

Renewal of Licence Application Group Child Care



Family Services

Early Learning and Child Care
219-114 Garry Street, Winnipeg, Manitoba, Canada R3C 4V6

Child Care Information Services
Phone: 204-945-0776 Toll free: 1-888-213-4754
www.manitoba.ca/childcare

Please print clearly or type

Facility Information

Facility Number _____ Child Care Co-ordinator _____

Facility Name _____

Mailing Address _____

Date of application _____
(month) (day) (year)

Complete either part (a) or (b) as required under Manitoba Regulation 62/86, Subsection 35(2.1) to renew a child care licence:

- (a) I confirm that the information and documentation provided under Section *35(2), at the time of licence application or at the time of the last licence renewal, has not changed.

Authorized Signature

Title/Position

- (b) I confirm that there have been changes in the information and documentation provided under Section *35(2). I have attached copies of these changes.

Authorized Signature

Title/Position

Complete this part:

I confirm that _____ located at _____
(name of facility)

continues to be in compliance with the requirements and standards prescribed under Manitoba Regulation 62/86

X

Authorized Signature

Title/Position

NOTE: Additional information and documentation may be requested by the Director of Manitoba Early Learning and Child Care under Subsection 35(2.1)(d) to complete the licence renewal.

If the completed renewal form and all required documentation are not received at least 60 days before the expiry date of the licence, the licence renewal will be delayed and the facility's ability to operate may be affected.

Licensing requirements

***35(2)** An application for a licence to operate and maintain a group child care home shall include the following:

- (a) a written statement of the program to be provided, including program goals and objectives, the code of conduct, safety plan, inclusion policy with respect to children with additional support needs, behaviour management policies, proposed equipment, staff schedule, daily activities, means of involving parents or guardians in the group child care home, admission and discharge policies, transportation policy and enrollment policies consistent with the regulations and acceptable to the director;
- (b) a copy of the floor plan of the home;
- (c) a report from the fire authority regarding compliance with the *Manitoba Fire Code*;
- (d) a report from the health authority regarding compliance with standards for sanitation, natural and artificial lighting, heating, plumbing, ventilation, water supply, sewage disposal and food handling;
- (e) where any change or improvement is recommended or required in a report under clause (c) or (d), written confirmation from the applicant that the recommendations or requirements have been met;
- (f) evidence of compliance with zoning by-laws;
- (g) an emergency evacuation plan;
- (h) two personal references for each of the applicants, commenting upon their ability to care for children;
- (h.1) where requested by the director, evidence that the applicant is an adult;
- (i) personal assessments of each individual to be providing care for children in the group day care home completed by a person or persons authorized by the director, and, where requested by the director a written commitment by the applicants to participate in continuing education in any of the competency areas set out in the guidelines provided by the director;
- (j) repealed, M.R. 108/2001;
- (k) from each applicant,
 - (i) written authorization granting the director access to information about the applicant, and any children over 11 years of age who reside in the applicant's home where child care is to be provided, from a prior contact check obtained in accordance with subsection (2.0.1);
 - (ii) a criminal record check for each applicant dated within three months before the date of the application,
 - (iii) a child abuse registry check for each applicant and any children over 11 years of age who reside in the applicant's home where child care is to be provided, dated within three months before the date of the application,
 - (iv) a criminal history disclosure statement for the applicant, and
 - (v) a consent to the disclosure of information about the applicant, and any child over 11 years of age who reside in the applicant's home where child care is to be provided, in a form approved by the director;
- (k.1) from any adult person who resides in the applicant's home where child care is to be provided,
 - (i) written authorization granting the director access to information about the person from a prior contact check obtained in accordance with subsection (2.0.1),
 - (ii) a criminal record check for each applicant dated within three months before the date of the licence application,
 - (iii) a child abuse registry check dated within three months before the date of the licence application;
 - (iv) a criminal history disclosure statement for the person, and
 - (v) a consent to the disclosure of information about the person, in a form approved by the director;
- (k.2) any additional information that the director requests to assess whether the applicant or any children over 11 years of age or adult person who resides in the applicant's home where child care is to be provided poses a risk to the health, safety or well-being of children;
- (l) a copy of any policies of the group child care home that the applicant proposes to give to a parent or guardian upon enrollment of a child;
- (m) subject to subsection (2.0.2), for an applicant for a new licence or an applicant who has not previously been a licensee under this Part, evidence that the applicant has, within eight years before the date of application, successfully completed 40 hours of course work, or fewer hours with approval of the director, that
 - (i) in the opinion of the director, is relevant to early childhood education or family child care; and
 - (ii) is offered by a publicly funded post-secondary institution, or other institution or body, approved by the director.