

## Quick Reference: Major Requirements for the Premises

Requirements			Child Care Centres (infant/toddler/preschool + Kindergarten or school age)		Before- and After-School Programs (Kindergarten and school age, operate for less than 6 hours)	
		0. Reg. 137/15	Operate for 6 hours or more	Operate for less than 6 hours	Located in Publicly Funded School	Not Located in Publicly Funded School
Local Approvals	Health	13(1) (a) & (b)	✓	✓	✓	✓
	Fire	13(1) (c) & (f)	✓	✓	✓	✓
	Zoning	13(1)(d)	✓	✓		✓
	Building	13(1)(e)	✓	✓		✓
	Floor/Site Plan Approval	14(1)	✓	✓	✓	✓
Designated Space	Washing, dressing, toileting	15(1)1	✓	✓		✓
	Storage for toys, play materials	15(1)2	✓	✓		✓
	Storage for food	15(1)3	✓	✓		✓
	Storage of hard copy records, if necessary	15(1)4	✓	✓		✓
	Storage for medical supplies, etc., inaccessible to children	15(1)5	✓	✓		✓
	Heating and electrical, inaccessible to children	15(1)6	✓	✓		✓
	Eating and resting	15(2)1	✓			
	Preparation of food	15(2)2	✓			
	Storage for beds and linen	15(2)3	✓			
	Staff rest area	15(2)4	✓			
	Storage for outdoor play equipment	15(2)5	✓			
	Office area	15(2)6	✓			
	Outdoor play	15(2)7	✓			
Play Activity Space	Unobstructed floor space per child	16(1)	2.8 m <sup>2</sup> or 2.58m <sup>2</sup> for Kindergarten and school age	2.8 m <sup>2</sup> or 2.58m <sup>2</sup> for Kindergarten and school age	2.58 m <sup>2</sup> (DA)*	2.58 m <sup>2</sup>
	On or below the second storey (DA)	20	✓	✓		
	Windows at least 10% of floor area	21	✓			
Outdoor Play Space	Unobstructed outdoor space per child (DA)	24(1)	5.6m <sup>2</sup>			
	Adjacent to Premises (DA)	24(3)	✓			
	At Ground Level (DA)	24(3)	✓			
	Fenced to 1.2 metres	24(3)	Req'd for infant, toddler, preschool, Kindergarten (DA) and family age groups			

\* (DA) indicates areas that director approval for an alternative arrangement is permitted by the regulation. Some director approvals have limitations on them – refer to each specific section for more information.

# Interior Design: Play Activity Rooms/Areas

## Quick Reference: Interior Design/Space Requirements

Requirement	Reference Ontario Regulation 137/15	Schedule 1 Infant	Schedule 1 Toddler	Schedule 1 Preschool	Schedule 1 Kindergarten	Schedule 1 Primary /Junior School Age	Schedule 1 Junior School Age	Schedule 4 Family Age Group	Kindergarten and School Age in Publicly Funded Schools
Maximum group size	Paragraphs 8(1)(c)(ii) and 8.1(1)1	10	15	24	26	30	20	15	Same as other programs. See relevant column.
Staff-to-child ratio	Paragraph 8(1)(c)(i) and subsection 8.1(2)	3:10	1:5	1:8	1:13	1:15	1:20	See 8.1(2) for staffing formula/ additional require- ments	Same as other programs. See relevant column.
Play activity space	Subsection 16(1)	2.8 m <sup>2</sup> un- obstructed floor space per child	2.8 m <sup>2</sup> un- obstructed floor space per child	2.8 m <sup>2</sup> un- obstructed floor space per child	2.58 m <sup>2</sup> un- obstructed floor space per child	2.58 m <sup>2</sup> un- obstructed floor space per child	2.58 m <sup>2</sup> un- obstructed floor space per child	2.8 m <sup>2</sup> un- obstructed floor space per child	2.58 m <sup>2</sup> unobstructed floor space unless granted director approval for smaller space
Separate sleeping area	Clause 17(1)(a)	✓						✓  (if children require cribs)	

Requirement	Reference Ontario Regulation 137/15	Schedule 1	Schedule 1	Schedule 1	Schedule 1	Schedule 1	Schedule 1	Schedule 4	Kindergarten and School Age in Publicly Funded Schools
		Infant	Toddler	Preschool	Kindergarten	Primary /Junior School Age	Junior School Age	Family Age Group	
Table/ counter space adjacent to a sink and suitable for dressing or changing a diaper	Clause 19(2)1	✓	✓					✓	
Space must be on or below the second storey (or otherwise approved by a director)	Section 20	✓	✓	✓	✓			✓	
Window area: equivalent to 10% of floor area (for programs operating six hours or more)	Section 21 (Assessed/ required under Ontario Building Code)	✓	✓	✓	✓	✓	✓	✓	
Minimum lighting level: 55 Dekalux	Section 22	✓	✓	✓	✓	✓	✓	✓	
Temperature: maintained at a level of at least 20° C	Section 23	✓	✓	✓	✓	✓	✓	✓	✓

Note: It is expected that all new or renovated school based child care centre play activity rooms funded by the Ministry of Education will be built to accommodate a maximum group size (at 2.8m<sup>2</sup> per child, as per the CCEYA) for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, 24 preschool spaces, and 15 family age grouping spaces), and that play activity rooms will be for exclusive use during the core school day.

## B. Floor, Site and Playground Plan Checklist

Applicants and licensees must obtain ministry approval for a new building or an existing building to be used, altered or renovated for use as a child care centre and cannot start building, using, altering or renovating the premises until plans are approved by the Ministry of Education. Ministry approval is also required to add a room (or rooms) within an existing building if the room has not previously been licensed for child care.

The following information must be included in site, floor and playground plans submitted for director approval under the Child Care and Early Years Act, 2014, and O. Reg. 137/15.

SITE PLAN
Requirements that must be clearly labelled directly on the Site Plan
<input type="checkbox"/> Name of child care centre
<input type="checkbox"/> Address of child care centre
<input type="checkbox"/> Name of publicly funded school (if applicable)
<input type="checkbox"/> Adjacent streets
<input type="checkbox"/> Location of child care centre in relation to the rest of the building
<input type="checkbox"/> Child care centre entrance
<input type="checkbox"/> Location of playground in relation to the child care centre
<input type="checkbox"/> Access to playground that will be used by children and staff from child care centre

FLOOR PLAN
Requirements that must be clearly labelled directly on the Floor Plan
<input type="checkbox"/> Name of child care centre
<input type="checkbox"/> Address of child care centre
<input type="checkbox"/> Name of publicly funded school (if applicable)
<input type="checkbox"/> Location of each play activity room/space (e.g., basement, ground floor, second floor)
<input type="checkbox"/> Total unobstructed floor space measurement in square metres for each play activity room/space
<input type="checkbox"/> Proposed age group and capacity for each play activity room/space

(continued)

<p style="text-align: center;"><b>Additional Requirements</b> (ALL programs except Kindergarten and school age programs in publicly funded schools)</p>	
<p style="text-align: center;"><b>Requirements that must be clearly labelled directly on the Floor Plan</b></p>	
<input type="checkbox"/>	Space for washing, dressing and toileting to include location of counter with sink for diapering for each group of 10 infant children, each group of 15 toddler children and each family age group
<input type="checkbox"/>	Space for storage for toys, indoor play materials and equipment
<input type="checkbox"/>	Space for storage for food
<input type="checkbox"/>	Space for storage of hard copies of records, if necessary
<input type="checkbox"/>	Storage for medical supplies, cleaning materials and equipment and other items that could cause harm to a child, such as poisonous and hazardous substances and evidence that these items are inaccessible to children
<input type="checkbox"/>	Space for storage for heating and electrical equipment and evidence that these spaces are inaccessible to children
<p style="text-align: center;"><b>Additional Requirements</b> (ALL programs operating for six hours or more in a day)</p>	
<p style="text-align: center;"><b>Requirements that must be clearly labelled directly on the Floor Plan</b></p>	
<input type="checkbox"/>	Space for eating and resting
<input type="checkbox"/>	Space for preparation of food if meals are prepared on the premises or a server area for catered food (meals/snacks)
<input type="checkbox"/>	Space for storage for beds (cots/mats) and linens
<input type="checkbox"/>	Staff rest area
<input type="checkbox"/>	Office area

<p style="text-align: center;"><b>PLAYGROUND PLAN (OUTDOOR PLAY SPACE)</b> <i>Playground plans are required where a program runs for six hours or more in a day or where a licensee chooses to have an outdoor play space.</i></p>	
<p style="text-align: center;"><b>Requirements that must be clearly labelled directly on the Playground Plan</b></p>	
<input type="checkbox"/>	Total unobstructed measurement in square metres for each proposed outdoor play area
<input type="checkbox"/>	Proposed age group for each outdoor play area
<input type="checkbox"/>	Location of storage for outdoor play equipment
<input type="checkbox"/>	Fixed equipment (if applicable)
<input type="checkbox"/>	Location of gates (must have secure latching mechanisms)
<input type="checkbox"/>	Fence height (must be at least 1.2 m high)
<input type="checkbox"/>	Location of playground in relation to child care centre (where information is not provided on the Site Plan)
<input type="checkbox"/>	Access to playground from child care centre that will be used by children and staff (where information is not provided on the Site Plan)