



**Education and Early Childhood Development  
Office of the Minister**

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## **MEMORANDUM**

**To:** Directors and Staff Employed in Regulated Child Care Centres and Family Home Day Care Agencies

**From:** The Honourable Karen Casey  
Minister of Education and Early Childhood Development

**Date:** August 27, 2014

**Re:** Compliance with the Day Care Act and Regulations

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As you know, September 2014 marks the one year anniversary of the transfer of responsibilities for the Day Care Act and Regulations from the Department of Community Services to the Department of Education and Early Childhood Development.

The past several months have given me the opportunity to develop a strong understanding of the ongoing challenges and successes operators and staff in regulated child care settings experience every day.

Recently, department staff have taken an in-depth look at the issues that are most often identified through the licensing and inspection process. I would like to take this opportunity to share with you some of the analysis that has been completed.

The most frequent violations of Day Care Act and Regulations identified through the inspection process include:

- child abuse registry checks on file for individual staff members;
  - valid first aid certificates on file for individual staff members;
  - provincial guidelines to promote health and safety are followed;
  - health questionnaires, including immunization dates, are on file for each child;
  - criminal record checks are on file for individual staff members;
  - toys used by preschoolers and school aged children are cleaned and sanitized weekly;
  - safe and suitable outdoor play space is provided;
  - parent handbook provided to families at the time of enrolment;
  - information posted in a conspicuous area of the facility as required;
  - toys used by infant and toddlers are cleaned and sanitized twice weekly.
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I would like to emphasize that child care centres are expected to be in compliance with all requirements of the Day Care Act and Regulations at all times.

As Minister of Education and Early Childhood Development, it is very concerning for me that over the past two years there were 465 violations at child care centres related to Child Abuse Registry and Criminal Record Checks. Based on information from recent site inspections, as of today, there are 5 child care centres with 9 staff that are in violation in relation to criminal records check or child abuse registry check.

Therefore, this memo will serve as notice that I have asked staff to begin work immediately on changes to the *Day Care Regulations* to require that licensees have Child Abuse Registry Checks and Criminal Record Checks on file prior to new staff commencing employment. The intent of this change will be to ensure that no staff will be hired without both of these checks in place. If a child care centre has staff who do not have these checks on file, these staff will not be allowed to work with children until the record checks have been obtained.

Until the Regulatory changes are in effect, I ask that you verify that you have a Child Abuse Register check and a Criminal Record check on file for each of your staff. In addition, please ensure that staff members who do not have their Child Abuse Registry and Criminal Record Check in place are not working directly with children.

More information on these regulatory changes will be provided when these revisions are ready to be implemented.

If you have questions or concerns, please direct them to Shelley Thompson, Director, Early Childhood Development Services at (902) 424-5489.

Yours truly,

A handwritten signature in black ink that reads "Karen Casey". The signature is written in a cursive, flowing style.

Karen Casey  
Minister of Education and Early Childhood Development