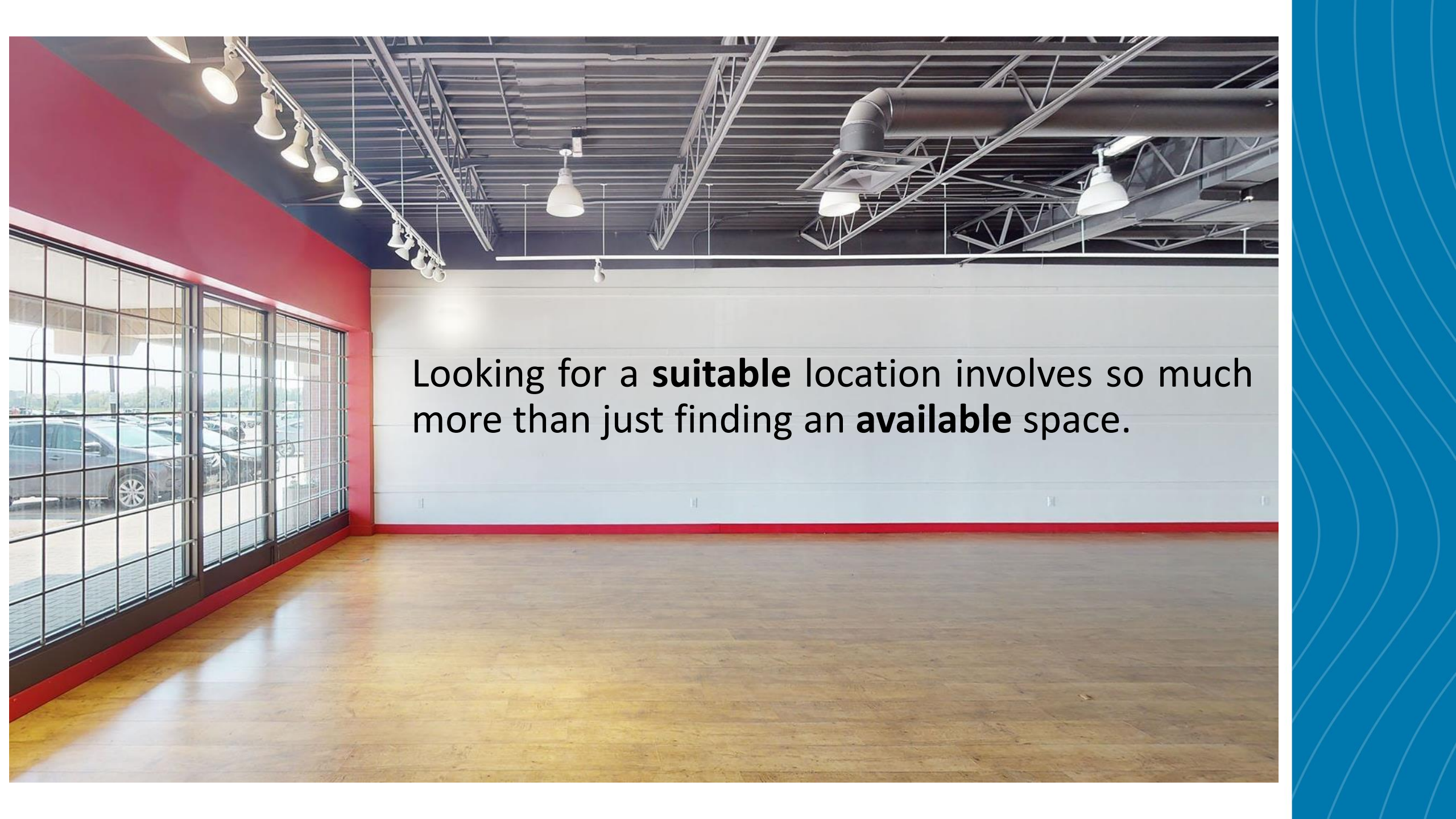


# **Applying for a Group Child Care Community Care Facility Licence: Finding a suitable location**



Looking for a **suitable** location involves so much more than just finding an **available** space.

## Some things to consider...

What type of  
care to offer

When to sign  
the lease or  
purchase the  
property

Is there a need  
for this type  
of care?

Is the proposed  
space  
appropriate?

What is the  
municipal  
process?

How to  
hire staff

Does the space  
need to be  
renovated?

How long could  
it take to get  
the licence?

**Let's explore each of these...**



## What type of care to offer

The type of care you offer affects the space you need, the number of children you can have, the required staffing qualifications your staff will need to have, etc. Once your application is underway it may not be possible to change the type of care...

The next slide shows the different types (categories) of care.

# Categories of Care

- Group Child Care, Under 36 months
- Group Child Care, 30 months to School Age
- Group Child Care, School Age
- School Age Care on School Grounds
- Recreational Care
- Preschool
- Occasional Child Care
- Child Minding (a specific government funded program)



## When to sign the lease or purchase the property

We recommend not signing a lease or purchasing a property until the application process is underway and you are confident that the space is suitable for the type of child care you want to offer.

**Licensing is not responsible for any decisions that are made by you to enter into a lease agreement or purchasing agreement.** We provide resources to help you make an informed decision.

## Is there a need for this type of care?

Sometimes what we think is needed and what is actually needed can be totally different. Before you invest time and money in an application, do your homework.

Your local Child Care Resource and Referral Centre (CCRR) may be able to help with information about programs already in your area. If you are not sure where your CCRR is, please visit their website.

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/childcarebc-programs/child-care-resource-referral/find-your-ccrr>





## Is the proposed space appropriate?

Some considerations:

- Is there enough indoor and outdoor space?
- Does the layout make sense for the age group (enough usable space)?
- What if I plan to prepare or provide food?
- Are there potential environmental concerns?

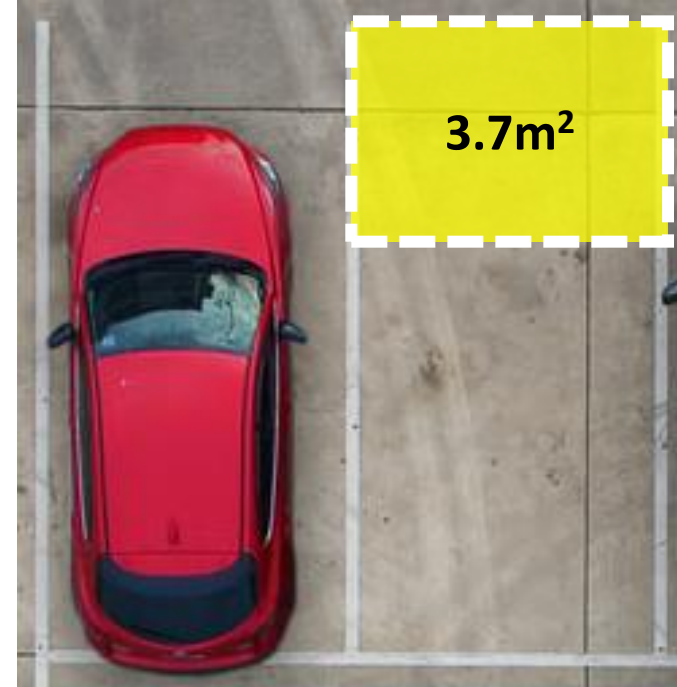
# How Much **Indoor Space** do you need?

For most Group Child Care programs, you are required to have at least  $3.7\text{m}^2$  (or approximately  $40\text{ft}^2$ ) per child of usable indoor space.

This does not include:

- Hallways
- Built-in storage areas
- Bathrooms
- Fixed / non-movable appliances
- Sleep areas that are separate from activity rooms

*Some programs have different requirements. Please see the Licensing Application Guides for more information .*



**$3.7\text{m}^2$  (or  $40\text{ft}^2$ ) is approximately 1/3 the size of a parking space...**

# What does indoor **Usable Space** look like?

“Usable space” is anywhere where the children’s activities can safely take place.

When you are looking at your floor plan think about how much clearance you need around doors, cubbies, sinks, appliances etc. Can children move safely and easily around the space?

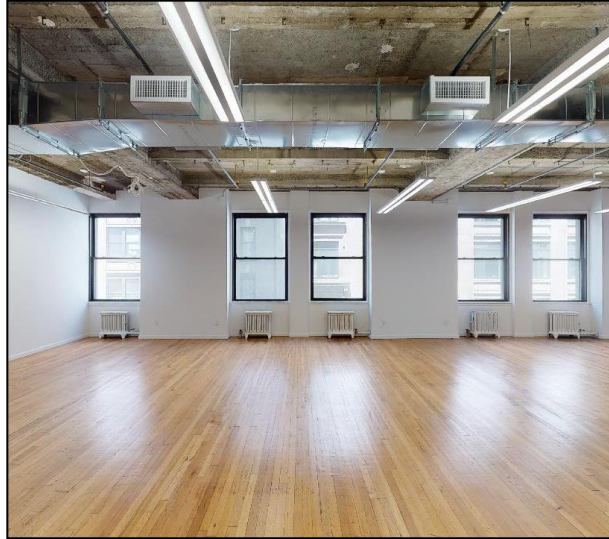




## What are some other considerations?



Natural light and the ability for children to have a visual connection with the outdoors.



Ceiling heights that soften acoustics and encourage a calming environment.



Bathrooms inside the activity rooms to aid supervision and encourage independent toileting skills.

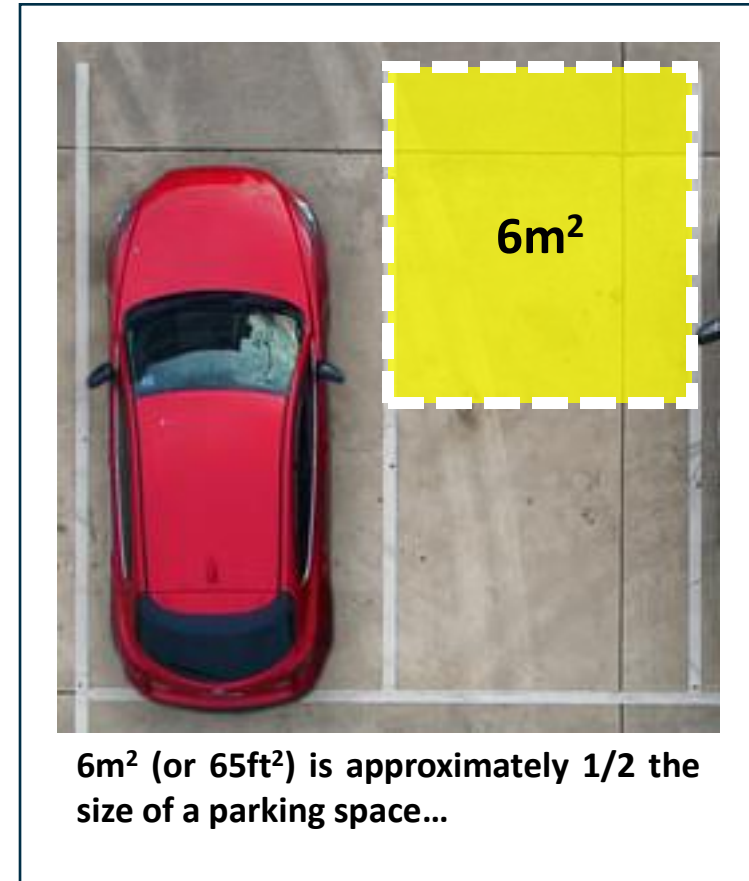


# How Much **Outdoor Space** do you need?

For most Group Child Care programs, you are required to have at least  $6\text{m}^2$  (or approximately  $65\text{ft}^2$ ) per child of usable outdoor space

- Activity areas must be enclosed in a manner that is suitable for the age and development of the children and able to protect children from harm.
- Usable space does not include gardens (e.g. vegetable gardens or flower gardens), sheds, or driveways
- In a facility with multiple programs that will share an outdoor play space, there must be sufficient space for the capacity of the largest program.

*Some programs have different requirements. Please see the Licensing Application Guides for more information.*



# What does outdoor **Usable Space** look like?

“Usable space” is anywhere where the children can safely run, play, and be active outdoors. Consider...

- Are there different activity zones?
- Can children move easily around the space?
- Is the space safely enclosed?
- Are there suitable play materials and equipment for the age group?
- Is there adequate shade?
- Is the space exposed to noise and air pollution?



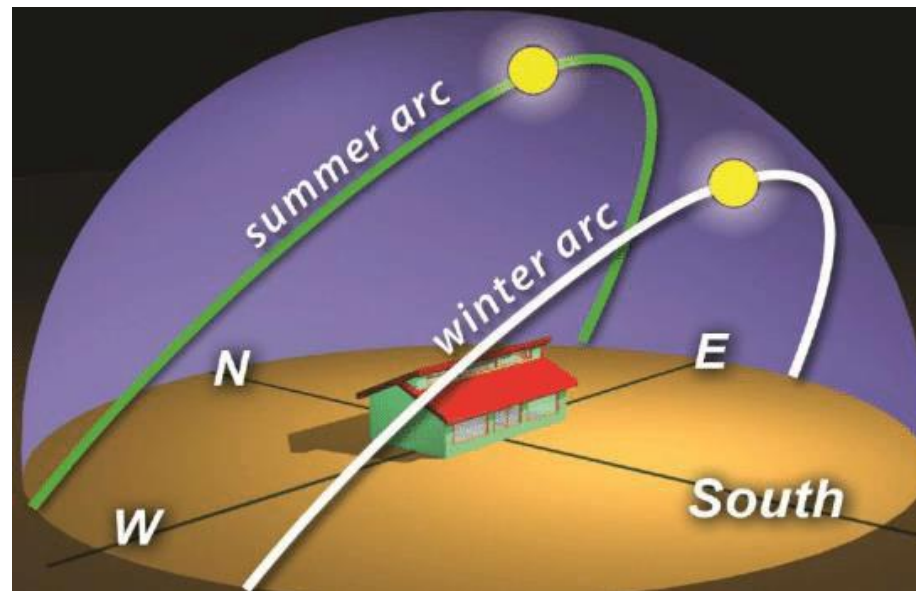
# Understanding shade

Shade is critical for outdoor play spaces as children are more vulnerable to both heat-related illness and skin damage from UV radiation. They are less efficient at regulating their body temperature and are at risk for heatstroke, dehydration and heat exhaustion.

Well-designed shade helps protect children from harmful UV rays.

BC Cancer has published a Shade Audit Tool which provides helpful information as you design your outdoor space.

[Prevention ShadeAuditTool 20220527 V02 Draft](#)





# Preparing and providing food

Section 48 of the *Child Care Licensing Regulation* provides information about the food and drink provided to children in licensed child care:

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/332\\_2007#section48](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/332_2007#section48)

If you are considering preparing the food yourself, it is important to understand if you require a health permit for your kitchen.

The following **do not** require a health permit for their kitchen.

- Family Child Care.
- In-Home Multi-Age Child Care.
- Group Child Care facilities that care for 8 children or less.

The following **may** require a health permit for their kitchen:

- Group Child Care facilities that care for more than 8 children.



# Preparing and providing food

Even if you do not require a health permit for your kitchen, it is important to practice food safety measures to prevent children from getting foodborne illnesses. It is highly recommended for anyone planning to prepare or provide food to take FoodSafe level 1. For more information, please visit: <https://www.foodsafe.ca/courses/level-1.html>



Vancouver Coastal Health is dedicated to helping create an environment that will support a healthy food program while ensuring food safety and has created a series of resources for applicants.

**Session 5 - Preparing and Providing Food** contains more information.

## What is the municipal process?

Each municipality is slightly different; make sure you know what yours will allow, and what they will need from you during the process. Most municipalities have information on their website to help you.

If you are hoping to operate a child care facility in a residence, each municipality has specific restrictions that you need to know before moving ahead. Please contact them for more information.

## How to hire staff

It can be challenging to find staff with the right qualifications to meet ratio. Do you have a recruitment plan, and a “Plan B” in case you don’t find them?

The next slide shows where you can find information about the staffing you will need to have in place.

## Schedule E.

Schedule E of the *Child Care Licensing Regulation* contains information on each type of care, and the staffing ratio and qualifications needed.

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/3322007#ScheduleE>





## Does the space need to be renovated?

If you are planning to make changes to the physical space, you will need to let Licensing know what you are hoping to do. If the application moves ahead you will have to engage an architect at some point to help you develop plans for the municipality, but in the early stages the REACH Intake Team can accept “vision drawings” or “concept drawings” as long as they show the information outlined in Schedule B (9) of the *Child Care Licensing Regulation*.



Architectural plans can be costly, and it is important to consider this when committing to a location.



## Planning a new build?

If you are building from the ground up, consider how much time may be needed to ensure the space meets licensing and municipal requirements.



## Planning a retrofit?

If you are planning to retrofit a current building, consider how much work may be needed to ensure the spaces meet licensing and municipal requirements. This includes renovating to meet proposed capacity, as well as repairs needed to the existing indoor and outdoor space.



## How long could it take to get the licence?

Due to the unpredictability of an application, Licensing cannot tell you how long the process may take.



## Are there resources to help me make the right decision?

Applying for a licensed child care facility can be challenging. In addition to these PowerPoint sessions, we have developed a series of **Licensing Application Guides** to help you. These contain information about the licensing process for each type of care and are available on our website:

[Community Care Facilities Licensing | Vancouver Coastal Health.](#)



## To view or download a guide:

Use the QR codes below, or open the website page for Community Care Facilities Licensing  
[Community Care Facilities Licensing | Vancouver Coastal Health](#)

- Click on the “Resources” button.
- Click on the “Application Guides” button.
- Choose the guide you want to look at and click “View”.

Group Child Care



Group Child Care,  
School Age



School Age Care on  
School Grounds



School Age Care on  
School Grounds



(Board of Education only)

Recreational Care



# Providing a healthy and safe environment



Section 13 (1) of the *Child Care Licensing Regulation* states “A licensee must ensure that a healthy and safe environment is provided at all times while children are under the supervision of employees”. This could include looking at noise pollution, traffic-related air pollution, indoor air quality, external sources of air pollution, heat etc.

Our website has a series of Fact Sheets that can help you evaluate the indoor and outdoor environment before you submit your application.

# Where can I find these Fact Sheets?

They are available on our website.

<https://www.vch.ca/en/health-topics/child-care-facilities>



When the page opens, scroll down to the blue section at the bottom for the following Fact Sheets:

- Heat
- Noise pollution
- TRAP (traffic related air pollution)

## Factsheet series for child care facility operators, architects and designers

Considerations for Selecting, Designing and Operating Child Care Facilities

[Heat Schools & Childcare Facilities.pdf](#) ↓

[VCH CCF Lead Sampling Survey Report](#) ↓

[Lead testing of drinking water: FAQ for Licensed Child Care Facilities](#) ↓

[Noise pollution and child care facilities](#) ↓

[TRAP Schools-Childcare-Facilities.pdf](#) ↓



# What to do next...

# What to do next...

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

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](mailto:REACHccfl@vch.ca)