



Interior Health

The Guide to Applying for a Child Care Licence

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INTRODUCTION

The information provided in this guide will assist applicants in submitting a complete application package for a licence to operate a Community Care Facility.

BEFORE submitting an application complete the following steps in order to ensure the information you provide is accurate. This will help to avoid potential delays in the process.

1. Review the information on the Interior Health Website, Community & Child Care Providers > Licensing: <https://www.interiorhealth.ca/information-for/businesses/community-and-child-care-providers/licensing>
2.
 - i. [Community Care and Assisted Living Act](#)
 - ii. [Child Care Licensing Regulation](#)
 - iii. [Director of Licensing Standards of Practice](#)
3. If you have any questions or require further information contact Licensing Direct at 1-877-980-5118. If you decide to withdraw your application, please advise Licensing Direct so your file can be closed.

RESOURCES:

The list of resources on pages 13 to 15 will assist you in submitting a complete application package for a licence to operate a Community Care Facility. Familiarizing yourself with provincial standards and best practices will form a basis for discussion with your Licensing Officer when assessing your application. The intent of assessing an application is to ensure that the applicant is suitable and capable of promoting the health, safety and well-being of persons who will be providing the care and supervision. The Licensing Officer reviews the legislation and regulations prior to issuing a community care facility licence. This review is conducted to determine if the applicant has met all requirements as an indication that the facility will likely be operated in a manner that will promote the health, safety and dignity of persons in care. Links to all required forms, resources and agencies are found on the Interior Health website: <https://www.interiorhealth.ca/information-for/businesses/community-and-child-care-providers/licensing>

Your local Child Care Resource and Referral program (CCRR) can provide you with support, resources, information and access to a professional network, as you obtain your license and beyond. You can locate an office near you at <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/how-to-access-child-care/child-care-resource-referral-centre>.

HOW IT WORKS:

To get your file opened you need to submit the application form. You will receive a confirmation email which includes the necessary information that you need to make application for your criminal record clearance letter.

Documentation may be submitted via Canada Post, fax, in person or by email. Submitting by email to LicensingDirect@interiorhealth.ca is the preferred method. Interior Health stores all documents electronically; paper documents are scanned and uploaded into an electronic file and the paper destroyed. Keep copies of all documents you submit for your records.

Submitting more documentation than what is required is not advised because it may cause unnecessary delay. **Please submit all documents individually naming each document according to this guide.** This promotes processing efficiency. Documentation submitted in a manner that does not follow the guide may be sent back to you for reformatting and resubmission.

If your proposed facility location is a new build, is significantly renovated, has a change of use or will provide care services to children under 30 months of age, Licensing Officer will file a referral with local government to ensure that legislation related to fire and health are met. Licensing may also initiate a referral to an Environmental Health Officer for facilities that may require approval under provincial health legislation relating to food service, food safety, drinking water, pools, onsite waste water, etc. Information for applicants and resources can be found under “Information for > Businesses > Community & Child Care Providers > Licensing” found on the Interior Health website: <https://www.interiorhealth.ca/information-for/businesses/community-and-child-care-providers/licensing>

- You will need to conduct a Radon test to ensure your building is free from radon gas. Refer to the Resources Page at the end of this document for information.
- You will need to submit a water sample for testing to ensure your drinking water is safe and free from lead. Refer to the [Resources Page](#) at the end of this document for information. Contact a [BC certified well water testing lab](#) for a sample bottle and direction for sample collection. There is a fee for this service. Please note that [CARO Analytical Services](#) (250-765-9646) provides a discount to Child Care facilities.

Get Funding for Child Care! You might not have to pay for child care all on your own.

B.C. has expanded child care funding to be more inclusive – making child care more affordable and more accessible: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding>.

IMPORTANT NOTES:

Once you complete your application form and before you invest additional time or money review the following resources:

- [Opening a Child Care Facility – What Do I Need to Ask My Local Government](#), and
- [Local Government Requirements: A Handbook for Child Care Providers](#)

Contact your municipality or regional district (whichever applies) to find out:

- If you will need a business licence.
- If you are properly zoned for the type of child care service you wish to provide.
- If they will conduct a fire inspection. If the municipality does not conduct fire inspections, refer to page 9 of this Guide under 'Policies and Procedures'.

You are not qualified to apply for a licence regarding a particular premise unless you have approval from the owner/leaser to operate a care facility.

- Obtain written approval from the owner of the premises to operate a community care facility if you are not the owner.
- If leasing the premise, ensure you are not prohibited under the terms of the lease from operating a community care facility on the premises

Submit floor and site plans early in the process to ensure your building and site will meet requirements.

Criminal Record Checks take time so should be done early in the process. A licence cannot be issued until we have received your criminal record clearance letters.

Schedule B – Requirement for a Licence Application

❖ For School Age Care on School Grounds and Recreational Care program applications, follow [Schedule B](#) requirements located after section 11.0 below.

Submit the following documentation (unless otherwise indicated) with your application package to LicensingDirect@interiorhealth.ca.

1.0 Application Form

Complete, sign, date and submit the Application for Licence Form.

- [820071 - Application for Licence Form](#)
- [HP-CF-9031 – Instructions for the Application for Licence Form](#)

2.0 Detailed Description of Care Program

Develop a detailed description of the care program that includes:

- Description of the care program you intend to provide (i.e. Family Child Care; Multi-Age Care; Group Child Care; etc.) Your description must include but is not limited to: proposed days/hours/months of operation, capacity, daily schedule, etc.
- Description of what is offered to encourage the emotional, social, physical, intellectual, and language development of all ages and abilities of children.

3.0 Suitability of Applicant

- If you are applying to be both the licensee and the primary care provider, submit form # [807926 – Suitability of an Applicant Form](#) and a criminal record clearance.
 - Complete the top portion of the Form # [820295 Child Care Reference Referral form](#) (to open, click cancel) and send them to three references. Once complete ensure your references submit the completed form to [Licensing Direct](#) quoting your Application Nexus number.
- If you are hiring a Manager, submit completed form # [827099 - Declaration of Suitability - Manager Form](#).

4.0 Submit Criminal Record Checks

Criminal Record Checks are required for all persons over the age of 12 who will be ordinarily present in a Family Child Care facility or an In-Home Multi-Age Child Care facility.

See [HP-CF-9067 A Note About Criminal Record Checks \(CRC\)](#) for information on how to submit.

Questions about Criminal Record Checks can be directed to Licensing Direct:

Phone 1-877-980-5118

Email: licensingdirect@interiorhealth.ca

5.0 Employee Plan

All applicants must submit an employee plan, whether they work independently or have staff/substitutes. Provide a statement of duties, qualifications, relevant work experience and suitability of the proposed manager. If you work independently, you are the manager.

Your employee plan should include

- Proposed number of employees, their qualifications and their duties.
- The supervision and staffing plan (in relation to staff ratios) - indoors, outdoors and including while children are attending or being transported to and from outdoor play areas or activities located outside the property boundaries.

6.0 Site Plan

A site plan is a top down view or bird's eye view of the property that is drawn to scale. If you are unsure of what a site plan looks, try searching the internet for examples. Drawn to scale means the amount of distance on the plan (e.g. 1 cm) is equal to a real life distance (e.g. 3 meters). Another example is 1 cm square (1 cm²) is equal to 3 meters square (3 m²).

The outdoor play area must meet the space requirements for the service type(s) and capacity you are applying for and must include:

- Property lines and boundaries.
- Building and structures.
- Adjacent streets.
- Driveway and parking area(s).
- Outdoor play area and its dimensions (e.g. 9m x 15m or 30ft x 50ft).

6.1 Off-Site Play Areas

If you plan to take children to an outdoor play area outside the property boundaries of your facility on a daily or regular basis, you need to provide an off-site site plan. This is in addition to the property site plan. Include:

- Location and dimensions of the play area.
- Distances from the facility to the play area and activities.
- Travel route (shown on the plan or a written description).
- Major safety concerns along the travel route and in the immediate vicinity of the outdoor play area (e.g. creeks, high traffic corridors, cliffs). Describe how these hazards will be mitigated.

7.0 Safety Plan for Regular or Daily Transportation (outside property boundaries)

If you will be transporting children outside property boundaries on a regular or daily basis, provide a transportation plan which will show how children will arrive at the off-site activity and return safely to your facility.

- Describe how children will be transported (e.g. vehicle, bus, walking)
- **Safety measures to consider may consist of ensuring your plan:**
- Includes bringing adequate items (e.g. emergency cards, first aid kit, sunscreen, phone, etc.)
- Is appropriate for age/development of children and includes any other safety provisions (e.g. seat belts, restraint seats, insurance, proper class driver's license, additional staffing, etc.)

8.0 Off-site Activity Plan (Director of Licensing Standards of Practice – Safe Play Space)

If you do not have an outdoor play area on the same property as your child care facility you must provide an activity plan for off-site activities.

- Describe your activity plan. Include a detailed list of activities you will provide to encourage the physical development of children (see Schedule G in the regulation).
- Identify the community services that will be used including visits to parks, pools or recreation centers.

9.0 Floor Plan

A floor plan is a diagram of the building, which includes the inside dimensions of each room on each floor of the proposed facility. Family Child Care applicants refer to Director of Licensing Standards of Practice – Family Child Care.

If facility is located in a large building in which other rooms are rented to other persons and/or businesses, submit a detailed floor plan for your specific room. In addition, provide a simple floor plan of the entire building showing your proposed location. Indicate if there are other persons and/or businesses operating in the building. Ensure that your useable floor area meets the space requirements for the service type and capacity you are applying for.

Your floor plan must show the following:

- Inside dimensions of each room including the measurements of all walls (If you are submitting professionally drawn floor plans, ensure inside wall measurements are provided).
- Width of each corridor and stair.
- Location and size (measurements) of fixed equipment (fixed equipment is not normally moved from one area to another, i.e. large appliances, cabinets, counters, closets).
- Location & size of windows.
- Height of windowsills from floor.
- Indicate areas/rooms reserved for family or employees that are not intended for children’s use.
- Indicate sleep areas for children.
- Location of toilets & sinks (draw them in).
- Location of diaper change surface (must be outside food prep area next to both a covered container for soiled clothing and a wash basin).
- Location of all exits - clearly marked on plan.

10.0 Budget – Statement of Projected Revenues and Expenses

Money coming in (Revenue):

- Estimate of **monthly** income from parent fees, subsidy, funding programs/grants, fundraising, etc. (whichever applies).

Money being spent (Expenditures):

- Estimate of **monthly** expenses or bills including: estimate of salary(s) and benefits (including if you are self-employed); food; utilities; taxes; insurance; maintenance (repairs, cleaning, etc.); housing (rent, mortgage); programs (art supplies, program supplies, field trips, etc.).

Calculate your revenue and expenditures. Ensure dollar amounts are reasonable. Your budget should show that your expenses do not exceed your income.

11.0 Society Applicants

- Submit a copy of constitution and bylaws **only** if requested by the Licensing Officer.

❖ **Schedule B – Requirements for a School Age Care on School Grounds program Licence Application**

Submit the following documentation with your application package to LicensingDirect@interiorhealth.ca:

- Complete, sign, date and submit the Application for Licence Form.
 - [820071 - Application for Licence Form](#)
 - [HP-CF-9031 – Instructions for the Application for Licence Form](#)

- Complete and submit:
 - (a) Sections 2 and 11 of Schedule B as described above, if the licensee is a board of education, or
 - (b) Sections 2, 3, 5 and 11 of Schedule B as described above , if the licensee is not a board of education.

❖ **Schedule B – Requirements for a Recreational Care program Licence Application**

Submit the following documentation with your application package to LicensingDirect@interiorhealth.ca:

- Complete, sign, date and submit the Application for Licence Form.
 - [820071 - Application for Licence Form](#)
 - [HP-CF-9031 – Instructions for the Application for Licence Form](#)
- Complete and submit:
 - (a) Section 2 of Schedule B as described above, except that the description of the care program need not be detailed;
 - (b) Sections 3, 5, 7, 10 and 11 of Schedule B as described above;
 - (c) Section 6 of Schedule B as described above, except the dimensions of the outdoor play area referred to in section 6 (b);
 - (d) Section 8 (b), including the form of consent that will be required from parents if children will not be returning to the community care facility on completing activities through the community service.

POLICIES AND PROCEDURES

In addition to the aforementioned documents required in Schedule B, your Licensing Officer will review the following policies and procedures when assessing your licence application. To develop your policies and procedures and prepare for your initial inspection a full list of resources is detailed below and under '[Applying for a Child Care Licence](#)' on our website under *Step 3: Prepare for inspection, review and assessment*. Please submit:

1.0 Letter of Assurance for Fire and Life Safety in a Licensed Home Based Child Care Setting

Please review the [Fire & Life Safety for Licensed Home Based Child Care Settings in British Columbia](#) Booklet and complete the Letter of Assurance checklist on page 15.

2.0 Behaviour Guidance Policy

Policy must indicate a variety of positive strategies to be used with children. Refer to [Guiding Children's Behaviour](#) booklet for assistance.

3.0 Active Play and Screen time Policy

Children should have opportunities to practice fundamental movement skills as part of their indoor and outdoor daily routines. All licensed child care programs must limit screen time (TV, computer, electronic games) to 30 minutes or less a day.

The [Director of Licensing Standard of Practice – Active Play](#) requires the Licensee to develop and implement an Active Play Policy to engage children in daily active play and a Screen Use Policy to guide employees in the use of screen time activities.

4.0 Repayment Agreement

If you take fees in advance, develop a written statement setting out terms and conditions on which a refund of all or any fees will be made. If no refund is given this must be stated. Things to consider if developing a repayment agreement: refund of fees for children who are ill; care provider illness; vacations (care provider or families); unexpected facility closure; discontinuation of care initiated by care provider or family; etc.

5.0 Safe Release of Children

The Licensee must maintain written consent from a parent prior to releasing a child to someone other than the parent. Facilities must also have written policies and procedures for the safe release of children. Things to consider when developing a safe release policy, for example, what will the licensee/manager/staff do if a person picking up a child appears to be unable to provide safe care? What will the licensee/manager/staff do if a person is late picking up a child or is not authorized to pick up the child?

6.0 Care and Supervision Policies

Describe how you will provide care that is developmentally appropriate and meets each child's individual care needs. Describe what active supervision looks like in your facility - indoors, outdoors and on field trips?

Refer to [Director of Licensing Standards of Practice Safe Play Space](#), [Preventing Injury in Child Care Settings](#).

7.0 Food and Drink Provision Policy

Whether you provide food for the children or not, you will need to develop a policy that will ensure each child is provided healthy food and drink that meets the nutritional needs of children. Your policy should include how parents will be informed about the food and drink offered to children; how you will ensure children who come without food or inappropriate food are supplied with sufficient food; how eating times encourage healthy nutritional habits and information that reflects the Feeding Relationship principles and the *Child Care Licensing Regulation*, section 48.

8.0 Emergency Plan

Develop and submit a plan that sets out procedures to prepare for, mitigate, respond to and recover from **any** emergency. Some considerations include:

- How will you keep children safe if it is necessary to provide care in the facility for an extended time period (e.g. if it is unsafe to leave or if a parent cannot pickup their child)?

- How will staff be trained in emergency procedures?
- What will be in place for communication during an emergency?
- What supplies and equipment will you have available for an emergency?
- Identify a safe meeting place that is open during facility hours and meets the needs of all children, taking into consideration ages and developmental levels.
- How will you transport children to your safe meeting place (consider that public transportation, buses and taxis may not be available)?
- Does your plan consider all times of the year and all types of weather?
- How will you practice this plan with staff and children?
- What items will you bring or have available during an emergency (e.g. story books, coloring, snacks, water, medications, first aid kit, cash, etc.)?
- How will your facility recover and return to normal operation after any emergency (i.e. debriefing with staff, children, parents; restocking of supplies; repairs if required; evaluation of plan – did it work, what can be improved, what needs to be changed/revised)?
- Is your plan is reasonable and safe?

INITIAL INSPECTION

The Licensing Officer will conduct an initial inspection of your facility (inside and outside). During the initial inspection a Licensing Officer will review and verify the information that you provided and to assess your facility and records for compliance with the regulations. [HP-CF-9071 the Self-assessment Inspection Checklist](#) can help you prepare for your inspection.

An inspection report which outlines any outstanding items to be addressed prior to issuance of a licence will be provided to you. Initial follow up inspection(s) will be conducted to ensure completion of all outstanding items. A licence will be issued once all application requirements are met.

RESOURCES FOR CHILD CARE LICENCE APPLICANTS

The following resources are intended to assist applicants in submitting a complete application package for a licence to operate a Community Care Facility. Familiarizing yourself with provincial standards and best practices will form a basis for discussion with your Licensing Officer when assessing your application. The intent of assessing an application is to ensure that the applicant is suitable and capable of promoting the health, safety and well-being of persons who will be providing the care and supervision. The Licensing Officer reviews the legislation and regulations prior to issuing a community care facility licence. This review is conducted to determine if the applicant has met all requirements as an indication that the facility will likely be operated in a manner that will promote the health, safety and dignity of persons in care.

Legislation

- [Community Care and Assisted Living Act](#) (the Act)
- [Child Care Licensing Regulation](#) (CCLR)
- The Director of Licensing Standard of Practice – [Active Play](#)
- The Director of Licensing Standard of Practice – [Family Child Care](#)
- The Director of Licensing Standard of Practice – [Safe Play Space](#)
- The Director of Licensing Standard of Practice – [Water safety](#)
- [Fire and Life Safety for Licensed Home Based Child Care Settings in British Columbia](#)
- [Guide to Community Care Licensing in BC](#)
- [Community Care Licensing Branch](#) (Ministry of Health)

Forms

- [Application for Licence Form](#) and [Instructions](#) (Section 1.0 in The Guide)
- [Child Care Reference Referral Form](#) (to open, click cancel)
- [Declaration of Suitability - Manager Form](#)
- [Suitability of an Applicant Form](#)

Healthy Eating, Active Living

- Appetite to Play supports early years providers to promote and encourage physical activity and healthy eating: <https://www.appetitetoplay.com/>
- Public Health Services Authority offers resources encouraging healthy habits for life. Healthy eating plays a very important role in your overall health and the health of your family. Healthy eating promotes and supports social, physical, and mental wellbeing for everyone, at all ages and stages of life: <http://www.phsa.ca/health-info/staying-healthy/healthy-habits-for-life/food-nutrition>
- Interior Health has made it easier to offer a greater variety of healthy foods and food activities in child care settings. Positive early experiences with food enhance child development and promote lifelong healthy eating habits. Child care providers play a key role in supporting and creating these experiences. Watch our [two minute video “overview”](#) to learn about our new approach to food in child care that offers a balance between food safety and healthy food options.

Feeding

- Are struggles over food taking the joy out of meal time? Are you interested in helping children develop a healthy relationship with food? Public Health Services Authority offers a one hour online course that supports child care providers in feeding children using a best-practice approach: [“Healthy Eating in the Childcare Setting – Division of Responsibility Model”](#)

Active Play

- [Active Play \(PDF\)](#)
- [Active Play: Games and Ideas \(PDF\)](#)
- [Screen Time and Its Impact on Early Child Development](#)

Environmental Health: Safe Food and Drinking Water, Pools, Emergency Planning, Air Quality

- Call an [Environmental Health Officer](#)
- [How Health Legislation Applies in Licensed Care Facilities](#)
- [Food Service in Child Care Facilities](#)
- [Food Safety Approval Process in Child Care Facilities](#)
- [Dishwashing Guide – Child Care Facilities](#)
- [Manual dishwashing](#) and [sanitization of food contact surfaces](#).
- [Lead in Drinking Water \(PDF\)](#)
- [Radon Bulletin](#), Radon Letter and [Radon Exposure](#)
- [Cannabis and Child Care](#)
- [Emergency Information – Interior Health](#)
- [Prepared BC](#)

Prevention of Illness and Injury

- [HealthLink BC](#)
- [Quick Guide to Common Childhood Diseases \(PDF\)](#)
- [Preventing Illness in Child Care Settings \(PDF\)](#)
- [Diaper Changing](#)
- [Preventing Injury in Child Care Settings \(PDF\)](#)
- [Handwashing Poster \(823236\)](#)

Administration and operations

- [Care Plans](#)
- [Records & Documentation](#)
- [Field Trip Safety](#)
- [Supervision of Children](#)
- [Guiding Children's Behaviour \(PDF\)](#)
- [Furnishing & Equipment Guidelines for Licensed Child Care Facilities](#)
- [Notifications not requiring a licence amendment](#)
- [Incident reporting](#)
- [Amending a Licence](#)
- [Criminal Records Review Program](#)

Ministry for Children and Family Development

- [Child Care Resource & Referral Program](#) – contact this program for resources to assist you in starting your daycare.
- [Early Childhood Education Registry](#)
- [Child Care Subsidy – Affordable Child Care Benefit](#)
- [Child Care Operating Funding Program](#)

Municipal Bylaws

- [Opening a Child Care Facility – What Do I Need to Ask my Local Government?](#)
- [Local Government Requirements: A Handbook for Child Care Providers](#)

APPENDIX A: CHECKLIST FOR APPLICATION

(Excluding School Age Care on School Ground and Recreational Care)

1.0 Schedule B – Requirements for a Licence Application

- 1.1 Application for a Licence – Form 820071
- 1.2 Municipal Referral (as per Standard Work Document)
- 1.3 Environmental Health Referral (as per Standard Word Document)
- Written authorization from owner/leaser of premise

2.0 Schedule Care Programs

- Detailed description of care program

3.0 Suitability of Applicant

- 3.1 Suitability of an Applicant Form OR
 - Manager Declaration
 - Training Documents
 - Assessment of Suitability Questions
 - References

4.0 Criminal Record Checks

- Criminal Record Checks
 - Applicant
 - Manager
 - Others > 12 yrs.

5.0 Employee Plan

- Employee Plan

6.0 Site Plan

- 6.1 Site Plan
- 6.2 Offsite Play areas

7.0 Employee Plan

- Safety Plan for Regular or Daily Transportation

8.0 Off-Site Activity Plan

- Off-Site Activity Plan

9.0 Floor Plan

- Floor Plan

10.0 Budget

- Statement of projected monthly revenue and expenditures

11.0 Society Applicants

- Society Applicants (if requested by Licensing Officer)

Policies and Procedures

- 1. Fire and Life Safety Checklist for Home Based Child Care Setting
- 2. Behaviour Guidance
- 3. Active Play/Screen Time Policy
- 4. Repayment Agreement
- 5. Safe Release of Children
- 6. Care and Supervision Policies
- 7. Food and Drink Policy
- 8. Emergency Plan

Initial Inspection(s)

- Scheduled
- Complete