

This *Compliance Action Plan* can be used by licensees to reflect on identified non-compliances and develop strategies for maintaining and monitoring compliance with requirements that were not met at the time of the inspection. The purpose of this form is to support licensees in improving compliance, and ultimately, their tier assessment.

**Tips for Completing the Form:**

- Refer to the *Summary of Requirements and Recommendations Report* from your last inspection to identify the licensing requirements that were not met at the time of the inspection. Identify the Checklist Section (e.g. Nutrition) and Legislation Section (e.g. ss.61(1)(a)) in the column **Requirement not met at inspection**.
- In the column **Description of non-compliance and reason**, reflect on the specific situation that resulted in the non-compliance and the reason(s) for it (i.e., what went wrong and why).
- In the column **For regular licences, description of how compliance will be maintained / For provisional licences, description of how compliance will be achieved and maintained**, determine the actions that will be taken to ensure that compliance with the requirement is maintained. Licensees with a provisional licence should describe the action(s) that will be taken to correct the non-compliance, as well as the actions that will be taken to ensure that compliance is maintained.
- In the column **Description of how compliance will be monitored**, identify strategies for how compliance will be monitored during the licensed period.

**Resources that can help you in completing this form:**

- Ontario's [Child Care Licensing Manual](#)
- The [Child Care Licensing Portal](#) (including [the Child Care and Early Years Act, 2014 Licensing Standards Website](#); [CCEYA Self-Test](#); [Sample Forms](#))
- [College of Early Childhood Educators Professional Resources](#)
- [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#)
- Your local [Consolidated Service System Manager/District Social Services Administration Board](#)
- Mentorship opportunities with other licensed child care programs in your area

Name of Child Care Centre: \_\_\_\_\_

Date(s) of Ministry Inspection(s): \_\_\_\_\_

Name of Program Advisor: \_\_\_\_\_

Name of Licensee/Designate (Please Print): \_\_\_\_\_

Signature of Licensee/Designate: \_\_\_\_\_ Completion Date(s): \_\_\_\_\_

<b>Requirement not met at inspection</b>		<b>Description of non-compliance and reason</b>	<b>For <u>regular licences</u>, description of how compliance will be maintained</b>	<b>Description of how compliance will be monitored</b>
<b>Checklist section</b>	<b>Legislation section</b>		<b>For <u>provisional licences</u>, description of how compliance will be achieved and maintained</b>	

<b>Requirement not met at inspection</b>		<b>Description of non-compliance and reason</b>	<b>For regular licences, description of how compliance will be maintained</b>	<b>Description of how compliance will be monitored</b>
<b>Checklist section</b>	<b>Legislation section</b>		<b>For provisional licences, description of how compliance will be achieved and maintained</b>	

<b>Requirement not met at inspection</b>		<b>Description of non-compliance and reason</b>	<b>For <u>regular licences</u>, description of how compliance will be maintained</b>	<b>Description of how compliance will be monitored</b>
<b>Checklist section</b>	<b>Legislation section</b>		<b>For <u>provisional licences</u>, description of how compliance will be achieved and maintained</b>	

<b>Requirement not met at inspection</b>		<b>Description of non-compliance and reason</b>	<b>For regular licences, description of how compliance will be maintained</b>	<b>Description of how compliance will be monitored</b>
<b>Checklist section</b>	<b>Legislation section</b>		<b>For provisional licences, description of how compliance will be achieved and maintained</b>	

It is recommended that you retain this form on file to review together with your Ministry of Education program advisor at your next inspection.