

CONSIDERING OPENING A CHILD CARE FACILITY ON THE NORTH SHORE?

Read on...

This package was developed jointly by:
North Shore, Vancouver Coastal Health, Community Care Facilities Licensing
And North Shore Child Care Resource and Referral Program

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CONSIDERING OPENING A CHILD CARE FACILITY ON THE NORTH SHORE?

1. Find out about community needs and child care options:

Research is required to determine community child care needs. The North Shore Child Care Resource and Referral Program's research conducted, in agreement with the North Shore Municipalities, reveals the following

as priorities in further expansion of child care on the North Shore:

- **Infant Care** (children under 18 months)
- **School Age Child Care**
- **Drop-In, Emergency / Temporary Care**
- **Part-time Care** (constantly increasing)
- **Need for more flexibility – earlier drop-off / pick-up times** (particularly for families involved in shift work)

IDENTIFIED NEEDS:

- INFANT/TODDLER and OUT OF SCHOOL child care needed across the [North Shore](#)

In 2007, a thorough North Shore Child Care Needs Assessment was conducted. Visit www.nscr.bc.ca to download the resource.

2. Get help:

- a) From your Community Care Facilities Licensing Officer.** Community Care Facilities Licensing, North Shore, Vancouver Coastal Health provides assistance with the licensing procedure, physical space expectations, pre-application site inspections, licensing information – 604-983-6700. [Refer to Appendix 1.](#)
- Licensed care must meet the requirements of the provincial Community Care and Assisted Living Act (CCALA) and the Child Care Licensing Regulations.
 - The licensing officer can supply information on licensing a facility and the basic physical requirements.
 - Licensing provides orientation for individuals interested in opening a licensed facility, call 604-983-6787.

Child Care Licensing Regulations in British Columbia:

In BC, any facility providing care to three or more children not related by blood or marriage is required by law to obtain a Community Care Facilities License. This is to ensure the health and safety of children. Those facilities that do not require a license (caring for a maximum of two children unrelated to the care provider) can voluntarily register with the North Shore Child Care Resource Program.

- b) Get help from the North Shore Child Care Resource and Referral Program (CCRR).** The CCRR offers information and literature on how to start a child care facility, grants, statistical information on geographic areas of interest and more – 604-985-7138.

The CCRR can provide you with:

- The number of existing child care facilities in the geographic area of interest.
- An age break down of the child care requests from a given geographic area that have been received through the *Parent Information Line* over a given period of time.
- Information on average fees charged by child care providers on the North Shore (obtained from an annual survey of the child care facilities on the North Shore). [Refer to Appendix 2.](#)
- Information regarding Wages paid by child care providers. [Refer to Appendix 3.](#)
- Information on grants. [Refer to Appendix 4.](#)
- Lending equipment (for members only).
- Literature on how to start a child care facility, sample parent contracts, sample program and staff evaluation packages, sample start-up budget and more. Resources include: 1998 Ministry publication “How to Start a Child Care Facility”, “Small Business Start-Up Kit”, and Canada Customs and Revenue Agency publication “Using Your Home for Day-Care”.
- A listing of training and educational opportunities.

c) Get help from your local government office:

- As part of the licensing process, a child care facility must obtain approval from their local municipal government.
- Prior to beginning the licensing process, contact the appropriate municipality for any information or by-

laws that may apply to operating a child care facility in that area.

Municipal Information:

- District of North Vancouver Christina Rucci, Planning Analyst, 604-990-2274
- City of North Vancouver Paul Penner, Community Planner, 604-983-7381
- District of West Vancouver Anne Mooi, Social Planner, 604-925-7235
Leanne Sexsmith, Planning Analyst, 604-925-7178
- Bowen Island Municipality 604-947-4255
- Village of Lions Bay 604-921-9333

d) Visit the Ministry of Children and Family development (ministry responsible for child care) at www.mcf.gov.bc.ca/childcare/ for grants and other related information.

3. Determine Model of Service: Private or non-profit.

4. Prepare your financial plans:

- Research is required to determine if the centre will be financially viable.
- Start-up costs will include any facility construction or renovation required to meet licensing standard and equipment / furnishings to meet program standards.
- An applicant must be prepared to operate at less than full capacity – enrollment can remain minimal for an extended period of time depending on area and community needs.

5. Locate and prepare appropriate space:

- Rental accommodation and / or multi-family dwellings may require a letter confirming approval of the building owner.
- Licensed child care space (indoor and outdoor) must meet the minimum standards in the CCALA, Child Care Licensing Regulations.
- Construction and renovation must meet building code, municipal by-law, and the approval of Community Care Facilities Licensing.
- Locating larger space for a group child care centre is difficult. Considerations might include: modular units (portables), public space (e.g. recreation centers, school buildings, etc), commercial space, and church properties.
- All licensed child care space is subject to municipal by-laws.

6. Confirm your funding:

- Limited public funds (grants) are available to non profit and private child care facilities. **Refer to Appendix 4 for Public grants.**
- You may need to consider negotiating a loan with a bank if you are unable to cover the cost otherwise.

7. Quality Child Care:

Quality child care is: Care providers who build children’s self-esteem through warm, loving guidance and who have experience and training specific to child care. A safe, comfortable and healthy setting. Low child-to-staff ratios and group sizes. Planned activities and environments that facilitate development and support the needs of both the child and the family. (Part of this information was taken from: Ministry for Children and Family Development’s “Choosing Child Care” brochure).

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- Appendix 2 – [Average Fee Schedule on the North Shore](#)
- Appendix 3 – [Wage Survey 2008](#)
- Appendix 4 – [Public Grants](#)