



**Licensing Order /
Ordre relatif aux licences**

Manitoba
Family Services
And Labour
Early Learning and Child Care

219-114 Garry Street
Winnipeg MB R3C 4V6
204-945-0776
Toll Free: 1-888-213-4754

Services à la famille
et Travail Manitoba
Apprentissage et de garde des
Jeunes enfants

219-114, rue Garry
Winnipeg MB R3C 4V6
204-945-0776
Sans frais: 1-888-213-4754

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| To / Destinataire: The Young Men's and Young Women's Christian Association Of Winnipeg Inc. | |
| Centre/Home Name / Nom de la garderie: Downtown YM-YWCA Before and After School Program | |
| Location / Adresse: 301 Vaughan Street | Facility No. / Numéro d'établissement: 9320 |
| Winnipeg, Manitoba | Postal Code / Code Postal: R3B2N7 |
| Licence No. / Numéro de licence: 79351 | Dated / Licence datée du: June 29, 2012 |
| For the period from / Pour la période du: July 1, 2012 | to / au: March 31, 2013 |

**THIS ORDER REQUIRES COMPLIANCE WITH THE FOLLOWING REGULATIONS /
CET ORDRE EXIGE LE RESPECT DES RÈGLEMENTS SUIVANTS:**

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| | <p>WHEREAS it has been reported to Manitoba Early Learning and Child Care ("MELCC") that on September 5, 2012, two staff from the Downtown YM-YWCA Before and After School Program ("the Centre"), were picking up children at Sister McNamara School ("the School") in order to escort them back to the Centre. While one of the Centre's Staff went into the School, the other Centre Staff waited with a group of children in the school playground. One of these children (requiring additional support needs) left this group of children and ran back into the School. The Centre Staff remaining/supervising the children failed to notice that this child was not with the group.</p> <p>It was then reported that the child wandered into a child care centre located in the school. A staff from this centre noticed the child and brought the child to the principal's office. This is where the Centre Staff ultimately found that child.</p> <p>It was also determined that the Centre Staff remaining with the group did not have a completed Criminal Record and Child Abuse Registry Check.</p> <p>Furthermore, upon reviewing the Centre's records it was also discovered by MELCC that the above-referenced incident was not recorded.</p> <p>AND WHEREAS, Family Services and Labour staff reviewed the Centre's Record of Child Care Employee form entered by the Centre on the Child Care Online system, it was found that employee information about one of</p> <p>(Page 1 of 8)</p> | |

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|---|---|
| Child Care Co-ordinator / Coordonnateur des garderies d'enfants: | Jo-Anne Palanuk |
| Address / Adresse: | 755 Portage Avenue Winnipeg, Manitoba R3G 0N2 |
| Phone Number / Numéro de téléphone: | 204-940-8173 |

**THIS ORDER MUST BE CLEARLY
POSTED FOR THE INFORMATION OF
ALL PARENTS/**

**CET ORDRE DOIT ÊTRE AFFICHÉ À
LA VUE DE TOUS LES PARENTS**

**Director – Early Learning and Child Care: /
Directrice Apprentissage et garde des jeunes enfants:**

**Date /
Date : September 25, 2012**



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| Act s.3(1) | the Centre Staff involved in the incident was missing. It was also noted that several Centre Staff did not have current first aid CPR training, or meet the 40 hour training requirement. And whereas, given the above referenced Background, the licensee fails to meet <i>The Community Child Care Standards Act</i> and Manitoba Regulation 62/86 as hereinafter provided. 3(1) Every person providing child care shall at all times provide an environment that is conducive to the health, safety and well-being of the children. | |
| 8(1) | and Manitoba Regulation 62/86 (the "Regulation") sections: 8(1) Every licensee shall ensure that children attending the child care centre are supervised at all times. | |
| 8(1.1) | 8(1.1) The licensee shall ensure that the supervision referred to in subsection (1), whether direct supervision or indirect supervision, (a) protects the health and safety of each child; and (b) is appropriate to each child's developmental age. | |
| 10(2.3) | 10(2.3) The licensee shall ensure that (a) all staff of the child care centre are aware of | |

(Page 2 of 8)

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| 10(6) | (i) the centre's inclusion policy, and (ii) a child's individual program plan; and (b) a child's individual program plan is reviewed with those persons referred to in subsection (2.2) at least annually. 10(6) Every licensee shall maintain a written record of every incident which affects the health, safety or well-being of children and staff. | |
| 7(13) | 7(13) Every licensee shall advise the director of any changes in staff employed in the child care centre on the form provided by the director. | |
| 7(11) | 7(11) Every licensee shall ensure that (a) all staff, prior to being employed in the child care centre or within a period of time approved by the director, complete a first aid course that includes CPR training relevant to the age group being caring for; and (b) all staff complete recertification of the first aid course and CPR training within a period of time approved by the director. | |
| 7(11.1) | 7(11.1) Every licensee shall ensure that (a) each child care assistant who provides child care, before commencing employment in the child care centre, or within 12 months after commencing employment; provides evidence to the licensee that he or she has, within the previous eight years, successfully completed 40 hours of course work, or fewer hours | |

(Page 3 of 8)

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| 7(12) | with the approval of the director, that (c) in the opinion of the director is relevant to early childhood education; and (d) is offered by a publically funded post secondary institution, or another institution or body, approved by the director. 7(12) Every licensee shall submit to the director written authorization from (a) any applicant for employment in the child care centre... granting the director access to information and permission to convey that information to the licensee (c) about the person's criminal record, including any outstanding charges for any offences under federal, provincial or territorial legislation; (c.1) about any pardon granted or issued for an offence listed on the Schedule to the <i>Criminal Records Act</i> (Canada); and (d) from the child abuse registry established under <i>The Child and Family Services Act</i> . | |
| 7(12.1) | 7(12.1) A licensee shall not leave a person referred to in clause (12)(a) or (b) alone with children until receiving confirmation that the information about | |

(Page 4 of 8)

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| Act s.18 | <p>the person referred to in clause (12)(c), (c.1) and (d) is satisfactory to the director.</p> <p>AND WHEREAS this order is being issued pursuant to section 18 of the Act which states:</p> <p>18. Where the director</p> <p>(a) is satisfied that any facility described in a licence is not being operated and maintained in compliance with the requirements or standards prescribed in the regulations for that type of facility; or</p> <p>(b) the director believes that a facility described in a licence is being operated and maintained in a manner that is hazardous to the health, safety or well-being of children receiving child care in the facility;</p> <p>the director may, by written order, require the person operating the facility to take such measures as shall be specified in the order, and within such time limits as may be specified in the order, to remedy the non-compliance or to remove the hazard, as the case may be and shall serve a copy of the order on the person operating the facility.</p> <p>AND WHEREAS the Director believes this Licensing Order is necessary to protect the health, safety or well-being of children receiving care at the Centre, the DIRECTOR HEREBY ORDERS THAT:</p> | |

(Page 5 of 8)

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| 8(1) | (1) Children in the care of the Centre are to be supervised at all times. | IMMEDIATELY |
| 8(1.1) | (2) A written plan must be submitted by the licensee to the child care coordinator and approved by the Director describing: <ul style="list-style-type: none"> (a) how children will be supervised while being escorted to and from school; (b) how Centre Staff will ensure children are accounted for at drop off and pick up times at school; (c) how children will be supervised during outdoor play and on any outings/field trips away from the Centre; (d) how Centre Staff will ensure children are accounted for during outdoor play and on any outings/field trips at all such times. | OCTOBER 12, 2012 |
| Act s. 3(1) | (3) A written emergency response plan, to handle all emergency situations when they arise, must be developed and submitted by the licensee to the child care coordinator and approved by the Director. Once approved by the Director, this plan must reviewed by all Centre Staff to ensure that they are familiar with the response plan. | OCTOBER 12, 2012 |

(Page 6 of 8)

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| Act s. 3(1) | (4) A written orientation plan, which includes a review of the Best Practices Licensing Manual for Early Learning and Child Care Centres, child specific-information and safety measures, must be developed by the licensee for use of all new Centre Staff. This orientation plan is to be submitted by the licensee to the child care coordinator for approval prior to being utilized by the licensee. | OCTOBER 12, 2012 |
| Act s. 3(1) | (5) The licensee must ensure that Centre Staff are familiar with the orientation plan, once it has been approved by the child care coordinator | OCTOBER 26, 2012 |
| 10(2.3) | (6) A review of each child's individual program plan must be conducted by the licensee to ensure that each child's needs are being met. All Centre Staff must be familiar with each individual program plan. | OCTOBER 5, 2012 |
| 10(6) | (7) Incidents which affect the health, safety or well-being of children must be recorded accurately and in a timely manner by the licensee. | IMMEDIATELY |
| 7(13) | (8) The licensee must update the facility's Record of Child Care Employee form in a timely manner to accurately reflect all Centre Staff currently employed at the Centre. | IMMEDIATELY |

(Page 7 of 8)

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| 7(11) | (9) The licensee must provide written evidence to the child care coordinator that all Centre Staff have completed, recertified or have enrolled in an approved first aid course that includes CPR training. | IMMEDIATELY |
| 7(11.1) | (10) The licensee must provide written evidence to the child care coordinator that all Centre Staff who have been employed for more than 1 year have completed or have enrolled in an approved 40 hour training course. | IMMEDIATELY |
| 7(12) | (11) The licensee must complete and submit to Manitoba Early Learning and Child Care (MELCC) the required criminal record and child abuse registry checks for all Centre Staff who do not have these checks completed. | IMMEDIATELY |
| 7(12.1) | (12) The licensee must ensure no Centre Staff is left alone with children until the licensee has received, in writing, confirmation from MELCC that the information about the individual(s)' checks as referred to in clauses 7(12) (c), (c.1) and (d) is satisfactory to the Director. | IMMEDIATELY |
| <p>This Order must remain in a prominent place within the Centre at all times and is not to be removed until authorized by the Director of Manitoba Early Learning and Child Care.</p> <p>THIS ORDER MAY BE APPEALED TO SOCIAL SERVICES APPEAL BOARD WITHIN (30) DAYS OF RECEIVING NOTICE OF THIS ORDER (Page 8 of 8)</p> | | |

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