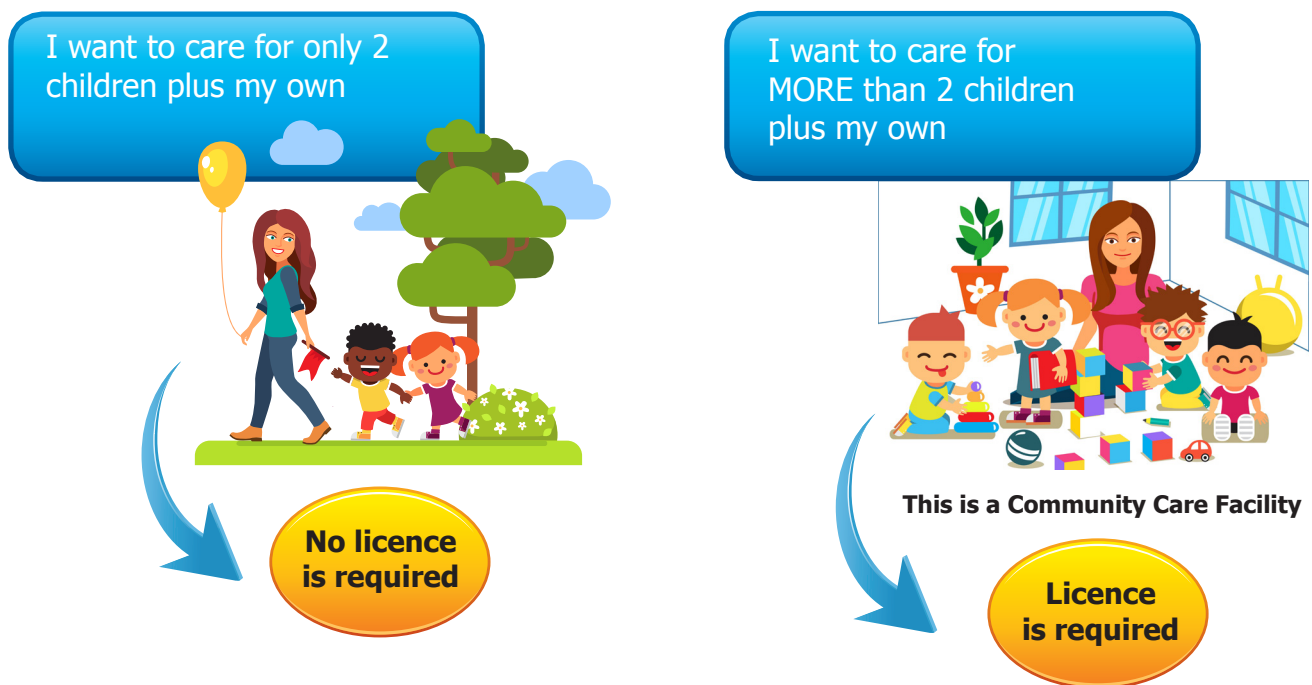


Licensed Child Care

Do you require a community care facility licence?

➤ How do I know if I need a licence to care for children?

If you would like to care for more than 2 children, who are not related to you by blood or marriage, you must have a Community Care Facility Licence.



➤ How do I apply for a licence?

- Purchase the application package at a Community Care Facilities Licensing Office.
- Complete all the application package requirements.
- Return the completed application package to your assigned Licensing Officer.
- Depending on the complexity and completeness of your application, the assessment process will take approximately four to six months.
- The Licensing Officer will contact you regarding next steps.

➤ **Who issues Community Care Facilities Licenses in BC?**

The Community Care Facilities Licensing (CCFL) Program licenses child care programs. They have the responsibility to provide public assurances that children are cared for in a healthy and safe manner.

➤ **What are the regulations I need to follow if I operate a licensed child care?**

The Child Care Licensing Regulations (CCLR), which can be found at www.bclaws.ca.

➤ **Can I care for more than 2 children while I go through the application process?**

No, you can only care for 2 children not related by blood or marriage or one sibling group until a community care facility licence has been issued.

➤ **Is a community care facility licence transferable?**

No, a community care facility licence is issued for a specific building (address) and a specific Licensee.

Definitions

- ◆ **"Licensed Care Facility"** means a premise where care is provided to three or more children or more than one sibling group not related by blood or marriage to the caregiver and a Community Care Facility Licence has been issued.
- ◆ **"Licence not Required Care (LNR)"** Unlicensed care providers are referred to as licensed not required (LNR). They provide care to less than three children or not more than one sibling group, unrelated to them by blood or marriage.
- ◆ **"Registered Licence Not Required (RLNR)"** LNR care providers that are registered with the Child Care Resource and Referral Program are referred to as registered licence-not required.
- ◆ **"Licensable Care / Illegal Care"** means care being provided to three or more children or more than one sibling group unrelated to the care provider by blood or marriage where there is no community care facilities licensed issued.

➤ **Are there different types of licensed child care?**

There are several types of licensed child care in British Columbia:

- Group Child Care for children under 36 months
- Group Child Care for children 30 months to school age
- Preschool
- Group Child Care for school age children
- Family Child Care



- Multi-Age Care
- In-Home Multi Age Care
- Occasional Child Care
- Child-Minding

To learn more about each of these types of child care visit: www.fraserhealth.ca/childcare and refer to the Child Care Licensing Regulations (CCLR).

What happens if I provide child care to more than two children without a licence?

CCFL will investigate every complaint that an unlicensed community care facility is being operated by conducting an inspection.

The Licensing Officer will inspect at the address where care for children is being provided. They will check for health and safety concerns and verify the number of children in care.

If you are caring for too many children, you will be asked to reduce the number of children in your care so you are no longer operating illegally.

At a later date an unannounced follow up inspection will be conducted to confirm that you have reduced the number of children you are caring for.

You will be provided with copies of the inspection reports written at these inspections.

Application Packages can be purchased at the following Community Care Facilities Licensing Offices

To contact the local licensing office by phone, please call

Population Public Health Central Call Centre at:

604-587-3936

and request to be connected to your local area office.

Abbotsford (*Abbotsford, Mission, Chilliwack, Hope*)
Suite 102–34194 Marshall Road
Abbotsford, BC V2S 5E4

Chilliwack (*Chilliwack, Agassiz, Harrison, Hope*)
Second Floor, 45470 Menholm Road
Chilliwack, BC V2P 2L9

Maple Ridge (*Maple Ridge & Pitt Meadows*)
Suite 400 – 22470 Dewdney Trunk Road
Maple Ridge, BC V2X 5Z6

Tri-Cities (*Coquitlam, Port Coquitlam, Port Moody,
Anmore & Belcarra*)
Suite 300 – 205 Newport Drive
Port Moody, BC V3H 5C9

Burnaby (*Burnaby & New Westminster*)
Suite 300 – 4946 Canada Way
Burnaby, BC V5G 4H7

Delta (*Delta, Tsawwassen & Ladner*)
Suite 201 – 11245 84th Avenue
Delta, BC V4C 2L9

Surrey (*Surrey, White Rock, City of Langley,
Township of Langley*)
Suite 100 Central City Tower
13450 – 102nd Avenue, Surrey, BC V3T 5X3

Websites:

Fraser Health: www.fraserhealth.ca/childcare/

Ministry of Health - Community Care Facilities: www.health.gov.bc.ca/childcare/

BC Laws: www.bclaws.ca

- Community Care and Assisted Living Act
- Child Care Licensing Regulation