

Part F: Child Care Centre Design Guidelines

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1: Preamble

Refer to [Child Care and Early Years Act, 2014 and Ontario Regulation 137/15](#) and the Ministry of Education’s [Planning and Design Guidelines for Licensed Child Care Centres](#).

Comply with Ontario child care regulations.

Prior to building, TDSB Early Years, Child Care Services obtains ministry licensing approval in principle for new buildings, additions and existing buildings intended to be used, altered, or renovated for use as a Child Care Centre and room(s) to be added within an existing building, if the room(s) has not previously been licensed for child care use.

For general information on child care centre design concepts, refer to [City of Toronto’s Child Care Design & Technical Guideline](#).

1.1 Municipal Approvals

Prior to building, TDSB Early Years, Child Care Services arranges for municipal public health approval in principle, as required by the [Child Care and Early Years Act, 2014 and Ontario Regulation 137/15 \(section 13\)](#). Contractor to arrange for building and fire inspections.

1.2 Master Concept Plan

Indicate all required and requested features on master concept plans, so that features requested, but not required, can be added using a phased approach, as funds permit. Present only required and funded features to the community and include on construction documents.

2: Child Care Site Design Guidelines

Refer to Ontario Regulation 137/15 of Child Care and Early Years Act, 2014 and comply with Ontario child care regulations for minimum outdoor area (per child and fencing requirements).

[TDSB Child Care Design Guidelines](#) provide technical guidance/standards for outdoor spaces at child care centres in new schools, additions, and renovated outdoor areas for infants, toddlers, and preschoolers.

TDSB supports outdoor play for child cares and endeavours, within the terms of the lease agreement, to make space available to meet licencing and program requirements.

2.1 Additions

- Review with Design Coordinator and Landscape Architect to ensure optimal siting of addition and outdoor spaces to address existing site conditions, as follows:
 - Pedestrian and vehicular movement
 - Sun and wind patterns
 - Site drainage
 - Adjacent uses
- Provide infant/toddler playground for 15 children and preschool playground for 24 children for additions with three (3) interior rooms.
- Provide infant/toddler playground for 10 children, a toddler playground for 15 children and preschool playground for 24 children for additions with five (5) interior rooms.

2.2 Locating New Facilities

- Avoid siting child care outdoor spaces directly adjacent to highways, major roadways or drop-off/pick-up areas and balance safety, accessibility, and exposure to harmful particulates.
- Locate new child care facilities, child care parking lots, and drop-off zones to limit children's exposure to traffic emissions by offsetting play and waiting areas a reasonable distance from student drop-off areas and designing the drop-off so cars can park and turn off their engines to limit idling and repeated acceleration and

braking. Locate parking minimum of 50 m (164 ft) from the outdoor child care space, downwind from outdoor child care areas.

- Provide bicycle parking for staff and an accessible bicycle drop-off/pick-up location for parents.

2.3 Space Requirements for Each Child in Outdoor Areas

- Refer to Ontario Regulation 137/15 24(1)
- Provide sufficient space for active outdoor play to accommodate the licensed capacity of the child care centre (Child Care and Early Years Licensing Manual)
- Provide outdoor play spaces for maximum 64 children. Where licensed capacity exceeds 64 children, divide outdoor space with fences to limit number of children sharing play space to 64.
- Provide as follows, based on licensed capacity:
 - Min 6 sq m (60 sf) of outdoor play space per infant.
 - Min 7 sq m (70 sf) of outdoor play space per toddler.
 - Where feasible, provide separate space for each age group and exceed minimum requirements for child care outdoor areas to provide flexible play space, enhanced gross motor development areas and separation.

2.4 Fencing

- Refer to Ontario Regulation 137/15 24(3)(b)
- Provide min 1200 mm (4 ft) high fences around outdoor perimeter of child care spaces and within 1m of either side of fence.
- Provide fences which are not easily climbable, mountable, or hazardous to separate play spaces within perimeter fencing. Fence height may be less than Ontario Regulation.
- Provide two separate 1.5 m (5 ft) wide pedestrian gates for access and maintenance.
- Provide hot dipped galvanized 38 mm (1.5 in) chain link fencing with gaps in fence not exceeding 100 mm (4 in) and ground clearance not exceeding 50 mm (2 in).

2.5 Shade Provisions

- Provide summer shade for min 25% of outdoor child care spaces, as follows:
 - Trees
 - Shade umbrellas
 - Permanent shade canopies (less than 10 sq m (100 sf))
 - Fabric shade sails
 - Retractable awnings
- Refer to City of Toronto Parks Forestry & Recreation Draft Shade Design Guidelines, Appendix A and the Options Evaluation Matrix for an in-depth comparison of each of the above features.
- Provide a combination of unclimbable shade features to ensure minimum amount of shade is provided at new child care areas.
- Provide minimum 50 percent of outdoor play area sunlight exposure during hours of operation.

2.6 Surface Material

- Provide a variety of hard and soft surfaces, with minimum two surfaces per enclosed area for accessibility and a variety in play experiences, as follows:
 - Asphalt
 - Grass
 - Sand
 - Wood
 - Mulch- Fiber weave for preschool areas
 - Rubber
 - Artificial turf
- Refer to City of Toronto Child Care Design and Technical Guideline, Appendix B.
- Provide asphalt track for wheeled toys for toddlers and preschoolers.
- Provide asphalt for a portion of an infant space for wheeled toys. Provide sod if suitable for site conditions.
- Provide contained and covered sand surface.

- Provide accessible wood decking for toddlers and preschool spaces.
- Provide Fiber weave engineered wood mulch.
- Provide rubber surfacing.
- Provide artificial turf, free of rubber crumb or loose infill, where natural alternatives are unsuitable, and adequate shade.
- Provide drainage of surface water away from buildings, sidewalks, and neighbouring properties.
- Provide drains near engineered Fiber Weave® or sand play areas c/w easily removed and cleaned sediment trap.
- Positively drain surface to avoid ponding.
- Except for toddler and infant play areas,
- Provide sloped surfaces not exceeding 1:3 slope, free of curbs or timber edging within 2 m of the base.

2.7 Storage

- Provide storage units for outdoor equipment and materials (e.g., 2440 mm x 3048 mm (8 ft by 10 ft) steel container with a barn door at the narrow end and a roll-up door on the wide side) located at fencing, as follows:
 - Supplied by TDSB approved vendor.
 - Weather-tight.
 - Lockable.
 - Vandal proof.
 - Easily accessible.
 - Rodent proof.
- Not facilitating climbing to nearby structures or buildings.
- Not in areas considered visually disruptive by neighbours.
- Where requested, provide chalk boards, fastened to sidewalls of storage units.

2.8 Play Features

- Refer to Ontario Regulation 137/15 24(4)

- Provide loose play elements such as sand, logs, stumps, and water for flexible and engaging play.
- Provide natural materials with proven durability.
- Provide Forest Stewardship Council certified dimensional lumber and plywood or recycled plastic wood material.
- Provide VOC-free paints and primers.
- Provide min 6 mm (0.25 in) radius rounded edges and no sharp edges.
- No protrusions at eye level, including planting.
- Provide play structures supplied by TDSB approved vendors and installed by TDSB approved contractors.

2.9 Plantings

- Provide deciduous trees on south side of play area for shade.
- Specify non-toxic materials not posing ingestion or choking hazard.
- Specify 75 mm, fast-growing, drought tolerant, native deciduous and coniferous trees. with protective caging.
- Specify 2 m high native shrubs.

Specify trees, shrubs and caging in accordance with TDSB Elementary School Site Design Guidelines 8.01, 8.02 and 8.04.

- Specify no guy wires, T-bars, or tree stakes.
- Specify tree soil volumes, as follows:
 - 15 m³ (529 cu ft) of high-quality soil per tree if in a shared planter
 - 30 m³ (1,059 cu ft) of soil per tree if in a single planter
- Specify planting trees min 5 m (16 ft) from buildings and 2 m (6.5 ft) from features, paths and fencing and min 5 m (16 ft) apart.

3: Child Care Building Design and Planning

Principals

Refer to [Part C1 of Elementary School Design Guidelines for building design and planning principles](#).

[Refer to Part C4 of Elementary School Design Guidelines for Standards of Acceptance](#).

3.1 Room Layout and Area Requirements

3.1.1 Child Care Centre

Prescribed Floor Area TDSB: Provide space on the ground floor with minimum unobstructed floor area (for definition refer to edu.gov.on.ca/childcare/pdfs/ccf-floor-site-playground-plan-checklist-en.pdf) as per Child Care & Early Years Act).

Office: Prescribed Floor Area TDSB: 11.14 sq. m (120 SF).

Staff Room: Prescribed Floor Area TDSB: 11.14 sq. m (120 SF).

Provide full air-conditioning for Child Care Centre.

Provide minimum of one parking space per room designated for family drop off/pick up.

Signage (NIC) can be ordered through TDSB approved vendor.

Adjacent & Related Areas: Locate adjacent to school and provide public entrance (secure from remainder of school) with vestibule and canopy and Child Care Outdoor Play Area.

Design Features:

- Provide a Universal Washroom.
- Provide office, with sight lines to infant room and entrance.
- Provide minimum required areas and find efficiencies in space planning.
- Provide 1070 mm (42 in) single doors in vestibules.
- Provide 1830 mm (6 ft) clear width for corridors, except:
- Provide minimum 2134 mm (7 ft) clear width between double loaded cubbies.
- Provide stroller storage space accessible to Infant Playroom, to accommodate centre strollers as follows:
- 2 x 3-seater strollers

- 1 x 4-seater stroller
- 4-seater stroller dimensions - 1440 mm L x 610 mm W x 940 mm H (4.7 ft L x 2 ft W x 3.2 ft H)

Finishes:

Walls: Paint, except:

- Ceramic tile behind toilets and sinks to 1220 mm (4 ft) above finished floor.

Floors: VCT, except:

- Porcelain tile in wet areas including entrance vestibules, corridor, washrooms, and kitchen.
- Sheet flooring in playrooms.
- Sealed concrete finish in utility room.

Ceiling: Lay in acoustic tile, except:

- Moisture resistant lay-in acoustic tile in wet areas.

Built-In Furnishings & Equipment (minimum)

- Provide post formed plastic laminate counters in wet areas.
- Specify birch veneer finish cabinets and doors.
- Provide mirrors above child height sinks in washrooms.
- provide toilet paper and paper towel dispensers, easily accessible soap dispensers.
- Provide Upper and Lower Cabinets/Shelving (with or without sink) per TDSB Elementary School Design Guideline Sketches C5.13, C5.16, C5.23 and C5.24.
- Provide bulkhead above millwork.
- Tackboards/Whiteboards: N.I.C.
- Provide Toddler & Pre-School cubbies in corridor, one cubbie per child, grouped, as follows:
 - Toddler 5, 10, 15
 - Preschool 8, 16, 24
- Cubbies shall be as per Elementary School Design Guideline Sketch C5.7, as except as follows:
 - Provide wall mounted bench.
 - Provide two hooks one on either side of each cubby in lieu of one at back.

3.1.2 Infant Play Rooms, Sleep Areas

- Provide wall-mounted child height handwashing sink for use by children and adults in each playroom.
- Provide space for 10 1010 mm x 670 mm x 1070 mm (39.75in x 26.25in x 42.13in) infant cribs in sleep areas. Also provide for 2 evacuation cribs which are slightly larger.
 - Provide space for 1 glider chair in sleep areas.
 - Provide 1220 mm – 1830 mm H (4 ft-6 ft) partition between sleep areas and play rooms with separated light switch.
 - Provide gates or half door into washrooms from Playroom if shared by two rooms.
 - Provide 10 stacked infant cubbies.
 - Provide vestibule dressing table adjacent stacked cubbies, open underneath.
 - Provide full height 915 mm (3 ft) W x 610 mm (2 ft) D closet where space for linen storage located in sleep rooms allows. Alternatively, provide 2 sets of wall-mounted cabinets with doors, similar to TDSB Elementary School Design Guideline sketch C5.23 Ensure millwork does not create a hazard for staff or infants.
- Provide 2440 mm (8 ft) long counter with double sink.
 - Provide under-counter fridge.
 - Provide one 915 mm (3 ft) wide personal storage closet for max three staff, and additional closet unit for more than three staff, as follows:
 - Half for hanging coats with a full height door.
 - Half divided into 3 separate compartments each with its own lockable door, keyed separately.

3.1.3 Infant Washroom

- Provide baby toilet.
 - Provide wall mounted shelves above change tables to hold diaper storage bins.
 - Provide 940 mm H x 584 mm D x 1505 mm W (37 in x 23 in x 59 ¼ in) change tables - single piece units with built in adult sink and pull-out steps.
 - Provide floor drain.

3.1.3 Toddler Playroom

- Provide 1 adult height sink for activity & 1 wall mounted child height sink for hand washing in Playroom. Provide protection at hot water supply at child height sink.
- Provide 2438 mm L (8 ft) adult height work counter with upper and lower storage cabinets.
- Provide storage of 15 stacked cots (1308 mm L x 533 mm W x 127 mm H (51.5 in L x 21 in W x 5 in H)) with upper shelving for bedding. Provide adjustable shelves inside cot storage closet for linen storage.
- Provide 2440 mm (8 ft) long counter with double sink. Provide wall mounted shelves above change tables to hold diaper storage bins in washroom.
- Provide under-counter fridge.
- Provide extra floor area for future storage cabinets, as follows: 610 mm D x 2438 mm W (2 ft x 8 ft), plus door swing.
- Provide one 915 mm (3 ft) wide staff personal storage closet, as follows:
 - Half for hanging coats with a full height door.
 - Half divided into 3 separate compartments each with its own lockable door, keyed separately.

3.1.4 Toddler Washroom

- Provide 940 mm H x 584 mm D x 1505 mm W (37 in x 23 in x 59 ¼ in) change tables for each group of 15 toddlers at washroom (provide 2 change tables in washroom shared by 2 Toddler Playrooms) - single piece units with built in adult sink and pull-out steps.
- Provide wall mounted child height sinks in washroom.
- Provide baby toilets in washroom. If toddler/preschool washrooms are combined, provide one Devoro or equivalent baby toilet and 3 adult toilets.
- Provide floor drain.

3.1.5 Pre-School Playroom

- Provide wall-mounted child height handwashing sink for use by children and adults in each playroom.
- Provide protection at hot water supply at child height sink.
- Provide 2438 mm L (8 ft) adult height work counter with upper and lower storage cabinets.
- Provide storage of 24 stacked cots 1308 mm L x 533 W x 127 mm H (51.5 in L x 21 in

W x 5 in H)) with upper shelving for bedding.

- Provide adjustable shelves inside cot storage closet for linen storage.
- Provide extra floor area for future storage cabinets, as follows: 610 mm D x 2438 mm W (2 ft x 8 ft), plus door swing.
- Provide a single 915 mm (3 ft) wide staff personal storage closet, as follows:
 - Half for hanging coats with a full height door.
 - Half divided into 3 separate compartments each with its own lockable door, keyed separately.

3.1.6 Preschool Washrooms

- Provide adult sized toilets mounted as low as possible. If toddler/preschool washrooms are combined, provide one baby toilet and 3 adult toilets.
- Washroom does not require a change table but provide space for change pad and stand up changing of diapers.
- Provide floor drain.

3.1.7 Kitchen

- Designed for catered service, not for cooking on site (no stove/vent/fire suppression)
- Size to accommodate stand up refrigerator, stand up freezer, under-counter commercial dishwasher, 1 double sink, 1 single prep sink, (or alternatively, 3 sinks together) plus 1 single hand wash sink, microwave, space on counter for warming trays and plating of food.
- Provide in 5 outlets above counters for steam trays.
- Provide sinks as follows: 1 double, 1 single for prep, 1 single for hand washing. Alternatively, provide 3 sinks together plus a handwashing sink.
- Provide the following, as first time equipping:
 - 686 mm L x 749 mm D x 1991 mm H (27 in x 29½ in x 78-3/8 in) single door stainless steel refrigerator
 - 608 mm W x 649 mm D x 832 mm H (23-15/16 in x 25-9/16 in x 32-3/4 in) under-counter commercial dishwasher
 - 1 upright freezer and microwave
 - Upper and lower storage cabinets, including storage area for one 610 mm x 915 mm (24in x 36 in) cart per program room (3 or 5).
 - Counter space for warming trays and plating of food.
 - Provide grease interceptor, per Toronto Public Health requirements.

3.1.8 Utility Room

- Provide combined laundry and caretaker closet with lockable upper cabinets for cleaning supplies & misc. storage.
- Provide caretaker's slop sink adjacent to door (flush with floor to double as room floor drain).
- Laundry tub sink.
- Provide counter for folding and toy drying.
- Provide 686 mm W x 800 mm D (27 in W x 31.5 in D) stackable front load washer/dryer.
- Provide hot water heater.
- Provide dual hose type eyewash station near slop sink.

Electrical

- Provide outlet above counter for microwave in kitchen and infant room.
- Provide outlet for under-counter refrigerator in infant and toddler playrooms.

Lighting:

- Provide 1'x4' or 2'x4' recessed LED lamp troffers for lighting level of 45 fc. W
- Provide switch for Infant Sleep area for separate control of lights.
- Light switches in MCP
 - 1 occupancy sensor

P.A./Telephone/Computer:

- Computer stations (data outlet and tamper-proof duplex receptacle) where applicable
- 1 P.A. phone set and speaker in MCP
- Power outlets for equipment (i.e., fridge, stove, etc.) where applicable
- GFI tamper-proof countertop duplex receptacle Fire Alarm/Security:
- 1 fire alarm cone speaker in MCP

Security System:

- Provide rough-in for Airphone JP series security system at Child Care entrance as follows:
- Aiphone JP4-MED Master Station in the Child Care Centre office
- Aiphone JP-DV Door Station at entrance
- Provide access system Software House-Edge 02 at door between the school and

the Child Care Centre. TDSB Security Group shall provide for staff access.

- Provide fire alarm & PA system extension/addition for the Child Care Centre with provision for silencing except for emergency messages. Review with Design Coordinator requirement to upgrade School Fire Alarm panel and PA system (NIC).

Other Devices:

- 1 Modular Control Panel in each Playroom & Kitchen

4: Standards of Acceptance

Refer to [Elementary School Design Guideline Part C4 Architectural Standards of Acceptance](#)

4.1 Tenant Exterior and Interior Signs

Refer to [DWG.NO.C4.10.4.9 Tenant Exterior Sign](#) and [DWG.NO.C410.4.10 Tenant Interior Wayfinding Sign](#)

Refer to [Tenant Work Request Guideline \(page 6\)](#) for requests to install signs, including interior way-finding signs, purchased from the vendor of record by the tenant.

Refer to [TDSB Signage Catalogue](#) (available on TDSB Purchasing website) for information on sign vendor.

Signs may require a sign permit from the City of Toronto. The vendor may apply for the permit at the tenant's cost.

Provide the following information to the supplier:

- The name and program, as it should appear on the sign.
- Phone number and/or email address of the program.
- School address.
- Agency/program logo (if applicable). Send a high-resolution JPEG or an Adobe Illustrator file along with the PMS colour number.
- Mounting location (on wall or post) to ensure proper installation hardware is included.
- Signs may not be erected on a fence or tree in the City of Toronto under the Sign By-Law, [Chapter 694-15](#).