

## Child Care Centre – Floor, Site & Playground Plan Checklist

Applicants and licensees must obtain ministry approval for a new building or an existing building to be used, altered or renovated for use as a child care centre and cannot start building, using, altering or renovating the premises until plans are approved by the Ministry. Ministry approval is also required to add a room(s) within an existing building if the room has not previously been licensed for child care.

The following information must be included in site, floor and playground plans submitted for director approval under the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15.

### SITE PLAN

#### Requirements which must be clearly labelled directly on the Site Plan

- |   |
|---|
| <input type="checkbox"/> Name of child care centre  |
| <input type="checkbox"/> Address of child care centre   |
| <input type="checkbox"/> Name of publicly-funded school (if applicable)                                       |
| <input type="checkbox"/> Adjacent streets   |
| <input type="checkbox"/> Location of child care centre in relation to the rest of the building                |
| <input type="checkbox"/> Child care centre entrance   |
| <input type="checkbox"/> Location of playground in relation to the child care centre                          |
| <input type="checkbox"/> Access to playground which will be used by children and staff from child care centre |

### FLOOR PLAN

#### Requirements which must be clearly labelled directly on the Floor Plan

- |  |
|--|
| <input type="checkbox"/> Name of child care centre   |
| <input type="checkbox"/> Address of child care centre  |
| <input type="checkbox"/> Name of publicly-funded school (if applicable)  |
| <input type="checkbox"/> Location of each play activity room/space (e.g., basement, ground floor, second floor, etc.). |
| <input type="checkbox"/> Total unobstructed floor space measurement in square metres for each play activity room/space |
| <input type="checkbox"/> Proposed age group and capacity for each play activity room/space                             |

#### Additional Requirements (ALL programs except kindergarten and school age programs in publicly-funded schools)

#### Requirements which must be clearly labelled directly on the Floor Plan

- |   |
|---|
| <input type="checkbox"/> Space for washing, dressing, and toileting to include location of counter with sink for diapering for each group of 10 infant children, each group of 15 toddler children and each family age group. |
| <input type="checkbox"/> Space for storage for toys, indoor play materials, and equipment   |
| <input type="checkbox"/> Space for storage for food   |
| <input type="checkbox"/> Space for storage of required records  |
| <input type="checkbox"/> Space for storage for medical supplies, cleaning materials and equipment, other hazardous products and that these items are inaccessible to children   |
| <input type="checkbox"/> Storage for heating and electrical equipment and that these spaces are inaccessible to children  |

**Additional Requirements (ALL programs operating for 6 hours or more in a day):****Requirements which must be clearly labelled directly on the Floor Plan**

- Space for eating & resting
- Space for preparation of food if meals are prepared on the premises or a server area for catered food (meals/snacks)
- Space for storage for beds (cots/mats) and linens
- Staff rest area
- Office area

**PLAYGROUND PLAN (OUTDOOR PLAY SPACE)**

*Playground plans are required where a program runs for six hours or more in a day or where a licensee chooses to have an outdoor play space.*

**Requirements which must be clearly labelled directly on the Playground Plan**

- Total unobstructed measurement in square metres for each proposed outdoor play area
- Proposed age group for each outdoor play area
- Location of storage for outdoor play equipment
- Fixed equipment (if applicable)
- Location of gates (must have secure latching mechanisms)
- Fence height (must be at least 1.2 metres high)
- Location of playground in relation to child care centre (where information is not provided on Site Plan)
- Access to playground from child care centre which will be used by children and staff (where information is not provided on Site Plan)

**Additional Information****Unobstructed Space:**

Unobstructed space refers to the total area (available floor space) of the room and/or playground that can be used for children's play, excluding the total area of obstructions (e.g., items that are attached to the floors or walls, such as counters, sinks and children's cubbies, outdoor shed and items that are not readily moveable such as filing cabinets). Moveable equipment and furnishings such as easels, sensory bins/tables, chairs, activity tables as well as sandboxes and fixed play structures (used for children's play) are not considered obstructions when determining the total floor space in a play activity room and/or playground.

**Municipal Approvals:**

Applicants and licensees are responsible for arranging inspections with public health, fire and building inspectors to obtain necessary municipal approvals as per the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 (section 13).