

What is a Temporary Placement or Retention?

The *Community Care and Assisted Living Act (CCALA)*, and the *Child Care Licensing Regulation (CCLR)* provide the minimum health and safety standards that community care facilities are expected to meet. These standards include the specific ages of children that are allowed in each service type. In some cases a licensee receives a request from a parent/guardian to place or retain a child in care who does not fit the required age categories. Section 5 of the *Child Care Licensing Regulation* allows a licensee to apply for a temporary placement/retention of a child when the requirements of the legislation cannot be met.

A temporary placement or retention can only be approved if:

1. It is in the best interest of the child.
2. You do not go over your maximum capacity or group size and you have the correct number of employees to children.
3. It is made in writing on the CCFL Child Care Temporary Placement or Retention Form and all information is complete.

Definitions:

- **“Temporary retention”** means continuing to provide care to a child who exceeds the age requirement of the particular type of care, for a limited period of time.
- **“Temporary placement”** means providing care to a child who does not meet the specific age requirements for the particular type of care, for a limited period of time.
- **“Best interest of the child”** means that the child’s physical safety, emotional security, and well-being are ensured, to the greatest extent possible, by considering the following factors:
 - The child’s health and emotional well-being in the context of the placement into the child care facility.
 - The child’s need for stability given the child’s age and stage of development.
 - The potential health and safety risks involved with placing the child into the child care facility.

Temporary Placement and Retention Information**General Information and Instructions**

Please make sure that you feel that you have the ability and resources to support a parent's request for temporary placement or retention. A parent's request does not mean you have to submit an application form to licensing.

- You will need written approval from licensing before the temporary placement or retention begins.
- An Application for Temporary Placement or Retention form can be found online at www.fraserhealth.ca/childcare. It must be completed by the licensee, licensee contact, or facility manager.
- Complete the application form in full, answer all applicable questions and attach any other documents that would support your request. An incomplete application may result in delays. If you require assistance completing the application form, please contact your licensing officer.
- Send the completed application to your licensing officer. Be sure to keep a copy of all documentation for your own records. Additional information or documentation may also be asked for once the application is reviewed.
- In addition to the information submitted by you, the following will also be considered:
 - Number of Temporary Placement or Retentions which are currently granted to your facility.
 - Your history of compliance and non-compliance, reportable incidents, complaints and/or investigations.
 - Your current Risk Assessment Tool Rating.
 - Your Inspection Hazard Ratings.
- An inspection of your facility may occur before a decision is made.
- Your application will be reviewed and you will be notified in writing of the decision. The time frame for a decision may vary. Every attempt will be made to process your request within two weeks.
- An approved Temporary Placement or Retention is specific to the child(ren) in care named on the request. If you plan to change your enrollment you must do a full assessment to ensure that the change will not impact the health and safety of the children in care, or cancel your approval. If the changes to your enrolment result in you no longer requiring the approved temporary placement, the approval for this specific child(ren) becomes null and void. The approved temporary placement is not transferable to any other child.
- It is your responsibility to make sure that the plan submitted is followed. If it is found that the approved plan is not being met, or there is an increased risk to children in care, there may be a decision to cancel the temporary placement or retention.
- The denial of a temporary placement or retention request cannot be appealed to the CCALA Board; however you can re-apply if there is new information.