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| **Ministry of Education**  **Child Care Branch**  77 Wellesley Street West, Box 980  Toronto, ON M7A 1N3 | **Ministère de l'Éducation**  **Direction de la garde d’enfants**  77, rue Wellesley Ouest, C.P. 980  Toronto (Ontario) M7A 1N3 | **cid:image002.png@01D4F4FD.0E6E2630** |

**Appendix A**

**Space Sharing Confirmation Form**

For Kindergarten and School Age Programs Located in a Publicly Funded School

**Child Care Centre Name:** Click here to enter text. **Licence Number:** Click here to enter text.

**(not applicable for new applications)**

**Name of School and School Board:** Click here to enter text.

**Date:** Click here to enter text.

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| **Room/Space Number or Name** | **Primary Use of the Room/Space During the School Day** | **Which Before and/or After School Age Grouping can use this Room/Space?** | **Room Measurements**  **(Total Unobstructed Area in square metres)\*** |
| *e.g .Room 100* | *Grade 1 classroom* | *primary/junior school age children* | *999 m2* |
| *e.g .Room 200* | *Kindergarten classroom* | *primary/junior school age children* | *82 m2* |
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I confirm that:

* A school board representative has confirmed the rooms/spaces listed above are available to be used by the child care centre to provide care to kindergarten and/or school age children.
* All licensing requirements have been met to support the requested change in licensed capacity (e.g., fire safety plan, staffing, toys and equipment, etc.) (applicable for revisions only).
* I have consulted with the local public health unit as recommended and have ensured that any health requirements or recommendations are being met.
* I am requesting Director Approval under s.16(2) of O. Reg. 137/15 under the CCEYA to allow the use of a room or are with less than 2.58 square metres of unobstructed floor space for each child in a licensed kindergarten, primary/junior school age and/or junior school age group, based on the licensed capacity, and confirm that the same room or area is used by the school for children who are the same age as the age category of the licensed age group.

Date Licensee/Designate Name and Position (please print)

Signature

It is an offence under s. 77 of the *Child Care and Early Years Act, 2014* to knowingly give false or misleading information in any application, report or other document required under this Act.

\* Where the room/space is used by the same age group during the day and measurements are not available, please indicate 999 m2 in the “room measurements” column

Note: A “Shared Space Confirmation” form must be kept on file and made available to Ministry staff when requested. The form must include information on all rooms available for use by the child care program, regardless of whether they are currently using the rooms or not (i.e. primary and alternate rooms) and must also include the primary use of each room during the school day. The ministry may request the form be submitted with new licence applications, licence revision requests or licence amendment requests.