

Opening a Regulated Child Care Centre Checklist

This checklist is intended to assist you in the process of opening a regulated child care centre. We accept proposals for the development of new regulated child care centre spaces from parent groups, non-profit corporations, co-operatives, municipalities and other interested organizations.

Feel free to check each item on the list below as they are completed.



Many items below are linked to a resource or document for your convenience. Please also access [Opening a Regulated Child Care Centre – Forms and Resources](#) on www.saskatchewan.ca. Once the checklist items are achieved, the child care centre will be ready to open to the public.

Determine the Child Care Need in your Community:

- [Survey of Need for Child Care Services](#)
- Consider partnerships such as your local [municipality](#), [school division](#), community based organizations or local businesses
- Complete the [Child Care Centre Development Information Session](#)

Consider Financial Impacts:

- Review sources of funding
([Ministry of Education grant funding](#), bank funding, donations, sponsors, fundraising)
- Prepare a budget and business plan

Request for child care centre spaces:

- Complete the [Community Needs Assessment Form](#)
(Include a business plan and/or letters of support from your community)
- Proposed development and projected operating budget
(use [Budget Template for Centres](#) and [guiding document](#) if you do not have a prepared budget)
- Certificate of Incorporation
(To be eligible for [Ministry of Education grant funding](#), you must be incorporated as a non-profit corporation, co-operative or municipality. Find out how to become incorporated by visiting [Co-operatives First](#) and [Information Services Corporations \(ISC\)](#))

Once your proposal is assessed, you will be contacted to address any questions or concerns or advised that your child care centre development is approved. Proposals with the potential to provide quality service and become operational within a reasonable time frame within a community that has a high need for child care may be considered for approval.

Upon notification from Ministry of Education:

Submit:

- [Application for Child Care Centre Licence](#)
- [Direct Deposit Payment Request Form and corresponding banking information](#)
- Signed agreement for space development capital funding
- Applicable grant application forms
- Results of a criminal records search (for a private operator)

Review:

- [Child Care Licensee Manual](#)
- [Early Learning and Child Care, Child Care Centre Board of Directors Guiding Document](#)
- [Committees - Child Care Organizations](#)
- [Information about Child Care Parent Advisory Committees](#)
(*The Child Care Act, 2014*, section 10(1)(2)(3) requires centres to have a means of parent input either via a parent board or parent advisory committee.)
- [Construction and Design Requirements and Consideration](#)
- Legislation:
 - [The Child Care Act, 2014](#)
 - [The Child Care Regulations, 2015](#)
 - [The Non-Profit Corporations, 2022](#) or [Co-operatives Act, 1996](#)
 - [The Saskatchewan Employment Act](#)
 - [The Occupational Health and Safety Regulations, 2020](#)
 - [The Workers' Compensation Act, 2013](#)
 - [The Saskatchewan Human Rights Code, 2018](#)
 - [Canadian Human Rights Act](#)
 - [Income Tax Act, 2000](#)

Initial meeting with the Ministry of Education:

- Discuss the regulations, as per the Child Care Licensee Manual
- View and measure space, if applicable

Develop Policy and Procedures:

- Bylaws
- [Parent Handbook](#):
(The Child Care Centre Parent Handbook Template can assist you to develop a philosophy statement with goals and objectives, operating policies, personnel policies, child policies, and procedures for investigations, etc.)
- Staff Handbook:
This should include your philosophy statement with goals and objectives, personnel policies, record keeping (staff and children's files), operating policies, child policies, and procedures for investigations, etc.)
- Board of Directors: (roles and responsibilities, confidentiality, conflict of interest)
- Hiring a Director:
(Develop a Job Description, advertisement and interview guide, provide [Child Care Centre Director's Basic Administration Manual](#) and ongoing support)
- Advertising and marketing plan
- Insurance (general liability, director's liability, vehicle (if applicable))
- Financial control (budget, expenditure approval, investments, signing authority, etc.)
- Facility equipment and furnishings (furniture, equipment and materials, maintenance, inventory)

Submit:

- Fire Inspection, scheduled by contacting your [Municipality](#)
- Heating Inspection, completed by a licensed inspector
- Health Inspection, scheduled contacting your local [Public Health Inspection Office](#)
- Insurance Policy
- Approved Floor Plan
- Signed copy of Lease (if space is rented/leased)
- Bylaws
- List of board of directors and/or advisory committee members
- List of board members, partners or shareholders
- [Parent Handbook](#)
- Staff Handbook
- Child Care Centre Information Release form
- Child Care Fee Schedule (submitted online on the Enrolment Portal)
(Please review the [Setting Full-Time and Daily Fee Schedules Information Sheet](#) so you are aware of the fee schedule limits)
- [Menu Planning Form](#)
- Applicable grant application forms
- Child Care Enrolment Portal Application Form

Review:

- [Forms and Resources for Regulated Child Care Centres](#)
- [Play and Exploration for Boards](#)

Final Meeting with Ministry of Education:

NOTE: this meeting should take place at least four weeks prior to anticipated opening date

- View and measure final space with an Early Learning and Child Care (ELCC) consultant
- Discuss the regulations on the licensing checklist, explaining how they are now met