

DEPARTMENT OF EDUCATION AND LIFELONG LEARNING

FAMILY HOME CENTRE

LICENCE APPLICATION GUIDELINES

**General Information**

- Upon receipt of the application for a licence, the Resource to the Early Learning and Child Care Board will arrange for the Fire Marshal, or an inspector, appointed under the *Fire Prevention Act* R.S.P.E.I. 1988, Cap.F-11, to inspect the premises of the centre in accordance with the *Fire Prevention Act* and regulations.
- Upon receipt of the application for a licence, the Resource to the Early Learning and Child Care Board will arrange for an inspection in accordance with the *Public Health Act* R.S.P.E.I. 1988, Cap. P-30.1.
- The time frame for completion of inspections depends on the length of the waiting list for inspections at the time of the application. Also, final approval may be delayed if renovations are required for the proposed facility (for example, requirement for exit stairs or additional washroom facilities).

**Comprehensive Service Plan**

A comprehensive service plan is a written service plan that demonstrates the applicant's ability to provide a safe and effective early learning and child care program and includes a description of:

- (i) how the services will meet the developmental needs of children;
- (ii) the proposed utilization of the centre premises, indoors and outdoors, to provide services.

Service plans shall be organized according to the format outlined below.

Service plans are evaluated for compliance with the *Early Learning and Child Care Act and Regulations*.

In order to determine the applicant's ability to provide a safe and effective early learning and child care program, the following information and format is required in the service plan.

The Program	The description of the early learning and child care program shall include:  - approaches for developing and stimulating child
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	<p>development, including the physical, social, intellectual, language, creative and emotional needs of children</p> <ul style="list-style-type: none"> <li>- sample menus for meals and snacks (minimum 2 weeks)</li> <li>- meal time routines – timing of meals and snacks, provision for children with food allergies and special diets</li> <li>- description of emergency evacuation procedures, including schedule for practicing procedures</li> <li>- description of procedure followed for accident or illness involving a child</li> <li>- description of storage and administration of medication (both indoors and when outdoors)</li> </ul>
<p>Administrative Policies and Procedures</p>	<p>Please submit the following:</p> <ul style="list-style-type: none"> <li>- operating policies and procedures regarding such matters as: hours of operation, holiday closures, fees, late pick up, admission, fees during vacations, policy for termination of child’s space and transportation of children;</li> <li>- copy of forms: registration, medication administration, accident/incident report, emergency medical treatment, field trips (Sample forms are included in Appendix A)</li> </ul>
<p>Premises and Equipment</p>	<p>A description of the facility, including:</p> <ul style="list-style-type: none"> <li>- indoor floor plan:</li> <li>- room dimensions</li> <li>- windows – exposure to natural light</li> <li>- exits</li> <li>- floor surfaces</li> <li>- storage for children's belongings</li> <li>- storage of first aid supplies</li> <li>- storage for hazardous materials and equipment</li> <li>- storage of children’s records</li> <li>- storage of staff files (if applicable)</li> <li>- storage of other staff records</li> <li>- furnace/ utility area</li> <li>- food preparation, eating and storage areas</li> <li>- washrooms</li> <li>- water sources</li> <li>- sleeping areas</li> </ul> <p>A room layout and usage plan showing (can be included in the floor plan):</p> <ul style="list-style-type: none"> <li>- shelving - fixed and moveable</li> <li>- dividers</li> <li>- tables and chairs</li> </ul>

	<p>Utilization of the outdoor play space, including a plan showing:</p> <ul style="list-style-type: none"> <li>- fixed equipment</li> <li>- fencing</li> <li>- gates</li> <li>- access from building</li> <li>- shaded and sheltered areas</li> <li>- play and protective surfaces, for example grass, asphalt, sand, cushioning</li> </ul>
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<b>Please provide the following information related to staff and associated persons</b>
<p>The following staffing information shall be included (for owner operator and, if applicable, staff:</p> <ul style="list-style-type: none"> <li>- a list of staff member positions and responsibilities</li> <li>- certification levels of staff</li> <li>- copy of first aid certification for staff</li> <li>- a description of your emergency back up plan for staffing</li> <li>- a copy of the results of a criminal record check and vulnerable sector search conducted in the Canadian Police Information Centre system, dated not earlier than six months prior to the date of the application, with respect to every associated person of the centre</li> </ul> <p>Note: The <i>Early Learning and Child Care Act and Regulations</i> defines associated persons as:</p> <ul style="list-style-type: none"> <li>(a) a person who resides in a residence in which a centre is operated;</li> <li>(b) a staff member*;</li> <li>(c) an individual operator</li> <li>(d) where the operator is a partnership of individuals, each individual partner;</li> <li>(e) where the operator is a corporation or a partnership that includes a corporation, the shareholders and directors of the corporation.</li> </ul> <p>“Staff Member” means an individual who works at a centre in either an employment or volunteer capacity.</p>

## Appendix A: Sample Forms

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1. Field Trip Consent Form
2. Emergency Consent Form
3. Emergency Medical Form
4. Incident Accident Report
5. Permission to Administer Medication

## FIELD TRIP CONSENT FORM

I \_\_\_\_\_ give permission for my child \_\_\_\_\_  
(Name of Parent or Guardian)

to travel to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

I understand my child will be travelling with \_\_\_\_\_  
(Name of Staff Person, Volunteer)

by \_\_\_\_\_. Staff and Children will leave the centre at  
(Transportation: e.g. personal vehicle, walking)

\_\_\_\_\_ and returning to the centre at approximately \_\_\_\_\_.  
(Time) (Time)

Notes:

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\_\_\_\_\_  
Parent Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



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### Emergency Consent Form

[Insert Centre Name]

Full Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Male or Female \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone: \_\_\_\_\_

Parent /Guardian \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent /Guardian \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Child's Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Allergies/medications/health conditions \_\_\_\_\_

It is the policy of name of centre to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we cannot contact parents/guardians and we need to get immediate medical assistance for the child. Our procedure is to take the child to the nearest emergency service.

Please sign the consent below so that we can take appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.

I hereby give consent for my child, \_\_\_\_\_, when ill or injured, to be taken to the nearest emergency centre by the staff at [Insert Centre Name] when I cannot be contacted.

I hereby give consent for my child, \_\_\_\_\_, to receive medical treatment if necessary.

Date: \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_  
Signature of Administrator/Director \_\_\_\_\_

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## Emergency Medical Form

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Name of Child: \_\_\_\_\_

In the event of a serious injury to my child, and the staff of [Centre Name] are unable to reach me (or my emergency contacts), I hereby give permission for [Centre Name] to act on my behalf in obtaining and/or authorizing emergency medical treatment for my child. I understand that any treatment would be on the advice of a qualified medical physician.

Father: \_\_\_\_\_  
Print Signature Date

Mother: \_\_\_\_\_  
Print Signature Date

Guardian: \_\_\_\_\_  
(if applicable) Print Signature Date

Health Card # \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

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## Incident Report

<b>Incident/Accident Report</b>		
	Name of Child Involved in the Incident/Accident:	
	Staff Person Who Addressed the Incident/Accident	
	Date of Incident/Accident	
	Time of Day	
	Setting	
	<i>Detailed Description of the Accident/Incident</i>	
	<i>Course of Action Taken or Treatment Provided</i>	
	<i>Additional Comments</i>	
	Report Filed By:	
Parent/Guardian Signature:		

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## Permission to Administer Medication

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I hereby give my permission to the staff of [Centre Name] to administer:

\_\_\_\_\_  
Name of medication

\_\_\_\_\_  
Prescription number

to my child, \_\_\_\_\_, according to the medical physician's instructions printed on the prescription container or on the request for administration of non-prescription medication completed by the physician.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

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## Appendix B: Early Childhood Development Association

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### EARLY CHILDHOOD DEVELOPMENT ASSOCIATION

## About the ECDA

### We are:

A provincial, non-profit organization committed to promoting and supporting quality early childhood development programs and services for our Island's children and families. The Early Childhood Development Association of PEI was formed in 1974. Annual membership is approximately 420 certified early childhood professionals.

We are Affiliate Members of the [Canadian Child Care Federation](#).

### We provide:

- information and guidance linking early childhood knowledge and information to those who need it;
- resources and professional development opportunities for early childhood educators;
- a voice representing healthy child development for PEI children aged 0 years to 8, their families and those educating them;

### We work with:

- Early childhood professionals
- Provincial and Municipal Governments and Opposition parties
- Parents and grandparents
- Other early years professionals
- Community and various organizations

### Why:

- To support Early Childhood Educators to deliver high quality early learning and child care services and programs for all of PEI's children. Helping families make the early years count.

