

Protected A (when completed)

Schedule 1 of the Early Learning and Child Care Regulation

Program Name

Salto Preschool

## Child Care Type

☐ Day Care

☐ Out of School

☒ Pre-school Care

Licence Number

70048973

Date of Inspection yyyy-mm-dd

2022-05-19

Inspection Reason

Regular Inspection

Early Learning and Child Care Staff

Miranda Voss

Early Learning and Child Care Office

Edmonton

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

Licensing Officer Miranda Voss visited the facility today to conduct an inspection for the purpose of a regular monitoring visit. Observations were completed in the classroom and a sample of documents were reviewed.

Children were observed to be arriving to the program at the start of the inspection. As they arrived they were greeted at the classroom door. The other educator signed children in on a clipboard and white board. Children were observed to put their names on a board to show that they were here today. When a child forgot to put their name on they were given their name and told, "Whenever you are ready you can put it on." 16 children were observed today with 3 educators. Children were observed to be engaged with a variety of toys and equipment at both the tables and on the floor. Toys available today included dinosaur coloring pages, dinosaurs in eggs, a dinosaur color sorting activity, doctor kit in the house area, people dressing puzzle, and a car track. 10 minute and 5 minute warnings were provided before it was clean up time and then circle. A bell was rung to signal it was time to clean up. As children asked to use the washroom they were taken. Educators were heard to check if anyone else need to go at the same time.

During circle time the children sang a song and discussed what the day will looked like. Children were encouraged to join the circle and listen to the story. If they did not want to they were observed to continue to quietly play around the room. A story called, 'Let's Talk about Dinosaurs' was read. After circle time children were asked if they wanted to try to use some salt dough with a dinosaur. Active listening was heard to be used to support children's ideas through the activity. Educators were observed to communicate kindly to the children on their level. Educators also communicated effectively to complete daily tasks. Children were adequately supervised by all 3 educators as they positioned themselves around the room.

A reflective discussion was held with the program supervisor to review the inspection. As a result of these observations and documents reviewed no non compliances were issued to Schedule 1 of the Early Learning and Child Care Regulations or Act. The program supervisor communicated some successes for the program over this year. Together we identified a few areas of growth. The goals set today included; reviewing next years registration form to include additional information for permissions, creating a more specific emergency procedure plan, decide on the most prominent location for documentation for parents.

Please read the remainder of the report for further details.

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

Child guidance was reasonable and appropriate. Educators spoke at the children's level in a gentle and calm manner. Child guidance methods observed to be used today included; reminders, modeling, and natural consequences.

### 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

(c) despite section 27.2 of this Schedule, a minimum of 2 staff members, at least one of whom is an adult, are on duty for any children in the group who are receiving pre school care, and

(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

Minimum staffing was maintained. Educators were observed to position themselves within the classroom in order to actively supervise through all the transitions, activities, and during open ended play.

### Ratios and maximum group size – pre-school care

27.2(1) A licence holder that provides pre-school care must ensure that, for children receiving pre-school care, the following requirements are met at all times with respect to the minimum staff member to children ratio:

#### Age of Children

#### Staff Member to Children Ratio

19 months to less than 3 years

1:6

(2) For the purposes of subsection (1), parent volunteers may be considered a staff member.

☒ Yes ☐ No ☐ N/A

☐ Notice of Non-Compliance

**Evidence**

This group had a total of 16 children ages 3 years and older requiring a 1:12 staff to child ratio. There were 3 educators during today's inspection which exceeded the minimum required ratio.

**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**

A field trip permission form for a scheduled walk was observed for today. Due to the weather the walk was postponed. The form included all required information and the consent in writing. Currently the program request permission any time the children leave the program. The program supervisor inquired about yearly permission that could be obtained in next years registration. Licensing Officer provided suggestions for next years registration forms. Portable records were observed for the children today. The program supervisor verbally confirmed that the records would be taken.

**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**

The emergency numbers were observed in the portable records binder. The emergency procedures for the gymnastics club was reviewed. A discussion was had to create a more specific procedure for the preschool and to find a more prominent location for parents to be able to see this information from outside of the program.

### 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

Registration records reviewed showed a policy for parents regarding accidents or illness. The program would contact the parents and medical attention would be provided if necessary.

### 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

License holders are required to report serious illness of or injury to a child that occurs while the child is attending a program, and any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child. Incidents that require reporting include, but are not limited to: death of a child, injury, allegation of abuse, missing or lost child, a young person involved in crime, child removed from a program without permission, emergency evacuation or unexpected program closure, intruder on premises, illness or injury requiring emergency medical services and hospitalization, error in the administration of medication, and child left on premises after hours. Incidents must be reported immediately to licensing staff by telephone or email.

(Intake number 780-427-0444 and email CS.Reg6CCIncident@gov.ab.ca)

The form found at <https://www.alberta.ca/starting-a-child-care-program.aspx> under Forms and Templates must be completed and submitted to your local Child Care licensing office via email within 2 days of the incident. The form found at <https://www.alberta.ca/starting-a-child-care-program.aspx> under Forms and Templates must be completed and submitted to your local Child Care licensing office within 2 days of the incident.

### 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 person was observed smoking or vaping on the premises. No related materials were observed.

### 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

A sample of portable records were reviewed and found to be complete. The program currently uses the registration forms as the portable records. All information was 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

No child was observed ill today.

**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

No child was observed ill today.

**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

Medication was observed in the program and had the required information and written parental consent. Some suggestions for documenting when a parent decides what medication will be provided on site was discussed.

### 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

Parents provide snacks from home.

### 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

Children were observed to be seated while eating and drinking.

### 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,
- (b) at least 2.5 square metres of primary play space multiplied by the licensed capacity for pre-school care, if the licence holder provides pre-school care, and
- (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

Diagrams on file. During today's observation there was no concern for the amount of primary play space for children.

### 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,

(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

The classroom had a sufficient amount of developmentally appropriate toys and equipment that were in good repair.

**Security of the children is 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

Confirmed during review of a sample of 16 children's records. Records were found to contain all required information.

### 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

Child and staff attendance records were observed to be completed and kept up to date throughout observations.

### 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

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(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

All educators were adults and had obtained the required criminal record checks within required time frames. 2/3 educators had current first aid certification. A suggestions were provided to review the method of storage of records.

### 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

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(b) the remaining staff members involved in providing out of school care are certified at minimum as Level 1 early childhood educators.

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☐ Yes ☐ No ☒ N/A

☐ Notice of Non-Compliance

Evidence

### Staff Qualifications – Pre-School Care

30.2(1) A licence holder that provides pre-school care must ensure that

(a) at least one in every 4 staff members involved in providing pre-school care is certified at minimum as a Level 2 early childhood educator, and

☐ Exemption Approved

(b) the remaining staff members involved in providing pre-school care are certified at minimum as Level 1 early childhood educators.

☐ Exemption Approved

(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

There was one Level 3 educator and two Level 1 educator on site today. This meets the required 1 in every 4 staff members certified at a minimum as a Level 2.

### 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

Program was in compliance with approved 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

Approvals on file. The most recent insurance certificate was requested via email.

### 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

The license was posted outside of the classrooms door. A discussion was had for the best place to post the most recent reports due to the high traffic volume of people outside of the room. It was decided for the program supervisor to let parents know the report will be posted just inside the classroom door.

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

**Miranda Voss**

Digitally signed by Miranda Voss  
Date: 2022.05.19 15:18:36 -06'00'

Signature of Early Learning and Child Care Staff