

CHILDREN'S OUTDOOR PLAYSPACE PLAN

COMMUNITY CARE FACILITIES LICENSING PROGRAM

Application and Approval Process for New Facilities and for Existing Facilities Modifying or Adding to their Outdoor Playspace (including adding equipment)

- Applicants/Licensees for all child care programs (except for Occasional Child Care programs) must provide each child with daily outdoor play periods (unless weather conditions make it unreasonable to do so).
- The application for a **new** facility shall include plans for the outdoor playspace.
- Licensees for **existing** facilities are required to submit plans for modifications or addition to the existing playspace.
- Using the "checklist" below ensure that you have included **all** the required documentation when submitting your plans.
- Please keep **copies** of all documentation submitted to this office for your own reference.
- Submit your plans to your local Licensing Office.

One of the following two plans (A or B) for regular or daily outdoor play must be submitted to Licensing with your application for licence:

A. Outdoor Playspace Available – Plans submitted for designated outdoor playspaces should include the following:

- A site plan showing the location of the community care facility [including the property boundaries], the location and dimensions of the outdoor play area intended for regular or daily outdoor activities.
- The types of existing enclosures or those planned, including the location, type of enclosure and height.

If the designated outdoor playspace includes large fixed play equipment, the following information must be included in your submission:

- A listing of all pieces of playground equipment. **Playground Equipment** may include indoor or outdoor slides, balance beams, climbers, upper body equipment, seesaws, merry-go-rounds, etc. *Items that are not playground equipment may include: playhouses, picnic tables or other furnishings, indoor or outdoor toys, sandboxes, ride 'em toys, etc.*
- If available – manufacturer's instructions indicating age range suitable for, installation and safe use of equipment protocols. Include the age of children you intend use the equipment.
- Height of equipment [equipment for toddlers <36 months must be no more than 3 feet, preschool children ages 3-5 no more than 5 feet and school age children no more than 7 feet].
- The position of the playground equipment and surfacing within the play area, including the amount of space between pieces of playground equipment.
- If available, pictures of the playspace and playground equipment
- The type and depth of protective surfacing, and fall height of playground equipment.
- If equipment is new, description of plans for installation.
- Equipment inspection, replacement, and maintenance plan.

The Licensee is responsible for ensuring that sufficient and appropriate protective surfacing is provided and that equipment and features are safe. Protective surfacing must be checked on a regular basis to ensure the depth and adequacy of the material. The Licensee must comply with the Director of Licensing Standard of Practice for Safe Play Space.

South	Central		North
Victoria	Nanaimo	Courtenay	Campbell River
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If the designated outdoor playspace includes natural play structures/features that the Applicant/Licensee intends children to use:

If the Licensee/Applicant is proposing to use a natural playspace, where features such as trees, rocks or other natural structures will be utilized by children, Licensing staff may use the same principles applied to manufactured equipment to assess the suitability and safety of the play area depending on the intended use of these features. For example, if children will be using a tree as a climbing structure, Licensing staff will assess the tree for hazards such as [but not limited to]: entrapment, protrusions and adequate protective ground surfacing based on the fall height.

- As part of the plan submitted for review, Applicants should include any natural features and what the intended use by children in care will be.

Additionally, as part of Option A, if children will be attending outdoor play areas or activities located outside the property boundaries on a regular or daily basis [either as the designated play area or in addition to the outdoor play area]:

The site plan **must include all** of the following:

- The distances from the facility to the outdoor play areas and activities.
- The routes to the outdoor play areas and activities.
- 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.
- 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

<p>B. No Outdoor Play Area Available for Regular/Daily Outdoor Activities – The applicant must provide an activity plan that describes the following:</p>
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- How the program standards set out in Section 1 of Schedule G will be met; and
- Any community services that will be used, including visits to parks, pools or recreation centres.
- A 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

Once the Licensing Office has received and reviewed all of the above information, you will be notified in writing on whether or not your plans have been approved. (Please note: Your plans for outdoor playspaces, and/or play areas/activities should not be implemented until licensing approval is received).

Considerations Regarding Off-site Outdoor Play Areas

Regular daily outdoor play experiences are not only required by the Child Care Licensing Regulation, they are also an important part of healthy child development.

Licensees and Applicants are advised that health and safety considerations around utilizing outdoor play areas outside of the property boundaries of the Community Care Facility must be carefully considered. Transporting children to an area off property may increase the risk to health and safety of children in care depending on: how far the area is, what type of transportation is utilized, the age and developmental needs of children in care, location and availability/accessibility of washroom facilities, accessibility to the area, the suitability of the equipment and/or features [such as fencing, water features etc.] and how reasonable it is that children will be able to access this area on a regular/daily basis. If you are considering an outdoor play area away from the facility, you are encouraged to provide a detailed plan regarding these items. The plans will be reviewed by Licensing to determine if the proposed play area meets the minimum standards as set out in the Child Care Licensing Regulation.