

LICENCE APPLICATION PACKAGE

To become licensed, applicants must submit a complete licensing package to Child Care Coordinator.

A. **REQUIRED:**

1. **LICENCE APPLICATION FOR CHILD CARE CENTRE**

The Licence Application provides basic information on the sponsoring group or individual, the type of child care operation, and the number and ages of children to be cared for.

2. **PROGRAM STATEMENT** [Regulation 5(a)]

A written statement of the program, which includes the following, must be provided:

- . goals and objectives;
- . behaviour management policies;
- . inclusion policy;
- . safety plan and codes of conduct;
- . proposed equipment;
- . staff schedule;
- . daily activities;
- . means of involving parents; and
- . enrollment policies.

3. **FLOOR PLANS** [Regulation 5(b)]

A floor plan of the child care centre, drawn to scale and showing room dimensions and the location of fixed equipment, must be provided. The intended use of space should also be demonstrated.

4. **BOARD OF DIRECTORS/PARENT ADVISORY COMMITTEE - MEMBERS LIST** [Regulation 5(h)]

Child care centres are required to provide for parental involvement through elected or appointed board or management committees, whose members must be named.

5. **EMERGENCY PROCEDURES** [Regulation 5(g), 17(a)(b)]

An emergency evacuation plan must be provided.

6. **ZONING APPROVAL** [Regulation 5(f)]

An applicant must provide evidence of compliance with appropriate zoning regulations or by-laws.

7. INSURANCE [Regulation 6(6)]

An applicant must provide evidence that general liability insurance coverage for staff and children has been obtained.

8. TRANSPORTATION POLICY [Regulation 8(10)]

A policy is required which identifies parental and child care centre responsibilities with respect to the transportation of children.

9. MENU PLANS [Regulation 16(3), 16(4)]

Sample menu plans which are consistent with Canada's Food Guide must be provided.

10. FIRE INSPECTION REPORT [Regulation 5(c)]

A report from the fire authority indicating compliance with the Manitoba Fire Code is required.

11. PUBLIC HEALTH INSPECTION CHECKLIST [Regulation 5(d)]

A report from the health authority indicating compliance with established health standards is required.

12. AGREEMENT WITH INSPECTION REQUIREMENTS [Regulation 5(e)]

Written confirmation from the applicant is required where any change or improvement has been recommended by the fire or health inspection reports.

13. OCCUPANCY PERMIT [Regulation 5(f)]

As evidence that building inspections have been completed and building codes have been maintained, an Occupancy Permit must be obtained.

14. INVESTIGATION AUTHORIZATION FORM [Regulation 7(12)]

As soon as a job offer is made, every prospective employee must provide written authorization to allow for a personal criminal records check. These forms must be submitted to Manitoba Child Care Program.

15. RECORD OF CHILD CARE EMPLOYEES [Regulation 7(13)]

As soon as staff are hired, this form, which indicates the names and classification levels of child care workers employed in the centre, must be submitted to Manitoba Child Care Program or completed on Child Care On-Line.

16. APPLICATION FOR CLASSIFICATION AS A CHILD CARE EMPLOYEE
[Regulation 7(15)]

Each person employed in a child care centre must apply for a certificate as a child care worker.

17. ARTICLES OF INCORPORATION [Regulation 36(1)]

Incorporation provides a formal legal status for the organization and those people who are involved in it.

B. OTHER:

1. BY-LAWS

By-laws are the rules which govern the internal affairs of the corporation.

2. PERSONNEL POLICIES

It is recommended centres develop personnel policies and provides Guidelines For The Development of an Employee Policy Manual to assist in this area.

3. PARENT POLICY MANUAL

Centres must develop operating policies which incorporate the requirements outlined in the Program Statement and other topics of interest and concern. Guidelines For The Development of a Parent Policy Manual will assist in this area.