



Guide for Licence Applications

Family Child Care and In-Home Multi-Age Child Care

Introduction

This guide is intended to support applicants who want to operate a licensed Family Child Care or In-Home Multi-Age Care program.

The purpose of this guide is to:

- Describe the application process
- Establish the space and physical requirements for a family child care or in-home multi-age child care program
- Provide links to useful resources to help get you started

In addition to the requirements set out in the [Community Care and Assisted Living Act](#) and the [Child Care Licensing Regulation](#), applicants should be aware of the applicable municipal bylaws and business licensing requirements in their community. The applicant will send a referral to the local municipality office early in the application process to ensure the proposed premises complies with fire prevention requirements, zoning or other bylaws which may govern the provision of child care.

The licensing process can be completed as quickly as the applicant is able to satisfy all requirements set out in the legislation. If after 12 months, it appears the applicant is not progressing through the steps to receive a licence, a licensing officer will contact the applicant for a status update. If the applicant chooses not to proceed, the application will be closed and a new application will be required to resume the licensing process.

Licensing Process

To initiate the licensing process please submit the following:

1. Application for Licence

Submit application to Licensing Connect at licensingconnect@northernhealth.ca. Once an application has been reviewed, a licensing officer will immediately be assigned to support the applicant through the application process. New applications are priority work for licensing officers.

NOTE: A copy of the application form can be downloaded from the Northern Health website. Alternatively, an electronic copy can also be emailed. Applications are assigned in the order they are received.



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2. Detailed Description of Care Program

Develop a detailed description of the care program you intend to provide (Family Child Care or In-Home Multi-Age Child Care). The description should include details outlining the proposed days and hours of operation, the number of children in care, the daily schedule, the facility's philosophy of care and other information which may help describe the proposed care program.

3. Criminal Record Checks

Criminal record checks are required for the applicant and for all persons over the age of 12 who will be ordinarily present. Instructions for processing criminal record checks will be provided after an application is received.

4. Employee Plan

An employee plan is required for all child care applications regardless of whether the applicant will be working independently or will include the employment of substitute care providers.

5. Floor Plan

A floor plan is a diagram of all floors of the proposed premises.

The floor plan must include the following:

- Inside dimensions of each room and the width of each corridor and stair.
- Location and size of windows and the height of windowsills from the floor.
- Location of accommodation reserved for family.
- Location of accommodation for children who are sleeping.
- Location of toilets, wash basins and diaper changing surfaces.
- Location and size (dimensions) of fixed equipment in each room.
- Location of all exits.

6. Site Plan

A site plan is a top-down view of the property drawn to scale. The site plan must include the following:

- Property lines and boundaries.
- All buildings and structures.
- Adjacent streets.
- Driveway and parking area(s).
- Outdoor play area(s) and its dimensions.

Note: Outdoor play area dimensions are not required for Family Child Care.

7. Off-Site Play Areas

If children will be attending outdoor play areas or activities located outside the property boundaries on a regular basis, an off-site plan must be submitted. This is in addition to the site plan and must include:

- Distances from the facility to the play area and activities.
- The routes to the outdoor play areas and activities.
- Major physical features which may affect the safety of children and how these will be mitigated.

8. Safety Plan for Regular or Daily Transportation (outside property boundaries)

If children will be transported outside property boundaries on a regular or daily basis, provide a safety plan outlining how children will be transported to and from.

9. Budget

The applicant must submit a statement of projected monthly revenue and expenditures, which must include estimate cost of employees, food, utilities, taxes, insurance, maintenance, housing and programming.

10. Lease Agreement

The applicant is required to provide either a lease agreement or a written statement from the property owner permitting the operation of a community care facility on the premises.

11. Assessment of Suitability of Applicant

The applicant must undergo an assessment of suitability to ensure they are of good character and have the training, experience, personality, ability, and temperament to operate a community care facility. The following records are required:

- Application for Assessment of Suitability.
- Criminal record check.
- Statement of the duties, qualifications, relevant work experience and suitability of the proposed manager (The licensee is also the manager for Family Child Care and In-Home Multi-Age Child Care programs).
- Copies of any diplomas, certificates, or other evidence of training and skills including first aid training.
- Evidence of compliance with the province's immunization and tuberculosis control programs.

In addition, the applicant will need to complete a Community Care Licensing Legislation Assessment Quiz and Family and In-Home Multi-Age Child Care Assessment. A licensing officer will meet with the applicant to review the assessment and answer questions. This process is intended to ensure the applicant understands the legislation and their responsibilities as a licensee.

12. Policies and Procedures

Policies and procedures are in place to communicate important information and expectations to families and employees. As each child care service is unique, policies and procedures will reflect individual services. Policies and procedures are living documents which are regularly reviewed, modified to include new knowledge. The *Community Care and Assisted Living Act* and the Child Care Licensing Regulation only require specific policies and procedures to be submitted as outlined in the Guidelines for Developing Policies and Procedures. Submit the policies and procedures for the proposed facility to be reviewed by a licensing officer.

13. Initial Inspection

Prior to issuing a community care licence, a licensing officer will conduct an initial inspection of the proposed facility and additional follow up inspections if required. Inspection reports will be provided and will outline outstanding items to be addressed prior to issuance of a licence. A community care licence will be issued once all requirements of Schedule B have been met and the applicant is in compliance with the Legislation.

At the initial inspection, the following will be reviewed:

- Physical space, indoors and outdoors, by way of a walkthrough of the entire premises to confirm it is set up in a manner to ensure the health and safety of the children in care.
- Administrative records which may include policies and procedures, log of minor accidents, illnesses and unexpected events, log of outdoor maintenance checks, record of fire drills and emergency plan, care plans, etc.
- Family and In-Home Multi Age Child Care Assessment and Legislation Assessment Quiz.

Appendix A: Requirements for a Licence Application

Child Care Licensing Regulation Schedule B and Legislative Requirements

- Application for a Licence
- Detailed Description of Care Program
- Budget
- Floor Plan
- Site Plan
- Safety Plan for Regular or Daily Transportation
- Offsite Play Areas
- Off-Site Activity Plan
- Employee Plan
- Lease or written agreement by the owner of the premises providing permission to operate a community care facility

Referrals

- Fire and Life Safety Checklist
- Environmental Health Referral (if applicable)
- Local Government, Municipality or Regional District Approval
- Lead Water Testing

Licensing Seminar

- Scheduled

Assessment of Suitability

- Application for Assessment of Suitability
- Family and In-Home Multi Age Child Care Assessment
- Community Care Licensing Legislation Assessment Quiz
- Statement of the duties, qualifications, relevant work experience and suitability of the proposed manager
- Copies of any diplomas, certificates, or other evidence of training and first aid
- Evidence of compliance with the province's immunization and tuberculosis control programs

Criminal Record Checks

- Criminal record checks are required for any person over the age of 12 who will be ordinarily present in a Family Child Care facility or an In-Home Multi-Age Child Care facility. Instructions will be provided on how to complete this process.

Policies and Procedures

- Behavioural Guidance
- Active Play and Screen Time
- Repayment Agreement
- Release of a Child
- Care and Supervision
- Nutrition (Food and Drink)
- Emergency Plan
- Health and Hygiene Program

Initial Inspection

- Scheduled
- Complete

Appendix B: Frequently Asked Questions

What qualifications are required?

Family Child Care is a program where the licensee must meet the requirements of a responsible adult. In-Home Multi-Age Child Care is a program where the licensee holds a valid Early Childhood Educator certificate issued by the ECE Registry.

How much does the application cost?

There are no application fees however there may be expenses associated with the licensing process. The requirements for first aid training, early childhood education or other child care training, lead sampling for drinking water, criminal record checks, equipment and furnishings are some of the expenses to take into consideration and build into your budget.

Is there any funding available to help me start up my facility?

Please refer to the following website for information – [Childcare BC New Spaces Fund](#).

What should I do if there is a change in the information submitted at the time of application?

Your licensing officer must be notified of any changes to the information submitted on the original application.

Can I be a corporation?

The licensee for a Family or In-Home Multi-Age Child Care facility must be an individual person or sole proprietor and may not be a partnership or a corporation.

Can a licensing officer guarantee my space is licensable?

A licensing officer cannot guarantee a proposed space is suitable prior to the site inspection. The physical space will be assessed to ensure legislative physical requirements are being met. The licensing officer may identify issues which the applicant will be required to address before issuing a licence. Along with legislative requirements, each municipality has its own requirements for zoning. The applicant is responsible for ensuring the premises is zoned appropriately to permit the operation of the proposed community care facility.

Are there other considerations if I am renting my home?

The applicant is required to provide a lease agreement or a written statement from the owner providing permission to operate a community care facility on the premises.

A family member owns a business which operates from the home. Is this permitted?

Section 35 of the Child Care Licensing Regulation states a licensee must not conduct any business or activity which may interfere with the supervision of children, or the space used for the care of the children or threaten the health or safety of the children. If you have other businesses which operate out of the home, it is recommended you discuss this with your licensing officer early in the licensing process.

Am I permitted to operate one program upstairs and a second program downstairs?

Family Child Care or In-Home Multi-Age Child Care programs are operated in a single-family dwelling. For the purposes of licensing, a single-family dwelling includes townhomes, duplexes, apartments, and condominiums. A single-family dwelling may only hold one licence. Schedule E of the Child Care Licensing Regulation states a licensee providing Family Child Care or In-Home Multi-Age Child Care may only provide care to one group of children.

How many children am I permitted to care for at one time?

A facility's capacity is confirmed at the time of initial inspection depending on compliance with the legislated requirements for physical space. The maximum group size is outlined in Schedule E of the Child Care Licensing Regulation. See [Appendix C](#) for age and ratio requirements for Family and In-Home Multi Age Child Care.

NOTE: Legislative requirements for usable floor space is not applicable to Family Child Care as per Section 14(1) of the Child Care Licensing Regulation.

I have children of my own – how will this affect my licensed capacity?

Children related to the licensee by blood or marriage under 12 years old count in the facility's maximum capacity during operational hours.

What if my own children want to have playdates with other children, how will this affect my licensed capacity?

During operational hours, all children present on the premise of the community care facility count in the ratio and the facility's maximum capacity.

Am I permitted to provide care to children while working through the licensing process?

An individual is permitted to provide care to a maximum of two children or one sibling group, not related to the care provider by blood or marriage prior to the issuance of a licence.

Can I hire someone to operate the program?

Family Child Care and In-Home Multi-Age Child Care specifies the licensee is responsible for providing care in their own personal residence. It is permissible to employ someone to provide coverage because of illness, emergency, vacation, or other temporary leave. The licensee must obtain the records for the employee referred to in Child Care Licensing Regulation Section 19(1). If the licensee is absent for more than 30 consecutive days, the licensee's replacement must be approved by the medical health officer.

Can I hire someone to help me in the program?

Although the licensee is the primary care provider in their Family Child Care or In-Home Multi-Age Child Care facility, it is permissible to employ someone to assist you on occasion. The person assisting the licensee would not be solely responsible for the children.

My parents visit twice a year and stay for a month. Do they need a criminal record check?

Section CCLR s.20(1) of the Child Care Licensing Regulation states anyone over the age of 12 years who would be considered “ordinarily present” on the premises of the community care facility while children are present, must obtain a criminal record check. Family members visiting for an extended period may fall into this category. Your licensing officer should be consulted to determine whether visitors will be deemed “ordinarily present.”

Do I need to test my drinking water?

Yes, section 48(5) of the Child Care Licensing Regulation states “A licensee must ensure that safe drinking water is available to children.” All applicants are required to test their drinking water for lead content. See [Appendix D](#) for more information.

How long does the licensing process take?

There are several steps involved in the licensing process. The time required for completing each step will vary for each applicant. As the applicant, you set the pace for how quickly the application is processed. If revisions to documentation are required, this will add processing time for review and potentially further resubmissions.

When am I permitted to advertise my business?

Without a community care licence, advertising as a providing licensable care is not permitted. During the licensing process, families can be made aware you are working through the process of becoming licensed.

Is a community care licence transferrable?

A community care licence is issued to a combination of a physical address and licensee. With a change in physical address or licensee, a new application is required. Once the licensing process requirements have been met, a new licence will be issued.

Where can I get more information?



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If you have any questions, or if you would like to attend an information session on the steps to obtaining a licence, please contact Licensing Connect to speak to a licensing officer at 1.844.845.4200 or licensingconnect@northernhealth.ca.

For more information about the Community Care Facility Licensing program and to view the legislation visit the [Community Care Facility Licensing | Northern Health](#) website.

Appendix C: Group Size Combinations: Family Child Care













What are the possible age combinations if I have a child registered who is under 12 months of age?

If you have a child under the age of 12 months registered, there are three possible combinations for your group:

1	Under 12 Months Old 	12 – 48 Months Old 	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is under 12 months old. • Two children who are between 12 months and 48 months old. • Four children who are between 48 months and 12 years old. 		
2	Under 12 Months Old 	12 – 48 Months Old 	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is under 12 months old. • One child who is between 12 months and 48 months old. • Five children who are between 48 months and 12 years old. 		
3	Under 12 Months Old 	12 – 48 Months Old	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is under 12 months old. • No children who are between 12 months and 48 months old. • Six children who are between 48 months and 12 years old. 		

What are the possible age combinations if I do not have a child under 12 months of age?

If you do not have a child under the age of 12 months registered, there are five possible combinations for your group:

1	12 – 24 Months Old 	24 – 48 Months Old 	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • Two children who are between 12 months and 24 months old. • Two children who are between 24 months and 48 months old. • Three children who are between 48 months and 12 years old. 		
2	12 – 24 Months Old 	24 – 48 Months Old 	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is between 12 months and 24 months old. • Three children who are between 24 months and 48 months old. • Three children who are between 48 months and 12 years old. 		
3	12 – 24 Months Old	24 – 48 Months Old 	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • No children who are between 12 months and 24 months old. • Four children who are between 24 months and 48 months old. • Three children who are between 48 months and 12 years old. 		
4	12 – 24 Months Old 	24 – 48 Months Old 	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is between 12 months and 24 months old. • One child who are between 24 months and 48 months old. • Five children who are between 48 months and 12 years old. 		
5	12 – 24 Months Old	24 – 48 Months Old	48 Months – 12 Years Old 
	<ul style="list-style-type: none"> • No children who are between 12 months and 24 months old. • No children who are between 24 months and 48 months old. • Seven children who are between 48 months and 12 years old. 		

Group Size Combinations: In-Home Multi-Age Child Care








What are the possible age combinations if I have a child registered who is under 12 months old?

If the proposed space is large enough for the maximum group size of eight children, and you have a child under the age of 12 months registered, there are three possible combinations for your group:

1	Under 12 Months Old 	12 – 36 Months Old 	36 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is under 12 months of age. • Two children who are between 12 months and 36 months old. • Five children who are between 36 months and 12 years old. 		
2	Under 12 Months Old 	12 – 36 Months Old 	36 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is under 12 months of age. • One child who is between 12 months and 36 months old. • Six children who are between 36 months and 12 years old. 		
3	Under 12 Months Old 	12 – 36 Months Old	36 Months – 12 Years Old 
	<ul style="list-style-type: none"> • One child who is under 12 months of age. • No children who are between 12 months and 36 months old. • Six children who are between 36 months and 12 years old. 		

What are the possible age combinations if I do not have any children under 12 months of age?

If the proposed space is large enough for the maximum group size of eight children, and you do not have a child under the age of 12 months registered, there are four combinations for your group:

1	Under 12 Months Old	12 – 36 Months Old 	36 Months – 12 Years Old 
	<ul style="list-style-type: none"> No children who are under 12 months of age. Three children who are between 12 months and 36 months old. Five children who are between 36 months and 12 years old. 		
2	Under 12 Months Old	12 – 36 Months Old 	36 Months – 12 Years Old 
	<ul style="list-style-type: none"> No children who are under 12 months of age. Two children who are between 12 months and 36 months old. Six children who are between 36 months and 12 years old. 		
3	Under 12 Months Old	12 – 36 Months Old 	36 Months – 12 Years Old 
	<ul style="list-style-type: none"> No children who are under 12 months of age. One child who is between 12 months and 36 months old. Seven children who are between 36 months and 12 years old. 		
4	Under 12 Months Old	12 – 36 Months Old	36 Months – 12 Years Old 
	<ul style="list-style-type: none"> No children under 12 months of age. No children who are between 12 months and 36 months old. Eight children who are between 36 months and 12 years old. 		

Appendix D: Lead in Drinking Water

Section 48(5) of the Child Care Licensing Regulation states “A licensee must ensure that safe drinking water is available to children.” Lead in drinking water can be harmful to human health, even in very small amounts with exposure over time. Infants and young children absorb lead more easily than adults and are more susceptible to its harmful effects. According to Health Canada, lead can harm intellectual development, behaviour, and hearing development. The health impacts depend on many factors including the amount consumed over time, age, nutrition, and underlying health issues.

The current guideline for lead in drinking water is a maximum acceptable concentration of 0.005 mg/L. Most drinking water supply systems in B.C. have very low levels of lead, however, slightly acidic water that remains in building piping, such as overnight or over weekends, may absorb lead from the plumbing. This is particularly true for older homes and buildings which may have lead or brass plumbing fixtures or fittings, or lead-containing solder.

All applicants are required to test their drinking water for lead content. Baseline water quality tests include pre-and-post-flush water samples on water fixtures used for drinking and food preparation. Below is a list of qualified private laboratories:

Name of Lab	Location	Contact Information
Northern Analytical Laboratory Services	3333 University Way, Prince George, BC V2N 4Z9	250.960.5713
Northern Laboratories (2010) Ltd.	530 3rd Avenue West, Prince Rupert, BC, V8J 1L8	250.627.1906
Wellness Water Testing Laboratory Ltd.	210-1811 Victoria Street, Prince George, BC, V2L 2L6	250.301.7898

Water sample results will be reviewed by your licensing officer. If the results exceed the maximum acceptable concentration, we will refer you to an environmental health officer to discuss various ways to reduce the lead level of drinking water.

I have my own well. What do I need to do to ensure my water is safe to drink?

If a care facility is on a private well, the licensing officer may consult with an environmental health officer who will review the well construction and water source. Based on the risk assessment, the environmental health officer will provide options for the applicant or licensee to ensure the provision of safe drinking water.



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