

Protected A (when completed)

Schedule 1 of the Early Learning and Child Care Regulation

Program Name

Coded Minds- Ramsay Isteam Lab

Child Care Type

Day Care

Out of School

Pre-school Care

Licence Number

70047640

Date of Inspection yyyy-mm-dd

2021-11-23

Inspection Reason

Regular Inspection

Early Learning and Child Care Staff

Sandra Jackson

Early Learning and Child Care Office

Westmount- Calgary Office

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

The purpose of today's visit was to meet program staff as the newly assigned Licensing Officer in addition to conducting a monitor inspection.
 Licensing reviewed indoor/outdoor playspace on today's date.
 Licensing reviewed as the Program Plan was approved in principle that Licensing will work with programs in upcoming months to acquire outstanding information to fully approve Program Plan.
 No non-compliances were identified to the Early Learning and Child Care Act/Regulation on today's date.
 Licensing reviewed the following:
 -requirement to post menus when children have program provided foods
 -Ensure all medications have up to date consent forms including parental consent
 -Have a system in place (staff) to get children who are arriving into the program, ensuring all children are supervised
 Licensing observed positive and developmentally appropriate interactions between staff and children

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

Licensing reviewed programs strategies ie: preventative, calming areas...

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

Licensing reviewed strategies for bringing children in to the program, whilst not leaving children in the playroom unsupervised

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:

| Age of Children | Primary Staff Member to Children Ratio | Maximum Number of Children in a Group |
|--|--|---------------------------------------|
| Kindergarten Children and School-Aged Children | 1:15 | 30 |

Yes No N/A

Notice of Non-Compliance

Evidence

7 children on site with 2 staff in ratio (2 play rooms)

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

Please ensure you have parental consent for any off site activities

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

Confirmed as viewed

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

Licensing reviewed program ability to call 811 should they require immediate medical advice when a child has an accident or illness

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

No persons viewed to smoke/vape on premise

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

3 files reviewed to be complete

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

Please ensure all medications and consent to administer is up to date

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
- (c) ensure that infant nutrition provided by parents is clearly labelled with the infant's name.

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

In addition to parents receiving electronic menu's, please ensure menus are posted on program premise

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

- (a) at least 3 square metres of primary play space multiplied by the licensed capacity for day care, if the licence holder provides day care,
- (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 Day Care

19 (1) A licence holder that provides day care must provide outdoor play space for children in day care that is on, adjacent to, or within easy and safe walking distance from the program premises and accommodates at least 50% of the licensed capacity at a level of not less than 2 square metres for each infant receiving day care and not less than 4.5 square metres for each child who is 19 months of age or over receiving day care.

(2) The licence holder must ensure that

- (a) the outdoor play space referred to in subsection (1) is securely enclosed on all sides, and Exemption Approved
- (b) all entrances to and exits from the outdoor play space that do not lead into the interior of the program premises are kept closed at all times while children are using the outdoor play space. Exemption Approved

(4) A licence holder must ensure that the number of children utilizing the outdoor play space at any given time does not exceed the number that can be accommodated in accordance with subsection (1).

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

Program uses school park adjacent to program

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,

(b) books, toys and play equipment that support early learning, literacy development, physical activity and child development are available to children, and

(c) each infant is provided with

(i) a separate crib, cradle or bassinet that is used in accordance with the *Canada Consumer Product Safety Act* (Canada) and the regulations under that Act, or

(ii) a bed of a type approved by the statutory director that is used in accordance with the written directions of the manufacturer and any additional written directions of the statutory director. Exemption Approved

Yes No N/A

Notice of Non-Compliance

Evidence

Program has a variety of play materials and experiences available to children

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

3 records viewed to be complete

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

Exemption Approved

(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

Exemption Approved

(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

Please ensure any new staff with no Criminal Record Check, is not alone or unsupervised with children

Program Supervisor – Day Care and Out of School Care

26 (1) A licence holder that provides day care must ensure that a program supervisor who is certified as a Level 3 early childhood educator

(a) is employed by the program at all times, and

Exemption Approved

(b) is on duty at all times when children receiving day care are on program premises.

(2) A program supervisor is not required to be on duty during any period for which the program supervisor or the licence holder has

(a) designated a staff member to assume the responsibilities of the program supervisor during the program supervisor's absence, and

(b) in the case of an absence of one month or longer, obtained statutory director's approval with respect to the designation of any staff member under clause (a) of that staff member is not certified as a Level 3 early childhood educator.

Exemption Approved

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

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

- (2) Despite subsection (1)(b), a staff member who is to be involved in providing pre-school care may be hired before obtaining a child care certification as a Level 1 early childhood educator, but the staff member
- (a) must obtain that certification within 6 months of commencement with the program, and
 - (b) must not have unsupervised access to children before obtaining that certification.

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

As Program Plan has been approved in principle, Licensing will work with program in upcoming months to acquire outstanding information to fully approve the Program Plan

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

Please ensure all collateral approvals are maintained up to date

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