



Questions and Answers Resource: Director of Licensing Standard of Practice (DOLSOP) for School Age Care on School Grounds

General Overview

1. What is School Age Care on School Grounds (SACSG)?

A: SACSG is a type of licensed before-and after-school care program that operates on property owned or leased by a board of education or group 1 or group 2 independent school authority.

2. Q. What is the role of the SACSG licensee?

A: The licensee is legally responsible for ensuring that the SACSG program operates in compliance with the [Community Care and Assisted Living Act](#) and the [Child Care Licensing Regulation \(CCLR\)](#).

The licensee must:

- Keep the licence up to date
- Ensure compliance with all regulations
- Oversee staff qualifications and ratios
- Ensure a safe and healthy environment
- Maintain required records and
- Cooperate with licensing officers during inspections, investigations, and reporting

3. Who can be the licensee?

A. The licensee can be:

- A board of education
- An Independent School Authority
- A third-party child care provider

When school age care operates on school property, some responsibilities – such as building maintenance – belong to the board of education or Independent School Authority, because they own the property. This applies even when a third party is the licensee.

Because of this, if a third party will be operating the school-age care spaces on school grounds, the board of education or Independent School Authority and the third-party child care provider should work together early on to decide who is responsible for which tasks. These responsibilities should be clearly written into the lease agreement or written authorization.



4. Are SACSG programs exempt from any CCLR requirements?

A: **Public schools:** Yes. SACSG programs do not have to meet some of the physical environment and operational requirements of the [CCLR](#) because schools already meet safety standards as described in the [School Act \(section 74\(1\)\)](#) and the [Occupiers Liability Act](#).

Independent schools: Yes. Group 1 and 2 independent school authorities are certified under the *Independent School Act* and must comply with applicable provincial, municipal or regional laws. As a result, SACSG programs operating within independent schools are also exempt from certain CCLR physical environment and operational requirements, provided the independent school facility is meeting the safety and building standards required under those applicable laws.

5. Am I eligible for a SACSG licence?

A: To be eligible for a SACSG licence, the proposed facility must:

- Be located on school grounds
- Serve children Kindergarten-aged and older
- Provide care outside of regular school hours

Please check the [CCLR](#) for more information and contact your local health authority early in the planning stages of your project.

6. Can I change from a School Age Care Licence to a SACSG licence?

A: Licensees are encouraged to talk to your local health authority licensing officer about opportunities to switch to a SACSG licence.

7. What school spaces can be used for SACSG programs?

A: Programs can use many types of school spaces, for example:

- classrooms
- portables
- purpose-built areas
- multi-purpose or flex spaces

School spaces identified for SACSG programs must be located on school property that is actively used for education programs during the school day.

Lease Agreements/Written Authorization

8. Do I need a lease agreement or written authorization for a SACSG licence?

A: Yes. If a third party child care operator is running the program, they must have a lease or written authorization (such as a license to occupy) to operate under a SACSG licence, as required under section 9.1(3) of the [CCLR](#). Boards of education and independent schools set their own terms for these agreements.



9. Who is responsible for the daily safety of the premises?

A: Daily safety responsibilities, including routine maintenance and regular cleaning of the spaces, should be clearly described in the lease agreement or written authorisation.

As the owner of property, the board of education must ensure the overall safety of the buildings, playgrounds and outdoor spaces. This applies even when a third party is the licensee.

SACSG operators also share responsibility for the daily safety of the spaces they use. This can be supported through daily health and safety checks of all areas accessible to children and promptly reporting any safety hazards to the property owner, as outlined in the lease agreement or written authorization.

Daily checks may include:

- Looking for vandalism
- Checking for hazardous objects or substances
- Identifying broken equipment
- Assessing whether unsafe weather conditions make use of outdoor areas unsafe

10. Where can I learn about insurance requirements?

A: The [CCLR](#) does not require proof of insurance. However, it is strongly recommended that operators consult with an insurance broker or insurance advisor to discuss insurance responsibilities for your arrangement.

Public boards of education should connect with the [British Columbia School Protection Program](#) to learn more.

Insurance responsibilities should be clearly written into in a lease agreement or written authorization, including liability coverage, property damage, and indemnification, to prevent future disputes.

Site Orientation & Supervision in SACSG

11. What if the washrooms are in a different building from the SACSG program?

A: During school hours, school aged children often use washrooms independently and with limited supervision. The licensee must make sure washroom access is supervised in a way that is appropriate for the age and needs of the children.

When planning, consider:

- The distance to the bathroom
- Potential weather conditions
- The needs of younger children, children who are new to the program and children needing extra support
- That community groups may also use the building



12. Do I need a written record of site orientations?

A: Yes. The licensee must keep records to show that an in-person site orientation was completed for children attending the site and must provide an orientation for newly enrolled children. The record must show that children were shown the key areas of the SACSG program (including the location of washrooms and emergency exits) and explain how and where the orientation was done.

Community Care Facility Records & Policies

13. If a board of education is the licensee of the SACSG program, what are its responsibilities for staff screening?

A: The board must ensure child care employees meet the requirements in section 19(1) and (2) of the [CCLR](#). A letter of declaration or employee checklist can be used to show compliance with the [CCLR](#). Employee records must remain confidential.

14. When the board of education is the licensee, does it need to keep child care employee records on site?

A: No. Employee records do not need to be kept on site, but they must be available if a licensing officer requests them.

Requirements of a Manager

15. Can one manager oversee more than one SACSG program?

A: Yes. However, the licensee must request an exemption from section 18 of [CCLR](#) through the local health authority.

16. Does a board of education need to appoint a manager for SACSG programs?

A: Only when the board of education is the licensee (child care operator) are they responsible for hiring a manager.

Posting of Facility Licence

17. Does the SACSG license need to be on display?

A: Yes. It must be posted in a place that is easy for families and the public to see during program hours. It does not need to be permanently mounted.

Location options include:

- Pinning it on a bulletin board or wall close to the program area
- Attaching it to the sign-in/sign-out sheet or binder used by parents
- Temporarily placing it on a door frequently used for the program