KeepCount
Getting started

The supervisor of a licensed child care centre's site

KeepCount guide for site supervisors

Running your site: the rooms, the people, the day's records and the site's readiness.

Your first day and your first week · 29 steps, one screen and one line each · a short "watch out" where there is a catch

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Your first day · 13 steps

Your first week · 16 steps

The screens explained

Screens from KeepCount 0.99.162, captured October 29, 2026 in a demonstration organization: everyone in them is fictional. Sections of O. Reg. 137/15 read on e-Laws October 20, 2026.

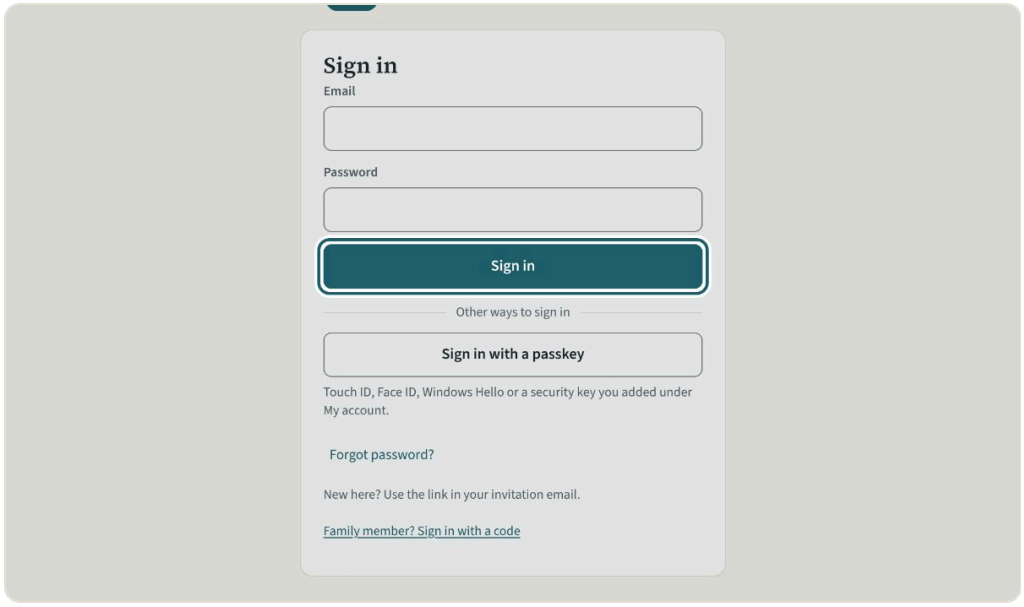
Your first day

The site as it runs: the rooms you record in, the people not cleared yet, the shared tablets, the morning's arrivals, the checks board, the evacuation list, medication, an incident, the close-out. The screens are from a demonstration centre, three weeks into its records; everyone in them is fictional.

1 Sign in

Open the link in your invitation email and choose a password. After that, sign in with your email and that password.

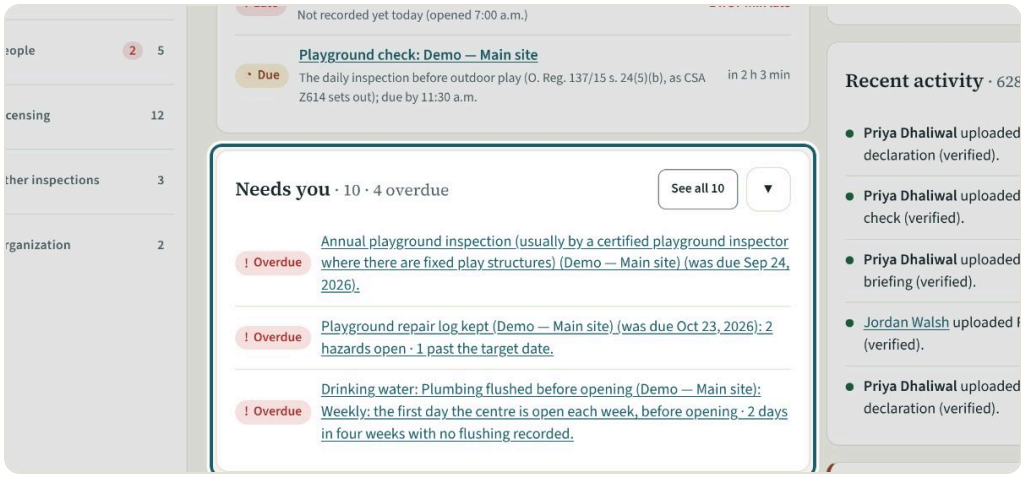
Watch out: A supervisor of several sites is asked which site at sign-in and changes it from the top bar. Policies, settings, logins and billing are the administrators'.



2 The dashboard

The dashboard for your site: the four figures, Needs you, the site's readiness score, recent activity and the staff still in progress.

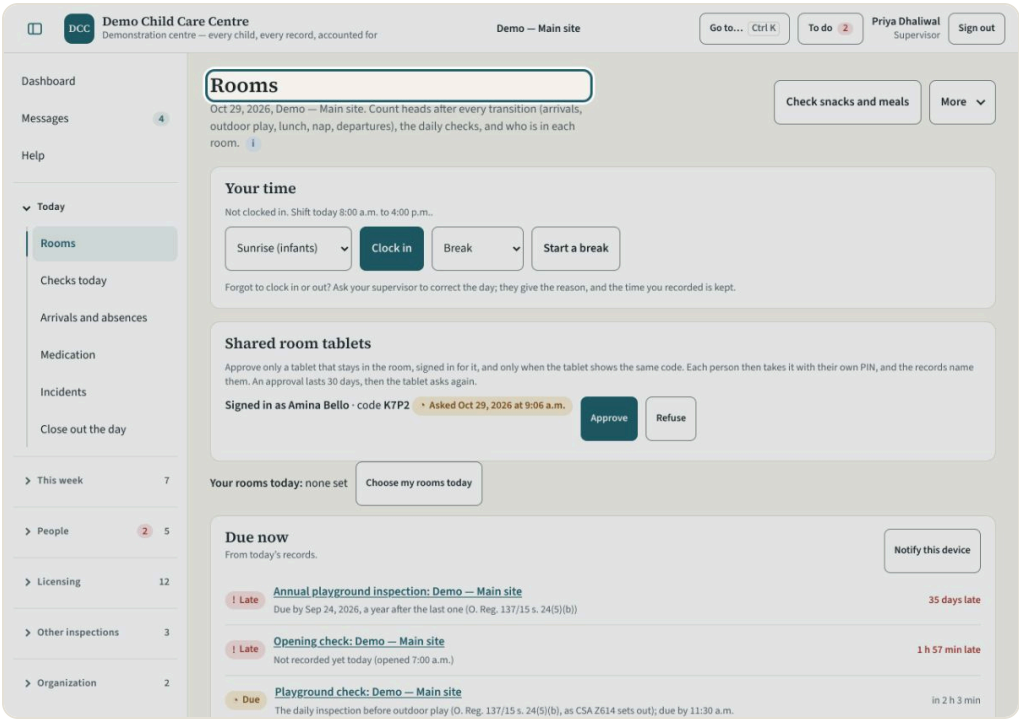
Watch out: "Remind everyone overdue (n)" emails each person once, and not again within 20 hours.



3 Rooms

Rooms shows every room at your site: the last count and its verdict, who is in, the daily checks and the sleep checks. You record in any room, without a cover.

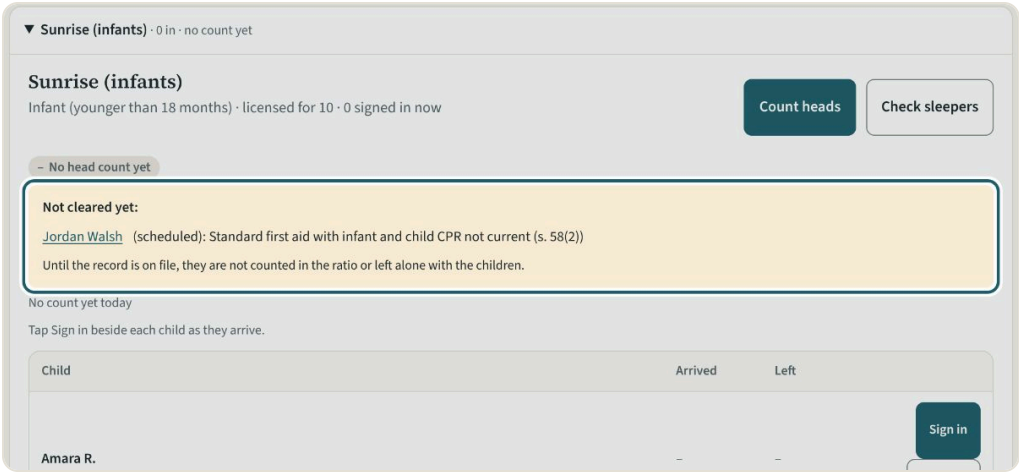
Watch out: You record in any room at the site without a cover, and what you record is marked as yours.



4 Who is not cleared yet

A room's card names the people not cleared yet, with the reason and a link: until the record is on file they are not counted in the ratio or left alone.

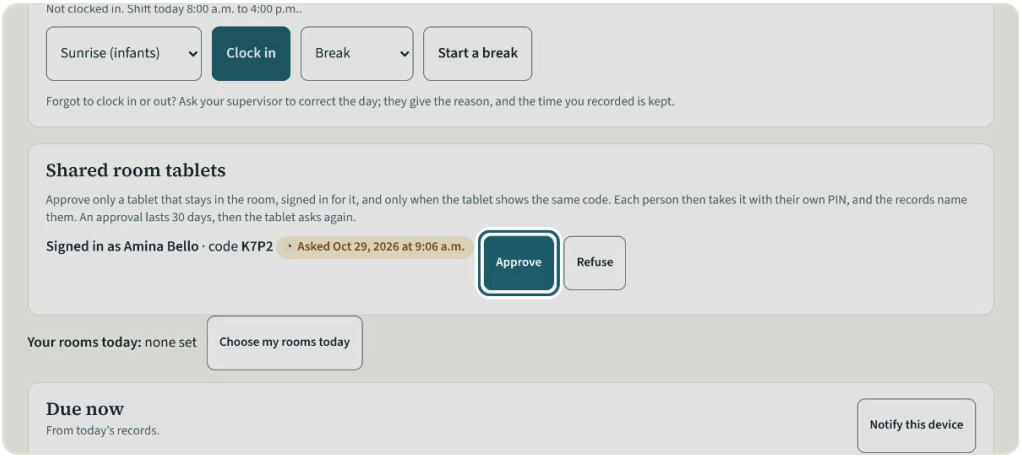
Watch out: Room staff see only the names and are told to ask you; you see the reason. Until the record is on file: supervised interactions, as your screening policy says (s. 65(e)).



5 Shared room tablets

A tablet left in a room is signed in as room staff and asks to be the room's tablet with a code. Approve it when it shows the same code; 30 days at a time.

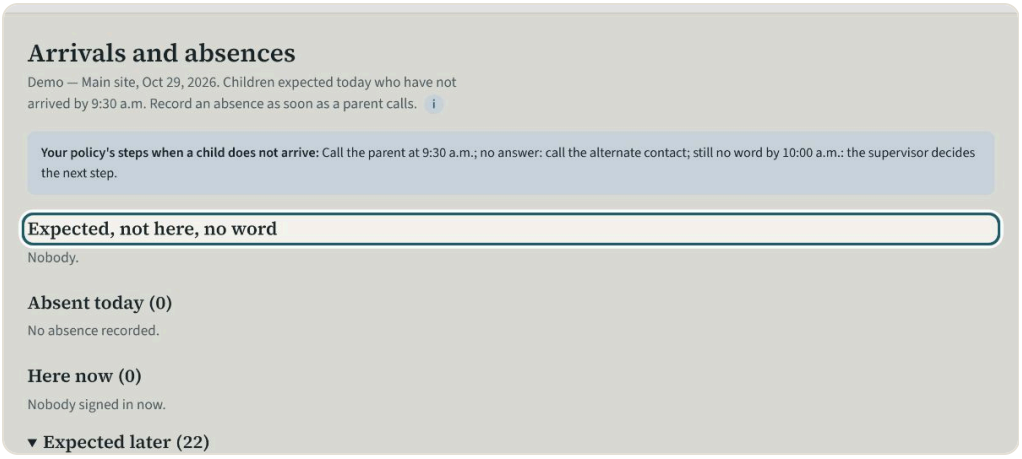
Watch out: A shared tablet is signed in as room staff, never as a supervisor or an administrator, and shows the room screen and the evacuation list only.



6 Arrivals and absences

In the morning, Arrivals and absences: who is expected and not here with no word, so the safe arrival policy's calls are made and recorded.

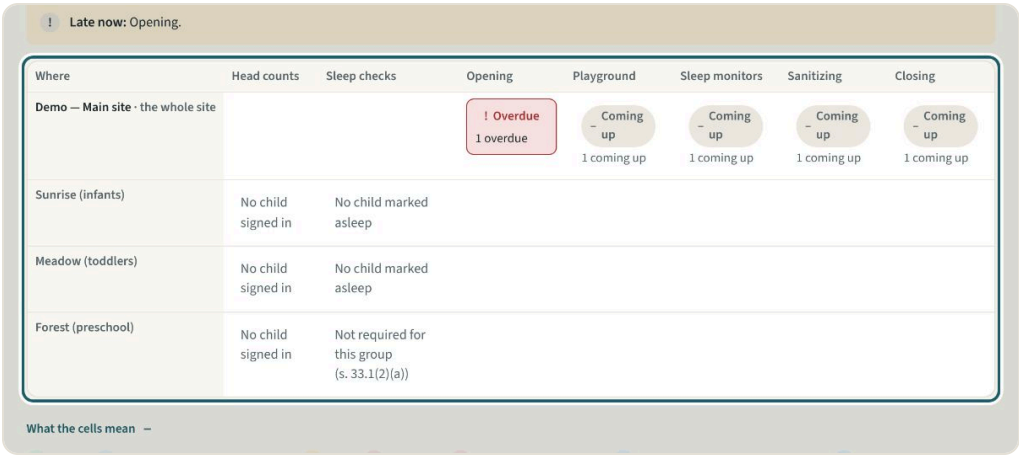
Watch out: Record each call as a step: the policy sets out the steps to take (s. 50(b)), and the record shows they were taken.



7 Checks today

Checks today is the board of every room's counts and checks: done, coming up or overdue. A missed check is explained here and signed off by you.

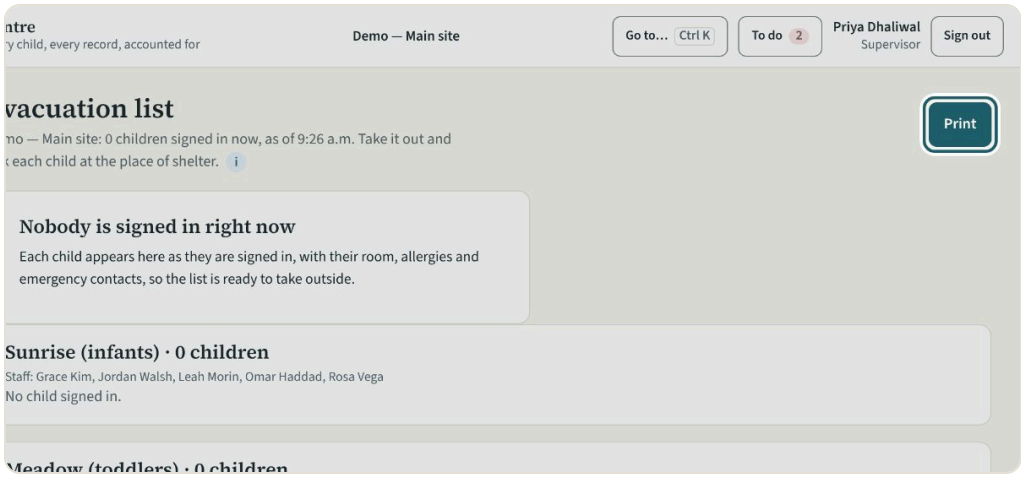
Watch out: If you were one of the people at the missed check, another supervisor or an administrator signs it off.



8 The evacuation list

The evacuation list: every child signed in now by room, with allergy and emergency contact, a tick for each at the place of shelter, and the staff. Print it.

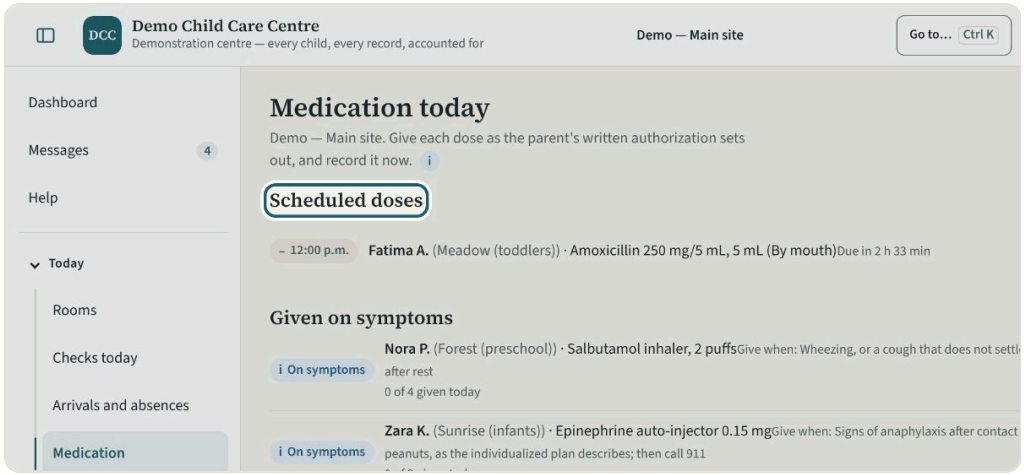
Watch out: Print it: the paper copy is for the drill and for the day the connection is down. The list keeps working offline from what the tab last read.



9 Medication today

Medication today: the scheduled doses, the medication given on symptoms, sunscreen and other products, each with its written authorization and Record the dose.

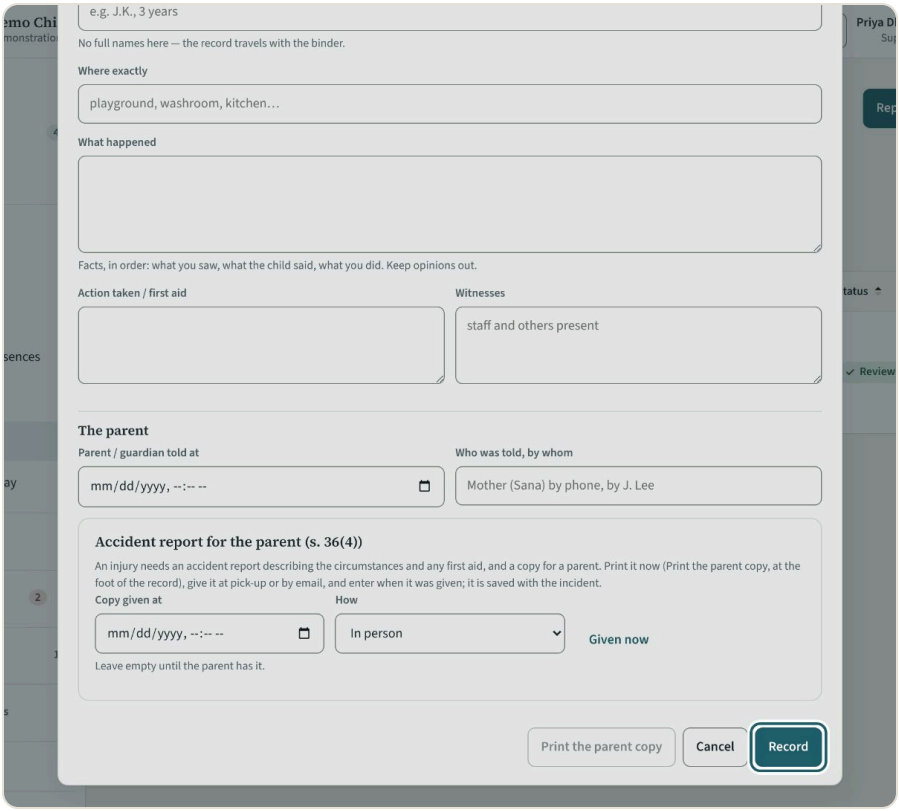
Watch out: Medication given on symptoms has a daily limit on the child's file (KeepCount's own field): check it before a second dose.



10 Report an incident

Anything affecting a child's or staff member's health, safety or well-being: "Report an incident" as it happens. A serious occurrence adds the Ministry steps.

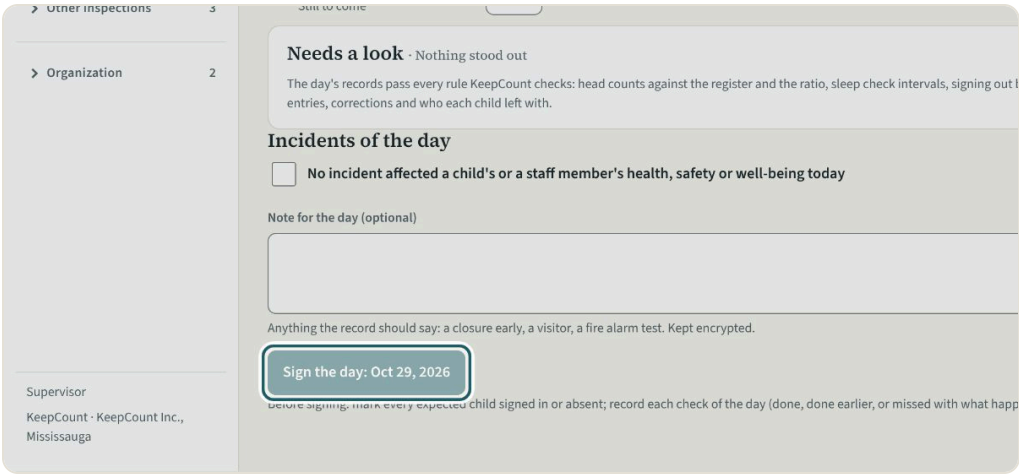
Watch out: The moment the supervisor or the licensee becomes aware of a serious occurrence starts the 24-hour clock (s. 38(1)(b)): record that time first.



11 Close out the day

At the end of the day, Close out the day: the checks not done at their time, the incidents of the day, counts below what was allowed, a note, and Sign the day.

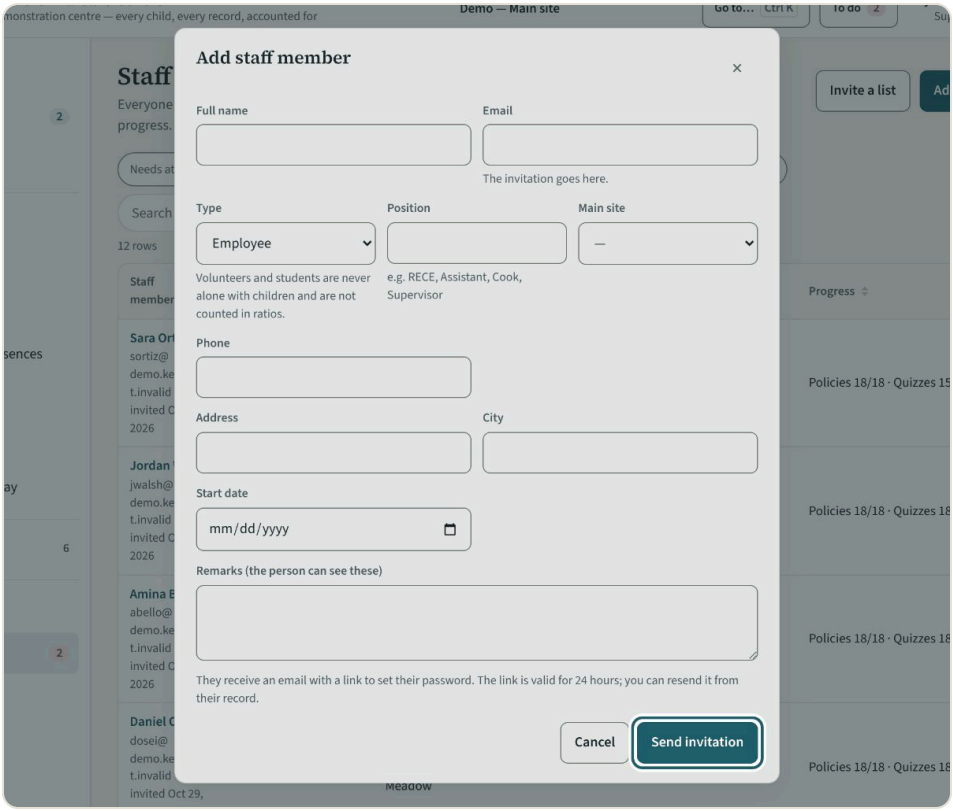
Watch out: "Sign the day" is enabled once the blockers are cleared. A record entered more than 30 minutes after its moment is listed as "Entered later": the record never hides a late entry.



12 Add staff

"Add staff member" adds a room staff member or a volunteer at your site; their invitation goes out when you save. Administrators add the other levels.

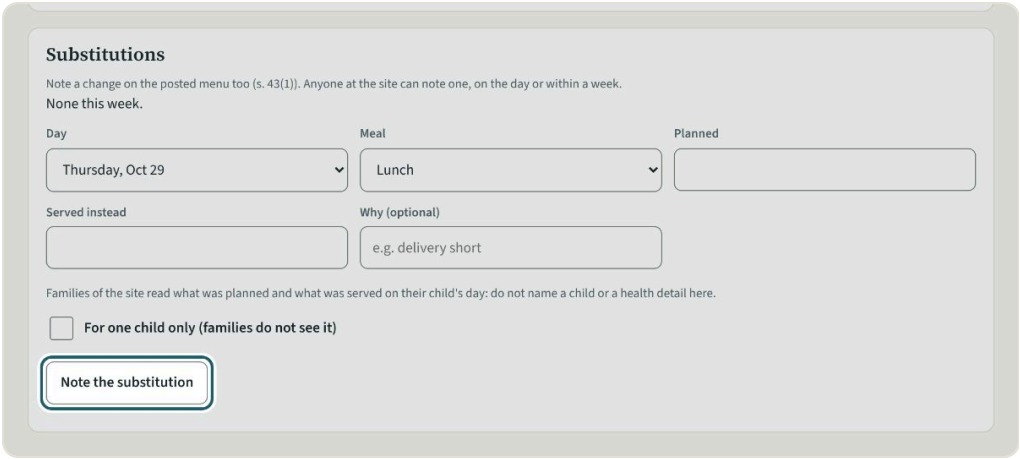
Watch out: A person whose main site is another site is managed there. A document you uploaded is verified by another administrator.



13 Menus

Menus: this week's and next week's planned menus, posted where parents see them, and a substitution noted on the day.

Watch out: Once the week starts, a substitution is noted on the posted menu (s. 43(1)). Anyone at the site can note one.



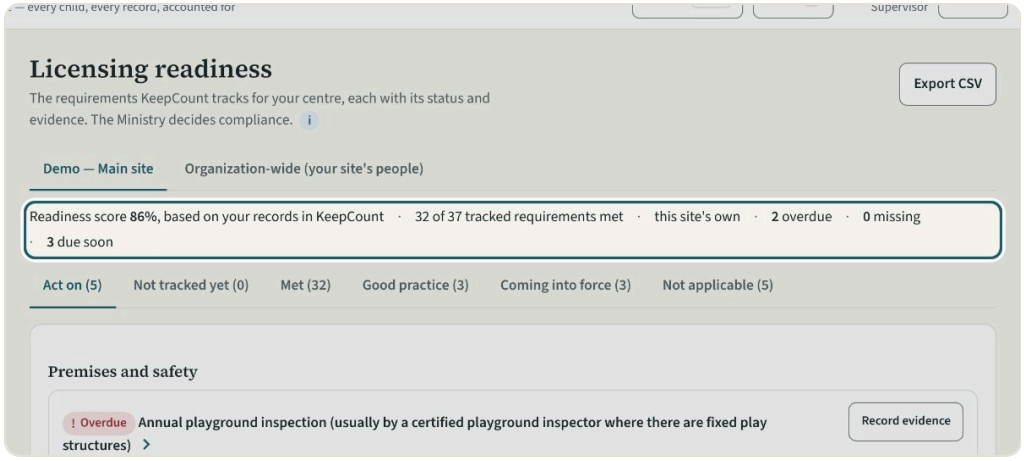
Your first week

The site's rhythm: its readiness, the policies as you read them, a Ministry change, the drills, the staffing schedule, observations, the postings walk, the parent handbook, the playground, drinking water, public health, approvals, the binder and inspection day.

14 Licensing readiness for the site

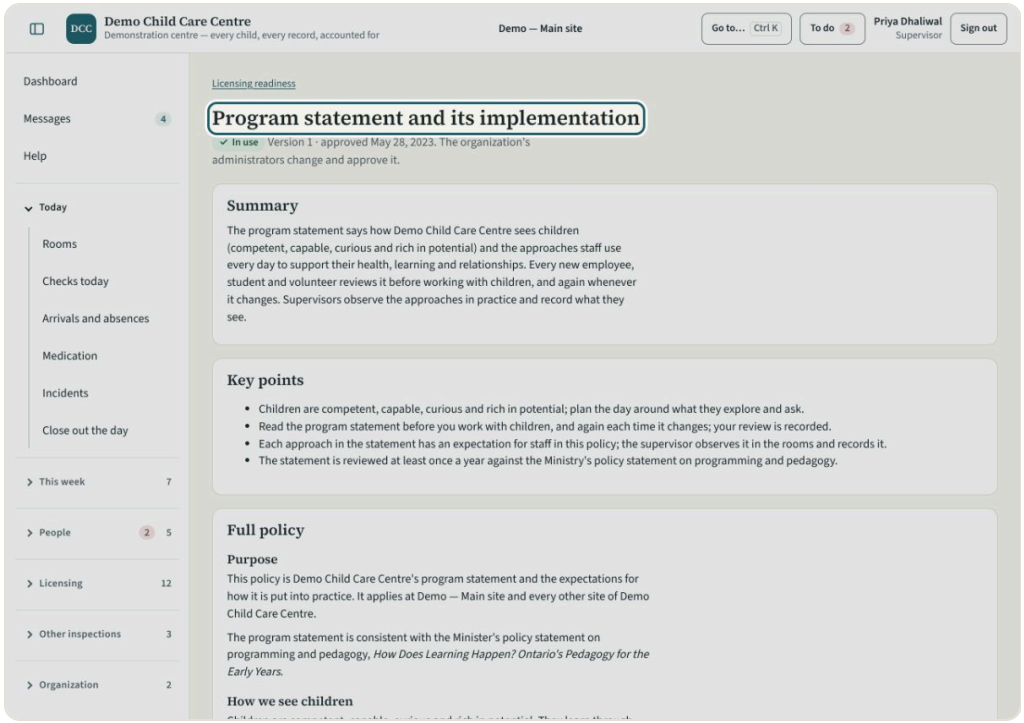
Licensing readiness for your site: the score, what is overdue, missing and due soon, and every requirement with its status and its section.

Watch out: Mark a line not applicable only when it truly is: your reason prints in the binder. The statuses are based on your records in KeepCount; the Ministry decides compliance.



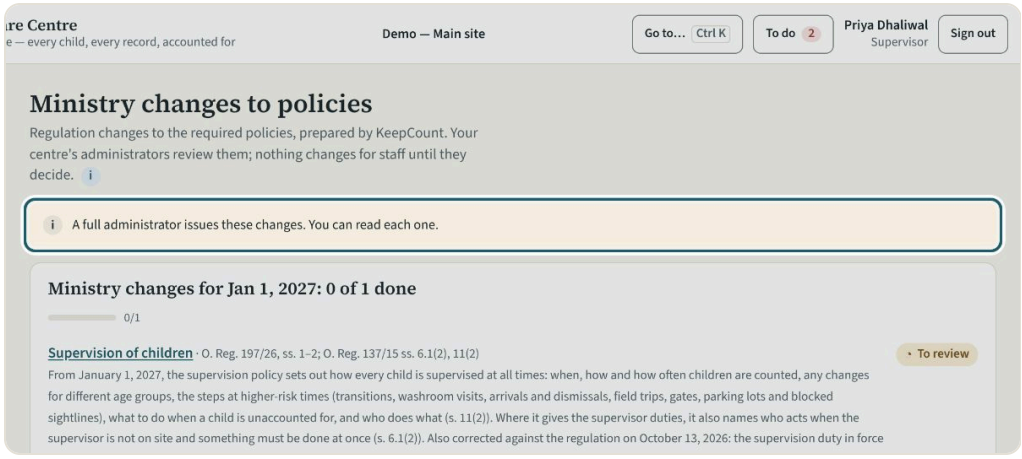
15 A policy, as you read it

A policy opens for reading, with who has confirmed it. The organization's administrators change and approve it.



16 Ministry changes

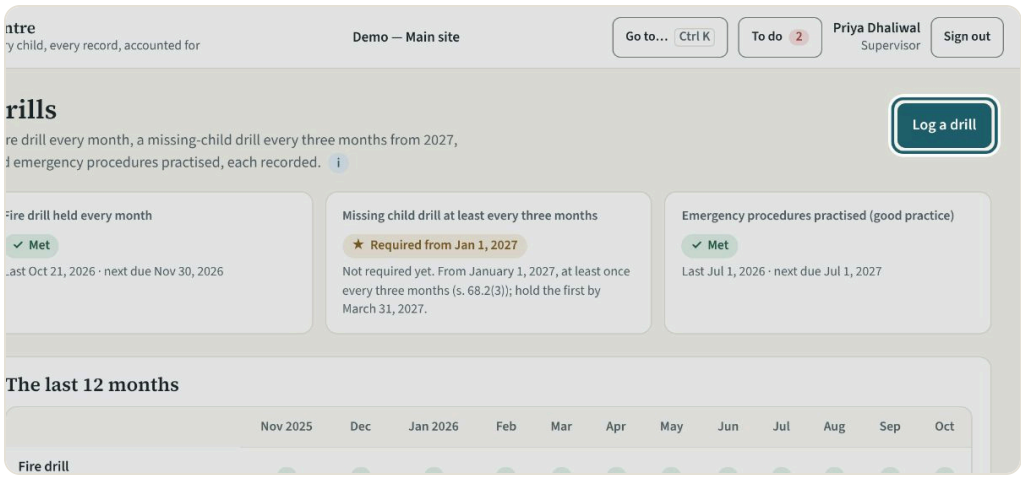
Ministry changes lists a regulation change to a required policy, readable by you; a full administrator issues it to staff.



17 Drills

Drills: the last 12 months by month, each fire drill with who led it and who was present, and Record a drill.

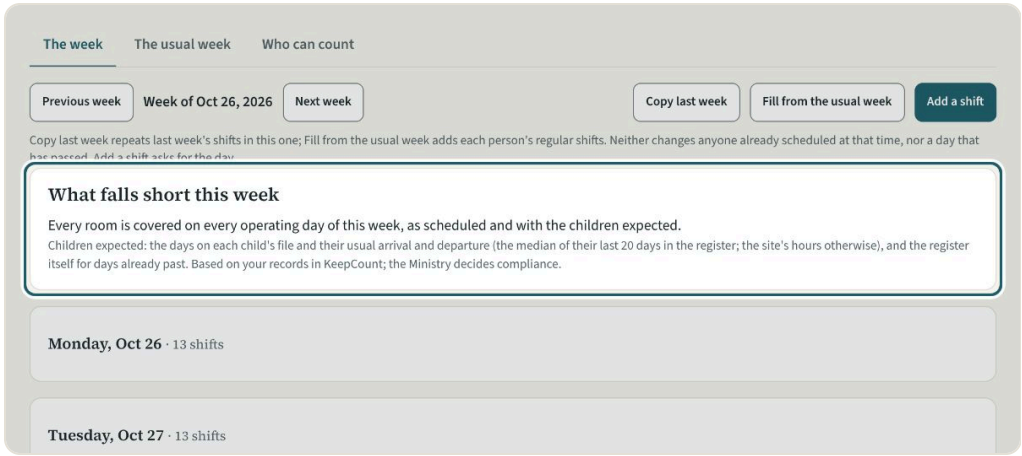
Watch out: From January 1, 2027, a missing-child drill at least once every three months, with the record kept at least 12 months (s. 68.2(3)). Fire drill records: s. 68(1)(e).



18 The staffing schedule

The staffing schedule: the week's shifts, who can count, and "What falls short this week" with each stretch that is short.

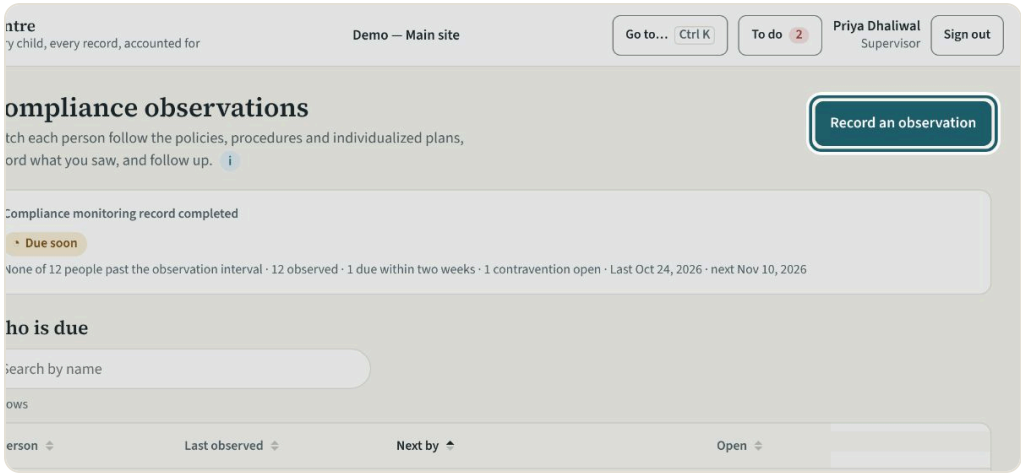
Watch out: The schedule plans for the ratio; the head counts prove it. A person not cleared for the ratio is marked so on the shift.



19 Compliance observations

Compliance observations: who is due to be observed, the contraventions to follow up, the log, and Record an observation.

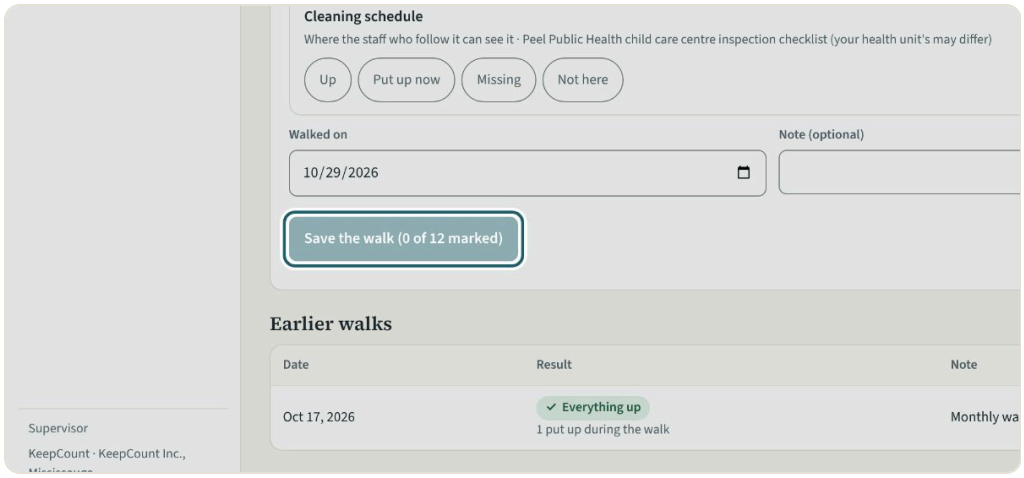
Watch out: A contravention opens a follow-up with a date; close it with how it was addressed.



20 The postings walk

Once a month, walk the site with the list and mark each posting Up, Put up now, Missing or Not here; then Save the walk.

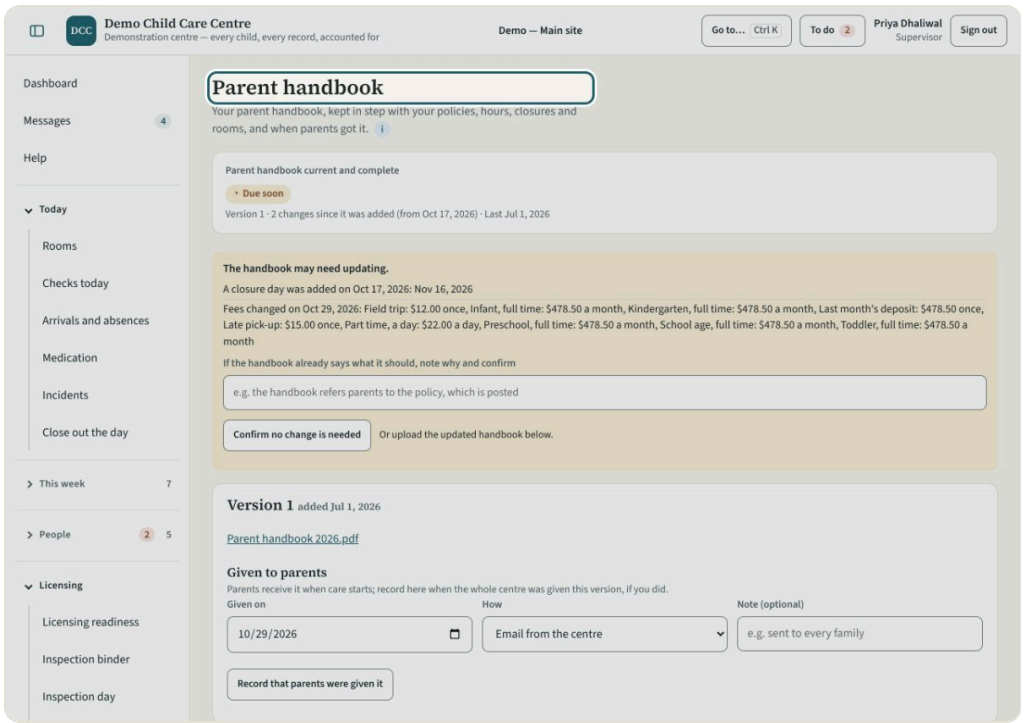
Watch out: "Earlier walks" keeps each month, and a posting put up later is marked on it.



21 The parent handbook

The parent handbook: its version, what s. 45 asks it to include and where each is, when parents were given it, and the new version when it changes.

Watch out: When the policies, hours, closures or rooms change, record a new version or "Confirm no change is needed", and record when parents were given it.



22 Playground

Playground: the monthly inspection and the repair log, with each hazard, how it was made safe, the target date and the repair.

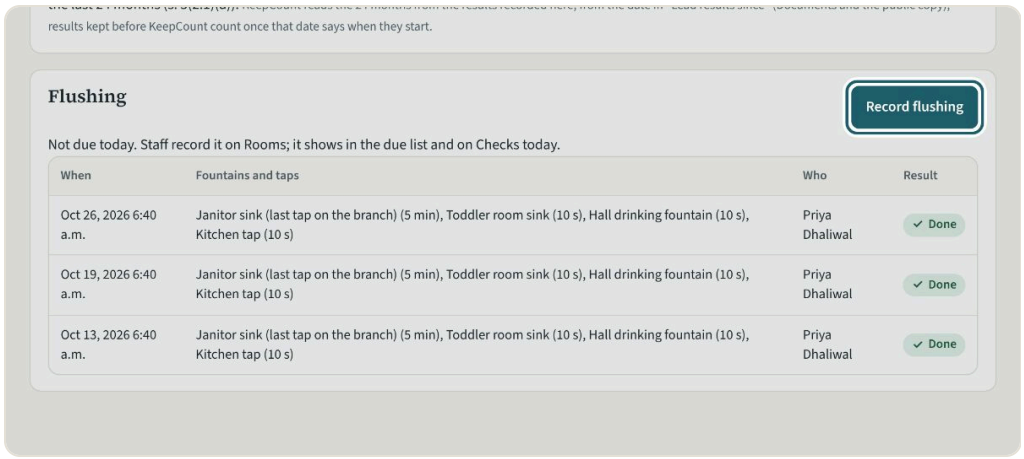
Watch out: A hazard open past its target date shows under Needs you. The annual inspection (s. 24(5)(b)) is recorded as evidence on Licensing readiness, not here.



23 Drinking water

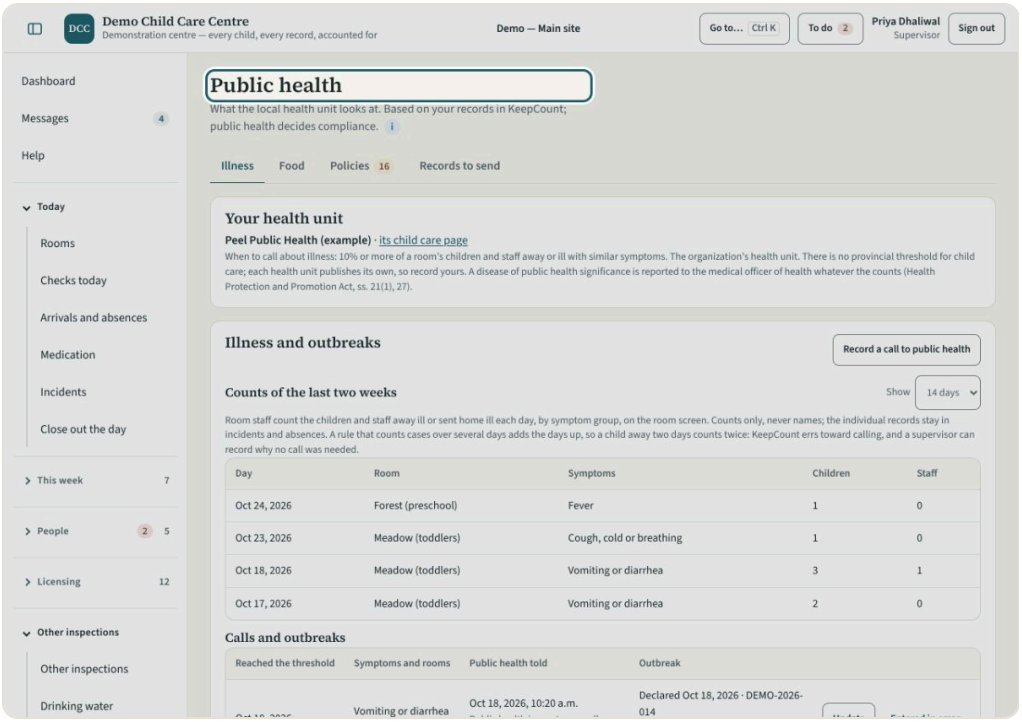
Drinking water: the fountains and taps, the flushing, the lead sampling, any result over the standard, filters and notices, as O. Reg. 243/07 asks.

Watch out: The drinking water inspector decides compliance; the page records what O. Reg. 243/07 asks for. "Print the public copy" prints what is posted.



24 Public health

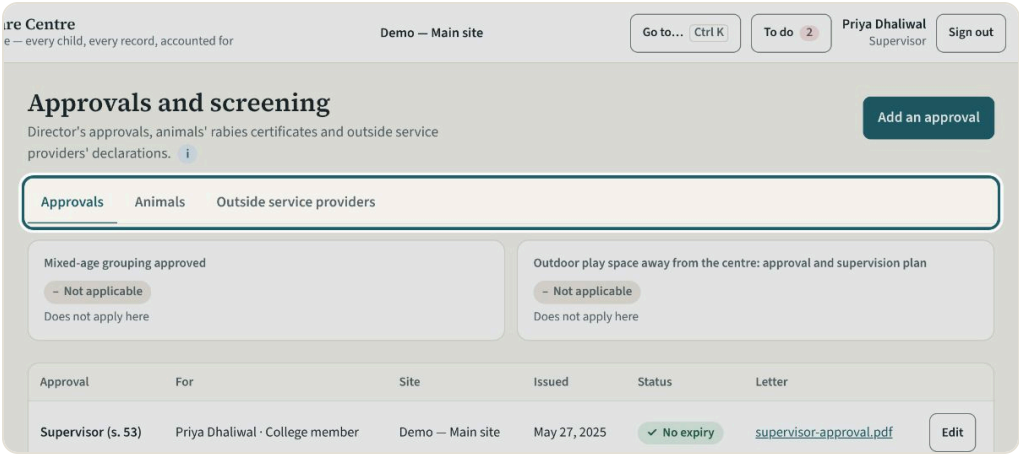
Public health: what the local health unit looks at, from your records: illness and outbreaks, the food handler, immunization, the caterer, pest control.



25 Approvals and screening

Approvals and screening: the director's approvals, the rabies certificates for animals kept on the premises, and the outside service providers' declarations.

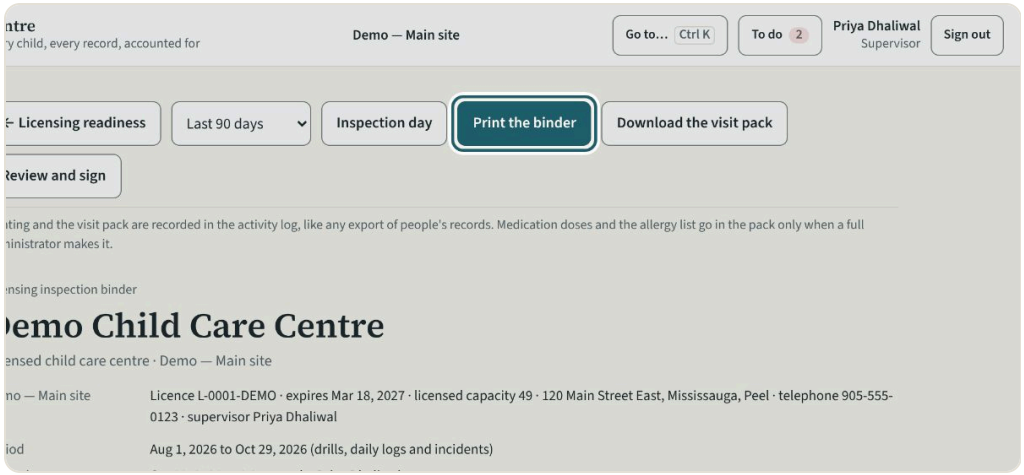
Watch out: Each approval, certificate and declaration takes the document and its dates; a mixed-age group or a reduced play space needs the director's letter here.



26 The inspection binder

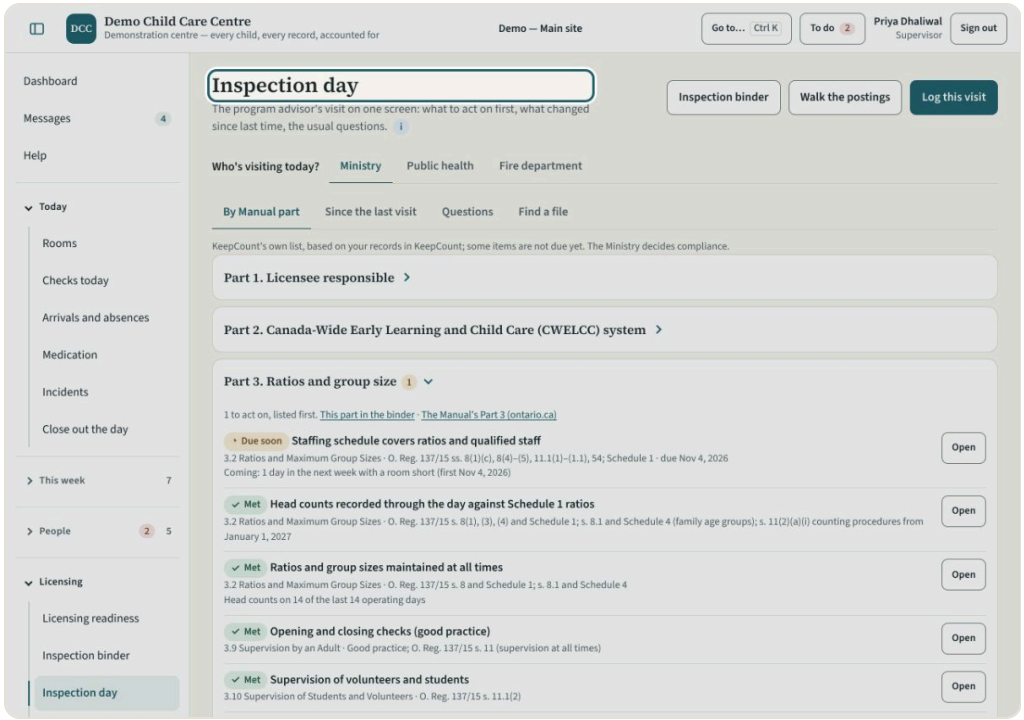
The binder for your site: the period, the Licensing Manual's parts in its order with the evidence, the readiness score, and Print the binder.

Watch out: Medication doses and the allergy list go in the visit pack only when a full administrator makes it.



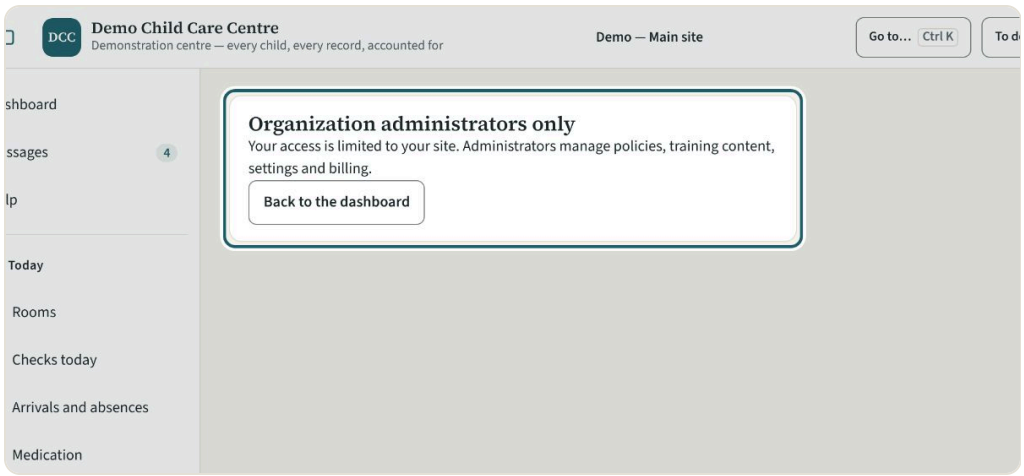
27 Inspection day

On the day, Inspection day: who is visiting, the records by Manual part, what changed since the last visit, the questions an adviser asks, and Log this visit.



28 What the administrators keep

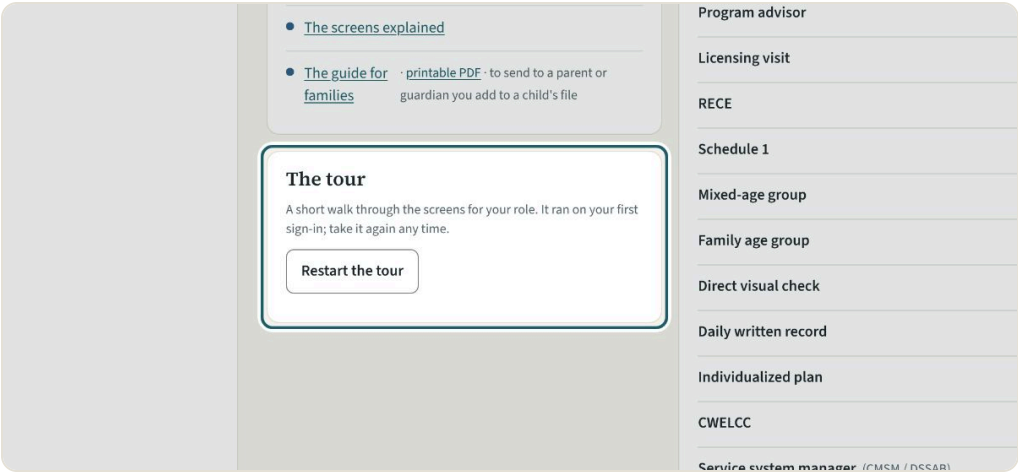
A page that is the administrators' says so: policies, training content, settings and billing are managed by the organization's administrators.



29 Help and the tour

Help has this guide, the guides to the regulation, the glossary, who to ask, and "Restart the tour" for your nine screens.

Watch out: "Report a problem" goes to KeepCount support only, with this version: say what you did and what you saw, without a child's name or health details.



The screens are from KeepCount 0.99.162, captured on October 29, 2026. Your centre's words for people and its policies may differ; the screens are the same.

Section numbers are O. Reg. 137/15 (General) under the Child Care and Early Years Act, 2014, read on e-Laws on October 20, 2026. This guide explains how KeepCount works; it is not legal advice, and the Ministry's program advisors decide compliance.