



Facility #: \_\_\_\_\_

### Child Care Centre Review Application

**Reason for Review Request: Please choose one of the following options**

- New facility/owner
- Alterations/changes to an existing facility

In each instance above, the following requirements are to be submitted in conjunction with this application form:

Indicate (boxes) whether the following completed forms will be included with this application or will follow:

	Included	To follow
<u>Child Care Centre Food Premises Questionnaire</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Diapering Policy Statement</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Child Care Centre Blueprints/Plans</u> (submit 3 copies)	<input type="checkbox"/>	<input type="checkbox"/>

(See Child Care Centre Blueprint/Plan Checklist for specific requirements)

#### 1. Day Nursery Review Application

Name of owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of facility: \_\_\_\_\_

Name of supervisor/operator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of property owner/landlord (if different than owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Program Type**

- Full Time Child Care
- Nursery School (half day)
- School Age Program

**Hours of Operation**

Days	Mon.	Tues.	Wed.	Thurs.	Fri.
Hours a.m.					
Hours p.m.					

**Age Range of Children**

	Yes	No	Age Range (i.e. 6 - 18mths)	Licensing Capacity
Infants	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Toddlers	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Preschool	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
School Age	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____ Total:_____

**2. Food Premises**

Enclosed with this package is a copy of the Ontario Food Premises Regulation, (O.Reg. 562/90, as amended). You are advised to familiarize yourself with the various regulatory requirements and responsibilities as they apply to your Child Care Centre. i.e. kitchen, food storage, etc.

Also enclosed with this package is the Blueprint / Plan Checklist for your reference. This checklist indicates the information you are required to submit regarding your kitchen/food preparation area, and all other areas of the child care centre.

**3. Water and Sewage Service**

3A. Water

- Municipal water system (go to 3B)
- Private water supply (well or communal system)
- For private water supplies, indicate type of well:
- Dug Bored Drilled

Private water supplies (i.e. wells, servicing day nurseries) are governed by the requirements of Regulation 170/03, Small Water Works Servicing Designated Facilities. Please contact the Ministry of Environment immediately to obtain further information regarding the potential impacts of this legislation on your Child Care Centre operation.

3B. Sewage

- Municipal sewage system (go to Section 4)
- Private sewage disposal (continue)  
For private sewage systems, indicate type:
- Holding tank

- Septic tank & tile bed  
 Other (specify): \_\_\_\_\_

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

All Child Care Centres serviced by private sewage systems must be reviewed and evaluated by a Part 8, Public Health Inspector at the time of application to open a new Child Care Centre or if the facility undergoes expansion and/or renovation.

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 the Ontario Building Code (OBC). 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.

#### 4. Diapering

Child Care Centres that enroll children who are not fully toilet trained (i.e. who wear either diapers or pull-ups) will be required to provide an appropriately designed diaper change table and a designated diapering handwash sink that is adjacent to or within the designated diapering area, in each area/room where children require changing.

See the [Diapering Policy Statement](#) for exceptions and recommendations for diaper changing surfaces/tables.

#### 5. Water Play

Indicate whether you intend to provide indoor and/or outdoor water play (i.e. involving water play tables and/or fill and dump wading pools, sprinklers etc.) at the Child Care Centre premises.

- Yes  
 No           Type: \_\_\_\_\_

Infants, toddlers and other children in diapers and/or pull-ups may not participate in *group* water play in tables or wading pools due to concerns regarding the transmission of communicable diseases via the water medium. Possible exception: school age children with special needs.

If water play is provided for diapered children, then individual tables or bins may be used indoors and sprinklers, rather than wading pools, may be used outdoors.

**Please be advised that failure to submit or to fully complete the required documentation may result in delays in the review process. Once submitted, the review process may take up to 10 business days or longer depending on the number of applications received.**

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

**Any further questions or concerns related to this Child Care Centre Review Application may be addressed to your Public Health Inspector.**

**Please call 905-723-3818 or 1-888-777-9613 ext. 4600 between 8:30 a.m. and 4:30 p.m., Monday to Friday to request further information and/or assistance.**

DUHEV-229 Jan/16