

## Information for Parents

### What You Need to Know About Licensing Requirements for Early Learning and Child Care Centres

ELCC centres licensed by the Province of Manitoba must provide environments that promote children's health, safety and well-being. Curriculum must be based on goals for children's physical, social, emotional and cognitive development and respond to the abilities, interests and needs of each child. Regulations under The Community Child Care Standards Act help to ensure these responsibilities are met.

#### Family's Rights

- Parents or guardians can visit the centre any time their children attend.
- Centres keep all information confidential but parents or guardians can request access to child or family information.
- Parents or guardians can be involved in the operation and management of the centre by attending the centre's annual general meeting or participating in the centre's parental advisory committee or Board of Directors.
- For questions or concerns, talk to the centre director first, then, if needed, contact the Early Learning and Child Care (ELCC) Program at (204) 945-0776, toll free at 1-888-213-4754 or visit [www.manitoba.ca/childcare](http://www.manitoba.ca/childcare) for more information.

#### Staff Qualifications

- The centre director and a specific proportion of staff must have completed approved training in early childhood education to understand child development and ways to foster children's learning.
- Staff must be classified at one of three levels:
  - Early Childhood Educator (ECE) III – approved degree or post-secondary diploma and specialization
  - Early Childhood Educator (ECE) II – approved post-secondary diploma
  - Child Care Assistant (CCA) – 40 hours of relevant course work within the first year of employment
- Staff must undergo background checks, including criminal record check, vulnerable sector search and child abuse registry check.

#### Supervision

- One staff person is responsible for a specific number of children (staff to child ratio).
- There is a set number of children in each group (maximum group size).

ELCC Program	Age of Children	Staff to Child Ratio	Maximum Group Size	Required Proportion of Trained Staff (ECE II or ECE III)
Infant	12 weeks-2 years	1:4	8	67% (2/3)
Preschool	2-6 years	1:8	16	67% (2/3)
Nursery School	2-6 years	1:10	20	50% (1/2)
Kindergarten	4-6 years	1:10	20	67% (2/3)
School Age	6-12 years	1:15	30	50% (1/2)

#### Early Learning and Child Care Environments

- Centres must meet the requirements of public health and fire authorities, including practicing planned emergency procedures on a monthly basis.
- Children must be given nutritious meals and snacks by the centre or their families.
- Centres must provide facilities for sleeping and toileting, according to the children's needs.
- Staff must:
  - Use positive guidance strategies only. Staff cannot use physical punishment or denial of necessities as discipline.
  - Provide space and materials for play-based experiences including dramatic, fine motor, block, creative art, literacy, large muscle, water, sand, music, science and construction.
  - Provide outdoor play for all children every day, weather permitting.
  - Provide experiences that recognize and respect diversity and meaningfully include children with additional support needs to foster a sense of belonging for all children.
  - Build respectful relationships and work in partnership with families to provide high quality early learning and child care so children can develop to their fullest potential.