

Protected A (when completed)

Schedule 1 of the Early Learning and Child Care Regulation

Program Name

Coded Minds - Eric Harvey

Child Care Type

Day Care

Out of School

Pre-school Care

Licence Number

70046902

Date of Inspection yyyy-mm-dd

2022-09-26

Inspection Reason

Regular Inspection

Early Learning and Child Care Staff

Tami Overbeck

Early Learning and Child Care Office

Calgary - Westmount

Visit Summary (Details of inspection findings, if applicable include non-compliances and enforcement action issued)

The purpose of the visit was to complete an unannounced regular inspection. Today's inspection included observations of the program, review of children's files, review of staff files, fire & health inspections, guidance strategies, programming, medications and administrative records.

Observations-

- > Staff/child ratios - observed to be in compliance in all program rooms
- > Staff/child administrative records - observed to be accurate with arrival and departure times recorded
- > Indoor/Outdoor toys, furnishings and equipment - observed age appropriate, in sufficient quantity & variety, and appeared to be maintained safe
- > Programming - based on children's interests, web of interests was posted
- > Children bring own meals, they sat down and served themselves
- > Medications - reviewed medication in original labelled container with written parent consent.
- > Children records - reviewed 8 random children's files, all were complete
- > Supervision was observed to be adequate during the inspection
- > Staff qualifications - Reviewed the staff list; 1 of the 5 primary staff are certified as a level 3 ece as well as the program supervisor, 2 primary staff are certified as a level 2 ece and 1 is certified as a level 1 ece 2 new staff, hired on 08/25, are working on their orientation course.
 - All staff have current first aid and 4 staff have a current criminal record , 2 new staff are waiting for crc
- > Postings - observed original licence & last inspection report posted. Emergency numbers and evacuation map & procedures are posted in the rooms After hours and emergency evacuation procedure posted visible from the outside of the program premises.
- > Safety codes - observed fire safety inspection completed within last 12 months, fire drill log is posted and a drill was completed in September, a health inspection report is posted

Based on today's observations and evidences, the program was determined to be in compliance to Early Learning And Child Care Licensing Act & Regulation Schedule 1

Discussion

- >Guidance strategies - review with all staff re positive guidance, eye level conversations, quieter voices and 1 to 1 discussion with all children,
- >Reviewed illness and accident policies and procedure
- >No smoking or vaping on program premises

Recommendations:

- >observations and staff discussions re guidance policy as stated in the program plan

According to Section 9(b), the licence holder must post in a clearly visible and prominent place on the premises where a licensed child care program is being provided.

Early Learning and Child Care Regulation

Child Development - children should be encouraged in having care and play experiences that support their development and learning.

Child Guidance

- 3 (1) A licence holder must ensure that
- (a) Child guidance methods utilized in the program are communicated to
 - (i) parents,
 - (ii) staff, and
 - (iii) children, where developmentally appropriate, and
 - (b) any child guidance provided is reasonable in the circumstances.
- (2) A licence holder must not, with respect to a child in the program
- (a) inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,
 - (b) deny or threaten to deny any basic necessity, or
 - (c) use or permit the use of any form of physical restraint, confinement or isolation

Yes No N/A

Notice of Non-Compliance

Evidence

Minimum Staffing and General Supervision

- 28 (1) At all times when a group of 7 or more children are receiving child care in a licenced facility-based program, whether on or off program premises, the licence holder must ensure that
- (b) despite subsection 27.1 of this Schedule, a minimum of 2 adult staff members, one of whom is a primary staff member, is on duty for any children in the group who are receiving out of school care,
 - (d) all the children are, at all times, under supervision that is adequate to ensure their safety, well-being and development.
- (3) Where children are being transported between the program premises and school, the statutory director may exempt the licence holder from the requirements of section 27 or 27.1 of this Schedule and subsection (1)(a) or (b), as the case may be, with respect to the children to being transported.

Exemption Approved N/A

Yes No N/A

Notice of Non-Compliance

Evidence

Ratios and Maximum Group Size – Out of School Care

- 27.1(1) A licence holder that provides out of school care must ensure that, for children receiving out of school care, the following requirements are met at all times with respect to
- (a) the minimum primary staff member to children ratio, and
 - (b) the maximum number of children who may be included in a group:

Kindergarten Children and School-Aged Children

1:15

30

Yes No N/A

Notice of Non-Compliance

Evidence

Safety of the children is to be supported and preserved

Off-site Activity and Emergency Evacuation

4 (1) A licence holder may take a child to an activity off the program premises only where

(a) the child's parent has been advised of the activity, including the transportation, contact information and supervision arrangements with respect to the activity, and

(b) the child's parent has previously consented in writing to the child's participation in the activity and the consent has not been retracted.

(2) A licence holder must ensure that in the case of an activity off the program premises or an emergency evacuation a staff member takes the portable record referred to in section 24 of this Schedule in respect of each child to be taken off the program premises.

Yes No N/A

Notice of Non-Compliance

Evidence

Emergency and Safety Contacts and Procedures

5 (1) A licence holder must ensure that the following telephone numbers are posted on the program premises and are readily accessible:

(a) emergency 911 service;

(e) poison control centre and

(g) child abuse hotline

(2) A licence holder must ensure that the emergency evacuation procedures and the telephone number for an after hours emergency program contact are posted on the program premises in a prominent place that is clearly visible from the outside of the program premises.

(3) A licence holder must ensure that emergency evacuation procedures are made known to all staff, and to children where developmentally appropriate.

Yes No N/A

Notice of Non-Compliance

Evidence

Accident or Illness

6 In the case of an accident or serious illness involving a child, the licence holder must forthwith ensure that

(a) the child's parent is notified, and

(b) the child receives medical attention if necessary.

Yes No N/A

Notice of Non-Compliance

Evidence

Incident Reporting

7 (2) A licence holder must report each incident to the statutory director forthwith in the manner required by the statutory director.

Yes No N/A

Notice of Non-Compliance

Evidence

Smoking and Vaping

12 (1) A licence holder must ensure that no person smokes or vapes any substance on the program premises or at any time or place where child care is being provided.

(2) No staff member or volunteer shall smoke or vape any substance on the program premises or at any other location where child care is being provided to the children in the program.

(3) No staff member or volunteer shall leave any substance or material related to smoking or vaping in a place on the program premises that is accessible to children or at any other location where child care is being provided to the children in the program.

Yes No N/A

Notice of Non-Compliance

Evidence

Portable Record

24 A licence holder must maintain a portable record of emergency information, including the following:

(a) in respect of each child, the information referred to in section 22(1)(a),(c),(d) and (g) of this Schedule,

(b) the telephone numbers of the local emergency response service and poison control centre

Yes No N/A

Notice of Non-Compliance

Evidence

Health and Well Being of the child is to be supported and preserved

Potential Health Risk

8 (1) Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness as set out in subsection (2), the licence holder must ensure

(a) that the child's parent arranges for the immediate removal of the child from the program premises, and

(b) that the child does not return to the program premises until the licence holder is satisfied that the child no longer poses a health risk to the persons on the program premises.

Yes No N/A

Notice of Non-Compliance

Evidence

Supervised Care for Sick Children

- 9 A licence holder must ensure that a sick child is
- (a) kept as far away as is practicable from other children,
 - (b) directly supervised by a primary staff member if the child is under the age of 6 or has a disability that requires direct care.

Yes No N/A

Notice of Non-Compliance

Evidence

Medication and Health Care

- 10 (1) A licence holder may administer or allow the administration of medication or other health to a child only where
- (a) the written consent of the child's parent has been obtained, and
 - (b) in the case of medication,
 - (i) the medication is in the original labelled container, and
 - (ii) the medication is administered according to the labelled directions.
- (2) Where the medication is administered to a child, the licence holder must ensure that the following information is recorded:
- (a) the name of the medication;
 - (b) the time of administration;
 - (c) the amount administered;
 - (d) the initials of the person who administered the medication.
- (3) A licence holder must ensure that
- (a) all medications, other than medication referred to in clause (b) is stored in a locked container that is inaccessible to the children and,
 - (b) medication required to be used by a particular child as needed to prevent a medical emergency is handled in accordance with a plan that
 - (i) ensures the medication is accessible by staff and the child but is not accessible by other children in the program, and
 - (ii) has been agreed on by the licence holder and the child's parent or guardian.

Yes No N/A

Notice of Non-Compliance

Evidence

Nutrition

- 13 A licence holder must
- (a) provide or require parents to provide meals and snacks for children in the program,
 - (b) where the licence holder provides meals and snacks, ensure that the meals and snacks are provided to children
 - (i) at appropriate times and in sufficient quantities in accordance with the needs of each child, and
 - (ii) in accordance with a food guide recognized by Health Canada or Alberta Health, and

Yes No N/A

Notice of Non-Compliance

Evidence

Menus

14 If a licence holder provides meals or snacks for children in the program, the licence holder must ensure that menus for all meals and snacks are posted in a prominent place on the program premises

Yes No N/A

Notice of Non-Compliance

Evidence

Manner of feeding

15 A licence holder must ensure that

- (a) the manner in which children are fed is appropriate to their age and level of development,
- (b) children are seated while eating and seated or standing still while drinking, and
- (c) no beverages are provided to children during their rest periods.

Yes No N/A

Notice of Non-Compliance

Evidence

Program Space and Equipment

Net Floor Area

18 (1) A licence holder must provide a minimum net floor area of

- (c) at least 2.5 square metres of primary play space multiplied by the licensed capacity for out of school care, if the licence holder provides out of school care.

Yes No N/A

Notice of Non-Compliance

Evidence

Outdoor Play Space for Out of School Care

19.1 A licence holder that provides out of school care must provide outdoor play space for children in out of school care that is, to the satisfaction of the statutory director, within easy and safe walking distance from the program premises.

Yes No N/A

Notice of Non-Compliance

Evidence

Furnishings and Equipment

20 A licence holder must ensure that

- (a) All furnishings, play equipment and play materials, whether used indoors or outdoors, are:
 - (i) safe and maintained in good repair,

(ii) developmentally appropriate for children, and

(iii) of sufficient quantity and variety for children,

Yes No N/A

Notice of Non-Compliance

Evidence

Security of the children is be supported and preserved.

Children's Records

22 (1) A licence holder must, in respect of each child, maintain on the program premises an up-to-date record containing the following information:

- (a) the child's name and date of birth and;
- (b) a completed enrolment form;
- (c) the parent's name and telephone number,
- (d) the name and telephone number of a person who can be contacted in case of an emergency, if the child's parent cannot be contacted;
- (e) if medication is administered,
 - (i) the written consent of the parent required under section 10(1) of this Schedule, and
 - (ii) the information required under section 10(2) of this Schedule;
- (f) the particulars of any health care provided to the child, including the written consent of the child's parent required under section 10 of this Schedule;
- (g) any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

(2) A licence holder must ensure that a record referred to in subsection (1) is available for inspection

- (a) by the statutory director at all times, and
- (b) by the child's parent at reasonable times.

Yes No N/A

Notice of Non-Compliance

Evidence

Administrative Records

23 (1) A licence holder must maintain on the program premises up-to-date administrative records containing the following information:

- (a) particulars of the daily attendance of each child, including arrival and departure times;
- (b) particulars of the daily attendance of each primary staff member, including
 - (i) arrival and departure times, and
 - (ii) hours spent providing child care;
- (c) with respect to the program supervisor and each primary staff member,**
 - (i) evidence of the supervisor's or member's child care certification, and
 - (ii) a current first aid certificate, where applicable;
- (d) with respect to each staff member and each volunteer referred to in section 25(1)(a) of this Schedule, verification that a current criminal record check required under that section has been provided to the licence holder

(2) A licence holder must ensure that

- (a) the records referred to in subsection (1) are available for inspection by the statutory director at all times,
- (b) the information referred to in subsection (1)(a) is available for inspection by the child's parent at reasonable times, and
- (c) the information referred to in subsection (1)(a) and (b) is retained for a minimum period of 2 years.

Yes No N/A

Notice of Non-Compliance

Evidence

Core Requirements

25 (1) A licence holder must ensure that

- (a) each staff member and each volunteer who has unsupervised access to children
 - (i) is an adult, and
 - (ii) provides to the licence holder a criminal record check, including a vulnerable sector search, dated not earlier than 6 months prior to the date of commencement with the program and every three years after that date, and
- (b) a minimum of one in every 2 primary staff members has first aid certification acceptable to the statutory director.

(2) A new staff member or volunteer

- (a) must provide the criminal record check referred to in subsection (1)(a)(ii) within 8 weeks of commencement with the program, and
- (b) must not have unsupervised access to children until the criminal record check has been provided.

(3) A licence holder must ensure that at least one staff member with first aid certification acceptable to the statutory director is on duty at all times.

Yes No N/A

Notice of Non-Compliance

Evidence

Program Supervisor – Day Care and Out of School Care

26 (3) A licence holder that provides out of school care must ensure that a program supervisor

- (a) is employed by the program at all times and
- (b) is on duty at all times when children receiving out of school care are on the program premises.

(4) A program supervisor is not required to be on duty during any period for which the program supervisor or licence holder has designated a staff member to assume the responsibilities of the program supervisor during the program supervisor's absence

Yes No N/A

Notice of Non-Compliance

Evidence

Primary Staff Members - Day Care or Out of School Care

29 (1) A licence holder that provides day care or out of school care must ensure that all primary staff members involved in providing day care or out of school care hold a child care certification under Part 3 of this Regulation.

(2) Despite subsection (1), in the case of a primary staff member who is hired as a Level 1 early childhood educator, the primary staff member

- (a) must obtain a child care certification as a Level 1 early childhood educator within 6 months of commencement with the program, and
- (b) must not have unsupervised access to children until the primary staff member has obtained a child care certification as a Level 1 early childhood educator.

Yes No N/A

Notice of Non-Compliance

Evidence

Staff Qualifications – Out of School Care

30.1 A licence holder that provides out of school care must ensure that, with respect to the primary staff member to children ratios specified in section 27.1 of this Schedule,

- (a) at least one in every 4 staff members involved in providing out of school care is certified at minimum as a Level 2 early childhood educator, and Exemption Approved
- (b) the remaining staff members involved in providing out of school care are certified at minimum as Level 1 early childhood educators. Exemption Approved

Yes No N/A

Notice of Non-Compliance

Evidence

Exemptions

31 (1) The statutory director may exempt a licence holder from a qualification requirement in section 26(1) or 30 of this Schedule if the statutory director is satisfied that an exemption is appropriate in the circumstances.

(2) An exemption issued under subsection (1) must, be in writing, be for a specified period of time, and be accompanied with a plan, provided by the licence holder and approved by the statutory director, addressing how the licence holder will meet the qualification requirement in respect of which the exemption is granted.

(3) A licence holder must ensure that an exemption issued under subsection (1) and the plan referred to in subsection (2) are posted in a prominent place on the program premises

Yes No N/A

Notice of Non-Compliance

Evidence

Compliance with Program Plan

6 (1) A licence holder

- (a) must comply with the program plan referred to in section 2(a) including any changes made under Section 5(b), and
- (b) must not make changes to the program plan without the prior approval of the director.

Yes No N/A

Notice of Non-Compliance

Evidence

Early Learning and Child Care Act

Provisions of a License

Safety Codes

6.1 A licence holder must comply with all applicable zoning, health and safety requirements

Yes No N/A

Notice of Non-Compliance

Evidence

Fire Inspection dated September 27, 2022
Health Inspection dated 2021-10-07

Duty to Post Information

9 A holder of a facility-based licence must post, in a clearly visible and prominent place on the premises where the licensed facility-based program is being provided,

- (a) the licence
- (b) any report provided by the statutory director under section 10 (3),
- (c) any conditions imposed on the licence under section 5(1) or 13,
- (d) any provisions of the licence that are varied under section 12, and
- (e) any probationary licence issued under section 15.

Yes No N/A

Notice of Non-Compliance

Evidence

Additional Evidence (refer to Act or Regulation section that this evidence applies to)

Signature of Early Learning and Child Care Staff