# Home Child Care Agency Policy and Procedures for Monitoring Compliance and Contraventions

Name of Home Child Care Agency: Click here to enter text.

Date Policy and Procedures Established: Click here to enter text.

Date Policy and Procedures Updated: Click here to enter text.

## Policy and Procedures for Monitoring Compliance

* [insert how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis]

## Policy and Procedures for Recording Compliance and Non-Compliance

* [insert how compliance with the policies, procedures and individualized plans will be recorded]
* [insert how non-compliance with the policies, procedures and individualized plans will be recorded]

## Policy and Procedures for Addressing Compliance and Non-Compliance

* [insert how compliance with the policies, procedures and individualized plans will be addressed]
* [insert how non-compliance with the policies, procedures and individualized plans will be addressed]

### Regulatory Requirement - Ontario Regulation 137/15:

6.1

1. Every licensee of a child care centre or home child care agency shall have written policies and procedures that set out,
2. how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; and
3. how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed.
4. Every licensee shall ensure that records of compliance or contraventions are kept in accordance with section 82.

**Disclaimer:** This document is a sample template that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each home child care agency it operates and each premises where the licensee oversees the provision of home child care.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.