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#### Contact Information:

##### Northeast:

Fort St. John: 250-263-6000

Dawson Creek: 250-719-6500

##### Northern Interior:

Prince George: 250-565-2150

##### Northwest:

Terrace: 250-631-4222

## The Latest from Child Care Licensing

Summer 2018 Edition



**northern health**

*the northern way of caring*



[northernhealth.ca](http://northernhealth.ca)

[#healthynorth](https://www.youtube.com/channel/UCqWz8p1m1m1m1m1m1m1m1m1)

10-411-6002 (IND 06/18)

## Message from the Regional Manager, Community Care Facility Licensing

There are changes being introduced by the government of British Columbia, regarding what information will be required to be posted on Health Authority websites pertaining to child care licensing. An overview of these changes has been prepared by the provincial government and sent out by local Licensing offices, either through email or by letter. These changes will impact the program delivery and will directly impact what information about child care facilities is being uploaded on Northern Health's Community Care Facility website.

### What has not changed:

Names of the Licensees, addresses, names of facilities and all outcomes of inspections will continue to be posted.

### What will be changing:

In the fall of 2018, the provincial government has mandated, all finding of substantiated investigations into complaints, and all required actions of the Licensee to come into compliance with legislation will be posted.

As well, all persons operating without a license in contravention to the Community Care Assisted Living Act (CCALA) will have their name, address and facility name posted to the Northern Health Community Care Facility License website and identified as providing care in contravention to the CCALA. Operating without a license and being in contravention of the CCALA is interpreted by the provincial government to mean: providing care to three or more persons not related by blood or marriage.

### Supporting Licensees:

To support Licensees a [document](#) has been produced and is attached to this newsletter. The document gives an outline for developing and updating policies and procedures. As a licensed care facility, it is important to develop and review policies and procedures to ensure children, parents, employees, managers and the Licensee are supported in the child care processes of giving and receiving child care. Throughout this year we will focus on supporting facilities to develop, review, or update policies and procedures.

As inspections continue there may be a citation(s) noted. Facilities that are working on addressing citations will start to hear terms: "coming into compliance" or "Compliance Plan". If a citation is given to the facility there needs to be some action by the facility to make some form of change to come into compliance with the regulations. Most times, the facility will document this corrective action and send it by email, fax or some other written format to Licensing – taking corrective action to ensure that the facility comes into compliance. Thus, when asked for a Compliance Plan the facility is being asked to submit a plan to correct the citations. If there are any questions please contact a Licensing Officer at a local office closest to you. There are offices in Dawson Creek, Fort St. John, Prince George, and Terrace.

### Developing Relationships with Associations and Committees:

Licensing has added a new position in the North West Service Delivery Area. The position will be at the Terrace office. Positions in the North East will also be added to for continued service.

Prince George will see an increase in staff as per the provincial government's plans at a future date. This will allow us to connect with local child care groups and organizations to continue to support the growth and development of the Provincial Government's Child Care Plan.

My office is located at The Prince George Native Friendship Centre 4th Floor – 1600 Third Avenue, Prince George. I can be reached at (250) 645-6226 or by e-mail [adam.calvert@northernhealth.ca](mailto:adam.calvert@northernhealth.ca).

Sincerely,

**Adam Calvert**, MSW

Regional Manager, Community Care Facility Licensing | Tobacco & Vapour Enforcement

Northern Health, Health Protection & Disease Prevention

## Active Play and Healthy Eating

Section 44 of the Child Care Licensing Regulation requires a licensee to provide each child with daily outdoor play periods, unless weather conditions would make it unreasonable to do so. Section 48 of the Child Care Licensing Regulation outlines the nutrition requirements that all licensed facilities must follow.

The information below, submitted by Sana Fakh, MPH, Provincial Lead, Early Years Health & Wellness, Child Health BC, outlines the importance of active play and healthy eating.

The Appetite to Play: A “Go-To” Resource for Healthy Eating and Physical Activity in the Early Years is designed to support early years providers to support physical activity and healthy eating for children 0-5 years old. For additional information see the frequently asked questions:

### **Appetite to Play: A “Go-To” Resource for Healthy Eating and Physical Activity in the Early Years**

For what reasons are healthy eating and physical activity important in the early years (i.e. 0-5 years of age)?

Early childhood (birth to 5 years of age) is a critical time for setting the stage for lifelong healthy behaviours. It's also a time of rapid growth and physical, emotional and social development. Adults can positively impact children's eating attitudes and food acceptance skills, laying the foundation for a lifelong healthy relationship with food.

Also, the early years provide a window of opportunity for developing motor skills and establishing physical literacy, helping kids build confidence and discover the joy of moving their bodies.



## What is the **Appetite to Play** Resource?

Appetite to Play is designed to support early years providers (i.e. those involved in childcare and early learning) to support physical activity and healthy eating for children 0-5 years old. The website ([www.appetitetoplay.com](http://www.appetitetoplay.com)) is a place where early years providers can learn more about recommended practices around healthy eating and physical activity, complete self-assessment tools, use weekly and monthly meal planning and physical activity tools, and find tips and ideas to support healthy eating and physical activity for young children. Check it out – new content is always being uploaded.

## How do I get trained in the **Appetite to Play** Resource?

The Appetite to Play interactive workshop for early years providers will enhance knowledge, skills and confidence in creating environments that support healthy eating and physical activity, promote healthy child development. During the workshop, participants will be introduced to planning tools, tips and ideas, recipes, games and activities. Participants will receive a booklet to help them get started, and will also receive an overview of the Appetite to Play online resources. The workshop is three hours in length, and counts toward professional development credits for early childhood educators.

Appetite to Play workshops are happening across the province, and we encourage you to contact us to join one. We can also help you to organize a workshop in your community! Please contact us at [atpinfo@cw.bc.ca](mailto:atpinfo@cw.bc.ca) or [appetitetoplay@gv.ymca.ca](mailto:appetitetoplay@gv.ymca.ca) for more information on how to organize a workshop or register for one near you.



## Online Training Opportunities:

- Appetite to Play E-Learning Module: Physical Literacy
  - Free, 1.5 hour course
  - Helps early years providers create, adapt and support a physical literacy environment through the use of planning and self-assessment tools.
  - Accessed via the Appetite to Play website at <https://www.appetitetoplay.com/training/physical-literacy>
- Anaphylaxis in Child Care Settings
  - Free, 30 minute course
  - Helps learners understand the basics of anaphylaxis, ways to reduce risks, and the recommended emergency treatment
  - Can be accessed via the AllergyAware.ca website at <https://www.allergyaware.ca/courses/>

- Appetite to Play E-Learning Module: Healthy Eating
  - Free, 1.5 hour course
  - Offers early years providers tools and resources to create, adapt and further support environments that promote healthy eating and food literacy
  - Accessed via the Appetite to Play website at <https://www.appetitetoplay.com/training/healthy-eating>
- Healthy eating in the childcare setting: Division of Responsibility model
  - Free, 1 hour course (users will need to create an account and log in)
  - Support childcare providers in feeding children using a best-practice approach
  - Can be accessed at <https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>



## Use of Social Media and Technology in Child Care Settings

Along with everyone else, care providers are blogging, tweeting and posting on sites such as Facebook, Instagram, Twitter and Snapchat etc... In child care settings, there are benefits to personal and professional social media use. It's great to connect with families, network professionally, and to discover teaching ideas. However, the same sharing, networking and access that makes social media convenient and effective, also poses risks. Care providers must be aware of these risks, especially as technology evolves.

The regulation requires that a Licensee maintain the health, safety and dignity of children in care; this includes protecting their privacy and protecting them from situations that could undermine a child's sense of well-being. Planned use of technology in the child care setting can be beneficial and enjoyed by the families utilizing your services. It is important to create policies on the use of social media in a child care program.

Another risk regarding social media is the amount of misinformation that is posted on sites. It is always recommended to check with Licensing Officers to verify information that may be posted on social media sites that may be inaccurate or makes false claims. As well, though a site may appear to be private in nature one does not have anonymity. Everything that is posted on any site may find its way to Licensing or into the public domain. Due to employees and managers having to meet the regulatory requirement of the Child Care Licensing Regulations: "19 (2) (a) is of good character" it is always important that whatever posts or replies are made on social media meets all regulatory requirements.

**Some things to consider prior to allowing the use of social media and technology in your centre or when making posts on social media sites:**

- Does what I am posting educate and strengthen the child care community?
- Why am I considering the use of social media in the facility?
- What purpose is it serving? Is it necessary or are there other ways to share this type of information?
- Do I have clear policies and procedures for program staff and families around the use of technology in the child care setting? How are these rules communicated to staff and parents? Do I have parent consent to post information about their child, for example their image on social media?
- Are the images appropriate and do they maintain the children's dignity and safety?
- Is the information I share secure? Who has access to it?
- Have I implemented strong security measures?
- What steps would I take if digital information was shared in an inappropriate manner?
- Do the facility staff have a clear understanding around usage?
- What content is staff viewing at work; is it appropriate?
- What does personal cell phone usage look like at the facility? If not permitting staff to use cell phones at work; do I have a reliable form of communication should someone need to contact one of the staff members? This is particularly true for child care providers who are also parents.



Unmonitored and unregulated use of technology in a facility can be very problematic. Unauthorized information and/or images can easily find its way onto the internet. If clear expectations around the use of technology have not been communicated, staff members could become immersed on their phones and not be actively supervising or interacting with the children in care. Staff to child ratio can be negatively impacted and required ratios contravened because someone must step away to take a call or is distracted and not actively supervising.

**Below are some additional tips to consider when using social media professionally or personally:**

***Know the tools and protect your privacy online***

- Use the site's built-in privacy controls to customize your privacy settings. Check and adjust privacy settings regularly.
- There's no guarantee that anything stays private online. It's safest to assume that anything you post could become visible, forwarded, searchable, and impossible to remove from public view.
- Ask your friends and family to be mindful about posting pictures of you to their social media accounts.
- Avoid oversharing (revealing inappropriate details/images about your life)
- Keep personal information private (e.g. your name, age, social insurance number, address)

***Keep it professional***

- Is the post following a code of ethics? Such as, not using names or identifying information.
- Is the post respectful?
- Is what I am posting showing my good character?
- The discussions, emails, text messages, or pictures posted create a permanent record, so take a moment to ensure they are appropriate before you click send.
- When interacting online in professional or personal contexts avoid venting, criticizing, or sharing confidential information about children, parents, colleagues or other professionals.

What goes online stays online and can have negative consequences that can result in loss of license; civil law suits for defamation of character or liable; or criminal charges for: cyberbullying, criminal harassment, or uttering threats. With the correct policies and procedures in place, the internet can be used in a safe and effective manner to support the child care community.



## Changes to the Criminal Record Application Process

On April 7, 2017 the criminal record check application process changed. Since June 1, 2017 the old criminal record check applications have not been accepted.

Please review the updated form instructions before submitting your criminal record check consent form. The instructions and forms can be found on the link below:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms>

### REMINDER:

It is important to review your facility records to ensure all criminal records completed for yourself, family members and/or staff through the Criminal Records Review are current.

- Clearance letters are valid for 5 years from the date the search was conducted by the Criminal Records Review Program (CRRP)
- Licensing will not accept RCMP checks.
- If the criminal records are set to expire, ensure the applications are submitted to criminal records review prior to the expiration to allow 4-6 weeks for processing.
- A person cannot be on site without a cleared criminal record clearance letter.
- All Licensee's and managers are required to complete a Schedule D criminal record check application with part 2 completed by the health authority (licensing officer) along with the verification of two pieces of government issued identification.
  - In addition, for family daycares and in-home multi-age programs, part 2 will need to be completed by the health authority which allows the identification to be provided.
- Staff applications are required to be completed as Schedule E with each manager/licensee verifying staff identification accordingly.
- No fee is submitted at the time of application. Once ready to be processed, you will be notified accordingly through email with a request for payment.
  - It is crucial to monitor both your inbox and/or junk mail for this payment request email from CRRP as the applications are voided after 30 days have passed.

### Did You Know?

Section 60 (2) of the Child Care Licensing Regulation requires a Licensee to retain all signed original forms authorizing all criminal record checks for at least 5 years.

- This pertains to all schedules except schedule D criminal record checks, as these will be kept on file at the local Community Care Facility Licensing Office.



## Early Childhood Education Certificate Validation

Child Care Licensing Regulation Amendments were made in 2016 to Section 19, Validation of Early Childhood Education Certificates.

19 (4) A licensee must not employ a person in a community care facility as

(a) an educator or an assistant unless the person holds a certificate issued under Division 2 [Employee Qualifications], which must be verified by the licensee using a system established and maintained by the director of the early childhood educator registry

A licensee must now validate and keep a record of validation for all employees who hold certification of an Early Childhood Educator, Early Childhood Educator Assistant, Infant/Toddler Educator and Special Needs Educator. This includes staff who are substitutes.

Verifying credentials will reduce the use of fraudulent credentials. The validation assists licensee's to ensure they are employing staff with the appropriate training qualifications.


Validation will confirm the status of a certificate – active, expired, suspended, cancelled or if there are attached terms and conditions.

Validation must be done as part of the pre-employment screening.

The link below will direct you to the validation page.

[https://earlychildhoodeducator.gov.bc.ca/Public/CertAndRenewal/Certificate\\_Validation.aspx](https://earlychildhoodeducator.gov.bc.ca/Public/CertAndRenewal/Certificate_Validation.aspx)


### Certificate Validation


Search 

Enter related information for the Certificate you want to search for, and then press "Search".

▪ Surname:

▪ Certificate Number:

▪ Expiry Date:    
(mm/dd/yyyy)

Search 

## Child Care Operating Funding

Effective April 2018, licensed child care providers will be able to apply for approval to ‘opt-in’ to the new Child Care Fee Reduction Initiative.

To be eligible for Child Care Operating Funding, care providers must be licensed. This means they hold a valid Community Care and Assisted Living Act Facility Licence to provide one or more of the following types of care:

Group	Family
Group Child Care (under 36 months, 30 months to school age, school age)	Family Child Care
Preschool	In-Home Multi-age Child Care
Multi-age Child Care	Multi-age Child Care

Care providers must also be:

- Open and currently providing child care
- In good standing with the Ministry of Children and Family Development
- A non-profit society or a registered company in good standing with the BC Corporate Registry, sole proprietorship or partnership, First Nations government, local government, or public institution (Please note: Licensee Name as listed on your Community Care and Assisted Living Act Licence must match registered name with BC Corporate Registry).
- Willing to provide services to families receiving Child Care Subsidy



**Note:** Funding is not available for occasional child care, child minding or residential care.

For more information visit the links below or contact the Child Care Operating Funding (CCOF)

Program directly at 1 888 338-6622.

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-preschool/child-care-operating-funding?keyword=child&keyword=care&keyword=funding>

## Fire and Life Safety for Licensed Home Based Child Care Settings in British Columbia

In May 2017, the Fire and Life Safety for Licensed Home Based Child Care Settings in British Columbia was updated.

The booklet covers the following information:

- General Fire and Life Safety
- Safety Equipment
- Emergency Preparedness
- Fire and Emergency Escape Plans
- Education Ideas
- Resources
- How to use a portable fire extinguisher
- Checklist: Fire and Life Safety



Child care providers must ensure that the indoor and outdoor environments are safe for all children in care. The checklist below of fire and life safety precautions will help make a home-based program safe.

Please refer to the *Fire & Life Safety booklet* as well as the *Child Care Licensing Regulation, Section 22 and 56 (c) and BC Fire Code Division B, Subsection 2.8.3*, for legal requirements for fire safety. There may also be additional safety requirements that your licensing officer will advise you of that are not listed below.

If your facility has not received a copy of the booklet via email, please contact your licensing officer as the items listed below will be reviewed during your next routine inspection.

Do you have the following fire safety precautions in place?	Yes	No
Fire extinguisher (2A:10B: C) mounted on each floor that is used by children.		
Fire extinguisher is placed in a location close to an escape exit (e.g., door).		
Decorative paper displays and children's art work is limited to no more than 20% of wall space and not hung on exit doors.		
Flammable liquids (i.e. gasoline) and combustible liquids (i.e. oil) stored inside is not more than 30 litres. (Only 10 litres of the total 30 litres may be flammable liquids)		
All flammable/combustible liquids are stored in certified containers and are inaccessible to children.		
All waste baskets /containers are non-combustible (e.g. metal).		
<p>There are two ways of escape on each floor that are used by children. Any locking devices are easy to open from the inside.</p> <p>WAYS OF ESCAPE: 1st escape route: <input type="checkbox"/> door or <input type="checkbox"/> window</p> <p style="padding-left: 40px;">2nd escape route: <input type="checkbox"/> door or <input type="checkbox"/> window</p>		
My emergency escape plan (diagram) and instructions are posted on the wall near exits.		
I will practise my escape plan and fire drills each month with the children in my care.		
I have an emergency evacuation kit and first aid kits.		
I have taken first aid training and will keep it up to date.		
Emergency numbers are clearly posted in a visible location.		
Electrical outlets have safety covers.		
Hazardous items (e.g., cleaning supplies, matches, sharp knives, dangerous tools) are stored out of reach of children.		
Open flames, such as candles and fire pits, are not used while children are present.		
Working smoke alarms are installed on each floor.		
A working carbon monoxide alarm is installed on each floor.		
Heating appliances such as wood, electrical or gas fired stoves are protected with a permanently mounted and secured metal screen.		