

Licensing's Latest Child Care Newsletter

Winter 2018



CHILD CARE LICENSING NEWSLETTER

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For more
Child Care Licensing
information visit our
website:



island health

www.viha.ca/mho/licensing

Secure Email Correspondence

Island Health Licensing Program has commenced using a secure email system called KiteWorks Secure File Transfer for the transfer of information that may contain person identifiers, such as names and birthdates.

Examples of information that a Licensing Officer would consider sending via KiteWorks include health and safety plans related to incidents or investigations, and voluntary conditions for child exemptions.

You may receive an email from your Licensing Officer with instructions to set up a KiteWorks account. The set-up is straight forward and once completed it will allow Licensing Officers to send secure file transfers.

Please contact your Licensing Officer directly with any questions.

Here is an example of the email you may receive from your Licensing Officer:

Hello:

Island Health has a new protocol for sending secure communications through email. This would be for communications that may include personal identifiable information such as a person in cares' names, dates of birth, exemption voluntary terms and conditions and outcomes of investigations, etc. This new system is called Kiteworks Secure File Transfer. This system would be used if Licensing wanted to send secure information to you. You do not need to use it to send information to Licensing. You can use your usual email account for any outgoing messages. However, in order for your facility to be able to participate in this system you are required to create an account with Kiteworks so that you can open any email communications that Licensing sends to you.

Licensing is sending you an email through Kiteworks Secure File Transfer today. Once you receive it you will be prompted to share your email address and create a password. You will then be logged into the Kiteworks system where you will have access to short tutorial videos.

Kiteworks has a system where files are only kept for 14 days unless an extension for up to 30 days is requested. So responding promptly is helpful.

Licensing will need to verify that an external account has been successfully set up with you prior to using this system. Please feel free to call Licensing if you need assistance to work through this new system. Once you have created an external account Licensing may use this secure file system in the future if emails contain any personal identifiable information.

Thank you for working in partnership with Licensing to ensure Island Health policies relevant to confidential information are protected and respected.

Update to the Risk Assessment Tool

Electronic Incident Reporting

In the Spring 2017 newsletter, the Island Health Licensing Program introduced the electronic incident reporting system as an efficient way for child care providers to submit reportable incidents to Licensing.

The electronic incident reporting system became live in May 2017 and is available for use by licensed child care facilities across the island to submit their reportable incidents to Licensing. We have received positive feedback from those Licensees using the electronic incident reporting system.

Reminders:

- 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.

We encourage you to set up your account at http://www.viha.ca/mho/licensing/child_care_facilities.html and start using the system.

If you have questions or need support, please contact your Licensing Officer.

Director of Licensing Standard of Practice – Active Play

Effective September 1, 2017, Island Health Licensing Program began enforcing the requirements of the DOLSOP – Active Play. Licensing Officers at the time of inspection will be reviewing active play and screen use policies. In addition, Licensing Officers will be ensuring the minimum number of minutes of active outdoor play are being met, screen time is not offered to children under the age of two, prolonged sitting activities are limited and frequent bursts of activity is scheduled, and that caregivers demonstrate appropriate modelling of active play activities and screen use.

Between May 2017 and October 2017 the Licensing Program, in collaboration with Pacific Institute for Sports Excellence and PacificSport Vancouver Island, offered 13 Active Play Workshops to licensed care providers and their employees on the island. If you were unable to attend and would like the resource that was distributed, please contact your Licensing Officer.



Flu Season – Helpful Hints

SANITIZER INFORMATION



Flu season is upon us effective December 1, 2017. Reducing the spread of germs in your child care environment is the best way to prevent illness. To get the best results, first ensure objects and surfaces are thoroughly scraped clean of foreign materials and food scraps, then sanitize using the four-step method.

1. Wash

Wash with hot water and soap to reduce the amount of obvious dirt and debris.

If you don't get rid of the large particles first, the power of the sanitizer is used up on the dirt that you can see and not on the harmful germs you can't see on the surface.

2. Rinse

Rinse with clean potable (drinkable) water to remove the soap so the sanitizer can work on the germs and is not used up on the soap.

3. Sanitize

Sanitizing is usually done by soaking smaller items or spraying larger surfaces with a sanitizing solution and letting it sit for a certain amount of time. The sanitizing solution must be made with a product known to kill harmful germs. Read the product label to determine if rinsing is required.

4. Air Dry

This allows sanitizers to be in contact with the surface for a longer time to inactivate/kill any germs that may be present. Air drying also prevents spreading any germs from one surface to another through the use of a damp towel.

Best Practice in Child Care Facilities:

- Ensure routine cleaning is conducted and hygiene protocols are in place with special emphasis on areas where an ill child has been in order to prevent further transmission.
- Have an illness policy which clearly outlines when children should be kept home and when parents/guardians will be contacted to pick-up the child from care.
- Emphasize proper hand hygiene for all staff and children.
- All disinfectants and sanitizers must be properly labeled, stored, used as per manufacturers' recommendation and kept out of the reach of children (*preferably* in a secured location).



You were asking...

I have a child in my care who will require an exemption to attend. The parent is finding it challenging to locate suitable care for their child, how long will the process take?

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 or and the Director of Licensing Standards of Practice [DOLSOPS]. The *Act* and Regulations are the minimum standards to be met to ensure the health and safety of persons in care in licensed community care facilities. The *Community Care and Assisted Living Act (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 have delegated their authority to make decisions to either your local Licensing Supervisor or Licensing Officer. Other decisions regarding exemptions are made at the Medical Health Officer (MHO) level.

All information submitted with an exemption request should be submitted to your Licensing Officer. The Licensee submission will be reviewed and considered by the decision maker for the exemption. In order to assist Licensing staff in processing your request for exemption in a timely manner, it is important to ensure the request is complete. Please refer to Island Health's InfoSheet for more information, located at: <http://www.viha.ca/mho/licensing/>

It may take some time for Licensing staff to process your request for an exemption as they are required to prioritize their workload according to risk, therefore, remember to allow sufficient time for Licensing to process your request. Licensees must remain in compliance with the requirements of the legislation until they receive approval of their exemption request.

Reminder:

It is the Licensee's responsibility to understand the *Community Care and Assisted Living Act*, the Child Care Licensing Regulation and Director of Licensing Standards of Practice at all times related to the operation of a licensed community care facility. In addition, if the facility has a manager who is responsible for the day to day operations of the facility, it is the manager's responsibility to understand the *Community Care and Assisted Living Act*, the Child Care Licensing Regulation and the Director of Licensing Standards of Practice as well.

- Do you have the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation, and the Director of Licensing Standards of Practice available at the facility to refer to?
- Do you review the Routine Inspection checklist tool that is sent out in advance of your Routine Inspection?

Professional Development Opportunities:

- Appetite for Play, supported by the BC Physical Literacy Strategy at <https://www.appetitetoplay.com/> This is an interactive resource that is dedicated to support early years providers to promote and encourage physical activity and healthy eating.
- The Science of Early Childhood Development, funded by the Provincial Office of the Early Years at <http://content.scienceofecd.com/bcaccess/> This is a multi-media evidence based resource available to professionals, parents, post-secondary students to understand child development and learn opportunities which support young children to grow and thrive.

Newsletter Distribution:

Licensing has moved to an electronic version of Licensing's Latest Child Care Newsletter. Please contact your Licensing Officer to ensure that Licensing has your correct email address.

For Island Health 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 – 11th 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.