
3080	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care [Cite when observed non-compliance with terms & conditions on licence (e.g. service type, maximum capacity, conditions on licence), conditions attached to an exemption, corrective action to be taken following an investigation, not following approved health & safety plan. Provide details re: what was the term/condition, corrective action to be taken, health & safety plan that was supposed to be followed, what was observed, etc.]	CCALA 7(1)(b)(i)					
3080	Licensee must display licence in the prescribed manner	CCALA 7(1)(c)					
3020	Copy of fire drill system displayed in a prominent place (i.e., diagram and procedures)	22(3)					
RECORDS & REPORTING							
3070	Current records for each child showing all information set out in subsection (2), (Licensee does not have registration form for child in care)	57(1)(a)					
3070	Current records must be kept for each child in care showing: <ul style="list-style-type: none"> Name, sex, date of birth, medical insurance plan number (MSP Number does not apply to REC Only), & immunization status, Date of enrollment Name & telephone number of parent/medical practitioner (Doctors name and number does not apply to REC Only)/emergency contact Any illness/allergy/medical disability disclosed by the child/parent/medical practitioner 	57(2)(a)					
		57(2)(b)					
		57(2)(d)					
		57(2)(e)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
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	<ul style="list-style-type: none"> Any special instruction re: child's diet/medication/ participation in program of activities/other matter related to child's care <ul style="list-style-type: none"> Given in writing by the parent Agreed to by Licensee Photo/digital image of child/other information that can be used to readily identify child in an emergency A record of any person not permitted access to child Date on which child stops attending 	57(2)(h)(i) 57(2)(h)(ii) 57(2)(i) 57(2)(j) 57(2)(k)					
3070	CM Only – must <ul style="list-style-type: none"> Record that a child does not have a medical insurance plan number or medical practitioner If a child's immunization status is not known/available, keep a record detailing as much information as is known re: immunization status Update the child's record as soon as practicable with medical insurance plan number, immunization status, medical practitioner, phone number for parent & name & phone number for emergency contact 	57(2.1)(a) 57(2.1)(b) 57(2.1)(c)					
3070	CM Only – must have written agreements with a parent of each child that the parent <ul style="list-style-type: none"> Is engaged in a program that under contract to government, provides services to immigrants in respect to ESL/settlement/labour market integration on the same premises as child-minding service Will be present on the premises while child in care Will be immediately accessible at all times to attend to child's needs Will accompany child to activities located off premises of facility 	57(2.2)(a) 57(2.2)(b) 57(2.2)(c) 57(2.2)(d)					
3070	Current written consent from parent maintained: <ul style="list-style-type: none"> To call a medical practitioner (Except REC Only)/ambulance in case of accident/ illness if parent cannot immediately be reached To release a child to someone other than parent 	57(3)(a) 57(3)(b)					
3070	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3080	During an inspection/investigation, a person must not obstruct a MHO	12(1)(a)					
3080	During an inspection/investigation, a person must not withhold /conceal/destroy any records/information	12(1)(b)					
3080	Licensee must provide a plan to ensure health & safety if requested by MHO during investigation	12(2)					
3070	Log of minor accidents/illnesses/unexpected events involving children that did not require medical attention & were not reportable incidents kept current	56(1)(f)					
3070	Current records must be kept for each child in care showing daily attendance record indicating for each day whether child is absent, or if present, time of arrival & departure	57(2)(c)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3070	Current records must be kept for each child in care showing any medication administered to child including amount & time was administered	57(2)(f)					
3070	Records referred to in Section 57 (attendance, registration, incident reports, medication) are kept for at least two years from the date the child is discharged from the facility	60(5)					
3070	Keep in a single place at facility records referred to in Sections 56-58 (care plans, children's records, facility records, staff records, policies, log of minor accidents/illnesses/unexpected events)	59(a)					
3070	Keep records other than those referred to in Sections 56-58, in a place from which they can be retrieved within a reasonable time, on request	59(b)					
3070	Produce records on demand to MHO	59(c)					
3070	Subject to subsections 60(2-5), all records referred to in Division 4 must be kept for at least one year (Policies, Care Plans, log book, etc.)	60(1)					
3010	Character references immediately returned to person/destroyed if person is no longer employed/ordinarily present	60(4)					
3040	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3040	Medication is administered in amount & at times specified by parent/in child's record/care plan	53(1)(a)					
3040	Medication is readily accessible to employees	53(1)(b)					
3040	CM Only – Licensee must not: <ul style="list-style-type: none"> Agree to give a child any medication Give or permit an employee to give a child any medication unless immediately necessary to address a significant risk to the child's health 	53(1.1)(a) 53(1.1)(b)					
3040	Child's medication is not accessible to any child except those children with parent permission	53(2)(a)					
3040	Child's health will be significantly at risk if immediate access by the child to their medication is not ensured	53(2)(b)					
3040	Competent employee available at all times to administer a child's medications as instructed/required by child's record/care plan	53(3)(a)					
3040	Competent employee available at all times to supervise a child permitted to self-administer their medication under parent's instructions /child's care plan	53(3)(b)					
3040	Employee who supervises a child who self-administers medication documents the administration of the medication in the child's care plan (Except REC Only)	53(4)(a)					
3040	REC Only - Employee who supervises a child who self-administers medication documents the administration of the medication in the child's record.	53(4)(b)					
EMERGENCY MANAGEMENT							
3000	Equipment, furniture & supplies do not block/hamper fire/emergency exit (Except SACS)	15(1)(b)					

Facility Name			Date (DD/MM/YYYY)				
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3020	Emergency exits that meet the requirements of the British Columbia Building Code	22(1)(a)(i)					
3020	Fire drill system that is approved as defined in section 2.8.3 of the British Columbia Fire Code,	22(1)(a)(ii)					
3020	Licensee has emergency plan that sets out procedures to prepare for, mitigate, respond to & recover from any emergency	22(1)(b)					
3010	Employees trained in implementation of fire drill system & emergency plan, including use of emergency equipment noted	22(2)(a)					
3010	Employees practice implementing fire drill system at least once each month	22(2)(b)					
3010	Employees practice implementing emergency plan at least once each year	22(2)(c)					
3000	Employees have access in an emergency to reliable communication equipment	22(4)					
3020	Current record kept re: implementation of monthly fire drill system & yearly emergency plan practices	56(1)(c)					
3010	Children have, at all times, immediate access to an employee who holds a valid first aid & CPR certificate	23(1)(a)					
3010	Children have, at all times, immediate access to an employee is knowledgeable re: each child's medical condition	23(1)(b)					
3010	Children have, at all times, immediate access to an employee who is capable of effectively communicating with emergency personnel	23(1)(c)					
3000	First aid kits are readily accessible to all employees at all times including off site	23(2)					
POLICIES AND PROCEDURES							
3060	Written plan/procedures for Communicable Disease Prevention	CCALA 7(1)(b)(i)					
3020	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3030	Licensee must ensure that behavioural guidance is appropriate to age & development of child receiving guidance	51(1)(a)					
3030	Written statement of Licensee's behavioural guidance policy must be provided to parents & employees	51(1)(b)					
3020	Written policies/procedures for safe release of children kept current	56(1)(a)					
3070	REC Only – Written policies and procedures respecting how children and youth will be prevented from sharing a bathroom unsupervised	56(1)(a.1)					
3020	If a person prepays part of cost of services provided, Licensee must at time of prepayment, deliver to that person a written statement setting out terms & conditions on which a refund will be made	CCALA 19					
3070	A licensee must keep a copy of the written statement, referred to in Section 19 of the Act, that the licensee delivers to persons who prepay part of the cost of services	56.1(2)(a)					
3070	A licensee must keep a current record of each person to whom the written statement is delivered in accordance with that section	56.1(2)(b)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3020	Written policies/procedures intended to guide employees in care & supervision of children kept current (e.g., sick child, incident reporting, supervision, medication administration, emergency procedures, etc.)	56(1)(d)					
3020	Child-minding – written policies/procedures intended to guide employees in <ul style="list-style-type: none"> Monitoring the premises where child-minding service operates to ensure that a parent of each child is present/accessible Responding if a parent is found not to be present/accessible 	56(d.1)					
3020	Written policies/procedures re: food & drink to be given to children is kept current	56(1)(e)					
3020	Licensee must ensure that policies and procedures are implemented by employees.	56(2)					
STAFFING (includes all employees including the manager, all students, volunteers and substitutes)							
3010	Licensee must employ only persons of good character who meet the standards for employees specified in the regulations	CCALA 7(1)(a)					
3010	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3010	Licensee must appoint a manager for the facility	CCALA 7(1)(d)					
3010	Manager manages only one facility	18					
3010	CRC obtained for employees <ul style="list-style-type: none"> Under CRRA for employees who are not volunteers Under either CRRA or RCMP/local police department for employees who are volunteers (Reminder that CRCs must be renewed every 5 years) 	19(1)(a)					
3010	Character references obtained for employees	19(1)(b)					
3010	Record of work history obtained for employees	19(1)(c)					
3010	Copies of diplomas/certificates/evidence of training/skills obtained for employees	19(1)(d)					
3010	Evidence of compliance with Province's immunization & TB control programs obtained for employees	19(1)(f)					
3010	Criminal record check for volunteer who does not provide care to children or supervise children	19(5)(a)					
3010	Character references for volunteer who does not provide care to children or supervise children	19(5)(b)					
3010	Evidence of compliance with Province's immunization & TB control programs obtained for volunteer who does not provide care to children or supervise children	19(5)(c)					
3010	For each employee, records required under Section 19(1) are kept current	56(1)(b)					
3010	Records required under Section 19(1) must be kept for each employee for the entire time they remain an employee	60(3)(a)					
3010	All criminal record check results & character references must be kept for those ordinarily present for the entire time they remain ordinarily present	60(3)(b)					
3010	Licensee has evidence that persons employed continue to comply with Province's immunization & TB control programs	21(1)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3010	Licensee to produce a statement signed by medical practitioner, stating that licensee/employee capable of carrying out assigned duties, on request of MHO	21(2)					
3010	Employee/manager is of good character	19(2)(a)					
3010	Employee/manager has personality, ability & temperament to manager/work with children	19(2)(b)					
3010	Employee/manager has training & experience & demonstrates skills necessary to carry out duties assigned	19(2)(c)					
3010	Educator or assistant holds valid certificate, Licensee has verified certification	19(4)(a)					
3010	Responsible adult has valid qualifications	19(4)(b)					
3010	Responsible adult must be at least 19 years of age	29(a)					
3010	Responsible adult must be able to provide care & mature guidance to children	29(b)					
3010	Responsible adult must have completed a course /combination of courses of at least 20 hours duration in child development, guidance, health & safety or nutrition	29(c)					
3010	Responsible adult must have relevant work experience	29(d)					
3030	Licensee must ensure children are divided into groups, with each group having no more children than that permitted in Schedule E (except FCC/IHMACC/REC Only) (child qualified if in age range or within one month (except GCC School Age Only))	34(2)(a)					
3030	Licensee must ensure ratio of employees to children is no less than that permitted in Schedule E	34(2)(b)					
3030	REC Only – licensee must ensure ratio of employees to children attending the community care facility is as follows: If any preschool child or child in grade 1 is present, there must be for every 12 children present at least one supervising responsible adult.	34(3.1)(b)(i)					
3030	REC Only – licensee must ensure ratio of employees to children attending the community care facility is as follows: If no preschool child or child in grade 1 is present, there must be for every 15 children present at least one supervising responsible adult.	34(3.1)(b)(ii)					
3010	Licensee may permit children to be grouped together and supervised other than as required under Schedule E during the half hour before care begins & the half hour after care ends if: <ul style="list-style-type: none"> • Care program is MACC, GCC (under 36 mos.), GCC (30 mos. to SA) or GCC (SA), • A total of 8 or fewer children are present, of whom no more than 3 are younger than 36 mos., and • There is at least 1 educator or assistant supervising 	34(4)(a) 34(4)(b) 34(4)(c)					
3010	Persons over the age of 12 are not permitted to be ordinarily present while children are present, unless the person is of good character & a CRC has been obtained (as per CRRA – Reminder that CRCs must be renewed every 5 years)	20(1)					
3010	A person is not “ordinarily present” at a Community Care facility if the person is only picking up or dropping off a child	20(2)(a)					
3010	A person is not “ordinarily present” at a Community Care facility if the person is the child’s parent, or a person	20(2)(b)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
	designated in writing by the child's parent as a person who may pick up or drop off the child						
3010	All signed original forms authorizing criminal record checks must be retained for at least five years	60(2)					
3010	Licensee must replace absent employee	37(2)					
3010	Licensee must replace an absent employee described in Column 1 of the table in this section for fewer than 30 consecutive days with a person described in Column 3 opposite that employee and row in Column 2 labeled as "<30 days"	37(3)(a)					
3010	Licensee must replace an absent employee described in Column 1 of the table in this section for 30 consecutive days or more with a person described in Column 3 opposite that employee and the row in Column 2 labeled as ">30 days"	37(3)(b)					
3010	If an employee described in Columns 1 of table in Section 37 ceases employment, Section 37 applies for up to 30 days from the date employment ceased	38(a)					
3010	Licensee must ensure that within 30 days of the date employment ceased, there is sufficient staff to meet the requirements of Section 34 (group sizes and employee to children ratios)	38(b)					
TRANSPORTATION							
3010	Licensee must ensure driver of a vehicle in which children are being transported <ul style="list-style-type: none"> • is 19 or older and • holds a driver's licence that permits them to operate the type of vehicle being used 	45(1)(a) 45(1)(b)					
3010	If more than 7 children are transported in a single vehicle, at least one responsible adult, not including the driver, is in the vehicle (except FCC, IHMACC, or GCC School Age Only)	45(2) 45(3)					
3010	CM Only – Licensee must not transport children for the purposes of activities located off the premises of the facility unless each child is accompanied by the child's parent	45(4)					
CARE & SUPERVISION (includes programming)							
3030	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3030	Children are adequately supervised by qualified employees in sufficient numbers to meet needs of each child	34(1)					
3030	Care does not exceed 13 hours each day to each child – except Preschool and OCC	40(1)					
3030	PRE Only – Licensee must not provide care for more than 4 hours each day to each child	40(2)					
3030	OCC Only – Licensee must not provide care for more than: <ul style="list-style-type: none"> • 8 hours each day for each child • 40 hours within each 30 day period to each child 	40(3)(a) 40(3)(b)					
3030	CM Only – Licensee must not provide care for more than 5 hours each day to each child	40(4)					
3030	REC Only – Licensee must not provide care before school hours	40(5)					
3030	Licensee has notified MHO in writing re: providing overnight care	41(1)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3030	Overnight care – Each floor of premises where sleeping rooms are located equipped with fire detection devices and a second means of exit to ground level	41(2)(a)					
3030	Overnight care–Licensee must comply with requirements set out in Schedule F	41(2)(b)					
3030	PRE, OCC, or CM Only - programs must not provide overnight care	41(3)					
3030	Children are supervised at all times by an educator/ assistant/responsible adult (e.g. field trips, napping, etc.)	39(1)					
3030	A second adult is immediately available to supervise children in case person responsible for supervising needs a replacement because of urgent and unforeseen circumstances	39(2)					
3090	Licensee must provide to children a comprehensive & coordinated program of indoor and outdoor activities (except REC Only) that <ul style="list-style-type: none"> • Is designed for development & care of children, • Is appropriated for age & development of children in each group in facility (except REC Only), and • Complies with program standards set out in Schedule G 	44(1)(a) 44(1)(b) 44(1)(c)					
3090	Licensee must provide each child with daily outdoor play periods unless weather conditions make it unreasonable to do so (except OCC/REC Only)	44(3)					
3090	CM Only – Licensee must provide children with daily outdoor play if care provided for 3.5 hours or more	44(5)					
3090	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3030	Licensee must provide children with opportunities for social, emotional, physical and intellectual growth (except REC Only)	43(1)					
3030	REC Only – licensee must provide a range of activities that provide children with opportunities for social development	43(2)(a)					
3030	REC Only – licensee must provide a comfortable atmosphere in which children can feel proud of their cultural heritage	43(2)(b)					
3030	If child becomes ill while under Licensee’s care a quiet, clean rest area is provided	54(a)					
3030	If child becomes ill while under Licensee’s care, ensure child is under close supervision of <ul style="list-style-type: none"> • Child-minding – child’s parent, or • In any other case, a responsible adult 	54(b)(i) 54(b)(ii)					
3060	Licensee must establish a program to instruct children in & to practice rules of health & hygiene [e.g., appropriate handwashing practices: frequency, method, supplies, equipment), storage of personal items (toothbrushes, bedding, etc.)]	46(1)					
3030	Parents have reasonable access to their child in care	49(1)					
3030	Licensee must not provide care unless they have ensured that child’s parent/emergency contact can be readily contacted	49(2)					
3030	Licensee must take reasonable steps to prevent any person identified under Section 57, as a person not permitted access to a child, from accessing that child	50					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3030	Child in care not subjected to shoving/hitting/shaking by an employee/another child, or confinement/physical restraint by another child	52(1)(a)					
3030	Child in care not subjected to confinement/physical restraint by an employee, except as authorized in care plan that includes instructions re: behavioural guidance	52(1)(b)					
3030	Child in care not subjected to harsh/belittling/degrading treatment by an employee/another child (verbal/emotional/physical) that could humiliate child/undermine their self-respect	52(1)(c)					
3030	Child in care not subjected to spanking/any other form of corporal punishment	52(1)(d)					
3030	Child in care not subjected to separation from other children without supervision by a responsible adult	52(1)(e)					
3030	Child in care not subjected to deprivation of meals/snacks/rest /necessary use of toilet as a form of punishment	52(1)(f)					
3030	(2) A licensee must ensure that a child is not, while under the care or supervision of the licensee, subjected to any of the following types of abuse or neglect (Schedule H): (a) emotional abuse; (b) financial abuse; (c) neglect; (d) physical abuse; (e) sexual abuse	52(2)(a) 52(2)(b) 52(2)(c) 52(2)(d) 52(2)(e)					
3000	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3000	A healthy & safe environment is provided at all times (e.g., safe food practices are in place (storage, prep. and serving), diapering surfaces sanitized after each use; soiled diapers are stored, cleaned or disposed of appropriately, fire extinguishers and smoke detectors are maintained, etc.	13(1)					
3000	Facility & the furniture, equipment and fixtures within it are clean & in good repair (e.g., reasonable level of cleanliness at all times, toys, equipment, furnishings sanitized regularly, etc.)	13(2)					
3000	On premise or in vehicles, • no restricted consumption while children are under supervision • child who consumes medical cannabis is supervised by an employee, • no one grows or stores cannabis, except medical cannabis.	13(3)(a) 13(3)(b) 13(3)(c)					
3000	For each child, at least 3.7 m2 of usable floor area provided (Usable space excludes hallways, storage areas, fixed appliances and bathrooms) (except FCC/CM/SACSG/REC Only)	14(1)					
3000	REC Only - In areas of the community care facility used for children's activity, the useable floor area, excluding the areas referred to in CCLR 14(1)(a) to (d), is sufficient to ensure the health and safety of children participating in the activity.	14.1 (2)					
3000	REC Only – Sufficient urinals, toilets and wash basins to meet the needs of children in care	14.1 (3)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3000	One toilet & one washbasin for every 10 children or fewer (except SACSG/REC Only)	14(2)					
3000	Toilets & washbasins are located on same floor as facility (except for FCC/ IHMACC/SACSG/REC Only)	14(3)					
3030	SACSG Only – If care is provided in a building that is not equipped with toilets and wash basins, the licensee must ensure that children’s access to a bathroom is supervised in a manner that is appropriate for the age and development of the children	14(5)					
3000	Equipment, furniture and supplies are of sturdy & safe construction, easy to clean & free from hazards (except SACSG when also a Board of Education Only)	15(1)(a)					
3000	Any heated water accessible to children is heated to no more than 49 degrees Celsius (except SACSG Only)	47					
3000	Children do not have access to any object or substance that may be hazardous to their health and safety (e.g., hazardous products/objects, fireplaces, appliances, half walls, entrapment hazards, window openings, unstable shelving units, storage of heavy objects, animal excrement, compost, garbage, firearms, ammunition, etc.)	17					
3000	Indoor play materials are suitable for the age and development of the children and are safely constructed, free from hazards and in good repair (except SACSG when also a Board of Education Only) (e.g., adequate and appropriate play equipment, play materials, furniture and supplies for the number of children in care; Licensee is aware of and follows manufacturer’s instructions for equipment and furnishings – playpens, car seats, etc.)	16(4)(a)(b)					
PHYSICAL FACILITY – DIAPERING AND NAPPING							
3060	Sturdy surface for changing diapers provided, located outside food preparation area next to both: <ul style="list-style-type: none"> • a covered container for soiled clothing • a washbasin (except PRE/GCC School Age/SACSG/REC Only) 	14(4)(a) 14(4)(b)					
3000	Furniture/equipment used for sleeping is used by only one child at a time	15(2)(a)					
3000	Furniture/equipment used for sleeping is clean/comfortable	15(2)(b)					
3000	Furniture/equipment used for sleeping appropriate for size, age & development	15(2)(c)					
3000	Children younger than 36 months provided with separate sleep area located away from any activity area	15(3)					
3030	Children positioned on their back unless they can roll over without assistance	42					
3060	Any surface used for food preparation, storage or consumption is not used for changing diapers	46(2)					
NUTRITION AND FOOD SERVICE							
No code	Food premises permit (if more than 8 children & Licensee is providing food on a regular basis)					<i>Other items discussed – refer to EHO</i>	
3050	Licensee must ensure that each child has healthy food & drink according to Canada’s Food Guide	48(1)(a)					
3050	Licensee must promote healthy eating & nutritional habits	48(1)(b)					
3050	Children are not fed by means of a propped bottle	48(4)(a)					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3050	Children are not forced to consume any food/drink	48(4)(b)					
3050	Children are not left unsupervised while consuming food/drink	48(4)(c)					
3050	Licensee must ensure that food & drink given to a child in sufficient quantity & quality to meet their developmental needs, having regard to <ul style="list-style-type: none"> Child's age, Number of hours child is under care of Licensee, and Child's food preferences & cultural background 	48(3)(a) 48(3)(b) 48(3)(c)					
3050	Safe drinking water is available to children	48(5)					
3030	Food and drink are not used as a form of reward/punishment	48(7)					
3050	Licensee must make available to parents information on food & drink given to children	48(6)					
3050	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
CHILDREN REQUIRING EXTRA SUPPORT							
3000	Physical structure of facility is modified to meet the needs of child who requires extra support	13(4)					
3010	Employee caring for a child who requires extra support has training & experience & demonstrate skills necessary to care for that child	19(3)					
3090	Program of activities is modified to address needs of a child who requires extra support (with reference to their care plan) (except REC Only)	44(2)(a)					
3090	Modifications to program of activities recorded in child's care plan (except REC Only)	44(2)(b)					
3050	If child's record/care plan includes instructions re: food and drink for child: <ul style="list-style-type: none"> Requirements for 48(1)(a) do not apply if inconsistent with those instructions Licensee must comply with those instructions 	48(2)(a) 48(2)(b)					
3030	Any behavioural guidance given is consistent with care plan instructions	51(2)(a)					
3030	If behavioural guidance in care plan includes use of restraints, restraints are administered only by a person trained in use of, & alternatives to use of, restraints	51(2)(b)					
3070	Current care plan for each child requiring extra support showing: <ul style="list-style-type: none"> diagnosis as made by health care professionals (HCP) courses of action recommended by HCP resources to be made available to child including: <ul style="list-style-type: none"> any adaptation of facility to ensure safety/comfort any modification to program of activities necessary to enable child to participate in/benefit from program 	58(1)(a) 58(1)(b) 58(1)(c)(i) 58(1)(c)(ii)					
3070	Care plan must be developed in consultation with parent & any person requested by parent	58(2)(a)					
3070	Care plan must be reviewed at least once a year with parent & any person requested by parent	58(2)(b)					
3070	Licensee must record compliance with the care plan in respect of each of the following that are applicable to child: <ul style="list-style-type: none"> Any therapeutic diet 	58(3)(a)					

Facility Name						Date (DD/MM/YYYY)									
Code	Item	CCLR	Complies				Observations								
			Yes	No	N/A	NAS									
	<ul style="list-style-type: none"> Any medication administered, including amount, time administered 	58(3)(b)													
3070	Licensee must record compliance with the care plan in respect of each of the following that are applicable to child: <ul style="list-style-type: none"> Any modification to program of activities for child's benefit Any behavioural guidance provided & its effect Any other matter for which Licensee has agreed with parent to record compliance 	58(3)(c) 58(3)(d) 58(3)(e)													
ACTIVE PLAY															
3090	Minimum of 60 minutes of outdoor active play provided (applies to FCC, IHMACC, MACC, GCC (Under 36 mos), GCC (30 mos to SA), GCC (SA) [weather and/or space permitting])	DOLSOP Outdoor Active Play-General													
3090	Preschool programs offer minimum outdoor active play as per table: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Length of Preschool Program</th> <th style="width: 50%;">Amount of Active Outdoor Play</th> </tr> </thead> <tbody> <tr> <td>1-2 hours</td> <td>20 minutes</td> </tr> <tr> <td>2-3 hours</td> <td>30 minutes</td> </tr> <tr> <td>3-4 hours</td> <td>40 minutes</td> </tr> </tbody> </table>	Length of Preschool Program	Amount of Active Outdoor Play	1-2 hours	20 minutes	2-3 hours	30 minutes	3-4 hours	40 minutes	DOLSOP Outdoor Active Play-PS					
Length of Preschool Program	Amount of Active Outdoor Play														
1-2 hours	20 minutes														
2-3 hours	30 minutes														
3-4 hours	40 minutes														
3090	Programs where children in care for 3 hours or less have developed an active play plan acceptable to the MHO/LO (including SACSG/REC)	DOLSOP Active Play Plan													
3020	Licensee has developed an Active Play Policy [Education – should be shared with parents]	DOLSOP Active Play Policy													
3020	Licensee has implemented an Active Play Policy	DOLSOP Active Play Policy													
3030	All licensed child care programs limit screen time (TV, computer, electronic games) to 30 minutes or less per day	DOLSOP Limited Screen Time													
3030	No screen time offered to children under 2 years of age	DOLSOP No Screen Time													
3030	No screen time offered to children in attendance 3 hours or less	DOLSOP No Screen Time													
3020	Licensee has developed a Screen Use Policy [Education – should be shared with parents]	DOLSOP Screen Use Policy													
3020	Licensee has implemented a Screen Use Policy	DOLSOP Screen Use Policy													
3030	Prolonged sitting activities limited & frequent short bursts of activity scheduled (1-2 minutes in length)	DOLSOP No Prolonged Sitting													
3090	Employees must demonstrate appropriate modelling of active play activities & screen time	DOLSOP Modelling of AP activities & screen time													

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CLLR	Complies				Observations
			Yes	No	N/A	NAS	
OUTDOOR AREA Note: DOLSOP Safe Play Space only applies to outdoor equipment							
3080	MHO notified immediately of any change in information provided under Section 9 (Daily outdoor play provided in accordance with documents submitted with application, e.g. on-site, off-site, or activity plan)	10(1)					
3000	Equipment/furniture/supplies of sturdy/safe constructions/easy to clean/free from hazards	15(1)(a)					
3000	Licensee must have for each child at least 6m ² of outdoor play area for each child (except OCC/ CM/FCC/SACSG/REC Only)	16(1)(a)					
3000	If the licence provides more than one type of care program. an outdoor play area that meets the requirement set out in paragraph (a) for the type of care program, provided by the licensee, with the largest maximum (except REC Only)	16(1)(b)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (a) the care programs are of the same type as prescribed in Column I of section I of Schedule E (except REC Only)	16(2.1)(a)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (b) there is no increase in the risk to the health and safety of children (except REC Only)	16(2.1)(b)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (c) the licensee complies with the requirement set out in subsection (l) (a) (except REC Only)	16(2.1)(c)					
3000	Licensee may use the same outdoor play area at the same time for more than one care program if (d) the licensee continues to comply with the ratio of employees to children prescribed in Column 4 of section I of Schedule E (except REC Only)	16(2.1)(d)					
3000	FCC – Licensee must provide indoor & outdoor play area	16(2)(b)					
3000	Entire outdoor play area enclosed in a manner suitable for age & development of children/ensures children are free from harm (except SACSG/REC Only)	16(3)(a)					
3000	Entire outdoor play area constructed in a manner/using materials suitable for age & development of children intended to use it (except SACSG/REC Only)	16(3)(b)					
3000	All outdoor play materials/equipment accessible to children are suitable for their age & development (e.g. adequate & appropriate play equipment, play materials, furniture & supplies for the number of children in care) (except SACSG when licensee is the Board of Education Only)	16(4)(a)					
3000	All outdoor play materials/equipment accessible to children are safely constructed/free from hazards/in good repair (e.g. Licensee aware of & following manufacturer’s instructions for equipment & furnishings i.e. playpens, car seats, etc.) (except SACSG when licensee is the Board of Education)	16(4)(b)					
3000	SACSG when licensee is not Board of Education Only - Ensure any play materials or equipment provided by the licensee is appropriate for the age and development of children in care.	16(5)					
3000	Children do not have access to any object/substance that may be hazardous: (e.g. hazardous products, objects, conditions, poisonous plants, animal excrement, garbage, compost, tools, doors leading to hazardous areas are latched/locked, designated outdoor play areas being used by other programs	17					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
	(i.e., school, sports, teams), half walls, deck railings, equipment/furniture/fixtures with sharp or loose parts, cracks, splinters, peeling paint, sharp edges, rust, etc.)						
3000	Licensee must operate the community care facility in a manner that will promote the health, safety & dignity of persons in care	CCALA 7(1)(b)(i)					
3000 1100	Thorough daily, monthly and annual inspections, as well as maintenance and repairs of the outdoor play area are performed and recorded	SPS DOLSOP inspected					
3000 1100	If needed repairs/replacement cannot be made immediately, equipment (does not include elevated equipment for SACS/REC Only) must be removed from service until repaired/ additional safety precautions are put into action	SPS DOLSOP repairs					
3070 1600	Log kept of all inspections, maintenance & repairs	SPS DOLSOP log					
INDOOR AND OUTDOOR PLAYGROUND EQUIPMENT (EXCEPT School Age Care on School Grounds and Recreational Care)							
<i>Playground equipment may include indoor or outdoor slides, balance beams, climbers, upper body equipment, seesaws, merry-go-rounds, etc. Items that are not playground equipment may include: playhouses, picnic tables or other furnishings, indoor or outdoor toys, sandboxes, ride'em toys, etc.</i>							
<input type="checkbox"/> NO	Indoor Playground Equipment (<i>DOLSOP – Safe Play Space to be used only as guidelines for indoor playground equipment, therefore, if there is a hazard observed use another section of the CCLR or CCALA</i>)	1910					
<input type="checkbox"/> NO	Outdoor Playground Equipment	1920					
Equipment Inspected		Fall Height		Equipment Inspected		Fall Height	
Play Space Design							
3000	Landscape is an important component. Considerations should include features, pathways, different types of surfaces, shaded areas, & trees	SPS DOLSOP landscape					
3000	Equipment is placed to reduce direct exposure to sun	SPS DOLSOP sun exposure					
3000	For prevention of entrapment, spaces (i.e., holes/openings) must be smaller than 9 cm (3.5 inches) or larger than 23 cm (9 inches) (use head & torso test probes)	SPS DOLSOP entrapment					
3000	Structures that incorporate stairs, landings, ladders, tunnels, bridges, etc., have appropriate/secure safety barriers, guardrails and railings	SPS DOLSOP guardrails					
3090	Play spaces should offer activities to encourage the development of perception & physical skills. Play spaces for older children should be away from areas for younger children (where possible)	SPS DOLSOP Developmental playspaces					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
3000	Rooftop play spaces considerations/precautions: sound levels, wind/sun exposure, building hazards (e.g., rooftop ventilation systems), surrounding factors: car exhaust, environmental pollution (factories), emergency evacuation plans, etc.	SPS DOLSOP rooftop					
Education & Injury Prevention							
3090 1600	Teach children how to be safe, act responsibly at playground, how to correctly use play equipment & to be aware of potential hazards	SPS DOLSOP teach safe play					
3030	Minimize exposure to harmful UV rays by appropriate scheduling	SPS DOLSOP scheduling UV rays					
3090 1600	Teach children about safety promotion & injury prevention, to remove items from around their neck before playing on equipment	SPS DOLSOP teach injury prevention					
3090 1600	Teach children to wear helmets & other sports safety equipment while riding & playing team sports. Staff aware of their responsibility to ensure such equipment is properly adjusted/worn	SPS DOLSOP wear helmets					
Supervision of Play Spaces							
3090	Staff should model appropriate play	SPS DOLSOP model play					
Materials and Equipment							
3010	Staff educated re: the correct use of equipment/ Manufacturers' instructions followed to ensure appropriate installation/safe use of equipment	SPS DOLSOP Manuf. Instructions					
3000	Equipment grouped by age (where possible), enabling school-age and preschool children to have separate outdoor play spaces	SPS DOLSOP equipment age group					
3000	Equipment grouped by age (where possible), enabling school-age and preschool children to have separate outdoor play spaces	SPS DOLSOP equipment age group					
3000	Height of equipment – Highest play surface as reported by Licensee or observed by LO: <ul style="list-style-type: none"> for toddlers (12 to 36 months) no more than 0.9 metres (3 feet); for preschool children (30 months to school age, no more than 1.5 metres (5 feet); for school-age children (attending school) no more than 2.3 metres (7 feet) 	SPS DOLSOP equip height					
3000	Use of pools/trampolines/other non-typical equipment has careful and detailed consideration on a case-by-case basis (Considerations include: whether equipment meets needs of children; what additional types of risk are involved; what necessary steps will be needed to ensure adequate active supervision; & how will staff ensure the equipment is used & maintained properly)	SPS DOLSOP pools etc					
3000	All outdoor play materials/equipment accessible to children are safely constructed/free from hazards/in good repair	16(4)(b)					
3000	<i>If entanglement detected</i> use entanglement test device	SPS DOLSOP entanglement					

Facility Name						Date (DD/MM/YYYY)	
Code	Item	CCLR	Complies				Observations
			Yes	No	N/A	NAS	
Ground Surfacing							
3000	Equipment must not be installed over concrete, asphalt or other hard surfaces (may include dry grass)	SPS DOLSOP hard surfaces					
3000	Protective surfacing such as soft sand, wood chips, pea gravel or rubber material will reduce the risk of injury from falls	SPS DOLSOP soft surfaces					
3000	Licensee should choose protective surfacing that best fits with the weather conditions and materials available	SPS DOLSOP weather conditions					
3000	The taller the equipment, the deeper the protective surfacing should be	SPS DOLSOP deep protective surface					
3000	A 1.8 metre (6 feet) clearance around equipment is considered safest	SPS DOLSOP clearance					
3000	Depth guidelines for loose fill material (if protective surfacing used) : <ul style="list-style-type: none"> • minimum 15 cm (6") for 1.5 metre (5') equipment height • minimum 30 cm (12") for 2.3 metre (7') equipment height (Consider surfacing table, Triax, etc.)	SPS DOLSOP depth					
3000	For equipment over 45 cm (18") but less than 1.5 metres (5'), protective surfacing is recommended	SPS DOLSOP surfacing over 45 cm					
3000	Protective surfacing used is checked regularly to ensure depth & adequacy of material	SPS DOLSOP surfaces checked					
3000	Playground surface must be free of standing water & debris (such as poorly placed rocks/tree stumps/tree roots)	SPS DOLSOP standing water					
Maintenance of Equipment							
3000	Licensee checks for: Appropriate depths & preservation of protective surfacing. Pinch, entanglement (use entanglement test device), entrapment & fall hazards. Damaged/missing supports/anchors/footings. Loose/missing nuts/bolts/other fasteners/connectors	SPS DOLSOP Licensee checks					
NOTES:							