

CHILDCARE SERVICES CHECKLIST

INFORMATION REQUIRED FOR CHILDCARE SERVICES (DEVELOPMENT & BUILDING PERMITS)

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application.

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. **To achieve this level of customer service, Planning staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	1. APPLICATION FORM and FEES*
<input type="checkbox"/>	<input type="checkbox"/>	2. SITE PLANS (3 Sets) – To scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Municipal address and legal description (Lot, Block, Plan Number)
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of the Site (property lines)
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all streets and lanes abutting the subject site
<input type="checkbox"/>	<input type="checkbox"/>	Vehicular accesses (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Parking and drop off/pick up spaces with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Loading spaces and garbage collection area (location and dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of all buildings on site
<input type="checkbox"/>	<input type="checkbox"/>	Location of the subject bay(s) within the building that the proposed Use will occupy
<input type="checkbox"/>	<input type="checkbox"/>	A list of units , with tenant information and Floor Area , for all building(s) on site
<input type="checkbox"/>	<input type="checkbox"/>	Identification of outdoor play spaces (location and dimensions, fencing type and height, type of fixed play equipment and ground surfaces, and any mechanical equipment for rooftop play areas)
<input type="checkbox"/>	<input type="checkbox"/>	Location and description of features and structures (e.g. fencing, bollards, etc.) that protect Child Care Service Uses from negative impacts
<input type="checkbox"/>	<input type="checkbox"/>	Location and description of exterior lighting , particularly for play space and walkway areas
<input type="checkbox"/>	<input type="checkbox"/>	3. FLOOR PLANS (3 Sets) – To scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	Layout of interior and exterior walls of all floors where the Child Care Services is proposed
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all proposed/existing rooms (e.g. Number and ages of children per room, indoor play and rest areas, storage, office, seating areas, kitchen, staff rooms, washrooms, stairways, exit stairs, public corridors, mechanical rooms, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Location of main entrance , all doors , stairs and window (dimensions: width x height of glazed areas)
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of rooms and floor areas
<input type="checkbox"/>	<input type="checkbox"/>	Location of washrooms and number of toilets for each gender
<input type="checkbox"/>	<input type="checkbox"/>	Location of sinks – in washrooms, diaper changing area, kitchen and toy cleaning etc
<input type="checkbox"/>	<input type="checkbox"/>	Demising wall(s) construction details (walls separating subject bay from adjoining bays)
<input type="checkbox"/>	<input type="checkbox"/>	Barrier-free access and washroom design. If barrier-free not accommodated, relaxation from the Province of Alberta may be required. See http://www.municipalaffairs.alberta.ca/ and search for a Barrier-Free Application.
<input type="checkbox"/>	<input type="checkbox"/>	Identification of play and/or rest areas for children

Please note that additional information may be required as considered necessary to enable permits to be issued

Age Group	Staff / Children Ratio	Proposed Children
0 - 11 Months	1 Staff / 3 Children	
12 - 18 Months	1 Staff / 4 Children	
19 Months - 3 Years	1 Staff / 6 Children	
3 Years - 4.5 Years	1 Staff / 8 Children	
4.5 Years - 7 Years	1 Staff / 10 Children	
School Aged Children	1 Staff / 15 Children	
TOTAL		
How much area (square metres) is being provided for Indoor play space?		
How much area (square metres) is being provided for Outdoor play space?		

Applicant's signature is confirmation that all required information has been provided and is correct.

 APPLICANT'S SIGNATURE

 DATE:

 PLEASE PRINT NAME

Note:

The Children and Family Services Division with the Alberta Government is responsible for licensing Day Cares and out of School Care homes. Their definition of what a day care and Out of School care home is different from the definition that is provided under the Edmonton Zoning Bylaw for child care facilities. Anyone wishing to operate a child care facility should be contacting the Children and Family Services Division of the Alberta Government first to determine whether they require a license and/or other provisions for the operations they are proposing.

Once Children and Family Services Division has discussed an applicant's submission, they will refer the applicant to the Current Planning Branch of the City of Edmonton to ensure that the activities being proposed will be allowed under the Edmonton Zoning Bylaw for that specific address.

The Edmonton Zoning Bylaw only requires that an applicant get Development approval if their operations meet the requirements established under the definition for Child Care Services in the Edmonton Zoning Bylaw:

Edmonton Zoning Bylaw's definition of Child Care Services is: a development intended to provide care, educational activities and supervision for groups of seven or more children under 13 years of age during the day or evening, but does not generally include overnight accommodation. This Use Class typically includes daycare centres; out-of-school care centres; preschools; and dayhomes/group family care providing child care to seven or more children within the care provider's residence.