



# Community Care Facility Licensing **Records and Documentation**



## Records and Documentation

[The Community Care and Assisted Living Act \(CCALA\)](#), [Child Care Licensing Regulation \(CCLR\)](#) and the [Director of Licensing Standard of Practice – Safe Play Space \(DOLSOP\)](#) require all licensed facilities to keep records and documentation on daily operations.

It's important to have a reliable record-keeping system that suits your needs. Facility records should be organized, secure, and regularly updated. Keeping accurate records and documentation in child care facilities.

- ensures the safety and well-being of the children by keeping track of their health records, allergies, and emergency contact information.
- helps in monitoring the developmental progress of each child, allowing caregivers to tailor activities and interventions to meet individual needs.
- supports compliance with regulatory requirements and standards, which is essential for the facility's operation.
- fosters transparent communication with parents, providing them with insights into their child's daily activities, progress, and any concerns that may arise.

Records should be stored in one place at the facility and be easily accessible for inspections. If you are using electronic records it's important to develop a plan to access electronic records during emergencies or power outages.

## What records and documents are required under *The Community Care Assisted Living Act* (CCALA), Child Care Licensing Regulation (CCLR) and the Director of Licensing Standard of Practice – Safe Play Space?

All licensed facilities are required to keep the following records and documentation on daily operations:

Documentation and Records	Legislation
Care Plans	<a href="#">CCLR Section 58</a>
Emergency and Fire Drill Record	<a href="#">CCLR Section 56(1)(c)</a>
Employee Records	<a href="#">CCLR Section 56(1)(b)</a>
Log of Minor Incidents	<a href="#">CCLR Section 56(1)(f)</a>
Log of Daily, Monthly, and Annual Outdoor Inspection, Maintenance and Repair	<a href="#">Director of Licensing Standard of Practice – Safe Play Space</a>
Nutrition (Information on Food and Drink)	<a href="#">CCLR 48(6)</a>
Records and Consents (Child Registration Form)	<a href="#">CCLR Section 57</a>
Repayment Policy	<a href="#">CCLR Section 56.1(2)(b)</a>

### Care Plans

[Section 58 of the Child Care Licensing Regulation](#) outlines the specific information that must be included in a care plan. Before developing a care plan, it is important to review the legislation and the Developing Care Plans resource.

If a child requires extra support, a care plan must be developed and kept on site. A care plan is a written document that specifies in detail, the diagnosis (if applicable), allergy, illness and the unique needs of the child attending the facility. It also sets out the specific procedures' employees will follow when caring and supervising the child.

The licensee is required to document compliance with the care plan for a child requiring extra support, including any therapeutic diet provided, medication administered (with details on the amount and time), modifications to the activity program, behavioral guidance given and its effects, and any other matters agreed upon with the child's parent or guardian.

## Emergency and Fire Drill Records

A licensee is required to keep current records demonstrating compliance with [CCLR section 56\(1\)\(c\)](#) and maintain records of monthly fire drills and annual emergency drills.

## Employee Records

A licensee is required to maintain current employee records as outlined in [CCLR section 19\(1\)](#). These records are required to be kept in a single location at the community care facility and must be available to licensing officers upon request. To verify employees meet character and skill requirements, the licensee collects criminal record and reference checks, resumes, training certificates, immunization status, and first aid certificates. These records demonstrate that employees have the necessary character, temperament, skills, and experience to work with children.

## Log of Minor Incidents

As outlined in [CCLR section 56\(1\)](#), a licensee is required to log minor incidents, illnesses, and unexpected events involving children that do not require medical attention and are not reportable under [Schedule H](#). They are also required to notify a parent or emergency contact if a child becomes ill or injured. Documenting health and safety measures demonstrates risk identification and mitigation. Recording health and safety measures demonstrates risk management. Additionally, documenting discussions, observations, and decisions during incidents or disputes can provide valuable information for future reference.

**Things to consider writing in your log if the incident is not considered a reportable incident.**

- ☐ Date and time of an event.
- ☐ Details of what occurred.
- ☐ Names of children and or employees involved in the event.
- ☐ Name of the parent and or emergency contact that was notified of the event and how notification occurred (telephone call, text message).
- ☐ Any outcomes, or special instructions as a result of the notification.
- ☐ Actions of licensee/employee(s) as a result of the event.
- ☐ Behavioral observations, conversations, and other relevant information.

# Log of Daily, Monthly, and Annual inspection, Maintenance and Repair

The [Director of Licensing Standard of Practice – Safe Play Spaces](#) states licensees must keep a log of all inspections, maintenance, and repairs to their outdoor play space. The safe play space standard was developed to promote healthy physical activity and safe outdoor play for children in day care settings.

Things to consider when developing an outdoor play space inspection and maintenance checklist:

- ☐ Daily – check the play space for garbage, broken glass, animal feces and other hazardous items. This is especially important if the play space is located in an area to which the public has access such as schools and parks.
- ☐ Monthly – check the play space in greater detail, including a check of the landscape, fencing and overall state of equipment to ensure they do not pose any hazards to children.
- ☐ Annually – conduct a detailed audit of the play space, landscaping, and all equipment. Have the following been addressed and accounted for:
  - appropriate depth and preservation of protective surfacing
  - pinch, entanglement, entrapment and fall hazards
  - damaged or missing supports, anchors, or footings
  - Loose or missing bolts, fasteners, or connectors
  - Broken or missing rails, steps, rungs, or seats
  - Bending, warping, rusting, deterioration or breakage of components
  - Sharp edges or points due to damage or breakage
  - Protective caps missing from bolts or tubes
  - Worn swing hangers, chains
  - Splintered or deteriorated wood cracks or holes in surfacing materials
  - animal feces, broken glass and or other debris
  - fencing and gates in good repair, no entrapment hazards
  - sand box lids / coverings in place; no standing water or other debris
  - all outdoor play equipment in a good state of repair and free from hazards
  - is the checklist an accurate reflection of the outdoor play space environment and the toys, materials, and equipment accessible to children
  - if equipment is observed to be damaged or needing repairs – is a procedure in place to address the repair / replacement

Licensees should also ensure that if equipment is provided, it is placed over resilient surfacing in order to prevent injuries from falls.

**Even if a facility used an alternate outdoor play space, such as a school or park, a licensee must maintain a log of regular inspections to ensure the safety of children while accessing the play equipment and space.**

## Nutrition (Food and Drink)

[CCLR section 48\(6\)](#) requires a licensee to provide parents information on the food and drink given to children. A licensee can determine how this information is provided to parents.

## Records and Consents (Registration forms for Children)

All licensed programs are required to keep records and consents for children in care. A detailed list of required records can be found in the [CCLR section 57](#). Typically, the records listed below are captured on a registration form which parents complete prior to a child attending the program.

- ☐ Name, sex, date of birth, medical insurance plan number and immunization status, date of enrolment
- ☐ Daily attendance record, indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure
- ☐ Name and telephone number of a parent, medical practitioner, and emergency contact person
- ☐ Any illness, allergy or medical disability disclosed to the licensee by the child or his or her parent or medical practitioner. (The parent must provide this information in writing to the licensee)
- ☐ Records must be kept regarding any medication that is prescribed by a medical practitioner or provided by a parent that the licensee has agreed to administer, including the amount and the time at which the medication was administered and any instructions on administering that medication
- ☐ A photograph or digital image of the child, and other information that can be used to readily identify the child in an emergency
- ☐ A record of any person who is not permitted access to a child
- ☐ The date on which a child stops attending the facility
- ☐ Written consent to call a medical practitioner or ambulance for the child in case of an accident or illness

## Repayment Policy

[CCLR section 56.1\(2\)\(b\)](#) requires a licensee to maintain a record of who the repayment policy was delivered to.

## Where can I find information on records and documentation?



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If you have any questions about records and documentation, or if you would like to attend an information session, please contact Licensing Connect to speak to a licensing officer at 1.844.845.4200 or [licensingconnect@northernhealth.ca](mailto:licensingconnect@northernhealth.ca).

For more information about the Community Care Facility Licensing program and to view the legislation visit the [Community Care Facility Licensing | Northern Health](#) website.



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