

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

2023-04-21

Inspection Reason

Regular Inspection

Early Learning and Child Care Staff

Deloyce Weist

Early Learning and Child Care Office

Edmonton

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

On April 21, 2023, a regular inspection was completed at Salto Preschool by Licensing Officer Deloyce Weist. The program was in compliance with the Early Learning and Child Care Act & Regulation.

Observations were completed and records reviewed, including children's files, staff qualifications, and medication. The license, previous inspection report, and program plan were posted.

There was a total of 15 children in the care of three educators during today's inspection.

Upon arrival, the room was set up to welcome the children as they entered the room. Name cards were present for the children to take and place on the magnetic board. A period of free play began. An educator read a number of books in a space that enabled children to come and listen for as long as they desired before leaving for another activity. Another educator moved throughout the space, taking time to sit and play with different groups of children at a table or on the floor. The third educator sat and coloured with group of children. Throughout the time period, children were able to move about and change activities based on interest and attention span. They were actively engaged in their play. Educators were responsive to children's interest, such as opening the sensory table when a child requested. Children were invited to the yellow table to complete their sheep craft.

There was a sufficient quantity and variety of developmentally appropriate toys, equipment, materials, and furnishings to support children's learning and play experiences, including: a farm set, various counting/sorting activities, art materials, dramatic play, blocks, books, and sensory table.

Transitions cues prior to clean up were provided at the 15 minute interval, 7 minute interval, and five minute interval. To gain the children's attention, the educator called, "Stop, Freeze, Eyes on Me." A request to clean up was shared and a challenge to complete the task before the end of one song.

During circle time, a review of the calendar number took place. Rhythm sticks were provided and the good morning song was sung accompanied with various drumming rhythms. 'Green Light, Red Light' was also played using the sticks.

Supervision was adequate during the observation period. Educators were positioned to be able to see the children's various activities. Head counts were completed on a regular basis and the whiteboard attendance board updated. A portable attendance chart was also in the room for reference. There was communication between the three educators when an educator needed to leave the room for a period of time. Appropriate staff:child ratios were still maintained during the absence.

Child guidance was developmentally-appropriate and reasonable in the circumstance. An educator provided comfort to a child during the transition into care at the program. She invited the child to join her at the table and they coloured together until the child was calm. Gentle reminders regarding behaviour were shared, when needed. Educators also recognized appropriate behaviour by saying, "I like that you used your manners."

The children bring their own snack from home. There is a designated snack time in the daily schedule. One child was observed to have an item from her snack bag prior to snack time to meet her individual need.

Medication was reviewed. Written consent to administer the medication had been received. The medication, in its original labeled container, was stored in the program's backpack which is accessible only to the educators.

Children's files were reviewed and found to contain the required information.

Staff qualifications were reviewed. There were two Level 1 ECEs and one Level 3 ECE in ratio. All educators have first aid certification and current record checks are on file.

A discussion regarding the inspection took place with an educator. The inspection report will be emailed to the program for posting.

Thank you for your time and cooperation today.

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

### Minimum Staffing and General Supervision

28 (1) At all times when a group of 7 or more children are receiving child care in a licensed 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

### 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

3 years and older 1:12

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

☒ Yes ☐ No ☐ N/A

☐ Notice of Non-Compliance

Evidence

### 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

### 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

### 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

### 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

### 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

**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

### 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

### 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,
- (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

### 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

**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

### 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

### 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

### 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

### 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

### 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

### 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)

Deloyce.Weist

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Signature of Early Learning and Child Care Staff