



The Latest from Child Care Licensing

Summer/Fall 2013 Edition

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Contacts:

Northeast:
Fort St. John: 250-263-6000
Dawson Creek: 250-719-6500

Northern Interior:
Prince George: 250-565-2150

Northwest:
Terrace: 250-631-4222
Smithers: 250-565-2150

A Message from the Regional Manager, Community Care Licensing

Greetings from the Northern Health Licensing Team - we are pleased to provide you with this summer/fall newsletter Child Care Facilities.

In this issue, we've tried to include a variety of topics that may be of interest to you:

- *Changes to the Criminal Record Check Application and Renewal Process* will highlight some important changes that have recently been implemented and will likely affect you.
- Given some of the recent events across our country, *Emergency Disaster and Preparedness* outlines the importance of preparation and frequent practice of your emergency preparedness plans. Remember that even the best plan is only as good as the number of people who are aware of it and understand when and how to carry it out.
- *What is Schedule G* provides information about a pilot project you can get involved with this fall. Your licensing officer will be happy to provide you with further details.
- Finally, the warmer summer weather means a much higher likelihood of being engaged in water activity. *Summer Water Safety Tips* provides some important guidelines for keeping everyone safe.

We hope you enjoy this latest edition of the newsletter; if you have any comments or suggestions for future articles, we would welcome your ideas.

Sincerely,
Valerie Waymark
Regional Licensing Manager

CHANGES TO THE CRIMINAL RECORD CHECK APPLICATION AND RENEWAL PROCESS

- As you are aware, the Criminal Records Review Act requires all criminal record checks (CRCs) be renewed every 5 years.
- But did you know that as of February 2013, the Criminal Record Check Consent form has been revised and now requires ID verification?
- Now, when it comes time to complete or renew your criminal record check, you must provide and have verified two pieces of identification. See the list below for what is acceptable Primary and Secondary identification.
- In a group child care setting like a group day care, preschool or out of school care, the employer will verify this identification for employees.
- For all Licensee/Managers including family child care providers, a Licensing officer or designate will verify this identification.
- This means all Licensee/Managers including family child care providers and their household members must come to their local licensing office to have their identification verified. If this is not possible please contact your local licensing officer to discuss other options.

If you are a Licensee/Manager please ensure you bring the following when you come to the Licensing office. If you are a family child care provider, please ensure each applicant (meaning yourself and any household members) brings the following:

1. Consent to Criminal Record Check Form (Part 1 and 3 completed)
2. Two pieces of Identification - One piece of id must be from the Primary Identification list and the second may be from the PRIMARY or the SECONDARY Identification list (see below)
3. Completed Application for Fee Waiver (for any individual 12 -18 years of age)
4. Payment - Please note only certified cheques, money orders or completed Application for Pre-authorized Credit Cards Usage forms will be accepted. It is the licensees' responsibility to get all documents and payments to the Criminal Record program. No other forms of payment are acceptable

List of Accepted Primary ID	List of Accepted Secondary ID
<p>Issued by ICBC</p> <ul style="list-style-type: none"> • BC Drivers Licence or Learners Licence • (must have your photo) • BC Identification Card (BCID) 	<ul style="list-style-type: none"> • Picture Employee Card • Firearms Acquisition Certificate • Social Insurance Card (new style without signature strip not acceptable) • B.C. Care Card • B.C. Services Card (this card will eventually replace all Care Cards) • Native Status Card • Parole Certificate ID • Correctional Service Conditional Release Card • School ID Card (Student Card) • Bank Card (only if applicant's name is on card) • Credit Card (only if applicant's name is on card) • Foreign birth certificate • (a baptismal certificate is not acceptable) • Canadian or U.S. Driver's License • Naturalization Certificate • Canadian Forces Identification • Police Identification • Foreign Affairs Canada or Consular Identification • Vehicle Registration (only if applicant's signature is shown)
<p>Issued by Provincial Territorial Government</p> <ul style="list-style-type: none"> • Canadian Birth Certificate 	
<p>Issued by Government of Canada</p> <ul style="list-style-type: none"> • Passport • Canadian Citizenship • Permanent Resident Card • Canadian Record of Landing • Canadian Immigration 	

If you have questions about these changes, please contact your local licensing officer or visit www.pssg.gov.bc.ca/criminal-records-review.

EMERGENCY DISASTER AND PREPAREDNESS

As a licensed care facility, you are required to have an emergency preparedness plan in place. Section 22 of the Child Care Licensing Regulation sets out the provincial standards for the emergency preparations, training and equipment in licensed care facilities. The regulations require the licensee to have an emergency plan that sets out the steps you would take in case of an emergency.

In addition, all staff must have access in an emergency to reliable communications equipment and have plans prominently posted in the facility as specified in the regulation. In order for any emergency plan to be effective, the licensee must teach it to the staff, children in care, and practice it and record it annually. It is imperative that all staff are well trained in the implementation of the plan included use of any emergency equipment noted.

No one can write a disaster plan for you. Every home or facility is designed differently and the layout of your facility is an important factor in making your plan. Do not forget to involve the community services available to you when gathering information and developing your plan (i.e. Red Cross, Provincial Emergency Preparedness Program).

Make your center as safe as possible before a disaster occurs! If you haven't already done so, to create an emergency preparedness plan for your facility, please refer to the prepared resource sent to you by the Northern Health Licensing program in 2012: "Emergency and Disaster Preparedness Guide." This guide has been created to help you create a plan for your facility. If you haven't received a copy of this resource, you can contact your local Licensing Officer. You can also download this guide on the Northern Health Website. (see the link below).

- Emergency Disaster and Preparedness Guide <http://www.northernhealth.ca/Portals/0/YourHealth/Programs/Community%20Care%20Licensing/Emergency%20Preparedness%20Guide.pdf>

You could also consult with the many Canadian websites that are a great source of information; such as:

- Canadian Red Cross: <http://www.redcross.ca/donation/?gclid=CJnysOzyk7gCFU2CQgoddHQA0w>
- Emergency Management BC: <http://www.embc.gov.bc.ca/index.htm>
- Emergency Social Services: <http://www.ess.bc.ca/index.htm>
- Provincial Emergency Program, Regional Office - 565-6115 or toll free at 1-800-663-3456

Your facility will be a safer place if you plan for a safe environment, emergency supplies, evacuation procedures and understand the emergency response plan for your community.



Did you know you have to practice your emergency plan once a year?

Mitigate: working to cut down on the damage a disaster could do to people and property.

Preparedness: being ready for an emergency before it occurs.

Response: the action of responding to an emergency.

Recovery: is the process of returning to normal.



Summer Water Safety Tips

Thinking of summer often brings images of warmth and fun; leisure time centered around a pool, lake, on a boat or floatie, laughing and splashing your cares away. It's also a critical time for everyone to pause and ask ourselves, "What are my attitudes towards water safety?" A recent provincial medial campaign from preventable.ca is asking people to have a word with themselves before they think that drowning only happens to other people.

Consider that:

<ul style="list-style-type: none">• Every year, nearly 500 Canadians drown in preventable incidents.	<ul style="list-style-type: none">• 80% of those who drown while boating are not wearing a lifejacket or personal floatation device (PFD).
<ul style="list-style-type: none">• 59% of drowning deaths to children and youth in BC happen in open water while swimming, boating or jet skiing	<ul style="list-style-type: none">• In BC, there are over 43 deaths from drowning, & 285 hospitalizations for near-drownings.
<ul style="list-style-type: none">• Drowning is the 2nd leading cause of death in BC for toddlers and preschoolers, and 50 % of children who drown have been left alone, unsupervised	<ul style="list-style-type: none">• For each toddler who dies from a drowning, there are 6-10 near-drowning cases requiring hospitalization, many survivors who are left with permanent brain damage.

Recently, a safety bulletin was released from the provincial medical officer which advises all Child Day Care Facilities not to take groups of children to bodies of water such as pools, lakes, ponds, oceans, rivers or streams. Water related activities have added risk which must be assessed, and appropriate safety precautions must be put in place to protect children from harm.

The following practices and precautions should be taken to protect the health and safety of children in child day care settings:

1. Children must never be left unattended during water play related activities.
2. Active supervision (direct and constant) must be maintained at all times:
 - Consider whether additional care providers, volunteers, parents are needed
 - Always maintain visual contact and close proximity
 - Continually scan the water play area
 - Listen and observe at all times
3. Ensure the water play area or activity is appropriate for the age, physical and developmental abilities of all the children in the group.
4. If wading pools are used, empty them daily and store upside down to prevent water accumulation.
5. Keep safety equipment and first aid supplies nearby at all times.
6. Teach children about water safety.
7. If a swimming pool or hot tub is part of the facility environment, ensure appropriate preventative measure, such as fencing and locks are in place to reduce unsupervised accessibility.

Drowning can happen very quickly, silently and in only a few centimeters of water. What can you do to keep play time in, on and around water safe and fun? Are you wearing appropriate safety equipment, including an approved personal floatation device? Are you taking appropriate safety precautions while operating a boat? Or are you ignoring obvious risks by thinking that bad things only happen to "other people?"

For more information on water safety, go to www.preventable.ca, www.parachutecanada.org, www.openwaterwisdom.ca, or www.northernhealth.ca/YourHealth/InjuryPrevention.aspx

Submitted by Denise Foucher
Northern Health Injury Prevention Coordinator



What is Schedule G?

A program of planned and unplanned activities that are provided to children that provides opportunities and encourages growth and development in the following areas:

PHYSICAL DEVELOPMENT

Physical development is all about the development of the body.

- Small muscle development
- Large muscle development
- Self-help skills
- Good health and safety habits



INTELLECTUAL DEVELOPMENT

Intellectual development is all about growing the mind.

- Giving children choices and responding to their needs and interests
- Providing a place where children can learn new and interesting things
- Providing activities which help children to grow their mind
- Helping children to explore their creativity
- Helping children to learn about the environment



EMOTIONAL DEVELOPMENT

Emotional development is all about feelings.

- The view we have of ourselves
- The feelings we have about our cultural background
- How we show and talk about our feelings



SOCIAL DEVELOPMENT

Social development is about a child's interaction with others.

- Planning times for children to work by themselves and times that they can work with others
- Helping children to learn positive behaviours
- Helping children to understand that people are different and to value these differences
- Helping children to respect the things that belong to others
- Giving children lots of opportunity to talk, work and play together
- Helping children to talk, work and play together well



LANGUAGE DEVELOPMENT

Language development is all about learning words. Language also helps us to think about ourselves and the world around us.

- Speaking and listening
- Understanding written words



The program of activities must be suitable for the ages and abilities of children and meet the care and learning needs of all children in care.

The requirements of Schedule G are the core quality of child care.

Coming soon... An opportunity to show case your program planning!

The licensing program would like to raise the profile of Schedule G by conducting a pilot project called "The Portfolio Approach." The Portfolio Approach is where child care program staff provide "evidence" or "documentation" of how they are meeting the requirements of the Schedule G in the Child Care Licensing Regulation. It is a flexible means of documentation which can be used in a range of child care facilities and reflects the individuality of the program.

The licensing program would like to start the project by October. If you are interested in participating in the project, please contact your licensing officer by September 16th, 2013

Schedule G

(Section 44 [program of activities])

1. A licensee must ensure that a program of activities is provided that encourages the physical development of children, including providing:
 - (a) indoor and outdoor activities that encourage the development of large and small muscle skills appropriate to each child's level of development,
 - (b) activities that promote the development of self-help skills, and
 - (c) activities that encourage good health and safety habits.
2. A licensee must ensure that a program of activities is provided that encourages the intellectual development of children, including providing:
 - (a) a flexible daily program that responds to the needs and interests of the children,
 - (b) an environment that facilitates the development of curiosity, reasoning and problem-solving skills,
 - (c) age-appropriate activities that encourage development of concept-building skills such as classifying, ordering, determining direction and perceiving spatial relationships,
 - (d) activities and materials that encourage creative endeavours such as art, music, movement, imaginative play, story-telling and construction, and
 - (e) activities and materials that foster a greater understanding of the environment.
3. A licensee must ensure that a program of activities is provided that encourages the language development of children, including:
 - (a) modelling of good language and listening skills,
 - (b) providing opportunities for children to develop receptive and expressive language skills, and
 - (c) providing activities that encourage communication.
4. A licensee must ensure that a program of activities is provided that encourages the emotional development of children, including:
 - (a) helping children develop a positive self-concept and an accurate perception of self,
 - (b) helping children express positive and negative feelings in appropriate ways, and
 - (c) providing a comfortable atmosphere in which children feel proud of their cultural heritage and cultural sharing is encouraged.
5. A licensee must ensure that a program of activities is provided that encourages the social development of children, including:
 - (a) providing an environment for children to work independently and to share and work cooperatively in small groups,
 - (b) providing an environment that fosters positive behaviour in children,
 - (c) helping children appreciate differences and respect the personal feelings and property of others,
 - (d) providing opportunities for social interactions that help children develop appropriate skills for social relationships, and
 - (e) providing experiences that facilitate a child's feeling of belonging to family, community and the world at large.