



# WHAT YOU NEED TO KNOW TO START A DAYCARE

A detailed description of everything you need to know.



March 2024

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**Note to Users:** *This publication is not intended as a substitute for the legislation. Reference should be made directly to the Child Day Care Act, and its regulations.*

*These can be found at: <https://www.nunavutlegislation.ca/en/consolidated-law/current>.*

*Accordingly, this Handbook should not be relied upon as a substitute for legal or professional advice, and the user is responsible for how the Handbook is used and applied in their own child care centre.*

# Introduction

## Who is this Handbook for?

This handbook is intended for people/organizations that are planning to open a Child Day Care Facility or a Family Home Day Care in Nunavut.









If you are a prospective child care centre licence holder, you may find this handbook helpful. When used in conjunction with the *Child Day Care Act* and regulations, the handbook can be an important point of reference.

## What is the Purpose of the Handbook?

The handbook provides information about what is required in order to open up a licensed Child Day Care Facility or Family Home Day Care in Nunavut. It outlines the regulatory requirements and provides information on the required steps. In general, this handbook is concerned with the following topics:

- Licensing
- Physical requirements of licensed child care centres
- Business licensing requirements
- Program requirements for children
- Public health requirements

For copies of the *Child Day Care Act* and regulations, visit the Government of Nunavut's Department of Justice's website at: <https://www.nunavutlegislation.ca/en/> or contact Department of Education Early Childhood Officers using the information provided below.

Department of Education Early Childhood Officer Contacts:	
<b>Qikiqtani Region</b>	1-833-930-3935  ECOQikiqtani@gov.nu.ca 
<b>Kivalliq Region</b>	1-833-930-3936  ECOKivalliq@gov.nu.ca 
<b>Kitikmeot Region</b>	1-833-930-3937  ECOKitikmeot@gov.nu.ca 
<b>Iqaluit</b>	1-833-930-3938  ECOQikiqtani@gov.nu.ca 

# How to Use this Handbook

## Key Terms

Below are some key terms used throughout this manual:

**Child Day Care Facility:** means a child day care facility other than a Family Home Day Care.

**Family Home Day Care:** means day care provided within the private residence of the operator.

**Note to reader:** a reference to the term “licensed child care centre” should be interpreted to include all types of day care facilities authorized for operation in Nunavut, including Family Home Day Cares and Child Day Care Facilities.

Relevant  
Definitions

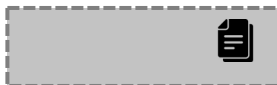


**“Child Day Care Facility”**  
means a child day care facility other than a family home day care facility.

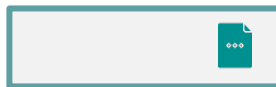
**“Family Home Day Care”**  
means day care provided within the private residence of the operator.

Each section of this handbook includes the following special information:

- **Legislative Reference:** sets out the legal requirement under various laws. All legislative references appear in a grey box.
  - There are legal requirements from various laws (*Child Day Care Act, Fire Safety Act, etc.*). If a provision is from the *Child Day Care Act*, it will appear in a grey dashed box.



- If a provision is from a different Act, it will appear in a grey box with green outline.



- **Intent:** Describes the legal requirements in plain language.
- **Q & As:** Raises specific questions of interest and provides answers.

## Example

Several examples are included in this handbook to help describe how to go about meeting various requirements. These examples can be identified by the symbol to the left.

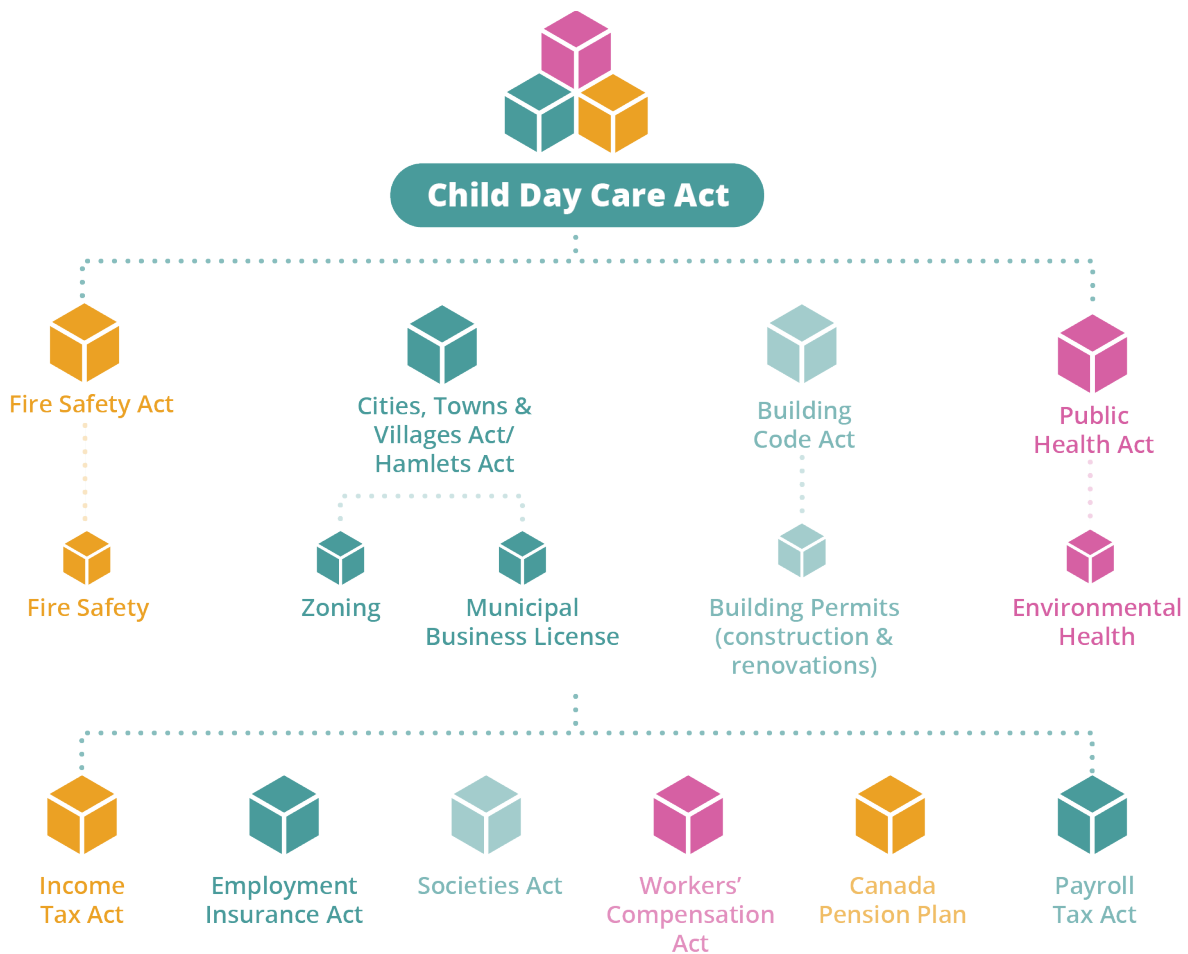
- The handbook is divided into chapters as follows (click on the link below to move to the selected chapter):
  - [Chapter 1](#) covers information that is common to all licensed child care centres in Nunavut.
  - Information specific to a Family Home Day Care is covered in [Chapter 2](#).
  - Information specific to a Child Day Care Facility operated by a society is covered in [Chapter 3](#).

- Child Day Care Facilities operated by a District Education Authority or Commission scolaire francophone du Nunavut (DEA/CSFN) or municipal corporation are covered in [Chapter 4](#).
- Application Submissions are covered in [Chapter 5](#).

If you are thinking about opening up a licensed child care centre, you should read [Chapter 1](#) and the other chapter that is relevant to the type of centre you are looking to open. For example, if you'd like to open a Family Home Day Care, please review [Chapters 1](#) and [2](#).

## Legislative Framework

There are many laws that apply to licensed child care centres in Nunavut. The most important law is the *Child Day Care Act*, but there are also other laws that apply to the opening and running of a licensed child care centre. A list of applicable laws is provided below and further information on each is included in this handbook.



# Let's Start at the Beginning...

## What Type of Licensed Child Care Centre are you Looking to Start-up?

One of the first decisions you need to make is about the type of licensed child care centre you want to start-up. There are two types of licensed child care centres in Nunavut. The first type is run out of a family home; these are known as **Family Home Day Care**. The second type is run by an organization (either a hamlet, DEA/CSFN, or by an independent society set up with a board) and is known as a **Child Day Care Facility**. Below is a summary of the types of licensed child care centres.

### 1 Run by a Private Operator

#### Family Home Day Care

- ✓ You will need a name for your home day care, a business license, and to register with corporate registries
- ✓ You will need a bank account set up in the name of your business



### 2 Run by an Organization

#### Child Day Care Facility Run by a Society

- ✓ You do not want to operate a home day care and are currently not a registered society
- ✓ You will need a board of directors
- ✓ You will need to incorporate as a society
- ✓ You will need a name for the child day care facility, a business license, and to register with corporate registries
- ✓ You will need a bank account set up in the name of the business
- ✓ You will need 3 letters of support, if applying for funding

#### Child Day Care Facility Run by a DEA/CSFN/HAMLET

- ✓ You do not need to become a society as the day care will be run through the Hamlet or the DEA/CSFN
- ✓ You will need a name for the child day care facility, a business license, and to register with corporate registries
- ✓ You will need 3 letters of support, if applying to funding



# Chapter 1

Opening a Licensed Child Care Centre





# Opening a Licensed Child Care Centre

## Prepare your Child Care Centre Licence Application

To start a licensed child care centre in Nunavut you must submit an application for a child care centre licence to the Department of Education.

Below is a list of the required information which must accompany your application (see [Appendix A](#) for the application form). Developing your application will involve dealing with other agencies, including the Fire Marshal, Municipal By-law and Public Health Officers.

### What are the *Child Day Care Act* Requirements for an Application?

#### Relevant Law

##### Section 2 (3) Regulations

*An application for a licence must:*

- (a) *state whether the application is for a centre day care facility or a family home day care facility;*
- (b) *identify the class or classes of child day care to be provided by the child day care facility;*
- (c) *identify a contact person for the purpose of communication between the Director and the applicant; and*
- (d) *include*
  - *a written statement of the program goals and objectives,*
  - *a copy of the floor plan of the child day care facility showing room dimensions and the location of fixed equipment,*
  - *a report from the office of the Fire Marshal regarding compliance with the National Fire Code of Canada,*
  - *a report from the Health Officer regarding compliance with the Public Health Act.*
  - *evidence of compliance with appropriate zoning by-laws,*
  - *evidence of a minimum of \$1,000,000 public liability insurance coverage, if you are applying for funding, you will require proof of \$2,000,000 in insurance coverage*
  - *an emergency evacuation plan (as per S. 45(1) of the regulations, and*
  - *written provision for parental involvement under section 47 of the regulations.*

#### Intent

Section 2(3) of the *Child Day Care Standards Regulations* identifies the regulatory requirements when submitting your licence application and lists the information that is required as part of that application. You will note that in addition to any legal requirements under the *Child Day Care Act*, section 2(3) of the regulations provides for other legal requirements which must be met. To open a licensed child care centre, you must provide proof that the premises complies with:

- any rule, regulation, direction or public health order or requirement
- zoning and local by-laws

#### IN THIS CHAPTER



### Opening a Licensed Child Care Centre

#### Preparing your Licence Application:

- Business Structure Requirements
- Program Requirements
- Physical Space Requirements
- Public Health Requirements



- the Nunavut Building Code
- the National Fire Code

## Required Information for Application

There are four major categories of information needed for your child care centre licence application, including business requirements, program requirements, public health requirements and physical space requirements. The type of information required for each of the four categories is outlined in the chart below.



As you work through the various sections of the handbook, additional information on what is needed in each category is provided.

## Business Structure Requirements

Businesses operating in Nunavut must meet certain requirements. Some business requirements are common to all licensed child care centres while other requirements are specific to the different types, whether a Family Home Day Care or a Child Day Care Facility.

Business requirements that are common to all licensed child care centres are covered within this chapter. For business requirements specific to Family Home Day Cares, go to [Chapter 2](#). For business requirements specific to a Child Day Care Facility operated by a society, go to [Chapter 3](#). For business requirements specific to a Child Day Care Facility operated by a DEA/CSFN or municipal corporation, go to [Chapter 4](#).

Opening a Licensed  
Child Care Centre



### Preparing your Licence Application:

- Business Structure Requirements
- Program Requirements
- Physical Space Requirements
- Public Health Requirements

## Common Business Requirements

### Get Landlord Approval

If you do not own the building where you plan to operate, you must get written approval from the owner/leser to operate a licensed child care centre in the building.

If you rent from a private landlord and are planning to start a Family Home Day Care, you will need written approval from your landlord before opening and operating your centre.

### Get Local Housing Authority Approval

Family Home Day Cares are generally not permitted in public housing; however, exceptions may apply in certain situations. Interested individuals living in public housing must first seek approval from their Local Housing Organization and Board of Directors before opening up a Family Home Day Care.

**Family Home Day Cares are not permitted in Government of Nunavut staff housing.**

### Get a Bank Account

In order to run your child care centre, you will need to have a bank account. It is advisable to set up a separate bank account for the business/society/organization that will operate the licensed child care centre.

### Get Insurance

Section 2(3) of the *Child Day Care Standards Regulations* states that all licensed child care centres must have insurance. It is recommended that you talk to an insurance broker/agent to find out what your options are for insurance. As part of the licence application process, you will need to provide evidence of

a minimum of \$1,000,000 public liability insurance coverage. If you will be applying for funding offered through the Department of education, you will require proof of \$2,000,000 in insurance coverage.

## Get a Business Licence

A business licence is often required for you to operate a business in Nunavut. This requirement is usually found within the by-laws of your municipality (i.e., Hamlet or City).

### Relevant Law

Section 110 of *Hamlets Act* and *Cities, Towns and Villages Act*

#### **Business licensing and regulation**

110. A council may, by by-law,  
(b) prohibit the operation of any class of business without a licence issued by the municipal corporation;

Section 112 of the *Worker's Compensation Act*

112. No business licence shall be issued by a municipal corporation unless the application is accompanied by a certificate in the prescribed form stating that the business is in compliance with the *Workers' Compensation Act*.

### Intent

When starting a business, it is important to contact your municipal office to ask about business licensing requirements. There may be a fee associated with applying for your business licence. The fee schedule should be noted in the relevant municipal by-law. If you cannot find a municipal by-law related to business licences and fees, please contact your local municipal office to ask about business licences and associated fees.

## Q & A's

**A.** Is a business licence needed to operate a licensed child care centre in Nunavut?

Yes, it likely is. Whether you decide to open a Family Home Day Care, or a Child Day Care Facility as a society or District Education Authority, you will likely need a business licence to operate. You should refer to your municipal by-laws (i.e., the by-laws of your hamlet or city) to see if a business licence is required and how you may apply for one. Note that a business licence is not the same as registering a business. For example, for a Family Home Day Care that has registered as a business, a business licence may also be required depending on the by-laws in your hamlet or city.

**B.** What do I do if I cannot find the municipal by-laws?

You should contact your local municipal office and ask about business licensing requirements, and what is needed to apply for a business licence. Each municipality may have their own form or process.

Below is an example of a business licence application form:



## EXAMPLE

### Business License Application

<b>New Application:</b> _____		<b>Renewal:</b> _____		<b>Fiscal Year:</b> _____	
Name of Business: _____			Industry (Business Activity): _____		
Owner(s) Name: _____			Physical Location of Business		
Contact Name: _____			Building Number: _____		
Business Mailing Address: _____			If Non-Resident - Physical Address: _____		
_____			_____		
_____			_____		
Telephone Number: _____			_____		
Fax Number: _____			_____		
Email Address: _____			_____		
<b>Applicant Authorization</b>					
I/We, _____, hereby apply for a business license under the Business License By-law #3 in accordance with the particulars described above, and certified that the above mentioned information is correct					
Date: _____		Signature of Applicant: _____			
<b>Additional Documentation (must be attached if applicable)</b>					
WSCC Certificate of Compliance		_____			
Tourist Establishment or Outfitter's License		_____			
Health Regulation Compliance		_____			
Other: _____		_____			
<b>For Office Use Only</b>					
Fee Collected: \$ _____			Business License No: _____		
This application was <b>approved</b> / <b>not approved</b> by Council			Date: _____		
Reason for rejection: _____					
_____					
<i>Senior Administrative Officer</i>					
Appeal of Council decision: application was <b>reinstated</b> / <b>disallowed</b>			Date: _____		
_____					
<i>Mayor</i>					

### Get Setup with the Canada Revenue Agency (CRA)

When starting a new business, there are a few Canada Revenue Agency issues to keep in mind. These are outlined below.

## Apply for a CRA Business Number and Set-up CRA Program Accounts

You need a business number or CRA program account if you incorporate. A business number (BN) is made up of nine digits. Depending on your type of business, you may also need to set-up other CRA program accounts. The most common CRA program accounts a business may need are:

- A GST/HST account
- A payroll deductions program account
- A corporation income tax program account

Each CRA program account has its own rules and requirements related to registration.

In order to apply for a business number and register for associated CRA program accounts, please visit the Government of Canada – How to register for a business number at:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/register.html>.

**If you already have a business number or other CRA program accounts, ensure they are updated to reflect any changes that may result from opening a new child care centre.**

## GST

You are required to collect GST if your business makes taxable sales or supplies (sales related to property or services) and you are not considered a small supplier. A small supplier is defined as follows:

*A small supplier refers to a person whose revenue (along with the revenue of all persons associated with that person) from worldwide taxable supplies is equal to or less than \$30,000 (\$50,000 for public service bodies) in a calendar quarter and over the last four consecutive calendar quarters.*

You need a GST account number in order to collect GST. Your GST account number is a part of your business number. Below is a summary of the information that will be needed to register for a GST number:

### What information is needed to register for a GST number?

1. Effective date of registration
2. Fiscal year for GST purposes
3. Total annual revenue
4. Basic information

### Basic Information includes:

#### Personal information (of business owner) Required for Registration for GST

- the full name
- social insurance number (SIN)
- date of birth
- personal postal code

### Basic business information in applying for GST

You must provide the following information about your business:

- business name
- business number (if the business already has one)
- type of business or organization (such as sole proprietor, partnership, corporation, registered charity)
- name and SIN of all owners
- physical address
- mailing address (if different from the physical address)
- description of major business activity

To set-up a GST/HST program account, please visit the Government of Canada – How to register for a business number at: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/register.html>.

### Payroll Deductions Program Account

As an employer, you are responsible for making deductions from your employees' pay, and providing (remitting) the deductions to the CRA. You will need to set-up a payroll deductions account in order to do this. The payroll account is associated with a payroll number that is 15 characters in length and is made up of your nine-digit Business Number, a two-letter code ("RP") and a four-digit reference number.

The Payroll Deductions account will be used to make deductions related to employee income tax, Employment Insurance (EI) and Canada Pension Plan (CPP) contributions.

Please visit the Government of Canada – Open or manage a payroll account at: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/How-open-payroll-account.html> to set-up a payroll deductions account.

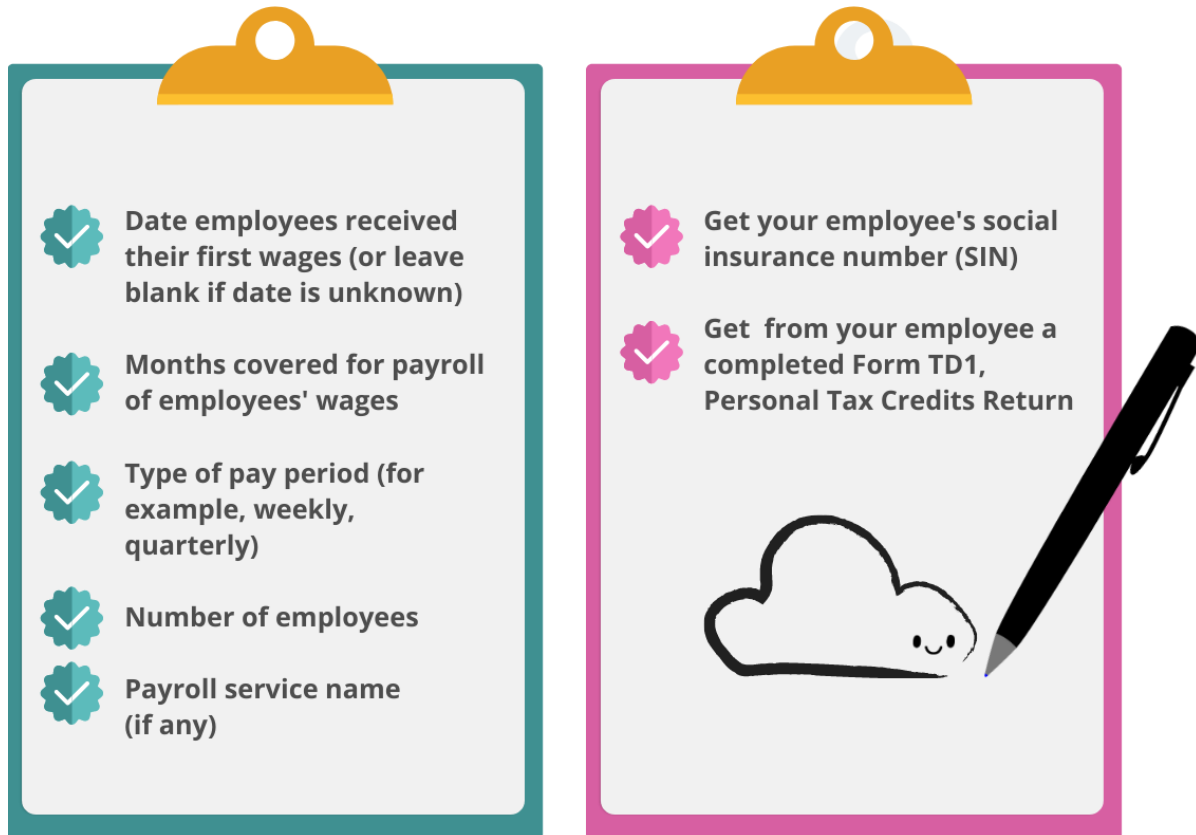
### When to Register for Your CRA Payroll Account

You must register for a payroll program account before the first remittance due date. Your first remittance due date is the 15<sup>th</sup> day of the month following the month in which you began withholding deductions from your employees' pay, unless the CRA tells you to remit using a different frequency.

**If you already have a payroll account, remember to update your information to reflect any changes that may result from opening a new Child Day Care Facility.**

## EXAMPLE

You hire an employee on March 11<sup>th</sup> and you pay them bi-weekly. The first pay is on March 25<sup>th</sup>, therefore your first remittance due date would be April 15<sup>th</sup>.



Employees are required to provide their employer with their Social Insurance Number (SIN) within three days of their start of work. As the employer, you must be able to demonstrate that you have made efforts to get the SIN from your employee within the three-day timeframe.

### Income Tax

#### Relevant Law

Income Tax Act

#### ***Tax payable by individuals***

2. (1) An income tax shall be paid as hereinafter required for each taxation year by every individual (a) who was resident in Nunavut on the last day of the taxation year; or (b) who, not being resident in Nunavut on the last day of the taxation year, had income earned in the taxation year in Nunavut as defined in section 2.1.





**Intent**

As is the case in other Canadian province and territories, employees must pay tax on their income in Nunavut.

Nunavut has entered into an agreement with the CRA for the CRA to collect income tax on its behalf, so employers must provide the amounts deducted from employee pay to the CRA.

The rates of taxation depend on the amount the employee earns, and the various tax brackets may change from one year to the next. It is important for employers to review the rates of taxation that are applicable during a particular fiscal year. The Government of Nunavut provides information on the tax rates for the current year at Nunavut Tax Rates 2022:

[https://www.gov.nu.ca/sites/default/files/CHildDayPosters/updated\\_nunavut\\_tax\\_rate\\_sheet\\_2022\\_-\\_en.pdf](https://www.gov.nu.ca/sites/default/files/CHildDayPosters/updated_nunavut_tax_rate_sheet_2022_-_en.pdf).

**Employment Insurance (EI)****Relevant Law**

Employment Insurance Act

***Deduction and payment of premiums***

*82 (1) Every employer paying remuneration to a person they employ in insurable employment shall*

- (a) deduct the prescribed amount from the remuneration as or on account of the employee's premium payable by that insured person under section 67 for any period for which the remuneration is paid; and*
- (b) remit the amount, together with the employer's premium payable by the employer under section 68 for that period, to the Receiver General at the prescribed time and in the prescribed manner.*

**Intent**

Employers are required to make deductions from employee pay for EI. The amount you need to pay as an employer is made up of the amount you deduct from employee pay, and the amount set as the employer premium which is set to be 1.4 times the amount of the employee's premium.

The CRA publishes a maximum EI annual limit and rate for deductions which can be accessed at:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-contributions/employment-insurance-ei/ei-premium-rates-maximums.html>.

Determining the amount you should be deducting can be complicated, for assistance, please refer to the CRA's calculation tool for EI premiums which may be found at: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-contributions/employment-insurance-ei/ei-premium-rate-maximum.html>.

## Canada Pension Plan (CPP)

### Relevant Law

#### Canada Pension Plan



##### **Employee's base Contribution**

8 (1) Every employee who is employed by an employer in pensionable employment shall, by deduction as provided in this Act from the remuneration in respect of the pensionable employment paid to the employee by the employer, make an employee's base contribution for the year in which the remuneration is paid to the employee of an amount equal to the product obtained when the contribution rate for employees for the year is multiplied by the lesser of

- (a) the employee's contributory salary and wages for the year paid by the employer, minus such amount as or on account of the basic exemption for the year as is prescribed, and
- (b) the employee's maximum contributory earnings for the year, minus the amount, if any, that is determined in the prescribed manner to be the employee's salary and wages paid by the employer on which a base contribution has been made for the year by the employee under a provincial pension plan.

##### **Employer's base contribution**

9 (1) Every employer shall, in respect of each employee employed by the employer in pensionable employment, make an employer's base contribution for the year in which remuneration in respect of the pensionable employment is paid to the employee of an amount equal to the product obtained when the contribution rate for employers for the year is multiplied by the lesser of

- (a) the contributory salary and wages of the employee for the year paid by the employer, minus such amount as or on account of the employee's basic exemption for the year as is prescribed, and
- (b) the maximum contributory earnings of the employee for the year, minus the amount, if any, that is determined in the prescribed manner to be the employee's salary and wages on which a base contribution has been made for the year by the employer with respect to the employee under a provincial pension plan.

### Intent

As an employer, you must also make deductions from employee pay to contribute towards the CPP. As per the CRA, this requirement applies to all employees that are:

- In pensionable employment during the year
- Not considered disabled under the CPP
- 18 to 69 years old, even if they are receiving a CPP retirement pension.

The CRA has also set a maximum CPP annual limit and rate for deductions which can be accessed at:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-contributions/canada-pension-plan-cpp/cpp-contribution-rates-maximums-exemptions.html>.

Employers are required to contribute the same amount as deducted from their employees pay. For example, if you deducted \$200 for CPP from your employees pay in a month, as the employer, you must also contribute \$200. In this example, the total amount you'd remit to the CRA would be \$400 for that employee for CPP in that month.

## Corporation Income Tax

### Relevant Law

Income Tax Act

***Tax payable by corporations***

2. (2) *An income tax shall be paid as hereinafter required for each taxation year by every corporation that maintained a permanent establishment in Nunavut at any time in the year.*



### Intent

All corporations, including non-profit organizations, must file an income tax return on an annual basis. The requirement must be met even if there is no tax payable for that particular year. Annual corporation income tax returns may be submitted electronically or through a paper-based submission.

For information on submitting your corporation income tax, please visit:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/corporations/corporation-income-tax-return.html>.

## Territorial Payroll Taxes

### Relevant Law

Payroll Tax Act

***Tax payable by employee***

3. (1) *Every employee is liable to pay to the Government a tax in the amount equal to 2% of the remuneration paid to the employee in the year.*



### Intent

In addition to making deductions for income tax purposes, employers are also required to make deductions from employee pay for a Payroll Tax. The rate of Payroll Tax is set at 2% in Nunavut.

### Register for Payroll Tax in Nunavut

Employers must register with the Government of Nunavut within 21 days of the first pay cheque provided to an employee. Information on how to register for payroll tax in Nunavut can be found here:

<https://www.gov.nu.ca/finance/information/payroll-tax>.

The registration form can be accessed here: [https://gov.nu.ca/sites/default/files/payroll\\_application\\_-\\_registration\\_feb\\_2022.pdf](https://gov.nu.ca/sites/default/files/payroll_application_-_registration_feb_2022.pdf).

The schedule for remittance of deductions to the Government of Nunavut will be determined following the completion of registration.

## Obtain a Certificate of Compliance from Workers Compensation

### Relevant Law

Workers Compensation Act



#### **Initial payroll statement**

73. An employer who establishes, commences or recommences business shall, within 10 days
- (a) notify the Commission of the status of its business;
  - (b) send the Commission a payroll statement; and
  - (c) provide the Commission such other information as the Commission may require.

#### **Records**

81. (1) An employer shall maintain and make available to the Commission
- (a) an accurate account of its payroll; and
  - (b) such other information respecting its operations as the Commission may require.

### Intent

Licensed child care centres that are deducting payroll taxes from employees will be required to report deductions to the Workers Safety and Compensation Commission (WSCC).

Registered employers are required to make payments to the WSCC, the rate of which is calculated based on your payroll and the industry you work in.

Employers that fail to register their business as required must pay a penalty to the WSCC.

Registration is required because it, along with associated payments made to the WSCC, protects you as an employer in the event that your staff is injured on the job or becomes ill due to an occupational hazard. Where an employee is injured or becomes ill because of an occupational disease, the WSCC will cover medical costs and wage-losses.

WSCC has produced a step-by-step guide on how to register which can be found here at the WSCC – Completing Your Business Application Online: <https://connect.wsc.nt.ca/Help/Employer-e-Services/Register-or-Reactivate-your-Business/Completing-your-Business-Application-Online>

### Municipal Business Taxes

Many municipalities require businesses to pay taxes, although different municipalities may have different rules and requirements in place. You should check with your municipality to see if you will be required to pay business taxes.

## Program Requirements

### What Hours of Operation will Guide you?

#### Relevant Law

##### Section 4 Regulations

*(4) The classes of child day care that may be provided by a child day care facility are as follows:*

- (a) full-time day care;
- (b) nursery school day care;
- (c) out-of-school day care;
- (d) part-time day care



### Opening a Licensed Child Care Centre



#### Preparing your Licence Application:

- Business Structure Requirements
- Program Requirements
- Physical Space Requirements
- Public Health Requirements

#### Intent

Section 4 of the regulations clarifies that there are different classes of licensed child care centres, including full time and part time, out-of-school and nursery school day cares.

### How Many Children do you Plan on Providing Services to?

The maximum number of children you can have in your licensed child care centre will depend on the type of licensed child care centre you start, either a Family Home Day Care or a Child Day Care Facility. The following requirements apply to Child Day Care Facilities operated by a society, DEA/CSF or municipal corporation. For information on the number of children permitted in a Family Home Day Care, please go to [Chapter 2](#).

#### Relevant Law

##### Schedule in Regulations

<u>Age of Child</u>	SCHEDULE		
	<u>Minimum Staff to Child Ratio</u>	<u>Maximum Group Size</u>	<u>Maximum Number of Children in a Room</u>
0 - 12 months	1: 3	6	9
13 - 24 months	1: 4	8	12
25 - 35 months	1: 6	12	18
3 years	1: 8	16	25
4 years	1: 9	18	27
5 - 11 years	1:10	20	30

(Sections 57, 58 and 59)

#### Intent

The schedule clarifies the number of staff per child that are required. If for example, you plan on having children aged 5-11 years old, then you only need 1 staff for every 10 children. If you are planning on

having babies under 12 months, then you need more staff. The schedule also establishes the maximum number of children in each age group.

Please contact your local Early Childhood Officer to help you determine the maximum number of children you are permitted to care for in your Child Day Care Facility.

Department of Education Early Childhood Officer Contacts:	
<b>Qikiqtani Region</b>	☎ 1-833-930-3935    ✉ ECOQikiqtani@gov.nu.ca
<b>Kivalliq Region</b>	☎ 1-833-930-3936    ✉ ECOKivalliq@gov.nu.ca
<b>Kitikmeot Region</b>	☎ 1-833-930-3937    ✉ ECOKitikmeot@gov.nu.ca
<b>Iqaluit</b>	☎ 1-833-930-3938    ✉ ECOQikiqtani@gov.nu.ca

## Goals and Objectives

As part of your application, you must provide the Department of Education with information on the goals and objectives of your licensed child care centre.

### Relevant Law

#### Section 3 & 21 Regulations

- (3) An application for a licence must include
- (d) (i) a written statement of the program goals and objectives
- (21). Every operator shall establish a daily program for children attending the child day care facility that
- (a) facilitates and stimulates the intellectual, physical, emotional and social development of the children;
- (b) is appropriate to the developmental level of the children;
- (c) as much as possible, includes activities to encourage language development; and
- (d) as much as possible, reflects the cultural and ethnic backgrounds of the children

### Intent

The program goals and objectives need to explain how the day will unfold at your licensed child care centre. What the plan is for indoor or outdoor play time; how you will deal with certain aspects of the day like nap time or snack times. Below are guidelines to consider in terms of the programming you will need to develop.

## Guidelines for Daily Schedule

A written schedule of daily activities is to be established which responds to the individual needs and interests of the children, is appropriate to each child's age and level of development, and is sensitive to each child's cultural heritage.

This schedule must provide a predictable daily routine to instill a sense of security, while remaining flexible enough to allow for individual preferences and independent choices. Time must be allowed for:

- Indoor play
- Outdoor play (depending on weather)
- Toileting and washroom needs
- Meals and snacks
- Periods of sleep, rest, or quiet play

The daily schedule must include opportunities for a balance of:

1. Intellectual and social development through a variety of games, toys, books, crafts, puzzles, sand, crayons, blocks, and other activities and materials
2. Activities and experiences to stimulate language development and encourage communication
3. Periods of free play in an environment which can provide a wide variety of experiences and sufficient materials to allow the child opportunities to develop creative expression and appropriate social skills
4. Physical activities which promote large muscle development and physical competence such as running and climbing
5. Activities that promote small muscle development and hand-eye coordination
6. Active and quiet activities
7. Individual activities and activities which promote physical well-being, independence, and self-esteem
8. Small and large group activities which provide for social and emotional development
9. Activities that promote creative expression through the fine arts of music and drama
10. Individual interaction between children and adults
11. Activities that promote cultural awareness, social responsibilities, and community involvement

Television/DVDs/Videos should be used sparingly (no more than once a week is recommended).

Children must be supervised at all times.



## EXAMPLE

Below is an example of a schedule.

### Daily Schedule

<b>7:00 – 8:30am:</b>	Arrival/Free Play
<b>8:30 – 9:00am:</b>	Breakfast
<b>9:00 – 10:00am:</b>	Morning Circle Time (Storytime, language lessons, songs)
<b>10:00 – 11:00am:</b>	Outdoor Play/Art Projects
<b>11:45 – 12:30pm:</b>	Lunch
<b>12:45 – 2:30pm:</b>	Quiet time/nap
<b>2:30 – 3:00pm:</b>	Snack
<b>3:00 – 4:00pm:</b>	Sensory Activities
<b>4:00 – 5:00pm:</b>	Outdoor Play / Farewell

### Funding for Start-Up

#### Will you be applying for start-up funding?

If you are applying for start-up funding, you will have to submit a budget to the Department of Education. See [Appendix B](#) for a sample budget. Licensed child care centres are eligible to receive funding to support new child care programs. Start-up funding is a one-time source of money to help centres purchase the necessary toys, equipment, and program materials needed to open. Anyone applying for start-up funding will require proof of \$2 million insurance coverage. See [Appendix C](#) for the application for start-up funding.

Once your licensed child care centre is established, additional funding is also available from the Department of Education to support the ongoing operations of your child care centre. You may be eligible for operation and maintenance funding to help maintain your centre as well as health and safety funding to support costs related to meeting fire and health regulations. Contact your local Early Childhood Officer for more information.

#### Do you have three letters of support?

If you are starting a new licensed child care centre, you will require reference letters from 3 organizations. Examples of organizations can be the hamlet council, the school, or parents who are on waiting lists.



## EXAMPLE

Sample Letter of Support:

*I am writing in support of the opening of a new daycare in {insert community}. There is a clear need for additional child care spaces and I would like to recommend that the department consider supporting this application.*

### Have you done a survey of potential users to determine if there is a need for a day care?

All new licensed child care centre applications will need to provide documentation that there is a need for additional child care spaces in the community. This could be in the form of providing the Department of Education with a copy of a waiting list for day care spots.

## Physical Space Requirements

There are several requirements which must be met with respect to the physical space for any licensed child care centre. Below are the physical space requirements to keep in mind when starting a new centre.

### Municipal Approvals

#### Relevant Law

Section 2(3) Regulations

**An application for a licence must include:**

*(d) (vi) evidence of compliance with appropriate zoning by-laws*



#### Intent

Section 2(3) of the *Child Day Care Standards Regulations* requires that you check with your municipality/hamlet to ensure that there are no zoning issues with respect to where you are planning on locating the child care centre.

#### Zoning

Zoning by-laws regulate how land, buildings and other structures may be used within the boundaries of a municipality. Zoning by-laws may divide the whole or part of an area into zones, name each zone and establish the boundaries of those zones. Some zones will be what is called “residential” which means that different types of residential uses in a community such as single-family, duplex and multi-family can be located in that zone; other zoning might be industrial which means that industrial type business can operate there.

### Opening a Licensed Child Care Centre



#### Preparing your Licence Application:

- Business Structure Requirements
- Program Requirements
- Physical Space Requirements
- Public Health Requirements

## Signage

Sometimes municipalities/hamlets have rules about what types of signs can be displayed and where. Ask your by-law officer at the municipality if there are signage requirements that you must follow.

## Q & A's

**A.** Who do I call to ensure that my licensed child care centre meets zoning by-laws?

If your municipality has a by-law officer, contact them. If not, contact the Chief Administrative Officer (CAO) and ask them. Below is the list of contacts for each hamlet/municipality in Nunavut.

### Relevant Definitions



**“Zoning”** is managed by municipalities and regulates where different types of business can be located and the types of structures that can be built on a particular property. The goal of the Zoning bylaw is to group together compatible land uses and reduce potential conflicts between neighbours.

**“Building Permit”** allows you to renovate or change your building or property, or build a new structure. Inspections are required after the Building Permit is issued (during construction).

**“By-Law Officer”** means a by-law officer appointed under the *Hamlets Act* or the *Cities, Towns and Villages Act*.

**“Building Code”** is a law that regulates the construction details of buildings and other structures to ensure public safety. The Code regulates how a building must be constructed for different types of uses. It establishes minimum standards for safety, health, accessibility, fire, electrical and structural protection of buildings.

**“Occupancy Permit”** is granted after you have passed all the required building inspections (building, electrical, plumbing, sign etc.) that apply.

## Community Directory – Hamlet Offices

<b>Arctic Bay</b> 867-439-9917/9918/9919	<b>Arviat</b> 867-857-2841	<b>Baker Lake</b> 867-793-2874	<b>Cambridge Bay</b> 867-983-4650
<b>Kinngait</b> 867-897-8943	<b>Chesterfield Inlet</b> 867-898-9951	<b>Clyde River</b> 867-924-6220	<b>Coral Harbour</b> 867-925-8867
<b>Grise Fiord</b> 867-980-9959	<b>Gjoa Haven</b> 867-360-7141	<b>Sanirajak</b> 867-928-8829	<b>Igloolik</b> 867-934-8730
<b>Iqaluit</b> 867-979-5650	<b>Kimmitut</b> 867-939-2247	<b>Kugaaruk</b> 867-769-6281	<b>Kugluktuk</b> 867-982-4471
<b>Nauyasat</b> 867-462-9952	<b>Pangnirtung</b> 867-473-8953	<b>Pond Inlet</b> 867-899-8934	<b>Qikiqtarjuaq</b> 867-927-8832

<b>Rankin Inlet</b> 867-645-2895	<b>Resolute Bay</b> 867-252-3616	<b>Sanikiluaq</b> 867-266-7900	<b>Taloyoak</b> 867-561-6341
<b>Whale Cove</b> 867-896-9961			

## Other Physical Licensed Child Care Centre Approvals

### Building Permits

- Construction (renovations) to a building may require a building permit. The building permit must be issued by the Office of the Chief Building Official (OCBO) before any construction activity begins. An application is required to request the building permit from the Office of the Chief Building Official.
- Plans and detailed drawings showing the proposed work are required to be submitted with the building permit application.
- All fees must be paid in full before a building permit will be issued.

Buildings or structures built under an issued building permit shall NOT be occupied until such time as an occupancy permit is requested and granted by the OCBO.

### Relevant Law

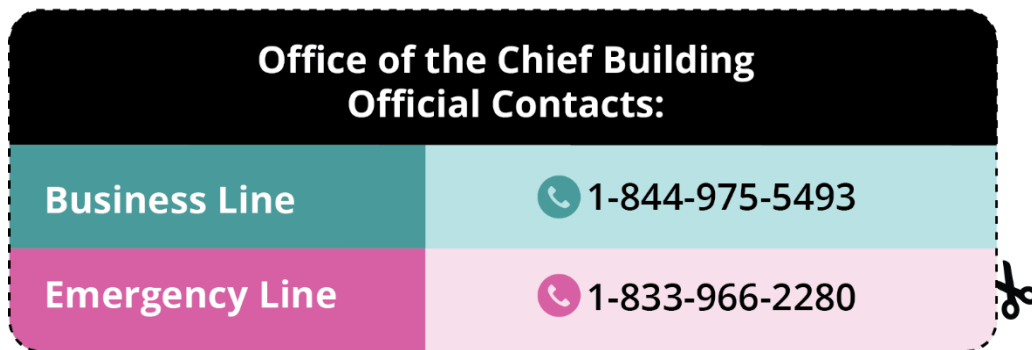
#### Section 9 Building Code

*9. (1) A building or occupancy permit is not required, but may be obtained, for (a) accessory buildings not greater than 20 square metres in area; or (b) non-structural alterations and repairs where the value of construction is \$40,000 or less.*

### Intent

Buildings smaller than 20 square meters in area and non-structural alterations or repairs, where the value of construction is \$40,000 or less, do not require a building or occupancy permit, but one may be requested. Non-structural means things like the cosmetic look of the building; moving a wall if it is not a structural wall. A structural change would be changing a weight bearing wall; removing an outside wall; adding beams, etc.

Contact the OCBO toll free telephone number below to find out more about what specific information is needed.



### Q & A's

**A.** I'm not doing any construction – do I need to worry about building by-laws?

Even if you do not plan to do any construction, you may need a building permit. Ask your local government building and permits staff during the planning phase of your project about what permits might be necessary.

Examples of reasons you might need a permit include: if you change what your space is used for (e.g., from a commercial space to a Child Day Care Facility), you may need to apply for a building permit even if you are not planning on doing any construction. In the process, you may find out that you need to make some changes to your space. Your building official will decide what changes and approvals are necessary based on the requirements of the Building Code.

### Official Community Plan (OCP)

Official community plans describe the long-term vision of communities. They are a statement of objectives and policies that guide decisions on municipal planning and land use management. Not all municipalities will have an OCP but if they do, you will need to understand any restrictions that might apply to a new licensed child care centre.

Contact the Chief Administrative Officer (CAO) in your Hamlet to ask them about any official community plan in place in your community and any restrictions that may apply to a new licensed child care centre. Below is the list of contacts for each hamlet/municipality in Nunavut.

### Community Directory – Hamlet Offices

<b>Arctic Bay</b> 867-439-9917/9918/9919	<b>Arviat</b> 867-857-2841	<b>Baker Lake</b> 867-793-2874	<b>Cambridge Bay</b> 867-983-4650
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<b>Iqaluit</b> 867-979-5650	<b>Kimmirut</b> 867-939-2247	<b>Kugaaruk</b> 867-769-6281	<b>Kugluktuk</b> 867-982-4471

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<b>Whale Cove</b> 867-896-9961			

## Interior

### Size of Licensed Child Care Centre

The Child Day Care Standards Regulations list several requirements related to the inside of the physical space. Specific interior requirements are listed below. Please see [Appendix F](#) for a sample licensed child care centre floor plan.

#### Relevant Law

##### Section 14 Regulations



14. (1) *Every centre day care facility must have a minimum of 2.75 m<sup>2</sup> of free and usable indoor floor area per child, based on the maximum number of children regularly attending the facility for child day care purposes*
- (2) *The operator of a family home day care facility shall provide indoor play space suitable to the number, ages and development of the children attending the facility.*

#### Intent

Section 14 specifies that the space requirements for a Child Day Care Facility are based on square footage required per child. According to the regulations, for each child in the Child Day Care Facility, the operator will need 2.75 square meters of space. If, for example, the Child Day Care Facility planned on a maximum of 10 children, then the minimum floor space required would be 2.75 x 10 children = 27.5 square meters. This is about the size of an average hotel room.

For indoor space requirements related to Family Home Day Cares, go to [Chapter 2](#).

#### Relevant Law

##### Section 13 Regulations



13. *Every room that is used as a part of a child day care facility must be dry, ventilated, lighted, sanitary, heated, in good repair and suitable for the care of children.*

#### Intent

Section 13 lists requirements for the physical environment for a licensed child care centre. Any physical location must be healthy and must have appropriate lighting, heat, and must be in good condition.

## Locks

### Relevant Law

#### Section 15 Regulations



15. (1) *A door that can be locked without the use of a key must not be used in an area accessible to children, unless the door can be unlocked from either side.*

### Intent

The purpose of section 15 is to ensure the safety of children so that they cannot lock themselves in a room unless a staff member is able to unlock the room from the other side.

## Lockers, Cubbyholes

### Relevant Law

#### Section 17 Regulations



17. (1) *Individual lockers, cubbyholes or hooks that are*
- (a) easily accessible to children,*
  - (b) in a lighted area, and*
  - (c) arranged so that each child's personal belongings can be kept separate from those of other children, must be provided for each child must be sufficiently separate from older children to ensure quiet sleeping accommodation.*
- (2) *Cupboards and other storage space that are easily accessible to children must be provided for indoor and outdoor play materials, equipment, clothing and supplies.*

### Intent

Section 17 of the regulations requires that each child have their own locker or cubbyhole. All lockers and cubbyholes have to be at a height that a child can reach and each locker or cubbyhole must allow for children's belongings to be separate from those of other children.

## Sleeping Areas

### Relevant Law

#### Section 16 Regulations



16. (1) *When a child is sleeping in a sleeping area within a child day care facility, the sleeping area must not be used for meals or play activities.*
- (2) *Where a sleeping area is provided within a child day care facility, the sleeping area for children under the age of 18 months must be sufficiently separate from older children to ensure quiet sleeping accommodation.*

### Intent

Section 16 clarifies that when a child is sleeping, that same area cannot be used for other purposes, including meals or play activities, and that the area where children are sleeping must be quiet.

## Animals

### Relevant Law

#### Section 18 Regulations

- 18. No animal shall be kept in a child day care facility*
- (a) except*
- (i) with approval from the Health Officer, and*
- (ii) in an area specifically set aside for the animal; and (b) unless the animal is vaccinated annually against rabies and has all other vaccinations required by a veterinarian.*



### Intent

Section 18 makes clear that animals are only allowed in a licensed child care centre if the Health Officer has approved it and if there is a space which is set aside for animals. The regulations also state that all animals allowed in a licensed child care centre must be vaccinated against rabies and any other vaccinations required by a veterinarian.

## Furnishings and Equipment

### Relevant Law

#### Section 19 Regulations

- 19. (1) Furnishings and equipment provided for children attending a child day care facility must be*
- (a) in good repair and free from sharp, loose or pointed parts;*
- (b) consistent with the developmental capabilities of children; and*
- (c) available in sufficient quantity and variety to occupy all the children.*
- (2) Sufficient tables and chairs of a suitable size must be provided.*
- (3) A highchair or an infant seat with safety harness must be provided for each child in attendance who is not able to sit independently on a chair.*
- (4) A cot, bed or sleeping mat must be provided for each child who sleeps at a child day care facility.*
- (5) The cot, bed or sleeping mat referred to in subsection (4) must meet the requirements of the Fire Marshal and be covered with moisture resistant washable material.*
- (6) A clean, dry covering must be provided for each child who is sleeping or resting.*



### Intent

All providers are required to provide for a safe, warm, and healthy physical environment for any licensed child care centre. All furniture must be safe for small children.

## Other Furniture or Equipment Recommendations

- Bathtubs should be raised, with storage underneath if possible.
- Removable change tables built on top of bathtubs that cover the whole top of the bathtub. The change table should fold out of the way and be lockable (preferably with a key) if bathtub is needed.
- Toilets for infants and preschoolers should be the small toilets.
- Sinks in infant and preschool washroom should be at their level.


- Any outside windows should open from the top – not the bottom or side and should be low so the children can easily see outside.
- Carpet should not be used in playrooms or cubby area.
- Cubbies should be built in with a compartment at the bottom for boots and one or two on the top for hats, mitts, and papers.
- Any Child Day Care Facility built in a school or education building should have at least one exit directly to the outside.
- Kitchen should be easily accessible to all playrooms.
- Viewing window into playrooms from main office.
- Main entrance (where cubbies are) should lead to outside play area.

## Exterior

### Outdoor play area

#### Relevant Law

##### Section 20 Regulations

- 
20. (1) Every operator shall provide safe outdoor play space
- (2) Where the outdoor play space is not adjacent to the child day care facility, the operator shall (a) provide safe access to the space; and (b) ensure that the space is within walking distance of the facility.
- (3) Where the outdoor play space is adjacent to the child day care facility, the operator shall ensure that (a) a minimum of 5 m<sup>2</sup> of play space is provided for each child; and (b) the space is fenced if the surrounding environment is potentially hazardous to children.

#### Intent

Section 20 of the *Child Day Care Standards Regulations* states that all licensed child care centres must have an area for children to play safely outside. The regulation also states that the outdoor space should be at least 5 square meters per child, or a little bit bigger than a king size bed for each child.

## Public Health Requirements

### Public Health Approvals

You will be required to have an Environmental Health Officer inspect your licensed child care centre to make sure it is safe. Environmental Health Officers are responsible for the enforcement of the *Public Health Act* and regulations, and they are required to inspect all new licensed child care centres.

Environmental Health Officers will and can inspect your licensed child care centre at any time to make sure that it complies with the law.

### Opening a Licensed Child Care Centre



#### Preparing your Licence Application:

- Business Structure Requirements
- Program Requirements
- Physical Space Requirements
- Public Health Requirements



## Relevant Law

Public Health Act



### **Inspection powers (4)**

*During an inspection of a place referred to in subsection (1), the environmental health officer may, for the purpose of ensuring compliance with any provision of this Act, the regulations or an order*

- (a) open or cause to be opened any container whose contents may be relevant for the purpose of ensuring compliance;*
- (b) inspect any thing;*
- (c) take samples of any substance, thing, liquid, gas, or animal;*
- (d) make audio, photo or video recordings of the place or any thing;*
- (e) require any person to produce any record or data for inspection in whole or in part; and*
- (f) seize any thing in accordance with section 72 that may provide evidence for the purpose of ensuring compliance.*

## Intent

Section 4 of the *Public Health Act* simply tells the public what will happen when an inspector comes to inspect a licensed child care centre. Basically, they must be allowed to inspect all areas related to the licensed child care centre that they deem necessary.

## Sanitary Standards

### Relevant Law

Section 34-37 Regulations



- 34. A child day care facility must have flushable toilets and washing areas that are satisfactory, in the judgment of the Health Officer, for the maximum number of children permitted in the facility.*
- 35. (1) The toilet and washing areas of a child day care facility must have an adequate supply of soap and hot and cold running water.*
- 36. Every operator providing care for children less than 18 months of age shall provide bathing facilities for those children and ensure that each child is attended by a staff person at the time of bathing.*
- 37. (1) Every operator shall provide a diapering area that meets the approval of a health care professional for all children who require diapering.*

## Intent

Section 34 of the regulations states that you must have a working toilet and wash area suitable for the total number of children in your licensed child care centre, and there must be hot running water with a place to bathe and diaper children.

## Q & A's

How do I get a report from the Environmental Health Officer regarding compliance with the Public Health Act?

Contact the Environmental Health Officer in your area.

Regional Environmental Health Offices:		
Qikiqtani Region	 (867) 473-2676	 (867) 473-2675
Kivalliq Region	 (867) 645-8071	 (867) 645-8272
Kitikmeot Region	 1-867-983-4236	 (867) 983-4063

## Drinking Water

### Relevant Law

#### Section 33 Regulations

33. (1) Children in attendance at a child day care facility must have ready access to a pressurized drinking water supply approved by the Health Officer.
- (2) Every operator shall maintain disposable or separate drinking cups in a manner acceptable to the Health Officer.



### Intent

Section 33 states that all licensed child care centres must have tap water made available to children to drink. Section 33 also states that the tap water has to be deemed safe/approved by an Environmental Health Officer.

## Safety Related Requirements

### Hazards

### Relevant Law

#### Section 42 Regulations

42. (1) Children must be protected from radiators, water pipes, electrical outlets and toxic plants.



### Intent

Section 42 states that there must be no exposed hot pipes that could hurt a child. Electrical outlets must be covered and there should be no plants in a licensed child care centre that could harm a child.

**Relevant Law**

Public Health Act



*Duty of provider 35. (1) A person who provides personal services shall (a) ensure that he or she does not create a health hazard; and (b) take reasonable measures to protect the public from personal service related health hazards, including by providing the personal service in a clean and sanitary manner.*

**Intent**

Section 35 refers to “reasonable measures” operators must take to protect the public from health hazards that may be associated with the personal services they offer. This may include measures like providing hand sanitizer, cleaning and disinfecting equipment and surfaces between uses, and ensuring proper food handling procedures are in place and followed.

**Relevant Law**

Public Health Act, Eating or Drinking Places Regulations



*13. Every eating or drinking place shall be provided with:  
(ii) manual equipment consisting of at least three sinks or containers of non-corroding metal or porcelain of sufficient size to ensure thorough cleansing and sterilizing, and draining racks of non-corrodible materials.*

**Intent**

Section 13 requires that any place where people eat, or drink must have at least three sinks. Each sink must be big enough to ensure that dishes and utensils can be properly cleaned and sanitized to prevent the spread of germs. Additionally, the place must have draining racks.

**Emergency Equipment & Procedures****Relevant Law**

Section 44 Regulations



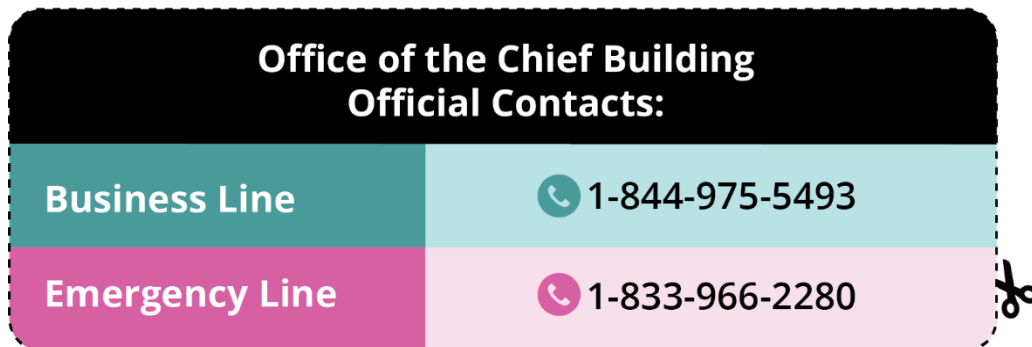
*44. (1) Smoke detectors and fire extinguishers must be located in a child day care facility in compliance with any building or fire code or by-law in force in the area in which the facility is located.  
(2) Every operator shall provide (a) a telephone in working order, and (b) a first aid kit and manual that conform to guidelines provided by a first aid trainer or organization, on the premises of the child day care facility.*

**Intent**

Section 44 clarifies that you must have smoke detectors and fire extinguishers in all licensed child care centres. In addition, you must have a working phone and a first aid kit.

Depending on the age of children being cared for in a licensed child care centre and the building the centre will operate out of, a sprinkler system may be required. Operators should confirm with the Chief Building Official whether a sprinkler system is required when considering building renovations.

Contact the OCBO toll free telephone number below to find out whether a sprinkler system is needed for your licensed child care centre or not.



### Emergency plan & drills

In order to submit an application for a licence, you must prepare an emergency evacuation plan.

#### Relevant Law

##### Section 45 Regulations

- 45. (1) Every operator shall provide an emergency plan that includes*
- (a) emergency evacuation and fire drill procedures;*
  - (b) arrangements for alternate emergency accommodations; and*
  - (c) arrangements for transportation to those accommodations.*



#### Intent

Section 45 clarifies that you must have an emergency plan (which should be submitted with your licence application), and the plan should contain the matters listed in (a) through (c) above.

#### Relevant Law

##### Fire Safety Act

*Fire safety plan 17.2. Every building to which the public has access must have a fire safety plan posted in a conspicuous place.*



#### Intent

This section requires that a fire safety plan be prominently displayed in a location where it is easily visible to anyone who enters the building. The purpose of this requirement is to ensure that everyone in the building knows what to do in the event of a fire and can follow the steps outlined in the fire safety plan to ensure their own safety and the safety of others.

Below is a sample plan.



## EXAMPLE

### Emergency Day Care Evacuation Procedures

In the event of an emergency situation, the children will be evacuated from the building and the following procedures will be followed:

- Attendance taken to ensure every child is accounted for
- The owner of the licensed child care centre will assist in the organization of evacuating all children safely from the building
- The licensed child care centre will ensure that there is a safe space for the children and staff to vacate to [name the building]
- Parents will be notified once all children are safely relocated. The owner of the licensed child care centre will have access to a phone to make calls to parents
- Parents must sign the child/ren in and out on the attendance, before they take their child/ren from the supervision of the licensed child care centre

The owner of the child care centre and children will visit the (name the safe place) on a regular basis as required by the *Child Day Care Act* and Regulations. Routine fire drills are practiced at the child care centre to prepare children for this emergency evacuation process.

### Fire Protection and Prevention

The most important thing to know about fire protection and prevention is that you will need the Fire Marshal in your community to come inspect your licensed child care centre to ensure that you have fire exits and a safety plan. You will be required to provide the Department of Education with confirmation that the Fire Marshal has approved your licensed child care centre. The Fire Marshal is allowed to inspect your child care centre every year to ensure that it continues to comply with fire regulations.

### Relevant Law

Fire Safety Act

#### ***Duties of the Fire Marshal***

*3.1 The Fire Marshal shall*

*(c) from time to time inspect any structure, premises or property with a view to determining whether precautions against fire and the spread of fire and the means of exit in case of fire or the alarm of fire are adequate and satisfactorily maintained, and with a view to directing alterations or additions to be made and precautions to be taken that the Fire Marshal considers necessary for the safeguarding of persons and property.*







**Intent**

Section 3.1(c) requires the Fire Marshal to inspect, including inspecting licensed child care centres. The Fire Marshal will inspect the centre to ensure appropriate fire safety precautions are in place and to advise if any changes are needed to meet fire and life safety requirements.

**Q & A's**

How do I get a report from the Fire Marshal regarding compliance with the National Fire Code of Canada?

Contact the Fire Marshal in your region.

<b>Regional Fire Marshal Offices:</b>	
<b>Qikiqtani Region South</b>	 <b>1 867-897-3602</b>
<b>Qikiqtani Region North</b>	 <b>1 867-899-7396</b>
<b>Kivalliq Region</b>	 <b>1 867-645-8133</b>
<b>Kitikmeot Region</b>	 <b>1 867-645-8127</b>

Will the fire department need to inspect my Child Care Centre?

Yes, the Fire Marshal will need to inspect your proposed child care centre. Call one of the numbers above to arrange an inspection.

# Chapter 2

Opening a Family Home Day Care



# Opening a Family Home Day Care

There are certain requirements you need to be aware of if you are opening a Family Home Day Care contained in this chapter. For information on the overall application process for all licensed child care centres and requirements at each stage of the process, see [Chapter 1](#).

## Business Structure Requirements

### Register a Business Name

All businesses operating in Nunavut require a business name unless the business owner is planning on using their own name for the business. If you want to use your name as your business name, then you do not need to register a business name. However, if you add the word “company” at the end of your name, then the business name must be registered.

### EXAMPLE

- If the name of your business is Jane Inuk, then registration of the name is not needed.
- If the name of your business is Jane Inuk and Company, then registration of the business name is required.

### Relevant Law

Section 48 of the *Partnerships Act*:

*Declaration regarding business name*

48. A declaration in the prescribed form shall be filed by every person who
- (a) is engaged in business for trading, manufacturing or mining purposes; and
  - (b) who is not associated in partnership with any other person or persons but uses as a business name
    - (i) a name or designation other than the person's own name, or
    - (ii) the person's own name, where the person is an individual, with the addition of "and company" or some other word or phrase indicating a plurality of members in the business.

### Intent

All businesses operating in Nunavut must have a business name. If you own a business in partnership, only one business name is needed for the business.




## Q & A's

### A. Can I use the same name as another business?

Yes, depending on how your business is incorporated, your business name can be the same or similar to other business names as they are not protected by law. However, it is suggested that you choose a name that is different from other business names so that it is less confusing for your customers.

### B. What is the process for registering a business name?

A *Declaration of Use of a Business Name* form must be completed. Below is a screenshot of the form. See [Appendix E](#) for the form.



***PARTNERSHIP ACT***  
**DECLARATION OF USE OF A BUSINESS NAME**  
**FORM 2**

1. NAME OF BUSINESS  
[Redacted]

2. NAME OF THE INDIVIDUAL OR CORPORATION USING THE BUSINESS NAME  
[Redacted]  
*(name)*

[Redacted]  
*(complete postal and street address)*

3. BUSINESS ADDRESS  
[Redacted]  
*(complete postal and street address)*

4. DATE BUSINESS NAME FIRST USED [Redacted]  
*(year, month, day)*

5. NATURE OF THE BUSINESS  
[Redacted]  
*(nature or type of business)*

I HEREBY DECLARE THAT this declaration is made under section 48 of the *Partnership Act* and I am (the corporation is) not associated in partnership with any other persons in the use of this business name and the information set forth is true.

DATED this [Redacted] day of [Redacted], [Redacted].  
*(day) (month) (year)*

*(signature of individual or authorized officer)*

Once completed, the form must be submitted to:

### Legal Registries Division

- Address: 4<sup>th</sup> Floor, Building 1106, P.O. Box 1000 Station 750, Iqaluit, NU X0A 0H0
- Phone: 867-975-6590
- Fax: 867-975-6594
- Email: [corporateregistrations@gov.nu.ca](mailto:corporateregistrations@gov.nu.ca)

## Program Requirements

In addition to the program requirements for all licensed child care centres outlined in [Chapter 1](#), there are specific requirements related to the maximum number of children allowed in a Family Home Day Care.

### How Many Children do you Plan on Providing Services to?

Once you have decided to open a family home day care, you must think about the maximum number of children your Family Home Day Care is licensed to care for.

Family Home Day Cares can have a maximum of eight (8) children, including the operator's own children, aged 0 to 11 years old, as follows:

- up to 2 children under the age of 2 years
- up to 3 children under the age of 3 years
- up to 6 children under the age of 6 years
- up to 8 children, under the age of 12 years

The operator of the Family Home Day Care must supervise the children at all times.

## EXAMPLE

If you have 2 children of your own, one six-month-old and one 7-year-old year, your Family Home Day Care may care for the following maximum number of children:

- one additional child under 2 years old (this would result in a total of **two children** under 2 years of age with the owners 6-month-old included)
- three additional 2-year-old children (this would result in a total of **three children** under 3 years of age)
- two additional children, aged 4 to 5-years old (this would result in a total of **2 children** under 6 years of age)

Because the owner of the Family Home Day Care in this scenario has a 7-year-old, no further children would be permitted in this centre.



Different combinations of children may be allowed in your Family Home Day Care, depending on their age, so long as the requirements listed in section 59 of the regulation are met.

### Relevant Law

#### Section 59 Regulations



*59. (1) Notwithstanding the requirements established in the Schedule and section 58, a family home day care facility operator may provide child day care services to a maximum of eight children, including the operator's own children, where*

*(a) not more than six children, including the operator's own children, are children five years of age or under;*

*(b) not more than three children, including the operator's own children, are children under three years of age; and (c) not more than two children, including the operator's own children, are children under two years of age.*

### Intent

Section 59 clarifies that in total, a Family Home Day Care must not have more than 8 children at any time. This includes any children who are children of the day care owner. The regulations state that of the 8 children, there can be no more than 6 children who are younger than 6 years old; 3 children who are younger than 3 years old; and 2 children who are under 2 years old.

HOME DAY CARE	MAXIMUMS
<b>TOTAL MAXIMUM OF CHILDREN 6 – 11 YEARS OLD</b> [including owner's children]	8 children
<b>CHILDREN UNDER 6 YEARS OLD</b> [including owner's children]	Up to 6 children
<b>CHILDREN UNDER 3 YEARS OLD</b> [including owner's children]	Up to 3 children
<b>CHILDREN UNDER 2 YEARS OLD</b> [including owner's children]	Up to 2 children

# Chapter 3

Opening a Child Day Care Facility as a Society



# Opening a Child Day Care Facility as a Society

There are certain requirements you need to be aware of if you are opening a Child Day Care Facility as a society. This chapter provides additional information specific to individuals and groups seeking to start a Child Day Care Facility as a society. For information on the overall application process for all licensed child care centres and requirements at each stage of the process see [Chapter 1](#).

## Business Requirements

### Register as a Society

You must be registered as a society under the *Societies' Act* if you are seeking funding support from the Department of Education. This is a requirement of the Department's Grants and Contribution Policy which limits eligibility to licensed non-profit Early Learning and Child Care Centres, licensed Family Home Day Cares, as well as licensed child care centres administered by hamlets/municipalities and DEAs/CSFN. If you are not interested in funding from the Department of Education, then you do not need to register as a society.

Registration as a society is overseen by the Legal Registries Division of the Department of Justice. Information on the registration process may be found on the Legal Registries website at: [www.nunavutlegalregistries.ca/cr\\_index\\_en](http://www.nunavutlegalregistries.ca/cr_index_en).

A guide to help you go through the registration process may be found at: Government of Nunavut – Corporate Registries Guide [http://nunavutlegalregistries.ca/cr\\_pdf\\_en/Societies/Packages/SOC\\_Package\\_Incorporation.pdf](http://nunavutlegalregistries.ca/cr_pdf_en/Societies/Packages/SOC_Package_Incorporation.pdf).

Applicants will be required to complete the Application for Incorporation Form, information from which will serve as the constitution of the society. The Application for Incorporation Form requires the following pieces of information be provided:

- The name of the society
- A street address and postal address for the society
- The objects or purpose of the society, including benevolent, philanthropic, charitable, religious, provident, scientific, artistic, literary, social, educational, sporting, or other useful purpose not including a trade or business
- The name of the community in which the society will operate
- The names of the applicants and witnesses to the application

## What are the Advantages of Registering Under the *Societies Act*?

There are several advantages to formally registering as a society, including the following:

- A registered society exists as a legal entity apart from its members
- Board members are responsible for protecting the society from legal and financial risks. Board members of a registered society can apply for directors and officers' liability insurance to limit their personal liability
- A registered society is entitled to acquire property, borrow money, and otherwise deal with its property as an individual would deal with their property
- Registered societies must have by-laws outlining the rights, duties, powers and obligations of board members, terms of admission and withdrawal of board members, and other provisions related to calling meetings, voting and board composition
- Registered societies are seen by the public to have a more permanent status than an unregistered group

## Choose a Society Name

All registered societies operating in Nunavut require a name. The name of the society should be as short and meaningful as possible and must not be similar to that of any other society. Once a name is chosen, the exact name must be used on all legal documents.

### Relevant Law

Section 2 of the *Societies Act*

#### **Application for incorporation**

2. Subject to this Act, five or more persons may have a society incorporated under this Act for any benevolent, philanthropic, charitable, religious, provident, scientific, artistic, literary, social, educational, sporting or other useful purpose other than the carrying on of a trade or business, if they:

- make and subscribe to an application, in the prescribed form, setting out the intended name of the society and the purpose or purposes for which incorporation is desired;
- subscribe to by-laws agreed upon by them for the government of the society containing provisions for all the matters set out in section 5; and
- transmit to the Registrar the application and by-laws, together with the prescribed fee.

### Intent

All registered societies operating in Nunavut must have a name.

### Q & A's

**A.** Can I use the same name as another society?

No, the name of the society must not be similar to that of any other society. When selecting a name, ensure that it is unique, and meaningful to the society.

For questions about registration as a society, please contact the Legal Registries Division:

- Address: 4<sup>th</sup> Floor, Building 1106, P.O. Box 1000 Station 750, Iqaluit, NU X0A 0H0
- Phone: 867-975-6590
- Fax: 867-975-6594
- Email: [corporateregistrations@gov.nu.ca](mailto:corporateregistrations@gov.nu.ca)

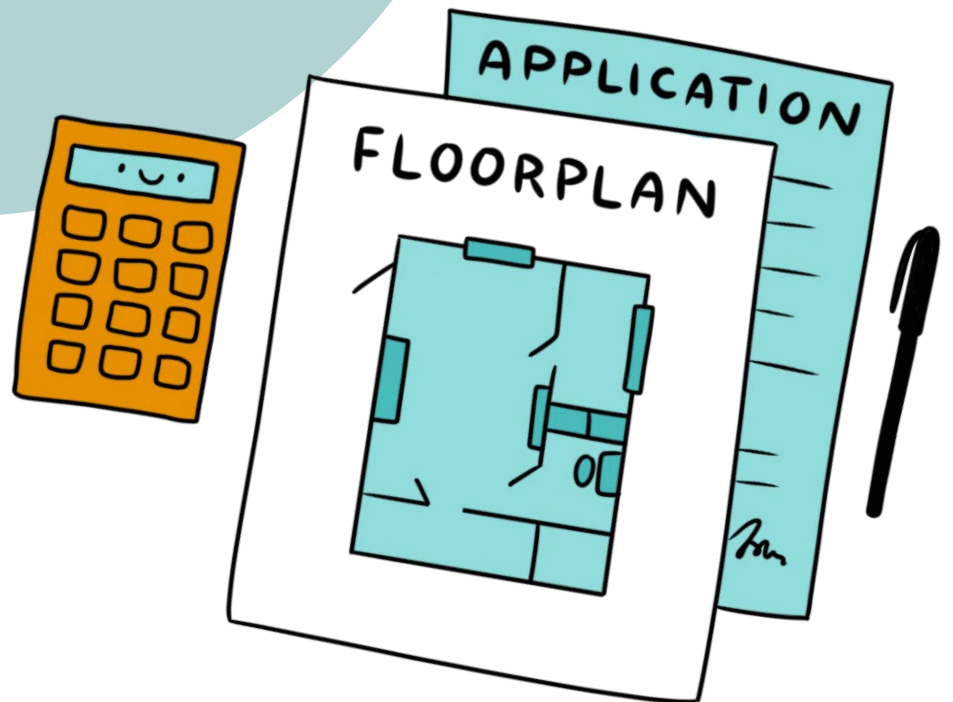
## Board of Directors

Registered societies are required to have a board of directors. The role of the board of directors is to oversee the running of the Child Day Care Facility. Often, the board of directors for a child day care centre is made up of parents whose child attends the centre, but this isn't a requirement. If the board is not made up of parents whose children attend the child day care centre, then the centre must establish a parent committee. A breakdown of the role and responsibilities for a board of directors is provided below.

General role of Board of Directors	Financial Responsibilities	Personnel Responsibilities
<b>To be responsible to the membership for ensuring that the goals of the Child Day Care Facility are achieved, and that it is effectively managed.</b>	To establish financial policies and internal financial control procedures for the society.	To prepare and approve job descriptions for employees.
<b>To represent the society both legally and morally. The Board of Directors carries the final responsibility and accountability for the society's existence and for its activities and programs.</b>	To develop and approve the budget, monitor expenditures, and assume fiscal accountability for the society.	To employ the Executive Director, who is responsible for the day-to-day operations of the Child Day Care Facility and reports directly to the Board of Directors.
<b>To attend to the society's own structure, to its committee structure, and to its procedures.</b>	To report the financial position of the society to the membership annually.	To provide policy direction to the Executive Director.
<b>To ensure there are policies for making and implementing decisions.</b>	To review monthly financial statements.	To evaluate the performance of the Executive Director within established policies.
	To ensure appropriate and responsible utilization of parent fees, government grants, and other revenue.	To determine salary scales and benefits for staff.
		To determine personnel policies.

# Chapter 4

Opening a Child Day Care Facility as a Hamlet or DEA/CSFN





# Opening a Child Day Care Facility as a Hamlet or DEA/CSFN

There are certain requirements you need to be aware of if you are opening a Child Day Care Facility as a municipal corporation or a DEA/CSFN. This chapter provides additional information specific to Hamlets or DEA/CSFNs seeking to start a Child Day Care Facility. For information on the overall application process for all licensed child care centres and requirements at each stage of the process see [Chapter 1](#).

## Business Requirements

### Deciding to Register a Business Name

As a municipal corporation or DEA/CSFN, you can choose whether or not you want to register a business name. If you decide to register a business name, use the *Declaration of Use of a Business Name* form in [Appendix E](#).

Once completed, the form must be submitted to:

Legal Registries Division:

- Address: 4<sup>th</sup> Floor, Building 1106, P.O. Box 1000 Station 750, Iqaluit, NU X0A 0H0
- Phone: 867-975-6590
- Fax: 867-975-6594
- Email: [corporateregistrations@gov.nu.ca](mailto:corporateregistrations@gov.nu.ca)

# Chapter 5

Submit Your Application



# Submit Your Application

## Submit Your Child Care Centre Licence Application

### Relevant Law

#### Section 2 (2) Regulations



*A person who wishes to operate a child day care facility must apply to the Director for a licence in accordance with the regulations. An applicant for a licence is not required to pay a fee.*

### Intent

Section 2 specifies that all child care centres in Nunavut must be licensed, if they provide care to 4 or more children.

A check list identifying all of the licence application requirements has been provided in [Appendix D](#) to help you prepare your application. When applying for a licence you must use the Child Care Facility Licence Application Form. See [Appendix A](#) for the form.

Opening a Licensed  
Child Care Centre



#### Preparing your Licence Application:

- Business Structure Requirements
- Program Requirements
- Physical Space Requirements
- Public Health Requirements

Submit your application!

You can send your application via email to:

Department of Education Early Childhood Officer Contacts:	
<b>Qikiqtani Region</b>	1-833-930-3935 <a href="mailto:ECOQikiqtani@gov.nu.ca">ECOQikiqtani@gov.nu.ca</a>
<b>Kivalliq Region</b>	1-833-930-3936 <a href="mailto:ECOKivalliq@gov.nu.ca">ECOKivalliq@gov.nu.ca</a>
<b>Kitikmeot Region</b>	1-833-930-3937 <a href="mailto:ECOKitikmeot@gov.nu.ca">ECOKitikmeot@gov.nu.ca</a>
<b>Iqaluit</b>	1-833-930-3938 <a href="mailto:ECOQikiqtani@gov.nu.ca">ECOQikiqtani@gov.nu.ca</a>

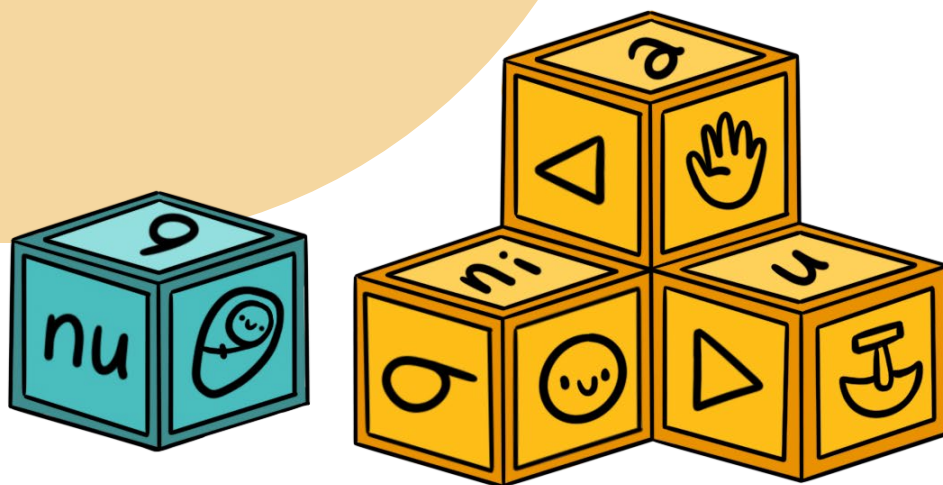
### After you Apply

After you submit your application, a Department of Education Early Childhood Officer will:

- review your application and supporting documents
- help answer specific questions regarding your application
- schedule a site inspection to check that you are in compliance with all regulations

# Appendices

A-F





# Appendix A: Application for Child Care Facility Licence

Please submit to the following Early Childhood Program Offices:		
<b>Qikiqtani Region</b>	<b>Iqaluit</b>	<b>Kivalliq Region</b>
Fax: (867) 473 2695	Fax: (867) 979-2157	Fax: (867) 645-2127
Ph: 1-833-930-3935	Ph: 1-833-930-3938	Ph: 1-833-930-3936
<a href="mailto:ECOQikiqtani@gov.nu.ca">ECOQikiqtani@gov.nu.ca</a>	<a href="mailto:ECOQikiqtani@gov.nu.ca">ECOQikiqtani@gov.nu.ca</a>	<a href="mailto:ECOKivalliq@gov.nu.ca">ECOKivalliq@gov.nu.ca</a>
		<b>Kitikmeot Region</b>
		Fax: (867) 983-4025
		Ph: 1-833-930-3937
		<a href="mailto:ECOKitikmeot@gov.nu.ca">ECOKitikmeot@gov.nu.ca</a>

Please attach the following with this application:			
<input type="checkbox"/>	Written statement of program goals and objectives	<input type="checkbox"/>	Floorplan with dimensions
<input type="checkbox"/>	Evidence of a minimum \$1,000,000 comprehensive general liability insurance (\$2,000,000 if applying for funding).	<input type="checkbox"/>	List of the Board of Directors or Parental Committee with addresses and phone numbers
<input type="checkbox"/>	Evidence of compliance with the appropriate zoning by-laws	<input type="checkbox"/>	A written policy for parental involvement
<input type="checkbox"/>	Copy of an approved current inspection by the Environmental Health Officer regarding compliance with the Public Health Act	<input type="checkbox"/>	Copy of an approved current inspection by the Office of the Fire Marshal regarding compliance with the National Fire Code
<input type="checkbox"/>	Emergency evacuation plan		
Facility Information			
Name of Child Care Facility			E-mail
Mailing Address		Physical Location	Phone Number
Sponsoring Organization			Community
Type of Organization: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Family Day Home <input type="checkbox"/> DEA/CSFN <input type="checkbox"/> Hamlet <input type="checkbox"/> Private			
Details of Operations			
Type of Childcare to Be Provided: <input type="checkbox"/> Full-time Daycare <input type="checkbox"/> Preschool <input type="checkbox"/> Out of School			
Type of Childcare Facility: <input type="checkbox"/> Centre Based Facility <input type="checkbox"/> Family Day Home			
Status of Facility: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased			
Type of Accommodation	<b>Centre Based Facility</b>		<b>Family Day Home</b>
	<input type="checkbox"/> New Building – Constructed for Day Care <input type="checkbox"/> Existing Building – Renovated for Day Care <input type="checkbox"/> Existing Building – Use AS IS for Day Care		Number of Rooms: <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment
Times Facility is Open	Days	From: To:	Hours
	Months (circle)	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	From: To:
Requested Number of Spaces			
Age	Full-time	Part-time	Out of School
Infants (1- 24 months)			
Preschoolers (2 years until start school full-time)			
School-Age (Grade one to children up to 12 years)			
Total			
Applicant's Certification			
If a licence is granted, I hereby agree to permit inspections of the facility (or a proposed facility) by an appointed inspector. I do so knowing that these inspections may be unscheduled, the object being to safeguard the children in care. I further certify that these inspections may reveal conditions which violate the requirements of the Child Day Care Act and regulations, for which I shall be held accountable.			
Name (please print)	Position	Signature	Date

## Appendix B: Sample Start-up Budget

<b>Name of Program</b>	<b>ABC Daycare</b>
<b>Address</b>	General Delivery Community, NU Postal Code
<b>Contact Person</b>	Jane Doe
<b>Phone Number</b>	(867) 123-4567

### Budget Items

<b>General Furnishings</b>	<b>\$ 10,800.00</b>
<b>Dramatic Play</b>	<b>2,350.00</b>
<b>Music</b>	<b>1,800.00</b>
<b>Block Corner</b>	<b>2,250.00</b>
<b>Book Corner</b>	<b>3,250.00</b>
<b>Infant Equipment</b>	<b>7,400.00</b>
<b>Water &amp; Sand</b>	<b>1,600.00</b>
<b>Arts &amp; Crafts</b>	<b>2,700.00</b>
<b>Large Motor</b>	<b>5,100.00</b>
<b>Fine Motor</b>	<b>2,900.00</b>
<b>Office Materials</b>	<b>6,800.00</b>
<b>Utility Hook-ups</b>	<b>100.00</b>
<b>Insurance</b>	<b>1,500.00</b>
<b>Freight</b>	<b>3,000.00</b>
<b>Grand Total</b>	<b>\$ 51,550.00</b>

### General Furnishings (tables, chairs, shelves, cots, etc.)

<b>Large Play Mat (Map of Canada)</b>	<b>\$ 1,000.00</b>
<b>16 cots</b>	<b>1,000.00</b>
<b>4 Tables &amp; 16 chairs</b>	<b>1,800.00</b>
<b>5 shelf units</b>	<b>1,500.00</b>
<b>Storage Units</b>	<b>2,000.00</b>
<b>Kitchen equipment (Pots, pans, dishes)</b>	<b>1,000.00</b>
<b>Stove, Fridge (donated by company Z)</b>	<b>nil</b>
<b>Washer &amp; Dryer, Microwave</b>	<b>2,500.00</b>
<b>Total</b>	<b>\$ 10,800.00</b>

### Dramatic Play (dress-up, house corner, puppets, dolls, etc.)

<b>Kitchen Set (stove, fridge, sink, table &amp; chairs)</b>	<b>\$ 800.00</b>
<b>Dress-up clothes (shoes, scarves, hats, dresses, shirts, amoutiqs, parkas, etc.)</b>	<b>600.00</b>
<b>Dolls, Puppets</b>	<b>400.00</b>
<b>Puppet theatre</b>	<b>250.00</b>
<b>Dishes, doll crib, doll stroller</b>	<b>300.00</b>
<b>Total</b>	<b>\$ 2,350.00</b>

### Music (tapes, CDs, radio/tape/CD player, musical instruments, etc.)

Stereo (CDs/Tape & Radio)	\$ 500.00
Musical Instrument Set	500.00
Music (CDs & Tapes)	300.00
Listening Centre	500.00
<b>Total</b>	<b>\$ 1,800.00</b>

### Block Corner (duplo, wooden blocks, krinkles, cars, plastic animals, etc.)

Large wooden blocks	\$ 600.00
Blocks (foam, Lego, duplo)	500.00
Manipulatives (krinkles, star builders)	200.00
Cars, trucks (big & small)	300.00
Dinosaurs, Animals	400.00
Play mats, people	250.00
<b>Total</b>	<b>\$ 2,250.00</b>

### Book Corner (books, tapes, felt board & pieces, pillows, etc.)

Children's books (English & Inuktitut)	\$ 1,500.00
Felt Board & pieces (stories & fingerplays)	200.00
Books & Tapes	150.00
Large Pillows, Bean bag chairs	400.00
Large Floor Mat	1,000.00
<b>Total</b>	<b>\$ 3,250.00</b>

### Infant Equipment (cribs, highchairs, infant toys, etc.)

4 cribs, 4 highchairs	\$ 3,000.00
Large Vinyl Mat (2)	1,200.00
Infant toys	1,000.00
Infant Stroller (holds 4)	1,500.00
Adult Amoutiq	500.00
Infant books (vinyl, board, cloth)	200.00
<b>Total</b>	<b>\$ 7,400.00</b>

### Water & Sand (water/sand table, pails, shovels, boats, plastic animals, etc.)

Combination Water& Sand Table	\$ 700.00
Washable Sand	300.00
Water toys (boats, plastic fish)	200.00
Sand Toys (pails, shovels, cars, animals)	200.00
Water smocks (6)	100.00
Large bath towels (6)	100.00
<b>Total</b>	<b>\$ 1,600.00</b>



### Arts & Crafts (paint, paper, glue, crayons, markers, scissors, etc.)

Paper (newsprint, fingerpaint, construction, tissue, foil)	\$ 800.00
Paint (fingerpaint, powder, liquid, solids)	400.00
Glue (white, stick), scissors (children, adult, specialty)	200.00
Crayons, markers, pencils, pens	100.00
Collage material (pompoms, feathers, macaroni, stickers, felt, etc.)	500.00
Drying Rack, Painting easels (2)	700.00
<b>Total</b>	<b>\$ 2,700.00</b>

### Large Motor (wagons, balls, parachute, tunnels, tricycles, climbers, etc.)

Storage Shed	\$ 2,000.00
Riding toys (tricycles, bikes, wagons)	1,000.00
Playhouse climber with slide	1,500.00
Balls, parachutes, shovels, cars, pails, etc.	500.00
Butterfly nets, Bubbles	100.00
<b>Total</b>	<b>\$ 5,100.00</b>

### Fine Motor (puzzles, lacing, computer, etc.)

Puzzles (wooden, plastic, floor, tabletop)	\$ 600.00
Lacing, zippers, tying manipulatives	300.00
Children's computer & desk/chair	1,200.00
Computer games	500.00
Games (bingo, memory, fish, etc.)	300.00
<b>Total</b>	<b>\$ 2,900.00</b>

### Office Materials (paper, pens, computer, filing cabinet, files, etc.)

Desk & Office chairs	\$ 2,000.00
Computer, Printer	2,000.00
Filing Cabinet (donated by Company Y)	nil
Paper, files, pens	800.00
Photocopier/fax	2,000.00
<b>Total</b>	<b>\$ 6,800.00</b>

### Utility Hook-ups (phone, electricity, water, sewage, etc.)

Phone	\$ 100.00
<b>Total</b>	<b>\$ 100.00</b>



# Appendix D: Start-up Checklist for Licensing

Name of Facility \_\_\_\_\_

<b>Licence Application Complete</b>	
<input type="checkbox"/> Goals and Objectives <input type="checkbox"/> Floorplan with measurements <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> Zoning Approval (letter – Hamlet)	<input type="checkbox"/> Insurance (\$1 million) <input type="checkbox"/> Parental Involvement Policy <input type="checkbox"/> Health Inspection <input type="checkbox"/> Fire Inspection <input type="checkbox"/> List of Board Members
<b>Start-up Application Complete (if applying for funding)</b>	
<input type="checkbox"/> Description of Program <input type="checkbox"/> Draft Budget <input type="checkbox"/> Floorplan with measurements <input type="checkbox"/> Insurance (\$2 million)	<input type="checkbox"/> Licence or Licence Application <input type="checkbox"/> 3 Letters of Support <input type="checkbox"/> Survey or Wait List <input type="checkbox"/> Proof of Good Standing (not needed for Family Day Homes)
<b>All required policies</b>	
<input type="checkbox"/> Goals & Objectives <input type="checkbox"/> Emergency Evacuation <input type="checkbox"/> Parental Involvement <input type="checkbox"/> Illness <input type="checkbox"/> Communicable Disease	<input type="checkbox"/> Discipline <input type="checkbox"/> Transportation <input type="checkbox"/> Supervision <input type="checkbox"/> Injury (waiver) <input type="checkbox"/> Confidentiality
<b>All required furniture (enough for all licensed spaces)</b>	
<input type="checkbox"/> Cots/mats -sheets/blankets <input type="checkbox"/> Cribs - sheets/blankets <input type="checkbox"/> Highchairs/infant chairs <input type="checkbox"/> Tables	<input type="checkbox"/> Chairs <input type="checkbox"/> Cubbies/hooks/baskets <input type="checkbox"/> Diaper Change table
<b>Required Postings</b>	
<input type="checkbox"/> Act & Regulations <input type="checkbox"/> Daily Schedule <input type="checkbox"/> Staff Schedule <input type="checkbox"/> Discipline Policy	<input type="checkbox"/> Emergency Evacuation <input type="checkbox"/> Emergency Telephone Numbers <input type="checkbox"/> Menus
<b>Play Space Set Up</b>	
<input type="checkbox"/> Various Toys <input type="checkbox"/> Age-appropriate activities	<input type="checkbox"/> Room clean and safe
<b>Files Set Up</b>	<b>Individual Children Files</b>
<input type="checkbox"/> Insurance file <input type="checkbox"/> Registry file <input type="checkbox"/> Fire Drills	<input type="checkbox"/> Application <input type="checkbox"/> Injury Waiver <input type="checkbox"/> Immunization Record
<b>Individual Staff files</b>	
<input type="checkbox"/> Contact Information <input type="checkbox"/> Immunization Record <input type="checkbox"/> Medical Note <input type="checkbox"/> First Aid/CP	<input type="checkbox"/> Confidentiality Agreement <input type="checkbox"/> Training Information <input type="checkbox"/> RCMP/Vulnerable Sector

# Appendix E: Partnership Act Declaration of Use of a Business Name



## PARTNERSHIP ACT DECLARATION OF USE OF A BUSINESS NAME FORM 2

1. NAME OF BUSINESS

2. NAME OF THE INDIVIDUAL OR CORPORATION USING THE BUSINESS NAME

(name)

(complete postal and street address)

3. BUSINESS ADDRESS

(complete postal and street address)

4. DATE BUSINESS NAME FIRST USED

(year, month, day)

5. NATURE OF THE BUSINESS

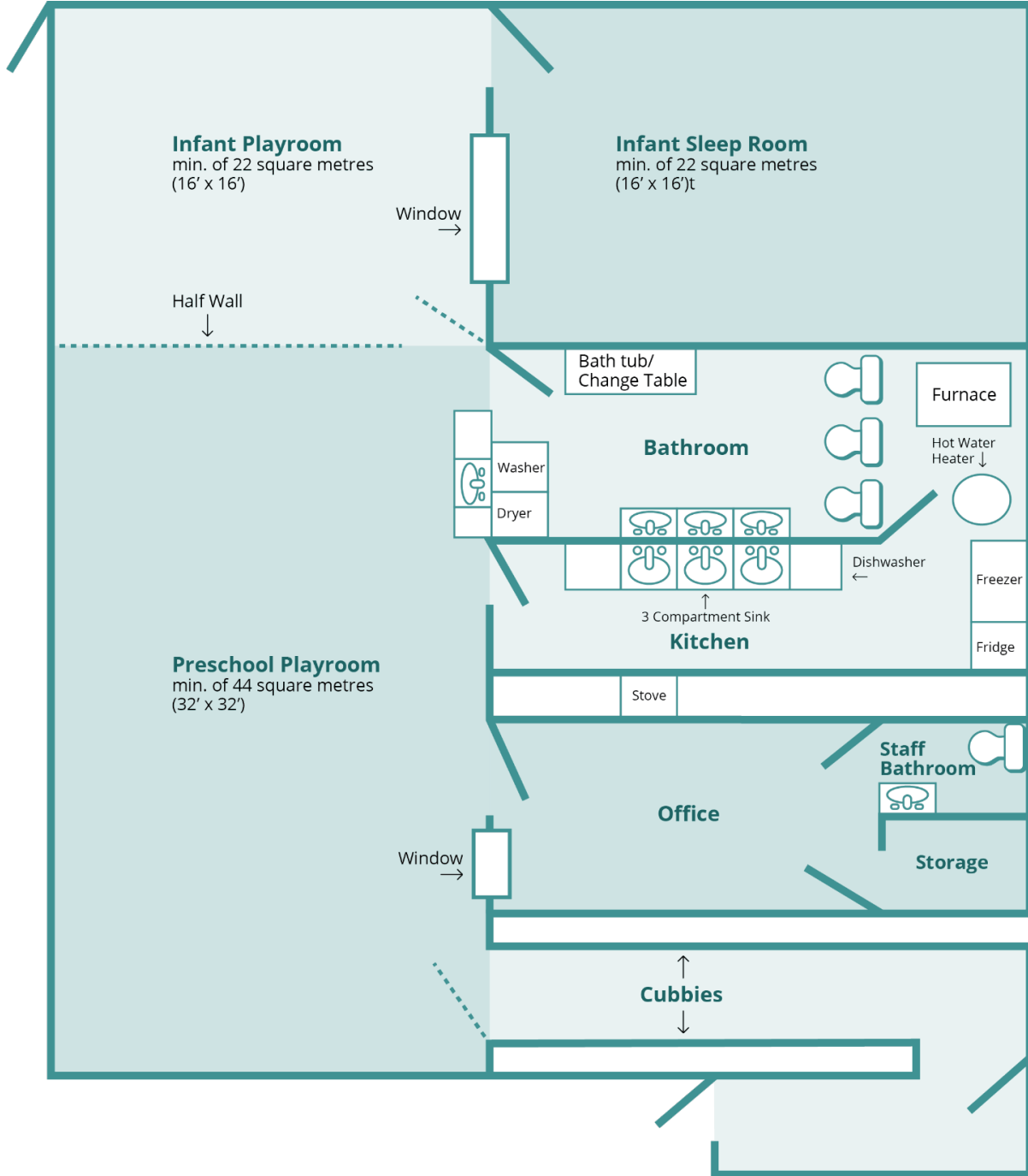
(nature or type of business)

I HEREBY DECLARE THAT this declaration is made under section 48 of the Partnership Act and I am (the corporation is) not associated in partnership with any other persons in the use of this business name and the information set forth is true.

DATED this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year)

(signature of individual or authorized officer)

# Appendix F: Sample Floor Plans for a Child Day Care Facility



# Sample Floor Plans for a Child Day Care Facility

This detailed floorplan is the property of Kakivak Association and has been reproduced with permission from the organization.

