Child Care Licensing Package

Table of Contents

Tab 1  Introduction & Information
Tab 2  Licensing Tips, Tools & Types of Child Care Programs
Tab 3  Getting Started, Contacts, Resources & Publications
Tab 4  Steps to Applying for a Child Care Facility’s Licence
Tab 5  Approval Process of the Licensee/Manager
Tab 6  Initial Inspection & Operational Standards & Requirements
Tab 1 - Introduction & Information

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

Who we are

Public Health Protection - Community Care Licensing Program

BC Health Authorities are responsible under performance agreements with the Ministry of Health Services to carry out province-wide health care programs and services with the goals to improve on the health and wellness for people in BC.

The Northern Health’s Public Health Protection - Community Care Licensing Program is mandated under provincial legislation (law) to carry out the community care licensing program services. Legislation that speaks to standards for child daycares and residential care settings is the Community Care and Assisted Living Act, Child Care Licensing Regulation and Residential Care Regulation.

The mission of the Northern Health's Public Health Protection Community Care Licensing program is to promote and protect the well being of adults, youth and children who are cared for in licensed care facilities. This is achieved through education and inspection strategies 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 loved ones. The main goal is to ensure care providers meet and maintain basic health, safety and care standards as described in legislation and treat 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: the 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 3rd Ave., Prince George V2L 3G6
Phone: (250) 565-2150/Fax: (250) 565-2144

Northwest Health Service Area

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

Northeast Health Service Area

Dawson Creek
1001-110th Ave., Dawson Creek V1G 4X3
Phone: (250) 719-6500/Fax: (250) 719-6513

Fort St. John
10115-110th Ave., Ft. St. John
Phone: (250) 263-6000/Fax (250) 263-6086

Northern Health website: www.northernhealth.ca
Toll-Free call Enquiry BC at: 1-800-663-6867

Refer to Tab 3 of this binder for a breakdown of service delivery areas.

Revised date October 14, 2010
Information

About the licensing legislation

In the province of BC anyone interested in or planning to offer a licensable child care program must first make application and be granted a community child care facility’s licence prior to offering care. The requirement to obtain a community care facility’s licence is outlined in the Community Care and Assisted Living Act.

The application process is described in the Child Care Licensing Regulation. The Regulation not only outlines the application process but describes basic health, safety and care standard requirements that the applicant must meet. Once a facility’s licence has been granted the applicant or licensee must continue to meet and maintain standards and requirements.

The Regulation defines 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.

In addition to the Regulation, there are Standards of Practice set by the Director of Licensing for Safe Play Spaces, which is applicable to all child care programs; and, standards specific to Family Child Care.

Establishing standards and requirements

The Community Care Licensing Branch, which is part of the Population and Public Health Division of the BC Ministry of Health Services, establishes standards and requirements that are outlined in the Act and Regulation. The process for establishing and setting requirements and standards are derived from a broad based consultation process which included the community, child care field, health care professionals and other jurisdictions relating to health and safety (i.e., building code, fire safety, environmental health, etc.); coupled with an awareness of the latest research and best knowledge available concerning quality child care.

Where to find a copy of the Act, Regulation and Standards

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 www.northernhealth.ca

An official version of the Act and Regulation can be purchased online through the Queen’s Printer in Victoria (BC) at: www.publications.gov.bc.ca or call 1-800-663-6105 (toll free) for an official copy. If you have difficulty finding a copy, please contact your local Licensing Officer.

Purpose of the Act, Regulation and Standards of Practice

The purpose of the Act, Regulation and Standards of Practice are not intended as an intrusion of person’s rights, but to provide public assurance that children in care are being cared for in a healthy and safe environment that promotes overall growth and development appropriate for the age and development of each child in care; and, ensures persons providing child care are of good character and have the necessary skills, abilities, personal suitability and temperament.
Basic Licensing Definitions

What is a community care facility?
Means a premises or part of a premise, 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 premise?
Means a building or structure and includes outside areas adjacent to the building or structure ordinarily used in the course of providing care.

What is care?
Means supervision that is provided to a child through a prescribed program (refer to Schedule E of the Regulation).

What is the age of 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 can also be an organization, an aboriginal governing body however organized and established by aboriginal people within their traditional territory in BC, a company or a partnership that has applied for and been granted a licence to operate a community care facility in BC.

If a Licensee is not a person, they must
- Have a director permanently 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. Typically, the licensee contact person and the facility manager are two separate entities. Licensing Officers routinely interact with the facility manager on 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, volunteers and persons providing services under contract or other person's ordinarily present at a community care facility. (Note: 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 licenses, inspecting licensed facilities, and investigating complaints that a facility does not meet 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 serious 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 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 other records of the community care facility that can reasonably be presumed to contain information relevant to the administration of the Act and Regulations.

*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 5* for clarification on the assessment of suitability process for Licensees and Managers.

What is the responsibility of 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 standards can be classified as either prescriptive or outcome based.

✓ **Prescriptive standards means**: 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 degree Celsius.

✓ **Outcome based standards means**: describe what is to be achieved and allow for flexibility in how it is achieved; there is no right or wrong way providing the intent of the Regulation is being met. Examples of outcome based standards includes furniture, equipment, play area, materials: they must be suitable for the age and development of the children intended for; safely constructed; free from hazards; and, in good repair.

The focus of outcome based standards is to achieve the outcomes and intent of the licensing legislation, recognizing that what may work for one facility or one group of children may not work for others because no two facilities are alike.

The licensing legislation empowers and gives the applicant and/or licensee freedom to be more innovative and creative to meet standards. With this flexibility and freedom, however, comes the expectation that the operation, care, programs, employees, services, etc. are developed and based on sound evidence from the child care sector; early childhood education field, related disciplines (i.e. health, etc.). The provision for flexibility in legislation is the exemption process.

**Exemptions**

An exemption gives local decision makers (Medical Health Officers/Licensing Officers) flexibility and the discretion to consider unique situations where the requirements of legislation are challenging for the applicant or licensee; in such circumstances, if the health and safety of children are not jeopardized, an exemption or release from a requirement may be possible.

Licensing legislation has identified what requirements can be exempted and the Medical Health Officer and/or Licensing Officer must be satisfied that there will be no increased risk to the health and safety of children in care; and, the exemption meets the prescribed requirement.

A list of what is not exemptible is outlined in Schedule A of the Regulation. To obtain further information regarding the application and approval process, contact your local Licensing Officer.
Compliance & 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 Regulations?
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 Regulations. 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 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 sets 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 meet and continue to meet all licensing requirements. Licensing Officers are available to discuss issues, make site visits, and help licensees understand what needs to be done and why.

What is progressive enforcement?
Most licensees in BC are in compliance 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 licenses and/or adding terms and conditions
- Suspension or cancellation of licenses

Licensees can expect that, except in unusual or high risk circumstances, Licensing Officers will first seek compliance through education and guidance and 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 such as setting terms and conditions, suspension or cancellation of licenses.
Tab 2 - Licensing Tips, Tools & List of Licensable Child Care Programs

- Tips for reading the Act and Regulation
- Where to find it in the Act, Regulation & Standards of Practice
- Summary of 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.

- Read the section of the Act or 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 to 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.
### Where to Find It At-a-Glance: Act, Regulation and Safe Play Spaces

#### Community Care and Assisted Living Act

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

#### Child Care Licensing Regulation

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

Revised date October 14, 2010
Where to Find It At-A-Glance (continued)

Child Care Licensing Regulation - continued

<table>
<thead>
<tr>
<th>Operations</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement of manager</td>
<td>Section 18</td>
</tr>
<tr>
<td>Character and skill requirements (including reference &amp; criminal record)</td>
<td>Section 19</td>
</tr>
<tr>
<td>Additional criminal record checks</td>
<td>Section 20</td>
</tr>
<tr>
<td>Continuing health of licensees and employees</td>
<td>Section 21</td>
</tr>
<tr>
<td>Emergency training and equipment</td>
<td>Section 22</td>
</tr>
<tr>
<td>First aid</td>
<td>Section 23, Schedule C</td>
</tr>
<tr>
<td>Conducting other business prohibited</td>
<td>Section 35</td>
</tr>
<tr>
<td>Absent licensees</td>
<td>Section 36</td>
</tr>
<tr>
<td>Absent employees</td>
<td>Section 37</td>
</tr>
<tr>
<td>Discontinued employment</td>
<td>Section 38</td>
</tr>
<tr>
<td>Continuous supervision required</td>
<td>Section 39</td>
</tr>
<tr>
<td>Community care facility records</td>
<td>Section 56</td>
</tr>
<tr>
<td>Records for each child</td>
<td>Section 57</td>
</tr>
<tr>
<td>Care plans</td>
<td>Section 58</td>
</tr>
<tr>
<td>Availability of records</td>
<td>Section 59</td>
</tr>
<tr>
<td>How long records must be kept</td>
<td>Section 60</td>
</tr>
<tr>
<td>Others may act (employees)</td>
<td>Section 8</td>
</tr>
<tr>
<td>Continuing duty to inform</td>
<td>Section 10</td>
</tr>
<tr>
<td>Posting and advertising of licence and certificates</td>
<td>Section 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programs and Plans</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum hours of care</td>
<td>Section 40</td>
</tr>
<tr>
<td>Overnight care</td>
<td>Section 41, Schedule F</td>
</tr>
<tr>
<td>Positioning for sleep (back to sleep)</td>
<td>Section 42</td>
</tr>
<tr>
<td>Opportunities for growth</td>
<td>Section 43</td>
</tr>
<tr>
<td>Program of activities</td>
<td>Section 44, Schedule G</td>
</tr>
<tr>
<td>Health and hygiene</td>
<td>Section 46</td>
</tr>
<tr>
<td>Heated water</td>
<td>Section 47</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Section 48</td>
</tr>
<tr>
<td>Parental access</td>
<td>Section 49</td>
</tr>
<tr>
<td>Access by others</td>
<td>Section 50</td>
</tr>
<tr>
<td>Behavioral guidance</td>
<td>Section 51</td>
</tr>
<tr>
<td>Harmful actions not permitted</td>
<td>Section 52, Schedule H</td>
</tr>
<tr>
<td>Medication</td>
<td>Section 53</td>
</tr>
<tr>
<td>Child who becomes ill</td>
<td>Section 54</td>
</tr>
<tr>
<td>Notification of illness or injury</td>
<td>Section 55, Schedule H</td>
</tr>
<tr>
<td>Community care facility records</td>
<td>Section 56</td>
</tr>
<tr>
<td>Records for each child</td>
<td>Section 57</td>
</tr>
<tr>
<td>Care plans</td>
<td>Section 58</td>
</tr>
<tr>
<td>Records must be available</td>
<td>Section 59</td>
</tr>
<tr>
<td>How long records must be kept</td>
<td>Section 60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standards for Safe Play Spaces</th>
<th>Education and injury prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play space design</td>
<td>Education and injury prevention</td>
</tr>
<tr>
<td>Supervision of play spaces</td>
<td>Material and equipment</td>
</tr>
<tr>
<td>Ground surfacing</td>
<td>Maintenance of equipment</td>
</tr>
<tr>
<td>Shared space</td>
<td>Additional equipment</td>
</tr>
</tbody>
</table>
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 hours or during periods of school closures, care 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, within each group, 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 8 children of various ages. The licensee must be certified as an educator.

➤ For a breakdown on group sizes and qualified staff to child ratios refer to Schedule E and section 34 of the Regulation.
Tab 3 - Getting Started, Contacts, Resources & Publications

- Getting started with the application process
- Breakdown of service delivery areas
- List of other contacts
- List of publications & 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 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 required documentation as outlined in the Steps to Applying for a Child Care Facility’s 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, records) as described in Tab 4; as well as undergoing a suitability assessment process to confirm you are suitable to be a licensee of a child care facility or 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 the delegated manager meets the standards as described in Tab 5.

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.

Other agencies not covered in the licensing application process

It is also the responsibility of the applicant to check and determine what else is necessary to meet business standards (i.e., liability insurance, business licenses, etc.) and other legislative requirements that are applicable when operating a child care facility (i.e., 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’s licence. Although these aspects are important to the operation, a facility’s licence will only be issued when the applicant has successfully completed the application process and submitted the required documentation as described in this binder.

Revised date October 14, 2010
Breakdown of Service Delivery Areas

Northern Interior Health Service Area

Prince George
4th Floor -1600 3rd Ave, Prince George V2L 3G6
Phone: (250) 565-2150, Fax: (250) 565-2144

Areas include: Prince George, Burns Lake, Fort St. James, Fraser Lake, Kwadacha, McLeod Lake, Hixon, McBride, Tsay Keh Dene, Granisle, Mackenzie, Quesnel, Telkwa, Houston, Smithers, Valemount, Vanderhoof, Fort Fraser

Northeast Health Service Area

Dawson Creek
1001-110th Ave, Dawson Creek V1G 4X3
Phone: (250) 719-6500, Fax: (250) 719-6513

Areas include: Dawson Creek, Pouce Coupe, Kelly Lake, Moberly Lake, Chetwynd, Tumbler Ridge, Fort Nelson, Tomslake

Fort St John
10115-110th Ave, Fort St. John V1G 4X3
Phone: (250) 263-6000, Fax: 250-263-6086

Areas include: Fort St. John, Charlie Lake, Hudson’s Hope, Blueberry (Wonowon), Taylor

Northwest Health Service Area

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

Areas include: Terrace, Thornhill, Atlin, Dease Lake, Hazelton, Kitwanga, Prince Rupert, Haida Gwaii (Queen Charlotte Islands), Stewart, Telegraph, Iskut, Lower Post, Moricetown, Nass Valley, Kispiox, Kitimat, Kitimaat Village, Kitumkalum, Kitelas, Port Edward, Hartley Bay, Metlakatla, Port Simpson

Northern Health website: www.northernhealth.ca

Toll-Free call Enquiry BC at: 1-800-663-6867
## List of contacts that can provide useful resources &/or funding information

1. **Ministry of Health Services - Community Care Licensing Branch**  
   [www.hls.gov.bc.ca/ccf/index.html](http://www.hls.gov.bc.ca/ccf/index.html)  
   Toll-Free: 1-800-663-7867

2. **Child Care Resource and Referral Programs**  
   [http://www.ccrr.bc.ca](http://www.ccrr.bc.ca)  
   Toll-Free: 1-888-338-6622

3. **BC Aboriginal Child Care Society**  
   [www.acc.society.bc.ca](http://www.acc.society.bc.ca)  
   Phone: 1-604-913-9128

4. **Westcoast Child Care Resource Centre**  
   [www.wstcoast.org](http://www.wstcoast.org)  
   Toll-Free: 1-877-262-0022

5. **Ministry of Children and Family Development**  
   [www.mcf.gov.bc.ca/childcare](http://www.mcf.gov.bc.ca/childcare)  
   Toll-Free: 1-888-338-6622

6. **Aboriginal Child & Family Development**  
   [www.strongsafesupported.com](http://www.strongsafesupported.com)  
   Toll-Free: 1-800-663-6867

7. **BC Family Child Care Association (Western Family)**  
   [www.wcfcca.ca](http://www.wcfcca.ca)  
   Toll-Free: 1-800-686-6685

8. **Indian and Northern Affairs Canada**  

9. **Health Canada**  
   [www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)

10. **Supported Child Development**  
    [www.scdp.bc.ca](http://www.scdp.bc.ca)

11. **Aboriginal Supported Child Development**  
    [www.ascdp.bc.ca](http://www.ascdp.bc.ca)

12. **Criminal Records**  
    [www.pssg.gov.bc.ca/criminal](http://www.pssg.gov.bc.ca/criminal)

13. **Early Childhood Registry**  
    ECERegistry@gov.bc.ca.  
    Toll-Free: 1-888-338-6622

14. **Early Childhood Educators of BC**  
    [www.ecebc.ca](http://www.ecebc.ca)  
    Toll-Free: 1-800-797-5602

15. **Child Safety (BC Children’s Hospital)**  
    [www.bcchildrens.ca/KidsTeensFam/ChildSafe](http://www.bcchildrens.ca/KidsTeensFam/ChildSafe)  
    Toll-Free: 1-888-300-3088

16. **National Association for the Education of Young Children**  
    [www.naeyc.org](http://www.naeyc.org)

17. **Canadian Child Care Federation**  
    [www.cccf-fcsge.ca](http://www.cccf-fcsge.ca)

18. **Canadian Paediatric Society**  
    [www.cps.ca](http://www.cps.ca)

19. **BC Centre for Disease Control**  
    [www.bccdc.ca](http://www.bccdc.ca)

20. **Public Safety Canada**  
    [www.publicsafety.gc.ca](http://www.publicsafety.gc.ca)

21. **BC Services (Doing Business in BC) a listing of frontline government services**  
    [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)  
    Toll-Free: 1-800-663-7867

---

Revised date October 14, 2010
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
- Your Emergency Preparedness Guide and Supply List
- Furnishings & Equipment Guidelines
- Parents’ Guide to Selecting Child Care
- Preventing Illness in Child Care Settings
- Preventing Injuries in Child Care Settings
- Food Flair, Canada’s Food Guide
- Common Childhood Diseases
- BC Nurse Line
- BC Health Files
- Protecting Against Germs and Diseases
- Responding to Child Welfare Concerns
- 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 Applying for a Child Care Facility’s Licence
Steps to Applying for a Community Care Child Care Facility’s Licence

- Complete and submit the Application for Licence (see sample with instructions provided on “How to Complete the Application for Licence”).

- Provide a detailed description of the care program to be offered (indicating type of child care program to be offered, ages, numbers of children, hours of operation, closures, etc.)

- Submit an employee plan that includes the following:
  (a) A statement of the duties, qualifications, relevant work experience and suitability of the proposed manager;
  (b) The proposed number of employees, their qualifications and expected duties; and
  (c) The supervision and staffing plan, including while children are attending or being transported to and from outdoor play areas or activities located outside the property boundaries.

- Provide a copy of the organization’s constitution and bylaws (if applicable).

- Submit a budget that includes a statement of 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.

- An outdoor 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 play area intended for regular or daily outdoor activities
  - If children will be attending outdoor play areas or activities located outside of the property boundaries on a regular or daily basis, please provide the following information:
    - 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 children, including roads and bodies of water, located along the routes to, and in the immediate vicinity of, the outdoor play areas and activities.

  Note: Outdoor play space must meet minimum space requirements for the type of child care service; be enclosed in a manner that is appropriate for the age of children in care; and, equipment and supplies must be safe, free of harm and appropriate for the age and development of children to be in care.

- If there is no outdoor play area available for regular or daily outdoor activities, please provide an activity plan that describes the following:
  - How the program standards set out in section 1 of Schedule G will be met; and,
  - Details or description of any community services that will be used, including visits to the parks, pools or recreation centres.

Revised date October 14, 2010
A floor plan showing all of the following:
- Inside dimensions of each room and the width of each corridor and stair;
- Location and size of windows and height of window sills from the floor;
- Location of accommodation reserved for family or employees, and for children who are sleeping;
- Location of toilets, wash basins and diapering changing surfaces;
- Location and size of the fixed equipment in each room;
- Location of all exits.

Note: Basic physical facility requirements requires there be 3.7m² of usable space for each child; 1 toilet and 1 wash basin for every 10 children; washrooms must be located on the same floor for all but In-Home Child Care and Family Child Care; a separate sleep area away from the main activity area for children under 36 months of age; and a change table and sink located outside the food preparation area for diapering.

If fire arms are stored at the facility, which is sometimes the case in Family Child Care and/or In-Home Multi-Age Care Programs, the applicant must complete and sign a Letter of Assurance - Fire Arms confirming storage of any fire arms comply with Canada Firearms Act. For details on what the standards are for storing fire arms go to the http://laws.justice.gc.ca website.

Other approvals with regard to Health Protection and Fire Safety

Health Protection

If you have a private well for drinking water or use an onsite sewage system for waste disposal, we 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 a part of your program, you may require a food permit under the Food Premises Regulation.

Fire Safety

For child care programs offering care to eight (8) or less children

In some communities the local Fire Prevention Officer will conduct a site visit and complete a fire inspection report or sign off the Fire Letter of Assurance. Where the Fire Prevention Officer is not available to do a site visit, the applicant must complete and sign a Letter of Assurance - Fire Safety confirming fire safety measures and equipment are in place. For additional information about fire safety, refer to the Fire and Life Safety for Family and In-Home Child Care publication (located on the Northern Health Community Care Licensing website). It is also recommended that you check with your municipal office to see if any additional municipal approvals such as business licenses are required.
For child care programs offering care to nine (9) or more children

Where the capacity of a child care program exceeds nine children, you will need to comply with other provincial and municipal requirements relating to fire and health. Your Licensing Officer will make a referral to the Fire Prevention Officer to verify compliance with the BC Fire Code. We will consider their findings in our decision to issue a licence. It is also recommended that you check with your municipal office to see if any additional municipal approvals are required.

IMPORTANT NOTE: Any proposed construction and/or renovations must be discussed with your Licensing Officer prior to making changes to the floor and/or site plans.
Application for Licence Forms

- Instructions and Sample - How to complete the Application for Licence
- Application for Licence
- Letter of Assurance - Fire Arms
- Letter of Assurance - Fire Safety
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
   This is the mailing address for the care facility. 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.

**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.

**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.
The personal information collected relates directly to and is necessary for program operation per Section 26 of the Freedom of Information and Protection of Privacy Act. Information that appears on a licence may be disclosed per Section 22(4)(i) of the Act, as it is not considered an unreasonable invasion of personal privacy. If you have any questions about the collection and use of this information, contact your local Health Authority.

**APPLICATION FOR LICENCE**

<table>
<thead>
<tr>
<th>FOR OFFICE USE ONLY:</th>
<th>□ NEW APPLICATION</th>
<th>□ AMENDMENT: CURRENT FACILITY #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ CHANGE OF ADDRESS (OTHER THAN FACILITY)</td>
<td>□ CHANGE OF SERVICE TYPE</td>
</tr>
<tr>
<td></td>
<td>□ CHANGE OF MANAGER</td>
<td></td>
</tr>
</tbody>
</table>

**FACILITY:**

- **FACILITY NAME:** 1
- **FACILITY MAILING ADDRESS (if different from Physical Address):**
  - Same as Physical Address: 4
- **LICENSEE APPLICANT STATUS:**
  - Individual: 5
  - Corporation: 6
  - Society Reg. No.: 7
- **LICENSEE ADDRESS:** 9
- **CITY:** 10
- **PROV:** 11
- **POSTAL CODE:** 12
- **CONTACT PERSON FOR CORPORATION OR SOCIETY (OTHER THAN MANAGER):** 13
- **CONTACT PHONE#:** 14
- **FAX #:** 15
- **EMAIL:** 16

**LICENSEE:**

- **LICENSEE NAME:** 17
- **LICENSEE ADDRESS:** 18
- **CITY:** 19
- **PROV:** 20
- **POSTAL CODE:** 21
- **CONTACT PHONE#:** 22
- **FAX #:** 23
- **EMAIL:** 24

**MANAGER: (see over)**

- **MANAGER NAME:** 25
- **MANAGER HOME ADDRESS:** 26
- **CITY:** 27
- **PROV:** 28
- **POSTAL CODE:** 29
- **CONTACT PHONE#:** 30
- **FAX #:** 31
- **EMAIL:** 32

**SERVICE(S):**

- **GROUP CHILD CARE**
  - Preschool: 33
  - Group Child Care (30 months to school age): 34
  - Group Child Care (under 36 months): 35
  - Family Child Care: 36
  - Occasional Child Care: 37
  - Multi-Age Child Care: 38
  - In-Home Multi-Age Child Care: 39

- **ADULT RESIDENTIAL CARE**
  - Hospice: 40
  - Mental Health and Substance Use: 41
  - Long Term Care: 42
  - Community Living: 43
  - Acquired Injury: 44

**RENT**

- **CAPACITY**
  - **MAXIMUM CAPACITY:** 45

I hereby apply for a Community Care Facility Licence and agree to abide by the Community Care and Assisted Living Act, and accompanying regulations and certify that the information I have provided is correct and to the best of my knowledge. Submission of false information may result in refusal to issue a Community Care Facility Licence. **Section 10 of the Child Care Licencing Regulations and Section 8 of the Residential Care Regulations require the Licensee to notify the Medical Health Officer of any change in the information provided.**

**NOTE:** The granting of a Licence neither constitutes approval of funding by Northern Health, Federal or Provincial Government nor does it constitute Municipal or Provincial Government approvals under other enactments that may apply. It is therefore recommended that you contact the appropriate authorities regarding other necessary approval processes.

**APPLICANT SIGNATURE** (Licensee or Designate)

**APPLICANT NAME AND TITLE** (in the organization) Please Print

**DATE OF APPLICATION:**

---

Form #60-300-1063 (IFD - Appr. 09/09pc)
SERVICE TYPE DEFINITIONS

RESIDENTIAL CARE

“type of care” means:
(a) a program of care prescribed under Section 2 (1) [types of care], or
(b) a type of care described in section 2 (2)

Types of care:

2 (1) A prescribed residential program for the purpose of paragraph (b) of the definition of “care” in section 1 of the Act is Child and Youth Residential, being a program that provides residential care, including the types of care set out in subsection (2), to children and youths.

(2) The following types of care may be provided to adults who meet the criteria in paragraph (c) of the definition of “care” set out in section 1 of the Act:

(a) Hospice, being residential care and short-term palliative services for persons in care at the end of their lives.

(b) Mental Health and Substance Use, being residential care for persons who are in care primarily due to a mental disorder, substance dependence or both.

(c) Long Term Care, being residential care for persons with chronic or progressive conditions, primarily due to the aging process.

(d) Community Living, being residential care for persons with developmental disabilities.

(e) Acquired Injury, being residential care for persons whose physical, intellectual and cognitive abilities are limited primarily due to an injury, including persons suffering from brain injuries or injuries sustained in accidents.

CHILD CARE

“care program” means:
supervision that is provided to a child under a program described in section 2 [care programs];

Care programs:

2 For the purpose of paragraph (a) of the definition of “care” in section 1 of the Act, the following programs are prescribed:

(a) Group Child Care (Under 36 Months), being a program that provides care to children who are younger than 36 months old;

(b) Group Child Care (30 Months to School Age), being a program that provides care to preschool children;

(c) Preschool (30 Months to School Age), being a program that provides care to preschool children who are at least
   (i) 30 months old on entrance to the program, and
   (ii) 36 months old by December 31 of the year of entrance;

(d) Group Child Care (School Age), being a program that provides, before or after school hours or during periods of school closure, care to children who attend school, including kindergarten;

(e) Family Child Care, being a program in which the licensee
   (i) is a responsible adult, and
   (ii) personally provides care, within the licensee’s personal residence, to no more than 7 children;

(f) Occasional Child Care, being a program that provides, on an occasional or short-term basis, care
   (i) to preschool children who are at least 18 months old, and
   (ii) to each child for no more than 40 hours in a calendar month;

(g) Multi-Age Child Care, being a program that provides, within each group, care to children of various ages;

(h) In-Home Multi-Age Child Care, being a program in which the licensee personally provides care, within the licensee’s personal residence, to no more than 8 children of various ages.

DELEGATION OF A MANAGER

If the Licensee is a corporation, the Licensee must delegate full authority to operate the facility in accordance of the requirements of the Act and Regulations. By signing this application you have indicated a delegation of authority to the person named as manager.
The personal information collected relates directly to and is necessary for program operation per Section 26 of the Freedom of Information and Protection of Privacy Act. Information that appears on a licence may be disclosed per Section 22(4)(i) of the Act, as it is not considered an unreasonable invasion of personal privacy. If you have any questions about the collection and use of this information, contact your local Health Authority.

### FOR OFFICE USE ONLY:
- [ ] NEW APPLICATION
- [ ] AMENDMENT: CURRENT FACILITY #:
- [ ] CHANGE OF ADDRESS (OTHER THAN FACILITY)
- [ ] CHANGE OF CAPACITY
- [ ] CHANGE OF SERVICE TYPE
- [ ] CHANGE OF MANAGER

### FACILITY:
- FACILITY NAME:
- FACILITY PHYSICAL ADDRESS:
- FACILITY MAILING ADDRESS (if different from Physical Address):
  - [ ] Same as Physical Address
- CITY:
- PROV:
- POSTAL CODE:
- CONTACT PHONE#
- FAX #
- EMAIL:

### LICENSEE APPLICANT STATUS:
- [ ] Individual
- [ ] Corporation
- [ ] Society Reg. No.:
- [ ] Other:

### LICENSEE:
- LICENSEE NAME:
- Corporation has a Director who is a Permanent Resident of British Columbia:
  - [ ] YES
  - [ ] NO
- LICENSEE ADDRESS:
- HAS THE LICENSEE PREVIOUSLY APPLIED TO BE A LICENSEE OF A COMMUNITY CARE FACILITY?
  - [ ] YES
  - [ ] NO
- CITY:
- PROV:
- POSTAL CODE:
- CONTACT PHONE#
- FAX #
- EMAIL:

### MANAGER:
- MANAGER NAME:
- HAS THE MANAGER PREVIOUSLY APPLIED TO BE A MANAGER OF A COMMUNITY CARE FACILITY?
  - [ ] YES
  - [ ] NO
- MANAGER HOME ADDRESS:
- CITY:
- PROV:
- POSTAL CODE:
- CONTACT PHONE#
- FAX #
- EMAIL:

### SERVICE(S):
- CHILD CARE
  - [ ] Group Child Care (under 36 months)
  - [ ] Group Child Care (30 months to school age)
  - [ ] Preschool (30 months to school age)
  - [ ] Group Child Care (school age)
  - [ ] Family Child Care
  - [ ] Occasional Child Care
  - [ ] Multi-Age Child Care
  - [ ] In-Home Multi-Age Child Care

- YOUTH RESIDENTIAL CARE
  - [ ] ADULT RESIDENTIAL CARE

- MAXIMUM CAPACITY:

I hereby apply for a Community Care Facility Licence and agree to abide by the Community Care and Assisted Living Act, and accompanying regulations and certify that the information I have provided is correct and to the best of my knowledge. Submission of false information may result in refusal to issue a Community Care Facility Licence. Section 10 of the Child Care Licencing Regulations and Section 8 of the Residential Care Regulations require the Licencee to notify the Medical Health Officer of any change in the information provided. NOTE: The granting of a Licence neither constitutes approval of funding by Northern Health, Federal or Provincial Government nor does it constitute Municipal or Provincial Government approvals under other enactments that may apply. It is therefore recommended that you contact the appropriate authorities regarding other necessary approval processes.

APPLICANT SIGNATURE (Licensee or Designate)

APPLICANT NAME AND TITLE (in the organization) Please Print

DATE OF APPLICATION:
RESIDENTIAL CARE

“type of care” means:
(a) a program of care prescribed under Section 2 (1) [types of care], or
(b) a type of care described in section 2 (2)

Types of care:

2 (1) A prescribed residential program for the purpose of paragraph (b) of the definition of “care” in section 1 of the Act is Child and Youth Residential, being a program that provides residential care, including the types of care set out in subsection (2), to children and youths.

(2) The following types of care may be provided to adults who meet the criteria in paragraph (c) of the definition of “care” set out in section 1 of the Act:

(a) Hospice, being residential care and short-term palliative services for persons in care at the end of their lives.

(b) Mental Health and Substance Use, being residential care for persons who are in care primarily due to a mental disorder, substance dependence or both.

(c) Long Term Care, being residential care for persons with chronic or progressive conditions, primarily due to the aging process.

(d) Community Living, being residential care for persons with developmental disabilities.

(e) Acquired Injury, being residential care for persons whose physical, intellectual and cognitive abilities are limited primarily due to an injury, including persons suffering from brain injuries or injuries sustained in accidents.

CHILD CARE

“care program” means:
supervision that is provided to a child under a program described in section 2 [care programs];

Care programs:

2 For the purpose of paragraph (a) of the definition of “care” in section 1 of the Act, the following programs are prescribed:

(a) Group Child Care (Under 36 Months), being a program that provides care to children who are younger than 36 months old;

(b) Group Child Care (30 Months to School Age), being a program that provides care to preschool children;

(c) Preschool (30 Months to School Age), being a program that provides care to preschool children who are at least
   (i) 30 months old on entrance to the program, and
   (ii) 36 months old by December 31 of the year of entrance;

(d) Group Child Care (School Age), being a program that provides, before or after school hours or during periods of school closure, care to children who attend school, including kindergarten;

(e) Family Child Care, being a program in which the licensee
   (i) is a responsible adult, and
   (ii) personally provides care, within the licensee’s personal residence, to no more than 7 children;

(f) Occasional Child Care, being a program that provides, on an occasional or short-term basis, care
   (i) to preschool children who are at least 18 months old, and
   (ii) to each child for no more than 40 hours in a calendar month;

(g) Multi-Age Child Care, being a program that provides, within each group, care to children of various ages;

(h) In-Home Multi-Age Child Care, being a program in which the licensee personally provides care, within the licensee’s personal residence, to no more than 8 children of various ages.

DELEGATION OF A MANAGER

If the Licensee is a corporation, the Licensee must delegate full authority to operate the facility in accordance of the requirements of the Act and Regulations. By signing this application you have indicated a delegation of authority to the person named as manager.
LETTER OF ASSURANCE FOR STORAGE OF FIREARMS IN A LICENSED CHILD CARE FACILITY

I acknowledge that as a Licensee or an Applicant for a License of a Community Care Facility and as an Individual Firearm Owner that I must comply with the Canada Firearms Act and Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.

I confirm that I have read, and complied with, all the safety measures required under the above stated Act and Regulations.

I further confirm that the Safe Storage Practices as described in the above stated Act and Regulations will be maintained at all times during the operation of the Child Daycare Facility.

Signature of Applicant/Licensee

Date

Name (print)
LETTER OF ASSURANCE FOR A CHILD DAYCARE FACILITY
CAPACITY OF EIGHT OR LESS CHILDREN IN CARE

Facility: ___________________________ Facility address: ___________________________

Please refer to the Fire & Life Safety for Family Child Care 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. In addition, the following list of recommended fire safety precautions are intended to further increase the level of fire safety in a child daycare facility.

Indicate whether these fire safety precautions are in place:

<table>
<thead>
<tr>
<th>Precaution</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>One 2A: 10B: C portable fire extinguisher for each floor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire extinguishers should be placed in a location close to an exit (i.e. Door)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combustible art work is limited of 20% of the walls.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The maximum quantity of stored flammable liquids (i.e. gasoline) and combustible liquids (i.e. oils) does not exceed a total of 15 litres. (Only 5 litres of the total can be flammable liquids).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All flammable liquids and combustible liquids are stored in certified containers (i.e. Underwriters Laboratories of Canada [ULC]) and stored in areas inaccessible to children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All waste receptacles are of non-combustible materials (i.e. metal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An emergency escape plan is prepared and practiced.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There are two readily accessible and easily escapable exits on each floor that are used by children. Locking devices should be easy to open from the inside.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency numbers are clearly posted beside each telephone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety covers are on electrical outlets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating appliances such as wood, electrical or gas fired stoves are protected with a permanently mounted and secured metal screen.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A working smoke alarm is installed on each floor of the facility. Smoke alarms must be ULC certified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candles and anything else with an open flame should not be used while children are on the premises.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I practice and record a fire drill each month while I am looking after children in my home based child care setting.

Signature: ___________________________ Date: ___________________________
Tab 5 - Approval of Licensee/Manager - Assessment of Suitability

- Brief description of the qualifications of a licensee/manager

- 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.
Approval of Licensee/Manager
Assessment of Suitability

Brief description of qualifications of a licensee/manager

Applicants applying for a facility’s licence must be willing to undergo a suitability assessment process before a facility’s licence can be approved: 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.

If a corporation (society, aboriginal governing body):

- 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,
- delegates to that manager full authority to operate the facility in accordance to the requirements described in the Act and the Regulation.

Determining the suitability assessment process

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 who holds the licence and manages the facility

Option 2: Applicant who holds the licence but delegates a manager

Option 3: Corporation, society and/or aboriginal governing body and delegates a manager

Please determine which one of those options best describe your situation and submit documentation and information as described below on the following pages.
Option 1: Applicant who holds the licence and manages the facility:

- **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). The Licensing Program must obtain the originally signed consent form and clearance results letter. In order for this to take place, the applicant must tick Schedule D box on the consent form, insert Northern Health as the organization's name in Part 2, section A of the consent form. You will need to contact your local Licensing Program to obtain their ID number. Instructions on how and cost to process to obtain a criminal record clearance is outlined on the back of the consent form.

- **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.

- **Medical clearance form** signed by the applicant’s family doctor indicating the person is physically and psychologically capable of working with children and carrying out manager and child care duties.

- **Immunization status form** confirming the applicant has complied with the Province’s immunization and tuberculosis control programs.

- **Assessment of Suitability Questionnaire** to be completed. Interview between the manager and Licensing Officer will need to be arranged.

Option 2: Applicant who holds the licence but delegates a manager:

If the applicant is delegating a manager to operate the facility on their behalf, they are responsible for ensuring the person meets staffing requirements as outlined in the Regulation; and, have the ability, skills and training to maintain standards as described in the Act.

The applicant must complete an **Application for Licence 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 Public Safety and Solicitor General (note: RCMP checks are not valid). The Licensing Program must obtain the originally signed consent form and clearance results letter. In order for this to take place, the applicant must tick Schedule D on the consent form, insert Northern Health as the organization's name in Part 2, section A of the consent form and contact. You will need to contact your local Licensing Program to obtain their ID number. Instructions on how and cost to process to obtain a criminal record clearance is outlined on the back of the consent form.

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

- Medical clearance
- Immunization status
- First aid certificate
- Resume
- Diplomas and certificates to meet qualification requirements if being counted in qualified staff to child ratios.

**Option 3: Corporation, society or aboriginal governing body must delegate a manager:**

If the applicant is a corporation or society or aboriginal governing body, they are responsible for ensuring the person being delegated to operate the facility on their behalf meets staffing requirements as outlined in the Regulation; and, be able to maintain standards as described in the Act. 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 Licence form.
- **Criminal record check** through Public Safety and Solicitor General (note: RCMP checks are not valid). The Licensing Program must obtain the originally signed consent form and clearance results letter. In order for this to take place, the applicant must tick Schedule D on the consent form, insert Northern Health as the organization's name in Part 2, section A of the consent form. You will need to contact your local Licensing Program to obtain their ID number. Instructions on how and cost to process to obtain a criminal record clearance are outlined on the back of the consent form.
- Three references relevant to the position.

*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:

- Medical clearance
- Immunization status
- First aid certificate if working alone with a group of child
- Resume
- Diplomas and certificates to meet qualification requirements if being counted in qualified staff to child ratios.
Approval of Licensee/Manager

- Application for Assessment of Suitability form
- Criminal Record forms
- Medical Clearance form
- Immunization Status form
- 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 be used to determine suitability to operate a Child Daycare Facility. This information is protected from unauthorized use and disclosure in accordance with the Freedom of Information and Protection of Privacy Act 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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>NAME OF FACILITY</th>
<th>HOME PHONE</th>
<th>BUSINESS PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>(include postal code)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List courses, workshops, and certificates relating to the care of children (please submit copies of certificates/diplomas)

List memberships, professional affiliations

EXPERIENCE (relating to the care of children)

Please attach your medical clearance, immunization record, criminal record clearance and first aid certificate. Your references as noted below should include a recent employer or someone who has observed you working with children. Only one reference may be a family member.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I give permission to contact the above references

Signature: ___________________________ Date: ___________________________
Important: Please read information and instructions on Page 2. Ensure payment is included with form.

Schedule Type*: □ A □ B □ C □ D □ E □ F

Part 1 – Applicant Information – To be completed by all schedule types.

Last Name: Full First: Full Middle: 
Birth Date: (yyyy/mm/dd) Gender: □ Male □ Female Birth Place: (City, Province/State, Country)

Other Names Used or Have Used: (e.g., maiden name, birth name, or previous married name)
Surname: First: Middle: Surname: First: Middle: Surname: First: Middle:

Mailing Address:
City: Province: Country: Postal Code:
Contact Phone: ( ) BC Driver Licence #: 

Part 2 – Organization Information – To be completed by all, except Schedule F.

Section A
Please complete this section if you have an ID number from Criminal Records Review Program

Organization Name:
Company / Ministry / Childcare Resource Referral Program (CCRRP) / Health Authority / Governing Body / Education Institution / Office of Independent Schools

ID Number (provided by the Criminal Records Review Office):
If you are unable to provide an ID Number please complete Section B.

Section B

Organization Name: Name of Subcontractor (if applicable):
Mailing Address:
City: Province: Country: Postal Code:
Office Phone: ( ) Fax: ( )
Applicant’s Employment Position / Job Title (if applicable):
Contact / Licensing Officer Name (if applicable):
Governing Body Licence or Registration # (if applicable):

Part 3 – Complete for Schedule D Only

Child Care Facility Name:

Consent for Release of Information and Acknowledgements:
I have read and understand the Consent for Release of Information and Acknowledgements on Page 2. I hereby consent to these terms as indicated by my signature below:

Applicant Signature Parent or Guardian Signature for Date Signed Applicant Under 19 Years of Age
Consent to a Criminal Record Check (Schedule A, B, C, D, E or F)

INFORMATION and INSTRUCTIONS

Page 1 is set up with ‘form fields’ so you may complete it at your computer then print the number of copies required. You may also complete the form by hand, but please print clearly using dark ink. Processing delays will result if form is submitted incomplete, incorrect or if information cannot be read clearly. For information contact the Criminal Records Review Program at (250) 387-6981 or toll-free 1-800-663-7867.

SCHEDULE TYPES

Schedule A: use if the individual is working with children and does not qualify under any of the following schedules within the scope of the Criminal Records Review Act. The employer retains the original signed consent form.

Schedule B: use if the individual is a) an applicant for membership to a governing body or b) is applying for or has certification or a letter of permission under the Independent School Act or c) is a registered student with an education institution with a practicum component involving work with children which leads to certification by a governing body. See website www.pssg.gov.bc.ca/criminal-records-review/act/who.htm for a complete list of Governing Bodies covered under the Criminal Records Review Act. The governing body, office of independent schools or the education institution retains the original signed consent form.

Schedule C: use if the individual is an owner/operator applying for a child care facility licence, or a resident age 12 or older at a licensed child care facility. Use the Application to Waive Fees if the individual is a resident 12-18 years (inclusive) at a licence-not-required child care facility. The CCRRP retains the original signed consent form.

Schedule D: use if the individual is an owner/operator applying for a child care facility licence, or a resident age 12 or older at a licensed child care facility. The local health authority retains the original signed consent form.

Schedule E: use if the individual is an employee or a volunteer at a licensed child care facility. The employer retains the original signed consent form.

Schedule F: use if the individual is a student (ECE college level or high school) on work placement at a child care facility, or a child care substitute applying for registration on the Short-term Registry. (Use the Application to Waive Fees only if the individual is a B.C. high school student enrolled at a B.C. high school on a school-arranged voluntary work placement/work experience in a child care facility.) The individual retains the original signed consent form.

CHECKLIST for Applicant

☐ I understand which schedule type pertains to me.
☐ At the top of page one of the consent form, I have checked off which Schedule Type (A,B,C,D,E or F) I am submitting for a Criminal Record Check.
☐ I have completed all the applicable sections clearly and legibly.
☐ I have read and understand the Consent for Release of Information and Acknowledgements and information regarding the Freedom of Information and Privacy Act (FOIPPA) — (outlined below).
☐ I have signed and dated the Consent for Criminal Record Check form.

Payment: I have provided the $20 processing fee (non-refundable) by:
1) Visa or MasterCard – and have completed the Credit Card Usage Form (www.pssg.gov.bc.ca/criminal-records-review/forms/CreditCard.pdf)
2) Certified cheque or money order made payable to the Minister of Finance; or
3) I have not included the $20 payment but have completed and attached an Application for Fee Waiver (www.pssg.gov.bc.ca/criminal-records-review/forms/FeeWaiver.pdf - see information on the website to determine eligibility for a fee waiver).

☐ I understand that my employer or organization will retain the originals of the forms I have completed and will forward a copy with the processing fee to the Criminal Records Review Program on my behalf unless I am a Schedule F then I am to retain the original signed consent form.

CHECKLIST for Organization (Company/Ministry/CCRRP/Health Authority/Governing Body/Education Institution/ Office of Independent Schools)

☐ The employee/applicant will provide you with the original, completed and signed consent form and applicable attachments.
☐ Retain the original form(s).

Forward a copy of the form(s), along with payment, to the Criminal Records Review Program by:
1) MAIL : Criminal Records Review, Ministry of Public Safety and Solicitor General, PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1
   or
2) if the fee is being paid by credit card, you have the option to FAX the credit card authorization form with the completed form to: 250 356-1889.

CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS

PURSUANT TO THE B.C. CRIMINAL RECORDS REVIEW ACT

☐ I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant offences under the Criminal Records Review Act;
☐ Where the results of this check indicate that a criminal record or outstanding charge for a relevant offence may exist, I agree to provide my fingerprints to verify any such criminal record.
☐ The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant offence(s) and the matter has been referred to the Deputy Registrar;
☐ The Deputy Registrar will determine whether or not I present a risk to physical or sexual abuse to children;
☐ The Deputy Registrar’s determination will be disclosed to my organization and it will include consideration of any relevant offence for which I have received a pardon;
☐ If I am charged with or convicted of a relevant offence at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check form.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA): The information requested on this form is collected under the authority of the Criminal Records Review Act and in the case of child care facilities, the Community Care Facility Act, and the regulations which govern both these acts. The information provided will be used to fulfill the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA.
Consent to Release Information (to be completed by Applicant)

I am considering employment at ______________________ as a child care provider.

(Facility Name)

This involves providing care or supervising care for up to _______ children sometimes for _______ hours per day, _______ days per week.

The Child Care Licensing Regulation requires all persons, working in a licensed care facility to provide the licensee with the written opinion of a medical practitioner that the mental and physical health of the person is adequate for the job.

I, ______________________, hereby authorize ______________________

(Name of Applicant) (Name of Physician)

to release any relevant medical information to ______________________

(Name of Licensee/Employer)

__________________________  __________________________

(Signature of Applicant) (Date)

To Be Completed by Physician

Name of Physician: ______________________

Comments: ______________________

__________________________  __________________________

(Signature of Physician) (Date)

Based upon the information available to me, ______________________ appears to be mentally and physically competent to carry out the assigned duties.

__________________________  __________________________

(Signature of Physician) (Date)
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 Adult 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. Please review, complete and sign-off as noted below.

<table>
<thead>
<tr>
<th>TYPE:</th>
<th>Series Completed</th>
<th>Last Booster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus/Diphtheria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Measles/Mumps/Rubella</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>See criteria below</td>
<td></td>
</tr>
<tr>
<td>TB where applicable, see notes below</td>
<td>See criteria below</td>
<td></td>
</tr>
<tr>
<td>Annual Influenza</td>
<td>See criteria below</td>
<td></td>
</tr>
</tbody>
</table>

- **Tetanus/Diphtheria**: Recommended for child and health care workers with a booster every 10 years.
- **Poliomyelitis**: Recommended for child and health care workers, no booster required.
- **Measles/Mumps/Rubella**: Recommended for child and health care workers born after 1957 - should have proof of two live measles. For those who have received one does of measles, a second does of vaccine is recommended. Those born before 1957 will likely have been infected naturally.
- **Varicella**: Recommended for child and health care workers who do not have a reliable history of varicella disease or serologic evidence.
- **Hepatitis B**: Recommended for health care staff working in community group homes for the developmentally disabled and only if they are exposed to blood or body fluids or may be at an increased risk of sharps injury or bites.
- **Annual Influenza**: Recommended annually.
- **TB**: Recommended only in Adult Care Facilities; please refer to Northern Health Tuberculosis Screening Policy for full information.

- To the best of my knowledge I comply with the provincial immunization guidelines.
- Due to personal/medical reasons I do not wish to be immunized.

Signature of Employee: ____________________________ Date: __________________

Form #10-450-2007 (WRD – Appr. 10/09pc)
### 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 OR WE COULD CALL THIS ADMINISTRATIVE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| 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: | **PLEASE LIST EVERYONE WHO要求 Criminal Record Check at your residence:**  
  - [ ] **Name:** ___________________________  
  - [ ] **Relationship:** ______________________  
  - [ ] **Reason for check:** __________________  |
| 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?                                                                 | **Please outline the number and age-mix ratios:**  
  - [ ] **Number of children:** ____________  
  - [ ] **Age-mix ratios:** __________________ |
| 3. What is your plan for the days you or your children are ill or you are unable to provide care?                                                                                                            | **Please describe your plan:**  
  - [ ] **Plan:** __________________________ |
| 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?                                                                      | **Please outline the qualifications and records:**  
  - [ ] **Qualifications:** __________________ |
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 □ No.
   If yes, how will you develop a menu which includes specific therapeutic dietary requirements and meets the requirements of Section 35 (Nutrition) 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:

<table>
<thead>
<tr>
<th>SIGNATURE OF LICENSING OFFICER</th>
<th>SIGNATURE OF CAREGIVER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

PLEASE PHOTOCOPY THIS DOCUMENT AND GIVE A COPY TO THE INTERVIEWEE.
<table>
<thead>
<tr>
<th>Name of Licensee/Manager</th>
<th>Name of Proposed Facility</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (Include Postal Code)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Type(s) of Services Provided</th>
<th>Maximum Capacity</th>
</tr>
</thead>
</table>

## 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 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 D of the Child Care Licensing Regulation?

6. Will you provide lunches and snacks in your program?  □ Yes  □ No
   If yes, how will you develop a menu, which includes specific therapeutic dietary requirements and meets the requirements of Section 35 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)

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:**

<table>
<thead>
<tr>
<th>SIGNATURE OF LICENSING OFFICER</th>
<th>SIGNATURE OF CAREGIVER</th>
<th>DATE D M Y</th>
</tr>
</thead>
</table>

*PLEASE PHOTOCOPY THIS DOCUMENT AND GIVE A COPY TO THE INTERVIEWEE.*
Tab 6 - Initial Inspection & Operational Requirement & Standards

Initial Inspection to complete application process

- Initial Inspection to complete application process
- 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
- At-A Glance Self-Monitoring Inspection Tool based on the Regulation
- At-A-Glance Self-Monitoring Inspection Tool based on Safe Play Space Standards
Initial Inspection & Operational Standards & Requirements

Initial Inspection to complete application process

As part of the licensing process and prior to issuing or granting a facility’s licence, Licensing Officers will be conducting an Initial Inspection. 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 and necessary furniture, equipment and fixtures are in place that are clean and in good repair; the 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, 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 and asking the applicant how they will 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, medical clearance, immunization status, details on duties to perform and confirmation 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

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
- Outdoor maintenance log (daily, monthly and annual)
- Emergency disaster plan practice log

Required policies and procedures (for parents and staff):
- Parent repayment agreement if fees are paid in advance
- Safe release of a child policy
- Behavioral guidance policy
- Food and drink to be given to children
- Care and supervision policies and procedures to guide staff on all matters relating to care and supervision
- Health and hygiene program
- Emergency evacuation procedures and emergency disaster plan plans

Notification standards:
- Of food and drink served to children
- 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’s licence for all care programs except for Family and In-Home Multi-age
- Evacuation plans
- Early Childhood Educator’s Licence to Practice and Assistant Licence to Practice
Child Care Licensing Regulations
At-A-Glance Self-Monitoring Inspection Tool for Child Care Facilities

Licensed child care facilities are responsible for maintaining minimum provincial health, safety and care standards as outlined the Child Care Licensing Regulations. Licensees/managers and facility staff should be aware of the standards, understand how they relate to the day-to-day operation, and be able to recognize and assess potential hazards and/or identify when standards are not being met and take appropriate corrective action.

This tool is not intended to replace the Regulation, but to be used as a quick reference tool. Please refer to the Regulation for further details. If you are not clear or have questions about the standards, please contact your local Licensing Officer.

**Physical Facility, Equipment & Furnishings**
- Emergency equipment is in place and operational (e.g., phones, extinguishers, smoke detectors/alarms, 1st aid kit)
- Environment must be healthy and safe (including exits not blocked)
- No smoking in the facility and/or on the property
- Hot water temperature in wash basins used by children does not exceed 49 Celsius
- Diapering surface must be sturdy and easy to clean and sink readily accessible
- All equipment and furniture (indoor/outdoor) is sturdy, safely constructed, easy to clean and free from hazards
- Sleeping furniture is used by one child only at a time, meets the child's needs and the sleep area is located away from the activity area if children are under 36 months of age
- Outdoor play area is enclosed and meets the needs of children in care or alternate arrangement made
- Outdoor play space meets the Standards for Safe Play Spaces
- Hazardous objects and substances are not accessible to children
- If offering overnight care, standards are being met (see Schedule F of the Regulation)
- Physical space is modified to meet the needs of all children in care

**Staffing**
- There is a manager in place and staff to child ratios are maintained at all times
- If manager and/or staff are absent, replacement standards are maintained (refer to s. 36 & 37 of the Regulation)
- Staff working or volunteering must meet staffing standards (see Records)
- Staff working with children who require extra support have the necessary training to meet the child's needs
- At least one staff present at all times who holds a valid 1st Aid Certificate
- Staff are all trained in carrying out fire drills, emergency plans and use of emergency equipment
- Staff must be capable of communicating effectively with emergency personnel
- Restraints are only carried out by staff trained and based on care plans
- Staff administering medication (or supervising children who self-medicate) must be competent
- Staff must be educated on safety promotion and injury prevention (including proper use of equipment and understand the expectations of supervision and model appropriate play)

**Policies & Procedures**
- An emergency plan is in place to respond to disasters/unforeseen situations (i.e., flood, outbreak, etc.)
- A written statement on behavioral guidance is given to staff and parents/guardians
- Written policies and procedures are in place for the safe release of children
- Written policies and procedures in place to guide and direct staff in all aspects of care and supervision
- Written policies and procedures in place respecting food and drink that is given to children

Revised date October 14, 2010
Care & Supervision

- The facility must be operated in a manner that promotes the dignity of children in care
- Children must have immediate access to a staff person who holds a valid 1st Aid Certificate
- Staff are informed and knowledgeable of each child’s medical conditions
- Any other business or activities that are happening must not interfere with the supervision of children or space
- Hours of care do not exceed standards for the type of care being offered
- If offering overnight care, standards must be met (see Schedule F of the Regulation) (Contact Licensing Office)
- Children are positioned for sleep on their back unless they can roll over without assistance
- Opportunities for growth must be provided (i.e., emotional, social, physical, etc.)
- Comprehensive and coordinated program of indoor and outdoor activities are offered
- Program is modified to meet the needs of children in care requiring extra support
- Children have daily outdoor play periods unless weather is unreasonable
- Ensure parents have reasonable access, unless otherwise stated or instructed by legal guardian/parent
- Children to be guided on the safe and correct use of play equipment and instructed on injury prevention
- Children must be supervised at all times
- Behavioral guidance carried out is appropriate to the age and development of the child and harmful actions are not permitted (i.e., physical and/or emotional abuse --- spanking, shoving, shaking, yelling, etc.)
- If a child becomes ill or injured a quiet space is provided and the child is supervised

Nutrition & Food Services

- Each child receives food and drink in accordance to the Canada Food Guide (refer to Food Flair for Child Care)
- Children are not to be fed by propped bottles
- Children are not to be forced to consume food and drink
- Children are supervised while eating
- Safe drinking water is available to children
- Food and drink cannot be used as a form of reward or punishment
- Parent’s informed on food and drink being offered at the facility

Medication

- Medication provided must be prescribed by a medical practitioner or provided by the parent
- Medication is administered to children in the amount and times specified by the parent or as stated in the care plan
- Medication must not be accessible unless parents have instructed and nature of medication is such it places the child’s health at risk (note: safety plan to be developed to prevent other children from having access)

Hygiene & Communicable Disease Control

- The facility must be operated in a manner to promote health and hygiene and control/prevent communicable disease
- Diapering change areas must be outside the food preparation area and a container is in place for soiled clothing and a wash basin/sink for diapering readily accessible
- Staff must continue to comply with the provincial immunization and TB programs
- A program must be established and children instructed and practice rules of health and hygiene
- All surfaces used for food preparation, storage or consumption is not used for changing diapers
**Records**

- Records must be available for inspection (at the facility or readily accessible to Licensing Officers).
- Operational records must be kept for one year; staff records must be returned to staff or destroyed when they are no longer employed at the facility; and, children’s records kept for at least 2 years from the date they stop attending.
- Staff records must contain: work history relevant to the position; proof of training/qualifications; criminal record authorization form and clearance letter; immunization status; medical clearance; and, 3 letters of reference.
- Children’s records must contain: name, sex, date of birth, care card number, immunization status; date of enrolment; attendance records including time of arrival and departure and if absent or present; name and phone numbers of parent/guardian, doctor and emergency contact; any illness, allergy or medical disability; medication to be administered including amount and time; notification of a parent, emergency contact or Licensing Officer if minor or serious injury/illness or unusual event; special instructions regarding a child’s diet, medication, participating in a program of activities, other matters relating to the child’s care; photo; record of persons not permitted access; and date child stops attending.
- Consent forms in place to call a parent, doctor or ambulance and safe release of a child.
- Care plans must be in place for children who have physical, intellectual, emotional, communicative and/or behavior concerns that require support or services that are additional to, or distinct needs from other children in care.
- Care Plans must show the diagnoses (if known), course of action, resources need and any adaptations to the facility or program to meet the child’s needs. The plan must be developed in consultation and reviewed at least once a year with parents and any other person requested by the parent to be involved.

### INSPECTION TIPS

To demonstrate standards are being met, Licensing Officers will ask to review the following Records:

- Attendance sheets (see records above), children’s registration & consent forms (emergency cards), care plans, medication records (see above).
- Staff personnel files (required records and proof of training).
- Emergency practice log and fire drill practice log (and fire inspection reports if applicable).
- Minor incident log (and copy of serious incidents reported to the Licensing Program).
- Menus or record of food served (demonstrate quality/quantity based on Canada Food and children’s needs).
- Program of activities (i.e. record of daily activities showing a program of activities are being offered daily).
- Outdoor play area daily, monthly and yearly maintenance schedules/log sheets are maintained.
- Any other operational records that relate to the standards.

*The Community Care and Assisted Living Act and Child Care Licensing Regulation, licensing forms, newsletters, etc. are available on the Northern Health website at [www.northernhealth.ca](http://www.northernhealth.ca).*
Standards of Practice for Safe Play Spaces
At-A-Glance Self-Monitoring Inspection Tool for Child Care Facilities

The Director of Licensing set out *Standards for Safe Play Spaces* in December 2006. These standards were developed to promote healthy physical activity and development of children in child care settings.

All licensed child care facilities must meet these standards. To assist Licensees and facility staff in meeting the standards, please find outlined below a summary of the *Standards for Safe Play Spaces*. Please note this is only a tool and is not intended to replace the Standards, but to be used as a quick reference guide.

If you have any questions, please contact your local Licensing Officer. The *Standards of Practice for Safe Play Spaces* can be viewed on the Northern Health Community Care Licensing website at [www.northernhealth.ca](http://www.northernhealth.ca).

Physical Space Design Considerations
- Landscaped (could feature small grassy bumps, hills, pathways for a variety of activities)
- Equipment is placed to reduce exposure to sun (i.e., metal slides may become too hot to use)
- Trees considered to provide shade and absorb noise and promote air quality (i.e., environmental pollutants)
- Equipment and safety barriers, guardrails and railing openings and holes should be smaller than 9cm/3 ½in or greater than 23cm/9in
- Stairs, landings, ladders, tunnels, bridges, etc. must have secure safety barriers, guardrails and railings
- Play spaces should offer a variety of activities (running, walking, climbing, dodging, twisting, sliding, throwing, catching, pulling & pushing, etc.)
- Should be separate areas for activity and quiet play, and if possible, play spaces for older children

Physical Design to Facilitate Supervision
- Separation of equipment for different ages (where possible)
- Open and clear sightlines to see all areas of the play space at all times
- Establish activity zones and allow for space around these zones (i.e., 6 feet in all directions, for swings it would extend 6 feet from the outer edge of the support structure for front and back and twice the height of the swing as measured from the ground to the swing hangers on support structure)

Education and Injury Prevention
- Teach children how to be safe and act responsibly, including the correct use of equipment and potential hazards
- Minimize exposure to harmful UV rays
- Teach children to wear helmets and other sports safety equipment while riding tricycle/bicycle, using roller skates or skateboards, playing team sports, etc.
- Staff must be aware of the responsibility to ensure such equipment is properly adjusted and worn
- Staff must be educated with respect to safety promotion, injury prevention and first aid procedures
- A staff member with a current approved first aid certificate must be accessible at all times

Supervision of Play Space
- Children must be supervised at all times and staff to child ratios maintained as outlined in the Regulation
- Staff must practice active supervision, which means a combination of close proximity and attention, watching and listening

Revised date October 14, 2010
- Staff must be able to move through and see the entire play space
- Staff must understand the expectations of outdoor supervision and the area to which they have been assigned
- Staff should model appropriate play

**Material and Equipment**
- Staff must be educated on the correct use of equipment
- Equipment must be installed following manufacturers' instructions
- All material and equipment must be free of hazards and in good repair
- All play materials and equipment provided must be developmentally age appropriate
- Equipment for toddlers must be no more than .9m/3 ft in height
- Equipment for preschoolers must be no more than 1.5m/5 ft in height
- Equipment for school age children must be no more than 2.3m/7 ft in height

**Ground Surfacing**
- Equipment must not be installed over concrete, asphalt or other hard surfaces
- Protective surfacing such as soft sand, wood chips, pea gravel or rubber material used to reduce risk of injury
- Protective surface material is suitable for the weather conditions and available in the area
- Depth guidelines: minimum of 15cm/6in for 1.5m/5ft; minimum of 30cm/12in for 2.3m/7ft
- Equipment that is over 45cm/18in but less than 1.5m/5ft protective surface is recommended
- Ground covering, soil types and climate are all factors which must be considered in making a decision about types of protective surface material to use
- Protective surfaces must be checked regularly to ensure depth and adequacy of the material
- Playground surface must be free of standing water and debris, such as poorly placed rocks, tree stumps and tree roots which could cause a child to trip and fall

**Maintenance of Equipment**
- Equipment and space must be checked daily, monthly and yearly
- Keep a log of all inspections, maintenance and repairs.
- Logs must contain the following:
  - 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 in which public has access, such as parks and schools.
  - Monthly: check the play space in greater detail, including a check of the landscaping, fencing and overall condition of the equipment to ensure that they do not pose any hazards to children.
  - Annually: conduct a detailed audit of the play space, landscaping and all equipment. Check for:
    - Appropriate depths and preservation of protective surfacing
    - Pinch, entanglement, entrapment and fall hazards
    - Damaged or missing supports, anchors or footings
    - Loose or missing nuts, bolts or other fasteners and connectors
    - Broken or missing rails, steps, rungs or seats
    - Bending, warping, rusting, deterioration or breakage of any equipment components
    - Sharp edges or points due to wear, damage or breakage
    - Protective end caps missing from bolts or tubes
    - Deformed hooks, shackles, rings, links, etc.
    - Worn swing hangers, chains, bearings, etc.
    - Lack of lubrication on moving parts
    - Exposed mechanisms such as joints or springs that could result in pinch or crush injuries
    - Splintered and deteriorated wood cracks or holes in surfacing materials

Revised date October 14, 2010