

# Licensing's Latest Child Care Newsletter

Spring 2017



## CHILD CARE LICENSING NEWSLETTER

### *In This Issue*

#### Physical Literacy Active Play



#### Update to the Risk Assessment Tool



#### Posting of facility information on the Licensing website



#### Electronic Incident Reporting



#### You Were Asking



#### VIHA Region-wide Update



**island health**

[www.viha.ca/mho/licensing](http://www.viha.ca/mho/licensing)

## Physical Literacy – Active Play



The Community Care Facilities Licensing Program partnered with Dr. PJ Naylor, Professor, School of Exercise Science, Physical and Health Education, University of Victoria and Childhood Obesity Foundation and Drew Mitchell, Director of Physical Literacy, Sport For Life who presented two webinars for Licensees and staff on March 1 and 4, 2017. The webinars contained education around Physical Literacy, Fundamental Movement Skills and Complying with the new DOLSOP Active Play.

For those who did not have an opportunity to attend or would like to review the material again, we are providing a copy of the recorded webinar for your use.

You may access the webinar in one of two ways:

From GoTo Webinar [this will be available for one year post webinar – March 2018]:

- Link: <https://attendee.gotowebinar.com/register/7646987202896625410>
- Register yourself by adding your name, province and organization.
- You will then be able to listen to the recorded webinar and follow the slides.

Licensing will be providing in-person training events in partnership with PISE and Pacific Sport at different locations across the Island in May/June 2017. Please refer to the insert for registration information, dates and locations.

Each in-person session will last for approximately 2.5 hours, and include games and activities for 0 – 12 year olds that can be facilitated in child care licence settings. The sessions will focus on fundamental movement skills, how to teach them, age appropriate games and activities for each skill and ways to adapt games for individuals of all abilities. A take-home handout will also be provided with information on teaching cues, where to find additional resources and helpful hints and tips.

## Update to the Risk Assessment Tool

The Community Care and Assisted Living Act and Regulations promote the health, safety, and well-being of persons in care. The threshold set by the legislation is the minimum acceptable level; any non-compliance poses a potential risk of harm to persons in care.

A revised provincial risk assessment tool was released across B.C. in 2012 and was developed by the Ministry of Health in partnership with all five health authorities. In 2014 the Health Authorities and the Ministry of Health conducted a joint process evaluation on the implementation of the Risk Assessment Tool. Based on the data analysis and Licensing Officer survey the Risk Assessment Tool has been updated. The updated Risk Assessment Tool will be implemented April 1, 2017 province wide.

A risk assessment is completed by your Licensing Officer after each routine inspection. The risk assessment begins with a review of the facility's compliance with the *Community Care and Assisted Living Act*, the Child Care Licensing Regulation and the Director of Licensing Standards of Practice based on the routine inspection.

Most of the updates focus on Part A "Inspection" which expands the definitions to provide more clarity for Licensing Officers when completing the tool. However, there is a change to Part B "Operational History" that will impact how scores are assigned in some cases:

- Under Section 13 and 14 of the *Community Care and Assisted Living Act*, the Medical Health Officer has the power to take action on a facility licence. Action includes:
  - o Placement of terms and conditions on the facility licence.
  - o Vary existing conditions on the facility licence.
  - o Suspend or cancel the facility licence.
- If action has been taken on the facility licence, the total History Score for Part B should be assigned as the maximum score available: reportable incidents **5**, inspection and monitoring **5** and investigations **10**. This score is in place for three years from the date the action was taken.

If you would like a copy of the updated risk assessment tool please contact your licensing officer.

## Posting of facility information on the Licensing website

As you are aware, routine inspection information is available on the Licensing website at <http://www.viha.ca/mho/inspections/>. Previously, Licensing requested permission to post the Manager's name, facility address and telephone number to the web site. This information is routinely releasable under privacy laws so Licensing will no longer be requesting permission to post this information for new facilities. For existing facilities, if you would like to change the way your information shows up on the webpage, please contact your Licensing Officer.

## Electronic Incident Reporting

In June, 2015, Island Health started trialing an online incident reporting system with our residential care facilities. After some feedback from the facilities and some updates, the system is working very well and we are ready to expand use to our child care facilities. As of May 2017, our electronic incident report form is live and available for use by licensed Child Care facilities across the island to submit their reportable incidents to Licensing.

If you submit your reportable incidents to Licensing electronically, please print out a copy for your own records. When you hit submit, the electronic incident report form is sent to Licensing only. If you have submitted an electronic incident report form, you do not have to send a hard copy of the form to Licensing.

Using the electronic system is not mandatory, paper forms are still accepted; however, the system is popular due the efficient way it allows Licensees to report incidents to Licensing.

A detailed insert has been provided to assist you in setting up your account and utilizing the electronic incident report system. If you have questions or need support, please contact your licensing officer.

## You were asking...

***I run a licensed Multi-Age Care program for 8 children and provide snacks.***

***Do I require a food permit?***

No. A food permit is required when there are more than eight children in care and when food is being prepared. Licensee should always follow safe food preparation guidelines and refer to Canada's Food Guide [<http://hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>]. If Licensing staff become aware of concerns at a licenced community care facility regarding food safety, drinking water or sewage disposal, they would follow up to ensure the standard in the Child Care Licensing Regulation were being met and may consult the local Environmental Health Officer.

***I run a Group Child Care (Under 36 Months) program and a Group Child Care (30 Months to School Age) program and I would like to mix the two groups of children 1/2 hour before and 1/2 hour after care begins/ends.***

The CCLR Section 34(4) states:

34(4) Despite this section, during the half hour before a care program begins and the half hour after a care program ends, a licensee may permit children who would otherwise be grouped in different care programs, and who are arriving at or leaving the community care facility, to be grouped together and supervised other than as required under Schedule E if (a) the care program is described as Multi-Age Child Care, Group Child Care (Under 36 Months), Group Child Care (30 Months to School Age) or Group Child Care (School Age),

(b) a total of 8 or fewer children are present at the community care facility, of whom no more than 3 are younger than 36 months old, and

(c) there is at least one educator or assistant supervising the children.

If a facility wanted to mix groups from different care programs with the lesser staffing requirements, then they would have to adjust their program hours to meet 34(4), i.e. they would have to state to parents that their programs start when they have full/appropriate staff from i.e. 8:30 a.m. to 5:00 p.m., but that they offer extra care to a maximum of 8 children (with no more than 3 younger than 3 years old) in a mixed group [within the parameters of 34(4)] from 8:00 a.m. to 8:30 a.m. and from 5:00 p.m. to 5:30 p.m. Essentially CCLR 34(4) allows the facility to provide extra service to a small number of children/parents outside of regular operating hours with minimal staffing, which would allow for some early drop-offs and/or late pick-ups to accommodate some parents.

***I operate a daycare and I am unsure what constitutes as a Minor Injury Report? If a child falls and scrapes their knee or tumbles with another child and cries for a few minutes but appears fine afterwards, is there an example for operators to go by?***

**The CCLR states:**

55(1) A licensee must immediately notify a parent or emergency contact if, while under the care or supervision of the licensee, the child (a) becomes ill or is injured, or (b) is involved in, or may have been involved in, a reportable incident described in Schedule H.

**And**

56 (f) a log of minor accidents, illnesses and unexpected events involving children, that did not require medical attention and were not reportable incidents described in Schedule H.

If a child falls and scrapes their knee and needs hug and a band aid the Licensee would not need to call the parent immediately to report the minor injury. Staff could notify the parent verbally at the end of the day and note it in the log book. This ensures that if there is additional follow up required by Licensing or the child requires medical attention later that night there is evidence the facility responded to the needs of the child appropriately. Examples that might go into a log of minor accidents, illnesses, and unexpected events and be reported later to parents could include minor scrapes, biting between children (that doesn't break the skin), disagreements between children, child ate more or less than usual on a particular day, child was noted to use the bathroom more than typical on a particular day, child complained of a stomach ache or headache but was able to continue with their usual activities at daycare, etc.

### *Do I have to fill out a form if I want to share my Criminal Record Check result at another daycare?*

**Yes.** If you are an employee or volunteer you can share the results of your criminal record check at no cost with other organizations provided they are registered with the Criminal Records Review Program (CRRP).

To share a criminal record check:

- Ensure your check was completed by the CRRP within the last 5 years
- Contact the organization you want to share your results with to confirm it is registered with the CRRP and that it is willing to accept your previous results
- Be certain your check is the same type as previously completed, either for children, vulnerable adults, or both

If the organization is willing to accept your previous results they must:

- Provide you with a web link and access code where you will complete a request to share a criminal record check; and
- Direct you to the Electronic Identity Verification service to confirm your identity, **or**
- Request that you complete the Sharing Form (PDF) and mail or fax it to the CRRP

**Note:** An organization can decide whether or not it will accept a shared criminal record check result and may ask you to consent to a new criminal record check manually or online.

Taken from: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/sharing-results>

### **Staffing updates:**

Four long term members of the Licensing program have recently left their positions. Three retirements have occurred: Carla Kane, Practice Consultant; Alison Coupar, Supervisor in the South Island and Deborah Maunder, Licensing Officer in the South Island. Kim Bruce, Regional Manager has left Island Health and accepted a position with the province.



## **For VIHA Region-wide Updates:**

### **South Island**

#201-771 Vernon Ave (Gateway Village), Victoria, BC V8X 5A7, PH: 250.519.3401, FAX: 250.519.3402

Orientation Sessions

Child Care Information Sessions for Family Child Care Applicants are available on Saturday mornings.

Manager Information Sessions for Prospective and New Managers of Group Child Care Facilities (including Group Child Care – School Age) are held a minimum twice per year.

Contact 250-519-3401 to inquire and register for the next sessions.

### **Central Island**

#29-1925 Bowen Road, Nanaimo BC, V9S 1H1, PH: 250.739.5800, FAX: 250.740.2675

#### **Orientation Sessions**

For information regarding the *Child Care Licensing Information Sessions* or the *Manager Information Sessions for Prospective and New Managers of Group Child Care Facilities* (including Group Child Care – School Age), please contact 250-739-5800 to inquire and register.

### **North Island – Two offices:#200-1100 Island Highway, Campbell River, BC V9W 8C6,**

PH: 250.850.2110, FAX: 250.850.2455

355 – 11<sup>th</sup> Street, Courtney, BC V9N 1S4, PH: 250.331.8620, FAX: 250.331.8596

For more information on *Child Care Licensing Information Sessions* being offered contact 250.739.5800.