NOVA SCOTIA

EARLY LEARNING AND CHILD CARE
CHILD CARE FACILITY PRE-REQUISITE CHECKLIST

HOW TO USE THIS DOCUMENT

The following summary sheet and pre-requisite checklist is designed to help applicants determine if an existing facility meets the basic requirements to be pursued as a Child Care Centre in Nova Scotia. Four categories have been identified as pre-requisites and are summarized below. On the following pages each category is described in more detail with criteria and examples to aid in the review of a space. Applicants must demonstrate they meet the criteria in each of these pre-requisite areas prior to proceeding with the next steps in developing a new centre.

- [ ] **CATEGORY 01 - INDOOR PLAY SPACE**

  - [ ] **Unobstructed Play Space** = 30ft² Per Child

  - [ ] **Infant Nap Room =** One (1) Crib Per Infant at 18" Apart

- [ ] **CATEGORY 02 - OUTDOOR PLAY SPACE**

  - [ ] **One (1) or more Outdoor Play Spaces Dedicated to Infants** = 75ft² Per Infant

  - [ ] **One (1) or more Outdoor Play Spaces** (other than infants) = 75ft² Per Child
    Outdoor Play area to be large enough to accommodate the largest group category of children who regularly attend the child-care program, other than infants.

- [ ] **CATEGORY 03 - NATURAL LIGHT FOR INDOOR PLAY SPACE**

  - [ ] **Glazed Window Area =** 10% of Total Floor Area of the classroom

- [ ] **CATEGORY 04 - TOILETS, SINKS & DIAPERING**

  - [ ] **Infant Room & Toddler Room must have a dedicated Diapering Area**

  - [ ] **Toilets + Sink counts for Toddlers, Preschool & School-Aged Children**
    = One (1) Toilet + one (1) Sink for every 10 Children

  - [ ] **Dedicated Staff Washroom**

01 INDOOR PLAY SPACE

☐ **UNOBSTRUCTED PLAY SPACE** = 30ft² Per Child

☐ Area dedicated for play space is **unobstructed** for each child occupying the space.

☐ The play space area does not include hallways, exits, entrances, door or gate swings, staff areas, administration areas, storage, washrooms, diapering areas laundry, or kitchens.

☐ All dimensions are to be measured from the **inside** face of a wall or door.

EXAMPLES:

Minimum play space floor area required for 12 children is: 12 x 30ft² = 360ft². In the case of obstructions, they need to be factored into the calculation.
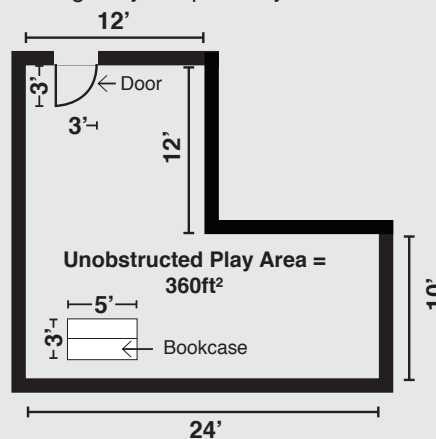
A: Rectangular Play Area

Door
3'
3'
Bookcase
5'
3'
16'
Unobstructed Play Area = 360ft²
24'
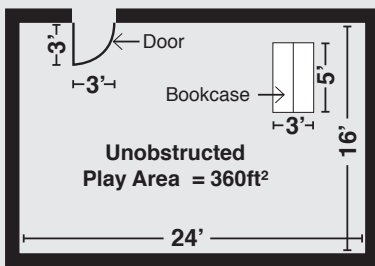
Rectangular Play Area Calculation
(24' x 16') **-** (3' x 5') **-** (3' x 3') = 360ft²
   overall   bookcase   door
   play area   swing

B: Irregularly Shaped Play Area

12'
Door
3'
3'
12'
Unobstructed Play Area = 360ft²
5'
3'
Bookcase
10'
24'

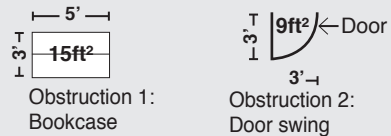### How to Calculate an Irregular Shaped Play Area

Step 1 - Calculate Total Play Space Area

(24' x 10') + (12' x 12') = 384ft² *Total Play Area*

(12'x12')
=144ft²
Total Play Area 384ft²
(24'x10')=**240ft²**
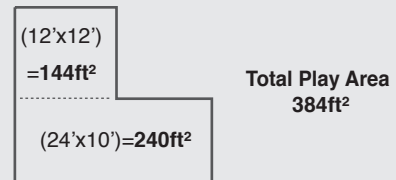
Step 2 - Subtract obstructions from Total Play Space Area to get Total Unobstructed Play Space Area.

5'
3'
15ft²
Obstruction 1: Bookcase

9ft² ←Door
3'
3'
Obstruction 2: Door swing

Total Play Area 384ft² - Bookcase 15ft² - Door swing 9ft²
= **360ft² Total Unobstructed Play Space Area.**

☐ **INFANT NAP AREA** = One (1) Crib for each Infant spaced 18" apart

☐ Infant nap area is in a separate room attached to the infant play space.

☐ Cribs to be no less than 18" apart **or** there is a divider between each crib.

☐ Include evacuation cribs in accordance with fire evacuation procedures approved by the Office of the Fire Marshal.

EXAMPLE:

In a crib room for eight (8) Infants, the cribs must be spaced (no less than) 18" apart, or have a divider placed between the cribs.

divider
18"
crib

Infant Crib Room
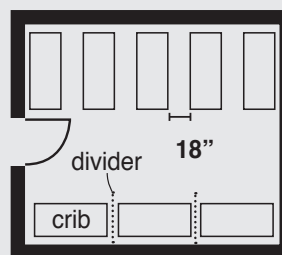
02 OUTDOOR PLAY SPACE

☐ **ONE (1) OR MORE OUTDOOR PLAY SPACES =**
75ft² Per Child **and** 75ft² Per Infant

☐ **75ft² per infant** including maximum number of infants at facility, in a separate outdoor space.

☐ **75ft² per child** is calculated by using the number of children in the maximum age group enrolled.

☐ **4' high fence** around Outdoor Play Spaces.

☐ **Provide shade** in the Outdoor Play Spaces.
(Where there are no trees, shade must be accessible to 10% of the play space.)

EXAMPLE:

You wish to design the Outdoor Play Area for a facility with 10 infants, 30 toddlers, 24 pre-school and 15 school-aged children. The Outdoor Play Area must have a designated area for the infants, and another area for the other age groups. The size of this area is determined by the largest group category of children who regularly attends this facility, and in this example, the largest group is 30 toddlers.

30'

25'

750ft²
25' x 30' = 750ft²
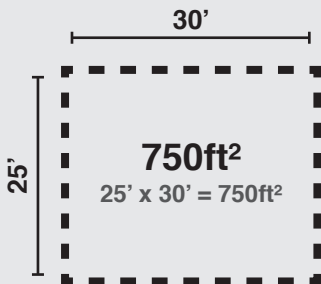
Infant Outdoor Space - Infants Only:
10 Infants x 75ft² = 750ft²

50'

45'

2250ft²
45' x 50' = 2250ft²
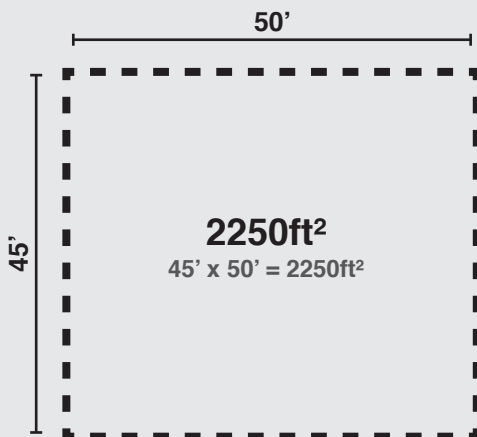
Outdoor Space - Toddler, Pre-School, and School-Aged Children
**Largest Class Size in this facility is 30 Children (toddlers):**
30 Children x 75ft² = 2250ft²

03 NATURAL LIGHT

☐ **GLAZED WINDOW AREA =** Minimum 10% of Total Floor Area of the Classroom

☐ To find the window area needed for a play area, make sure the window glass covers at least 10% of the classroom's floor area.

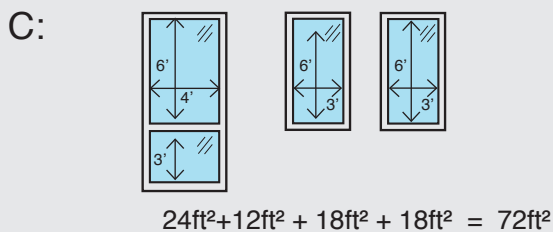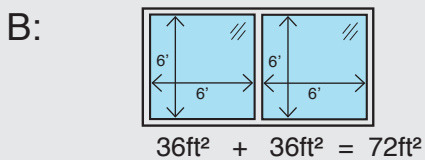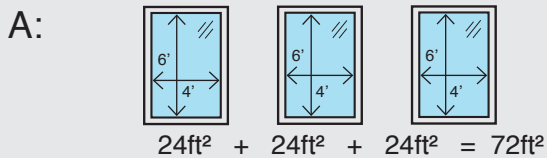☐ Windows measured are on an outside wall with access to natural daylight.

EXAMPLE:

36'

20'

Play Area within Classroom
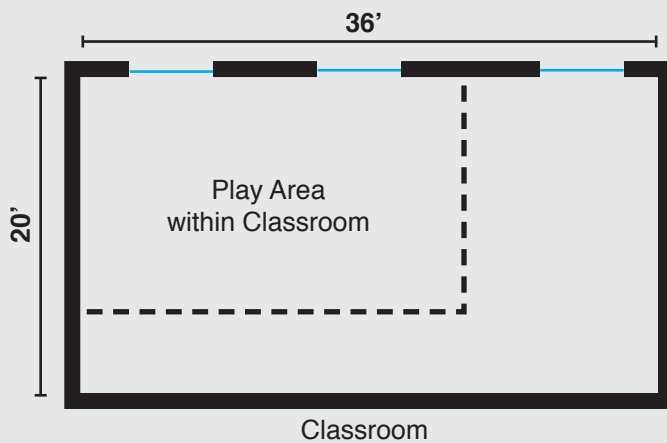
Classroom

Total Size of Classroom: 720ft²
Classroom where Play Area is located
36' x 20' = 720ft²

Floor Area of Classroom x 10 % = Required Glazed Area
Ex: 720ft² x 10% = **Minimum 72ft² of Glazed Area Required**

Examples of windows that comply to meet this glazed area:

A:

6' 4'   6' 4'   6' 4'
24ft² + 24ft² + 24ft² = 72ft²

B:

6' 6'   6' 6'
36ft² + 36ft² = 72ft²

C:

6' 4'   6' 3'   6' 3'
3'
24ft²+12ft² + 18ft² + 18ft² = 72ft²

04 TOILETS, SINKS & DIAPERING

☐ **DIAPERING AREA FOR INFANTS & TODDLERS**

  ☐ Diapering area is located next to a sink.

  ☐ Diapering area is to be subtracted when calculating unobstructed play area.

  ☐ Diapering area is included in mixed-age rooms which include infants and/or toddlers.

☐ **TOILETS FOR TODDLERS, PRESCHOOL & SCHOOL-AGED CHILDREN:**
One (1) Toilet + one (1) Sink for every 10 Children

  ☐ Ratio = one (1) toilet + one (1) sink for every 10 children.

  ☐ Toilets must be suitable for age.

  ☐ Washroom and toilet facilities must be inside the facility, or at the location of the facility and available for use.

  ☐ Staff washrooms are included and separate from children's washrooms.
(Verify accessibility requirements.)

Ratio:

1 TOILET **+** **1** SINK **=** **10** CHILDREN
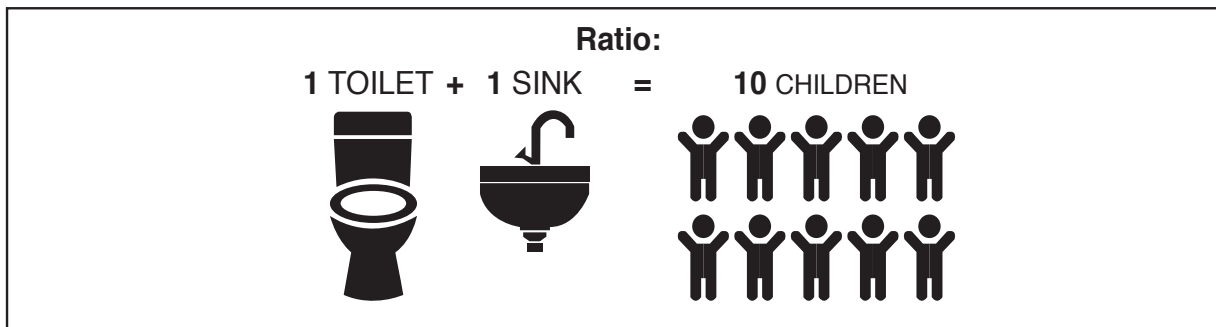
EXAMPLE:
You wish to open a Child Care Facility with a total of 80 children and infants. Within the 80 children count there are: 10 infants, and 70 are toddler, pre-school, and school-aged children. Using the ratio of one (1) toilet + one (1) sink for every 10 children, 7 toilets and 7 sinks are required for the facility. To obtain the staff washroom toilet and sink count, you would refer to the local building code.

10 INFANTS (**NOT** FACTORED IN TOILET & SINK* COUNT)

70 TODDLER to SCHOOL-AGED CHILDREN

=
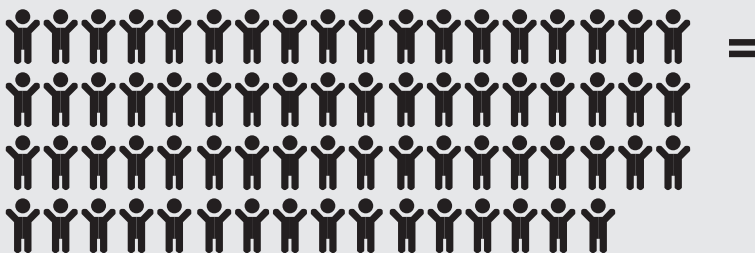
7 TOILETS REQUIRED

7 SINKS REQUIRED

80 CHILD FACILITY

+ Number of staff washroom fixtures required, to be determined by local building codes. *Addtional sinks are required at diapering stations.