

OCCASIONAL CHILD CARE CENTRES

LICENSEE

Section 19

In this part "licensee" means a person licensed to provide or offer child care in an occasional child care centre.

LICENSING REQUIREMENTS

Section 20(1)

An application for a licence to provide or offer child care in an occasional child care centre shall include the information required by clauses 5(a) to (i), both inclusive.

Guideline

See section 5, Licence Application.

Section 20(1.1)

An applicant may be licensed to provide or offer child care in an occasional child care centre if the director is satisfied that a need is demonstrated in the community which cannot be met otherwise.

RENEWAL OF LICENCE

Section 20(1.2)

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 subsection 20(1) 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; and
(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.

Guideline

See section 5(1), Renewal of Licence.

Section 20(1.3)

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.

INVESTIGATION AUTHORIZATIONS

Section 20(2)

Every licensee shall submit to the director written authorization from:

- (a) any applicant for employment in the child care centre; or
- (b) any person volunteering in a nursery school who will be included in the staff to child ratio; granting the director access to information and permission to convey that information to the licensee
- (c) about the person's criminal record; and
- (d) from the child abuse registry established under *The Child and Family Services Act*.

Guideline

See section 7(12), Investigation Authorizations.

Section 20(2.1)

A licensee shall not leave a person referred to in clause (2)(a) or (b) alone with children until receiving confirmation that the information about the person from the criminal record and child abuse registry is satisfactory to the director.

RECORD KEEPING

Section 20(3)

Every licensee shall keep the following records:

- (a) name, home address and birthdate of each child who is in attendance;
- (b) name, address and phone number of each child's parent or guardian, including the location and telephone number of the parent or guardian while the child is in attendance at the licensee's occasional child care centre;
- (c) records of any medical, physical, developmental or emotional conditions relevant to the care of the child;
- (d) names of any person designated by the parent or guardian as a person to whom the child may be released;
- (e) each child's Manitoba Health registration and personal health information numbers and the name of the child's physician;
- (f) attendance reports which indicate the arrival time and departure time of each child enrolled;
- (g) complete and accurate financial records for the occasional child care centre maintained in accordance with generally accepted accounting principles; and
- (h) where applicable, copies of separation agreements, court orders or other documents setting out custody arrangements for each child.

Guideline

See section 6(1), Record Keeping.

INSURANCE

Section 20(4)

Every licensee shall obtain and maintain adequate general liability insurance coverage for staff and children attending the occasional child care centre.

Guideline

See section 6(6), Insurance.

STAFF TRAINING

Section 20(5)

The child care centre director of an occasional day care centre shall meet the requirements of a child care assistant, or ECE II or III.

Section 20(6)

Where infant children attend an occasional child care centre, the licensee shall ensure that a staff person who meets the requirements of an ECE II or III is on duty.

Guideline

See definitions of training requirements of child care assistants and ECE IIs and IIIs for training requirements.

FIRST AID TRAINING

Section 20(7)

Every licensee shall ensure that a staff person on duty has:

- (a) completed a first aid course that includes CPR training relevant to the age group being cared for, that has been approved by the director; and
- (b) completed recertification of the first aid course and CPR training as required.

Guideline

See section 7(11), First Aid Training.

STAFF TO CHILD RATIOS

Section 20(8)

Every licensee shall maintain staff to child ratios as indicated in clauses 8(2)(a) and (b).

Guideline

See section 8(2) (a) and (b), Ratio & Group Size – Full Time and School Age Centres.

SUPERVISION REQUIRED

Section 20(9)

Every licensee shall ensure that children attending the occasional child care centre are supervised at all times by adults.

Section 20(9.1)

The licensee shall ensure that the supervision referred to in subsection (9):

- (a) protects the health and safety of each child; and
- (b) is appropriate to each child's developmental age.

Section 20(9.2)

If the supervision of a child is not direct supervision, the licensee shall obtain the written approval from the child's parent or guardian as to the type of supervision given and keep the approval on file.

SPACE

Section 20(10)

The requirements of subsection 9(1) for indoor space shall apply to an occasional child care centre and shall be observed by the licensee.

Guideline

See section 9(1), Space – Indoor.

PROGRAM AND EQUIPMENT

Section 20(11)

Every licensee shall provide a program and equipment for children as required by subsections 10(2), 10(5), 10(5.1), 10(6) and 13(1).

Guideline

See sections 10(2), Daily Program and Staff Schedule Posted; 10(5) and 10(5.1), Sleeping and Toileting, 10(6), Daily Record, and 13(1), Play Equipment.

BEHAVIOUR MANAGEMENT

Section 20(12)

The behaviour management policies of section 11 shall apply to an occasional child care centre and every licensee shall comply with the requirements of that section.

Guideline

See section 11(1) to (4), Behaviour Management.

FURNISHINGS

Section 20(13)

Every licensee shall comply with the furnishing requirements in subsections 12(1), (2), (10), (14), (15) and (17).

Guideline

See section 12(1), (2), (10), (14), (15) and (17), Equipment and Furnishings.

HEALTH

Section 20(14)

Every licensee shall comply with the health requirements of section 14.

Guideline

See section 14, Health.

NUTRITION

Section 20(15)

Every licensee shall comply with the nutrition requirements of section 16.

Guideline

See section 16, Nutrition.

EMERGENCY PROCEDURES

Section 20(16)

Every licensee shall comply with the emergency procedures requirements of section 17.

Guideline

See section 17, Emergency Procedures.

PROHIBITION — CARING FOR CHILD OVER 18 HOURS

Section 20(17)

No licensee shall provide care for an individual child for a period longer than 18 hours in any 24 hour period, unless prior written approval is given by the director.

