

LICENSING CONNECT

Community Care Facilities Licensing | Child Care

April 2023



Message from the Regional Manager



Greetings and Happy Spring to you!

This time of year is exciting, bringing renewed energy and a refreshed outlook for the months to come. Our days are slowly getting a little bit longer and bringing (hopefully) longer days of sun and opportunities to enjoy the outdoors on this beautiful island we all call home.

With spring renewal, comes spring cleaning and reorganizing and Licensing has done just that! I'd like to introduce you to our redesigned Licensing Newsletter named "Licensing Connect".

The team has worked to continue to bring you updated information and alerts, and we've expanded our FAQ's as well added new activities and information on upcoming events. We hope you enjoy the redesigned look and find the information useful as we build stronger connections.

If you have any ideas or suggestions for information you'd like to see in the newsletter, please email us at CCFLCommunications@islandhealth.ca

Thank you for taking the time to read Licensing Connect.

Best wishes for a bright and lovely spring!

Michelle Dennis
BSW, MA Ed. | Regional Manager

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INFORMATION SESSIONS | 2023

Community Care Facilities Licensing offers free information sessions for individuals who are interested to learn about how to start up a family child care or become a manager of a child care facility on Vancouver Island.

FAMILY CHILD CARE

Saturdays
9:30am-12:00pm

April 15	May 13	June 10
July 8	August 12	September 9
October 14	November 18	December 9

NEW & PENDING MANAGERS

Thursdays
9:00am-12:00pm

April 20	May 18	June 15
July 20	August 17	September 21
October 19	November 16	December 21

Information sessions will be presented by a Child Care Licensing Officer to a minimum of five participants. For more information or to register for an information session, please call the Community Care Facilities Licensing Program at 250-739-5800 and identify the information session date that you are interested in attending.





Communicable Disease Prevention Plans

Over the past few years the COVID-19 Pandemic has created challenges for child care providers; specifically when it comes to illness with children and staff.

In response to the pandemic, Licensees were required to develop a COVID-19 safety plan to align with Worksafe BC requirements to ensure a healthy and safe environment for everyone.

These plans included a wellness check every morning, drop off and pick up outside of facilities, and parents and visitors not able to come inside facilities unless necessary. As well as hand washing and sanitizing upon arrival, extra time throughout the day to clean and sanitize, staff and some children wearing masks, and a new COVID-19 illness policy developed which changed frequently as updates occurred with the Provincial Health Officer's orders.

As of April 8, 2022 employers were no longer required to maintain a COVID-19 Safety Plan and were to transition to a communicable disease prevention plan.



So what does this mean for Child Care Licensees now?

As we begin to move towards an endemic, Licensees are required to shift from a COVID-19 Safety Plan to a Communicable Disease Prevention Plan. This can look different in all facilities, for example Licensing has observed that some Licensees have recently combined their COVID-19 Safety Plan and their previous Illness Policy into one to create their Communicable Disease Prevention Plan.

Your Licensing Officer may have a discussion with you about your Communicable Disease Prevention Plan when they come to conduct Routine Inspections.

Worksafe BC also has resources to help develop your Communicable Disease Prevention Plan located at this link:

<https://www.worksafebc.com/en/covid-19>.

Please remember to ensure all families and staff are aware of any new policies/plans.

We look forward to connecting with you in the field and supporting you.

By Ashley Minifie
Child Care Licensing Officer



Down

Across

1. How old must Responsible Adults be? (1 word)
2. How many consecutive days can you replace an absent employee? (1 word)
3. Nutrition should be provided according to the _____? (3 words)
6. Section of the Child Care Licensing Regulation related to Exemptions by Medical Health Officer (1 word)
7. What type of record should be reviewed at least once each year? (2 words)

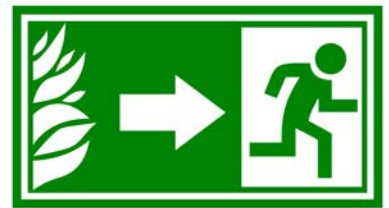
A Look Inside Licensing

Is a fire drill the same as an emergency plan drill?

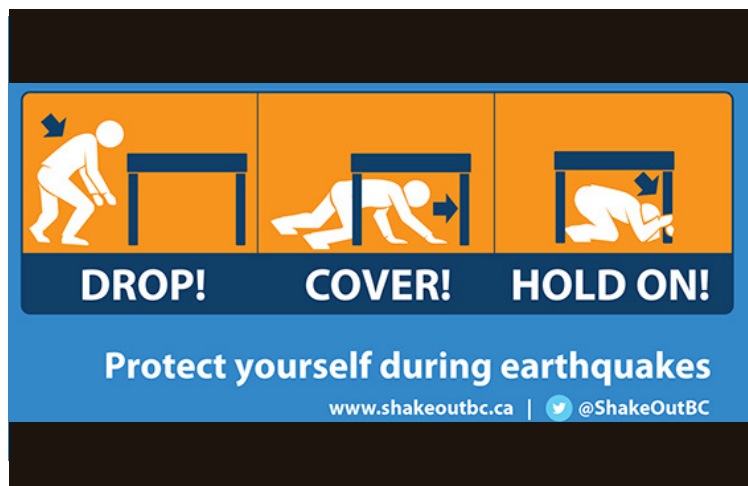
By Kate Skye | Child Care Licensing Officer

Child Care Licensing Regulation CCLR 22(2)(b) and (c) states that a Licensee must ensure that each employee practices implementing the fire drill system at least once each month and practices implementing the emergency plan at least once each year.

While this regulation speaks to employees practicing these drills, facilities should practice fire drills and emergency plan drills with children to help them build the necessary skills should a real life situation occur requiring evacuation due a fire or an emergency.



At the time of application for a Community Care Facility licence, an applicant is required to provide an emergency plan to Licensing to address how they would prepare for, mitigate, respond to and recover from any emergency as outlined in the Child Care Licensing Regulation, Section 22(1)(b). This section of regulation is not prescriptive, which means there is no one way to manage these drills. A facility can determine how their facility would best respond to a fire, how their facility would manage an emergency plan evacuation, and recover from the emergency.



British Columbia is considered at high risk in relation to the rest of Canada for earthquakes/tsunamis, and each facility is required to have a clear emergency plan in place in the event of this kind of emergency. Every year in mid October most schools and government offices practice the Great BC Shake Out. If you are interested in learning more about this provincial resource, you can register and obtain information, printable posters and activity ideas from <https://www.shakeoutbc.ca/>.



Other emergencies Licensees can consider as part of their emergency plan are intruder alerts, wild animals, power outage, flooding, extreme heat, gas leak etc.

Emergency Plans

Employees must follow the written emergency plan when practicing implementation of the emergency plan. For example, if the plan states that in an emergency such as an earthquake or a full scale evacuation that parents will find their children at a specific safe location; local school, community centre, other safe gathering place, then employees should practice an evacuation drill with the children in care to the safe location.

Fire Drills

Employees must follow the written fire drill system plan when practicing implementation of the fire drill.

For example, if the fire drill system states that employees and children would exit the building immediately without stopping to gather their coats, shoes and belongings, that employees would take a first aid kit with emergency contact information, attendance records, a communication device and gather at a safe place outside the facility, then employees should practice a fire drill with the children in that manner.

Child Care Licensing Regulation 56(1)(c) requires that Licensees keep a record of monthly fire drills and annual emergency plan drills. Licensees can choose how to record these drills. Licensing has a template available on the [Community Care Facilities Licensing website](#).

How often should fire extinguishers be maintained?

At the time of Routine Inspections, Licensing Officers will review and check for the annual maintenance of fire extinguishers located on each floor of a facility.

Child Care Licensing Regulation Section 13(1) requires that Licensees must ensure that a healthy and safe environment is provided at all times while children are under the supervision of employees.

Manufacturers’ instructions, located on portable fire extinguishers, state they are to be serviced annually. Service and maintenance tags are to be securely attached to the fire extinguisher and include the requirement that maintenance needs to be performed by a certified technician.

UPCOMING EVENTS

- April**
- National Oral Health Month
 - World Health Day April 7
 - Good Friday April 7
 - Easter Monday April 10

- May**
- Child Care Month
 - Safe Kids Week May 29-June 4, 2023
 - National Child & Youth Mental Health Day May 7

LICENSING LINGO

FAQs

Two Licensing Officers came to my facility for an inspection. Why would two Licensing Officers come together?

By Linda Mellish
Child Care Licensing Officer

Here are a few reasons that Licensing Officers might come to your facility to complete an inspection:

- To ensure and build consistent practice amongst Licensing Officers;
- To support the training of a Licensing Officer; and/or
- To reduce the amount of time that Licensing Officers are at the facility.
 - For example, if the facility is large and has multiple categories of care.



What should a parent put on the registration form if the family does not have access to a family doctor?

- Given the current challenge with accessing a family doctor, it is acceptable for a parent to indicate the name and telephone number of a walk in medical clinic that they would use or indicate 911.
- If a family was able to secure a family doctor, the Licensee would have the parent update the information on the child's record.
- Please note that online Telus Health would not be accepted as meeting the requirements of Section 57(2)(d) of the Child Care Licensing Regulation .

If a parent does not want to define their child's gender, can they state that on the child's registration form?

- The Child Care Licensing Regulation requires that a record is kept of the child's sex. In order to be inclusive the child's gender could be recorded as any of the following: Male, Female, Intersex, MtF Female, FtM Male and/or Other.

CONTACT US



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Community Care Facilities Licensing Website

<https://www.islandhealth.ca/our-services/community-care-facilities-licensing>

