



Ministry of Education
Child Care Branch

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77 Wellesley Street West, PO Box 980

Toronto ON M7A 1N3

Telephone: 1-877-510-5333 Fax: (416)325-0571

Summary of Home Child Care Agency
Licensing Requirements and Recommendations
Stage 1

Site Inspection Details	
Name of Home Child Care Agency: Little Leaders Licensed Home Child Care Agency Licence Number: 0001118	New Inspection Date: October 9, 2024
Site Address: 1253 Silvan Forest Drive Unit 14 Burlington, Ontario L7M 0B7	Inspection Type: Licensing
Licensee Name: 974938 Ontario Inc.	Licensed Complaint IDs Addressed: Serious Occurrence IDs Addressed:

Visit Number	Time In	Actual time of arrival	Reason to update time of arrival	Time Out	Actual time of departure	Reason to update time of departure	Program Advisor
3	October 15, 2024 08:34 AM	08:34 AM	N/A	October 15, 2024 04:37 PM	04:37 PM	N/A	Mirian Espinosa
2	October 10, 2024 08:56 AM	08:56 AM	N/A	October 10, 2024 02:23 PM	02:15 PM	Technical difficulties timing out	Mirian Espinosa



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Visit Number	Time In	Actual time of arrival	Reason to update time of arrival	Time Out	Actual time of departure	Reason to update time of departure	Program Advisor
1	October 9, 2024 08:14 AM	08:14 AM	N/A	October 9, 2024 12:12 PM	12:12 PM	N/A	Mirian Espinosa



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Non-Compliance(s)

Checklist Section	Date of Non-Compliance	Legislation Section	Risk Level	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
					Follow-up Comments	Rationale	
Program for Children	October 15, 2024	ss. 45(1)(c.1)	Low	The licensee has not ensured that the safe arrival and dismissal policy is included in the parent handbook. Specifically at the time of inspection, the parent handbook provided for review did not include the entire safe arrival and dismissal policy.	The licensee shall ensure a copy of the safe arrival and dismissal policy is included in the parent handbook.	October 15, 2024	Yes
					At the time of inspection, the licensee updated the parent handbook by adding the safe arrival and dismissal policy to the parent handbook.		
Staff Qualifications	October 15, 2024	ss. 57(2)	Moderate	Not every home child care provider and/or every person who is ordinarily a resident of the premises or regularly at the premises has a health assessment and immunization as directed by the local medical officer of health, before any child is provided with home child care. Specifically at the time of inspection, the files reviewed did not include health assessments for 1 provider, 2 residents and there were no immunization records for 1 person who is regularly at the premises.	The licensee shall ensure that each home child care provider and each person who is ordinarily a resident of the premises or regularly at the premises and every volunteer or student who is on an educational placement at the premises has a health assessment and immunization as directed by the local medical officer of health, before any child is provided with home child care. Licensee to submit confirmation of compliance in the Child Care Licensing System.	October 29, 2024	

Checklist Section	Date of Non-Compliance	Legislation Section	Risk Level	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
					Follow-up Comments	Rationale	
Health and Medical Supervision	October 15, 2024	ss. 36(4)(a)	Moderate	An accident report has not been made for a child describing the circumstances of the injury and any first aid administered. Specifically at 1 of the 6 home premises inspected, the daily written log book indicated that on October 4, 2024, a child fell off the slide and bumped their forehead. Also, the daily written logbook indicated that on October 7, 2024, a child fell of the chair and bumped their head twice. Provider informed that accident reports were not completed, however parents were notified verbally.	The licensee shall ensure that when a child is injured, an accident report is made describing the circumstances of the injury and any first aid administered in each home child care premises.	October 15, 2024	Yes
					At the time of inspection, the provider completed accident reports for the head injuries that occurred on October 4, 2024 and October 7, 2024. Licensee advised that home visitor will closely monitor to ensure ongoing compliance.		
Health and Medical Supervision	October 15, 2024	ss. 36(4)(b)	Low	A copy an accident report has not been provided to a parent of a child. Specifically, at 1 of the 6 home premises inspected, the daily written log book indicated that on October 4, 2024, a child a child fell off the slide and bumped their forehead. Also, the daily written logbook indicated that on October 7, 2024, a child fell of the chair and bumped their head twice. Provider informed that accident reports were not completed, therefore copies of the accident reports were not provided to parents, however, parents were notified verbally.	The licensee shall ensure that when a child is injured, a copy of the accident report is provided to a parent of the child in each home child care premises.	October 15, 2024	Yes
					At the time of inspection, the provider completed accident reports for the head injuries that occurred on October 4, 2024 and October 7, 2024 and send digital copies to both parents. Licensee advised that home visitor will closely monitor to ensure ongoing compliance.		

Checklist Section	Date of Non-Compliance	Legislation Section	Risk Level	Observed Non-Compliance	Compliance Requirements	Date to be Completed	Requirements Met
					Follow-up Comments	Rationale	
Building, Equipment and Playground — Home Child Care	October 15, 2024	ss. 27(3)2	Moderate	A cot, bed, or mat where approved by the director, and bedding have not been provided for each child 18 months old up to and including five years old who receives home child care. Specifically at the time of inspection, at 1 of the 6 home premises inspected, 3 children were observed sleeping on cots with no sheets.	The licensee shall ensure that a cot, bed, or mat where approved by the director, and bedding are provided for each child 18 months old up to and including five years old who receives home child care at the premises for six hours or more.	October 15, 2024	Yes
					At the time of inspection, the provider advised that they have the sheets for the cots and provided them to the program advisor. Provider informed that moving forward sheets will be used for all cots when children are sleeping. Licensee advised that home visitor will closely monitor to ensure ongoing compliance.		
Building, Equipment and Playground — Home Child Care	October 15, 2024	ss. 31(a)	Critical	Not all items that could cause harm to a child, such as poisonous and hazardous substances have been inaccessible to children. Specifically, at 1 of the 6 home premises inspected, a bottle of disinfectant lysol was observed in a low cupboard underneath the counter accessible to children. Children were observed in this space.	The licensee shall ensure that all items that could cause harm to a child, such as poisonous and hazardous substances are inaccessible to children in each premises.	October 15, 2024	Yes
					At the time of inspection, the provider placed the bottle of disinfecting Lysol on top of a window ledge out of reach of children. Licensee advised that home visitor will closely monitor to ensure ongoing compliance.		



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					Follow-up Comments	Rationale	
Health and Medical Supervision	October 15, 2024	ss. 39.1(3)(e)	High	The licensee has not ensured that an individualized plan for each child with medical needs, include any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip. Specifically at 1 of the 6 home premises inspected, 1 of the individual medical plans reviewed did not include procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip.	The licensee shall ensure that an individualized plan for each child with medical needs, include any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip at each child care premises.	October 15, 2024	Yes
					At the time of inspection, the provider and home visitor updated the individual medical plan by adding the procedures to be followed when a child with a medical condition is part of an evacuation or participating in an offside field trip. Licensee advised that home visitor will closely monitor to ensure compliance moving forward.		

Prior Condition(s)

Condition	Licensee in Compliance	Ongoing Conditions
The licensee is approved for 5 unassigned homes and must ensure these homes remain inactive.	Yes	Yes
The licensee shall implement the licensee's increased oversight and governance plans submitted to the Ministry on February 8, 2024. A written record to confirm that the plan has been implemented and any action taken is to be available on site for Ministry review.	Yes	No



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Condition	Licensee in Compliance	Ongoing Conditions
The licensee shall implement their written plan for increased supervision of home premises and conduct in home visits at minimum one visit every other month of each home premise. The written plan and home visit reports are to be retained at the agency office and available for Ministry review at all times.	Yes	No



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Checklist Comments

Health and Medical Supervision

8 ss. 35(3))} Licensee advised that currently there are 8 children with objections to immunization.

Staff Screening Measures and Criminal Reference Checks

1 Assessment of this requirement is determined in the profile module of the Child Care Licensing System by the Ministry PRC Lead.

Administrative Matters and Miscellaneous

9.1 ss. 75.1(1))} Licensee advised that the agency does not have a wait list policy and does not maintain a wait list.

Licence and Signage

1.5 ss. 85(3))} Licensee confirmed that the home child care provider has returned the decal to the home child care agency within 30 days after the provider's agreement with the agency has expired or has been terminated.

General Comments and Recommendations



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Comments

Program advisor Mirian Espinosa conducted an announced agency inspection on October 15, 2024, to assess compliance with requirements under the Child Care and Early Years Act, 2014. Met with licensee Jennifer Fram, supervisor Katherine Glover and home visitor Paulina Silvera.

Home premise inspections were conducted on October 9, October 10 and October 15, 2024, along with home child care visitor Paulina Silvera.

At the time of inspection, at 1 of the home premises inspected, the provider informed program advisor that they have previously obtained their Early Childhood Education credentials, however they have not and do not plan to register with the College of Early Childhood Educators. During the agency inspection, program advisor informed licensee that this provider is working within the scope of practice of early childhood education defined in the Early Childhood Educators Act, 2007. As discussed with the licensee, a referral will be made to the College of Early Childhood Educators by the program advisor, further information, can be obtained by contacting the College at registration@college-ece.ca.

During the home premise inspections, program advisor observed the following:

- At 1 of the 6 homes, the provider was observed sitting on the floor reading a story to a child while child sat on their lap, another child approached and pointed, the provider asked the child if they also wanted to sit, child nodded yes and provider made room on their lap for the child to sit. Both children sat on the provider's lap listening to the story.
- At 1 of the 6 homes, the provider was heard telling children what they will be eating for lunch today and what they will have the next day. Children attempted to vocalize the foods the provider mentioned. Provider was observed supporting children to sound out the phonic sounds of the words ex (aaapple) and the children can be heard repeating the words. During lunch time, the provider was observed cutting the apples and carrots in very small pieces and larger pieces for the older children and continued to labelled the food items as children continued to point and make sounds.
- At 1 of the 6 homes, the provider was observed sitting with the children as they ate their yogurt and pancakes. Soft music can be heard playing in the background. Following the snack time, the provider can be heard singing "This is the way we wash our hands" as she supported the children to wash their hands.
- At 1 of the 6 homes, the provider can be heard using verbal communication and sign language to communicate with the children. Children and provider can be seen using the sign for "all done" and "more". Provider can be heard acknowledging the children's attempt to communicate by verbalizing the children's cues and sounds. Provider can be heard stating, "are you okay", "do you want more", "are you all done?".
- At 1 of the 6 homes, the provider advised that the children really enjoy outdoor play as it allows them to explore in a different way than indoors and the fresh air is good for the well being of the children and herself as the provider. For this reason, provider informed that they spend more than 2 hours outdoors either at the park or on the yard at the home premises.
- At 1 of the 6 homes, the provider was observed supporting children with dressing "babies". The children and provider were observed dressing the dolls and children were observed using blankets to cover the babies. The provider can be heard talking to the children about their actions and how to carry the babies.

These observations are reflective of the agency's goal to support positive and responsive interactions among providers and children, encourage the children to interact and communicate in a positive way and support the children's ability to self-regulate. The goals are reflective of the approaches outlined in the program statement which states, "Little Leaders program is built on the concrete beliefs that children are competent, capable of complex thinking, curious and rich in potential. With this in mind, we provide children with the ability to learn in a way that will most benefit their personal growth. Furthermore, with each interaction, our providers are mindful of the four foundational conditions essential for children's growth: Belonging, Well-Being, Engagement, and Expression."

During the agency inspection, program advisor reviewed the CCLS profile data, specifically the agency civic address, licensee/agency contact information and operational information with licensee to confirm information is up to date and accurate.



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Recommendations

Comments continue:

Policies and procedures have been deemed compliant in the past and the licensee has confirmed that these documents have not undergone changes since it was last assessed, with the exception of the Safe Arrival Policy and Parent Handbook. As a result, these documents have not been re-assessed for compliance during this inspection, with the exception of the Safe Arrival Policy and Parent Handbook; these 2 documents were reviewed at the time of inspection.

During the home premise inspections, program advisor noted that records retention, processes and procedures have been streamlined by the licensee. For example, the providers were all observed to use the same method to document children's attendances, sleep checks and daily written records. Licensee acknowledged that this change is better supporting oversight as it is simpler and more efficient.

Program advisor reviewed the conditions on the licence with licensee. The condition pertaining to the implementation of the oversight and governance plan submitted to the Ministry on February 8, 2024 will be recommended to be removed from the licence.

Recommendations:

At the time of the home premise inspection, the individual medical plan reviewed did not require the parent to input information about procedures to follow during an evacuation or filed trip. It is recommended licensee use the ministry's templates to ensure all required information is obtained on the individual plans.

How Does Learning Happen - <https://www.ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years>

Home Child Care Agency Licensing Manual – <https://www.ontario.ca/page/home-child-care-licensing-manual>



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The Ministry program advisor has discussed the contents of
the checklist with me.

Jennifer Fram

Licensee/Designate Name

jennifer@littleleaders.ca;jennifer@littleleaders.ca

Licensee/Designate Email

Licensee/Designate Signature

Mirian Espinosa

Name of the program advisor(s)

mirian.espinosa@ontario.ca

Email of the program advisor(s)

Signature of the program advisor(s)