

# Licensee's Manual



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# Introduction

This manual has been developed to support licensees, staff and care providers in the delivery of licensed child care programs. The manual sets out requirements for compliance with the *Early Learning and Child Care Act* and [Regulations](#) and offers insight into best practices.

The manual includes:

- ✓ an overview of the requirements for compliance with the *Early Learning and Child Care Act* and [Regulations](#) and accompanying ministerial requirements made under Section 15 of the *Early Learning and Child Care Act*;
- ✓ the intent of each regulation to assist child-care centres and family home child-care programs in correctly interpreting expectations for compliance;
- ✓ additional information to support daily practice as well as contact information for Education and Early Childhood Development (EECD) staff and a reference list of resources.

## Distribution and Revisions

The [Licensee Manual](#) is available online and will be updated and revised as required. EECD will inform licensees of changes to the manual by email.

# How This Manual is Organized

The manual is set out with the following sections:

## ▶ **Regulation**

stated as it appears in the **Early Learning and Child Care Regulations**.

## ▶ **Intent**

Identifies the purpose for having the regulation or ministerial requirement.

## ▶ **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. Ministerial requirements must be followed in these areas:

4(3)(a)	<b>Extended Hours</b>
15(1)(g)(iii)	<b>Family Home Child Care,</b>
18(1)	<b>Daily Program,</b>
25(1)	<b>Food and Nutrition,</b>
32A	<b>Family Communications Plan, and</b>
37(2)(a)	<b>Level 1 Classification</b>

Copies of each of these Ministerial requirements are available [Information for Regulated Child Care Settings | Early Years | NS Dept of Education & Early Childhood Development \(ednet.ns.ca\)](#) and are included in this Manual. Compliance with all **Regulations and Ministerial Requirements** 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 the Early Learning and Child Care Branch.

## 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 *Early Learning and Child 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 licence;
- ✓ 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 Learning and Child Care

Early Learning and Child Care, a branch of the Department of Education and Early Childhood Development is responsible for licensed child care, including licensing and interpretation/application of regulatory requirements, child care subsidy, grants and funding, continuous quality improvement and professional learning and development for ECEs.

### Early Learning and Child Care 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

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 Learning and Child Care by calling **902-424-1876**.