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# The Latest from Child Care Licensing

Spring 2008 Edition

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## Contacts:

Northeast:

Fort St. John: 263-6000

Dawson Creek: 719-6500

Northern Interior:

Prince George: 565-2150

Northwest:

Terrace: 638-2507

Smithers: 847-6400

Prince Rupert: 624-7480

## A Message from the Regional Licensing Manager

For those of you I have not met, my name is Sharlene Lively. I have been the licensing manager based out of Prince George since 1997. Although I have been around for quite a while, never has there been so much change as there is now. In the fall, three significant events gave us reasons to make changes within the licensing program.

In October, we worked with UNBC to conduct a service quality survey. The UNBC survey lab contacted 230 caregivers. We received the results of the survey in December. Although we have to analyze the data with more detail, at first blush, it is apparent that we need to strive for consistency in the work that we do. It was also evident that in some areas, licensees feel that they do not see their Licensing Officer often enough or that accessibility in remote and rural locations is a problem.

In November, the much anticipated and long awaited amendments to the Child Care Licensing Regulation were enacted. Since then both Licensing Officers and licensees have been wondering, "Now what?"

In January 2008, we restructured the program such that all of the Licensing Officers in Northern Health report to me rather than three separate managers. Given the changes in the regulations and the findings of the survey, the timing couldn't be better!

### Changing the Relationship

The most significant change in the regulations, is the shift from black



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and write requirements to something we call “outcome based” requirements. This means that the regulations establish a goal or an outcome but not how the licensee meets that goal. There are many ways to ensure quality child care and the licensee is the expert in determining what works best in their facility.

In the next 6 to 12 months, we will be contacting each licensee to arrange a suitable time to go over the regulations. This does not mean that we will schedule all of our appointments in the future but it is important that we take the time to go over the regulations with you and identify any changes that may impact your day care.

You will also find that the Licensing Officer will be doing a shorter version of an inspection at this visit. There are two reasons for this mini – inspection. First we want to have ample time to talk about the regulations without taking too much time out of your busy day. More importantly, “outcome based” regulations mean that we need to move away from a role where the Licensing Officer examines every aspect of the facility and provides directives for compliance. It is the licensee’s responsibility to comply with the rules; it is the Licensing Officers job to evaluate the compliance and request a plan for compliance where the licensee fails to do so.

We are also working toward more consistency in our inspections. The Licensing Officers have met twice and have regularly scheduled teleconference calls to discuss how they do their work. As well, I will review all inspection reports for consistency. If I request a change, do not be surprised if your Licensing Officer provides you with an amended version of the inspection report.

The Ministry of Health provided training to Licensing Officers in December and will be hosting similar sessions for licensees in April. For those of you who can not make it to one of these sessions, we will have the presentation available on a DVD. Please contact your Licensing Officer to arrange a session in your community.

We appreciate your cooperation in this time of change. Remember, “change happens overnight; transition takes time.” I hope you enjoy this newsletter; if you have suggestions for this publication, please forward them to your Licensing Officer. I look forward to seeing you at the Ministry of Health information sessions in April.

Sincerely,

**Sharlene Lively**  
Regional Manager, Community Care Licensing

# Criminal Records Review Program

As you may be aware the changes to the Criminal Record Review Act were passed into law and effective January 2008.

## A brief summary of the changes to the Criminal Record Review Act:

- Expanded definitions for conviction include conditional discharges and charges diverted to alternative measures
- Relevant offences outside of Canada will now be considered
- 6 new offences are added; a total of 62 relevant offences are now reviewed
- **Individual required to do criminal record checks under the Act, will now be checked every 5 years**

## Criminal Records Check Submission Options:

There are three options for submission of criminal record check forms. You may submit your form online; through electronic submission or manually.

Completing the CRC online allows you to provide payment and the consent forms securely through the Internet. This option is available 24 hours a day and 7 days a week. CRC online provides a payment receipt confirmation immediately and does not accept incomplete information.

The electronic submission process is beneficial to larger organizations that process over 500 criminal record checks per year. This process enables organizations to submit personal data on each individual electronically in the form of a tab-delimited text file or excel spread sheet. This process provides reports to assist organizations to organize and track criminal record check anniversary dates and statuses.

The manual process allows you to submit your forms via mail or fax. If you choose this option, please be advised that it takes longer to process and may delay the application as all notices are sent via mail.

Should you require further detailed information on CRC Online please contact Lorraine Martin at (250) 387-2896. For all other inquiries please contact the Criminal Records Review Program at (250) 387-6981 or toll-free at 1-800-663-7867 and ask to be transferred to (250) 387-6981.



## ECE Registry

As per the Child Care Licensing Regulations (2007), Section 27, the Director of the ECE Registry has the legislative authority to issue an Early Childhood Educator Assistant Certificate to individuals who meet the following requirements:

- has submitted an application, available on our website at [www.mcf.gov.bc.ca/childcare/ece](http://www.mcf.gov.bc.ca/childcare/ece)
- has completed one of the following courses from an ECE Registry approved training institution: Child Growth and Development **or** Health Safety and Nutrition **or** Child Guidance
- demonstrates to the satisfaction of the Director that the applicant is of good character, has the personality, ability and temperament to work with children and has the necessary training and experience and demonstrates the skills necessary to be an early childhood educator assistant

To apply for the Assistant Certificate, applicants complete an application form and submit it along with an official copy of their transcript that indicates the completion of one of the three required courses from an approved training institution. Applicants should be advised that training that is deemed equivalent to these courses may be considered for an Assistant Certificate. Assistant Certificates are valid for 5 years and are printed on cream stock with a brown border and a red seal. Renewal requirements for an Assistant Certificate are:

- The Renewal Application form
- A transcript (can be a photocopy) proving completion of an additional ECE course from an approved training institution
- Completion of 400 hours of work in the field of early childhood education

Assistant Certificates started being issued in January 2008. In the coming months, all assistants currently on file with the ECE Registry will be contacted to apply for their certificate which will replace the Assistant letter. As assistants will now have a certificate they are also able to be investigated with regard to issues of practice.

If you have any further questions regarding the Assistant Certificate, please feel welcome to contact the ECE Registry for more information at [ECERegistry@gov.bc.ca](mailto:ECERegistry@gov.bc.ca) or 1-888-338-6622.

Kind regards,

**Angie Calleberg**

ECE Training Analyst

Early Childhood Educator Registry , Ministry of Children and Family Development

Email: [Angie.Calleberg@gov.bc.ca](mailto:Angie.Calleberg@gov.bc.ca) • Phone: 250-387-0734 Fax: 250-952-0765





## Offsite Play Area

In November 2007 the Child Care Licensing Regulations were amended. In the previous regulation, the licensee was required to provide an onsite, fenced outdoor play area. Under the new Regulation, this requirement has been rescinded. In its place, Schedule B outlines the following options for the provision of outdoor play.



The applicant must provide a site plan for the location and dimensions of the outdoor play area intended for regular or daily outdoor activities.

If children will be attending outdoor play areas or activities located outside the property boundaries on a regular or daily basis, the applicant will be required to submit additional information. The licensee will need to submit the distances from the community care 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. The licensee will also be required to submit a safety plan describing how children will be transported to regular or daily outdoor play areas located outside the property boundaries.

If there is no outdoor play area available for regular or daily outdoor activities, an applicant must provide an activity plan that describes how the program standards set out in section 1 of Schedule G will be met and must list any

community services that will be used, including visits to parks, pools or recreation centres.

Based on these changes in the requirements for outdoor play spaces, your Licensing Officer will no longer need to issue an exemption for off site play areas. Therefore, if you currently have an off site play area exemption, Licensing will be contacting you to submit the requirements listed in Schedule B. At this time, we will be removing off site play area exemptions as they are no longer necessary.

If you have any further questions, please feel free to contact your Licensing Officer.

## Community Care Facilities Licensing Program – Northern Interior

### Breakdown of Inspection Areas by Licensing Officer

**Contact Information:**

Office: (250) 565-2150 • Fax: (250) 565-2144

**Mailing Address:**

Public Health Protection  
4th floor, 1600 Third Avenue  
Prince George, BC

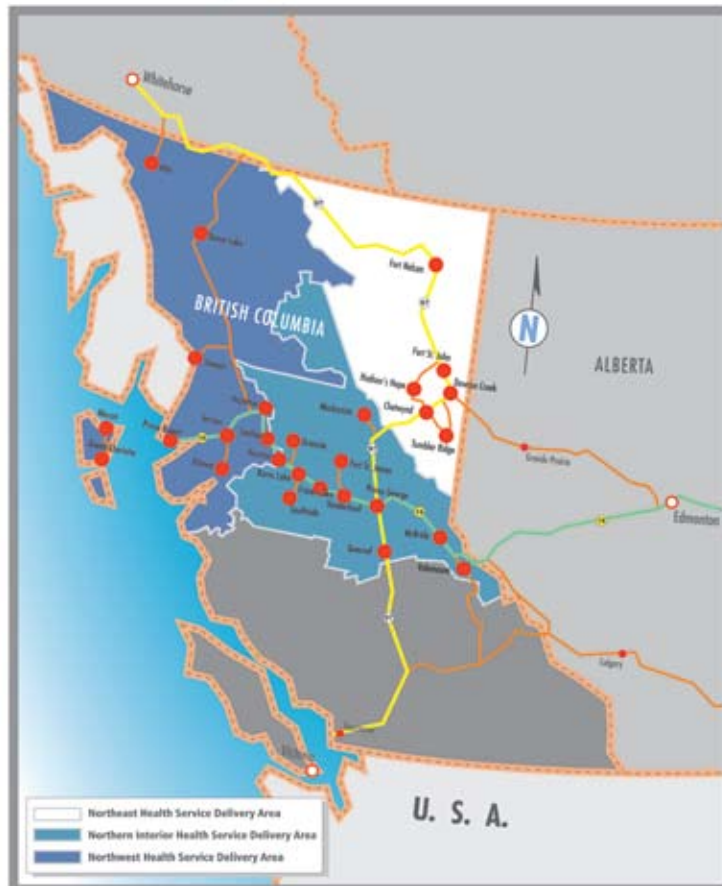
Sandra Faulkner	Tracey Itani	Lisa Rice	Sandi Toor-Mann	Charlene Mcfadyen
<ul style="list-style-type: none"> <li>E-mail: sandra.faulkner@northernhealth.ca</li> </ul>	<ul style="list-style-type: none"> <li>E-mail: tracey.itani@northernhealth.ca</li> </ul>	<ul style="list-style-type: none"> <li>E-mail: lisa.rice@northernhealth.ca</li> </ul>	<ul style="list-style-type: none"> <li>E-mail: sandi.toor-mann@northernhealth.ca</li> </ul>	<ul style="list-style-type: none"> <li>E-mail: charlene.mcfadyen@northernhealth.ca</li> </ul>
<p><b>Hours/Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Monday to Friday</li> <li>8:30 am to 4:30pm</li> </ul>	<p><b>Hours/Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Monday-Friday</li> <li>9:00-2:30 pm</li> </ul>	<p><b>Hours/Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Monday-Friday</li> <li>8:30 am – 4:30 pm</li> </ul>	<p><b>Hours/Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Monday to Friday</li> <li>8:30 am to 4:30pm</li> </ul>	<p><b>Hours/Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Monday-Friday</li> <li>8:30-4:30 pm</li> </ul>
<p><b>Inspection Areas:</b> Prince George and Vanderhoof</p>	<p><b>Inspection Areas:</b> Prince George and Fort Ware</p>	<p><b>Inspection Areas:</b> Prince George, Fort Fraser, Fraser Lake, Burns Lake, Granisle, McBride, Valemount</p>	<p><b>Inspection Areas:</b> Prince George, Fort St James and area</p>	<p><b>Inspection Areas:</b> Prince George, Mackenzie and Quesnel</p>

## Community Care Facilities Licensing Program - Northeast

Tawny Walters	Stacy Wheeler	Pam Sawers
<p><b>Contact Info:</b></p> <ul style="list-style-type: none"> <li>Office: (250) 263-6000</li> <li>Fax: (250) 263-6086</li> <li>E-mail: tawny.walters@northernhealth.ca</li> </ul>	<p><b>Contact Info:</b></p> <ul style="list-style-type: none"> <li>Office: (250) 719-6500</li> <li>Fax: (250) 719-6513</li> <li>Email: stacy.wheeler@northernhealth.ca</li> </ul>	<p><b>Contact Info:</b></p> <ul style="list-style-type: none"> <li>Office: (250) 719-6500</li> <li>Fax: (250) 719-6513</li> <li>E-mail: pam.sawers@northernhealth.ca</li> </ul>
<p><b>Mailing Address:</b> Fort St. John Health Unit 10115-110th Avenue Fort St. John, BC V1J 6M9</p>	<p><b>Mailing Address:</b> Dawson Creek Health Unit 1001 110th Avenue Dawson Creek, BC V1G 4X3</p>	<p><b>Mailing Address:</b> Dawson Creek Health Unit 1001 110th Avenue Dawson Creek, BC V1G 4X3</p>
<p><b>Hours/Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Monday to Thursday</li> <li>8:30 am to 2:30 pm</li> </ul>	<p><b>Hours/Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Tuesday to Friday</li> <li>8:30 am– 3:00 pm</li> </ul>	<p><b>Work Schedule:</b></p> <ul style="list-style-type: none"> <li>Tuesdays &amp; Wednesdays</li> <li>8:30 am – 4:30 pm</li> </ul>
<p><b>Inspection Areas:</b> Fort St. John, Taylor, Hudson’s Hope, Blueberry</p>	<p><b>Inspection Areas:</b> Dawson Creek, Tumbler Ridge, Chetwynd, Moberly Lake, Kelly Lake</p>	<p><b>Inspection Areas:</b> Fort Nelson, Dawson Creek, Fort St. John, Pouce Coupe, Tomslake</p>

## Community Care Facilities Licensing Program - Northwest

<p style="text-align: center;"><b>Barb Mahon</b></p> <p><b>Contact Info:</b></p> <ul style="list-style-type: none"> <li>• Office: (250) 638-2507</li> <li>• Fax: (250) 638-2256</li> <li>• E-mail: barb.mahon@northernhealth.ca</li> </ul> <p><b>Mailing Address:</b></p> <p>Terrace Health Unit 3412 Kalum Street Terrace BC V8G 4T2</p> <p><b>Hours/Work Schedule</b></p> <ul style="list-style-type: none"> <li>• Monday to Friday</li> <li>• 8 am to 4:30-5:00 pm</li> <li>• Every 2nd Friday off</li> </ul>	<p style="text-align: center;"><b>Nicole Byrne</b></p> <p><b>Contact Info:</b></p> <ul style="list-style-type: none"> <li>• Office: (250) 638-2507</li> <li>• Fax: (250) 638-2256</li> <li>• E-mail: nicole.byrne@northernhealth.ca</li> </ul> <p><b>Mailing Address:</b></p> <p>Terrace Health Unit 3412 Kalum Street Terrace BC V8G 4T2</p> <p><b>Hours/Work Schedule</b></p> <ul style="list-style-type: none"> <li>• Monday to Friday</li> <li>• 8 am to 4:30-5:00</li> <li>• Every 2nd Friday off</li> </ul>	<p style="text-align: center;"><b>Sherry Ricketts</b></p> <p><b>Contact Info:</b></p> <ul style="list-style-type: none"> <li>• Office: (250) 847-6400</li> <li>• Fax: (250) 847-5908</li> <li>• E-mail: sherry.ricketts@northernhealth.ca</li> </ul> <p><b>Mailing Address:</b></p> <p>Smithers Health Unit 3793 Alfred Avenue Smithers BC V0J 2N0</p> <p><b>Work Schedule</b></p> <ul style="list-style-type: none"> <li>• Monday to Friday,</li> <li>• 8:30 to 4:45 pm</li> </ul>
<p><b>Inspectorate Areas:</b></p> <p>Kitimaat Village, Kitimat, Kitsumkalum, Terrace, Thornhill, Atlin, Dease Lake, Iskut, Telegraph Creek, Hartley Bay, Lower Post</p>	<p><b>Inspectorate Areas:</b></p> <p>Nass Valley (Canyon City, New Aiyansh, Greenville, Kincolith), Metlakatla, Port Simpson, Prince Rupert, Kitkatla, Port Clements, Queen Charlotte Islands</p>	<p><b>Inspectorate Areas:</b></p> <p>Gitanyow, Hazelton, Houston, Kitwanga, New Hazelton, Smithers, Stewart, Telkwa, Moricetown, Kispiox, Gitsegukla</p>



# Child Care Licensing Regulation Information Session: You're Invited!

## Northern Health Information Sessions:

### Terrace

Monday, April 21, 2008, 2-4:00pm or 7-9:00pm  
Coast Inn of the West, 4620 Lakelse Avenue

### Prince George

Wednesday, April 23, 2008, 2-4:00pm or 7-9:00pm  
Ramada Hotel, 444 George Street

### Fort St John

Thursday, April 24, 2008, 2-4:00pm or 7-9:00pm  
Quality Inn – Northern Grand, 9830 100 Ave.

**Registration is required and spaces are limited. Registration opens Feb 18, 2008.**

Register online: [www.healthservices.gov.bc.ca/ccf/](http://www.healthservices.gov.bc.ca/ccf/)

Register by phone: call Marleen Morris & Associates at 1 877 742 0043



## Websites

Child Care Licensing Information Session Registration [www.healthservices.gov.bc.ca/ccf/](http://www.healthservices.gov.bc.ca/ccf/)

ECE Registry [www.mcf.gov.bc.ca/childcare/ece](http://www.mcf.gov.bc.ca/childcare/ece)

<http://www.pssg.gov.bc.ca/criminal-records-review/>

<http://www.dontshake.com/>

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