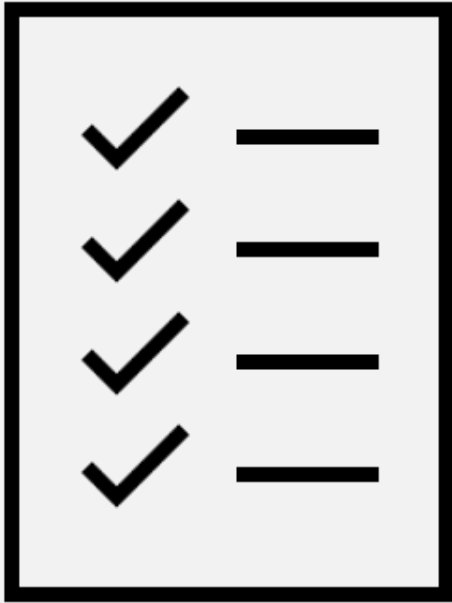


Applying for a Group Child Care Community Care Facility Licence: Next Steps

There are several steps involved in this stage of the application process



- ✓ If the intake application documents meet the legislated requirements, the REACH intake team will notify you that your application file has been forwarded for the next stage of review.
- ✓ Shortly after that, a Licensing Officer will contact you with any questions they have about the documents you already sent in and will help to guide you through the remaining paperwork you need to submit.
- ✓ They will also arrange to conduct an Initial Inspection where they will meet you at the proposed location and look at the space.
- ✓ If you are proposing to use a local park, or other outdoor play area, they will walk with you to help assess the suitability of the space for the age group.
- ✓ If you are planning to serve food to the children, the Licensing Officer will guide you through if it is necessary to connect with an Environmental Health Officer.
- ✓ If you are planning to hire a manager, the Licensing Officer will provide helpful resources and discuss a manager meeting with you.

Your Initial Inspection (by Licensing)

Once the application documents have been forwarded for the next stage of review, a Licensing Officer may contact you to arrange to visit your proposed premises.

During this initial inspection, Licensing Officers will only comment on the potential suitability of the space; they cannot guarantee that you will be issued a licence.

From there, once you are ready to move forward, a Licensing Officer plus the Municipality will guide you through the next steps in the process.

If your application is for a new build, or extensive renovations, you will need to review full architectural plans with a Licensing Officer prior to submitting them to the Municipality.



Municipal inspections

The type of inspection you undergo will vary depending on the type of facility you are proposing to operate, and the municipality where you are located.

Once you have passed each inspection you will receive written confirmation from the municipality. A copy of this is to be sent to Licensing to add to your file.

Paperwork for Licensing

Schedule B of the *Child Care Licensing Regulation* provides a detailed outline of the additional documents you will need to submit during the licensing process, including:

- Manager documents
- Employee Plan
- Budget

We have templates for many of these which your Licensing Officer can provide to you.

Policies and Procedures

The following are required prior to a Community Care Facilities Licence being issued:

- | | |
|--|--------------------|
| ▪ Emergency Training and Equipment | CCLR section 22 |
| ▪ Behavioral Guidance | CCLR section 51 |
| ▪ Safe Release of Children | CCLR section 56 |
| ▪ Care and Supervision of Children | CCLR section 56 |
| ▪ Food and Drink to be given to the Children | CCLR section 56 |
| ▪ Repayment Agreements | CCALA section 19 |
| ▪ Active Play and Screen Time | DOLSOP Active Play |

The Licensing Application Guides provide helpful information regarding developing policies and procedures.

Additional Plans

The following may require additional documents or plans – your Licensing Officer will provide guidance and resources.

- Safe Drinking Water
- Food prepared by you
- Food from an external 3rd party

Safe drinking water

The licensee of a licensed childcare facility is required to ensure that safe drinking water is available to children as per Section 48 (5) of the *Child Care Licensing Regulation*.

If needed, the Licensing Officer will provide resources to help you determine if the lead levels in the drinking water at your premises are within the acceptable levels.



Providing and preparing food

Section 48 of the *Child Care Licensing Regulation* outlines your responsibility when it comes to food and includes the following:

Nutrition

48 (1) A licensee must

- (a) ensure that each child has healthy food and drink according to the Canada's Food Guide, and*
- (b) promote healthy eating and nutritional habits.*

(3) A licensee must ensure that the food and drink given to a child is sufficient in quantity and quality to meet the developmental needs of the child, having regard to

- (a) the child's age,*
- (b) the number of hours the child is under the care of the licensee, and*
- (c) the child's food preferences and cultural background.*

Providing and preparing food

Choosing to provide food to the children typically falls into one of the following options:

Preparing the food onsite in a permitted kitchen.

If you are planning to prepare food for the children, and your program will have more than 8 children, you may need a permit for your kitchen.

Providing food from an external 3rd party.

If you are planning to provide food to the children that is delivered on a regular basis from a restaurant or catering company, you will need to provide details to your Licensing Officer as part of your application.

Please see **Session 5 – Preparing and providing food** for more information.



Manager Information

The role of the manager is key to the success of your facility.

You cannot employ someone as a manager unless you are satisfied that they are of good character, have the personality, ability and temperament necessary to manage and supervise staff and/or provide care. In addition, you must be satisfied that the manager has the training and experience and demonstrates the skills necessary to carry out the duties assigned to them.

What qualifications are needed to be a manager?

Section 19 of the *Child Care Licensing Regulation* outlines the requirements which are intended to ensure that character and skill requirements are satisfied.



What documents do I need to collect if I hire a manager?

- Criminal record check, processed by the Criminal Records Review Program.
- Character references.
- A record of the person's work history.
- Copies of any diplomas and certificates.
- Copies of other evidence of the person's training and skills.
- Evidence they have complied with the Province's immunization program.

Some typical questions from applicants include...

Does the licensee also have to be the manager?

In a Group Child Care facility, the licensee may hire a manager to oversee the day-to-day operation of the program.

What if the licensee will also be the manager?

The Licensing Officer will guide you through the documents to submit.

Can a manager manage more than one facility?

The Licensing Officer can provide the resource to apply for an exemption for a manager to manage more than one facility.

Does the manager have to work in ratio?

The manager is not required to work in ratio. If they do, they will need to have the appropriate qualifications for the type of program.

Do I need to hire a manager before submitting my application to REACH?

No, you can specify “TBD” (short for “To Be Determined”) in the manager section of the Application for Licence, and REACH will let the Licensing Officer know that a manager will be hired later in the process.

Manager Meeting

The Licensing Officer may request to meet with the manager prior to issuing the licence.

This meeting could include:

- What to expect from an inspection.
- Reportable Incidents.
- Complaints.
- Reporting abuse.
- Care Plans.
- Emergency Preparedness.
- Cleaning and sanitizing protocols.



Other Frequently Asked Questions

Can the Licensing Officer give me advice during the application process?



The role of Licensing Officers is to **support you** through the application process. They can provide information and resources as a guide, but they are unable to make decisions for you.

Can I operate while I'm going through the application process?

You are not allowed to open or advertise as a licensed Child Care Facility until you have received your Community Care Facility Licence.

Unlicensed (licence-not-required) child care providers may care for **only** two children or a sibling group, not related to them, at any one time. If they care for more than the allowed number of children outlined in the *Community Care and Assisted Living Act*, they may be operating unlawfully.

Section 15.3 of the *Community Care and Assisted Living Act* states that any facility confirmed to be operating without a licence will have the following information published on the VCH website for a period of 5 years:

- The name of the person operating an unlicensed premise
- The name and address of the unlicensed premise

How long does it take to become licensed?

Licensing Officers work hard to make sure your application is dealt with in a timely manner, however there will be times when the application may seem to be moving more slowly than you would like.

While we are not able to tell you how long it will take for you to become licensed, we do stress that the process is unpredictable, and issues can appear at any point. Your application involves other agencies such as the municipality/fire department who may impact the processing time.



When should I start buying equipment and supplies?

An application can stall at any point during the process, and we do not want you to spend money until it looks like the application will be successful.

The Final Inspection

The final inspection

Prior to the final inspection you will need to make sure you have provided Licensing all required documentation from the Municipality and have completed all the paperwork for Licensing. The expectation is that your indoor and outdoor spaces are also set up and ready to welcome children...



If there are no outstanding issues from the final inspection, the Licensing Officer will issue the licence.



Still have questions?

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