

LICENSING CONNECT

Community Care Facilities Licensing | Child Care

November 2023



WELCOME

Autumn

Message from the Regional Supervisor

Most Licensees are familiar with the Routine Inspection process where a Licensing Officer visits a facility with checklist in hand and completes an audit. During the pandemic a number of remote options were implemented to keep in contact with Licensees such as ZOOM meetings, phone calls and emails.

Another type of inspection Licensees are likely familiar with are Non Visit Follow Up Inspections. This type of inspection was used when a Licensee could submit evidence of a corrected violation by email, fax, or other remote option. The Licensing Officer would verify the evidence submitted, correct the violation, and send a Non Visit Follow Up Inspection report to the Licensee via mail.

In 2024, Island Health's Licensing Officers will continue to conduct in person Routine Inspections and will move to conducting more in person Follow Up Inspections. A Licensing Officer may conduct an in person Follow Up Inspection to correct violations, provide education, connect a Licensee with resources, review programming, follow up on implemented practices related to corrective action, provide updates, and more. The Licensing Program's goal of visiting facilities more often is to be a support for Licensees.

Moving forward the Licensing program will reduce the number of Non Visit Follow Up Inspections and increase the number of in person Follow Up Inspections of facilities.

Island Health's Community Care Facilities Licensing Program would like to acknowledge Licensees, Managers, and all the staff for providing valuable services to communities within the Health Authority. The Licensing Program looks forward to connecting with you in the near future. If you have any questions, please contact your Licensing Officer.

Joel Verbruggen, MPH, BSc. | Regional Supervisor

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Tips for General Oral Health

By Island Health, Public Health's Dental Team



WHO WE ARE

Island Health Dental team consists of dental hygienists across the Health Authority who are dedicated to reducing the incidence of early childhood tooth decay on Vancouver Island. If you would like to speak to an Island Health dental hygienist, please contact the health unit in your community.

Island Health Dental Hygienists work with Allied Health Professionals and Community Partners who have frequent interactions with children and families. These partnerships allow us to support parents and families of young children through oral health promotion, education and connecting them to dental offices. Our common goal is to decrease, or ideally prevent, the occurrence of early childhood tooth decay.

Tooth decay is preventable, yet it remains the most common chronic condition in childhood. According to the **Canadian Dental Association**, early childhood tooth decay is the leading reason Canadian children between the ages of 1 and 6 years experience day surgery under general anesthesia, costing the healthcare system millions of dollars each year. Early childhood tooth decay has far-reaching implications that affect children, families, the community, and the healthcare system.

Because Vancouver Island communities do not have fluoride in the water, brushing with fluoride toothpaste is one of the most effective ways to prevent tooth decay. Recently, the World Health Organization (WHO) recognized fluoride toothpaste as an essential medicine, providing further evidence that fluoride is an affordable, safe, and effective means of preventing tooth decay.

Within your child care centre you can:

- Provide on site tooth brushing with fluoride toothpaste as soon as the first tooth appears (usually around 6 months old).
 - For children aged 0 to 3 years, use a grain of rice-sized amount of fluoride toothpaste, and after age 3, switch to a pea-sized amount of fluoride toothpaste.
- Share information with families on brushing with fluoride toothpaste twice a day.

Click Here!

World Cavity-Free Future Day October 14th

World Cavity-Free Future Day (WCFFDay) was launched as an initiative in 2016 by the Alliance for a Cavity-Free Future (ACFF).

Its mission is to address the need for greater global awareness of dental caries, the disease which, when left unaddressed, can lead to dental cavities.



Starting healthy brushing habits early sets children on a path to lifelong oral health and wellness. World Cavity-Free Future Day on October 14th highlighted the importance of establishing a healthy brushing routine using fluoride toothpaste, especially since drinking water in Vancouver Island communities does not contain fluoride.



For further information please connect with your local Public Health Unit Dental Program.



Exemption & Temporary Placement Retention (TPR) Process

Licensed facilities may request an exemption from meeting the requirements of specific sections of the *Community Care and Assisted Living Act (CCALA)*, Child Care Licensing Regulation (CCLR), Residential Care Regulation (RCR). The *CCALA* and Regulations are the minimum standards to be met to ensure the health and safety of persons in care in licensed community care facilities. Requesting an exemption is asking to operate below the minimum standards.

The *CCALA* only allows exemptions to be approved if there is no increased risk to the health and safety of persons in care.

For some sections of the Regulations, the Medical Health Officers are the decision makers regarding exemptions. The Medical Health Officers also have delegated their decision making authority for other sections of the Regulations to either the Regional Supervisor, the Regional Senior Licensing Officer, or the Licensing Officer.

Exemption requests must be submitted to the Licensing Officer in writing. There is no specific form to complete; however, your Licensing Officer can provide a checklist of what is to be included in the request.

Submissions should allow sufficient time for Licensing to process your request for an exemption as Licensing Officers are required to prioritize their workload according to risk. Licensees must remain in compliance with the requirements of the legislation until they receive approval of their exemption request. For example; if you are aware an exemption will be required in one month, submit your exemption request to your Licensing Officer as soon as possible to allow sufficient time for the review process.

Providing exemption requests to Licensing Officers the week of or the day before it is required does not provide sufficient time for review of the request to ensure there is no increased risk to the health and safety of persons in care.

Additionally, exemptions are specific to the facility location, current Licensee and person named in the request only. If you are applying for an exemption for more than one facility or person, you will need to submit multiple exemption requests specific to the person and site to your Licensing Officer.

Licensing's Infosheet "What is an Exemption" is available on Island Health's Community Care Facilities Licensing website.

If you have additional questions about exemptions and the process to request, please contact your Licensing Officer directly.

By Ashley Minifie | Child Care Licensing Officer





FOOD

Tricks & Treats



Photos & Article by
Denise Ouellet | Child Care Licensing Officer

Cool fun food for children brings a whole new dimension to educating children about good food, healthy bodies and having fun, all at the same time!

When planning snacks and meals for children, consider making it an interactive experience where children participate or even lead the activity. Interactive food preparation not only provides children individual growth experiences within a group setting, it also introduces opportunities for children to connect and develop relationships with their peers.



What better way to embrace Child Care Licensing Regulation - Schedule G, than to provide delicious and fun food activities that support a child's cognitive, social, emotional, speech, language, gross motor and fine motor development.

Let's say, our interest for the week is focused on bugs, all kinds of bug; little ones, medium ones, silly ones, fast ones, slow ones . . . you get the bug picture! Children's imagination is limitless when it comes to bugs.

The scenario goes a bit like this... A child comes to the centre with a bug or perhaps a bug is found outdoors during play time, and bug curiosity strikes! What happens next? Books about bugs pop up and bug stories are read, outdoor play experiences focus on bug finding with that all mighty bug-pooter kit(1), physical activities include bug crawls, jumps and creeps.



So now what? Snacks that tell the bug story! Exciting edible bugs created with a variety of healthy foods!





Several bowls filled with fruit and vegetable bites become bug building blocks and the glue to hold the creature together can be anything from hummus to nut butters; making them extra tasty as well! Don't forget to get confectionery bug eyes to add a bit of silliness and a whole lot of giggles!

Making and eating food is such a great part of our lives. It is a social and emotional experience which has brought families and friends together for as long as humans have existed. Providing fun food experiences allow children to develop and practice skills for healthy social being and gathering.

Children enjoy fun foods, especially if they have had a hand in preparing it. Here are some ideas to get you started in the wonderful world of fun food activities for children. No child should be without at least one bug snack activity as part of their childhood memories!



[Click Here!](#)

Early Years Food Ideas Resource | Appetite to Play: Food and Feeding

- 1. Bug-Pooter Kit:** Bug or insect pooters is a device to capture and observe insects up closely that can be a purchased or hand made. Bugs are captured in a live trap chamber for observation and then later released free of harm. For more information on bug/insect pooters, search your favorite internet browser and you will find them in all shapes and sizes.



EXCITING NEWS

The Province of British Columbia made a proclamation declaring October 17th as **Community Care Facilities Licensing Officer Day!**

In British Columbia, there is legislation which protects vulnerable children, youth, and adults who attend or reside in licensed community care facilities. Medical Health Officers delegate legislated duties in the **Community Care and Assisted Living Act** and associated regulations to Community Care Facilities Licensing Officers.

Community Care Facilities Licensing Officer Day raises awareness of the hard work, dedication and resilience of all Licensing Officers in British Columbia to protect and promote the health and safety of children, youth and adults in child care and residential care facilities.

[Click Here!](#)



Child Care Licensing Regulation Section 44, Schedule G

By Krista Merriman | Child Care Licensing Officer

[Click Here!](#)

Word Search Fun!

Word Search Fun!



ACTIVITIES
ART (x2)
ATMOSPHERE
BELONGING
CHILDREN
COMFORTABLE
COMMUNICATION
COMMUNITY
CONSTRUCTION
COOPERATIVE
CULTURE

CURIOSITY
DEVELOPMENT
EMOTIONAL
EXPRESSIVE
FAMILY
FEELINGS
HERITAGE
IMAGINATIVE
INTELLECTUAL
INTERESTS
LANGUAGE

MATERIALS
MUSIC
PHYSICAL
REASONING
RECEPTIVE
RELATIONSHIPS
RESPECT
SAFETY
SKILLS
SOCIAL
UNDERSTANDING

Double Bumping

What does the legislation state about replacing qualified employees who are absent?

by Kate Skye | Child Care Licensing Officer



Child Care Licensing Regulation 37 (1) Absent Employees

- In this section, “absent employee” means an employee who is (a) absent because of illness, emergency, vacation or other temporary leave, and (b) expected to return to regular duties.

Many facilities are currently facing employee challenges when trying to find qualified staff to replace employees who are absent. To help with these challenges, there is a provision in the legislation for a facility to replace an absent employee with a lesser qualified employee. This is sometimes called the “bumping up” process.

The “bumping up” process means a facility can replace an absent employee with a lesser qualified employee to cover staff absences that are under 30 days in duration. However, the legislation states that the absent employee must be away for illness, emergency, vacation or other temporary leave and is expected to return.

If an employee has discontinued their employment, the provision in Child Care Licensing Regulation Section 38 states, that Child Care Licensing Regulation Section 37 applies.

In practice, if an Early Childhood Educator (ECE) is absent because they are ill, on vacation, away for training and expected to return to their ECE position, and the Licensee cannot find another qualified ECE to work, the Licensee could “bump up” an Early Childhood Educator Assistant (ECEA) into that absent ECE position for fewer than 30 consecutive days. This practice is considered a “one level bump up.”

In practice, the same is true if an Early Childhood Educator Assistant (ECEA) is absent because they are ill, on vacation, away for training and expected to return to their ECEA position, and the Licensee cannot find another qualified ECEA to work, the Licensee could “bump up” a Responsible Adult into the ECEA position for fewer than 30 consecutive days. This practice is considered a “one level bump up.”

A challenge can occur if one employee with a lesser qualification (ECEA) is “bumped up” into a higher qualification position (ECE) and this results a lesser qualification position (ECEA) being left vacant.

- For example, in a Group Child Care (30 Months to School Age) program:
 - The Child Care Licensing Regulation requires one ECE for eight children in attendance.
 - The Child Care Licensing Regulation requires one ECE and one ECEA for 9-16 children in attendance.
- If the ECE calls in sick, an ECEA could be “bumped up” one level into the ECE position.
- If the care program also requires another ECEA to meet the staff to child ratio requirements for 9 – 16 children in care, and an ECEA substitute cannot be found, a Licensee cannot use a Responsible Adult to “bump up” one level.
 - This would be considered “double bumping”, because the ECEA position is not vacant due to illness, emergency, vacation or other temporary leave and this practice is not permitted under Section 37(1) the Child Care Licensing Regulation.



The intent of the Child Care Licensing Regulation is to maintain minimum qualifications of employees.

- This means that “bumping up” one staff person who is absent due illness, vacation, away for training and expected to return to their position cannot create a subsequent chain reaction of “bumping up” all staff.

A Licensee can request a staffing exemption for one employee with a lesser qualification to act as an employee with a higher qualification. This can be an option if a Licensee knows a staff of a higher qualification is going to be absent for example on a maternity leave.

Any type of exemption is a request for the Licensee to operate below minimum standards, so Licensing requires detailed information and documentation to ensure if an exemption were granted there would be no additional risk to all the children in care.

Please see the article on Exemptions for more information.

Licensees can contact their Licensing Officer if they wish to explore the employee exemption option more closely.

[Click Here!](#)

Resources

- [InfoSheet: What is an Exemption?](#)
- [InfoSheet: Staffing Exemptions](#)



Remembrance Day November 11th

Lest We Forget

LO CORNER

Amanda Lynch

Child Care Licensing Officer

What is your favourite part about being a Licensing Officer?

My favorite part of being a Licensing Officer is the connections I make with Licensees, staff and the community. I love seeing different programs and ways of interpreting the legislation.

I spent many years as a Licensee and Manager and love being able to support people through their journeys of opening a facility or managing one.

I also appreciate that this is a job that is never boring and I get to work in a diverse team with such a huge range of knowledge and experience.



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