

LICENSING CONNECT

Community Care Facilities Licensing | Child Care

June 2024



Message from the Regional Manager

Greetings!

Summer has arrived and if you're like me its quick arrival has caught me by surprise and yet I am still excited about upcoming summer experiences. Summer is an exciting time and provides many opportunities to explore this beautiful island we call home or simply enjoy the island's beauty from quiet patios or gardens.

Whether exploring the island on a field trip, or just enjoying a cool afternoon out in the garden this time of year can be very challenging for our most vulnerable populations. With increasing temperatures and changes to the quality of air as it relates to wildfire season, seasonal preparedness is key to ensuring the health and safety of those in your care.

You will find in this issue of Licensing Connect some resource tips to support you this summer related to increasing temperatures and air quality. Additionally, please keep your eye out for email blasts with additional emergency and climate management planning and response resources in the coming weeks.

If you have any questions regarding this newsletter or the resources, please feel free to reach out to your Licensing Officer. If you would like to request a hard copy of this newsletter, please email us at CCFLCommunications@islandhealth.ca.

Thank you for taking the time to read this issue of Licensing Connect, enjoy the summer!

*"Of all the paths you have taken in life,
make sure a few of them are dirt." ~ John Muir*

Happy Summer,
Michelle Dennis, BSW, MA Ed. | Regional Manager

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The Community Care Facilities Licensing Program offers free Information Sessions for individuals who are interested in learning about how to start a child care facility or become a Manager of a child care facility in island Health.

Family Child Care

Saturdays, 9am-12pm



**July 13
August 10
September 14
October 12
November 9
December 14**

Information Sessions



New & Pending Managers

Thursdays, 9am-12pm

**July 18
August 15
September 19
October 17
November 21
December 19**



Information Sessions will be facilitated 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 to identify the Information Session date that you are interested in attending.

Central/North Island: 250-739-5800
South Island: 250-519-3401

A Look Inside Licensing

Get Muddy!



When the rainy season is here and your designated outdoor play space has become muddy, slippery and wet. What do you do?

Scenario A: Get Muddy!

You may decide to continue to use your designated outdoor play space (on or off site) even when it is muddy and it may include slippery areas and puddles. Playing in mud and puddles can be fun for children and it can provide new and inquisitive play and exploration as well.

As per the [Director of Licensing Standards of Practice \(DOLSOP\) - Safe Play Space](#), daily outdoor area inspections must be completed on the play space.

A Licensee must ensure:

- Additional safety precautions are put into place, when a hazard has been identified;
- Proper maintenance and repairs are completed regularly and are identified through the daily, monthly, and annual inspections;
- Materials and equipment must meet the age and development of children in care.

Additional considerations include:

- The condition of the equipment.
 - Is it slippery?
- Weather appropriate clothing.
 - A plan for addressing inclement weather.

Scenario B: Temporary Closure

Temporary closures of the outdoor play space are not considered an ongoing or regular occurrence.

- Under [Section 10\(1\) of the Child Care Licensing Regulation](#), the Licensee is required to notify Licensing when the outdoor play space is temporarily closed. The Licensee should document this information on the outdoor play area inspection checklist
- If the Licensee does not notify Licensing and at the time of inspection, it is observed that notification did not occur this would be considered non compliant to Section 10(1) of the Child Care Licensing Regulation.
- Field trips are not considered a temporary closure when the outdoor play space is still accessible.

Scenario C: Permanent / Ongoing Closure

Implementing an ongoing/permanent closure is when the Licensee closes outdoor play space for several months every year due to weather conditions impacting the designated outdoor play space or when the Licensee applies to amend the facility licence to change the outdoor play space permanently.


- Under Section 10(1) of the Child Care Licensing Regulation, the Licensee is required to notify Licensing of the change when the outdoor play space is closed.
- As this is an ongoing or permanent change to the outdoor play space, the Licensee must submit a new play space plan to Licensing, that identifies how the requirements in [Schedule B](#) will be met (refer to Children's Outdoor Playspace InfoSheet for information that would be required).

Resources

- [Director of Licensing Standards of Practice - Safe Play Space](#)
- [Director of Licensing Standards of Practice Active Play](#)
- [Schedule G of the Child Care Licensing Regulation](#)
- [Children's Outdoor Playspace Plan Infosheet](#)



By: Daniela Karolys & Sukhie Bangarh
Child Care Licensing Officers



Licensing Lingo

What is a Licence Amendment?

By: Jaclyn McColl
Residential Care Licensing Officer

The reasoning behind the requirement of the continuing duty to inform under Section 10(1) of the Child Care Licensing Regulation is to notify Licensing of any changes .


Changes to the licence could include:

- Increase or decrease in the number of children in care (i.e. 7 -> 8).
- Change in service type (i.e. Family Child Care to In-Home Multi-Age Child Care).
- Change in Manager.
- Change in location of Outdoor Play Space.

Licensees/Managers may not be aware of other legislative requirements that could impact these changes as well.

Notification is important as changes could effect legislative requirements and/or requirements in other areas. i.e. fire.

For example, if there is a requested increase in maximum capacity, this can impact the usable floor space needed, outdoor play space and numbers of toilet and washbasin requirements noted in legislation.



Did You Know?

If you plan on making any changes to your Community Care Facility licence, the Community Care Facilities Licensing Program needs to know!

According to Section 10(1), Licensing requires notice if there is a change at the facility. For example:

- Plans for any structural changes to the facility requires the Licensee to submit the floor plans to Licensing for review.
- In addition, if there is a change in basic data for example the Licensee Contact, mailing address or email address, please let Licensing know so we can provide you with a Data Amendment form to complete. The up to date information ensures that Licensing's information is current and sent to the appropriate people.

When in doubt, give Licensing a call to discuss!



June

Brain Injury Awareness Month

National Health and Fitness Day
June 4

World Environment Day
June 5

July

Canada Day
July 1

National Injury Prevention Day
July 5

International Self-Care Day
July 24

August

British Columbia Day
August 5



Dental Health - Fluoride

By: Brenda Wisdom - Senior Dental Hygienist
Public Health Dental Program, Island Health



Fluoride helps to prevent tooth decay and maintain a healthy mouth.

Children are at risk for tooth decay for many reasons. Consistent daily mouth care is important to protect their first teeth. Child care settings are ideal places for creating opportunity for children to experience and participate in healthy behaviors such as tooth brushing. But, what about fluoride? If staff are supporting children to brush their teeth while in care, should we be using a toothpaste with fluoride? Is there fluoride in the water in Vancouver Island areas?

Yes....the use of fluoride toothpaste is recommended for all children in BC.

No....we do not have fluoride in our drinking water.

Fluoride is a naturally occurring mineral, that when utilized as a tooth decay prevention tool (present in toothpaste) can reduce a child's risk of experiencing tooth decay. In BC, less than 2% of children and families have fluoride in their drinking water. In Vancouver Island area, this number drops to 0%.

Because we do not have fluoride in the water, brushing with fluoride toothpaste is one of the most effective ways to prevent tooth decay. The World Health Organization (WHO) recognized fluoride toothpaste as an essential medicine, providing further evidence that fluoride is an affordable, safe, and effective means of preventing tooth decay.



What Can You Do?

- Inform parents/guardians that you provide a tooth brushing program in your children care center.
- Share with them that use of fluoride toothpaste is recommended by the World Health Organization, Health Canada, & the Canadian Pediatric Society. It is safe and effective at protecting children's teeth from decay.
- Support children in brushing their teeth with fluoride toothpaste as soon as the first tooth appears (usually around 6 months old).
- For children age 0-3 years use a grain of rice-sized amount of fluoride toothpaste. After age 3, use a pea-sized amount of fluoride toothpaste

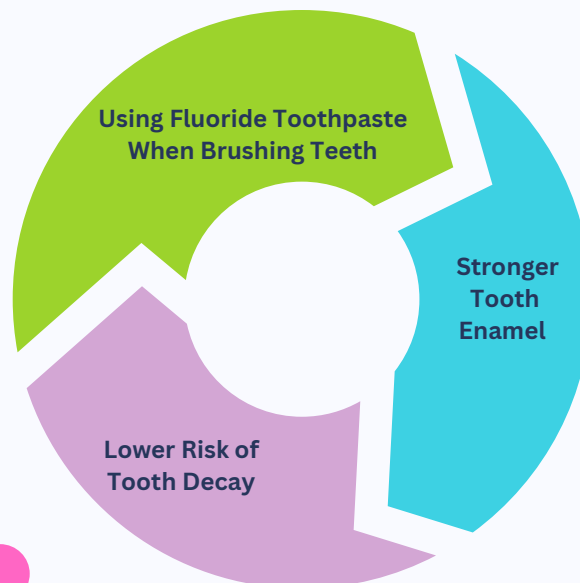


The State of Community Water Fluoridation across Canada



How Does It Work?

- Tooth enamel gets its strength from calcium and phosphorus and fluoride crystals that make up the outer surface of each tooth
- Baby teeth enamel is thin compared to the enamel of adult teeth and is therefore more at risk. Every time a child eats or drinks anything (except water), the germs (bacteria) in their mouth use the sugars to live. In the process, they create an acid that removes minerals from the teeth. It takes about 20 to 30 minutes for the acid levels of the mouth to return to neutral after each snack or sip, and may take longer if sticky foods are eaten. Saliva (liquid in the mouth) is important to reducing acid levels in the mouth and providing new minerals to help rebuild tooth enamel after each acid attack.
- Fluoride crystals are similar to the other "healing" minerals in saliva and they help to build more strength into the tooth enamel. Fluoride also kills cavity causing bacteria and helps mouths to be healthy.



Children Under Age 3

Use a grain of rice size amount of fluoride toothpaste



Children 3 Years and Older

Use a pea size amount of fluoride toothpaste





Log Books

What information should be recorded in a facility log book?

By: Kate Skye, Child Care Licensing Officer



Child Care Licensing Regulation 56(1)(f) states:

56(1) *A licensee must keep current records of each of the following:*

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

This requirement is outcome based meaning a Licensee can choose how they wish to meet the requirement of this section of legislation.

Licensing Officers may review log books at the time of inspections to ensure Licensees are keeping records of illnesses and accidents that don't require medical attention and therefore are not reportable to Licensing within 24 hours through the Schedule H "reportable incident" stream.

A facility log book contains documentation of on-reportable injury or incidents, for example falls and bruises that happen at the facility but do not need to be reported to parents immediately.

Facilities may choose to create separate "ouch" reports or "non reportable accident" records for each individual child and these reports can be kept in each child's file. This would also meet the intent of the legislation for minor accidents. These records can be reviewed and possibly initialed by parents demonstrating the incident has been reported to the parents. Other facilities may include in the log book what the incident was, what time the parents were told and which staff told them. This provides concrete evidence that parents were advised of the minor incident.

More recently, facilities are reporting to Licensing that they are using Apps such as Brightwheel, HiMama, Sandbox, EZCare etc. as a way to connect with families throughout the day about each child's care at the facility. These Apps may have the option to report minor accidents in real time.

As long as records created in the App can be stored safely and provided to Licensing if required, this would also meet the intent of the legislation for non reportable events involving children.

Some Licensees ask, what types of unexpected events that did not require medical attention could be recorded in the log book:

Examples could include:

- Children arriving at daycare with unexplained bruises that parents stated happened while camping.
- Children forgetting their lunches or having inappropriate lunch food.
- Parents who come late to pick up their children.
- Children arriving at the facility with diaper rashes on a Monday that were not noticed when the child went home on a Friday.
- Persons not on the pick up list arriving to pick up children.
- A conversation with a Licensing Officer about a boil water advisory notice from Public Health.

There is no end to what a facility deems an "unexpected event." However, documentation can be extremely valuable should Licensing receive a complaint regarding the care a child is receiving at a facility. This documentation can also help a staff remember past events should Licensing have to conduct an investigation at a facility.

If you are not sure what to include in a log book of minor accidents, illnesses and unexpected events involving children, that did not require medical attention, please reach out to your Licensing Officer who will be happy to support you in understanding and meeting this requirement of legislation.



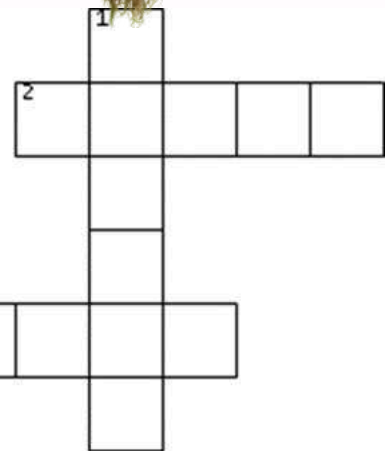
CROSSWORD

ACROSS

2. Any of a variety of confections made with sugar, syrup, etc
3. A color having a soft, subdued shade
6. Any of several large, hairy social bees of the family Apidae
7. The roundish reproductive body produced by the female of certain animals, as birds and most reptiles
10. An annual Christian holiday
11. To live temporarily in or as if in a camp or outdoors, usually for recreation
13. Usually more or less circular structure of twigs, grass, mud, etc., formed by a bird, often high in a tree, as a place in which to lay and incubate its eggs
15. Water that is condensed from the aqueous vapor in the atmosphere and falls to earth in drops

DOWN

1. A container made of twigs, rushes, thin strips of wood, or other flexible material woven together
3. A small pool of water, as of rainwater on the ground
4. The blossom of a plant
5. A light, small, portable, usually circular cover for protection from rain or sun
6. A bunch of flowers
8. A plot of ground, usually near a house, where flowers, shrubs, vegetables, fruits, or herbs are cultivated
9. Arc of prismatic colors appearing in the sky opposite the sun and caused by the refraction and reflection of the sun's rays in drops of rain
12. An excursion or outing in which the participants carry food with them and share a meal in the open air
14. A young sheep



Extreme Heat

On May 13, 2024, Licensees received an email with letters related to health advice and updated resources on smoke and heat planning and mitigation that was developed in collaboration with [Island Health](#), [First Nations Health Authority](#) and [Health Emergency Management BC](#).

CLICK
HERE

**BC Heat Alert Response System
(BC HARS)**



**Alerts the public of
heat risk in two levels:**



- **Heat Warning**
- **Extreme Heat Emergency**

CLICK
HERE

Most vulnerable to extreme heat are people who:

- Live alone or are socially isolated
- Are over 65 years of age
- Are materially or socially deprived
- Live with a disability or reduced mobility
- Have cognitive impairment
- Are chronically ill (i.e. heart disease, diabetes)
- Use substances or take specific medications
- Work outdoors or in hot environments
- Live with mental illness (i.e. schizophrenia, depression, anxiety)
- Are infants, young children or pregnant

Signs, symptoms & recommended actions for heat related illness:

Mild to Moderate Heat - related Illness

- Heavy sweating, headache, muscle cramps, extreme thirst, dark urine
- If symptoms develop, seek a cooler environment, drink plenty of water and use water to cool your body. Wear a wet shirt or apply damp towels to cool your skin



Severe Heat - related Illness

- High body temperature, confusion, dizziness/fainting and flushed skin with no sweating

This is a medical emergency - call 911

- While waiting for help, cool the person right away by moving them to a cool place, if you can; apply cold water to large areas of the skin



Beat the Heat

Check Your Symptoms



HEAT

Preparing for heat events



Click on the blue links for more information!



Subscribe to Heat Alerts

- [WeatherCAN](#)
- Set up custom notifications for staff



Update emergency plans

- Develop or adopting resources on heat and health, in print and online



Train staff and volunteers to conduct health checks during extreme heat events

- [National Collaborating Centre of Environmental Health](#)



Apply for BC Hydro's Free AC Program

- At-risk community members may apply to receive a free portal AC unit
- Based on age, income levels and home health referrals



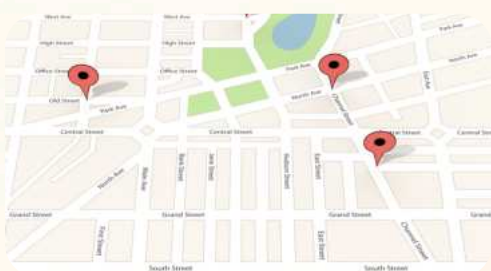
Monitor local weather conditions

- [Environment Canada](#)



Identify nearing cooling shelters

- [EmergencyInfo BC map](#)



Have heat resources available for vulnerable populations

- [Service providers](#)
- People living with schizophrenia
- [People who use substances](#)
- [People with a range of medical conditions](#)



Create a Cool Kit

- [Use tips and tools to cool down on hot days](#)



Plan ahead for cooling centres

- Identify public air-conditioned buildings including community centres, libraries and swimming pools

Sustained exposure to temperatures 26 degrees Celsius is safe

Sustained exposure to temperatures 26 to 31 degrees Celsius may pose a risk for the most vulnerable

Sustained exposure to temperatures over 31 degrees Celsius should be avoided for vulnerable populations



Wildfire Smoke

Wildfire smoke can impact people of all ages in various ways. Reducing exposure to wildfire smoke is the best way to protect population health.

 *Click on the pink links for more information!*



**BC Health and Smoke Exposure
Coordination Committee**

Preparing for wildfire season



**Improve the indoor air quality of your
facility and develop smoke readiness plans**

- [Protecting Building Occupants from Smoke During Wildfire and Prescribed Burn Events](#)
- Ensure building ventilation, heating and air conditioning systems are well maintained and functioning
- See Health Canada's guidance on creating cleaner air spaces during wildfire smoke events



**Maintain situational awareness
and monitor conditions**

- [Air Quality Health Index](#)
- [Air quality Health Index map](#)
- [Smoky Skies Bulletin](#)
- [Smoke Forecast mapping](#)
- [WeatherCAN app](#)
- [Air Quality Map](#)
- [Wildfire Smoke and the Air Quality Health Index](#)



**Develop a community wildfire smoke
response plan**

- Recognize the signs of illness from wildfire smoke and communicate your response plan with community members ahead of time
- Encourage people with asthma to complete an asthma action plan



Health Effects of Wildfire Smoke

- [Wildfire smoke is a complex mixture of different air pollutants that can impact people of all ages](#)
- Wildfire smoke may also impact mental health leading to increased anxiety, depression and feelings of stress or frustration



Engage in personal preparedness

- [Get Prepared BC's Wildfire Preparedness Guide](#)
- Reduce outdoor activity during periods of poor air quality



Signs & Symptoms

- **Mild** - Eye irritation, runny nose, sore throat, wheezing, mild cough, headaches
 - Reduce exposure by reducing outdoor activity and implementing indoor air cleaning
- **More Severe** - Shortness of breath, bad cough, dizziness, chest pain, fast beating or fluttering heart
 - Seek Medical Attention

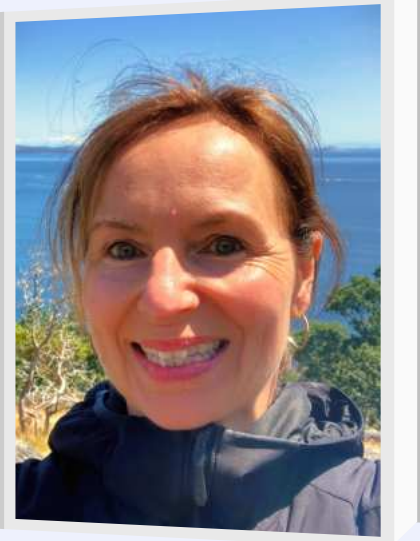
LO CORNER

What is your favourite part of being an LO?

I absolutely love the community engagement aspect of my job! Whether it's orienting Managers, presenting at colleges, attending facility staff meetings, or helping Licensees with applications, I'm all in!

Inspections particularly excite me because they allow me to provide resources, educate, observe programs, and learn about the unique features of each child care facility. It's the people and relationships in the licensing community that make this job amazing. Every day, I'm grateful for the opportunity to work alongside such dedicated individuals in the child care and Licensing sector.

Outside of work I love being immersed in the beauty of Vancouver Island, hiking amongst the trees or soaking up the ocean air, and of course enjoying time with family and friends!



Lois Stiven
Child Care Licensing Officer



What brought you to the world of Licensing?

As a Mom to three children, my passion for Early Childhood Education and children has always been at the top of my priorities.

After having operated my own licensed Family Child Care business for several years, I transitioned to a role as a Child Care Licensing Officer. I found that when my own children graduated high school, I had an itch to move toward a regulatory profession, with past dreams of attending law school.

A Child Care Licensing Officer was the perfect career move to satisfy both passions.



Angela Baynton
Child Care Licensing Officer

LO CORNER



Resources

The Incident Reporting Portal is Coming Soon! Stay Tuned!

Behaviour in the Early Years Initiative

- Free and self-paced professional development opportunities for Child Care Licensees.
- A new Behaviour in the Early Years Initiative, funded by the Ministry of Education and Child Care and led by CanAssist at the University of Victoria is now available.
- **Child Care Toolkit** - The Inclusive Child Care Toolkit is a user-friendly resource intended to support quality, inclusive practices in child care settings throughout British Columbia.

Lead in Water - ChildCareBC Maintenance Fund

- Eligible Licensees can apply for funding through the [ChildCareBC Maintenance Fund](#) to help address lead in water mitigation measures.
- This funding includes coverage of an initial purchase of a NSF/ANSI certified faucet mount filter for lead treatment in drinking water.



Monthly Fire Evacuation Drill Practice Record & Annual Emergency Plan Practice Record

- A sample checklist for Child Care Licensees to use to practice, document and record fire and emergency drills.

Playspace Safety Maintenance Checklist 2024

- A sample checklist for Child Care Licensees to use to daily, monthly and annually to ensure outdoor plays paces are inspected, safe and maintained.

The State of Community Water Flouridation across Canada

- A 2022 report prepared by the Office of the Chief Dental Officer of Canada, Public Health Agency of Canada.



CONTACT US

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