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**MEMORANDUM TO:** Licensed Child Care Operators

**FROM:** Holly Moran  
Director  
Child Care Quality Assurance and Licensing Branch

**DATE:** July 10, 2015

**SUBJECT:** **Ontario Regulation 137/15 First Aid Training Compliance Requirements for Child Care Operators**

**Update on DNA Supervisors Website and new CCEYA Website**

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### **Ontario Regulation 137/15 First Aid Training Compliance Requirements**

I am writing to provide clarification about the requirements for first aid training set out in Ontario Regulation 137/15 under the *Child Care and Early Years Act, 2014* (CCEYA). The CCEYA and its regulations will be proclaimed and come into effect on August 31, 2015.

Ensuring the health and safety of children is our highest concern. The new regulations related to first aid training under CCEYA state that every licensee shall ensure that every employee working at a child care centre and every provider of home child care or in-home services has a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board or otherwise approved by a director (subsection 58(2)).

This requirement applies to all employees of child care centres, including non-program staff who are regularly on site at the centre. It does not include administrative or management staff of the organization who work at locations other than the child care centre, nor does it include other professionals who are occasionally on site at child care programs, such as speech pathologists or special needs resourcing consultants, who are not employed by the licensee.

The ministry recognizes that many child care staff and providers will already have this training in place while others will need to schedule training as courses become available. To demonstrate compliance with the requirement following proclamation on August 31, 2015, licensees will be required to have the following available on site at the child care centre or home child care agency for ministry licensing staff:

- A list of all employees or providers who have valid certification in standard first aid, including infant and child CPR, as set out in the regulation;
- A written plan for remaining staff and/or providers to obtain valid certification in standard first aid, including infant and child CPR, to be fully completed **no later than September 1, 2016**.

Priority for completion of training should be given to:

- staff in infant and toddler program rooms,
- home providers caring for children under the age of two years, and

- staff working in rooms where currently no program staff are certified in standard first aid and infant-child CPR.

For staff and providers who already have valid emergency first aid training as of August 31, 2015, an upgrade to standard first aid that includes infant-child CPR would be acceptable to meet the requirement.

A condition will be included on each centre's/agency's licence that will require the licensee to submit written confirmation to the ministry that the plan for training is fully completed by Sept 1, 2016.

### **Update on Day Nurseries Act for Child Care Supervisors Website and new CCEYA Website**

Due to technical issues, the *Day Nurseries Act* (DNA) Supervisors Website has not been available for the completion of the self-test. While this has been a concern for licensees and staff with Director approvals that included the condition to complete the self-test, the ministry has not enforced the condition since the start of the outage.

The content of the website continues to be available to the public at the following link, [Day Nurseries Act for Child Care Supervisors of Ontario](#). The self-test module will not be reinstated on the website as the *Day Nurseries Act* and Regulation 262 will be replaced by the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 on August 31, 2015.

The ministry is developing a new website and self-test module called the *Child Care and Early Years Act, 2014* (CCEYA) Website – Licensing Standards. This website will present the requirements set out in the new regulation and will include a self-test module. The new website and self-test module is expected to launch on August 31, 2015.

In the meantime, I recommend reading the new licensing requirements under the [Child Care and Early Years Act, 2014](#) and [Ontario Regulation 137/15](#) which will be reflected in the new self-test. More information about the website and self-test will be available later this summer.

### **Questions**

Ministry program advisors will work with child care programs to help transition through this process. They are available to provide support and answer questions about the new licensing requirements.

Thank you in advance for your continued support and collaboration during this exciting time of change while we continue to work toward the modernization of child care and licensing.

Sincerely,



Holly Moran