

Alberta Child Care Mock Licensing Inspection & Self-Audit Checklist

Master Facility Audit & Compliance Readiness Template (Alberta ELCC Act & Regulation)

FACILITY / CENTER NAME

ALBERTA PROGRAM FACILITY ID / LICENSE NO.

CAPACITY CAP

PHYSICAL ADDRESS

CITY/TOWN

POSTAL CODE

CENTER DIRECTOR NAME

PHONE

CURRENT FIRE INSPECTION APPROVAL DATE

CURRENT HEALTH INSPECTION APPROVAL DATE

LICENSING REGION

☐ Calgary

☐ Edmonton

☐ Central

☐ North

☐ South

AUDIT CONDUCTED BY

☐ Center Director

☐ Assistant Director

☐ External Consultant

AUDIT DATE

TIME STARTED (AM/PM)

TIME COMPLETED (AM/PM)

What this Alberta binder covers

This template mirrors what Alberta licensing inspectors check during ongoing, unannounced operational visits under the ELCC Act & Regulation, for centers already licensed and operating — a separate Initial Licensing Application Checklist applies when first opening a new center. Covers ratios, ECE staff files, health records, incident/safety logs, CWELCC reconciliation, program quality observation, and physical plant / FLIGHT compliance. Health and Fire Safety Inspections are conducted separately by Alberta Health Services and the local Fire Authority — this checklist only confirms current approvals are on file. Work through Tabs 1–7, then close with the Section 8 corrective action plan.

REGULATORY STANDARD

Under the Alberta Early Learning and Child Care Regulation, staff-to-child ratios must be maintained continuously. Mixed-age groups must adhere to Type 2 Majority Rules and strict infant threshold triggers.

Audit Item & Compliance Check	Status	Verification Notes & Discrepancies
1.1 Statutory Age-Tier Ratios Verify room headcounts against Alberta statutory thresholds: • Infant (0–18m): 1:3, max group 6 • Toddler (19–35m): 1:6, max group 12 • Preschool (36m–4.5y): 1:8 or 1:10, max group 16/20 • Out-of-School Care (4.5y+): 1:10 or 1:15, max group 20/30	☐ PASS ☐ FAIL	Record room-by-room headcount: Infant __:__ Toddler __:__ Preschool __:__ OSC __:__
1.2 Type 2 Mixed-Age Majority Rule (19m–4.5y) Confirm mixed-age rooms containing toddlers (19–35m) and preschoolers (36m–4.5y) correctly apply the staff ratio of the majority age group.	☐ PASS ☐ FAIL	Verify majority age count in mixed rooms.
1.3 Infant Threshold Warning & Infant Lock Ensure that if 3 or more infants (0–18m) enter a mixed room, the entire room immediately drops to the strict 1:3 infant ratio.	☐ PASS ☐ FAIL	Verify no room with 3+ infants operates above 1:3 staffing.
1.4 Kindergarten Transition Cut-Off Date Confirm transitioning 4-year-olds are not misclassified under 1:10 school-age ratios during summer months prior to the Dec 31 kindergarten cut-off date.	☐ PASS ☐ FAIL	Verify birthdates of 4-year-olds in OSC rosters.
1.5 Real-Time Attendance & Guardian Signatures Inspect daily attendance sheets in every room for exact AM/PM arrival timestamps and full legal guardian signatures.	☐ PASS ☐ FAIL	Flag missing arrival/departure times or initial-only entries.

REGULATORY STANDARD

Centers must maintain active, verified clearances for all staff and accurately segregate direct-care hours from administrative duties for provincial Wage Top-Up claims (capped at 181 hours/month per staff member).

STAFF MEMBER NAME	ECE CERTIFICATION LEVEL	CRIM. RECORD & VULN. SECTOR CHECK RENEWAL	CPR / FIRST AID EXPIRY	DIRECT-CARE HRS (MAX 181)	ADMIN HRS ISOLATED
1. _____	☐ L1 ☐ L2 ☐ L3	_____	_____	____ Hours	☐ YES
2. _____	☐ L1 ☐ L2 ☐ L3	_____	_____	____ Hours	☐ YES
3. _____	☐ L1 ☐ L2 ☐ L3	_____	_____	____ Hours	☐ YES
4. _____	☐ L1 ☐ L2 ☐ L3	_____	_____	____ Hours	☐ YES

MANDATORY STAFF FILE CHECKLIST — verify 1 folder per employee

- ☐ Official Alberta ECE Certification Letter (Level 1 Certification, Level 2 Diploma, or Level 3 Degree)
- ☐ Police Information Check with Vulnerable Sector Search (issued within mandatory renewal window)
- ☐ Valid Pediatric CPR & First Aid Certificate
- ☐ Signed Employer-Employee Agreement & Job Description
- ☐ Shift clock-in logs isolating Direct Care from Admin/Prep time to prevent funding audit clawbacks

OBJECTIVE

Ensure 100% of child files contain mandatory intake packets, authorized pickup lists, emergency medical consents, and up-to-date vaccine tracking.

AUDIT ITEM & COMPLIANCE CHECK	STATUS	VERIFICATION & CORRECTIVE ACTION
3.1 Complete Registration Intake Files Audit a random 10% sample of child folders for completed enrollment forms, parent agreements, and fee schedules.	☐ PASS ☐ FAIL	Flag missing guardian sign-offs or policy acknowledgments.
3.2 Alberta Childhood Immunization Records Cross-reference child birthdates against Alberta Health vaccine schedules. Ensure missing doses have official Medical or Conscience Exemption forms attached.	☐ PASS ☐ FAIL	List children with overdue boosters or missing exemption forms:
3.3 Non-Guardian Authorized Pickup List Confirm every child file lists at least two authorized non-guardian emergency contacts with updated phone numbers.	☐ PASS ☐ FAIL	Verify pickup authorization forms are signed and current.
3.4 Master Allergy & Anaphylaxis Posted Sheets Ensure classroom allergy sheets match child intake files, listing specific triggers, symptoms, and EpiPen locations in prep areas.	☐ PASS ☐ FAIL	Confirm allergy alert icons are visible on room registers.

REGULATORY STANDARD

Under Alberta ELCC licensing rules, any critical incident must be reported to Alberta Children and Family Services within 24 hours using Form CFS-10025.

AUDIT ITEM & COMPLIANCE CHECK	STATUS	LINE NOTES & OBSERVATIONS
4.1 Form CFS-10025 Critical Incident Protocol Verify all serious incidents (emergency medical treatment, missing children, allegations of abuse, or structural failures) were reported to licensing within 24 hours.	☐ PASS ☐ FAIL	Confirm Form CFS-10025 timestamps and director sign-offs are archived.
4.2 Parent-Signed Minor Incident Reports Audit minor scrape, bump, and slip logs from the past 30 days for parent pickup signatures and director review notes.	☐ PASS ☐ FAIL	Identify any unsigned incident slips on classroom clipboards.
4.3 Prescription Medication Administration Sheets Verify stored medications have signed physician orders, parent consent forms, original pharmacy labels, and double-locked storage.	☐ PASS ☐ FAIL	Check exact dosage timestamps and staff initials on daily dose logs.
4.4 Infant Safe Sleep 15-Minute Breathing Check Logs Inspect infant room crib logs for continuous 15-minute visual breathing checks, staff initials, and no swaddling/crib clutter.	☐ PASS ☐ FAIL	Check for backfilled check times or gaps in naptime monitoring.

REGULATORY STANDARD

Centers participating in the Federal-Provincial CWELCC agreement must apply exact provincial Affordability Grants (\$450–\$635/month) to parent ledgers and monitor the 100-hour minimum attendance threshold for provincial subsidies.

AUDIT ITEM & COMPLIANCE CHECK	STATUS	VERIFICATION & LEDGER AUDIT
5.1 CWELCC Affordability Grant Ledger Isolation Audit parent invoices to ensure provincial Affordability Grants (\$450–\$635/mo based on age tier) are deducted before calculating remaining parent co-pays.	☐ PASS ☐ FAIL	Verify zero manual calculation errors on baseline parent ledgers.
5.2 Provincial Child Care Subsidy Attendance Verification Audit subsidized child attendance against the 100-hour monthly minimum threshold required for full provincial subsidy payout.	☐ PASS ☐ FAIL	Flag children at risk of under-100-hour attendance clawbacks:
5.3 Out-of-School Care (OSC) Grant Reconciliation Confirm OSC kindergarten/kinder-eligible grant adjustments are accurately categorized separate from full-day preschool spaces.	☐ PASS ☐ FAIL	Reconcile OSC subsidy rosters against monthly provincial claims.

OBJECTIVE

Audit physical facility grounds, environmental parameters, emergency disaster logs, and optional FLIGHT framework documentation.

AUDIT ITEM & COMPLIANCE CHECK	STATUS	VERIFICATION & MAINTENANCE LOG
6.1 Monthly Evacuation Fire Drill Records Review monthly fire drill logs for drill date, time, weather, headcount evacuated, route used, and elapsed seconds (target: under 2 min).	☐ PASS ☐ FAIL	Last drill date: _____ Elapsed time: __m __s
6.2 Seasonal Tornado & Severe Weather Drill Records Verify seasonal tornado drill logs and active emergency shelter-in-place procedures.	☐ PASS ☐ FAIL	Confirm emergency radio, flashlight, and first aid kit inspections.
6.3 Washroom Water Temperature Calibration Measure handwashing sink water temperatures across child washrooms (must operate strictly between 38°C–43°C / 100°F–110°F).	☐ PASS ☐ FAIL	Recorded sink temps: Room 1 __°C Room 2 __°C Room 3 __°C
6.4 Commercial Kitchen & Sanitization Log Verify twice-daily refrigerator/freezer temperature logs (fridge ≤ 4°C, freezer ≤ -18°C) and 3-compartment sink sanitizer PPM test strips.	☐ PASS ☐ FAIL	Fridge __°C Freezer __°C Sanitizer solution: __ PPM
6.5 FLIGHT Framework Documentation (Optional) Verify play-based learning stories and holistic play observations are documented and shared with parents via digital portfolios.	☐ PASS ☐ FAIL	Confirm learning stories align with Alberta FLIGHT curriculum domains.

OBJECTIVE

These items go beyond baseline licensing paperwork, but reflect what a licensing officer will also informally observe in the rooms during a site visit. Benchmarked against ChildFriendly Pro’s internal Director Observation standard, which sets a higher bar than minimum licensing requirements.

OBSERVATION ITEM	STATUS	VERIFICATION NOTES & DISCREPANCIES
7.1 Staff Supervision & Room Ratio Positioning Confirm staff are adequately spaced and positioned for constant visual scanning, staff know the exact number of children present, and the room is within ratio at all times of observation.	☐ PASS ☐ FAIL	Verify staff are communicating as a team and covering blind spots.
7.2 Interaction, Guidance & Communication Quality Observe staff communicating at children's eye level, using an appropriate tone, positive reinforcement, and developmentally appropriate guidance techniques.	☐ PASS ☐ FAIL	Flag harsh tone, inconsistent expectations, or inattentiveness to children’s cues.
7.3 Room Environment, Materials & Program Planning Confirm the room is tidy, organized and clean; materials/equipment are developmentally appropriate and in good repair; cleaning checklists are current; and posted programming is being followed with flexibility.	☐ PASS ☐ FAIL	Confirm multiple shelves/activities are open and accessible to children.
7.4 Transition & Headcount Procedures Verify transition warnings are given (5-minute, 2-minute), children are counted and roll-called before leaving a room, counted again on arrival in a new space, and a room sweep (incl. washroom) is completed before transition.	☐ PASS ☐ FAIL	Confirm counts are verbally communicated to the receiving staff member.
7.5 Transportation Safety (If Applicable) For centers providing bus/van transportation, confirm booster seats, car seats and seat belts are used per policy, staff are in ratio (2 staff if 6+ children), and a child count/roll call is completed with the driver before departure and on arrival.	☐ PASS ☐ FAIL	Confirm transportation staff wear high-visibility vests and a crossing guard is used where a parking lot is crossed.

TOTAL ITEMS AUDITED	PASSED	DEFICIENCIES / ACTION REQUIRED

DEFICIENCY DETAILS & CORRECTIVE ACTION ASSIGNED

ITEM #	REGULATORY DEFICIENCIES IDENTIFIED	CORRECTIVE ACTION ASSIGNED TO	TARGET RESOLUTION DATE

AUDIT SIGN-OFF & ACKNOWLEDGMENT

AUDITOR SIGNATURE	DATE
CENTER DIRECTOR SIGNATURE	DATE

NOTICE

Automate Alberta Compliance & Eliminate Binder Risks

While this printable self-audit template helps organize physical binders for manual spot-checking, paper logs leave Alberta centers vulnerable to missed 24-hour CIR deadlines, ratio calculation errors, and wage top-up clawbacks.

ChildFriendly Pro digitizes your entire center’s compliance infrastructure into an Audit-Ready Hub:

- Real-time Alberta Ratio Engine with automated Majority Rule calculations & Infant Lock guardrails
- Automated ECE Wage Top-Up task tracking isolating Direct Care from Admin hours (181-hr cap)
- Instant CWELCC Affordability Grant & Subsidy split-billing ledgers with 100+ hour attendance monitors
- Form CFS-10025 Critical Incident workflows with automated 24-hour director countdown alerts
- Built-in Alberta FLIGHT Early Learning Framework observation and portfolio tools

Upgrade from paper binders to automated Alberta compliance

Visit childfriendlypro.com/alberta

Book a 5-minute demo → childfriendlypro.com/book-demo