

Standard Home Visitor Checklist

Ministry of Education

Child Care Quality Assurance and Licensing Branch

INSTRUCTIONS

Ontario Regulation 137/15 made under the *Child Care and Early Years Act, 2014* (CCEYA) requires that:

26. (1) Every licensee of a home child care agency shall ensure that before a premises is used as a premises where the licensee is to oversee the provision of home child care, the premises, including the outdoor play space, is inspected by a home child care visitor employed by the licensee to ensure compliance with the Act and this Regulation and, where the premises is so used, that further inspections are carried out without prior notice to the home child care provider, at least once in every quarter of each calendar year, and at such other times as the director may require.

(2) The home child care visitor shall use any checklist provided by the director in performing an inspection of a home child care premises.

The following checklist must be completed in its entirety for all home child care premises inspections conducted by home visitors of a licensed home child care agency, before a premises is used to provide home child care or in-home services and, at a minimum, on a quarterly basis thereafter. The checklist must be fully completed by the end of each quarter. Home child care visitors may wish to conduct multiple inspections to a premises during a quarter and complete sections of the checklist at that time.

The checklist questions that appear in the standard home visitor checklist reflect requirements under the CCEYA and O. Reg. 137/15 only. Each checklist question has a corresponding risk level. Licensing requirements have four risk levels:

- **Critical:** Non-compliance poses a direct threat to a child which could result in / has resulted in death
- **High:** Non-compliance poses a direct threat to a child which could result in / has resulted in serious harm to their health, safety and well-being
- **Moderate:** Non-compliance poses an indirect threat to a child which could result in / has resulted in harm to the health, safety and well-being of a child
- **Low:** Non-compliance is not as likely to pose a threat to the health, safety and well-being of children, but the possibility exists.

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Completing the standard home visitor checklist is the minimum requirement under the CCEYA. The home child care agency licensee may supplement this checklist with additional checklists or items that reflect the requirements of local bylaws and the agency's specific policies and procedures.

The Ministry's expectation is that the home child care visitor will inspect all the rooms used for the care of children, at a minimum. The licensee should determine whether additional rooms are to be inspected based on their use, accessibility to children and other safety concerns. Where the agency's policies prohibit any provisions in the standard home visitor checklist, these items may be marked "N/A" as they will not apply. Where items cannot be observed at the time of the inspection, providers may be asked to verbally confirm their practices.

For more information on requirements under the CCEYA and O. Reg. 137/15, please refer to the Home Child Care Licensing Manual and/or contact your Ministry program advisor.

This Standard Home Visitor Checklist is current as of November 2023.

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INSPECTION DETAILS

Home Child Care Agency Name and Licence Number:

Address of Home Child Care Premises:

Name of Home Child Care Provider:

Date of Inspection(s):

Start Time of Inspection(s):

☐ AM / PM ☐

☐ AM / PM ☐

☐ AM / PM ☐

End Time of Inspection(s):

☐ AM / PM ☐

☐ AM / PM ☐

☐ AM / PM ☐

Quarter: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Name of Home Visitor:

Other Authorities / Representatives, if present at the time of inspection (e.g., other agency home visitors, Children's Aid Society representatives, Ministry of Education program advisor, etc.)

Name:

Organization:

Name:

Organization:

Name:

Organization:

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Children Receiving Child Care at this Home Child Care Premises: Include information about every child receiving care at the premises, including privately-placed children and children who are not present on the date of the inspection.

Child's First Name and Last Initial	Date of Birth and Age	Days and Hours of Care	Present? (Y/N)

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Child's First Name and Last Initial	Date of Birth and Age	Days and Hours of Care	Present? (Y/N)

Comments regarding children receiving care

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Provider's Own Children: Include information about the provider's own children who may be counted in the total number of children receiving care. For more information, please refer to the Ministry infographic called [*Home Child Care and Unlicensed Child Care: How Many Children Are Allowed?*](#)

Child's First Name and Last Initial	Date of Birth	Age	Counted in the Total Number of Children During the Inspection? (Yes/No) Note: If the child care is provided on or after September 1 in a calendar year, a child who will attain the age of four in that year shall not be counted on any day.

Comments regarding provider's own children:

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Other persons ordinarily a resident of the home child care premises and their role and relationship: i.e., Individuals who may have access to children in care (including supervised access) because they use the premises as a primary residence for at least some period during the year (e.g., the provider's spouse, adult children, adult dependents, etc.). Upon return to the agency, confirm that the individual's vulnerable sector check is on file at the agency.

Name of Individual	Role/Relationship to Provider	Present? (Y/N)	Comments	VSC on File? ¹

¹ Upon return to the home child care agency, the licensee or designate must confirm (initial) that the individual's vulnerable sector check information is on file as required under Ontario Regulation 137/15.

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Other persons regularly at the home child care premises and their role or relationship: i.e., an individual who is present at the premises during hours in which care is provided often enough that children in care are able to recognize the individual. This would include persons who are present frequently during a short period of time (e.g., visiting family members) or repeatedly (e.g., the provider's friend who visits the premises once a week, or a neighbour who visits the premises every other month to provide tutoring to the providers own child). Upon return to the agency, confirm that the individual's vulnerable sector check is on file at the agency.

Name of Individual	Role/Relationship to Provider	Present? (Y/N)	Comments	VSC on File? ²

² Upon return to the home child care agency, the licensee or designate must confirm (initial) that the individual's vulnerable sector check information is on file as required under Ontario Regulation 137/15.

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CHECKLIST

Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
NUMBER OF CHILDREN							
1.	ss. 6(3)1.i.A. CCEYA	High	One child care provider provides care for no more than six children which include the provider's own children who are under four years of age at the premises, where applicable. Note: If the child care is provided on or after September 1 in a calendar year, a child who will attain the age of four in that year shall not be counted on any day.	☐	☐	☐	
2.	ss. 6(3)1.iv.A. CCEYA	High	The provider does not care for more than three children who are younger than two years old, unless otherwise approved by a director.	☐	☐	☐	

³ Where a legislative, regulatory or ministry policy reference is not specified in the checklist, the requirement is set out under Ontario Regulation 137/15.

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
3.	ss.9(2) *Does not apply to in-home services	Moderate	The provider complies with the maximum capacity as set out in the agreement established between the agency and provider.	☐	☐	☐	
4.	s.11	Critical	Every child is supervised by an adult at all times whether on or off the premises.	☐	☐	☐	
5.	ss. 11.1 (1)	High	Every volunteer or student is supervised by the provider at all times and is not permitted to be alone with any child.	☐	☐	☐	
6.	ss.6.1 (1) for ss. 11.1 (2)	Moderate	The agency's policies and procedures regarding volunteers and students are being implemented at the premises.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
BUILDING, EQUIPMENT AND PLAYGROUND – HOME CHILD CARE							
7.	ss. 27(2)	Moderate	Play materials: - are provided in numbers adequate to serve the number of children receiving child care;	☐	☐	☐	
			- are of sufficient variety to allow for rotation of play materials in active use;	☐	☐	☐	
			- are available and accessible to the children throughout the day;	☐	☐	☐	
			- allow the children to make choices and to encourage exploration, play and inquiry;	☐	☐	☐	
			- are appropriate to support the learning and development of each child.	☐	☐	☐	
8.	ss. 27(3)1.	Critical	Each infant (i.e. a child who is younger than 18 months of age) who receives home child care at the premises is provided with a cradle, crib or playpen and bedding for rest.	☐	☐	☐	

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9.	ss. 27(3)2.	Moderate	Each child who receives home child care at the premises for six hours or more, who is 18 months old up to and including five years old, is provided a cot or bed and bedding for rest, unless otherwise approved by a director.	☐	☐	☐	
10.	ss. 27(4)	High	The play materials, equipment and furnishings are maintained in a safe condition and kept in a good state of repair.	☐	☐	☐	
11.	s. 28 *Does not apply to in-home services	Moderate	The temperature in the premises is maintained at a minimum of 20 degrees Celsius.	☐	☐	☐	
12.	s. 29	Critical	Children are only permitted to be on a balcony with an adult present on the balcony.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
13.	s. 30	Critical	Outdoor play is supervised in accordance with the plans agreed upon by the provider, the parent of a child receiving care and a home visitor.	☐	☐	☐	
14.	ss. 30.1(1)	Critical	Children under six years old are not permitted to use or have access to any standing or recreational body of water on the premises.	☐	☐	☐	
15.	ss. 30.1(2)(a)	Critical	If children who are six years old or older are permitted to use or have access to a standing or recreational body of water at the premises, a qualified lifeguard is present.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
16.	ss. 6.1(1) for 30.1(2)(b)	Critical	If children who are six years old or older are permitted to use or have access to a standing or recreational body of water, the agency's written policies and procedures regarding children's use of and access to the body of water are being implemented at the premises.	☐	☐	☐	
17.	ss. 31(a)	Critical	All items that could cause harm to a child such as poisonous and hazardous substances are inaccessible to children.	☐	☐	☐	
18.	ss. 31(b)	Critical	All firearms and ammunition are locked up and the key, if any is inaccessible to children.	☐	☐	☐	
HEALTH AND MEDICAL SUPERVISION							
19.	ss. 33.1(1)	Critical	A child who is younger than 12 months is placed for sleep in the required position, unless the child's physician has recommended otherwise in writing.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
20.	ss. 33(2)(a),(b)	High	If care is provided for a child who regularly sleeps at the premises:	☐	☐	☐	
			- the provider periodically performs a direct visual check of each sleeping child who is under 24 months of age, by being physically present beside the child and looking for indicators of distress or unusual behaviours;	☐	☐	☐	
			- there is sufficient light in the sleeping area or room to conduct direct visual checks.	☐	☐	☐	
21.	ss. 6.1(1) for 33.1(2)(c)	High	The agency's policies and procedures with respect to sleep are being implemented at the premises.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
22.	ss. 33.1(5)	Moderate	If electronic sleep monitoring devices are used:	☐	☐	☐	
			- each device is able to detect and monitor the sounds and, if applicable, video images of every sleeping child;	☐	☐	☐	
			- the receiving unit of the device is actively monitored by the provider at all times;	☐	☐	☐	
			- each device is checked daily to ensure it is functioning properly;	☐	☐	☐	
			- the devices are not used as a replacement for the required direct visual checks.	☐	☐	☐	
23.	s. 34	Moderate	There is a first-aid kit and first-aid manual readily available for first-aid treatment in the premises.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
28.	ss. 37(1)(c),(d)	Moderate	A daily written record is maintained including a summary of incidents affecting the health, safety or well-being of any child receiving care and the provider providing care.	☐	☐	☐	
29.	ss. 37(2)	Moderate	A parent is notified when an incident affecting the health, safety or well-being of a child occurs.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
30.	ss. 6.1(1) for ss. 38(1)(a)	Moderate	The agency's serious occurrence policies and procedures are being implemented at the premises.	☐	☐	☐	Number of serious occurrences since last inspection: Were measures taken to minimize recurrence? (please specify):
31.	ss. 38(1)(c)	Moderate	A summary of the serious occurrence report and any action taken as a result of the serious occurrence is posted for at least 10 business days at the premises.	☐	☐	☐	
32.	ss. 6.1(1) for ss. 39(1)	Critical	The agency's anaphylactic policy is being implemented at the premises.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
33.	ss. 39(2)	Critical	There is an individualized plan for each child with an anaphylactic allergy who is enrolled with the home child care agency that has been developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation that describes the procedures to be followed in the event of an allergic reaction or other medical emergency.	☐	☐	☐	Names of children with anaphylactic allergies:
34.	ss. 6.1(1) for 39(2)	Critical	Each individualized plan for a child an anaphylactic allergy is being implemented at the premises.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
35.	ss. 39.1(2), (3)	High	There is an individualized plan for each child with medical needs who is enrolled with the home child care agency that has been developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation and describes:	☐	☐	☐	NOTE: An additional individualized plan is not required for a child with an anaphylactic allergy, if the child does not otherwise have a medical need, as these children must already have an individualized plan under the anaphylactic policy.
			- the steps to reduce the risk of the medical condition(s) worsening;				
			- a description of any medical devices used by the child and instructions on how to use them;	☐	☐	☐	
			- a description of the procedures to be followed if the child has an allergic reaction or other medical emergency;	☐	☐	☐	
			- a description of the supports made available to the child, if any;	☐	☐	☐	
			- any additional procedures to be followed during an evacuation or off-site field trip.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
36.	ss. 6.1(1) for 39(1)	Critical	Each individualized plan for a child with medical needs is being implemented at the premises.	☐	☐	☐	
37.	ss. 6.1(1) for ss. 40(1)	Critical	The agency's written procedure for the administration of any drug or medication to a child is being implemented at the premises.	☐	☐	☐	Medications on site at the time of inspection:
38.	ss. 40(2)	High	A child is permitted to carry his or her own asthma medication or emergency allergy medication in accordance with established written procedures.	☐	☐	☐	
39.	s. 41	High	Every dog and/or cat and/or ferret that is kept on the premises is inoculated against rabies.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
NUTRITION							
40.	ss. 42(1)(a) *Does not apply to in-home services	High	Each child under one year old is fed in accordance with written instructions from a parent.	☐	☐	☐	
41.	ss. 42(1)(b) *Does not apply to in-home services	High	Food or drink supplied by a parent is labelled with the child's name.	☐	☐	☐	
42.	*ss. 42(2) 1, 2, 3 and 5 *Does not apply to in-home services	Moderate	Each child one year of age or older but younger than 44 months of age is supplied and provided all required meals and snacks by the provider. Meals, snacks or beverages that meet the recommendations set out in the most recent and relevant food guide published by Health Canada.	☐	☐	☐	
43.	ss. 42(2)4 *Does not apply to in-home services	Moderate	Drinking water is available at all times.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
44.	ss. 42(3) * This provision only applies to in-home services	Critical	Every licensee shall ensure that a child who receives in-home services at a premises overseen by the licensee shall be fed in accordance with written instructions from the child's parent	☐	☐	☐	
45.	ss. 43(4)	Low	Menus are planned in consultation with a parent and a home child care visitor and that the menu, and the meals and snacks it provides, meet the requirements set out in the most recent and relevant food guide published by Health Canada.	☐	☐	☐	Discussions with provider regarding menus and meal/snack planning:
46.	ss. 44 * Does not apply to in-home services	Critical	Special dietary and feeding arrangements are carried out in accordance with the written instructions of a parent.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
PROGRAM FOR CHILDREN							
47.	ss. 46(5)	Moderate	The approaches set out in the program statement are being implemented at the premises.	☐	☐	☐	What approaches in the program statement were observed?
48.	*ss. 47(3)(a) *Does not apply to in-home services	Moderate	Each child who is 18 months or older but younger than 6 years old and who receives child care for six or more hours has a rest period not exceeding two hours in length.	☐	☐	☐	
49.	*ss. 47(3)(b) *Does not apply to in-home services	Moderate	A child who is 18 months or older but younger than 7 years old is permitted to sleep, rest or engage in quiet activities based on their needs.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
50.	ss. 47(4) *Does not apply to in-home services	Moderate	Each child who receives child care for six or more hours spends time outdoors for at least two hours each day, weather permitting, unless a physician or parent of the child has advised otherwise in writing.	☐	☐	☐	
51.	ss. 47(5) * This provision only applies to in-home services.	Moderate	Every licensee shall ensure that the program in each premises where it oversees the provision of in-home services is arranged to include sleep, rest or quiet time and outdoor activities in accordance with written instructions from a child's parent.	☐	☐	☐	
52.	ss. 48 (2)	Critical	No person who provides home child care, volunteer of the licensee, or student on educational placement with the licensee or the provider has engaged or engages in any prohibited practices prescribed in the regulation.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
53.	ss. 6.1(1) for s. 50 <i>*This provision comes into effect on January 1, 2024.</i>	Moderate	The agency's safe arrival and dismissal policy is being implemented at the premises.	☐	☐	☐	
54.	ss. 52(1), (2)	High	There is an up-to-date individualized support plan for each child with special needs who receives child care at the premises that has been developed in consultation with a parent, the child (if appropriate), and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan and describes: - how the child will be supported to function and participate in a meaningful and purposeful manner; - any supports or aids, or adaptations or other environmental modifications;	☐	☐	☐	

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			- the child's use of supports or aids, or the child's use of or interaction with the adapted or modified environment.	☐	☐	☐	
55.	ss. 6.1(1) for ss. 52(1)	High	Each individualized plan support plan for each child with special needs is being implemented at the premises.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
EMERGENCY PREPAREDNESS							
56.	ss.10(1) CCEYA	Low	A parent is not prevented from having access to his or her child except if there are reasonable grounds to believe that the parent does not have a legal right of access to the child.	☐	☐	☐	
57.	ss.10(2) CCEYA	Low	A parent is not prevented from entering the premises while child care is provided there for his or her child without reasonable grounds to do so.	☐	☐	☐	
58.	s. 67	Critical	There is telephone service that can be used to obtain emergency services and is accessible at all times.	☐	☐	☐	
59.	ss. 68(3)	High	A written fire evacuation procedure is established for the premises in the event of a fire.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
60.	ss. 69	Moderate	Premises with no access to 9-1-1 call centre the emergency contact list includes: • Emergency services • Poison control	☐	☐	☐	

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61.	s. 70	High	The following information about each child is up to date and readily accessible to each provider:	☐	☐	☐	
			- Telephone numbers for a parent and a telephone number for an emergency contact and an alternate contact if parent cannot be reached.				
			- Any special medical or additional information about each child that could be helpful in an emergency.	☐	☐	☐	
ADMINISTRATIVE MATTERS & MISCELLANEOUS							
62.	ss. 6(3)1.iii. CCEYA	Moderate	The provider has advised the agency of all of the children at the premises.	☐	☐	☐	
63.	s.15 CCEYA	Low	A receipt for payment is provided upon request to a person who pays for child care, free of charge, where applicable.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
64.	ss. 72(1) & 72(2)(b)	High	Records for each child are kept at the premises, up-to-date and available for inspection, and include:	☐	☐	☐	
			- an application for enrolment signed by the parent that includes the information required under s. 72(1);	☐	☐	☐	
			- previous history of communicable diseases, conditions requiring medical attention and immunization or objection, as required;	☐	☐	☐	
			- any ill health symptoms;	☐	☐	☐	
			- a copy of any individualized plan;	☐	☐	☐	
			- signed, written parental instructions for medical treatment, drug or medication administration;	☐	☐	☐	
			- signed, written parental instructions for requirements for diet, rest or physical activity;	☐	☐	☐	
			- a copy of any written recommendation from a child's physician regarding the child's placement for sleep.	☐	☐	☐	

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Q#	Legislative/ Regulatory/ Ministry Policy Reference ³	Risk Level	Description of Requirement	Yes	No	N/A	Comments/Observations
65.	ss. 72(3)	High	Daily attendance records are kept showing the arrival and departure times of each child or their absence.	☐	☐	☐	
66.	ss. 14(2), (5) CCEYA, s.84(1) O.Reg 137/15	Low	The licensed child care decal is posted in a visible/obvious place at this premises, and no unauthorized copies are made.	☐	☐	☐	
67.	ss. 32(1)	High	The provider is observed carried out any direction of a medical officer of health regarding matters that may affect the health or well-being of a child.	☐	☐	☐	
68.	ss. 32(2)	Low	Where a report has been made by the local medical officer of health, any person designated by the MOH or the local fire department, a copy of the report is observed to be saved on the premises.	☐	☐	☐	

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69.	ss. 40(4)(a)(b)(c)	Moderate	Where the provider has administered items under ss.40(3) the following have met:	☐	☐	☐	
			- Parental authorization for administration				
			- Items have been stored in accordance with the instruction on the label	☐	☐	☐	
			- The container or package is clearly labelled with the child's name and the name of the item	☐	☐	☐	
			- Items have only been administered from the original container or package	☐	☐	☐	
			- Items are administered in accordance with written instructions on the label and any instructions provided by the parent.	☐	☐	☐	

Summary of Observed Non-Compliances:

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Action Plan for Compliance:

Required Completion Date:

Additional Comments, Observations, and/or Recommendations:

Standard Home Visitor Checklist

Ministry of Education

Child Care Quality Assurance and Licensing Branch



I confirm that this inspection was conducted without prior notice to the home child care provider who is the subject of the inspection, and that the results of this inspection and any action plans have been reviewed with the home child care provider.	I confirm that the home visitor has reviewed the results of the inspection with me and that, where non-compliances have been identified, I clearly understand the requirements and action plan that must be followed.
Name of Home Visitor (Please Print): _____ Signature: _____ Date: _____	Name of Home Child Care Provider (Please Print): _____ Signature: _____ Date: _____

Standard Home Visitor Checklist

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Post-Inspection Confirmation of Compliance and Follow-Up Comments: