

# Summary of Updates to Key Documents

April 2025

## Family Day Homes (FDH) Standards Manual

### Clarified ability of licensing staff to enter premises and take documents

The update to the *Early Learning and Child Care Act* included a new section that explicitly allows child care licensing staff to enter the premises of both FDH agencies place of business and individual family day homes. This mirrors the permission granted to enter facility-based locations under the previous version of the Act.

### Updated information related to program plans

Under the updated regulation, the statutory director has the right to require an agency to change their program plan at any time following its approval. This is clarified in [Standard 6: Agency program plan](#). Other clarifications concerning the program plan include the requirement that the program plan be made available to staff and program educators.

### New Standard: Notification of program educators

A new standard has been added: [Standard 6D: Notification of program educators](#). This standard lays out the rules agencies must follow regarding what information they must share with program educators, as well as the timeline in which they must do so. Agencies have flexibility to determine the method they will use to share the information.

### New Standard: Notification of parents

A new standard has been added: [Standard 7D: Notification of parents](#). This standard lays out the rules agencies must follow regarding what information they must share with parents and guardians of children who attend a FDH program that the agency oversees. This includes standards of timelines as well as what format of informing parents are acceptable.

### Miscellaneous changes

- Updated definition of overnight care
- Clarified the status of the manual as part of the Early Learning and Child Care Regulation
- Updated references to appropriate privacy legislation
- Updated reasons why the statutory director may refuse to issue a licence
- Clarified that the information in the online portal must be updated to reflect the current status of active program educators
- Expanded the list of enforcement actions to include the suspension of a FDH agency licence and issuance of a probationary licence

### Future updates to the Standards Manual

The FDH Standards Manual will be updated again on September 30, 2025, to reflect the introduction of administrative penalties into Alberta's child care sector.

# Certification Guide for Early Childhood Educators

## Early Childhood Educator Lookup

A new section has been added to the guide describing the new Early Childhood Educator lookup tool, available online: <http://childcare.alberta.ca/ece-lookup>

## Future updates to the Certification Guide

The Certification Guide for Early Childhood Educators will be updated again on September 30, 2025, to reflect the introduction of administrative penalties into Alberta's child care sector.

## Child care licensing handbook: facility-based programs

### Updated definitions: Primary staff member and volunteer

The definition of primary staff member has been adjusted to match the updated Regulation, indicating that 16- and 17-year-olds can be counted as primary staff members, provided they are appropriately supervised.

The definition of volunteer was also updated to reflect the supervision requirement.

### New definition: Supervision of staff and volunteers under 18 years of age

A new definition was added that outlines the department's expectations of supervision for primary staff and volunteers who are under the age of 18.

### Updated facility-based program plan instructions

The instructions for completing the program plan template were adjusted to include the following:

- Requiring programs to describe their approach to supervising and supporting 16- and 17-year-old staff members
- Requiring programs to outline usable play space in an illustrated manner using square metres, and clarifying that architectural drawings will not be accepted
- Clarifying that the statutory director may require a licence holder to change a program plan at any time after it has been approved.

Note that the program plan template is being updated and no action is required by licence holders at this time.

### Updated enforcement and oversight

The Enforcement and Oversight section was updated to reflect the statutory director's ability to take enforcement actions under Part 2 of the Act, including the ability to do so when in the public interest. The section was also updated to reflect the statutory director's ability to issue an order closing a facility or part of a facility.

### Publication of certification information

A section was added to Part 4 outlining the statutory director's new ability to publish certification information through the Early Childhood Educator lookup tool.

### Updated appeal sections

The appeal section was updated to reflect that the Minister may appoint members to the appeals panel. The list of appealable decisions was also updated to include an order to close a facility or part of a facility. As well, the list of orders that will remain in place while an appeal is heard was updated.

## Miscellaneous changes

- Updated definition of Extended Hours of Care
- Clarified mixed-age group definition to specify that when age groups are mixed, the ratio of the younger group applies
- Adjusted the application process details to reflect changes to subsidy programs
- Clarified requirements of providers to follow applicable zoning, health and safety legislation to match the definition in the Act
- Clarified that the criminal record check and vulnerable sector search requirements apply only to individual licence applicants, corporate directors and corporate officers
- Updated reasons why the statutory director may refuse to issue a licence
- Clarified that the legal confirmation of sale of shares will be required by licensing staff
- Clarified that licence variations may be used as an enforcement mechanism by the statutory director
- Clarified that licensing staff may request an inspection when a program requests a variance of their licence
- Added a requirement for reporting an incident when a child requires emergency health care and/or the child remains in hospital overnight

## Child care licensing handbook: family day home agencies

### Clarified role of FDH Standards Manual for Alberta

The definition in the Standards was adjusted to reflect the updated Regulation, which incorporates the standards manual into the Regulation and gives it the same weight as the Regulation itself. The definition was also updated to indicate that the aspects of the FDH sector are regulated by the standards.

### Updated inspection visits section

The inspection visits section was updated to reflect the added powers of licensing staff to enter FDH programs and FDH agencies' places of business to perform inspections, as well as remove documents for examination and to make copies. The purpose and timeliness of inspections were also added.

### Updated duty to post information and inform parents

This section was updated to reflect the new requirements under the updated Act for the agency to post reports and anything that impacts the status of their licence in a prominent place in their principal place of business. It also references the need for agencies to follow the new standards in the FDH Standards Manual around informing parents and FDH programs of certain pieces of information.

### Updated enforcement and oversight

The Enforcement and Oversight section was updated to reflect the statutory director's ability to take enforcement action under Part 2 of the Act, including the ability to do so when in the public interest. The section was also updated to reflect the new statutory director authority to suspend a FDH agency licence and issue a probationary licence.

### Publication of certification information

A section was added to Part 3 outlining the statutory director's new ability to publish certification information through the Early Childhood Educator lookup tool.

### Updated appeal sections

The appeal section was updated to reflect that the Minister may appoint members to the appeals panel. The list of appealable decisions was also updated. As well, the list of orders that will remain in place while an appeal is heard was clarified.

## Miscellaneous changes

- Clarified that licensing staff must provide a notice of enforcement action in writing, including the reason for the action and the licence holder's right to appeal the matter as applicable
- Adjusted the application process details to reflect changes to subsidy programs
- Clarified requirements of providers to follow applicable zoning, health and safety legislation to match the definition in the Act
- Clarified that the criminal record check and vulnerable sector search requirements apply only to individual licence applicants, corporate directors and corporate officers
- Updated reasons why the statutory director may refuse to issue a licence
- Clarified that an applicant may be ineligible to apply for a licence due to previous licensing decisions, for a period of up to two years
- Clarified that the legal confirmation of sale of shares will be required by licensing staff
- Clarified that licensing staff may request an inspection when a program requests a variance of their licence
- Clarified that as of January 1, 2025, all FDH licences will have a condition requiring agencies to have in place a signed administrative contract with Jobs, Economy and Trade.
- Added a requirement for reporting an incident when a child requires emergency health care and/or the child remains in hospital overnight