

FACT SHEET

Child Care Licensing Regulation

Community Care and Assisted Living Act

OBTAINING A LICENCE

The Community Care and Assisted Living Act defines community care facility as a premises or part of a premises in which a person provides care to 3 or more persons who are not related by blood or marriage to the person and includes any other premises or part of a premises that, in the opinion of the medical health officer, is used in conjunction with the community care facility for the purpose of providing care.

Child Care Licensing Regulation Section 9 and Schedule B: *A person who is 19 years old or older may apply for a licence by submitting to a medical health officer both an application, and records respecting all of the matters set out in Schedule B.*

Why do I need a licence to care for children?

To promote and protect the health, safety and well-being of children in BC, provincial legislation requires any person who provides care with or without charge to 3 or more children who are not related by blood or marriage to the person to have a community care facility licence.



Where do I apply for a licence?

Community Care Licensing Programs are administered locally by health authorities through Medical Health Officers who delegate the day-to-day duties to Licensing Officers. An application for a licence is made to the Community Care Licensing Program operated by the health authority. There is no cost for the application and licensing processes; however, there may be some related costs, such as criminal record checks, first aid equipment or staff training, orientation material, or a local (municipal) business licencing.

What information is required for an application for a licence?

The Child Care Licensing Regulation outlines the documents and information that must be submitted with an application to the Community Care Licensing Program. Specific requirements can be found in schedule B of the regulation; they include but are not limited to a description of the program, criminal record checks, references, floor and site plans, and employee qualifications and duties.

When will I get a licence once I have applied?

The time between making an application for a licence and a licence being issued will vary for each individual application. Although the licensing process is similar across BC, it may not be



exactly the same in all health authorities. Issuing a licence requires the completion of certain steps including meeting training, criminal record check, and first aid requirements, assessing suitability, developing and approving policy and procedures, and assessing physical facility set up. These steps may proceed at a different pace depending on a number of factors.

What happens after I have received a licence?

A care facility licence and the name of the facility manager must be prominently displayed in the facility. Once licenced, a facility will be routinely inspected by a licensing officer to ensure compliance with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation. An inspection may occur within the first six months of receiving a licence; the frequency rate of future inspections will then depend on the risk assessment and the hazard rating at the time of inspection. A licence is not transferable from one person to another or one facility to another. Any changes to a licenced facility, such as moving to a new location, changing managers, or making physical renovations, must be discussed with a licensing officer.

What happens if I am denied a licence?

A Medical Health Officer must give written reasons for denying an applicant a care facility licence. An applicant may then respond to the Medical Health Officer with written reasons why the decision should be reversed. A Medical Health Officer must then respond with written reasons confirming the original decision or an alternate decision. An applicant may then submit an appeal to the Community Care and Assisted Living Appeal Board within 30 days of that decision.



For more information

Contact the local health authority community care licensing program and speak with a licensing officer.

This information is not to be regarded as a substitute for the *Community Care and Assisted Living Act* and regulations or legal advice. If you require legal advice about the issues the issues discussed here please contact independent legal counsel.

