

TEMPORARY PLACEMENT OR RETENTION EXEMPTION REQUEST (CHILD CARE)

Community Care Facility Licensing

Facility Information

Facility Name _____

Facility Address _____

Facility Phone _____ Email address _____

Name of Licensee / Licensee contact / Manager making the request _____

Care Program the request is for _____ Date of request _____

General Information

Requesting an exemption is asking to operate below the minimum standard of the legislation. Before making a request, visit the Interior Health Website - [Requesting an Exemption](#), to review information required. Submit each exemption request separately.

Exemption requests fall under section 16 of the [Community Care and Assisted Living Act \(CCALA\)](#) and temporary placement and retention under section 5(2)(a)(b) of the [Child Care Licensing Regulation \(CCLR\)](#). Please review the legislation to ensure that you have chosen the correct section:

Child Name _____ Date of Birth (dd/mm/yyyy) _____

Proposed Start date _____ Proposed End date _____

Child Attendance: Please provide the names and date of birth of all children enrolled and scheduled days of the week they attend

Child Name	Date of Birth (dd/mm/yyyy)	Days child attends

TEMPORARY PLACEMENT OR RETENTION EXEMPTION REQUEST (CHILD CARE)

Community Care Facility Licensing

Details of the Request

Provide details as to why you are requesting this temporary placement/retention exemption and show how this request is in the best interest of the child (attach additional documentation if needed).

Provide details as to how you have informed families that you have requested this temporary placement/retention exemption including any concerns they have expressed.

Provide written details of your plan, including how you have assessed, and will address the areas listed below. The plan should indicate how you will ensure that:

- There is no increased risk to children if the exemption is granted.
- Children's health, safety and dignity are maintained while the exemption is in place.

Care and Supervision: (Consider: changes to registration, routines, children who require extra support, programming (indoors and outdoors), transitions, equipment and environment)

TEMPORARY PLACEMENT OR RETENTION EXEMPTION REQUEST (CHILD CARE)

Community Care Facility Licensing

Staffing: (Consider: staff qualifications, training, skills and abilities, any additional training needed and staff-to-child ratios)

Safety / Emergency Management (Consider: changes to emergency response fire drills and emergency evacuation plans, changes to the environment)

List exemptions currently in place:

Ensure all necessary information to support the exemption request is provided to avoid delays in processing.

A Licensing Officer will review the request and contact you if more information is required.

Keeping your information secure and confidential is important to us.

Please **fax this completed form to Licensing Direct at 250-868-7760** to ensure security of the submission.