

# Community Care Facility Licensing Package

---

Revised January 15, 2020

Reorder #1367



**northern health**  
the northern way of caring

# **Child Care Licensing Package**

## **Table of Contents**

<b>Tab 1</b>	<b>Introduction and Information</b>
<b>Tab 2</b>	<b>Licensing Tips, Tools &amp; Types of Child Care Programs</b>
<b>Tab 3</b>	<b>Getting Started, Contacts, Resources &amp; Publications</b>
<b>Tab 4</b>	<b>Steps to Applying for a Child Care Facility Licence</b>
<b>Tab 5</b>	<b>Policies and Procedures</b>
<b>Tab 6</b>	<b>Approval Process of the Licensee/Manager</b>
<b>Tab 7</b>	<b>Initial Inspection &amp; Operational Standards &amp; Requirements</b>

## **Tab 1 – Introduction and Information**

- Who we are and where to contact us
- Licensing legislation
- Establishing standards and requirements
- Purpose of licensing legislation
- Where to find licensing legislation
- Licensing definitions
- Roles and responsibilities
- Types of Standards: Prescriptive versus Outcome Based
- Compliance and Progressive Enforcement

# Introduction

## Who we are

### **Community Care Facility Licensing Program**

Health authorities are responsible for the delivery of regional community care facility licensing programs. Medical Health Officers (MHO) are employees of health authorities and typically delegate the licensing activities they are responsible for under the *Community Care and Assisted Living Act* (CCALA) to licensing officers or other health authority staff.

Community Care Facility Licensing is one of the primary mechanisms used by government to ensure that the care and supervision provided to vulnerable children meet minimum health and safety requirements. The *Community Care and Assisted Living Act* and *Child Care Licensing Regulation* establish minimum health and safety requirements that must be met.

The mission of Northern Health's Community Care Facility Licensing program is to promote and protect the wellbeing of children who are cared for in licensed care facilities. This is achieved through education and inspection strategies, which are designed to reduce health risks to those in care.

Licensing staff represent the public and families who rely on care providers (operators and employees) to look after their children. The main goals are to ensure care providers meet and maintain minimum health, safety and care standards as described in legislation and regulation treating those in care with dignity and respect, recognizing the individuality of each person and honoring their rights.

## **Where to contact us**

In Northern Health there are three operational areas: Northern Interior, Northwest and Northeast. To locate a Licensing Program near you please refer to the following list.

### **Northern Interior Health Services**

#### **Prince George**

1600 Third Avenue, Prince George V2L 3G6  
Phone: (250) 565-2150 / Fax: (250) 565-2144

### **Northwest Health Service Area**

#### **Terrace**

3412 Kalum Street, Terrace V8G 4T2  
Phone: (250) 631-4222 / Fax: (250) 638-2209

### **Northeast Health Service Area**

#### **Dawson Creek**

1001 – 110<sup>th</sup> Avenue, Dawson Creek V1G 4X3  
Phone: (250) 719-6500 / Fax: (250) 719-6513

#### **Fort St. John**

10115-110<sup>th</sup> Avenue, Ft. St. John  
Phone: (250) 263-6000 / Fax (250) 263-6086

Northern Health website: [www.northernhealth.ca](http://www.northernhealth.ca)  
Toll-Free call Enquiry BC at: 1-800-663-6867

## **Licensing legislation**

In the province of British Columbia anyone interested in or planning to offer a licensable child care program must first make an application for and be granted a community care facility licence prior to offering care. The requirement to obtain a community care facility licence is outlined in the *Community Care and Assisted Living Act* (CCALA).

**Facilities that provide care as defined in the CCALA require a community care facility licence.**

**"care"** means supervision that is provided to

- a) a child through a prescribed program,
- b) a child or youth through a prescribed residential program, or
- c) an adult who is
  - i. vulnerable because of family circumstances, age, disability, illness or frailty, and
  - ii. dependent on caregivers for continuing assistance or direction in the form of 3 or more prescribed services;

**"community care facility"** means a premises or part of a premises

- a) in which a person provides care to 3 or more persons who are not related by blood or marriage to the person and includes any other premises or part of a premises that, in the opinion of the medical health officer, is used in conjunction with the community care facility for the purpose of providing care, or
- b) designated by the Lieutenant Governor in Council to be a community care facility;

The application process is described in the [\*\*Child Care Licensing Regulation \(Schedule B\)\*\*](#). The Regulation not only outlines the application process, but describes the minimum acceptable level of health, safety and care standards to be provided to children; offering child care services below these standards are considered to place children at risk. Once a facility's licence has been granted, the applicant or licensee must continue to meet and maintain standards and requirements.

## **Establishing standards and requirements**

In addition to the *Regulation*, there are [\*\*Standards of Practice\*\*](#) set by the Director of Licensing for [\*\*Safe Play Space\*\*](#) and [\*\*Active Play\*\*](#) which is applicable to all child care programs; and, standards specific to [\*\*Family Child Care\*\*](#).

## **Purpose of Licensing Legislation**

The purpose of the *Community Care and Assisted Living Act (CCALA)*, *Child Care Licensing Regulation (CCLR)* and *Standards of Practice* are not intended as an intrusion of person's rights. The *CCALA* and *CCLR* provide a set of rules that all operators must follow. By following or exceeding the standards established by these rules (legislation), licensees promote the health, safety, dignity, and well-being of those in care, demonstrating that they are working diligently to protect children in care.

## **Where to find a copy of licensing Legislation**

The *Act, Regulation and Standards* are available online and can be printed for your own use at: <http://www.health.gov.bc.ca/ccf/legislation/index.html> or <https://www.northernhealth.ca/services/community-care-licensing>.

An official version of the *Act and Regulation* can be purchased online through the Queen's Printer in Victoria (BC) at:

[https://www.crownpub.bc.ca/Product/Details/7691000421\\_S#/?statesave=true](https://www.crownpub.bc.ca/Product/Details/7691000421_S#/?statesave=true)

or call 1-800-663-6105 (toll free) for an official copy. If you have difficulty finding a copy, please contact your local Licensing Office.

## **Licensing Definitions**

### **What is a community care facility?**

A premises or part of a premises, in which a person provides care to 3 or more persons who are not related by blood or marriage to the person. There are certain programs that are exempted from requiring a community care facility licence under section 3 of the Child Care Licensing Regulation.

### **What is a premises?**

A building or structure that includes outside areas adjacent to the building or structure ordinarily used in the course of providing care.

### **What is care?**

Supervision that is provided to a child through a prescribed program (refer to Schedule E of the Regulation).

### **What is the age of a child referred to in the Regulation?**

A child means a person under the age of 13 years.

### **Who is a licensee?**

A licensee is a person licensed to provide a care program as defined in the *Act*. A licensee means a person, including an aboriginal governing body however organized and established by aboriginal people within their traditional territory in British Columbia, that holds a licence

If a Licensee is not a person, they must

- Have a director who is a permanent resident in BC
- Appoint a manager and delegate full authority to the manager to operate the community care facility in accordance with the legislation

### **Who is a manager?**

A manager is a person who has been delegated duties to manage the operation of the community care facility on behalf of the licensee. In the case of Family Child Care and In-Home Child Care, the manager is also the licensee.

### **Who is a licensee contact person?**

Corporations, societies and/or aboriginal governing bodies must appoint a licensee contact person to represent and act on their behalf. The licensee contact person and the facility manager are two separate entities. Licensing Officers routinely interact with the facility manager regarding the day to day operations and during inspections.



The licensee contact person (usually the executive director or another board member) may be contacted should an issue arise that needs to be dealt with at a higher level. The appointment of a licensee contact person is not required when the licensee is also the manager.

### **Who is an employee?**

A manager, early childhood educator, responsible adult, volunteer, a person providing services under contract or any other person who is ordinarily present at a community care facility. (Note: those working under contract would include person's working with children requiring extra support).

## **Roles & Responsibilities**

### **What is the role of the Director of Licensing?**

The Director of Licensing is appointed by the minister and is responsible for overseeing community care licensing in BC. The *Community Care and Assisted Living Act* provides the Director of Licensing with specific powers, as well as with the ability to specify policies and standards of practice for community care facilities (i.e., Safe Play Spaces).

### **What is the role of a Medical Health Officer?**

Medical Health Officers are appointed under the *Health Act* and have specific powers and duties under the *Community Care and Assisted Living Act*. These duties include: issuing licences, inspecting licensed facilities, and investigating allegations or complaints that a facility is not meeting the requirements of the *Act or Regulations*. Medical Health Officers delegate many of their duties to Licensing Officers.

### **What is the role and responsibilities of a Licensing Officer?**

Licensing Officers are delegated by the Medical Health Officer to carry out administrative duties outlined in the *Act and Regulation*. Licensing Officers work with applicants and licensees (facility staff), as well as with other internal and external agencies and community groups to provide education and guidance on all matters relating to licensing legislation. Duties include: inspecting and monitoring of child care facilities to ensure basic health, safety and care standards are being met and maintained; assist applicants with the application process; assess suitability of managers/licensees; investigate complaints and reportable incidents involving licensed facilities; and follow-up complaints that persons may be offering licensable care without a facility's licence.

### **What is the responsibility of a Licensee/delegated Manager?**

A licensee must ensure the health, safety and well-being of all children being cared for in his/her facility, and comply with the requirements of the *Act, Regulation and Standards of Practice*. The Licensee must agree to be readily available to respond to inquiries from the Director of Licensing or the Medical Health Officer and to provide to them financial and/or other records of the community care facility that can reasonably be presumed to contain information relevant to the administration of the *Act and Regulation*.

*Note: Licensee's must assess the facility manager and employees to ensure persons employed and/or working with children meet staffing requirements with respect to suitability and training; and maintain records to confirm standards are met.*

See **Tab 6** for clarification on the assessment of suitability process for Licensees and Managers.

### **What is the responsibility of the employees?**

Employees are assigned duties by the licensee to ensure the health, safety and well-being of children being cared for, comply with the requirements of the *Act, Regulation and Standards of Practice*.

## Types of Standards: Prescriptive versus Outcome Based

The *Child Care Licensing Regulation* has both outcome-based and prescriptive standards to ensure the health, safety and well-being of children in care and where possible, provide flexibility for licensees.

- **Outcome based standards:** describes what is to be achieved and allows for flexibility in how it is achieved; there is no right or wrong way, provided that the intent of the *Regulation* is being met.
  - Examples of outcome based standards include: furniture, equipment, play area, and material. Specifically, these must be suitable for the age and development of the children that they are intended for; they must be safely constructed, free of hazards and, in good repair.
- **Prescriptive standards:** detail specific and precise requirements and there is no flexibility or discretion allowed in meeting these standards.
  - Examples of prescriptive standards in the *Regulation* include the requirement that young infants be placed on their backs to sleep and the requirement that hot water not exceed 49° Celsius.

## Compliance and Progressive Enforcement

### What is compliance?

To *comply* means to obey a rule or requirement (or standard): To be in compliance with legislation, such as the *Act, Regulation and Standards of Practice*, means following all the rules and requirements established by those laws. Compliance does not end with licensing; compliance is an ongoing activity.

### How does a Licensing Officer assess compliance with legislation?

Each facility is unique and is monitored and assessed on an individual basis. Licensing Officers know that there may be several ways to achieve the outcomes required by the *Regulation*. Through discussion and analysis of a licensee's plans and programs, a Licensing Officer can assess whether the needs of the children in care and licensing standards are being met. The *Regulation* creates an opportunity for collaboration and for building working relationships between Licensing Officers and licensees based on identifying the best way to reach their shared goals.

## How does an applicant or licensee work towards meeting and maintaining compliance?

Compliance begins with understanding the *Act, Regulation and Standards of Practice* that set out the requirements for licensed care facilities in BC. Applicants and licensees should work closely with Licensing Officers to make sure they understand what is expected and how to ensure that they are meeting and maintaining all licensing requirements. Licensing Officers are available to discuss issues via phone, email and/or site visit to help licensees understand what needs to be done and why.

## What is progressive enforcement?

Most licensees in BC are in compliance with the *Act, Regulation and Standards of Practice*. However, there are instances where non-compliance becomes problematic. In these cases, the *Regulation* envisions that a program of progressive enforcement will be put into place. Although the process may vary in each health authority, the progressive enforcement methods carried out by licensing officers to seek compliance involves:

- Verbal warning
- Written warning
- Amendment of licences and/or adding terms and conditions
- Suspension or cancellation of licences

Licensees can expect that (except in unusual or high risk circumstances) Licensing Officers will first seek compliance through education, guidance, discussion of the outstanding issue and provision of information. Where this does not lead to resolution, this may be followed by verbal and/or written warnings. If compliance is not achieved, and there is a risk to the health and safety of children, the next steps may include action against a licence. These actions may include setting terms and conditions, suspension or cancellation of licences.

## **Tab 2 – Licensing Tips, Tools and List of Licensable Child Care Programs**

- Tips for reading the *Community Care and Assisted Living Act (CCALA) and Child Care Licensing Regulation (CCLR)*
- How the legislation is organized
- Licensable child care programs

*Tips for reading the ...*

## **Community Care and Assisted Living Act and Child Care Licensing Regulation**

To become knowledgeable about the *Act and Regulation* and to refer to these documents for direction and guidance it is important to remember the *Act and Regulation* work together, and that each section and provision is part of the larger whole. It is often the case that reading a section and provision in isolation may not provide a full understanding.

The purpose of this information is to outline an approach that may assist you in reading and understanding legislation better. Here are some tips:

- Read the section of the *Act and Regulation* you are interpreting a few times to reach a preliminary understanding of what it says.
- Read the table of contents of the *Act and Regulation* noting how they are organized in order to understand which other sections may apply.
- Read any other sections of the *Act and Regulation* to which the provision you are interpreting refers.
- Identify the most significant words in the section you are interpreting.
- Read the definitions section in the *Act and Regulation* to determine if the words in the section you are interpreting are defined. If not, you may wish to check a dictionary. Remember that the *Act and Regulation* have been written in plain language and should be interpreted using plain language meanings.
- Skim the entire *Act and Regulation* so that you understand how they operate as a whole, and ensure that there are no other relevant provisions.
- If it is still ambiguous, you may wish to consult other resources, both written and expert regarding the intent of the section. Your local Licensing Officer is one such expert who can help you understand the *Act and Regulation*.

**Remember, if you have any questions about licensing legislation contact your local Licensing Officer.**

## How the Legislation is Organized

### Community Care and Assisted Living Act

Topic	Section
Definitions	Section 1
Application of the Act that does not apply	Section 2
Director of Licensing	Section 3
Powers of Director of Licensing	Section 4
Operating or advertising without a licence	Section 5
Age of licensee or manager	Section 6
Standards to be maintained	Section 7
Certification of educators of children	Section 8
Inspection of community care facility	Section 9
Not operating	Section 10
Powers of medical health officer	Section 11
Suspension or cancellation of licence	Section 13
Summary action	Section 14
Duties of medical health officer	Section 15
Exemptions	Section 16
Reconsideration	Section 17
Certain advertising or inducements prohibited	Section 18
Repayment agreements	Section 19
Certain laws not to apply	Section 20
Arbitration in case of conflicting regulations	Section 21
Protection for persons who report	Section 22
Appointment of administrator	Section 23

### Child Care Licensing Regulation

<b>General</b>	
Definitions – General	Section 1
Use of terms prohibited if this Regulation does not apply	Section 4
Investigation or inspection	Section 12
<b>Applications</b>	
Application under this Regulation	Section 7
Applying for a licence	Section 9, Schedule B
Continuing duty to inform	Section 10
<b>Care Programs</b>	
Definitions – Care program	Section 2
Group sizes and employee to child ratios	Section 34, Schedule E
<b>Facility Requirements</b>	
Environment	Section 13
Physical requirements of facility	Section 14
Furniture, equipment and fixtures	Section 15
Play area, materials and equipment	Section 16
Hazardous objects and substances	Section 17
Emergency equipment	Section 22

## Child Care Licensing Regulation - continued

<b>Operations</b>	<b>Section</b>
Requirement of manager	Section 18
Character and skill requirements (including reference & criminal	Section 19
Additional criminal record checks	Section 20
Continuing health of licensees and employees	Section 21
Emergency training and equipment	Section 22
First aid	Section 23, Schedule C
Conducting other business prohibited	Section 35
Absent licensees	Section 36
Absent employees	Section 37
Discontinued employment	Section 38
Continuous supervision required	Section 39
Community care facility records	Section 56
Records for each child	Section 57
Care plans	Section 58
Availability of records	Section 59
How long records must be kept	Section 60
Others may act (employees)	Section 8
Continuing duty to inform	Section 10
Posting and advertising of licence and certificates	Section 11
<b>Programs and Plans</b>	
Maximum hours of care	Section 40
Overnight care	Section 41, Schedule F
Positioning for sleep (back to sleep)	Section 42
Opportunities for growth	Section 43
Program of activities	Section 44, Schedule G
Health and hygiene	Section 46
Heated water	Section 47
Nutrition	Section 48
Parental access	Section 49
Access by others	Section 50
Behavioral guidance	Section 51
Harmful actions not permitted	Section 52, Schedule H
Medication	Section 53
Child who becomes ill	Section 54
Notification of illness or injury	Section 55, Schedule H
Community care facility records	Section 56
Records for each child	Section 57
Care plans	Section 58
Records must be available	Section 59
How long records must be kept	Section 60



## **Director of Licensing Standard of Practice – Family Child Care**

Home like environment	
Licensee's personal place of residence	
Maximum Capacity	
Multiple services not to be provided	

## **Director of Licensing Standards for Safe Play Spaces**

Play space design	Education and injury prevention
Supervision of play spaces	Material and equipment
Ground surfacing	Maintenance of equipment
Shared space	Additional equipment

## **Director of Licensing Standard of Practice – Active Play**

Outdoor Play Requirements	
Facilitated Play / Un-facilitated Play	
Screen Time Requirements	

## Licensable Child Care Programs

*(Section 2 of the Child Care Licensing Regulation and Schedule E)*

**Group Child Care (Under 36 Months)** is a program that provides care to children who are younger than 36 months old for no more than 13 hours a day. Staff must be certificated infant toddler and early childhood educators.

**Group Child Care (30 Months to School Age)** is a program that provides care to preschool children, including kindergarten children, for no more than 13 hours a day. Staff must be certified early childhood educators.

**Preschool Program (30 Months to School Age)** is a program that provides care to preschool children for no more than 4 hours a day to children who are at least 30 months old on entrance to the program; and, 36 months old by December 31 of the year of entrance. Staff must be certified early childhood educators.

**Group Child Care (School Age)** is a program that provides, before and after school care and care during periods of school closure to children who attend school (including kindergarten). Staff must qualify as a responsible adult with 20 hours of training consisting of a course or combination of courses in child development, guidance, health and safety, or nutrition; and, have relevant work experience.

**Family Child Care** is a program in which the licensee is a responsible adult and personally provides care in their personal residence to no more than 7 children of various ages. The licensee must qualify as a responsible adult with 20 hours of training consisting of a course or combination of courses in child development, guidance, health and safety, or nutrition; and have relevant work experience.

**Occasional Child Care** is a program that provides, on an occasional or short-term basis, care to preschool children who are at least 18 months old, and to each child for no more than 40 hours in a calendar month. Staff must qualify as a responsible adult with 20 hours of training consisting of a course or combination of courses in child development, guidance, health and safety, or nutrition; and, have relevant work experience.

**Multi-Age Child Care** is a program that provides, with in each group of 8, care to children of various ages. Staff must be certified as an educator.

**In-Home Multi-Age Child Care** is a program in which the licensee personally provides care, within the licensee's personal residence, to no more than 8 children of various ages. The licensee must be certified as an educator.

**Child Minding** is a program which is funded by the Government of Canada or the Government of British Columbia and provides services to immigrants with respect to English as a second language. Staff must be a responsible adult. See regulations for specific details.

- For a breakdown on group sizes and qualified staff to child ratios refer to Schedule E and section 34 of the Regulation.***

## Schedule E

Column 1 Care program	Column 2 Maximum group size	Column 3 Children per group	Column 4 Ratio of employees to children in each group
Group Child Care (Under 36 Months)	12, with a separate area designated for each group	≤ 4	One infant and toddler educator
		5–8	One infant and toddler educator and one other educator
		9–12	One infant and toddler educator, one other educator and one assistant
Group Child Care (30 Months to School Age)	25, with not more than 2 children younger than 36 months old in a single group	≤ 8	One educator
		9–16	One educator and one assistant
		17–25	One educator and 2 assistants
Preschool (30 Months to School Age)	20	≤ 10	One educator
		11–20	One educator and one assistant
Group Child Care (School Age), if any preschool child or child in grade 1 is present	24	≤ 12	One responsible adult
		13–24	2 responsible adults
Group Child Care (School Age), if no preschool child or child in grade 1 is present	30	≤ 15	One responsible adult
		16–30	2 responsible adults
Family Child Care, if any child younger than 12 months old is present	7, having no more than 3 children younger than 48 months old and, of those 3, no more than one child younger than 12 months old	≤ 7	The licensee
Family Child Care, if no child younger than 12 months old is present	7, having no more than 4 children younger than 48 months old and, of those 4, no more than 2 children younger than 24 months old	≤ 7	The licensee

Occasional Child Care, if any child present is younger than 36 months old	16	≤ 4	One responsible adult
		5–8	2 responsible adults
		9–12	3 responsible adults
		13–16	4 responsible adults
Occasional Child Care, if no child present is younger than 36 months old	20	≤ 8	One responsible adult
		9–16	2 responsible adults
		17–20	3 responsible adults
Multi-Age Child Care, if any child younger than 12 months old is present	8, having no more than 3 children younger than 36 months old and, of those 3, no more than one child younger than 12 months old	≤ 8	One educator
Multi-Age Child Care, if no child younger than 12 months old is present	8, having no more than 3 children younger than 36 months old	≤ 8	One educator
In-Home Multi-Age Child Care, if any child younger than 12 months old is present	8, having no more than 3 children under 36 months old and, of those 3, no more than one child younger than 12 months old	≤ 8	The licensee, who must be certified as an educator
In-Home Multi-Age Child Care, if no child younger than 12 months old is present	8, having no more than 3 children younger than 36 months old	≤ 8	The licensee, who must be certified as an educator
Child-minding	24, with each child younger than 12 months counted as 2.5 children, each child younger than 36 months but 12 months or older counted as 2 children, and each child 36 months or older counted as 1 child	≤ 8 9–17 18–24	1 responsible adult 2 responsible adults 3 responsible adults

## **Tab 3 – Getting Started, Contacts, Resources and Publications**

- Getting started with the application process
- List of contacts that can provide useful information and or funding information
- Publications and resources

## Getting Started with the Application Process

It is important to review and become familiar with the *Community Care and Assisted Living Act, Child Care Licensing Regulation, Director of Licensing's Standards of Practice for Safe Play Spaces, Active Play and Family Child Care* (if applicable).

This binder is presented in a manner that will walk you through the basic application process to the point where the facility will be able to open and operate; that is, providing you have submitted all required documentation as outlined in the *Steps to Applying for a Child Care Facility Licence* in **Tab 4**.

Before getting started it is a good idea to contact your local Licensing Officer for guidance and assistance in completing the application process. It is advisable that you discuss your plans with a Licensing Officer before making any financial and/or other commitments (e.g., signing a lease agreement, beginning construction or renovations, etc.).

You should be aware that the decision to issue a facility's licence is separate from obtaining or securing funding. You are encouraged to seek funding, but securing funding does not guarantee that a licence will be granted until you have successfully completed the application process.

The application process includes an initial inspection of the proposed facility (indoor and outdoor space); a review of the operational standards (policies, procedures, and records) as described in **Tab 5**; as well as undergoing a suitability assessment process to confirm you are suitable to be a licensee of a child care facility. If the applicant is an organization (i.e., society, corporation, aboriginal governing body, etc.) they meet the criteria for holding a facility's licence and that the delegated manager meets the standards as described in **Tab 6**.

As part of the licensing process you may be required to submit approvals and/or documentation to confirm other regulatory requirements have been met pertaining to fire and health. Licensing Officers will be able to direct you to the appropriate agency and/or make referrals on your behalf based on the location of the proposed facility and type of child care program to be offered.

The time to process a licensing application and issuance of the Community Care Facility Licence may vary depending on a number of factors. (Submission of documents by the licensee, assessment of suitability process, approvals from other agencies).

### **Other agencies not covered in the licensing application process**

It is the responsibility of the applicant to check and determine what else is necessary to meet business standards (liability insurance, business licence, zoning requirement, etc.) and other legislative requirements that are applicable when operating a child care facility (Employment Standards, Work Safe BC, Revenue Taxation, Society's Act, Freedom of Information and Privacy, etc.). Note: Licensees must continually be kept informed on business requirements.

Obtaining funding or a business licence and/or securing liability insurance are considered separate from approval of a community care facility licence. Although these aspects are important to the operation, a facility licence will only be issued when the applicant has successfully completed the application process and submitted the required documentation as described in this binder.

### **List of contacts that can provide useful resources and or funding information**

1. Ministry of Health Services - Community Care Licensing Branch  
[www.hls.gov.bc.ca/ccf/index.htm](http://www.hls.gov.bc.ca/ccf/index.htm)
2. Child Care Resource and Referral Programs  
<http://www.ccr.bc.ca>
3. BC Aboriginal Child Care Society  
<http://www.acc-society.bc.ca>
4. Westcoast Child Care Resource Centre  
[www.wstcoast.org](http://www.wstcoast.org)
5. Ministry of Children and Family Development  
<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/children-and-family-development>
6. BC Family Child Care Association (Western Family)  
[www.wcfcca.ca](http://www.wcfcca.ca)
7. Indigenous and Northern Affairs Canada  
<https://www.aadnc-aandc.gc.ca>
8. First Nations Health Authority  
[www.fnha.ca](http://www.fnha.ca)
9. Health Canada  
[www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)
10. Supported Child Development  
Please contact your local area office.
11. Aboriginal Supported Child Development  
[www.ascdp.bc.ca](http://www.ascdp.bc.ca)
12. Criminal Records Review Program  
<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>
13. Early Childhood Registry  
<https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator>

14. Early Childhood Educations of BC  
[www.ecebc.ca](http://www.ecebc.ca)
15. National Association for the Education of Young Children  
<http://www.naeyc.org>
16. Canadian Child Care Federation  
[www.cccf-fcsqe.ca](http://www.cccf-fcsqe.ca)
17. Canadian Pediatric Society  
[www.cps.ca](http://www.cps.ca)
18. BC Centre for Disease Control  
[www.bccdc.ca](http://www.bccdc.ca)
19. Public Safety Canada  
[www.publicsafety.gc.ca](http://www.publicsafety.gc.ca)
20. BC Services (Doing Business in BC) a listing of frontline government services  
[www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)



## **Publications and Resources**

The following publications provide a wealth of information that will be extremely useful in assisting you through the application process and preparing you for the initial inspection, which is described in **Tab 6** of this binder.

- [Guiding Children’s Behavior](#)
- [Fire and Life Safety for Licensed Home Based Child Care Settings in British Columbia](#)
- [Your Emergency Preparedness Guide](#)
- [Emergency and Disaster Preparedness Guide](#)
- [Furnishings & Equipment Guidelines](#)
- [Parents’ Guide to Selecting Child Care](#)
- [Preventing Illness in Child Care Settings](#)
- [Preventing Injuries in Child Care Settings](#)
- [Quick Guide to Common Childhood Diseases](#)
- [Disinfection Options in Child Care Facilities](#)
- [Canada’s Food Guide](#)
- [Appetite to Play](#)
- [Injury Prevention - Parachute](#)
- [BC Nurse Line](#)
- [BC Health Files](#)
- [The BC Handbook for Action on Child Abuse and Neglect](#)
- [Using Your Home for Daycare](#)

All of the above noted publications, along with Northern Health Child Care Licensing Newsletters, licensing application, staffing forms and other resources can be located on the Northern Health – Community Care Licensing website at [www.northernhealth.ca](http://www.northernhealth.ca).

Other resources that are useful in helping meet standards available on the internet are:

- [Responding to Child Welfare Concerns – Your role in knowing when and what to report](#)
- [Program Standards of Practice for Child Care Settings \(2000\) from Crown Publications](#)
- [Well Beings: A Guide to Health in Child Care \(Canadian Paediatric Society\)](#)
- [Taking Care: A Child Abuse Prevention Manual from ECEBC](#)
- [Let’s Talk about Touching from ECEBC](#)
- [Developmentally Appropriate Practice in Early Childhood Programs serving children birth through age 8 \(National Association for the Education of Young Children\)](#)
- [Inform Guide from Westcoast Child Care Resource Centre](#)
- [Family Child Care Manual from Westcoast Child Care Resource Centre](#)
- [Introduction to the Harms, Clifford and Cryer Early Childhood Environmental Rating Scales](#)
- [Guide to Young Children’s Outdoor Play Spaces – Westcoast Child Care Resource](#)  
[A Guide to Developing Policies & Procedures in a Child Care Setting – National Childcare Accreditation Council](#)

Note: The Westcoast Child Care Resources' Inform Guide & Family Child Care Manual describe the step-by-step process and important aspects to consider when setting up your child care facility to meet current business practices.

**Tab 4 – Steps to Apply for a Community Care Facility Licence –  
Childcare**

## Steps to Apply for a Community Care Facility Licence – Child Care

*Child Care Licensing Regulation section 9(1)* states a person who is 19 years old or older may apply for a licence by submitting to the Medical Health Officer both an application and records respecting all of the matters set out in Schedule B. If applying for a community care facility licence, please complete the following:

- Complete and submit the **Application for Licence**; follow the instructions and the sample provided on “How to complete the application for Licence”. This is the first stage of the licensing process. Once the application has been received, a “pending” file will be started and the applicant will be assigned a Licensing Officer.
- Complete and submit a **detailed description** of the care program to be offered. This description should include information indicating the type of child care program to be offered, ages, number of children, hours of operation, closures, specific philosophy or programming, and any other information that will describe the proposed facility.
- Submit three references and a criminal record check for the applicant and the proposed manager. Licensing Officers will provide the applicant with the Criminal Record Check application and complete the ID verification steps required as part of the criminal record check process.
- An applicant who intends to provide family child care or in-home multi-age child care must provide a criminal record check for any person over the age of 12 who will be ordinarily present at the community care facility. Licensing Officers will provide the applicant with the Criminal Record Check application and complete the ID verification process required as part of the criminal record check application.
- Complete and submit an employee plan that includes the following:
  - a statement of the duties, qualifications, relevant work experience and suitability of the proposed manager
  - the proposed number of employees, their qualifications, and expected duties; and
  - a supervision and staffing plan, including while children are being transported to and from the outdoor play areas or activities located outside the property boundaries.

*Please note: even if you plan on working alone, you are required to submit an employee plan.*

- Complete and submit a **site plan, drawn to scale**, showing all of the following:
  - the proposed location of the facility, **including the property boundaries**
  - the location and dimensions of the outdoor play area intended for regular or daily activities
  - if children will be attending outdoor play areas or activities located outside of the property boundaries on a regular basis, submit the following:
    - The distance from the facility to the outdoor play areas and activities
    - The routes to the outdoor play areas and activities, and

- Any major physical features that may affect the safety of the children, including roads and bodies of water, located along the routes to, and in the immediate vicinity of, the outdoor play areas and activities.

*Please note: Outdoor play space must meet the minimum space requirements for the type of child care service; be enclosed in a manner that is suitable for the age and development of the children intended to use it; equipment and materials must be safe, age appropriate, free from hazards, safely constructed and in good repair.*

- Complete and submit a **safety plan** describing how children will be transported to regular or daily outdoor play areas, or regular or daily activities located outside the property boundaries.
- If there is no outdoor play area available for regular or daily outdoor activities, complete and submit an **activity plan** that describes the following:
  - How the program standards set out in Schedule G will be met
  - Details or description of any community services that will be used, including visits to the parks, pools or recreation centers.
- Complete and submit a **floor plan** showing all the following:
  - inside dimensions of each room and the width of each corridor and stairs
  - location and size of windows and heights of windowsills from the floor
  - location of accommodation reserve for family or employees, and for children who are sleeping
  - location of toilets, wash basins and diaper changing surfaces
  - location and size of fixed equipment in each room
  - location of all exits

*Please note: For premises that have more than one floor, please include a floor plan that includes all levels. Basic physical facility requirements require there be 3.7 m<sup>2</sup> of useable floor space per child; one toilet and washbasin for every 10 children; washrooms must be located on the same floor for all but in home multi age and family childcare; a separate sleeping area for children under 36 months of age; and a change table and sink located outside the food preparation area for diapering.*

- Complete and submit a monthly budget that includes **projected monthly revenues and expenditures**; estimated cost of employee salaries and benefits (if applicable), food, utilities, taxes, insurance, maintenance, housing, program costs, transportation, equipment, furnishings, supplies, etc.

***IMPORTANT NOTE: Any proposed construction and/or renovations must be discussed with a Licensing Officer prior to making changes to the floor and/ or site plans.***

- If the applicant is a society, the applicant must provide the organization's constitution and bylaws.
  - This may also include a current list of board directors and whether the organization is in good standing, incorporation application, and notice of articles and certificate of incorporation.

## **Additional Documentation:**

**With regard to health protection, fire and life safety, zoning and bylaw that a Licensing Officer may request.**

### **☐ Health Protection**

- ☐ If you have a private well for drinking water or use an onsite sewage system for waste disposal, Licensing may make a referral to the Environmental Health program to assess those systems. The Environmental Health Officer may also provide their expertise to assess risk where Licensing Officers identify concerns regarding communicable disease control or if children will have access to a swimming pool or hot tub.
- ☐ If you provide care for 9 or more children and will be providing meals and snacks as part of your program, you may require a food permit under the *Food Premises Regulation*.

### **☐ Fire Safety**

- ☐ In some communities the local Fire Prevention Officer will conduct a site visit and complete a fire report or sign off that the proposed facility meets fire and life safety standards. Where the Fire Prevention Officer is not available to do a site visit, the applicant must complete and submit the ***“Fire and Life Safety Checklist”*** confirming fire safety measures and equipment are in place.
- ☐ Where the capacity of a child care program exceeds nine children, the applicant will need to comply with other provincial and municipal requirements related to fire and health. The Licensing Officer will make a referral to the Fire Prevention Officer to verify compliance with the *BC Fire Code*. Licensing will consider their findings when determining to issue a licence.

### **☐ Municipalities, Regional District and Local Government Requirements**

- ☐ Applicants must check with their municipal office, regional district or local government to see if additional municipal approvals are required and zoning requirements are met
- ☐ Prior to submitting a CCFL application to our office, this application must be signed by a representative of the municipality, regional district or local government stating that all bylaws and zoning requirements have been met to operate a community care facility.
- ☐ Some bylaws that may be enforced in your area:
  - Additional employees may not be permitted in a family child care or multi-age program operated in a single family dwelling.
  - Rental suites or secondary suites where a community care facility is operated may not be permitted.
- ☐ For commercial settings an applicant will also need to submit zoning and bylaw approval, code analysis, occupancy permit and a new fire inspection report.

For more information see - [“Local Government Requirements: A Handbook for Child Health Care Providers”](#).

***IMPORTANT NOTE: The submission of an application does not ensure the issuance of a Community Care Facility Licence.***

See the Licensing Forms section for tips on how to complete an application for licence.

## Licensing Forms

- Tips on how to complete an Application for Licence
- [Application for Licence](#)
- [Fire and Life Safety Checklist](#)



## Tips on How to Complete an Application for Licence

The application form captures important information regarding the persons involved in operating a care facility. In many cases, care facilities are operated by an individual with no additional employees and the form is very straightforward. In other situations, organizations need to assign various roles and responsibilities to more than one person. This guide will help you to complete this application accurately depending on your business structure.

The form is divided into three main areas to identify information specific to the building, the licensee and the manager of the day to day operations of the care setting.

### FACILITY

1. The *Facility Name* is the name of your facility as it will appear on your licence.
2. Please indicate if you own the premises or if you are renting the space.
3. The *Facility Physical Address* is the street address for the building in which the care facility is located.
4. *Facility Mailing Address*. It might be the same as the street address or it may be a post office box. Please indicate where you would like to receive correspondence from our office.
5. The *Licensee Applicant Status* indicates whether the licensee is organized as a society or corporation, or is an individual or partnership. Additional documentation will need to be submitted for corporations and societies.
6. Is the facility funded? Often facilities are supported by provincial or federal funding. Please indicate the organization under which you receive funding.

### LICENSEE

7. The licensee may be a person, partnership, society or corporation who is licensed to provide a care program. If you are organized under the Societies Act or are incorporated, please use the legal name of the organization.
8. If the licensee is a corporation, please declare that the director is a permanent resident of British Columbia.
9. If you have a mailing address that differs from the mailing address of the care facility, please fill out the *Licensee Address* information.
10. Indicate whether the licensee has previously applied to be a licensee of a community care facility. This would be the case if the licensee has had or currently holds licences for other care facilities in British Columbia
11. If the licensee is a partnership, a society or a corporation, they will need to designate one person to be the licensee contact. This person will be the main point of contact for the Licensing Officer on behalf the licensee. Email address must be provided.

## **MANAGER**

12. If the licensee is a person, they may appoint a manager. If the licensee is a society or a corporation, they must appoint a manager. The licensee must delegate full authority to the manager to operate the facility in accordance with the requirements of the *Act and Regulations*. Please indicate that this delegation has been provided to the manager in accordance with the business processes of the licensee.
13. Please indicate if the proposed manager has previously applied to be a manager of a community care facility.
14. Please provide any additional contact information for the proposed manager if that contact information varies from that of the facility information. Email address must be provided.

## **SERVICES**

The service types are defined on the reverse of the application.

15. Please indicate the proposed services that you wish to provide and the capacity for each program.
16. The maximum capacity is the number of persons that you will be providing care for at any one time. This number is usually based on floor space for all categories of care other than Family Day Care and In Home Multi Age Care. The service type capacities may not add up to equal the maximum capacity if several programs are provided over the course of the day and are not at the same time. (I.e.: preschool may run in the morning and out of school care may operate in the afternoon in the same space.)

## **SIGNATURE**

17. The application should be signed by the licence applicant and if that is a society or a corporation, a designate of the licensee.

## Fire and Life Safety Checklist

Please refer to the *Fire & Life Safety for Licensed Home-Based Child Care Settings in British Columbia* resource booklet as well as the ***Child Care Licensing Regulation, Section 22 and 56 (c) and BC Fire Code Division B, Subsection 2.8.3***, for legal requirements for fire safety.

It's your responsibility to make your home-based child care setting safe. The following checklist of suggested fire and life safety precautions will help. There may also be additional safety requirements that your licensing officer will advise you of that are not listed below.

Do you have the following fire safety precautions in place?	YES	NO
Fire extinguisher (2A:10B: C) mounted on each floor that is used by children.		
Fire extinguisher is placed in a location close to an escape exit (e.g., door).		
Decorative paper displays and children's art work is limited to no more than 20% of wall space and not hung on exit doors.		
Flammable liquids (i.e. gasoline) and combustible liquids (i.e. oil) stored inside is not more than 30 litres. (Only 10 litres of the total 30 litres may be flammable liquids)		
All flammable/combustible liquids are stored in certified containers and are inaccessible to children.		
All waste baskets /containers are non-combustible (e.g. metal).		
There are two ways of escape on each floor that are used by children. Any locking devices are easy to open from the inside.  WAYS OF ESCAPE: 1st escape route: <input type="checkbox"/> door or <input type="checkbox"/> window  2nd escape route: <input type="checkbox"/> door or <input type="checkbox"/> window		
My emergency escape plan (diagram) and instructions are posted on the wall near exits.		
I will practise my escape plan and fire drills each month with the children in my care.		
I have an emergency evacuation kit and first aid kits.		
I have taken first aid training and will keep it up to date.		
Emergency numbers are clearly posted in a visible location.		
Electrical outlets have safety covers.		
Hazardous items (e.g., cleaning supplies, matches, sharp knives, dangerous tools) are stored out of reach of children.		
Open flames, such as candles and fire pits, are not used while children are present.		
Working smoke alarms are installed on each floor.		
A working carbon monoxide alarm is installed on each floor.		
Heating appliances such as wood, electrical or gas fired stoves are protected with a permanently mounted and secured metal screen.		

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Tab 5 – Guidelines for Developing Policies and Procedures**

- Guidance and discipline
- Nutrition
- Release of a child
- Parent contract and Repayment Agreement
- Care and supervision
- Active play and screen time
- Additional required documentation and records
- Emergency and disaster preparedness
- Health and hygiene
- Records and consent (child registration form)
- Staffing records
- Log of minor incidents
- Log of daily, monthly and annual inspection, maintenance, repairs to the outdoor play space

## Guidelines for Developing Policies and Procedures

and other documentation and records required under the *Child Care Licensing Regulation*.

The *Child Care Licensing Regulation* requires **ALL** licensees to have **policies and procedures** in place that are relevant to the services they provide.

Policies and procedures for a child care facility will describe in detail the expectations and practices of the facility, and help the program to operate smoothly.

Some child care services are privately owned, managed and operated, while others are community based, not-for profit and operated by societies or organizations. As each child care service is unique, operating with their own philosophy, goals, and organizational structure, their policies and procedures will reflect their individual services.

The category of care and the variety of services provided by the facility, will guide the licensee and/or manager to what extent their policy manual needs to be developed.

### Why policies and procedures?

1. Establishing policies and procedures will assist with problem solving issues in order to prevent injuries, accidents and/or complaints.
2. Establishing policies and procedures help staff understand the requirements of the *Community Care and Assisted Living Act*, the *Child Care Licensing Regulation*, and the *Director of Licensing Standards of Practice* in child care facilities.
3. Establishing policies and procedures allows the facility to provide parents with a clear understanding of what they can expect from the care services being provided. This aids in preventing any ambiguity about how particular situations/ issues are handled.
4. Establishing policies and procedures provide staff with a clear understanding of what is expected of them as an employee, and what is expected from parents and/or other support persons that use the care services.
5. Not only is it a matter of good practice, it will assist in establishing the services as a professional and effective child care program

### What is a policy and a procedure?

A policy is a **general rule** that covers a particular issue or situation; it is a collective statement of beliefs by the licensee on a range of topics related to the child care services provided. A policy helps to ensure consistency and provides a framework for decision making.

A procedure refers to the **specific steps** or actions that one must take to ensure the general rule is followed.

### ***A policy tells you what to do; the procedure shows you how to do it.***

This process may appear to be complex, however it is simply a matter of putting your knowledge and best practices into writing for staff and parents. Your policies and procedures are a reflection of the professional manner in which the facility has been set up. Policies are living documents that are regularly reviewed, modified and changed over time to respond to experiences of those working with them, to new knowledge and to changing trends in the community.

## **Policies and Procedures required in the *Child Care Licensing Regulation***

### **1. Guidance and Discipline**

***Child Care Licensing Regulation section 51 (1) (b)*** states a licensee must provide to employees and parents a written statement of the licensee's policy on behavioural guidance.

***Child Care Licensing Regulation sections 51 and 52*** further state specific requirements that a licensee must comply with such as:

- ensure that behavioral guidance is appropriate to the age and development of the child who is receiving the guidance
- ensure that behavioral guidance given to the child is consistent with the instructions specified in the child's care plan
- ensure that a child, while under the care and supervision of the licensee, is not subjected to any of the following:
  - shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child
  - confinement or physical restraint by an employee, except as authorized in a child's care plan if the care plan includes instructions respecting behavioral guidance
  - harsh belittling or degrading treatment by an employee or another child, whether verbal, emotional, or physical, that could humiliate the child or undermine the child's self-respect
  - spanking or any other form of corporal punishment
  - separation, without supervision by a responsible adult, from other children
  - as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet, and
  - emotional abuse, physical abuse, sexual abuse or neglect as those terms are defined in Schedule H.

Some things to consider when developing your guidance and discipline ***policy*** and ***procedures***:

- Have you outlined appropriate limits of behavior?
- Have you described how these limits will be enforced using positive supportive practices?
- Have you included setting reasonable behaviour expectations consistent with your facilities philosophy?
- Have you described and listed all strategies and approaches that will be used such as redirection, using positive language, positive reinforcement and reflection of feelings?
- If time away is one of your strategies, have you described in detail what this will look like?
- Is your policy age appropriate and consistent with the developmental age of the child?
- Have you clearly demonstrated how you are meeting the requirements of section 51 and 52 of the regulation?
- If required – is there a procedure for developing care plans for children?

Your guidance and discipline policy should be discussed with the family on admission to the program and be included in your facility's parent package. The policy should also be posted in a conspicuous area of the facility.

Each facility should have a screening process and a probationary period when accepting children into care. During this process, if information is gathered or observed that indicates a child has behavioral challenges or unique needs, it is essential that the child have a clearly written and detailed plan of care (care plan). This plan must be individualized and it must take into account the child's unique needs, the goals of his/her care and the service required to achieve the goals. The plan should have sufficient information to implement, direct and evaluate the child's care. It should be developed with input from facility staff, the child's guardians and any other person requested by the guardians. It must identify who will be responsible for working with the child.

An ongoing evaluation of the plan is required to assess its effectiveness. The plan should be referred to on a daily basis and updated regularly to promote a current and consistent approach to the child's care. Behavioral management plans are shared within the limits of child confidentiality and should be accessible to all direct care staff.

Prevention strategies for escalating behavior must be clearly identified in the child's care plan. These must be agreed to by all involved in developing the child's behavioral management plan.

If the use of a restraint is included in the child's care plan, keep in mind that any restraint applied requires specialized training. Physical restraint shall be used only as a last resort and only in an emergency. If a physical restraint is applied, the incident must be reported to Licensing, *Child Care Licensing Regulation section 55 (2) (a) and Schedule H*.

Clear guidelines for the use of any time away need to be established, keeping in mind that it is not a form of punishment, and it is only one strategy in the overall guidance and discipline plan. The complex nature of this strategy and the potential for misuse or abuse requires that time away be used cautiously and only when all other strategies have proven ineffective. If this level of intervention is to be used it is very important that it is clearly understood. It must be agreed to by all staff and by the child's guardians.

Each staff member must feel prepared and confident to implement time away in a clear consistent manner in accordance with the procedures identified within the facility policy.

For additional information on guiding children's behaviour refer to:  
<http://www.health.gov.bc.ca/library/publications/year/2003/com015.pdf>

## 2. Nutrition

***Child Care Licensing Regulation section 56 (1) (e)*** states a licensee must keep written policies respecting food and drink given to children. A written nutrition and feeding policy is a beneficial tool as it establishes best practices around nutrition, food safety, hygiene, eating behavior, mealtimes, curriculum and/or activities. A nutrition policy will define responsibilities for nutrition, feeding and food safety issues as well as provide direction for intervention and action.



**Child Care Licensing Regulation section 48** provides additional requirements that a licensee must comply with regarding nutrition. When developing your nutrition policy please ensure it provides procedures as to how you will meet sections 48 (1) (2) (3) (4) (5) (6) and (7) of the *Child Care Licensing Regulation*.

Consider the following when developing your nutrition policy:

- Use Canada’s Food Guide as a resource and refer to it within your policy.
- Determine if there any foods that you would prefer that parents refrain from sending and what are the reasons for your request?
- What is your programs strategies for promoting healthy eating habits and strong bodies?
- Infant and toddler considerations, e.g. storage and preparation of their food, introduction of new foods and feeding guidelines
- How snack and mealtimes will be opportunities to support healthy eating habit, e.g. food is provided in small portions and children are not forced to eat certain foods before others.
- How special dietary needs, allergies and sensitivities will be addressed.
- What food/drink cultural experience will be provided by your facility?
- List foods and how they will be made available on special occasions and celebrations
- Your plan to provide opportunities for nutrition education.
- The provision of healthy beverages.
- How will you communicate to parents the food and drink served to children?

Samples of statements that you may want to include in your policy:

*“Food will not be given as a reward, punishment, or to comfort children”.*

*“Only water will be offered as a beverage between planned meals and snacks.*

*“Canada’s Food Guide will be used as a guide for menu planning. Snacks will contain foods from at least two food groups, and meals from at least 3 or 4 food groups.*

*“As weather permits, the environment will include outdoor eating experiences for the children”.*

*“Hand washing will occur before and after eating snacks and/or meals.”*

*“All food and drink served to children will be posted within the facility”.*

*“Mealtimes will be a calm and pleasant experience, focusing on the social interaction between children and staff. Staff will participate in meals by sitting with the children and modeling healthy eating, cooperation, and pleasant conversation.”*

For additional information, refer to the Food Flair for Child Care manual available through your Licensing Officer or by contacting your local Child Care Resource and Referral program.



### 3. Release of a Child

***Child Care Licensing Regulation section 57 (3) (b)*** states a licensee must have in writing from a parent, and maintain at the community care facility, consent to release a child to someone other than a parent.

***Child Care Licensing Regulation section 56 (1) (a)*** states a licensee must keep written policies and procedures for the safe release of children.

A licensee must obtain written consent of the parent and the names of each person authorized to remove the child from the facility. The licensee must ensure that a child is not released from their care to anyone except: a parent or a person authorized in writing to do so.

The licensee must keep written policies and procedures for the safe release of children in the event that a person appears to be incapable of providing safe care, does not arrive to pick up the child, or a person not authorized requests the release of the child. The intent of this policy is to ensure safety of a child by establishing that only a parent, or a person who has been authorized in writing by a parent, is permitted to pick up a child at a childcare facility. Authorized persons can change from time to time in accordance with changes in living arrangements, custody orders, etc.

The requirement aims to provide additional safeguards to children in care and to facility staff by ensuring that the licensee and staff are prepared to handle situations that may arise when someone other than the parent or authorized person arrives to pick the child up.

It is recognized that decisions regarding individuals incapable of providing safe care must be made quickly and under stressful conditions. The existence of clear, concise policies and procedures understood by staff and parents will help to alleviate difficulties in these circumstances. “Incapable of providing safe care” means an individual’s behaviour could potentially be harmful to the child, such as when the person appears to be intoxicated.

If a licensee is concerned about releasing a child to a person under a certain age limit, the licensee could develop a written policy that restricts the minimum age of the persons authorized by the parents to remove a child from the facility.

In situations when an individual who appears to be intoxicated attempts to remove a child from the facility, the licensee/staff member is obligated to consider the health and safety of all involved, including the child, other children in care, staff, and him/herself. A policy could include guidelines such as offering to call a friend or a relative to pick up the individual and the child.

This policy should also address when staff will contact the Ministry of Children and Family Development and/or the police. The licensee must consider whether a child is in need of protection. If the licensee/staff member believes the child will be at risk, a report should be made to the Ministry of Children and Family Development. If the individual chooses to drive a vehicle while impaired, staff should report this to police. Ultimately the safety of children and staff members is the priority and the licensee should consider best practice issues with all staff, legal counsel, board members and insurance carriers where appropriate. The licensee/staff will need to document the occurrence in the facility’s daily log book.

## 4. Parent Contract and Repayment Agreement

**Community Care and Assisted Living Act section 19** states: “If a person prepays any part of the cost of services provided by a class of community care facility designated by the Lieutenant Governor in Council, the licensee or manager of the facility must, at the time of prepayment, deliver to the person a written statement setting out the terms and conditions of when a refund of all or any of the prepayment will be made.”

**Child Care Licensing Regulation section 56.1 (2)** states: “A licensee must keep a copy of the written statement, referred to in section 19 of the Act, that the licensee delivers to persons who prepay part of the cost of services, and, keep a current record of each person to whom the written statement is delivered”.

The intent of these sections of legislation is to ensure that licensed child care facilities have sound business practices and established financial policies where all persons are treated equitably. The requirements aim to build and establish a trusting business-like relationship between parent/guardian and the licensee/caregiver.

When parents/guardians are required by a licensee to pay for child care services prior to having received those services, the licensee must, at the time of payment, provide in writing, the terms and conditions under which any refunds will be made to the parent/guardian. Therefore, if a parent/guardian is required to make payment for their child care services at the beginning of the month for the child care services which will be provided during that month, they must be advised in writing by the licensee under what circumstances they would receive a refund for any services not received.

The licensee must keep a copy of this written statement as well as a current record of each person to whom the written statement is delivered. This could include a copy of the signed contract which sets out the repayment conditions or a list of the people who have prepaid.

There is no legislation that dictates the terms and conditions for which a refund will be made; this is left solely up to the licensee. It is recognized that there are situations that are likely to arise in any care setting, and a licensee may want to consider as part of the terms and conditions of their contract. These may include:

- the amount of notice that a parent/guardian must provide to the licensee if he/she wishes to withdraw from the facility
- the amount of notice a licensee must provide to the parent/guardian if he/she is unable to continue to provide care
- if a child is sick and unable to attend the facility
- if the caregiver is sick and unable to provide care, if the facility is closed due to a statutory holiday, or the licensee /caregiver wishes to take vacation time
- if the child does not attend the facility because the parent/guardian is on vacation and or not at work.

The existence of a clear, concisely written service contract for the facility, that is understood and agreed by all parents/guardians at the time of enrollment at the facility, will help to alleviate and prevent conflict and misunderstanding around financial issues.

It is recommended that a written parent contract be included as part of the facility's "service contract". Both the licensee and the parent/guardian should sign this contract at the time of enrolment in the facility. ***A signed copy of the contract should be given to the parent/guardian for their reference.***

## 5. Care and Supervision of Children

***Child Care Licensing Regulation*** section **56 (1) (d)** states a licensee must keep written policies and procedures that are intended to guide employees in the care and supervision of children.

***Child Care Licensing Regulation section 39*** states children must be supervised at all times and that a second adult must be immediately available to supervise in the event the person responsible for supervising children must leave because of urgent or unforeseen circumstances.

**Note:** Even if you work alone you are required to have a care and supervision policy.

What exactly the facility's care and supervision policy looks like will depend on the type of care provided, the services and organizational structure of the licensee and whether or not the licensee hires employees.

Some things to include when developing this policy:

- How will you ensure that children are supervised at all times by adequately qualified employees?
- Will substitute care providers be used within the facility to replace absent employees?
- What will supervision look like during indoor play, outdoor play, napping, meals, transportation, toileting and diaper change?
- Are procedures in place that clearly demonstrate supervision required?
- If the person responsible for supervising the children needs a replacement because of urgent and unforeseen circumstances - who is the second adult that is immediately available? What is the procedure for contacting this person?

## 6. Active Play / Screen Time

This Standard of Practice is made under the authority of ***section (4) (1) (e) of the Community Care and Assisted Living Act***, which provides that the Director of Licensing may specify policies and standards of practice for all community care facilities or a class of community care facilities.

Active play is important as it helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play helps to promote children's confidence, improves concentration, thinking, learning, skills and provides opportunities to develop social skills and make friends. Active play gets children up and moving and reduces prolonged sitting activities.

A facilities Active Play policy sets out the procedures for how a licensee/facility will meet the

requirements set out in the *Director of Licensing Standard of Practice - Active Play*. This includes the amount of daily outdoor play, as well as the amount of daily screen time.

Things to consider when developing an Active Play/Screen Time policy:

- What type of programming do you operate and the how much active play are you required to provide? How much outdoor play are you required?
- How will you encourage active play for infants, toddlers, preschoolers and school age children?
- What types of un-facilitated and facilitated play, games and activities will you provide?
- How will you incorporate fundamental movement skills, injury prevention and physical literacy into the daily program?
- How will you encourage children to get up and move?
- How will staff model appropriate active play and screen time?
- What types of screen time will be permitted within the facility?
- How will you ensure screen time is limited to less than 30 minutes per day?
- What procedures are put in place to ensure children who attend for less than 3 hours and children who are under 2 have no screen time?
- How will you ensure families are informed of your Active Play and Screen Time policy?

For additional information on physical activity and screen time refer to:

[www.http://healthybeginningspreschoolers.ca/jurisdictions/british-columbia](http://healthybeginningspreschoolers.ca/jurisdictions/british-columbia)

## Additional policies and procedures

From time to time a licensee may find that additional policies and procedures are necessary to ensure the safe and effective operation of their child care business. A Licensing Officer may request or recommend a policy and procedure based on the uniqueness of the child care facility and the services being provided. Some additional policies may include:

- Transportation
- Pets in daycare
- Atypical equipment – such as trampolines and/or pools, etc.

# ADDITIONAL REQUIRED DOCUMENTATION AND RECORDS

## 1. Emergency and Disaster Preparedness

**Child Care Licensing Regulation section 22** sets out the requirements all licensed child care facilities must have regarding emergency preparations, training and equipment.

**Child Care Licensing Regulation section 56 (1) (c)** states a licensee must keep a record respecting compliance with the annual emergency plan and the monthly fire drills.

Providing a safe environment for children is essential. It is the responsibility of each licensee to ensure their child care setting is safe and that they have appropriately planned for and prepared for any type of emergency. This includes emergency evacuation of the facility, the surrounding areas and in some cases the entire community.

Not all fire departments are able to conduct fire inspections for home based child care settings. However, most fire departments are available to consult with licensees regarding fire safety, evacuation plans and fire drills.

Each child care setting needs to have the following fire and life safety precautions in place. These precautions have been set by the provincial Fire Commissioners Office. A licensing officer will verify compliance during initial and routine inspections:

- Fire extinguisher (2A: 10B:C) mount close to an exit, on each floor used by children (e.g. door)
- Decorative paper displays and children's art work is limited to no more than 20% of wall space; no art work or paper display hung on exit doors
- Flammable liquids (i.e. gasoline) and combustible liquids (i.e. oils) stored inside does not exceed 30 litres. Only 10 litres of the total 30 litres may be flammable Liquids.
- All flammable/ combustible liquids are stored in certified contains and are inaccessible to children.
- Waste baskets are non-combustible (e.g. metal)
- Two ways of escape on each floor used by children. Any locking devises are easy to open from the inside.
- Emergency escape plan (diagram) and instructions are posted on the wall near exits
- Emergency escape plan and fire drills practices each month with the children in care
- Emergency evacuation kit and first aid kits easily accessible
- Valid First Aid and CPR training
- Emergency numbers clearly posted in a visible location.
- Safety covers on electrical outlets.
- Hazardous items (e.g. cleaning supplies, matches, sharp knives, dangerous tools) stored out of reach of children
- Open flames, such as candles and fire pits not used while children are in attendance
- Working smoke alarms installed on each floor
- Working carbon monoxide alarms installed on each floor

- Heating appliances such as wood, electric or gas fired stoves are protected with a permanently mounted and secured metal screen.
- System for practicing and documenting emergency and fire drill practices.

For additional information refer to the [Fire and Life Safety for Home Based Child Care Settings in British Columbia](#):

All licensee’s must also create an emergency plan that sets out the procedures to **prepare for, mitigate, respond to and recover** from any emergency. An emergency plan puts in writing the key elements of what will be done in the event of an emergency. The plan needs to be well thought out and be useful for responding to all types of emergencies, whether they are small disruptions, or large-scale disasters.

In addition, all staff must have access in an emergency to reliable communication equipment and all plans must be prominently posted in the facility.

***In order for any emergency plan or fire evacuation plan to be effective, it is imperative that all staff are well trained in the implementation of the plan including the use of any emergency equipment noted.***

Child care facilities are required to practice implementing the emergency plan at least once each year, in addition, they are required to practice a monthly fire drill.

***These practice drills must be documented. If multiple staff work at a facility – a licensee must ensure that all staff practice implementing the emergency and monthly fire drills.***

**An emergency plan should include:**

- The identification of possible hazards and how to prevent or respond to those hazards.
- The steps to be taken in response to emergencies and to recover from disasters and crises.
- The steps for ensuring its operations can continue during and/or after an emergency.

Any emergency management program (or plan) must start by looking at what types of risks exist, and how likely they are to affect operations. The key steps in emergency management are:



- **Mitigation** is defined as "sustained action that reduces or eliminates long-term risk to people and property from natural hazards and their effects." In other words, mitigation means working to cut down on the damage a disaster could do to people and property.
- **Preparedness** is defined as being “ready”. The key to effective emergency management is being ready to respond quickly. This includes training and practicing for emergency situations, and knowing what resources will be needed.
- **Response** includes the action of responding to an emergency.
- **Recovery** is the process of returning to normal.



Here are some things to consider when creating your emergency plan:

#### Mitigation

- Is the facility's address clearly visible from the street?
- Are large pieces of equipment and furnishings safely installed, braced or anchored?
- Are you aware of key utilities, controls and procedures for operating them; main water shut off valve, electrical circuit box?
- Are emergency evacuation routes free and clear?
- Are the emergency numbers and evacuation plans posted?
- Are first aid kits and emergency kits easily accessible?

#### Preparedness

- Where are your safe meeting places for large and small scale disasters?
- Do the families know where your safe meeting places are?
- Do you have all of the necessary contact information for staff and children?
- What type of emergency equipment might you need (i.e. emergency/disaster kit, fire extinguishers, first aid kits)? Where will you store it?
- How will you ensure staff are trained in and know how to implement the emergency plan?
- Does your plan need to include any special medical or health care provisions such as: medications, diet, or power sources for medical equipment?
- Have you accounted for any pets?
- What is the procedures if you no longer have power, heat or tap water?

#### Response

- Does your plan clearly describe the procedures and actions that are necessary to safely evacuate from any emergency?

#### Recovery

- What procedures will you use to assess your facility for damage and other health/safety concerns after an evacuation?

If your facility has been damaged, contact the appropriate clean-up or repair services. If your facility is not safe to operate, you will need to notify your Licensing Officer of your plan to ensure health and safety prior to reopening. This may mean closing the facility indefinitely, operating in a safe area within the facility while repairs are completed, or perhaps re-opening in a different location. You may need to submit a serious incident.

As part of planning for emergencies or disasters, you should have emergency supplies on hand ready for use on-site, or to be taken along during a full evacuation. The kit should be self-contained in a suitcase or other portable sturdy container and should contain the basic supplies you and those in your care will need to be self-sufficient for at least 72 hours.

Your kit should be organized, portable and easy to carry. Make sure that everyone working or being cared for in your facility knows where your kit is kept!

For additional information refer to the [Emergency and Disaster Preparedness Guide](#).

## 2. Health and Hygiene Program

**Community Care and Assisted Living Act section 7** states a licensee must operate the community care facility in a manner that will promote the health and safety of children in care.

**Child Care Licensing Regulation section 46** states a licensee must establish a program to instruct children in and to practice the rules of, health and hygiene. In establishing this program, a licensee will need to develop policies and procedures for ensuring both staff and parents know how to effectively deal with an ill child.

Employees/ licensees need to understand the importance of illness prevention and to have daily practices in place that guide them in such things as proper hand washing, diapering and toileting and food preparation. Health and hygiene practices will limit the spread of bacteria and viruses and will promote a healthy child care environment.

Written child care policies and procedures regarding health and hygiene practices should include, but are not limited to:

- a list of serious illness, symptoms or conditions for when a child should be excluded from attending the facility
- a requirement that parents provide information regarding immunization status, including if their child is not immunized
- a plan for temporarily caring for a sick child until a parent or emergency contact can arrive to pick them up
- a procedure for contacting a physician or ambulance if a parent or emergency contact is unable to pick the child up in an emergency
- the criteria that must be met before a child who has been ill can return to the facility (the child should be well enough to take part in the facility's daily programming and no longer be infectious).
- a procedure for immediately informing parents when their child becomes ill or injured while in care
- a requirement that parents inform the facility within 24 hours if their child has a diagnosis of a communicable disease; or if their child has been exposed to a serious illness or communicable disease
- a procedure for notifying Community Care Licensing when it comes to their attention that a child enrolled has a reportable communicable disease.
- a procedure regarding hand washing for both children and staff (hand washing needs to occur before and after eating, prior to food prep, after toileting and diapering, playing outdoors, wiping noses, playing with pets and after any other activity that possibly soils the hands)



- policies and procedures regarding cleaning and sanitizing the facility, toys, materials and equipment
- special precautions when handling blood and body fluids to prevent the spread of disease (following universal precautions).

Once policies and procedures are in place they need to be consistently applied to all families. The facility must consider not only the health of the individual child, but the health of the other children in care, the health of the main caregiver and all staff.

For additional information refer to [Preventing Illness in Child Care Settings](#).

### 3. Records and Consents (Child Registration form)

***Child Care Licensing Regulation section 57 states a licensee must keep current records for each child showing the following:***

- name, sex, date of birth, medical insurance plan number and immunization status, date of enrolment; daily attendance record, indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure, name and telephone number of a parent, medical practitioner and emergency contact person;
- any illness, allergy or medical disability disclosed to the licensee by the child or his or her parent or medical practitioner. The parent must provide this information in writing to the licensee;
- records must be kept regarding any medication that is prescribed by a medical practitioner or provided by a parent that the licensee has agreed to administer, including the amount and the time at which the medication was administered and any instructions on administering that medication;
- a photograph or digital image of the child, and other information that can be used to readily identify the child in an emergency;
- a record of any person who is not permitted access to a child; and
- the date on which a child stops attending the facility.

This information is typically captured on a facility's registration form which parents must complete prior to a child attending.

For some facilities, additional policies and procedures may be necessary to ensure a consistent approach in regards to documenting the daily attendance, registering a new child, and administration of medication.

A licensee must also obtain written consent to call a medical practitioner or ambulance for the child in the case of an accident or illness, if the parent cannot immediately be reached and to release a child to someone other than the parent.

If a child in care requires extra support, a licensee must also keep a current care plan as set out in the ***Child Care Licensing Regulation section 58***.

## 4. Staffing Records

***Child Care Licensing Regulation section 56 (1) (b)*** states a licensee keep current records for each employee, the records required under section 19 (1), character and skill. These records include:

- a criminal record check for the person, character references for the person, a record of the person's work history, copies of any diplomas, certificates and other evidence of the person's training, evidence that the person has complied with the Provinces' immunization and tuberculosis control program
- if employing early childhood educators or assistant, a licensee must verify that the educators certificate to practice is valid; a record of the verification must be kept.

All records must be kept in a single place at the community care facility and made available to the Licensing Program when requested.

## 5. Log of Minor Incidents

***Child Care Licensing Regulation section 55*** states a licensee must immediately notify a parent or emergency contact if a child in care becomes ill or is injured.

***Child Care Licensing Regulation section 56 (1) (f)*** states a licensee must keep a log of minor accidents, illnesses and unexpected events involving children, that did not require medical attention and were not reportable incidents as described in Schedule H.

If the incident does not require medical attention or is not listed in Schedule H of the *Child care Licensing Regulation*, then a log must be kept of these minor accidents, illnesses and unexpected events.

Within this log, the following may need to be documented for minor accidents (not requiring medical attention):

- date and time of an event, what occurred, children and or staff involved in the event
- parent and or emergency contact that was notified of the event, (how notification occurred, telephone call, text message)
- any outcomes, special instructions as a result of the notification
- actions of licensee/ staff as a result of the event

Within this log a licensee may also document behavioral observations, conversations and other unexpected events.

## 6. Log of Daily, Monthly and Annual Inspection, Maintenance and Repairs to the Outdoor Play Space

***Child Care Licensing Regulation section 16 (4)*** states a licensee must ensure that all indoor and outdoor play materials and equipment accessible to children are suitable for the age and development of the children and safely constructed, free from hazards and in good repair.

The Director of Licensing Standard of Practice – Safe Play Spaces states that licensee must keep a log of all inspections, maintenance and repairs to their outdoor play space.

The Director of Licensing Standard of Practice – Safe Play Spaces is made under the authority of **section (4) (1) (e) of the Community Care and Assisted Living Act**, which provides that the Director of Licensing may specify policies and standards of practice for all community care facilities or a class of community care facilities.

The Safe Play Space standard was developed to promote healthy physical activity and safe outdoor play for children in day care settings. A safe, well planned outdoor play space creates an appropriate balance between safety and meeting the children’s developmental needs. It should offer activities to encourage the development of perception and physical skills and include opportunities for social, physical and cognitive forms of play. Although Canadian Standards Association (CSA) equipment are not mandated, licensees have a responsibility to ensure routine maintenance and repairs of equipment is occurring on a regular basis.

**Thorough daily, monthly and annual inspections must be performed regularly.** If needed repairs cannot be made immediately, equipment must be removed from service until repaired or the licensee must ensure that additional safety precautions are put into place. Checklists will assist in reminding licensees and staff of the types of checks to be performed and in ensuring that proper maintenance and repairs are completed.

Some things to consider when developing an outdoor play space inspection maintenance checklist:

- Daily – check the play space for garbage, broken glass, animal feces and other hazardous items. This is especially important if the play space is located in an area to which the public has access such as schools and parks.
- Monthly – check the play space in greater detail, including a check of the landscape, fencing and overall state of equipment to ensure they do not pose any hazards to children.
- Annually – conduct a detailed audit of the play space, landscaping and all equipment.
- Have the following been addressed and accounted for:
  - appropriate depth and preservation of protective surfacing
  - pinch, entanglement, entrapment and fall hazards
  - damaged or missing supports, anchors, or footings
  - loose or missing bolts, fasteners or connectors
  - broken or missing rails, steps, rungs or seats
  - bending, warping, rusting, deterioration or breakage of components
  - sharp edges or points due to damage or breakage
  - protective caps missing from bolts or tubes
  - worn swing hangers, chains
  - splintered or deteriorated wood cracks or holes in surfacing materials
  - animal feces, broken glass and or other debris
  - fencing and gates in good repair, no entrapment hazards
  - sand box lids / coverings in place; no standing water or other debris
  - all outdoor play equipment in a good state of repair and free from hazards
  - is the checklist an accurate reflection of the outdoor play space environment and the toys, materials and equipment accessible to children

- if equipment is observed to be damaged or needing repairs – is a procedure in place to address the repair / replacement

Licensees should also ensure that if equipment is provided, it is placed over resilient surfacing in order to prevent injuries from falls.

Even if a facility uses an alternate outdoor play space, such as a school or park setting, a licensee must maintain a log of the regular inspections to ensure the safety of the children while accessing the play equipment and space.

## **Tab 6 – Approval of Licensee/Manager – Assessment of Suitability**

- Determining assessment of suitability process:
  1. Applicant who holds the licence and manages the facility;
  2. Applicant who holds the licence but delegates a manager; or,
  3. Corporation, society and/or aboriginal governing body who are required to delegate a licensee contact person and a manager.
  
- Assessment of suitability Form

# Approval of Licensee/Manager

## Assessment of Suitability

### Determining the Assessment of Suitability Process

Applicants applying for a facility licence must be willing to undergo a suitability assessment process before a facility's licence can be approved. To determine the suitability assessment process the applicant must follow and what documents must be submitted, the Licensing Officer will need to know the role and/or situation of the applicant, for example:

#### Option 1:

- Applicant is a sole proprietorship who holds the license and manages the facility (such as family childcare or in home multi-age childcare). Or applicant who is a sole proprietorship holds the licence but delegates a manager.

#### Option 2:

- Applicant is in a partnership with two or more people who share in management of the business.

#### Option 3:

- Corporation, society and/or aboriginal governing body and delegates a manager.

The first step in determining the assessment of suitability process is to determine which of the above three options best describes your situation. Additional clarification is provided below regarding the three options.

#### Option 1: Sole Proprietorship:

A **sole proprietorship** is a person who takes full responsibility for the all aspects in their business name and related to business operations. The operator of a sole proprietorship performs all the functions required for the successful operation of the business including securing the capital, establishing and operating the business, assuming all risks and accepting all profits and losses and paying all the taxes.

Licensing Officers must be of the opinion that the applicant, if a person, other than a corporation:

- is of good character (at least 19 years of age);
- has the training, experience and other qualifications required under the Regulation;
- has the personality, ability and temperament necessary to operate a facility in a manner that will maintain the spirit, dignity and individuality of children being cared for.

#### Applicant who holds the licence and manages the facility must submit:

- Application for Assessment of Suitability or Resume** outlining relevant work history.
- Criminal Record Check** through the Ministry of Public Safety and Solicitor General (note: RCMP checks are not valid). Licensing Officers will provide the appropriate criminal record check application forms and complete the ID verification process. Contact your local Licensing Officer for additional information on how to complete this process.

**Three References** relevant to the position.

- Training Documentation** – copies of any diplomas, certificates or other evidence to confirm the applicant meets qualifications for the type of child care program being offered.
- Immunization Status Form** confirming the applicant has complied with the Province's immunization and tuberculosis control programs.
- Legislation Assessment Quiz** to be completed at the local Community Care Facility Licensing Office or as arranged with your Licensing Officer.
- Assessment of Suitability Questionnaire** to be completed. Once submitted, an interview between the licensee/manager and Licensing Officer will be arranged.

**\*Note: In the case of Family Child Care and In-Home Multi-Age Care the licensee must also be the facility manager.**

**Applicant who holds the licence but delegates a manager:**

The applicant must provide assurance that delegated authority has been given to the person being named as the manager. A declaration letter must be submitted to the Licensing Program. The licensee and manager are responsible to ensure compliance with provincial legislation and manager must have the ability, skills and training to maintain standards as described in the [Community Care and Assisted Living Act](#) and [Child Care Licensing Regulation](#).

The applicant must complete an **Application for License form** inserting the name and contact information of the person being delegated as manager in the **manager data box**; and submit the following **for themselves and the manager**:

**Criminal Record Check** through Ministry of Public Safety and Solicitor General (note: RCMP checks are not valid). Licensing Officers will provide the applicant with the appropriate criminal record check application and complete the identification verification process. The Licensing Program will obtain the original signed consent form and clearance results letter for the applicant. The applicant is responsible for obtaining a criminal record check on the person they are delegating as a manager. The applicant must keep the original signed consent form and the results of the clearance letter received from the Criminal Record Review program for the delegated manager. A copy of the delegated managers clearance letter must be submitted to the licensing program.

- Three References** relevant to the position.
- Employee Plan**
  - A statement of duties, qualifications, relevant work experience and suitability of the proposed manager.
  - The proposed number of employees as per [Schedule E](#), their qualifications and expected duties.
  - The supervision and staffing plan, including while persons in care are attending or being transported to and from outdoor play areas or activities located outside of the facility or off property.

**Reminder:** The applicant must obtain the following additional documents and keep on file for inspection purposes to confirm the manager meets staffing requirements:

- Evidence that the person has complied with the Province's immunization and tuberculosis control programs.
- First aid certificate as outlined in [Schedule C](#).
- Resume
- Diplomas and certificates to meet qualification requirements if being counted in qualified staff to child ratios.

\* **Note:** All certificates must be verified as per [section 19\(4\) \(a\) of the Child Care Licensing Regulation](#).

### **Option 2: Partnership**

A partnership is an agreement in which two or more people combine resources in a business arrangement. In a general partnership, two or more individuals share the management of a business, and each partner is personally liable for all debts and obligations incurred. This means that each partner is responsible for, and must assume the consequences of the actions of the other partner(s).

Each individual of the partnership is assessed under section 11 of the CCALA and Licensing Officers must be of the opinion that the applicant, if a person, other than a corporation:

- is of good character (at least 19 years of age);
- has the training, experience and other qualifications required under the Regulation;
- has the personality, ability and temperament necessary to operate a facility in a manner that will maintain the spirit, dignity and individuality of children being cared for.

The following information must be submitted for all partners:

- Application for Assessment of Suitability or Resume** outlining relevant work history.
- Criminal Record Check** through the Ministry of Public Safety and Solicitor General (note: RCMP checks are not valid). Licensing officers will provide the partners with the appropriate criminal record check application and complete the identification verification process. The Licensing Program will obtain the original signed consent form(s) and clearance result letter(s). Contact your local Licensing Officer for additional information on how to complete this process.
- Three References** relevant to the position.
- Training Documentation** – copies of any diplomas, certificates or other evidence to confirm the applicant meets qualifications for the type of child care program being offered.
- Immunization Status Form** confirming the applicant has complied with the Province's immunization and tuberculosis control programs.
- Legislation Assessment Quiz** to be completed at the local Community Care Facility Licensing Office or as arranged with your Licensing Officer.
- Assessment of Suitability Questionnaire** to be completed. Once submitted, an interview between the licensee/manager and Licensing Officer will be arranged.



**Reminder:** The applicant must obtain the following additional documents and keep on file for inspection purposes to confirm the manager meets staffing requirements:

- Evidence that the person has complied with the Province's immunization and tuberculosis control programs.
- First aid certificate as outlined in [Schedule C](#).
- Resume
- Diplomas and certificates to meet qualification requirements if being counted in qualified staff to child ratios.

\* **Note:** All certificates must be verified as per [section 19\(4\) \(a\) of the Child Care Licensing Regulation](#).

**Employee Plan**

- A statement of duties, qualifications, relevant work experience and suitability of the proposed manager.
- The proposed number of employees as per [Schedule E](#), their qualifications and expected duties.
- The supervision and staffing plan, including while persons in care are attending or being transported to and from outdoor play areas or activities located outside of the facility or off property.

**Option 3: Corporation, Society or Aboriginal Governing Body must delegate a manager:**

A corporation, also known as a limited company, is a legal entity that is separate and distinct from its member (shareholders). When a company is incorporated, it acquires all the power of an individual, has an independent existence separate and distinct from its shareholders, and has an unlimited life expectancy. In other words, the act of incorporation gives life to a legal entity known as the corporation. A corporation can acquire assets, borrow money, enter into contracts and can be held liable; its existence does not depend on the continued membership of any of its members.

A society is a non-profit organization. By filing the necessary documents and paying the prescribed fees, five or more individuals can form a society. Societies are not required by law to incorporate; however, there are benefits to incorporating including having the powers of an individual as well as an independent existence separate and distinct from its members, and an unlimited life expectancy.

If the applicant represents a **corporation, society or aboriginal governing body**, a person must be hired as a manager of the facility with responsibility for its day-to-day operation. The manager must be screened using the same criteria for a licensee under section 11 of the CCALA, and operate the facility in compliance with the CCALA and the regulations at all times. The applicant must submit to the licensing program, a written declaration stating that the person proposed as the manager meets the requirements for a manager as set out in the CCALA and regulation.

The licensee and manager are responsible to ensure compliance with provincial legislation and the manager must have the ability, skills and training to maintain standards as described in the [Community Care and Assisted Living Act](#) and [Child Care Licensing Regulation](#).

**Assessing an applicant that is a corporation (Section 11 (2) (b) of the CCALA to determine if it:**

- Has a director that meets the requirements of the CCALA
- Has appointed as a manager of the facility a person who
  - is of good character (at least 19 years of age);
  - has the training, experience and other qualifications required under the Regulation;
  - has the personality, ability and temperament necessary to operate a facility in a manner that will maintain the spirit, dignity and individuality of children being cared for; and,
  - agrees to be readily available to respond to inquiries from the director of licensing or the medical health officer and to provide to them financial and other records of the community care facility that can reasonably be presumed to contain information relevant to the administration of the *CCALA and the regulations*.
- Has delegated to that manager full authority to operate the facility in accordance to the requirements described in the Act and the Regulation.

**The applicant must submit the following documents:**

- Insert the name and contact information of the person being assigned as manager in the **manager data box** on the **Application for License form**.
- Criminal Record Check** through Ministry of Public Safety and Solicitor General (note: RCMP checks are not valid). The applicant is responsible for obtaining a criminal record check on the delegated manager. The applicant will maintain the original signed consent form and the clearance letter obtained from the Criminal Record Review program. A copy of the clearance results letter for the delegated manager must be submitted to the Licensing Program.
- Three References** relevant to the position.
- Employee Plan**
  - A statement of duties, qualifications, relevant work experience and suitability of the proposed manager.
  - The proposed number of employees as per [Schedule E](#), their qualifications and expected duties.
  - The supervision and staffing plan, including while persons in care are attending or being transported to and from outdoor play areas or activities located outside of the facility or off property.

\*If the person is not recognized or qualified in the field of child care, the applicant must include a plan outlining how the manager will be able to demonstrate the necessary competencies to meet standards and direct staff on a day-to-day basis to promote the health, safety and dignity of persons in care.

**Reminder:** The applicant must obtain the following additional documents and keep on file for inspection purposes to confirm the manager meets staffing requirements:

- Evidence that the person has complied with the Province's immunization and tuberculosis control programs
- First aid certificate as outlined in [Schedule C](#).
- Resume
- Diplomas and certificates to meet qualification requirements if being counted in qualified staff to child ratios.

\* **Note:** All certificates must be verified as per [section 19\(4\) \(a\) of the Child Care Licensing Regulation](#).

## Assessment of Suitability Forms

- Application for Assessment of Suitability form
- [Criminal Record forms](#) (available online or through the local licensing program)
- Legislation Assessment Quiz
- Immunization Record for Child Care and Health Care Workers
- Assessment of Suitability Questionnaire:
  - Home Based
  - Centre Based

All personal information is collected under the Authority of the Community Care and Assisted Living Act and will only be used to determine suitability to operate a community care facility. The information is protected from unauthorized use and disclosure in accordance with the Freedom of Information and Protection of Privacy and may be disclosed only as provided by that Act. If you have any questions about the collection, use and disclosure of this information, you should call the Public Health protection Manager.

Applicant name: \_\_\_\_\_

Name of facility: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Email address for applicant: \_\_\_\_\_

**Education and relevant training/qualifications**

If you are applying to be the licensee and will be working directly with children, list educational history and attach proof of completion.

Training institution	Location	Transcript, diploma, certificates, workshops, etc.
Memberships and professional affiliations		

**Work experience (relating to the care of children)**

Relevant work experience	Duties	Dates
1.		
2.		
3.		
4.		



**Three references for the Applicant (limited to one personal or family)**

Name	Mailing address and/or email address	Phone
1.		
2.		
3.		

I give permission for Community Care Licensing – Northern Health Authority to contact the references listed above for the purpose of assessing my suitability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby apply for a Community Care Facility Licence and agree to abide by the Community Care and Assisted Living Act and the Child Care Licensing Regulation. I further certify that the information I have provided is correct to the best of my knowledge.

*Submission of false information may result in refusal to issue a Community Care Facility Licence.*

I have attached the following supporting documentation:

- Confirmation of training (diplomas, certificates, transcripts, etc.)
- First Aid certification
- Immunization status
- Completed Legislation Assessment Quiz
- Completed interview questionnaire (home based or group childcare depending on the category of care)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Print**

All Licensed facilities are required to meet basic health, safety and care standards. These standards are commonly referred to as “licensing requirements”. These licensing requirements are set out in BC legislation, Community Care and Assisted Living Act and the Child Care Licensing Regulation. Owner/operators, designated managers and staff working in licensed community care facilities must have a basic understanding of the licensing requirements in order to ensure compliance and to meet minimum standards.

To assist in becoming familiar with the Community Care and Assisted Living Act and the Child Care Licensing Regulation, please complete the following knowledge assessment and return to your licensing officer as part of the suitability of assessment process. You will need to refer to both the Act and the Regulation to complete the knowledge assessment.

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_02075\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02075_01)

[http://www.bclaws.ca/Recon/document/ID/freeside/332\\_2007](http://www.bclaws.ca/Recon/document/ID/freeside/332_2007)

**Part A - Community Care and Assisted Living Act**

Please check the correct response	True	False
Part 1 of the Act provides definitions. A “community care facility” means a premises or part of a premises in which a person provides care to 3 or more persons who are not related by blood or marriage to the person	<input type="checkbox"/>	<input type="checkbox"/>
A licensee is defined within the Act as a person, including an aboriginal governing body that holds a licence.	<input type="checkbox"/>	<input type="checkbox"/>
A person must be an “ADULT”, or at least 16 years of age to be a licensee or to manage a community care	<input type="checkbox"/>	<input type="checkbox"/>
Section 7 of the Act sets out the Standards that must be maintained by a licensee. One of those standards states that a licence must be displayed in the prescribed manner.	<input type="checkbox"/>	<input type="checkbox"/>
Section 9 of the Act states that a facility must be open at all times to visitations and inspections by the medical health officer.	<input type="checkbox"/>	<input type="checkbox"/>
Section 15 of the Act states one of the duties of the medical Health Officer is to investigate every application for a license to operate a community care facility	<input type="checkbox"/>	<input type="checkbox"/>



## Part B - Child Care Licensing Regulation

***Please answer each question with the section (s) of regulation that apply and a brief explanation of the regulation (s). For example:***

**Questions:** What section of the regulation defines Family Child Care and what does it state?

**Answer:** *Section 2(1)(e) of the Child Care Licensing Regulation defines family child care. It states: being a program in which the licensee is a responsible adult and personally provides care, within the licensee's personal residence, to no more than 7 children.*

**1. Definition:** What is the definition of "licensee"?

**2. Licensing:** Who needs to post their community care facility license?

**3. Facility requirements:** Where would a licensee find information on the requirements for toilets and washbasins and where they need to be located?



---

**4. Facility requirements:** What does the regulation require for the sleeping arrangement when caring for a child younger than 36 months?

**5. Facility requirements:** What are the requirements that a licensee must ensure regarding all indoor and outdoor play materials and equipment accessible to children?

**6. Facility requirements:** How should a licensee store all medications, poisonous substances or other objects and products that could be hazardous to the health or safety of a child?

**7. Facility requirements:** What is the hottest temperature heated water can be, if accessible to children?

**8. Facility requirements:** Is smoking permitted on the premise of a community care facility while children are under the supervision of employees?

**9. Emergency:** A licensee must have an emergency plan that sets out the following four procedures.

**10. First aid:** Where would a licensee find information on the requirements of a First Aid course?

**11. Supervision of children:** When should children be supervised and by whom?

**12. General care requirements:** What is the maximum hours of care that a licensee can provide to a child each day?

**13. General care requirements:** If a licensee decides to provide overnight care, what must they do first and what requirements must they meet?

**14. General care requirements:** What are the requirements if children are being transported while in care?

**15. General care requirements:** In licensed facilities, is food permitted to be used as a reward?

**16. General care requirements:** What are the requirements regarding health and hygiene in a licensed facility?

**17. General care requirements:** The regulation requires a licensee to offer a comprehensive program of indoor and outdoor activities that are designed for the development and care of children, appropriate for the age and development and complies with Schedule G. Summarize the 5 components of a comprehensive program of activities for children starting with physical development.

**18. Guidance and treatment of children:** What actions are considered harmful and not permitted in a licensed facility?

**19. Guidance and treatment of children:** Who needs to receive a statement of the licensee's policy on behavioral guidance?

**20. Illnesses:** What must a licensee do if a child becomes ill while in care?

**21. Notification of illness:** When would a licensee notify the parent if a child became ill or was injured?

**22. Notification of illness:** When would the medical health officer be notified? List 4 types of reportable incidents as described in schedule H.

**23. Records:** What information must a licensee have on file for each child in care?

**24. Definition:** What is the definition of a “child requiring extra support”?

**25. Records:** What is required for any child requiring “additional support”?

**26. Records:** What records and policies must a licensee have?

**27. Records:** If a person prepays part or all of the cost of services, what must a licensee have and do?



**28. Care program:** What type of care program are you applying for and how is it defined?

**29. Care program:** Based on the type of care program you are planning to offer care – what are the ages and number of children you can care for based on schedule E?

Print

## **IMMUNIZATION RECORD FOR CHILD CARE AND HEALTH CARE WORKERS**

Participation in the full British Columbia Immunization program is recommended for all adults and children in BC. Licensing standards require that employees of Licensed Child and Residential Care Facilities provide documentation of their immunization status as a condition of employment. This information can be used in the event of an outbreak of a vaccine preventable disease in a facility. In order to protect both themselves and their vulnerable clients, employees are strongly encouraged to ensure their immunizations are up to date.

Section 19 (1) (f) of the Child Care Licensing Regulation and Section 37 (1) (e) of the Residential Care Regulations outlines the requirements pertaining to compliance with the Provinces Immunization and Tuberculosis Control Programs.

*'A licensee must not employ a person in a community care facility unless the licensee has evidence that the person has complied with the Province's immunization and tuberculosis control programs.'*

Please review the BC Centre for Disease Control link below for recommended vaccines.

<http://www.bccdc.ca/health-info/immunization-vaccines/immunization-schedules>

To the best of my knowledge I comply with the provincial immunization/TB guidelines.

Due to personal/medical reasons I do not wish to be immunized.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Name of licensee/manger: \_\_\_\_\_

Name of proposed facility: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Maximum capacity: \_\_\_\_\_

Type(s) of services provided: \_\_\_\_\_

Number and age of own children 12 years and under to be provided (if applicable): \_\_\_\_\_

### Interview questions

#### Philosophy

1. What are your reasons for becoming a caregiver?

2. What do you feel is your role as a caregiver?



3. How would you make parents feel welcome and involved in your program?

4. In what way will you provide opportunities for children to make their own decisions?

**Character**

1. In your role as a caregiver, which aspects of the job do you feel you will find the most challenging?

2. How would you deal with a parent who demonstrates some child rearing practices while in your facility that you find unacceptable? (i.e. spanking, yelling)

3. In what ways will you help a child feel good about himself/herself?

4. What type of guidance and discipline will you use in your Centre?

5. As your facility is also your home, how will you balance your personal and professional responsibilities during the hours of operation?

6. How will being a licensed facility affect the rest of your family?

7. How will you respond to a family whose culture, customs, language or lifestyle are different from your own?

**Knowledge: General**

1. Criminal Record Checks are required for everyone ordinarily present in your home including renters, substitutes, spouses and any children over the age of 12. Please list everyone who requires a Criminal Record Check at your residence:

2. What is your understanding of the number and age-mix ratios of children you may care for (including your own children) at one time in the daycare?

3. What is your plan for the days you or your children are ill or you are unable to provide care?

4. If you plan to hire a substitute, what qualifications and records must be in place prior to providing care to children in your daycare?



5. If a child has needs or a situation presented challenges that you didn't know how to address, where would you go for support or assistance? (i.e. child with behavior challenges, special needs, in need of protection)

6. Why is it important to have a contract for services and an information package for children?

7. Why is record keeping important to your facility? What records do you keep in your facility?

8. Will you provide lunches and snacks in your program?  Yes or  No

If yes, how will you develop a menu which includes specific therapeutic dietary requirements and meets the nutritional requirements of the Child Care Licensing Regulation?

9. What health/hygiene practices do you think are important to include in your daily program?

10. How will you ensure that the home and play areas are safe and that they are free from hazards?

11. How will you ensure continuous supervision?

12. What is your understanding of Licensing requirements for reporting Serious Incidents to our office?

13. What steps can a facility take in preparation for an emergency?

**Knowledge: Situational**

1. How will you respond to a large scale disaster that requires you to evacuate your home or community? (i.e. gas leaks, earthquake, forest fire, natural disaster)

2. How will you familiarize a new child and family to your daycare, what are your expectations from parents and what information will you give to parents about the care you give their children?

3. What would you do if a parent arrives on an unscheduled day and you are already at capacity?

4. How would you handle the following situations:

(a) A bright child becomes bored with the activities

(b) A child has difficulty performing tasks

(c) A child arrives at the facility in an emotional state

(d) One child always seems to require more attention than you can give him/her

(e) Your smoke alarm sounds and you smell smoke while the children are napping? What action will you take?

5. How will you handle the use of television/videos and video games?

6. What would you do if a parent brings a child to your facility who is obviously ill?

7. Each year, community care facilities report cases of chicken pox, hand/foot/mouth disease, Norwalk like virus, etc. What standard precautions will you take to prevent the spread of communicable diseases and how will you respond to a child with a sudden onset of vomiting and/or diarrhea?

8. Describe, briefly your release of a child policy:

(a) Who can a child be released to?

(b) What would you do if someone you are not familiar with arrives to pick up a child?

(c) What would you do if someone who appears to be incapable of providing safe care arrives to pick up a child?

(d) What would you do if a parent does not arrive to pick up a child?

9. You are concerned about a child's physical injuries. The parent tells you that they were caused by a fall. You suspect this is untrue and recall a similar occurrence from last month. How would you handle this situation?

10. What would you do if you suspected a child might be neglected or abused?

(a) Inside the facility?

(b) Outside the facility?



**Qualifications/training/experience**

1. How will you ensure ongoing compliance with the Community Care and Assisted Living Act and the Child Care Licensing Regulation?

2. How will you ensure daily gross motor and age appropriate play/activities?

3. What types of activities will you provide for children to ensure you are meeting their developmental needs physically, intellectually, socially, emotionally and cognitively?

**Licensing Officer will review complaint/investigation protocol**

**Signatures**

<hr style="width: 80%; margin: 0 auto;"/> <p>Signature of Licensing Officer</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Signature of proposed Licensee/Manger</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date (DDMMYYYY)</p>
---	--	--

Name of licensee/manger: \_\_\_\_\_

Name of proposed facility: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Maximum capacity: \_\_\_\_\_

Type(s) of services provided: \_\_\_\_\_

### Interview questions

#### Philosophy

1. What is your role as a manager?

#### Character

1. How would you deal with a parent who demonstrates some child rearing practices while in your facility that you find unacceptable? (i.e. spanking, yelling)



2. How will you handle a parent complaining about the care their child is receiving?

3. How will you handle a conflict between staff or between a parent and staff?

4. How will you monitor staff performance and what steps would you take if you had a concern about staff conduct?

5. What information should be shared with the following individuals and how will you do so while maintaining confidentiality?

(a) Staff?

(b) Parents?

(c) Board Members?

(d) Licensing Officer?

**Administrative**

1. What are the minimum qualifications for staff working in your centre?

2. What documentation do you require prior to a person working or volunteering at the facility?

3. How will you orient staff, substitutes and volunteers?

4. What information do you need to provide to parents based on legislation and best practice?

**Policies and procedures**

1. What daycare policies and procedures need to be in place to guide staff and promote quality childcare?

2. What is the Centre's Guidance and Discipline policy and how will you ensure staff are following the policy?

3. What records do you keep at the facility and who should have access to them?

4. How will you ensure that your program of activities is appropriate for the age and development of all children in care?

5. What types of activities will you provide for children to ensure your program meets requirements of Schedule G of the Child Care Licensing Regulation?

**Policies and procedures**

6. Will you provide lunches and snacks in your program?  Yes or  No

If yes, how will you develop a menu, which includes specific therapeutic dietary requirements and meets the nutritional requirements of the Child Care Licensing Regulations?

7. Describe your procedure for reporting suspected child abuse:

(a) Outside the facility

(b) Inside the facility



8. What is your understanding of incident reporting requirements?

9. Describe briefly your release of a child policy. Who can a child be released to?

**Emergency preparation**

1. Describe what steps a facility can carry out in preparation of an emergency:

2. Your smoke alarm sounds and you smell smoke while the children are in your daycare: (a) napping, (b) eating lunch (childminding and out of school). What action will you take?

3. How will you respond to a large-scale community disaster that would require you to evacuate? (i.e. gas leak, earthquake, forest fire, natural disaster)

**Knowledge: Situational**

1. How would you order your day if you had:

- \_\_\_\_\_ Month end billing to complete
- \_\_\_\_\_ A written report to the board needed for tonight
- \_\_\_\_\_ A sick child in isolation
- \_\_\_\_\_ A parent wanting to see you concerned about their child's care
- \_\_\_\_\_ Several phone messages need returning

2. What would you do if someone you are not familiar with arrives to pick up a child?

3. What would you do if someone appears to be incapable of providing safe care arrives to pick up a child?

4. What would you do if a parent does not arrive to pick up a child?

5. If a child has needs or situation presented challenges that you didn't know how to address, where would you go for support or assistance? (i.e. child with behavior challenges, special needs, in need of protection)

**Knowledge: Situational**

6. How would you handle the following situations?

(a) A child has difficulty performing tasks

(b) A child arrives at the facility in an emotional state

(c) A parent argues or discusses private matters with you in the presence of children

(d) A staff person breaches confidentiality

7. Each year, Community Care Facilities report cases of chicken pox, hand/foot/mouth disease, Norwalk like virus. What standard precautions will you take to prevent the spread of communicable diseases and how will you respond to a child with a sudden onset of vomiting and/or diarrhea?

8. You are concerned about a child's physical injuries. The parent tells you that they were caused by a fall. You suspect this is untrue and recall similar occurrence from last month.

**Qualifications/training/experience**

1. How will you ensure ongoing compliance with the Community Care and Assisted Living Act and the Child Care Licensing Regulation?

2. How have your education and training prepared you for managing a childcare facility?

3. How will you promote and encourage staff to continue professional development?

*Licensing Officer will review complaint/investigation protocol*

**Signatures**

<hr style="width: 80%; margin: 0 auto;"/> <p>Signature of Licensing Officer</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Signature of proposed Licensee/Manger</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date (DDMMYYYY)</p>
---	--	--

**Print**

## **Tab 7 – Initial Inspection and Operational Requirement**

- A review of what is inspected at the time of an Initial Inspection.
- A quick checklist of what is reviewed at the time of an Initial Inspection.



## **Initial Inspection and Operational Requirements**

As part of the licensing process and prior to issuing or granting a facility licence, Licensing Officers will be conducting an Initial Inspection. This will take place once all supporting documentation has been submitted and licensing has determined that the facility file is complete.

The following outlines what is inspected at the time of an Initial Inspection:

### **A review of what is inspected at the time of an Initial Inspection**

- Licensing Officers will be checking the facility physical environment to confirm it is set up in a manner that is healthy and safe; that necessary furniture, equipment and fixtures are in place that are clean and in good repair; that play areas have materials and equipment in place that are suitable for the age and development of children and are safely constructed, free from hazard; and, that necessary equipment and supplies are in place to meet the individual care needs of children.
- Inspecting the outdoor play area to ensure it follows the *Standards of Practice for Safe Play Spaces* and information provided by the applicant describes how outdoor play will be carried out on a regular basis. In addition, Licensing Officers will ask the applicant how they will be carrying out daily, monthly and annual inspections of the outdoor space and demonstrating compliance.
- Checking to make sure emergency equipment, policies and procedures are in place to meet standards for fire safety and emergency disaster planning requirements.
- A review of employee records (if applicable) to confirm they meet the standards (i.e., proof of training and qualifications, resume indicating relevant child care experience, 3 references, criminal record consent and clearance letter, immunization status, details on duties to perform and confirmation that employees have received orientation on the facility's policies and procedures).
- A review of how the applicant/licensee will ensure required information is obtained and in place to meet children's record requirements (i.e., forms have been created to obtain information as described in the *Regulation*, for example: registration, consent, attendance, care plan, etc.).
- A review of required written policies and procedures (i.e., safe release of a child, behavioral guidance, care and supervision, food and drink to be provided) to guide staff and inform parents of care practices that will be carried out.
- A review of the administrative operation to confirm basic health, safety and care standards and requirements are in place and/or systems have been established to ensure compliance, for example: reviewing how fire drills will be practiced monthly and a log maintained.

## **A quick checklist of what is reviewed at the time of an Initial Inspection**

### **Required policies and procedures (see tab 5)**

- Guidance and Discipline
- Nutrition Policy
- Release of a child policy
- Parent Contract and Repayment agreement (if applicable)
- Care and supervision policies and procedures to guide staff on all matters relating to care and supervision
- Active Play and Screen Time

### **Additional required documentation and records (see tab 5)**

- Emergency and disaster preparedness
- Health and Hygiene program
- Records and consents (child registration form)
- Staffing Records
- Log of minor incidents
- Log of daily, monthly and annual inspection, maintenance and repairs to the outdoor play space

### **Community care facility records:**

- Employee staff records to confirm standards are met
- Children's records, consent forms and daily attendance
- Care plans for children requiring extra support
- Fire drill practice log
- Emergency disaster plan practice log
- Outdoor maintenance log (daily, monthly and annual)
- Repayment records

### **Notification standards:**

- If a child becomes ill or sustains a minor injury or is involved in an unexpected event, parents must be notified immediately
- If a child is involved in a serious incident a parent(s) must be notified immediately and a serious incident report form completed and submitted to the Licensing Program within 24 hours of the incident/event

### **Posting of documents and information in a prominent place:**

- Facility licence for all care programs except for Family and In-Home Multi-age
- Written fire drill procedure and evacuation diagram
- Early Childhood Educator's Licence to Practice and Assistant Licence to Practice

The *Community Care and Assisted Living Act and Child Care Licensing Regulation*, licensing forms, newsletters, etc. are available on the Northern Health website at <https://www.northernhealth.ca/services/community-care-licensing>