

CHILD CARE CENTRE CHECKLIST

Date: [December 11, 2025](#)

Caseload number: [46](#)

☐ INITIAL ☒ REVIEW ☐ RELOCATION

Facility Name: [Regina Open Door Society Child Care Centre 1855 Smith St](#)

ELCC Entity: [1100237](#)

Annual Review Date: [January 31](#)

Eligibility: [Indicator Checklist](#)

Completed: Full Checklist

Indicator Eligibility changed to Full Checklist during AR - Comments: [Section 28 \(b\) Hazardous items](#)

Type of Facility: ☒ Full-time ☐ Extended hours ☐ TSS

K – Key Indicator, R – Random Rule, W – Weighted Risk

The Child Care Act, 2014

A10. Parental involvement in centres

- ☒ 10(1) Parent Board
10(2) Parent Advisory
10(3) Minister exemption, subsection (1) not practical because of type of licence (ie. TSS)
Comments:
 - [PAC Committee information posted at front entrance for parents.](#)
 - [Next board meeting: Jan 26](#)

The Child Care Regulations, 2015

Regulations Part II - Licensing Section

R08. Application for Licence, Renewal – Centre

- W ☒ 8(1)(a) or 8(2)(a) Health Inspection (collect documentation) – [November 26, 2025](#)
Comments:
- W ☒ 8(1)(b) or 8(2)(a) Fire Inspection (collect documentation) – [December 1, 2025](#)
Comments:
- ☒ 8(1)(c) or 8(2)(a) Heating Inspection (view documentation) – [June 30, 2026](#)
Comments:
 - [3 boiler reports from TSASK provided. Licence #'s 31011, 31013, 31012](#)
- ☒ 8(1)(d)(e) or (f)/ or 8(2)(b) Incorporation Documentation:
Incorporation #: [203631](#) Expiry date: [October 31, 2026](#) if the applicant is a corporation or a cooperative, its certificate of incorporation or registration
Comments:

R11. Child Care Spaces – Centres

- ☒ 11(1)(a) Max spaces: # [64](#)
- ☒ 11(1)(b) Spaces approved as subsidized spaces: # [64](#)
- ☒ 11(3) Max spaces (space allocation on licence) that are (a) IN - [9](#) (b) TD - [15](#) (c) PS - [30](#) (d) SA - [0](#)
(e) flexible (include designation) – [5 TD 5 PS](#)
Comments:
 - [Centre will be relocating with expansion which is estimated to occur in 2026.](#)

Regulations Part III - Standards for Facilities Section

R14. Philosophy and Program

- ☒ 14(a) Philosophy
Comments:

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— ☒ 14(b) Program
Comments:

R15. Child Management

— ☒ 15(a) Policy
Comments:

— ☒ 15(b) Practice
Comments:

R16. Operational Policies, Procedures

— ☒ 16 Written policies and procedures
Comments:

R17. Agreement for Services

— ☒ 17 Written agreement with parent – child care services
Comments:

R18. Fee Schedule

— ☒ 18(2)(a) Written schedule of fees (record fees):
Comments:

Preschool/Kindergarten	Daily	10/1/2024	\$44.65
Toddler	Daily	10/1/2024	\$50.10
Infant	Full-time Monthly	10/1/2024	\$913.70
Preschool/Kindergarten	Full-time Monthly	10/1/2024	\$674.90
Infant	Daily	10/1/2024	\$67.05
Toddler	Full-time Monthly	10/1/2024	\$753.81

— ☒ 18(2)(b) Advance notice to parents if changes in fee schedule
Comments:

— ☒ 18(4) Same fee for same services
Comments:

R19. Furnishings

— ☒ 19 Developmentally appropriate equipment and furnishings
Comments:

R20. Equipment and Materials

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— ☒ 20(1) Sufficient quantities for spaces for indoor and outdoor activities
Comments:

— ☐ 20(2) Developmentally appropriate and adequate quality
Comments:

- Fall zone surface required under infant climber stairs.
- Send photos to confirm completion.

R21. Hygiene

— ☒ 21(a) Equipment and furnishings – sanitary
Comments:

— ☒ 21(b) Hygienic procedures are followed
Comments:

R22. Washroom Facilities

— ☒ 22(1) Adequate washroom facilities and diapering facilities
Comments:

— ☒ 22(2) Washroom and diapering facilities are in convenient locations
Comments:

R23. Maintenance

R ☒ 23 No maintenance or repair while child care services being provided
Comments:

R24. Nutrition

— ☒ 24(1) Provide meals and snacks (include menu posted, children are fed every 3 hours)
Comments:

K ☒ 24(2)(a) Meals and snacks meet nutritional needs
Comments:

— ☐ 24(2)(b) Children are fed in appropriate manner for age and development
Comments:

- Allergy lists with children's photos to be posted in all eating areas.
- Send photos to confirm completion.

R25. Food Services

— ☒ (a) Adequate and safe procedures - food handling, preparation, serving and storage
Comments:

- The following staff have Safe Food Handling: Larissa (cook), Donalee, Amber, Asha, Whitney, Poonley, Fatima, Boyede.

— ☒ 25(b) Adequate and safe procedures - cleansing utensils
Comments:

R26. Child with Communicable Disease

— ☒ 26(a) Contact public health officer

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Comments:

- ☒ 26(b) Recommendations or instructions from public health officer are followed

Comments:

R27. Medication

- W ☒ 27(1)(a) Authorization is acquired

Comments:

- W ☒ 27(1)(b) Written record of each dose of medication administered

Comments:

- W ☒ 27(1)(c) All non-emergency medications are stored in a locked enclosure

Comments:

- W ☒ 27(2) Oral authorization in exceptional circumstances for administering non-prescription (with written confirmation of authorization after)

Comments:

R28. Hazardous Items

- W ☒ 28(a) Unsafe items inaccessible

Comments:

- W ☐ 28(b) Poisonous substances locked

Comments:

- Poisonous chemicals were observed in the laundry area but were not locked. Discussed locking it up with lock and key.
- Send photos to confirm completion.

- W ☐ 28(c) Cover radiator

If do not have radiators, N/A ☒

Comments:

- W ☒ 28(d) Cap electrical outlets

Comments:

R29. Telephone, Emergency Numbers

- ☒ 29(a) Telephone in working order

Comments:

- R ☒ 29(b) Emergency numbers posted

Comments:

R30. Emergency Evacuation

- ☒ 30 Develop an emergency evacuation plan and practice it monthly

Comments:

R31. First Aid Supplies

- ☒ 31 Appropriate and sufficient first aid supplies and inaccessible to children

Comments:

R32. Portable Emergency Information

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- ☒ 32 Portable record of emergency information for each child attending
Comments:

R33. Taking Certain Supplies

- ☒ 33(a) Portable record of emergency information
Comments:
- ☒ 33(b) Appropriate and sufficient first aid supplies
Comments:

R34. Injuries, Unusual Occurrences

(also discuss child abuse protocol and ensure there is a copy and policies, procedures)

- ☒ 34(a) Immediately notify parent
Comments:
- ☒ 34(b) Within 24 hours notify consultant
Comments:
- ☒ 34(c) Within seven days complete/submit report
Comments:

R35. Volunteers

- ☒ 35(1) Child care worker is present at all times when a volunteer is in attendance
Comments:
- [Practicum and Job shadowing through RODS.](#)

R36. Children's Records

- ☒ 36(1)(a) Keep a record for each child
Comments:
- ☒ 36(1)(b) Retain the record for a period of two years.
Comments:
- ☒ 36(2)(a) Child's name and date of birth (Child's Health Resume & Child's Emergency Information)
Comments:
- ☒ 36(2)(b)(i) Names, addresses and phone numbers of the child's parents (Child's Health Resume & Child's Emergency Information)
Comments:
- ☒ 36(2)(b)(ii) Names, addresses and phone numbers of person to contact in an emergency (Child's Health Resume & Child's Emergency Information)
Comments:
- ☒ 36(2)(b)(iii) Names, addresses and phone numbers of the child's medical practitioner (Child's Health Resume & Child's Emergency Information)
Comments:
- ☒ 36(2)(c) Any allergy, illness or other medical condition (Child's Health Resume & Child's Emergency Information)
Comments:
- ☒ 36(2)(d) The child's immunization status (Child's Health Resume & Child's Emergency Information)
Comments:
- ☒ 36(2)(e) Any medication authorization provided/any record of medication administered (Medication form)

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Comments:

- ☒ 36(2)(f)(i) Any authorization by the child's parent for an excursion not involving transportation (Excursion form)

Comments:

- ☒ 36(2)(f)(ii) Any authorization by the child's parent for an excursion involving transportation (Excursion form)

Comments:

- ☒ 36(2)(g) Any report regarding an injury or unusual occurrence (Injury/Unusual Occurrence form & Minor Injury Report)

Comments:

- ☒ 36(2)(h) The agreement for services

Comments:

R37. Attendance Records (review records for past 12 months)

- ☒ 37(a) Complete and accurate monthly child attendance records

Comments:

- K ☒ 37(b)(i) Obtain signature of the parent monthly to verify hours/days of the child's attendance
Comments:

- K ☒ 37(b)(ii) Obtain signature of the parent monthly to verify the fees charged
Comments:

- ☐ 37(c) Forward the records to the ministry (Social Service Subsidy) each month
Comments: N/A

R38. Insurance

- ☒ 38(a) Insurance policy - comprehensive general liability coverage and personal injury coverage
Insurer: [Commerical Pack](#)

Policy Number: [C70082295-7](#) Expiry date: [April 30, 2026](#)

Comments:

- [Officier liability: NP 655944 expires April 30, 2026.](#)

- ☐ 38(b) Insurance policy - liability coverage with respect to the transportation of children
If do not transport children, N/A ☒

Insurer: Click or tap here to enter text.

Policy Number: Click or tap here to enter text. Expiry date: Click or tap to enter a date.

Comments:

R39. Materials to be Made Available

- ☒ 39(a) The Act

Comments:

- ☒ 39(b) The regulations

Comments:

- ☒ 39(c) Philosophy and program

Comments:

- ☒ 39(d) Child management policy

Comments:

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- ☒ 39(e) Operational policies
Comments:
- ☒ 39(f) Fee schedule
Comments:
- ☒ 39(g) Any other materials that the Director may require
Identify any other information requested (If none, check N/A ☐):
Comments:

R40. Confidentiality

- ☒ 40(1)(a)(i) Personal information
Comments:
- ☒ 40(1)(a)(ii) Any record with respect to a child or a child's parent
Comments:
- ☒ 40(1)(b)(i) Not disclose without parent permission as required for health or safety of the child
Comments:
- ☒ 40(1)(b)(ii) Not disclose without parent permission as required by law
Comments:
- ☒ 40(3)(a) May disclose to a collection agency the name and address of the child's parent
- ☒ 40(3)(b) May disclose to a collection agency the amount of fees owing by the parent

Regulations Part IV – Standards for Centres Section

R41. Centre Director and Supervisor

- ☒ 41(1)(a) Centre director is appointed and
Comments: [Donalee Wennberg](#)
- K ☒ 41(1)(b) Supervisor to act in place of the centre director in the centre director's absence
Comments: [Amber Singleton, however her last day is December 12, 2025. Interviews have been completed for this position and the successful applicant will be selected shortly.](#)
- ☒ 41(2)(a) Centre director must be at least 18 years of age
Comments:
- ☒ 41(2)(b) Meets or exceeds the qualifications of an ECE III or 41(4)
Comments:
- ☒ 41(3)(a) Supervisor must be at least 18 years of age
Comments:
- ☒ 41(3)(b) Meets or exceeds qualifications of an ECE I
Comments:

R42. Child Care Workers

- ☒ 42(1) Child care worker must be at least 16 years of age
Comments:
- K ☒ 42(2)(b) If working for 65 hours or more per month meets or exceeds qualifications of an ECE I
Comments:
- K ☒ 42(2)(c) 30% of persons employed in the centre as child care workers for 65 hours or more meet or exceed the qualifications of ECE II
Comments:

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- K ☒ 42(2)(d) A further 20% of persons employed in the centre as child care workers for 65 hours or more meet or exceed the qualifications of ECE III
Comments:

R43. Exemption

- K ☒ 43(1) May apply for exemption if unable to hire a director or supervisor whose qualifications meet requirements or child care workers whose qualifications meet the requirements
Comments:

R44. First Aid and CPR

- ☒ 44(1) At least one person is on the premises who has first aid/CPR during hours of operation
Comments:
- K ☒ 44(2)(a)(i) Each individual employed in the centre for 65 hours or more per month as a centre, director, supervisor or child care worker has completed a first aid course
Comments:
- K ☒ 44(2)(a)(ii) Each individual employed in the centre for 65 hours or more per month as a centre, director, supervisor or child care worker has completed a course in cardiopulmonary resuscitation
Comments:
- ☒ 44(2)(b) When required to do so by the director, retakes a course in (a)
Comments:

R45. Criminal Record Searches

- K ☒ 45(1) Criminal record check for each centre employee
Comments:
- ☒ 45(2)(a) Establish written policies with respect to criminal record checks
Comments:
- ☒ 45(2)(b) Make policies with respect to criminal record checks known to employees/potential employees
Comments:

R46. Health of Employees

- ☒ 46(4)(a) If employee may have category I or category II communicable disease, the licensee must notify public health
(b) Ensure recommendations/instructions followed.
Comments:

R47. Employee Records

- ☒ 47(a) Copy of employee's ECE certificates
Comments:
- K ☒ 47(b) Proof of first aid/CPR training
Comments:
- K ☒ 47(c) Results of criminal record check (Note to File completed)
Comments:

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- ☒ 47(e) Copy of all medical reports for employee
Comments:
- ☒ 47(f) Any emergency medical information for employee
Comments:
- R48. Volunteers**
- ☒ 48 Any volunteer must be 16 years of age or older
Comments:
- R49. Duty to Supervise**
- W ☒ 49 Children must be adequately supervised at all times
Comments:
- R50. Groups**
- ☒ 50 Children are cared for in single age categories unless licence specifies children may be cared for in mixed age categories (Choose age category): [Mixed Age Groups](#)
Comments:
- R51. Maximum Group Size**
- ☒ 51(1) Ensure group children are cared for in, does not exceed maximum group size
51(2)(a) Max. group size is six infants
51(2)(b) Max. group size is 10 toddlers
51(2)(c) Max. group size is 20 preschoolers
51(2)(d) Max. group size is 30 school-agers
51(3) Max. group size – mixed age groups – to be cared for by two child care workers in accordance with 52(5)
Comments:
- R52. Supervision at Centre**
- ☒ 52(1) Two persons present at centre at all times including one child care worker and one other person at least 16 years of age
Comments:
- ☒ 52(2)(a) If less than nine children and not more than three infants/toddlers, only one staff required if in ratios – (5), and
- ☒ 52(2)(b) Additional individual available in an emergency
Comments:
- W ☒ 52(3) Number of child care workers present is not less than the number required by applicable staff-to-child ratio set out in (4) and (5)
Comments:
- R53. Supervision on Neighbourhood Walks**
- R ☒ 53(1) At least one child care worker present to care for a group of children
Comments:

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- ☒ 53(2) Number of child care workers present is not less than the number required by applicable staff-to-child ratio set out in (3) and (4)

Comments:

R54. Supervision on Excursions

- ☒ 54(2) If on an excursion away from the centre, at least one child care worker and one adult, or two child care workers are present to care for the children

Comments:

- ☒ 54(3)(a) On an excursion the number of child care workers present meets the staff-to-child ratio set out in subsection (4) or (6);

or

54(3)(b) On an excursion the number of child care workers present meets the staff-to-child ratio set out in subsection (5) or (7)

Comments:

- ☒ 54(8)(a) Consider the location and activities involved in the excursion

Comments:

R55. Smoking Prohibited

- ☒ 55 No person will smoke in a centre (includes outdoor play areas and facility excursions)

Comments:

R56. Usable Floor Area

- ☒ 56(2)(a) A minimum of 3.7 square metres of useable floor area/space

56(2)(b) A sleeping area of at least 2.3 square metres/ infant space

or

56(3)(a) For a centre licensed since July 1, 2001, a minimum of 3.7 square metres/infant space; and

56(3)(b) A minimum of 3.25 square metres of usable floor area/toddler, preschool or school-age space; and

56(3)(c) A sleeping area of 1.4 square metres of usable floor area/infant space

Comments:

- ☐ 56(4) If a centre to which subsection (3) applies relocates or increases spaces, the requirements of subsection (2) applies. (Initial or Annual review, N/A ☒)

Comments:

- ☒ 56(5) Usable floor areas and sleeping areas are used exclusively by the centre during its hours of operation

Comments:

R57. Natural Lighting

- ☒ 57(1)(a) Provide natural lighting in at least 50% of the areas used for children's play space

Comments:

- ☒ 57(1)(b) Window are equivalent to 10% of the usable floor area

Comments:

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- ☒ 57(2) Ensure the areas provided with natural lighting are made available for at least 50% of the day to each group of children
Comments:

R58. Kitchen and Dining Facilities

- ☒ 58 Ensure the centre has access to sufficient kitchen and dining facilities to provide food for children attending
Comments:

R59. Outdoor Play Area

- ☒ 59(1) Provide a safe outdoor play area of seven square metres per space
or
59(2) At least half of the outdoor play area must be adjacent to the centre and the remainder must be within walking distance
Comments:
 - Facility has not been using their outdoor play yard which is in the basement of the building due to several reasons such as waste and bird feces. They currently have an outdoor play plan in place. Staff have scheduled outside daily, going on walks or utilizing Victoria Park. They also have additional licensed space not counted in useable floor space that they use as a gym.

Regulations Part VI - Teen Student Support Facilities Section

R71. Governance of TSS Centres

- ☐ 71 Teen centres exempt from section 10 of the Act (discuss composition of Community board)
Comments:

R72. Parent Involvement - TSS Centres

- ☐ 72(a) Establish a plan for involving the parents of children attending in establishing policies
— ☐ 72(b) Make known to the parents the plan required by (a).
Comments:

R73. Support Services - TSS Facilities

- ☐ 73(1) Establish a plan for the developing the parenting skills for parents of children attending
Comments:

RECOMMENDATIONS/COMMENTS:

[Crystal AlFraih](#)

Early Learning and Child Care Consultant