Before and After School and FDK Licensing 2014
Tips and Best Practices

The following tips and best practices will help you prepare for renewing a license or apply for a new license for back-to-school 2014.

- Child care centres must provide care in licensed space.
- All applications for new licences and requests for revisions to existing licences must be submitted by the applicant/operator in the ministry’s Child Care Licensing System (CCLS).
- Plan ahead for any anticipated growth in student enrolment. For example, if you are anticipating a capacity of 15 children, request an additional program room to accommodate potential new registration that may occur into the fall.
- Any change in capacity requires a revised licence. A revision to the license may require municipal approvals (e.g. Zoning, Fire, Building, Health), additional time to complete and an additional expense for the operator.
- School boards can allocate program rooms before the operator is confirmed.
- School boards can provide floor plans to third operators so the operator can include required information and upload the plans to CCLS for approval in principle.
- Kindergarten classrooms can be licensed for use as before and after school FDK rooms.
- Schools are encouraged to identify alternate space for licensing if renovations are planned for the primary space identified for use by the child care and/or if there may be times (such as professional development days) when the primary rooms will not be available.
- During site visits to schools, the Program Advisors measure the identified program rooms, including rooms for potential future use, which have been allocated for use for child care.
- Operators can request municipal approvals for all identified spaces for future use.
- A contact list and communication plan is recommended to support timely resolution of issues.
- The contact list should include those who are available in July and August to ensure access to the school if required.
- Use the tools provided as a guide to the process for requesting a revision to an existing license.
- Use the floor plan review checklist to ensure site and floor plans include the required information. Submission of incomplete plans will result in delays.
- Use the Ministry of Education Planning and Design Guidelines: www.edu.gov.on.ca/childcare/professionals.html
- It is recommended that third party operators, in collaboration with the specific school board, develop a list of child care sites that will require revisions and/or a DNA application as a new site. Share this list with the regional CCQAL office, municipal authorities and CMSM to support collaborative planning.
- Plan early and submit in CCLS as soon as you have confirmed the need and the space.