

**Floor Plan Approval Letter for Licence Revision**

Mar 6, 2019

Sarah Young  
 1151 Bronte Road Oakville, ON L6M 3L1

Re: **Halton Centre For Child Care - Licence No.14152**  
**1151 Bronte Road, Oakville, ON L6M 3L1**

I am writing to confirm that the floor plan (version v2) submitted on 2019-02-25 and the site plan (version v1) submitted on 2019-02-22 for a child care centre licence revision for the address above has been reviewed and approved in principle by the Ministry of Education pursuant to Section 14 of O. Reg. 137/15 under the **Child Care and Early Years Act, 2014**. This approval in principle is conditional subject to all relevant municipal approvals including Fire, Health, Zoning and Building.

The revision proposal is for a program serving a total of 98 children. The proposed program is estimated to require 19 employee(s) (including program staff, a supervisor and a cook if applicable). Should a revised licence be issued the licensee is required to ensure that a qualified supervisor and the appropriate number of employees are in place in accordance with the proposed Schedule(s) and licensed age group(s).

An approval in principle is granted for the following rooms and/or spaces as identified on the floor plan:

Rooms/Spaces				
Room/Space	Floor Level	Age Group	Room/Space Area	Recommended Licensed Capacity
Infant 2	Floor 1	Infant	49.8 Square Metres	10
Infant 1	Floor 1	Infant	43.97 Square Metres	10
Toddler 1	Floor 1	Toddler	56.91 Square Metres	15
Toddler 2	Floor 1	Toddler	59.03 Square Metres	15
Preschool 2	Floor 1	Preschool	67.37 Square Metres	24
Preschool 1	Floor 1	Preschool	67.35 Square Metres	24
Primary/Junior School Age	Floor 1	Primary/Junior School Age	0 Square Feet	0
Junior School Age	Floor 1	Junior School Age	0 Square Feet	0

Other Required Areas	
Type of Area	Floor Level

Separate Sleep Area	Floor 1
Storage Room	Floor 1
Storage Room	Floor 1
Storage Room	Floor 1
Kitchen	Floor 1
Laundry	Floor 1
Separate Sleep Area	Floor 1
Staff Room	Floor 2
Office	Floor 1

## Playgrounds

Playground location	Age Group	Playground Area	Playground Capacity	Plans to Have Fixed Equipment?	Fence Height
at ground level and adjacent to the building	Infant	56 Square Metres	10	Yes	1.2 Metres
not at ground level (e.g. rooftop)	Preschool	459.6 Square Metres	73	No	7.9 Feet
at ground level and adjacent to the building	Toddler	84 Square Metres	15	Yes	1.2 Metres

**Final confirmation of the revised licensed capacity** of this site will be based on confirmation of municipal approvals as well as the results of site inspections by ministry staff. Ministry staff will measure the rooms and/or spaces of newly licensed rooms or rooms where there is a change of age group to determine the revised licensed capacity. In the case of construction/renovation, the measurement of rooms and/or spaces will occur after completion of construction.

It is strongly recommended that you ensure that the dimensions of the finished rooms or spaces are not reduced during construction. Any significant alterations in the submitted building/renovation floor plan will require the plan to be resubmitted for approval by the Ministry. Any reduction in room or space area may have an impact on the licensed capacity.

All requirements of the ***Child Care and Early Years Act, 2014*** must be met before a revised licence can be issued.

**Please note:** You are responsible for providing a copy of the approved floor plan to the municipal Building Department, if a Building Permit is required.

The Ministry is not responsible for assessing compliance with the Ontario Building Code. It is the licensee's responsibility to consult their local municipality (where building permits are required) or an architect or engineer to confirm that the building meets requirements with the Ontario Building Code, with respect to child care facilities. Please be reminded that you are responsible for uploading verification of compliance with municipal requirements to CCLS. Failure to do so will result in delays in the licensing process. A final inspection to confirm floor measurements and assess compliance must be requested by the licensee when all requirements are met and the premises is ready to receive children.

The approval of the roof top playground is in principle based on the following; playground fence height being

7 feet 9 inches, director approval of the playground is subject to municipal approvals and verification of air quality and noise level standards as well as confirmation of structural integrity of the roof/building for fixed play structures/ materials that are planned. In addition, approval will be based on the provisions for securing equipment (e.g., play structures, wind/shade screens and guards) from the impact of high winds and other weather conditions. Rooftop emergency procedures are to be incorporated into the centres fire safety plan. Including the number of primary and secondary exits; posted, detailed evacuation procedures and a record of fire drills specifically for the rooftop location is to be maintained. The provision for a communication system - phone, intercom, as well as the availability of first-aid supplies. The development of a transition and supervision plan for children moving between the preschool program rooms and the outdoor playground to ensure the adequacy of enhanced supervision, including whether staff-child ratios need to be altered so that more staff are present.

Should you have any questions please contact, Kerry-Anne Verdon.

Sincerely,

A handwritten signature in black ink that reads "Marco Alberto". The signature is written in a cursive, slightly slanted style.

Marco Alberto  
Director under the ***Child Care and Early Years Act, 2014***  
Child Care Quality Assurance and Licensing

c.. Kerry-Anne Verdon