

Yes	No	NA	Section 1 – Agency Records	REG #
			Agency's license is posted in a conspicuous place in the agency	45(2)
			Behaviour guidance policy is posted in a conspicuous place in the agency	45(2)
			Current members of parent committee is posted in a conspicuous place	45(2)
			Most recent parent committee meeting minutes are posted in a conspicuous place*	49(1)
			Parent handbook states that the license for agency is posted in the agency	44(3)(a)(i)
			Parent handbook states that the behavior guidance policy is posted in the agency	44(3)(a)(ii)
			Parent handbook states that Parent committee members are posted at the agency	44(3)(a)(iii)
			Parent handbook states Act and Regulations are posted in family day care home	44(3)(b)(i)
			Parent handbook states Parent Handbook are posted in the family day care home	44(3)(b)(ii)
			Parent handbook states parent committee minutes posted in family day care home	44(3)(b)(iii)
			Parent handbook states recent inspection report posted in family day care home	44(3)(b)(iv)
			Parent handbook states Behavior guidance policy posted in family day care home	44(3)(b)(v)
			Parent handbook states current menu is posted in the family day care home	44(3)(b)(vi)
			Parent handbook has a statement on breastfeeding in the family day care home	25(1), s.3.2
			Parent handbook has statement on food purchased for or donated to the facility	25(1), s.5.5
			Parent handbook has statement on self-feeding and following hunger/fullness cues	25(1), s.7.2
			Parent handbook has statement on meal and snack environment	25(1), s.8.1
			Agency has written confirmation that parents have received the parent handbook	44(5)
			Agency has record that a notice of significant changes provided to the parents*	46(1)(a)
			Agency has record of annual reviews of care providers and family day care homes	14(f)
			Transported child delivered to staff, parent, or person authorized by parent	51(1)
			Licensee providing transportation for children responsible for safety	51(2)
			Agency has designated a qualified backup for the FHDC consultant	14(b)(iv), s.7.1
			Agency has a behaviour guidance policy.	19(2)

Yes	No	NA	Section 2 – Parent Committee Meetings	REG #
			Parent committee established within 3 months after first FHDC home approved	47(3)(a)
			Parent committee has at least 5 members: 3 parents of enrolled children	47(4)(a)
			Parent committee has at least 5 members: 1 representative of the Licensee	47(4)(b)
			Parent committee has at least 5 members: 1 representative of staff	47(4)(c)
			Facility has record that two parent committee meetings were held within a year	48(1)
			Facility has record parents were given two weeks written notice of meetings	48(3)(a)
			Facility has record care providers given two weeks written notice of meetings	48(3)(c)
			Agenda for each meeting includes safety care and well-being of the children	48(5)(a)
			Agenda for each meeting includes status of facility's license	48(5)(b)
			Agenda for each meeting includes programs provided by the licensee	48(5)(c)
			Agenda for each meeting includes equipment & materials available	48(5)(d)
			Agenda for each meeting includes staffing patterns and staff qualifications	48(5)(e)
			Copy of minutes to be kept on file and copies given to all care providers	49(2)(c)

## Family Home Day Care Licensing Checklist

Yes	No	NA	Section 3 – Health and Safety	REG #
			Provincial guidelines for promoting and maintaining health followed	28(3)
			Provincial guidelines for promoting and maintaining safety followed	28(3)

Yes	No	NA	Section 4 – Agency Staff Records	REG #
			Family home consultant has level 2 or 3 classification*	41(2)(a)
			Family home consultant has 2 years relevant experience*	41(2)(b)
			Each employee has a provincial Child Abuse Register check	43(2)(b)
			Each employee has a criminal record check	43(1)(b)
			Each employee has a valid first aid certificate with infant CPR training	14(e)
			Each employee provided training on the Behaviour policy prior to employment*	19(2)(a)
			Each employee has reviewed the Behaviour policy on an annual basis*	19(2)(c)

Yes	No	NA	Section 5 – Agency Care Provider Records	REG #
			Agency has signed service agreement with all approved homes	15(1)(f)
			Care Providers have adequate commercial general liability insurance	15(1)(c)
			Each care provider has a provincial Child Abuse Register check	43(2)(b)
			Each care provider has a criminal record check	43(1)(b)
			Each care provider has a valid first aid certificate with infant CPR training	28(1)
			Each care provider provided training on Behaviour policy prior to employment*	19(2)(a)
			Each employee has reviewed the Behaviour policy on an annual basis*	19(2)(c)
			Care Provider is at least 18 years old	42(1)
			Care provider completed approved FHDC training course*	42(2)(a)
			Care Provider must complete annual professional development workshops	42(2)(b)

Yes	No	NA	Section 6– Play group locations inspected	REG #
			Agency provides regular play groups*	14(c)v
			Agency provides a lending library	14(c)iv
			Record of daily program and it is developmentally and culturally appropriate	18(2)(a)
			Record of daily program and it fosters and enhances development*	18(2)(b)
			Record of daily program and it addresses individual and group needs of children	18(2)(c)
			Record of daily program and it provides a safe and nurturing environment	18(2)(d)
			Agency director who has play groups at their location must comply with Reg. 50*	50(5)

## Family Home Day Care Licensing Checklist

Family Home Day Care homes checklist				
Yes	No	NA	Section 1 – Ratio & Group Size calculation	REG #
			Group Size is maintained*	34(3)
			Staff-child ratio is maintained*	34(1)

Yes	No	NA	Section 2 – Information for Parents	REG #
			Act and Regulations posted in a conspicuous location	45(2)
			Parent Handbook posted in a conspicuous location	45(2)
			Most recent parent committee minutes posted in a conspicuous location	45(2)
			Most recent inspection report posted in a conspicuous location	45(2)
			Behavior guidance policy posted in a conspicuous location	45(2)
			Current menu posted in a conspicuous location	45(2)
			Materials intended to advertise specific brands not used to serve meals	25(1), s.13.1
			Access to potable drinking water during the day, including outdoors and outings	25(1), s.2.1
			No one shall smoke in the presence of children	14(b)(iv), s.6

Yes	No	NA	Section 3 – Building and Equipment Requirements	REG #
			Playroom space provides sufficient natural lighting*	20(1)(b)
			Facility is accessible and not located above the 2nd floor of a building	20(3)
			Infant sleeping area: supervised at all times when infants are present	20(4)(d)(iii)
			Family home day care program has: a rest time	18(3)(a)
			Family home day care program has: outdoor activity in the morning and afternoon	18(3)(b)
			Family home day care program has: opportunities for physical activity	18(3)(c)
			Indoor play equipment and toys: developmentally appropriate, safe and sanitized	21(1)(a)
			Indoor play equipment and toys are: accessible for independent selection	21(1)(b)
			Indoor play equipment and toys: in a quantity and variety to engage all children	21(1)(c)
			Separate cots/mats, assigned and have washable moisture resistant covers	21(3)(a)
			Sheets and blankets are clean and of sufficient warmth	21(3)(b)
			All cribs meet Cribs and Cradles Regulations made under Hazardous Products Act	21(4)
			All facility strollers have sun shades and a safety belt	21(5)
			Safety belts used for infants in high chairs and infant seats	21(6)
			Facility has no walkers, jolly jumpers, or playpens	21(7)
			Outdoor play space is accessible to all enrolled children	24(1)
			Outdoor play area at family day care home enclosed by a fence at least 4ft high	24(2)(a)
			If no outdoor play area at family day care home than area approved by Agency*	24(2)(b)
			Outdoor play area supervised per staff/child ratios and group size	24(3)

Yes	No	NA	Section 4 – Daily Records	REG #
			Daily record of each child: time of arrival, departure, reason for absence	32(2)
			Daily logbook records any absence of child due to illness and any unusual events	33
			Daily records include: information about any unusual occurrence	32(4)(a)
			Daily records include: space for parents' to write special instructions	32(4)(b)
			Facility maintains daily records for at least 6 months	32(5)

## Family Home Day Care Licensing Checklist

Yes	No	NA	Section 5 – Nutrition and Menus	REG #
			Each child in attendance during a meal period must be provided with a meal	25(8)(a)
			Each child in attendance before or after a meal period must be provided a snack	25(8)(b)
			A care provider must develop and follow menus	26(1)
			A menu must be kept on file for 12 months	26(2)
			Substitutions to a menu are of equal nutritional value to the original menu item	26(3)(a)
			Substitutions to a menu are documented on the posted menu	26(3)(b)
			A record of substitutions to a menu are kept on file for 12 months	26(3)(c)
			Formula and breast milk labeled as to child's name, date received, and contents	27(1)(a)
			Formula and breast milk is refrigerated at 4.0 C or lower	27(1)(b)
			Formula and breast milk must be stored in accordance with Provincial guidelines	27(1)(c)
			Food for infants: dated, refrigerated if required and used before expiry date	27(2)
			Infants who cannot hold a bottle must be held during feeding	27(3)
			Infants are not fed in cribs (bottle propping not permitted)	27(4)
			Foods from home labeled with the child's name and refrigerated if necessary	25(1), s.5.4
			Allergy and anaphylaxis information on any child posted in food prep area*	25(1), s.6.4
			Infant Feeding Plans are on file when applicable and available for review	25(1), s.4.1

Yes	No	NA	Section 6 – Health and Safety	REG #
			Each FHDC must be kept in a clean and sanitary condition at all times	28(4)(a)
			Each indoor play area must be suitable ventilated and free from odour	28(4)(b)
			Staff wash hands before and after diapering and food preparation	28(4)(c)
			Infant and Toddler toys are cleaned at least twice weekly	28(4)(d)(i)
			Infant and Toddler toys are checked for broken pieces or hazards daily	28(4)(d)(ii)
			Preschooler and School-age toys cleaned and sanitized at least weekly	28(4)(e)
			Each highchair, cot, crib and mat cleaned with disinfectant after each use	28(4)(f)
			Counter of the diapering area cleaned with disinfectant after each diapering	28(4)(g)
			Facility has at least two (2) First Aid Kits approved for emergency treatment	28(4)(h)
			First aid kit, list of children, emergency contacts all taken on outings	28(4)(i)
			Safety belts used for infants in high chairs, infant seats, and strollers	28(4)(j)
			Medications and dangerous materials properly labeled and safely stored	28(4)(k)
			Administer medication must obtain prior written instructions by child's parent	29(a)
			Administering medication must: keep written record of each dose*	29(b)(i)
			Administering medication must: be initialed by staff member once given	29(b)(iv)
			Medication brought to the facility by a parent is in the appropriate container	29(c)
			If accident occurs director must immediately secure any necessary medical help	30(2)(a)
			If accident occurs director must keep record that parents and Licensee notified	30(2)(b)
			Incident report prepared and kept on file which provides a summary of events	30(2)(d)(i)
			Incident report is signed by each staff member involved	30(2)(d)(ii)
			Incident report is signed by a parent of each child affected by the incident	30(2)(d)(iii)
			Copy of incident report placed in each child's file who was affected by incident	30(2)(e)

## Family Home Day Care Licensing Checklist

Yes	No	NA	Section 7 – Fire and Emergency	REG #
			Facility has established emergency rules and procedures*	50(1)
			Evacuation plan posted at each play room exit and each exit from the facility	50(2)
			Evacuation plan includes: current list of emergency telephone numbers*	50(3)(a)
			Evacuation plan includes: the specific evacuation duties of each staff member	50(3)(b)
			Evacuation plan includes: diagram of all rooms in facility, with exits noted	50(3)(c)
			Evacuation plan includes: location of a safe meeting place*	50(3)(d)
			Facility has a monthly record of emergency evacuation drills	50(4)

Yes	No	NA	Section 8 – Children’s Records	REG #
			Each child’s file is kept confidential, complete, and organized	31(3)
			Stored safely and securely and kept for two years after a child leaves the home	31(4)
			Application form includes: child’s name and date of birth	31(1)(a)(i)
			Application form includes: parents name, home address, phone numbers, e-mail	31(1)(a)(ii)
			Application form includes: physician’s name, address, phone number	31(1)(a)(iii)
			Application form includes: emergency contact info	31(1)(a)(iv)
			Application form includes: names of persons to whom child may be released	31(1)(a)(v)
			Admission date	31(1)(b)
			Health Questionnaire with Immunization complete	31(1)(d)
			Medication	31(1)(e)
			Emergency form signed	31(1)(g)(i)
			Outing form signed	31(1)(g)(ii)
			Progress reports (excluding school age)	31(1)(i)
			Incident reports	31(1)(h)
			Parent received Parent Handbook	31(1)(c)
			Special requirements	31(1)(f)
			Withdrawal date & reason	31(2)