

# Licensee's Manual



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# Introduction

The Nova Scotia Department of Education and Early Childhood Development has produced this Licensee Manual as a resource for licensees of child care facilities and family home child care agencies. As per the Day Care Regulations, “Licensee means the person in whose name a license has been issued under the *Act*”. This manual has been written to:

- ✓ provide an overview of the requirements for compliance with the *Day Care Act* and *Regulations* and accompanying standards made under Section 15 of the *Day Care Act*
- ✓ provide additional information to facilities and agencies to enhance understanding of the intent of specific regulations and how expectations can be met in daily practice; and
- ✓ provide information that will enhance program quality in child care facilities and family home child care programs.

## Distribution and Revisions

This manual is provided to current and potential licensees of child care facilities or family home child care agencies. The manual will be updated and revised as required to ensure that information is current. Licensees will be informed of changes to the manual in writing and will be responsible to update their copy of the manual. This manual is also available online at <http://www.ednet.ns.ca/earlyyears/>

# How This Manual is Organized

The manual is set out with the following sections:

▶ **Regulation**

stated as it appears in the Day Care Regulations.

▶ **Intent**

Identifies the purpose for having the regulation or standard.

▶ **In Practice**

Provides information for licensees on the regulations and how to meet these minimum requirements on a daily basis. This section informs the licensee about their ongoing responsibilities and provides procedural information. This section may also include an example which is intended to further illustrate the information provided.

▶ **Best Practice**

Provides information to foster quality child care

▶ **Please Note**

Provides additional information to assist a licensee.

All regulations have been included in the manual, however, not all are directly related to the licensing process for a child care facility (e.g., Regulation 55 regarding requirements for child care fee subsidies). Some of the sections such as In Practice, Best Practice have been omitted from some of the regulations as the information is not considered essential to understanding the requirements. Standards must be followed in these areas:

4(3)(a)	Extended Hours
15(1)(g)(iii)	Family Home Day Care,
18(1)	Daily Program,
25(1)	Food and Nutrition, and
37(2)(a)	Level 1 Classification

Copies of each of these sets of standards are available at <http://www.ednet.ns.ca/earlyyears/> and are included in this Manual. Compliance with all **Regulations and Standards** is required.

# Licensing and Program Support

The Department of Education and Early Childhood Development is responsible for licensing child care facilities and family home child care agencies and for providing consultation and support to enhance program quality. These duties are carried out by staff from Licensing Services and Early Childhood Development Services.

## Licensing Services

Licensing Services is the division of the Department of Education and Early Childhood Development responsible for licensing policies, programs and services delivered in accordance with:

- ✓ The *Day Care Act*: Licensing of Child Care Facilities and Family Home Child Care Agencies.

### Licensing Services is accountable for:

- ✓ Ensuring licensing requirements are met and issuance of the license;
- ✓ Performing bi-annual site inspections at each licensed facility (one announced and one unannounced);
- ✓ Providing technical assistance (consultation on licensing related matters);
- ✓ Carrying-out compliance and enforcement activities for facilities found to be in violation of the applicable Act; and
- ✓ Receiving complaints made against licensed/unlicensed facilities and carrying out any further action required (i.e. investigation and/or inspection).

The Licensing Services' team is comprised of staff with expertise in the areas of Regulatory Administration, Early Childhood Development, Child and Youth Care, Services for Persons with Disabilities and Social Work.

For licensing inquiries, you can contact Licensing Services by calling **902-424-1876**. For licensing complaints and concerns, you can call toll free at **1-877-233-9555**. Outside normal working hours, you will be offered the option to leave a voice message.

## **Early Childhood Development Services**

Early Childhood Development Services (ECDS), a branch of the Early Years of the Department of Education and Early Childhood Development is responsible for the development of regulations, standards and policies for early learning and child care programs and early intervention services that are funded and/or licensed by the Department of Education and Early Childhood Development.

### **Early Childhood Development Services is accountable for:**

- ✓ Recommendations/approvals for proposals to operate a child care facility or family home child care agency;
- ✓ Provision of information, resources, tools and onsite consultation;
- ✓ Development and delivery of workshops and professional development opportunities (e.g. Building Blocks, Child Abuse Protocol);
- ✓ Administering, coordinating and approving program funding intended to support licensees in the provision of quality and inclusive programs and services for children;
- ✓ Assistance to develop action plans to set goals for enhancements in early childhood environments/settings;
- ✓ Approves post-secondary Early Childhood Education training programs and provides funding to Early Childhood Development Support Centres; and
- ✓ Responsible for reviewing applications and issuing classifications for staff in licensed child care programs required under the Day Care Regulations.

A regional Early Childhood Development Consultant (ECDCs) is assigned to work with each licensee and remains as the consultant to the licensee once a license is granted. Although changes are inevitable, the regions strive to work collaboratively with licensees by providing consistency as much as possible. All ECDCs have a strong educational and practical background in the field of early childhood education and the delivery of quality child care.

You can contact Early Childhood Development Services by calling **902-424-1876**.