

## Glossary

This glossary defines some of the terms used in the Child Care Look-Up Tool.

*Accreditation* - The Alberta Child Care Accreditation program establishes standards that exceed those legislated by the province. These higher standards have been developed by members of the child care sector and Alberta Children and Youth Services. An accreditation agency works with accredited programs to ensure that these standards are followed. This voluntary program is the only one of its kind in Canada. Currently licensed day care, out-of-school care, and contracted family day home agencies can participate in the Accreditation Program.

*Day care program* – a licensed child care program provided to infants, pre-school children, and kindergarten children for four or more consecutive hours in each day the program is provided.

*Family day home program* – a program where a local child and family services authority has entered into an agreement with a family day home agency to coordinate and monitor the provision of child care in the private residence of one or more child care providers. Family day home programs do not provide care more than six children in each private residence.

*Group family child care program* – a licensed child care program provided in the private residence of the licence holder to infants, pre-school children, kindergarten children, and school-aged children.

*Infants* – defined for the purposes of the Child Care Look-Up Tool as children under 19 months of age.

*Inspection* – Children and Youth Services licensing staff inspect licensed child care programs at least twice per year. Additional inspections also may occur to investigate critical incidents, to respond to complaints about the program, and to ensure that corrective action was taken in response to identified violations of the legislation. Inspections are coded on the Child Care Look-Up Tool as follows:

<b>Inspection or Visit Type</b>	<b>Program Type</b>	<b>Purpose</b>
Incident Report	Licensed Child Care Contracted Family Day Home Agency	Conducted as a result of receiving an incident report from a child care program. The inspection is typically done as part of the investigation into the incident.
Initial Licence Inspection	Licensed Child Care	Conducted to determine the eligibility of an applicant for an initial licence.
Regular Inspection	Licensed Child Care	Conducted to determine if a program is in compliance with the legislation/standards. Each licence holder must receive at least one regular inspection each year. These inspections are unannounced.

<b>Inspection or Visit Type</b>	<b>Program Type</b>	<b>Purpose</b>
Complaint Investigation	Licensed Child Care Contracted Family Day Home Agency	An inspection/visit conducted in response to a complaint about a child care program. The inspection is typically done as part of the investigation into the complaint.
Renewal Licence Inspection	Licensed Child Care	An inspection conducted to determine the eligibility of an applicant for a renewal licence.
Consultation	Licensed Child Care Contracted Family Day Home Agency	An inspection conducted to provide consultation on improving practices or to provide information to a program and its staff.
Follow-up to Enforcement Action/ Non-Compliance	Licensed Child Care Contracted Family Day Home Agency	An inspection conducted to determine if a program has complied with an enforcement action.
Provider Review	Contracted Family Day Home Agency	A visit to a provider to determine if the provider is complying with provincial standards.
Agency Review	Contracted Family Day Home Agency	A visit to a provider to determine if the provider is complying with provincial standards.

*Out-of-school care program* –a licensed child care program provided to kindergarten and school-aged children in any or all of the following periods: before-and-after school, during the lunch hour, or when school is closed.

*Enforcement action* – when Children and Youth Services identify a program that is in violation of the *Child Care Licensing Act* or Child Care Licensing Regulation, they may:

- Issue an order that ensures a licence holder takes measures specified in the order within a certain time limit;
- Impose conditions on a licence for a specified period of time;
- Vary licence provisions including the category of program offered, the location, the maximum number of children that may be cared for in the program, or the term of the licence;
- Suspend a licence and issue a probationary licence, the term of which cannot exceed three months; and
- Cancel a licence.

*Pre-school children*– defined for the purposes of the Child Care Look-Up Tool as children between three and four-and-a-half years of age.

*Pre-school program* –a licensed child care program provided to preschool children and kindergarten children for four hours per child in each day that the program is provided.

*School-aged children* –defined for the purposes of the Child Care Look-Up Tool as children in grades one to six.

*Toddlers* –defined for the purposes of the Child Care Look-Up Tool as children between 19 months and three years of age.