

placeholder regional office

DATE

NAME
ADDRESS

Dear XX:

RE: Site Inspection, at (List address)

On (date) at approximately (time), the above-mentioned premises were inspected by (names of program advisors), program advisors from this office in response to a complaint about the number of children being cared for at this location. They requested and were granted permission to enter the premises to inspect the services provided. The licensing requirements under the *Day Nurseries Act* (DNA) were discussed with you. This letter confirms the contents of that discussion.

A day nursery is defined in Section 1 of the DNA as a premises that receives more than five children who are not of common parentage, primarily for the purpose of providing temporary care, or guidance, or both temporary care and guidance, for a continuous period not exceeding twenty-four hours where the children are under ten years of age.

The DNA provides that a licence is required where care is provided to more than five children under ten years of age. Any person convicted of operating a day nursery without a licence is liable to a fine of not more than \$2,000.00 for each day of operation and/or imprisonment for up to one year.

During the inspection, the program advisors observed that you were providing care to (insert number of children) children. You acknowledged this and also indicated that these children stayed with you only during the day. These children were not of common parentage and all were under the age of ten years, facts that were confirmed by an examination of your records (do not include if you did not examine records) and/or discussions with those in attendance on the premises. (Include other relevant information such as:) You also indicated (insert name of other adult) and (insert name of other adult) assist you in providing care.

Based on the program advisors' observations what you told them during the inspection, you are required to immediately reduce to no more than five the number of children in your care who are not of common parentage and are under ten years of age. This number cannot be exceeded, regardless of the number of adults present at the location. Failure to comply with the DNA could result in enforcement proceedings being carried out against you without further notice.

Sincerely,

Name of Manager

Director under the *Day Nurseries Act*
Manager, Licensing and Compliance
Child Care Quality Assurance and Licensing Branch
Ministry of Education

c. **xx**, Program Advisor