

Before-and-After School Program Licensing Guideline

The **Before- and- After School (BAS) Program Licensing Guideline** provides information on the licensing process for prospective applicants thinking about opening a licensed BAS program serving children kindergarten age or older.

This BAS Program Licensing Guideline provides an overview of the licensing requirements for BAS programs, including exemptions, and presents a visual diagram outlining the licensing process for BAS programs. This document is designed to be used with the Child Care Licensing Manual, which offers additional information for each licensing requirement.

Exemptions

The CCEYA provides a recreational exemption for programs where the primary purpose is not to provide temporary care for or supervision of children but rather to promote recreational, artistic, musical or athletic skills or to provide religious, cultural or linguistic instruction.

These programs tend to be episodic programs and services of short duration and frequency (for example: one hour dance lessons, team sports, or club activities that are offered once or twice a week, such as Girl Guides).

The Ministry of Education responds to written inquiries about whether a licence is required. No telephone responses are available. Written inquiries must include detailed information about the prospective program, including times of operation, ages and number of children served, purpose of the program/service and typical program or schedule of activities. Inquiries can be sent by email to information.met@ontario.ca.

Benefits of Operating a Licensed BAS Program

A licence to operate a BAS program provides you with the flexibility to provide up to 6 hours of care per day.

A licence will also enable you to provide parents with the assurance that your program is staffed by individuals who are an ECE or otherwise approved as qualified to lead programming for this age group, certified in first aid, and have undergone a police vulnerable sector check. The ministry has a process to recognize qualifications of staff who are not an ECE.

To support you in operating a licensed BAS program, the *Child Care and Early Years Act, 2014*, also provides certain exemptions:

- Licensees who operate a **before-and-after school program** are subject to fewer requirements than programs that operate for six hours or more; and,
- Licensees who operate a **before-and-after school program in a publicly funded school** (PFS) are exempt from meeting certain requirements that have already been met by the school (i.e. fire and building requirements) or that are no longer applicable based on the fixed design of the school space (i.e. window glass and artificial illumination requirements)

Please see Appendix A for a full list of licensing exemptions.

How to Open a Licensed BAS Program

It can take approximately 4 months to open a new BAS program depending on a number of factors, including purchasing of equipment, the hiring of a supervisor, the recruitment of staff, the development of policies and obtaining all required approvals.

Submitting a new licence application for a BAS program can be completed by following two easy steps:

1. Submitting Municipal Approvals: Zoning, Building, Fire, Health Approval

Note: Where a BAS program is located in a PFS, you are only required to obtain health approval from the municipality. Building, fire code and zoning approval are not required.

BAS programs in PFS are also not required to submit site plans, but are required to submit floor plans.

2. Submitting Required Policies and Procedures

The ministry has developed a [Licensing Kit](#) to assist you in meeting regulatory requirements. The Licensing Kit also includes:

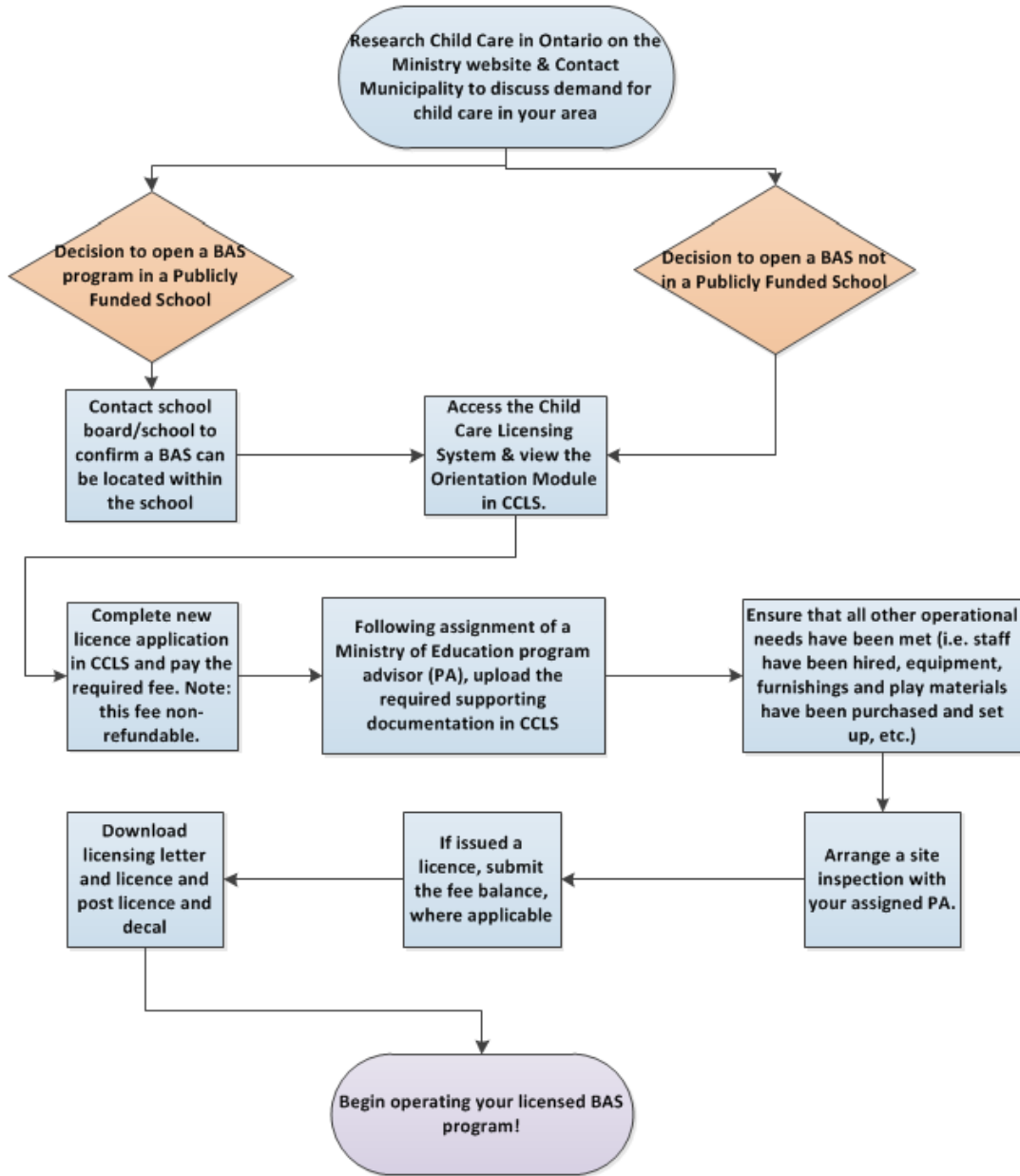
- **Sample Documents:** Sample policies, procedures and forms that licensees may adopt and implement in their programs. Sample policies and procedures must be customized to reflect programs before they may be implemented.
- **Sample Templates:** Fillable forms that licensees may adopt and complete to meet regulatory policy, procedure, documentation and record-keeping requirements in their programs.
- **Tip Sheets:** Tips and instructions for developing compliant policies and procedures.

You are required to submit the following policies and procedures:

- Anaphylactic Policy;
- Sanitary practices Policy;
- Serious Occurrence Policy;
- Medication Policy;
- Supervision of Volunteers and Students Policy;
- Program Statement Implementation Policy;
- Staff Training and Development Policy;
- Criminal Reference Check/Vulnerable Sector Check Policy;
- Fire/Evacuation Procedures;
- Policies and Procedures for Monitoring Compliance and Contraventions;
- Waiting List Policy, if applicable;
- Parent Issues and Concerns Policies and Procedures; and,
- Emergency Management Policies and Procedures.

For an overview of the licensing process, please see the following diagram:

How to Open a Licensed BAS Program



Child Care Centre Licensing Manual

For additional information, including an overview of all regulatory requirements, their intent, special instructions, recommendations and compliance indicators used by the Ministry to assess programs, please see the [Child Care Centre Licensing Manual](#).

Additional Resources

To find a school or contact information for your local school board, please see the [Find a School or School Board Page](#) on the Ministry of Education website.

You may also wish to view Ministry resources on the [Early Years Portal](#), which contains information to help licensees, staff and parents understand the requirements of the CCEYA and its regulations.

Contact Us

If you have any further questions, you may contact the Child Care Quality Assurance and Licensing Branch at 1-877-510-5333 or submit a written inquiry to information.met@ontario.ca.

Appendix A: Exemptions for BAS Programs

All BAS programs that operate for less than six hours are exempt from the following:

Exemptions for all BAS programs less than six hours serving children kindergarten age and older	
Requirement	Specific Exemption
Space Requirements	Exemption from providing spaces for the following: <ul style="list-style-type: none"> - Eating and resting - The preparation of food - Storage for beds and linen - A staff rest area - Storage for outdoor play equipment - Office area - Outdoor play
Building Requirements	Exemption from window glass requirements
Outdoor Play Requirements: s.24	Exemption from all outdoor play space requirements (including space and playground requirements)
Food Requirements	Exemption from providing a meal to children
Rest Requirements	Exemption from providing a rest period

BAS programs located in publicly funded schools are **also exempt** from the following requirements:

Additional Exemptions for BAS programs less than six hours in publicly funded schools serving children kindergarten age and older	
Requirement	Specific Exemption
Space Requirements	Exemption from providing spaces for the following: <ul style="list-style-type: none"> - Washing, dressing and toileting - Storage for toys, indoor play materials and equipment - Storage for food - Storage of required records - Storage for medical supplies, cleaning materials and equipment and other poisonous or hazardous substances - Heating and electrical equipment
Building Requirements	Exemption from: <ul style="list-style-type: none"> - The requirement that rooms be on the first or second story - Artificial illumination requirements Site plans are not required
Building Requirements	Exemption from artificial illumination requirements
Compliance with Local By-Laws	Exemption from: <ul style="list-style-type: none"> - Zoning requirements - Building requirements - Fire code requirements