

placeholder regional office

DATE

NAME
ADDRESS

Dear XX:

RE: Site Inspection at (List address)

On (date of third inspection) at approximately (time), the above-mentioned premises were inspected by (names of program advisors), program advisors from this office as a follow-up to their inspections on (date of first inspection) and (date of second inspection). Once again, the program advisors discussed with you the application of the *Day Nurseries Act* (DNA). 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. This number cannot be exceeded, regardless of the number of adults present at the location.

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 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 (#) 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 discussions with those in attendance on the premises.

(Include any other relevant information such as:) You also indicated (insert name of other adult(s)) assist ("assists" if only one adult) you in providing care.

During their initial inspections on (date of first inspection) and (date of second inspection), program advisors (insert names of program advisors) observed that you were providing care to (insert number of children observed at each site visit) children. These children were not of common parentage and were all under ten years of age.

Two letters dated (date of first non-compliance letter) and (date of second non-compliance letter) were sent to your home address via courier to confirm the contents of the discussions held on (date of first inspection) and (date of second inspection).

On (date of third inspection), you acknowledged to the program advisors receipt of these two letters and confirmed your understanding of the content including that you were

required to immediately reduce to no more than five children in your care who are not of common parentage and are under ten years of age.

Based on the program advisors' observations and what you told them during the inspection on (date of third inspection), you **were not** in compliance with the above-noted provisions of the DNA. Accordingly, as indicated 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.

Failure to comply with the DNA could result in enforcement proceedings being carried out against you without further notice.

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