

# PURPOSE AND ORGANIZATION OF THE LICENSING MANUAL

This *Licensing Manual* has been written to:

- provide a general overview of Manitoba child care standards along with relevant sections of the laws established under *The Community Child Care Standards Act*
- provide additional guidelines to centres to help them understand the intent of specific regulations and describe how to meet the minimum requirements
- provide well-researched ways to help improve program quality and ensure high quality early learning and child care
- inform centres about the forms, procedures and ongoing responsibilities for licensing

## **How Changes are Made to the Manual**

As our knowledge of what is good for children grows and we respond to feedback from service providers and the community, sections under Manitoba Regulation 62/86, guidelines and best practices will be revised and updated. To keep this manual current, you will receive occasional updates.

It is each centre's responsibility to ensure its manual is updated.

# ABOUT THE MANITOBA CHILD CARE PROGRAM

**The Manitoba Child Care Program, part of Manitoba Family Services and Housing, oversees the operation of licensed early learning and child care for children aged three months to 12 years of age across the province.**

**The Manitoba Child Care Program:**

- licenses and monitors standards in centres and homes according to *The Community Child Care Standards Act*
- provides subsidies for child care fees to licensed facilities on behalf of eligible families
- provides subsidy and children with disabilities orientations for service providers
- provides a board of directors orientation for board members and staff
- provides operating grants to eligible centres and homes along with financial consultation
- classifies all early childhood educators and child care assistants who work in licensed centres
- provides competency-based training for child care assistants and family child care providers
- provides an annual training grant for child care assistants and family child care providers
- places children with special needs in licensed early learning and child care settings with support through its *Children with Disabilities Program* and provides staffing supports to foster early intervention
- provides information and assistance to parents and interested individuals about early learning and child care services through our Child Care Information Services line at **204-945-0776** in Winnipeg or toll free **1-888-213-4754**
- provides numerous online services and resources for child care providers on our Website at **[www.manitoba.ca/childcare](http://www.manitoba.ca/childcare)**
- provides information and help for groups and individuals interested in establishing a centre or family child care home
- provides orientation sessions for new members on centres' boards of directors or parent advisory committees
- designates a child care co-ordinator and subsidy advisor to work with each licensed child care facility

# YOUR CHILD CARE CO-ORDINATOR

**A child care co-ordinator (CCC) is assigned to each child care centre and family child care home. The CCC is your contact with the Manitoba Child Care Program and the region where the centre or home is located.**

**A Child Care Co-ordinator:**

- helps groups and individuals through the licensing process to establish a centre or family child care home. This includes providing information, co-ordinating other required inspections, such as public health and fire, and advising on architectural plans for new or renovated centres
- licenses and monitors your centre or home
- provides information and resources to assist in providing high quality early learning and child care services
- visits your centre or home several times each year to observe, evaluate and provide consultation
- writes comment sheets or checklists after each visit and leaves copies with the centre director or family child care provider
- provides interpretation of child care regulations and policies and provides consultation on your early learning and child care operation, including your behaviour management policies and practices, room arrangement and program development
- participates in intake and review meetings for children with disabilities enrolled in centres and homes

# TYPES OF LICENCES AND LICENSING ORDERS

**Child care centres must be licensed every year. For a centre to be licensed, it must be assessed by a child care co-ordinator from the Manitoba Child Care Program of Manitoba Family Services and Housing. Licences must be posted in a prominent place in the child care centre or home.**

**There are three kinds of licences:**

- regular licence
- provisional licence
- licensing order

## **Regular Licence**

A regular licence is issued for up to one year. The licence indicates that the centre meets the necessary requirements outlined in government legislation and regulations. The licence indicates the maximum number and ages of children that may be accommodated at any one time.

## **Provisional Licence**

The posting of a provisional licence at a child care centre indicates there are some areas that do not meet the required standards. These areas are listed on the provisional licence. The licence

will usually cover a short period of time to give the child care centre an opportunity to meet the required standards. Once the conditions of the provisional licence have been met, the child care centre is eligible to receive a regular licence.

## **Licensing Order**

A licensing order is issued by the director of the Manitoba Child Care Program to a child care centre when serious or repeated violations of the act or regulations occur. The order requires specific changes to bring the child care centre up to standards. Such action is taken when the care and/or well-being of children are at risk.

The licensing order must be posted and include the child care co-ordinator's name and telephone number. Upon request, the child care co-ordinator will provide additional information about the licensing violations.

Failure to comply with the conditions and deadlines set out in the licensing order could result in the suspension or loss of the centre's licence.

# THE APPEAL PROCESS

***The Community Child Care Standards Act* says that a child care provider or a licence applicant has the right to appeal the following decisions of the Manitoba Child Care Program:**

- refusal to issue a licence
- suspension or loss of licence
- enforcement of terms and conditions on a licence
- orders respecting licensing requirements

An appeal to any of the above decisions must be made within 30 days of the decision to the Social Services Appeal Board. The method of the appeal is set out in the *Social Services Appeal Board Act*.

For more information about the Social Services Appeal Board, contact the Manitoba Child Care Program.

