



## STEPS TO OBTAINING A COMMUNITY CARE FACILITY LICENCE CHILD CARE

### COMMUNITY CARE FACILITIES LICENSING PROGRAM

1. Contact your local Licensing office to purchase an application package to operate a licensed community care facility.
2. Read the *Community Care Facility and Assisted Living Act (CCALA)*, the Child Care Licensing Regulation (CCLR) and the Director of Licensing Standards of Practice and become knowledgeable with the requirements for the type of licence you want to obtain.
3. Voluntarily attend a “Licensing Information Session”. Call your Licensing office to register.
4. Complete the “Application for a Community Care Facility Licence” form. This form must have all sections completed and be signed because it is a legal document. Check strata bylaws and/or rental agreements, if applicable.
5. If you are planning to provide care to nine or more children and are providing a meal service or are on septic and/or well water, a referral to Environmental Public Health will be made by Licensing to assess/approve this part of your application. Applicants/Proposed Licensees are encouraged to contact their local Licensing office and request to be put in contact with an Environmental Health Officer in your area.
6. An Applicant/Proposed Licensee must conduct an initial water quality test for lead as a part of the application process for a Community Care Facility licence. If testing results do not meet acceptable minimum standards, a corrective action plan must be developed, submitted and accepted by Licensing prior to issuing a community care facility licence. Once a licence is issued, regular and ongoing lead testing as directed by the Community Care Facilities Licensing Program is required. Please refer to the Lead in Water InfoSheet and Lead in Water Bulletin for Licensed Child Care Facilities to ensure directions for testing stagnant and flush water testing are followed closely.
7. Contact your local Municipal office and have the “Municipal Zoning Referral” form signed. In addition, obtain building permits/approvals, occupancy permits, or business licences that are required by the municipality.
8. For all facilities that are located in a single family dwelling in a residential area contact your local Municipal Office to ensure required bylaws are met.
9. For Applicants/Proposed Licensees in the **City of Nanaimo**, once an application has been received including the completed “Fire Letter of Assurance” the Licensing office will contact the municipal fire department to arrange for a fire inspection of the proposed facility. Any fee for inspection is the responsibility of the Applicant/Proposed Licensee.

**EXCEPTION:** For Applicants/Proposed Licensee in the **City of Nanaimo** applying to operate a child care facility in a **residential premise (single family dwelling house) for 8 or less children**, the Applicant/Proposed Licensee must also submit to the Licensing office the following photographs as part of the application:

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**Victoria**  
201 – 771 Vernon Avenue  
Victoria, BC V8X 5A7  
Ph: 250.519.3401  
Fax: 250.519.3402

**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



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- Smoke Alarm on every floor.
    - If battery operated Smoke Alarm, also submit a photo of the date of manufacture generally located on the back of the Smoke Alarm or on the rim of the Smoke Alarm.
    - If Smoke Alarm is hard wired a photo of the smoke alarm without the date is sufficient.
  - Minimum 2A10BC Fire Extinguisher mounted in a bracket on every floor.
  - Metal garbage cans on every floor.
  - Posted evacuation plan on every floor.
  - Fire Drill log system.
  - If flammable liquids present, the locked area they are stored in on every floor.
10. For Applicants/Proposed Licensee in **Victoria** and the remaining areas of the **South Island Region**, once an application has been received, including the completed “Fire Letter of Assurance” form, the Licensing office will contact the municipal fire department to arrange for a fire inspection and the completion of the “Fire Approval” form for the proposed facility. Any fee for inspection is the responsibility of the Applicant/Proposed Licensee.
11. In all other areas of the Health Authority not indicated above, Applicants/Proposed Licensee should complete the “Fire Letter of Assurance” form, contact the local fire department directly, arrange for a fire inspection and the completion of the “Fire Approval” form for the proposed facility. Applicants should submit both forms to the Licensing office as part of the application.
- EXCEPTION:** For Applicants/Proposed Licensee in **Courtenay** applying to operate a child care facility in a **single family dwelling house for 8 or less children**, the Courtenay fire department **does not** conduct fire inspections and the Applicant/Proposed Licensee should complete the “Fire Letter of Assurance” form for the proposed facility and submit to their local Licensing office as part of the application.
- Applicants who live in an area where there is no fire department to conduct a fire inspection, Applicants should complete the “Fire Letter of Assurance” form for the proposed facility and submit to their local Licensing office as part of the application.
12. If the Applicant/Proposed Licensee is a Society, a list of Directors provide a copy of the constitution and bylaws of the Society.
13. If the Applicant/Proposed Licensee is a Corporation, provide a list of the Directors and Officers of the Corporation. Include a statement that the Corporation has a Director who permanently resides in British Columbia or a prescribed province who agrees to be available by telephone or other communication medium to respond to inquiries from Licensing within 24 hours of a request.
14. If the Applicant/Proposed Licensee is a Partnership, provide all supporting documentation.



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15. For programs where the Applicant/Proposed Licensee is not a Corporation and not the proposed Manager:

- Complete a “Consent to a Criminal Record Check” to obtain criminal record results. Refer to number 17 for further instructions on how to complete.
- Provide three character references for the Applicant/Proposed Licensee.
- Complete a summary of “Qualifications and Work Experience” form or provide resume/work history [including licences/certificates/diplomas] for the proposed Licensee.

The Licensing Program has the discretion to require the above information be submitted for Corporation Representatives. Additional information may be requested after a review of the application documentation.

16. For all Proposed Managers of all program types please provide:

- Criminal record check results. Refer to number 17 for further instructions on how to complete.
- Three character references for the Proposed Manager.
- Statement of duties including hours of work for the Proposed Manager [job description].
- Statement of qualifications, relevant work experience and suitability of the proposed manager [resume and/or Summary of Qualifications and Work Experience form]. Include copies of diplomas, certificates, licenses etc. For Family Child Care at least 20 hours of relevant training/education is required, therefore, also include for each course/workshop completed: the number of hours duration, a course description and proof of completion.

Choose (a) or (b) below (as applicable) for the Proposed Manager of the facility and the additional documentation to be completed and submitted to Licensing:

- a) If the Applicant/Proposed Licensee is hiring a Manager, the Applicant/Proposed Licensee and the Proposed Manager must complete and submit to Licensing (using the forms provided in the package):
  - Licensee and Manager Declaration Letter, and
  - Licensee and Manager Delegation Letter.
- b) If the Applicant/Proposed Licensee and the Proposed Manager are the same person (i.e. owner/operator), the proposed Manager must submit:
  - Immunization and TB [if applicable] status.
  - A copy of a first aid course that meets the requirements of Schedule C of the CCLR and obtain first aid and CPR certification (If applicable [i.e. working alone], enrol in).

17. Complete a “Consent to a Criminal Record Check” (refer to Criminal Record Check – Applicant-Required Information) as follows:

For Applicant/Proposed Licensee who is not a Corporation nor the Proposed Manager, an Applicant who is both the Proposed Licensee and Proposed Manager [Owner/Operator], and any residents of the home that are over 12 years of age [i.e. Family Child-Care, In Home Multi Age Child Care].



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Applicant/Proposed Licensee must register to complete a Criminal Record Check as follows:

- Provide the following information to the Licensing Office:
  - First Name as Identified on Government Issued Identification.
  - Surname as Identified on Government Issued Identification.
  - Email Address.
  - Job Title (i.e. Licensee/Owner/Resident/Tenant).
  - Facility Name.
  - Contact Phone.
- This information can be provided to Licensing by calling the local Licensing Office:
  - Victoria: 250.519.3401
  - Nanaimo: 250.739.5800
  - Courtenay: 250.331.8620

Upon receipt of the above details, Applicants/Proposed Licensees will receive an email with a link to complete the Criminal Record Check request online via the Criminal Record Review Program (CRRP) Online Platform.

- **NOTE:** Check Spam/Junk email folders for the Criminal Record Review Program related email with the link to complete the Criminal Record Check Application.
  - This email link will expire within 14 days.
  - If the email is not received, please contact the local Licensing Office to send an email with a new link to complete the Criminal Record Check Application.

The Applicant/Proposed Licensee is responsible to provide payment to the Criminal Record Review Program (CRRP).

- Applicant/Proposed Licensee must have a credit history of at least six months, have resided in Canada for two or more years, have a Canadian address, internet access, a BCeID (used for Identification verification) and credit card for payment, or
  - For Applicant/Proposed Licensee **without** a valid BCeID, Licensing will contact Applicant/Proposed Licensee to:
    - Attend the local office to verify Applicant/Proposed Licensee's Identification or;
    - Will organize a MSTeams online meeting to verify Applicant/Proposed Licensee's Identification.

For Applicant/Proposed Licensee who is hiring a Manager, the Applicant/Proposed Licensee **must**:

- Apply to the Criminal Record Review Program for their own Organizational ID in order to process Criminal Record Check Applications for all employees.
  - <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations/account>
- Retain the Criminal Record Check Results for the employee.
- Submit a copy of the Criminal Record Check result for the Proposed Manager to Licensing during the application process.

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18. For all facilities, prepare the following documents which must be submitted as part of the application package:

- a) A floor plan of the proposed facility showing all of the following:
  - The inside dimensions of each room (and purpose) and the width of each corridor and stairs.
  - The location and size of windows and the height of windowsills from the floor.
  - The location of toilets, wash basins and diaper changing surfaces.
  - The size and location of the fixed equipment in each room.
  - The location of all exits.
  - Accommodation reserved for family or employee use and for children who are sleeping;
  - The source of the water supply (i.e. well or communal).
  - The type of sewage disposal system (i.e. community or on-site).
  
- b) A site plan of the proposed facility drawn to scale showing:
  - The proposed location of the community care facility, including the property boundaries.
  - The outdoor play area (one of the following options):
    - The location and dimensions of the outdoor play area intended for regular or daily outdoor activities, or
    - If there is no outdoor play area available for regular or daily outdoor activities, provide an activity plan that describes both of the following:
      - How you will meet the program standards set out in Section 1 of Schedule G of the Child Care Licensing Regulation, and
      - Any community services that will be used, including visits to parks, pools or recreation centres.
  
- c) If children will be attending outdoor play areas or activities located outside the property boundaries (off site) on a regular or daily basis [this includes a designated play area or as enriched/extra activities in addition to regular outdoor play]:
  - How reasonable it is that children will be able to access this outdoor area on a regular basis?
  - The distances from the community care facility to the outdoor play areas and activities.
  - The routes to the outdoor play areas and activities.
  - Any major physical features that may affect the safety of children, including roads and bodies of water, located along the routes to and in the immediate vicinity of the outdoor play areas and activities.
  - A supervision and staffing plan, including the transportation of children to and from outdoor play areas or activities located outside the property boundaries describing:
    - How children will be walking and/or transported i.e. vehicle, walking ropes, strollers.
    - Staff to child ratio.
    - Easily identifiable clothing worn by children (i.e. pinnies, bright t-shirts).
    - Staff communication plan.

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- Staff positioning.
  - Plan addressing inclement weather.
  - Permission to use play area by Municipality or owner of property.
  - Other community users: Public school, other child care facilities.
  - Outdoor area used by dogs (off-leash).
  - A supervision and staffing plan including while children are attending daily outdoor play areas/regular or daily activities, located outside the property boundaries describing:
    - Age and developmental needs of children in care.
    - Staff to child ratio.
    - Easily identifiable clothing worn by children (i.e. pinnies, bright t-shirts).
    - Staff communication plan.
    - Staff positioning.
    - How the facility staff will handle public interacting with children.
    - How the facility staff will ensure access to age-appropriate equipment only.
    - Plan addressing inclement weather.
    - Plan if child has a minor injury or requires transporting back to the facility. How facility will communicate with parents i.e.: Cell phones, access, emergency.
    - If not fully enclosed outdoor space, addition of visual boundaries.
    - Toileting facilities available at site or brought by the facility (plan to include toileting equipment used, disposal, privacy, hand washing).
    - Plan for children in diapers.
    - Considerations for children attending identifying approved Temporary Placement and Retentions (TPRs).
    - Daily safety checks.
- d) A statement of the projected monthly revenue and expenditures for the proposed facility.
- e) An employee plan that includes all of the following:
- The proposed number of employees, their qualifications and expected duties [job descriptions].
  - The supervision and staffing plan, including while children are attending or being transported to and from outdoor play areas or activities located outside the property boundaries.
19. Provide a detailed description of the care program to be offered at the facility, including the hours of operation.
20. Provide a diagram showing the emergency exits and a fire drill system approved by a local assistant within the meaning of the *Fire Services Act*.
21. The following written policies and forms are required by legislation for all child care facilities and must be prepared by Applicant/Proposed Licensee and submitted as part of the application process:
- (a) The “Behavioural Guidance” policy for the facility.



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- (b) The “Safe Release of Children” policy for the facility.
  - (c) The “Repayment Agreement” for the facility, if applicable.
  - (d) “Care and Supervision” policies that are intended to guide employees at the facility.
  - (e) The “Food and Drink” policy for the facility.
  - (f) A “Screen Time” policy for the facility. Refer to the Active Play Standard of Practice to ensure that the policy meets the requirements.
  - (g) An “Active Play” policy for the facility. Refer to the Active Play Standard of Practice to ensure that the policy meets the requirements.
  - (h) A written Emergency Plan and Procedures for the facility which must include procedures to prepare for, mitigate, respond to and recover from any emergency.
  - (i) A registration form.
22. Using the “Applicant’s Supporting Documentation Checklist – Child Care” as a tool to ensure that you have all the documentation required to submit as part of your application. Please keep copies of all documentation submitted to the Licensing office.
23. Once an application form has been submitted to Licensing, Applicants/Proposed Licensees may submit the required documentation within a timely manner to complete the application process. Once the Licensing office has received at minimum your completed application form, a file will be created for your facility.
24. A Licensing Officer will contact you to arrange an “Assessment of Suitability” interview (if required) and an Initial Inspection of the facility.
25. Using the *Community Care and Assisted Living Act*, the Child Care Licensing Regulation, the Director of Licensing Standards of Practice and the “Child Care Inspection Checklist - Initial Inspection for Applicants”, prepare the facility for an Initial Inspection by a Licensing Officer.
26. If you have issues completing any of these steps, please contact your local Licensing office.