



How do I know if I need a Licence to care for children?

If you would like to care for more than two children, who are not related to you by blood or marriage, you are required to have a Community Care Facility Licence.

I want to care for only one or two children plus my own, or I want to care for a sibling group plus my own	I want to care for MORE than two children plus my own
	
No Licence is required	Licence is required This is a Community Care Facility

How do I apply for a Licence?

- Contact your local Community Care Facilities Licensing office and speak to a Licensing Officer.
- Purchase the application package at a Community Care Facilities Licensing office listed below.
- Complete all the application package requirements.
- Return the completed application package to the Community Care Facilities Licensing office.
- Depending on the complexity and completeness of your application, the assessment process will take approximately one to three months.
- The assigned Licensing Officer will contact you regarding next steps.

Who issues Community Care Facilities Licences in BC?

The Community Care Facilities Licensing (CCFL) program licenses child care facilities. They have the responsibility to provide public assurances that children are cared for in a healthy and safe manner.

What legislation will I need to follow if I operate a licensed child care facility?

The *Community Care and Assisted Living Act (CCALA)* and the Child Care Licensing Regulation (CCLR), which can be found at www.bclaws.ca.

Can I care for more than two children while I go through the application process?

No, you can only care for two children not related by blood or marriage or one sibling group until a Community Care Facility Licence has been issued.

Is a Community Care Facility Licence transferable?

No, a Community Care Facility Licence is issued for a specific building (address) and a specific Licensee.

Victoria

201 – 771 Vernon Avenue
Victoria, BC V8X 5A7
Ph: 250.519.3401
Fax: 250.519.3402
Website: [Community Care Facilities Licensing](http://www.islandhealth.ca/Community-Care-Facilities-Licensing)

Nanaimo

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

Courtenay

355 – 11th 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

Definitions

- **“Licensed Care Facility”** means a premise where care is provided to three or more children or more than one sibling group not related by blood or marriage to the caregiver and a Community Care Facility Licence has been issued.
- **“Licence not Required Care (LNR)”** Unlicensed care providers are referred to as Licence not Required (LNR). They provide care to less than three children or not more than one sibling group, unrelated to them by blood or marriage.
- **“Registered Licence Not Required (RLNR)”** LNR care providers that are registered with the Child Care Resource and Referral Program are referred to as Registered Licence not Required.
- **Operating Without a Licence** means care being provided to three or more children or more than one sibling group unrelated to the care provider by blood or marriage where a Community Care Facility Licence has not been issued.

Are there different types of licensed child care?

There are several types of licensed child care in British Columbia:

- Group Child Care (Under 36 Months)
- Group Child Care (30 Months to School Age)
- Preschool (30 Months to School Age)
- Group Child Care (School Age)
- School Age Care on School Grounds
- Family Child Care
- Multi-Age Child Care
- In-Home Multi-Age Child Care
- Occasional Child Care
- Recreational Care
- Child Minding.

To learn more about each of these types of child care visit: <https://www.islandhealth.ca/our-services/community-care-facilities-licensing> and refer to the Child Care Licensing Regulation (CCLR).

What happens if I provide child care to more than two children without a Licence?

Community Care Facilities Licensing is required to investigate every complaint or allegation that care is being provided by an individual operating without a licence by conducting an unannounced inspection.

The Licensing Officer must inspect at the address where care for children is being provided. The Licensing Officer will check for health and safety concerns and verify the number of children in care.

If you are caring for too many children, you will be required to reduce the number of children in your care so you are no longer operating without a licence.

The Licensing Officer must conduct unannounced follow-up inspections to confirm that you have reduced the number of children you are caring for.

You will be provided with copies of the inspection reports written at these inspections.

Websites

- Island Health: <https://www.islandhealth.ca/our-services/community-care-facilities-licensing>
- Ministry of Health - Community Care Facilities: www.health.gov.bc.ca/childcare
- BC Laws: www.bclaws.ca (*Community Care and Assisted Living Act* and Child Care Licensing Regulation)
- Infosheet Credit: Fraser Health: www.fraserhealth.ca/childcare