Operator Confirmation for Revised Licence for Before- and/or After-School Programs for JK/K Children in FDK Schools

Centre Name: _____________________________

Centre Address: ___________________________

Licence Number: ___________________________

Operator Name/Designate: _________________

Staffing Schedule and Staff Records:

I am confirming that:

☐ I have hired the required number of program staff in accordance with Reg. 262 under the Day Nurseries Act.

☐ If required, an application for Director approval to approve a person to take the place of a Registered Early Childhood Educator has been submitted to the ministry.

☐ All Early Childhood Educators have registered or have applied to register with the College of Early Childhood Educators.

☐ New employees have had a health assessment and immunization, as recommended by local MOH.

☐ New employees have been advised of their responsibility in the event of a fire.

☐ New employees have reviewed: the behaviour management policy; the supervision policy for volunteers and students; the anaphylaxis policy; sanitary practices; the serious occurrence policy; medication policy and the playground safety policy.

☐ A Criminal Reference Check has been requested for all new staff, in accordance with the operator’s policy.

☐ New employees have reviewed the individual plans for children with anaphylaxis allergies and received training on emergency procedures (epipen) (if applicable).

Program and Equipment:

I confirm that:

☐ The program of activities is appropriate for the before- and/or after-school program for the JK/SK children, in accordance with O. Reg. 262

☐ I have updated the program statement / parent handbook to reflect the addition of the new before- and/or after-school program / new age group
☐ I have developed a plan to escort children to the washroom if washrooms are not located in the classroom.

☐ The written fire procedure is posted in the room(s) for the full-day kindergarten before- and/or after-school program.

☐ A list of children who have food allergies and their respective allergies is posted in the room(s) for the full-day kindergarten before- and/or after-school program.

☐ Appropriate equipment, furnishings and play materials are available in the rooms for the full-day kindergarten before- and/or after-school program (If older children will be included as part of a mixed age grouping, the operator must confirm the availability of appropriate play materials for the older age group).

**Note:** The operator must attach a list of the available equipment, furnishings and play materials for the before- and/or after-school program for the JK/SK children.

☐ The Insurance policy has been updated to reflect the revised licence capacity.

_________________________  _____________________________
Date      Operator/Designate Signature

_It is an offence under s. 21 of the Day Nurseries Act to knowingly provide false information in any statement that may be required under that Act._