

Tip Sheet
Ontario Regulation 137/15
Child Care and Early Years Act, 2014 (CCEYA) Requirements for
September 1, 2017 Implementation

Effective September 1, 2017	Requirements for Licensees
Requirements for Child Care Centres Only	
<ul style="list-style-type: none"> • New requirements for reduced ratios (Section 8 (4)) 	<ul style="list-style-type: none"> • New requirements when implementing reduced ratio: <ul style="list-style-type: none"> ○ For a child care centre that has a program that runs for six hours or more in a day reduced ratios can be used during, the 90-minute period after the program starts and the 60-minute period before the program ends ○ For a child care centre that has a program that runs for less than six hours a day reduced ratios can be used, the 30-minute period after the program starts each day and the 30-minute period before the program ends each day. ○ All other requirements related to reduced ratios remain in place (i.e., not less than two-thirds, does not apply to licensed infant room or outdoor play periods).
<ul style="list-style-type: none"> • New Family Age Group (Section 8.1 (1)) 	<ul style="list-style-type: none"> • A new licensed age group –“family age grouping” for children 1-12 years will be introduced for licensed child care centres. This new group allows the placement of children of different ages in the same group in the same play activity room. • Licensees may request a license revision to do one or more of the following: <ul style="list-style-type: none"> ○ Change existing licensed room(s)/space(s) to operate one or more family age groups ○ Add new room(s) and increase the centre’s capacity to operate one or more family age groups ○ Change the entire child care capacity from Schedule 1 to Schedule 4
Policy and Documentation Requirements	
<p>The Ministry policies and standard templates will be available for download on the Early Years Portal in spring 2017 to support your licensees. Licensees may choose to adopt these optional policies and standard templates into their programs. Please introduce this new resource to all your assigned licensees.</p>	

Effective September 1, 2017	Requirements for Licensees
Requirements for Home Child Care and Child Care Centres Only	
<ul style="list-style-type: none"> • New requirements for children with medical needs (Section 39.1) 	<ul style="list-style-type: none"> • Licensees are required to develop an individualized plan for children with medical needs. The plan shall include: <ul style="list-style-type: none"> ○ Steps to be followed to reduce the risk of the child being exposed to any causative agents or situations that may exacerbate; ○ A description of any medical devices used by the child and any instructions related to its use; ○ A description of the procedures to be followed in the event of an allergic reaction or other medical emergency; ○ A description of the supports that will be made available to the child care centre or premises where the licensee oversees the provision of the home child care or in-home services; and ○ Any additional procedures to be followed when a child with medical condition is part of an evacuation or participating in an off-site field trip.
<ul style="list-style-type: none"> • New requirements for parent issues and concerns (Section 45.1) 	<ul style="list-style-type: none"> • Licensees are required to develop written policy and procedures that sets out how parents' issues and concerns will be addressed, including details regarding; <ul style="list-style-type: none"> ○ The steps for parents to follow when they have an issue or concern to bring forward to the licensee; ○ The steps to be followed by a licensee and its employees in responding to an issue or concern brought forward by a parent; and ○ When an initial; response to the issue or concern will be provided. • Licensees must include the parent issues and concerns policy and procedure in the parent handbook
Requirements for Child Care Centres Only	
<ul style="list-style-type: none"> • New requirements around emergency management (Section 68.1 (1)) 	<ul style="list-style-type: none"> • Licensees are required to develop written policies and procedures regarding the management of emergencies that, <ul style="list-style-type: none"> ○ Set out the roles and responsibilities of staff in case of an emergency; ○ Require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency; ○ Identify the location of a safe and appropriate off-site meeting place, in case of evacuation;

	<ul style="list-style-type: none">○ Set out the procedures that will be followed to ensure children's safety and maintain appropriate levels of supervision;○ Set out requirements regarding communications with parents○ Set out requirements regarding contacting appropriate local emergency response agencies; and○ Address recovery from an emergency, including<ul style="list-style-type: none">○ Requiring that staff, children and parents be debriefed after the emergency,○ Setting out how to resume normal operations of the child care centre, and○ Setting out how to support children and staff who may have experienced distress during the emergency.● The licensee must ensure that the parent handbook includes a statement that the child care centre has emergency management policies and procedures and a statement regarding how parents will be notified if an emergency occurs.● Child care centres located in a school, the licensee may choose to adopt the school's emergency management policies and procedures.
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