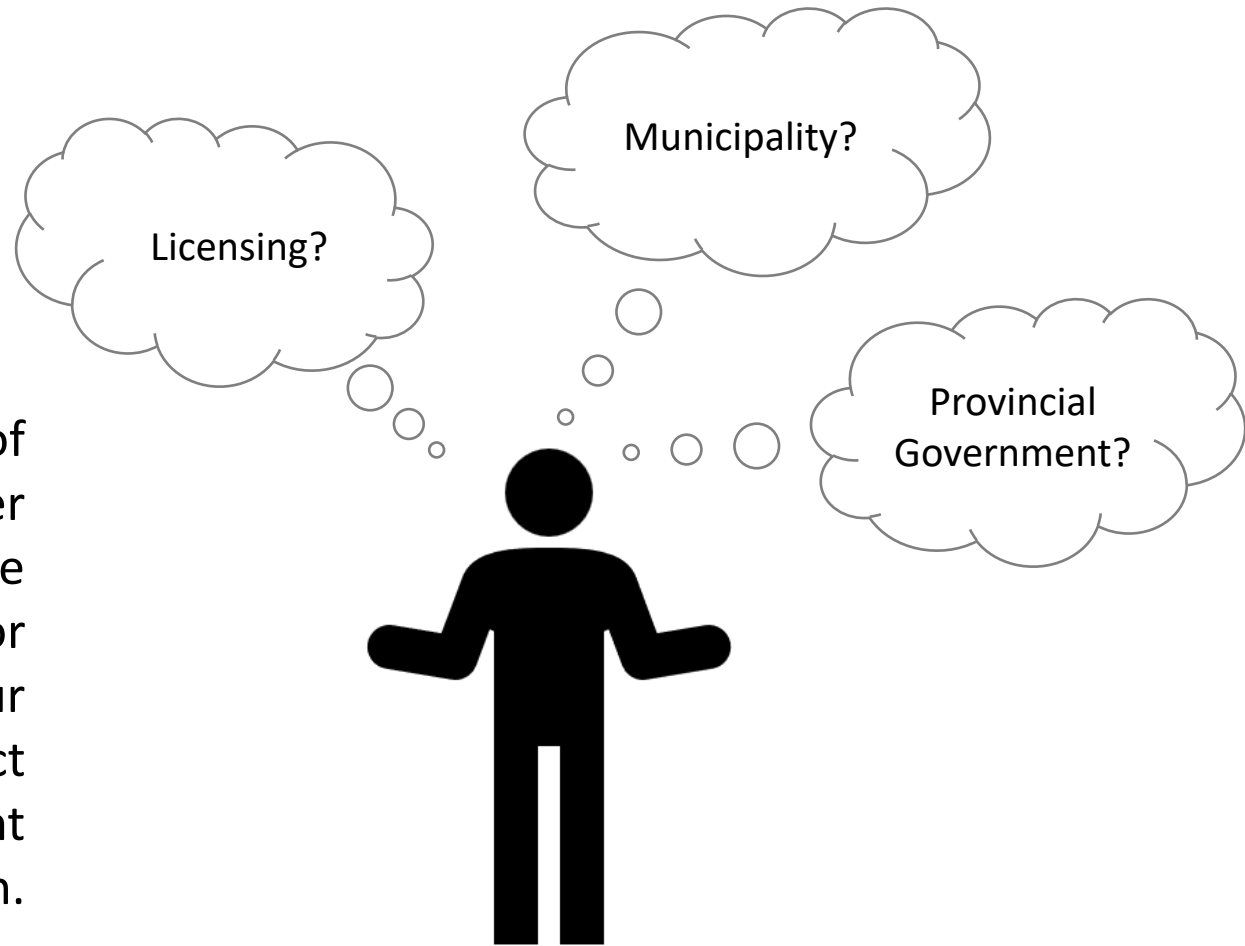


Applying for a Group Child Care Community Care Facility Licence: Before you submit your application

It is important to know which areas of the application process fall under Licensing, and which parts are the responsibility of the municipality or other agencies. This will ensure your documents are sent to the correct person/place and could prevent unnecessary delays to your application.





Information on funding and government resources for childcare operators

Licensing does not provide information on funding and government resources, however, you can find information on this website:

[Information for child care partners and providers - Province of British Columbia](#)



Information about fees, waitlists etc.

Licensing does not provide information on fees or waitlists, however, you can contact your local Child Care Resource and Referral Centre for more information:

[Child Care Resource and Referral - Province of British Columbia](#)

Licensing does not provide information that relates to municipal by-laws however, the municipality where you will be located can help with questions about zoning, parking, sprinkler requirements, business licenses etc.

The next slide provides links to the municipalities.

City of Vancouver
<https://vancouver.ca>



City of Richmond
<https://richmond.ca>



City of North Vancouver
<https://cnv.org>



District of North Vancouver
<https://dnv.org>



District of West Vancouver
<https://westvancouver.ca>



District of Squamish
<https://squamish.ca>



District of Sechelt
<https://sechelt.ca>



City of Powell River
<https://powellriver.ca>



Bowen Island Municipality
<https://bowenislandmunicipality.ca>



Town of Gibsons
<https://gibsons.ca>



Legislation that Licensing uses to assess your application

What legislation does Licensing use?

For Group Child Care it is important to be familiar with the following pieces of legislation:

- Community Care and Assisted Living Act
- Child Care Licensing Regulation
- Director of Licensing Standard of Practice – Safe Play Space
- Director of Licensing Standard of Practice – Active Play

Let's look at each of these...

The Community Care and Assisted Living Act



The *Community Care and Assisted Living Act* (or “CCALA”) sets the standards for protecting the health, safety, and well-being of vulnerable individuals receiving care in licensed facilities.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/02075_01

The Child Care Licensing Regulation



The *Child Care Licensing Regulation* (or “CCLR”) outlines the standards specific to operating a licensed child care facility.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/332_2007

The Director of Licensing Standards of Practice (DOLSOP)

The Director of Licensing Standards of Practice (“DOLSOP”) were created by the Director of Licensing under the *Community Care and Assisted Living Act* and are enforceable as regulations. They apply to various aspects of care, including active play and safe play spaces.

Director of Licensing Standard of Practice Safe Play Space

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/safe_play_space.pdf



Director of Licensing Standard of Practice Active Play

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/active_play_june_2016.pdf



How Licensing uses the legislation

Some of the Child Care Licensing Regulation standards are *prescriptive* however most are *outcome-based*. What does this mean?

An outcome-based standard tells you **what** needs to be achieved but allows flexibility in **how** it is achieved – it recognizes that there may be a variety of ways to get to the same result.

Licensing Officers can offer support for the outcome-based standards by sharing examples they have seen.

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/fact_sheet_-_outcome-base_standard.pdf



Other Legislation that is part of the application process

Other Legislation that is used during the application process

These are part of the application process but are not under the control of Licensing.

Municipal By-laws and Zoning Regulations

Information that relates to the zoning allowed for a premise (i.e., the type of facility you can operate), and the number of children allowed in a particular premise.

Provincial Building and Fire Codes

All new applicants must have a fire and building inspection as part of the licensing process.

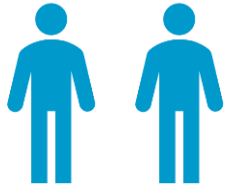
Criminal Records Review Act

Anyone working in licensed child care is required to undergo a Criminal Record Check through the Criminal Records Review Program in Victoria, not a Criminal Record Check issued by the Police or RCMP.

When do you need a licence?

Not all child care programs require a licence...

A Community Care Facility Licence is necessary when care is provided to 3 or more children who are not related to the care provider by blood or marriage.



2 children in care.
Licence not required.



3 (or more) children in care.
Children are not related to you by blood or marriage.
Licence is required.

What to do next...

What to do next...

Please review the following sessions for support with the next steps in the application process.

Session 2: Finding a suitable location.

Session 3: Preparing and submitting your application documents.

Session 4: Next Steps.



Still have questions?

You are welcome to email
our REACH Intake Team at
REACHccfl@vch.ca.