



STEPS TO OBTAINING A COMMUNITY CARE FACILITY LICENCE CHILD CARE

COMMUNITY CARE FACILITIES LICENSING PROGRAM

1. Read the *Community Care Facility and Assisted Living Act (CCALA)* and the Child Care Licensing Regulation (CCLR) and become knowledgeable with the requirement for the type of licence you want to obtain.
2. Voluntarily attend a “Licensing Information Session” or “Orientation” session. Call your Licensing Office to register.
3. Complete the “Application for a Community Care Facility Licence” form. This form must have all sections completed and be signed, it is a legal document. Check Strata-By-Laws and/or rental agreements, if applicable.
4. If you are planning to provide care to nine or more children and are providing a meal service, are on septic and/or well water, a referral to Health Protection & Environmental Services will be made by Licensing to assess/approve this part of your application. Applicants are encouraged to contact their local Licensing Office and request to be put in contact with an Environmental Health Officer in your area.
5. Contact your local Municipal Office and obtain any zoning approval, building permits/approval, occupancy permits, or business licences that are required by the municipality.
6. For all facilities not located in a single family dwelling house, or those facilities that are located in a single family dwelling with a proposed maximum capacity of nine or more children, have the “Municipal Zoning Approval” form signed and stamped by your local Municipal Zoning Department.
7. For all facilities that are located in a single family dwelling in a residential area contact your local Municipal Office to ensure required bylaws are met.
8. **For applicants in Nanaimo, Duncan, Cowichan, Victoria and the rest of the South Island Region:** once an application has been received, the Island Health Licensing Office will contact the local municipal fire departments to arrange for a fire inspection of the proposed facility. Any cost for inspection is the responsibility of the applicant.
In all other areas of the Health Authority (including Campbell River, Courtenay and Comox): applicants should contact the local fire department directly and arrange for a fire inspection and completion of the “Fire Approval” form (copy enclosed).
Applicants who live in an area where there is no fire department: should complete the “Fire Letter of Assurance” form (copy enclosed) and submit to their local Licensing office as part of their application package.
Any fee for the fire inspection is the responsibility of the applicant.
9. If the applicant is a society, provide a copy of the constitution and by-laws of the society.
10. If the applicant is a corporation, provide a list of the directors and officers of the corporation. Include a statement that the corporation has a director permanently resident in British Columbia or a prescribed province who agrees to be available by telephone or other communication medium to respond to inquiries from Licensing within 24 hours of a request.
11. If the applicant is a partnership, provide all supporting documentation.
12. For programs where the Applicant is **not** a corporation and **not** the proposed Manager:
 - Complete a “Consent to a Criminal Record Check” Criminal record check results. Refer to bullet 14 for further instructions on how to complete.

| South | Central | North | |
|---|--|---|---|
| Victoria 201 – 771 Vernon Avenue Victoria, BC V8X 5A7 Ph: 250.519.3401 Fax: 250.519.3402 | Nanaimo 29 – 1925 Bowen Road Nanaimo, BC V9S 1H1 Ph: 250.739.5800 Fax: 250.740.2675 | Courtenay 355 – 11 th Street Courtenay, BC V9N 1S4 Ph: 250.331.8620 Fax: 250.331.8596 | Campbell River 200 – 1100 Island Highway Campbell River, BC V9W 8C6 Ph: 250.850.2110 Fax: 250.850.2455 |

- Provide three character references for the proposed Licensee (sample forms provided in a plastic sleeve located in the Licensing Package).
- Complete a summary of “Qualifications and Work Experience” form or provide resume/work history [including licences/certificates/diplomas] for the proposed Licensee.
- Provide written confirmation that the proposed licensee will be readily available to respond to inquiries from Licensing.

The Licensing Program has the discretion to require the above information be submitted for corporation representatives. Additional information may be requested after a review of the application documentation.

13. For all proposed Managers of all program types please provide:

- Criminal record check results. Refer to bullet 14 for further instructions on how to complete.
- Three character references for the proposed manager (sample forms provided in a plastic sleeve located in the Licensing Package).
- Statement of duties including hours of work for the proposed manager [job description].
- Statement of qualifications, relevant work experience and suitability of the proposed manager [resume and/or Summary of Qualifications and Work Experience form]. Include copies of diplomas, certificates, licences etc. For FCC at least 20 hours of relevant training/education is required, therefore, also include **for each course/workshop completed:** the number of hours duration, a course description and proof of completion).

Choose Step I or Step II below (as applicable) for the proposed Manager of the facility and the additional documentation to be completed and submitted to Licensing:

- If the Applicant/Licensee is hiring a Manager**, the Applicant/Licensee and the proposed Manager must complete and submit to Licensing (using the forms provided in the package):
 - Licensee and Manager Declaration Letter, and
 - Licensee and Manager Delegation Letter.
- If the Applicant/Licensee and the proposed Manager are the same person (e.g. Owner/Operator)**, the proposed Manager must submit:
 - A statement signed by a medical practitioner indicating that the person is physically and psychologically capable of working with children and carrying out assigned duties in a community care facility.
 - Immunization and TB [if applicable] status.
 - A copy of a First Aid Course that meets the requirements of Schedule C of the CCLR and obtain First Aid and CPR Certification (If applicable [i.e. working alone], enrol in).

14. Complete a “Consent to a Criminal Record Check” as follows:

- **SCHEDULE D CRIMINAL RECORD CHECK:** For Applicant /proposed Licensee who is not a corporation nor the proposed manager, an applicant who is both the proposed Licensee and Manager [Owner/Operator], and any residents of the home that are over 12 years of age [FCC/ IHMACC]. There are two options for completing these checks:
 1. Attend the Licensing Office with completed original consents, have identification verified and submit payment. If there are residents over 12 that require checks, have them attend the Licensing Office as well or use the declaration form provided if applicable. Refer to the “Criminal Record Checks” *Infosheet* for more information.
 2. Complete checks online by using the web link and access code in your application package [must have a credit history of at least six months, have resided in Canada for two or more years, have a Canadian address, internet access and credit card for payment.]
- **SCHEDULE E CRIMINAL RECORD CHECK:** If the Applicant/proposed Licensee is hiring a Manager use Schedule E forms for all employees. Consents and results are to be retained by the Licensee/ Applicant. The organization is able to register online through the Criminal Records Review Agency and complete Schedule E checks for employees online [<http://www.pssg.gov.bc.ca/criminal-records-review/>]. A copy of the criminal record check results must be submitted with the application package.

15. For all facilities, prepare the following documents which must be submitted as part of the application package:

- a) A floor plan of the proposed facility showing all of the following:
 - The inside dimensions of each room (and purpose) and the width of each corridor and stair;
 - The location and size of windows and the height of windowsills from the floor;
 - The location of toilets, wash basins and diaper changing surfaces;
 - The size and location of the fixed equipment in each room;
 - The location of all exits; and

- Accommodation reserved for family or employee use and for children who are sleeping;
 - Please include on the floor plan the source of the water supply (i.e. well or communal); and
 - The type of sewage disposal system (i.e. community or on-site).
- b) A site plan of the proposed facility drawn to scale showing:
- The proposed location of the community care facility, including the property boundaries;
 - The outdoor play area (one of the following options):
 - The location and dimensions of the outdoor play area intended for regular or daily outdoor activities; or
 - If there is **no outdoor play area** available for regular or daily outdoor activities, provide an activity plan that describes both of the following:
 - How you will meet the program standards set out in Section 1 of Schedule G of the CCLR, and
 - Any community services that will be used, including visits to parks, pools or recreation centres.
- c) If children will be attending outdoor play areas or activities located outside the property boundaries (**off-site**) on a regular or daily basis [this includes a designated play area or as enriched/extra activities in addition to regular outdoor play]:
- The distances from the community care facility to the outdoor play areas and activities,
 - The routes to the outdoor play areas and activities, and
 - 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.
 - A safety plan describing how children will be transported to regular or daily outdoor play areas, or regular or daily activities, located outside the property boundaries.
- d) A statement of the projected monthly revenue and expenditures for the proposed facility (sample form enclosed).
- e) An employee plan that includes all of the following:
- The proposed number of employees, their qualifications and expected duties [job descriptions].
 - 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.
16. Provide a detailed description of the care program to be offered at the facility, including the hours of operation.
17. Provide a diagram showing the emergency exits and a fire drill system approved by a local assistant within the meaning of the *Fire Services Act*.
18. The following written policies and forms are required by legislation for all child care facilities and must be prepared by applicants prior to their initial inspection by a Licensing Officer, who will review them at that time:
- (a) The “Behavioural Guidance” policy for the facility.
 - (b) The “Safe Release of Children” policy for the facility.
 - (c) The “Repayment Agreement” for the facility, if applicable.
 - (d) “Care and Supervision” policies that are intended to guide employees at the facility.
 - (e) The “Food and Drink” policy for the facility.
 - (f) A “Screen Time” policy for the facility. Refer to the Active Play Standard of Practice in your package to ensure that the policy meets the requirements.
 - (g) An “Active Play” policy for the facility. Refer to the Active Play Standard of Practice in your package to ensure that the policy meets the requirements.
 - (h) A written Emergency Plan and Procedures for the facility which must include procedures to prepare for, mitigate, respond to and recover from any emergency.
 - (i) A registration form.
19. Using the Child Care Licensing Regulation and the “Child Care Inspection Checklist”, prepare the facility for an Initial Inspection by a Licensing Officer.
20. Using the “Child Care Applicant’s Supporting Documentation Checklist” ensure that you have all the documentation required to submit with your application. Please keep copies of all documentation submitted to this office.
21. Submit your application and documentation to your local Licensing Office.
22. If you have problems completing any of these steps, please contact your local Licensing Office. Once the Licensing Office has received your completed application and supporting documentation, a file will be started for your facility. A Licensing Officer will contact you by telephone to arrange an “Assessment for Suitability” interview (if required) and an Initial Inspection of the facility.