



Licensed Child Care Centre Application

Reason for Application:

- New Facility/Owner
- Physical alterations/changes to an existing Facility
- Change to program/licensing capacity or age groups

Prior to completing this application, please ensure you first submit an application for a child care license to the [Ontario Ministry of Education](https://www.ontario.ca/page/start-child-care-program) (<https://www.ontario.ca/page/start-child-care-program>)

Please fill out **only** the applicable sections/changes below.

Contact Information:

Facility Name: _____

Address: _____

Phone: _____ Email: _____ Fax: _____

Name of Owner: _____ Name of Supervisor: _____

Name of Property Owner/Landlord (if different than Owner above):

Address: _____

Phone: _____ Email: _____ Fax: _____

Program Information:

- Full-time Setting
- Before and After School
- Nursery School (half day)

Hours of Operations:

Monday	Tuesday	Wednesday	Thursday	Friday
_____ a.m.	_____ a.m.	_____ a.m.	_____ a.m.	_____ a.m.
_____ p.m.	_____ p.m.	_____ p.m.	_____ p.m.	_____ p.m.

Centre details	Age Range	Number of Rooms	Licensing Capacity
Infants			
Toddlers			
Preschool			
School Age			
			Total capacity:

Water and Sewage Service:

Municipal water supply

Private water supply Well Type: Dug Bored Drilled

Child care centres on private water supplies (e.g. wells servicing child care centres) are governed by the requirements of [Ontario Regulation 170/03: Drinking Water Systems](https://www.ontario.ca/laws/regulation/030170) (<https://www.ontario.ca/laws/regulation/030170>) and all child care centres are governed by the requirements of [Ontario Regulation 243/07: Schools, Private Schools and Child Care Centres](https://www.ontario.ca/laws/regulation/070243) (<https://www.ontario.ca/laws/regulation/070243>). Please contact the Ontario Ministry of the Environment, Conservation, and Parks for more information.

Municipal sewage system

Private sewage disposal: Type: Holding tank Septic tank / tile bed Other

Please consult with the property owner or landlord if you are unsure as to how the facility is serviced.

It is the responsibility of all premises owner/operators to confirm to the Health Department that the private sewage system is capable of servicing the Child Care Centre operation in accordance with [Ontario Regulation 332/12: Building Code](https://www.ontario.ca/laws/regulation/120332) (OBC) (<https://www.ontario.ca/laws/regulation/120332>). Consultation with a professional engineer or qualified sewage system designer may be necessary to assist in submitting the necessary report/information for assessment by the Health Department.

Nuclear Preparedness:

Is the facility located within 10 kilometres of one of the nuclear stations? Yes No

- Pickering Nuclear Generating Station - 6754 Sandy Beach Rd, Pickering, ON, L1W 3X5
- Darlington Nuclear Generating Station - 1 Holt Rd S, Bowmanville, ON, L1C 3Z8

Child care centres operating within 10 kilometres of a nuclear power station need to have a supply of potassium iodine (KI) tablets. Your Public Health Inspector (PHI) will arrange for you to receive your supply along with instructions regarding the administration and storage of KI pills.

Food Premises:

Your Public Health Inspector (PHI) will provide you with a New Food Premise Operator Package which will include a copy of [Ontario Regulation 493/17: Food Premises](https://www.ontario.ca/laws/regulation/170493) (<https://www.ontario.ca/laws/regulation/170493>). Please familiarize yourself with the various regulatory requirements and responsibilities as they apply to your child care centre (e.g., kitchen, food storage and handling).

Food Service Type:

On-site preparation: full menu snacks only Catered (complete below)

Caterer Name: _____

Address: _____ Phone: _____

Eating and Drinking Utensils:

Re-useable Single-use disposable

Equipment and Facilities:

Designated/separate handwashing sink

Dishwasher: wash/rinse temperature (reaches 60-71°C)

high temperature rinse (reaches 82°C or higher)

chemical sanitizer (e.g. chlorine, quaternary ammonium, or iodine)

Manual Dishwashing: 3-compartment sink 2-compartment sink

Note: If multi-service articles (e.g., cutlery, plates, cups) will be used, a 3-compartment sink or a mechanical (commercial) dishwasher is required.

If single-service / disposable articles (e.g., plastic cutlery, plastic / paper plates and cups) will be used, a 2-compartment sink is required for dishwashing of utensils (e.g., cutting boards, serving tongs).

Chemical sanitizer used for food contact surfaces (please specify):

Hot holding equipment present (e.g., hot-holding unit, stove, oven)

Cold holding equipment present (e.g., refrigerator, freezer)

Certified Food Handlers:

At least one food handler or supervisor who has completed food handler training must be present during every hour in which the premise is operating.

Name	Certification Type (course or agency name)	Certification Date

Diapering:

Child care centre enrolls children who are in diapers or being toilet trained (e.g. pull ups):

- Yes (review requirements below) No

Diaper Change Area Requirements:

- Change table should be roughly waist height (for teachers) to reduce the potential for back strain or injury when changing children. Teachers may utilize footstools when assisting older or heavier children onto the table(s).
- Change table should be of sturdy construction and shall have a length and width adequate to safely accommodate all children who require diapering.

Note: Possible exception may include three or less diapered children, or children with special needs who, because of their age, height, weight, or particular disability, cannot be safely changed on a diaper table.

- Change table must have one of the following:
 - a safety ledge, approximately 2.5 to 3 inches (6 to 7.5 cm) high above the diaper change surface and running at least three quarters of the length of the table to prevent accidental falls.
 - a curved mat, the curvature must be at least 2.5 inches above the diaper change surface. A means of preventing the mat from sliding off the surface will also be required (e.g. ledge, Velcro, non-slip mat).
 - safety straps, compatible with the change table and shall be constructed of smooth, non-absorbent, and easily cleanable material.
- All surfaces of the change table, safety straps, and mat shall be constructed of smooth, non-absorbent, and easily cleanable materials. Mats with buttons, quilted stitching or breaks in material, or woven straps that can trap soil/dirt/debris are not appropriate.
- The change table shall be used for no purpose other than the diapering of children.

- A designated handwash sink (not used for food preparation) must be adjacent to the diaper change table/area.
- The designated diapering area shall be located separately from food preparation, food storage areas, and eating areas.

Blueprint/Floor Plan

Please submit two copies of the child care centre blueprint/floor plan along with this application. Use the checklist below as a guide for the blueprint/floor plan.

Note: For alterations/renovations to an existing facility, only submit a plan for any changes.

Main Kitchen: (Review the [Ontario Regulation 493/17: Food Premises](#) for complete requirements)

Show and label the following:

- Cooking, hot-holding, cold-holding, and ventilation equipment (e.g. stoves, ovens, microwaves, refrigerators, chest freezers, exhaust hoods/fans)
- Food storage areas (e.g. cupboards, shelves, pantries)

Note: All food must be stored off the floor.
- Chemical storage areas

Note: Chemical products (e.g. cleaners, detergents, disinfectants, etc.) must be stored separate from food and inaccessible to children.
- Indicate surface finishes for all ceilings, walls, flooring, counter-tops, shelves, etc. (e.g. stainless steel, ceramic tile, painted drywall, etc.)
- Location and type of dishwashing facilities (e.g. 2-compartment sink, 3-compartment sink, commercial dishwasher, etc.)
- Designated handwash sink in the food preparation area

Note: A handwash sink, physically separated from any other sinks, must be provided in addition to any dishwashing sinks. It is to be used for handwashing only and continuously supplied with hot and cold running water, liquid soap, and single-use towels in dispensers.

Infant Food Preparation Area: (if separate from main kitchen)

Show and label the following:

- Refrigerator, freezer, counter-tops, etc.

Note: Counters, shelves, etc., used for infant food/formula preparation or storage must be separate from diapering table and/or surrounding diaper counter surfaces.
- Designated handwashing sink

Note: Must be separate from the designated diapering handwash sink and any utility sinks.

Note: Dishwashing shall not occur within classrooms, unless sinks are specifically designated for dishwashing.

Diapering Areas:

Show and label the following:

- Diapering table: generally required in each area/room where there are children in diapers
Note: Located separately from food preparation, food storage, and eating areas.
- Indicate surface finishes for the diapering table, mat, safety straps and surrounding walls and flooring.
- Designated diapering handwash sinks
Note: Required adjacent or within the designated diapering area and not used for food preparation.
- Storage of diapering accessories (e.g. diapers, wipes, creams/ointments, chemical sanitizers, etc.).
Note: All diapering items are to be maintained out of children's reach.

Washrooms:

Show and label the following:

- Location of toilet and sink fixtures. Indicate surface materials for ceilings, walls, floors, counter-tops, shelves. etc.
- Storage areas for potty chairs/seats.
- If toothbrushing is to be practiced, show locations of toothbrush storage areas.
Note: Toothbrushes and toothpaste are to be stored out of reach of children and away from toilets, handwash sinks, and chemicals to avoid accidental contamination.
- Storage areas for cleaners, detergents, disinfectants, etc.
Note: Chemicals must be inaccessible to children.

Sleeping Areas:

Show and label the following:

- Sleeping areas
- Indicate if cots or cribs will be used
- Storage locations of cots when not in use (must be covered if there is a risk of contamination)
- Storage areas for extra and clean bed linens

General:

Show and label the following:

- Storage of children's personal belongings (e.g. cubbies, hooks, etc.)
- Play areas/rooms
- Office space and staff rooms
- Any additional sinks (e.g. art sinks, mop sinks, etc.)
- Laundering facilities and equipment, if available (e.g. washers/dryers, laundry sink)
- Storage areas for clean and dirty laundry
- Additional storage cupboards, counter surfaces, tables, etc., in playrooms
- Storage areas for unused toys
- Garbage storage areas between pick-ups
- Upper floor window designed to prevent falls (maximum 10 cm / 4-inch opening)

The application review process may take 10 business days or longer depending on the number of applications received.

An inspection will be arranged once all noted documentation is received and reviewed by the Health Department, all construction/renovation is complete, any outstanding requirements are met, and the facility is ready to open for business.

For assistance with the application process, please call the Durham Health Connection Line at 905-668-2020 or 1-800-841-2729.

For office use only: PHI Requirements

- Water Supply:** PHI to advise child care centre operator to contact the Ministry of Environment (new or renovated child care centre) re: O.Reg.170 and/or O.Reg. 243
- Private Sewage:** PHI to contact Part 8 Senior PHI, if applicable
- KI:** PHI to contact KI Senior PHI, if applicable (i.e; within 13 km of a nuclear plant)
- PHI to contact PHD Immunization program staff for new child care centres at childcareupdates@durham.ca**

PHI comments:

Date: _____ Inspector's Name: _____ Signature: _____

Durham Region Health Department Health Protection Division 101 Consumers Drive, Whitby, ON L1N 1C4 Phone: 905-668-2020 Fax: 905-666-1887 durham.ca/healthinspectionforms	Durham Region Health Department Port Perry Office 181 Perry Street, Port Perry, ON L9L 1B8 Phone: 905-985-4889 Fax: 905-982-0840 durham.ca/healthinspectionforms
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Information on this form is collected and used under the authority of the Health Protection and Promotion Act, R.S.O. 1990, cH.7., s.5 and its Regulations. The information is collected and used for processing your licenced child care centre application; to ensure compliance with legal and/or regulatory requirements; for preventing, eliminating and/or decreasing the effects of a health hazard; and, for planning, providing, and evaluating services provided by Health Department staff for promoting health and protection. Questions about this collection and use of information should be addressed to Durham Region Health Department, Manager, Health Information, Privacy and Security at 605 Rossland Rd E., P.O. Box 730, Whitby, ON L1N 0B2, (905) 668-7711. Information available in alternate formats.