



## STAFFING EXEMPTIONS CHILD CARE

### COMMUNITY CARE FACILITIES LICENSING PROGRAM

Please refer to the Infosheet titled “What is an Exemption” as it lists the general considerations for an application for an exemption.

In addition to the general considerations for exemptions, the following items should be considered in a request for a staffing exemption:

- Facility information: (a) name and address of facility; (b) Licence category; (c) maximum capacity; (d) name(s) of Licensee and manager.
- Name of proposed staff person.
- Describe the unique circumstances that have resulted in a request for a lesser-qualified person to be proposed for the position.
- The Licensee’s efforts to hire the appropriate staff. Licensing must be assured that the Licensee has made every effort possible to hire a qualified person. Licensee has included evidence.
- Have any qualified individuals been turned down? What is the Licensee’s rationale?
- Has the Licensee made an effort to meet Child Care Licensing Regulation Section 34(2)(b) Schedule E 1(2)(b)(i)(ii) using staff that is employed elsewhere in the organization?
- Qualifications and experience of the proposed lesser qualified staff; please provide copies of the individual’s qualifications (e.g. ECE Licence to Practice, first-aid course, transcripts of completed coursework, and/or licence or certificate(s)).
- Plan for proposed staff person to obtain the appropriate training and/or applicable professional licence. Licensee to provide receipts from educational institutions, proof of enrollment from the educational institution
- Start and end date for the proposed exemption. When would the facility meet the required staff/child ratio?
- Detailed staffing schedules that demonstrate how the staff/child ratio will be organized throughout the day.
- How is the Licensee willing to enhance the staff/child ratio with additional staff?
- Licensee’s efforts to ensure that the quality of care and programming would meet the minimal standards during the exemption, e.g. staff meetings, mentoring, workshops, program or physical supports.
- What qualified person will be available if the lesser-qualified person requires assistance?

In addition to the above information, Licensing requires the following documents:

- Copy(s) of the invoice(s) from, or the advertisement placed in a major regional newspaper or online publication, advertising the Early Childhood Educator position;
- The Human Resource Center of Canada registration number for the Early Childhood Educator position;
- Copy(s) of letters to local training institutions which offer Early Childhood Education training programs, advising that the facility is recruiting qualified staff.

The *Community Care and Assisted Living Act* and the Child Care Licensing Regulation are the minimal standards to be met to ensure the health and safety of persons in care in licensed community care facilities. Exemptions can only be approved if the application indicates that there would be no increased risk to the health and safety of children in care.

---

**Victoria**  
201 – 771 Vernon Avenue  
Victoria, BC V8X 5A7  
Ph: 250.519.3401  
Fax: 250.519.3402  
Website: [Community Care Facilities Licensing](#)  
April 2018

**Nanaimo**  
29 – 1925 Bowen Road  
Nanaimo, BC V9S 1H1  
Ph: 250.739.5800  
Fax: 250.740.2675

**Courtenay**  
355 – 11<sup>th</sup> 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