



COMMUNITY CARE LICENSING FOR OUT-OF-SCHOOL CHILD CARE, PRESCHOOL AND DAYCARE PROGRAMS

Context

A Community Care License is required when school facilities are used to provide regular out-of-school child care (before or after the school day) or to operate a preschool or daycare. (Community Care and Assisted Living Act: Child Care Licensing Regulation.) This applies to schools when the following conditions exist:

1. The programs offered at the school are held outside of or during regular school hours and are not part of the regular school program (excludes extra-curricular or co-curricular activities supervised by teaching, support staff and/or volunteers).
2. The programs are instructed by individuals who are not employed directly by Central Okanagan Public Schools.
3. The out-of-school programs are continuous, ongoing, and scheduled on a regular basis over a period of months or throughout the year.
4. The licensee provides a program of activities that encourages the physical, intellectual, emotional, social, and language development of children. (Child Care Licensing Regulations, Schedule G.)
5. An instructor is deemed to take the place of the parent/guardian in providing care for the child from the time the parent/guardian has signed the child in at the childcare facility and the time the instructor signs the child out after dropping the child off at school or into the care of the parent/guardian. (Community Care and Assisted Living Act).

The interpretation of the Community Care and Assisted Living Act does not include regular weekly programs such as Sparks/ Brownies/Guides or extra-curricular activities and clubs since, when children attend these programs, they are thought to be under the direct responsibility of a parent/guardian who delivered them to the school to attend. Regular school day programs that are taught by an employee of Central Okanagan Public Schools are covered by the School Act and therefore exempt from licensing requirements under the Community Care and Assisted Living Act.

Procedures

1. Application to Operate Out-Of-School Child Care or Short Term Early Years Program

Intake application form is filled out by a child care provider.

Please email early.learning@sd23.bc.ca to obtain a copy of the Early Learning Program Intake Application form.

The completed application is also emailed to: early.learning@sd23.bc.ca

Requests to operate an out-of-school child care program or short-term early years program are then forwarded to the School Board Office Rentals Office and the Principal of the school for consideration.

The Assistant Secretary Treasurer's/Rentals office contacts the school Principal to determine need. If application is supported, this office will prepare a License to Occupy Agreement.

A Principal or designate must advise a prospective licensee for a program, as described above, that there is a requirement to consult with the Principal and the Central Okanagan Public Schools Rentals Department before contacting Licensing Direct (Interior Health) by phone at 877-980-5188, fax at 250-868-7760, or email at LicensingDirect@interiorhealth.ca to initiate a discussion with a Community Care Licensing Officer.

The prospective licensee must complete Child Care License application and forward it to Licensing Direct (Interior Health).

Licensing Direct will examine the application, tour the site location and ultimately approve the application when all requirements have been met.

The Community Care Licensing officer will require all staff or volunteers who may have contact with children to meet the requirement of the Criminal Records Review Act. These persons will be required to have a Criminal Record Review that was completed within the previous 12 months.

The contractor for a licensed program will assist by providing an instructor's criminal record check for the program operator's files.

The Principal and the program operator will ensure that these documents are securely stored in a locked location at all times.

A clause should be included in the contract by the employer regarding criminal record checks such as "Any individual who fails or refuses to submit to a criminal record check or fails or refuses to be fingerprinted (if requested), or who is found to be a risk to children on the completion of the criminal record check process, shall not be assigned work under this contract".

The Principal will require any volunteers involved in a program as described above to complete a criminal record check application that will be returned to the Central Okanagan Public Schools Office.

Questions concerning this procedure should be directed to the Assistant Secretary-Treasurer at: 250-860-8888. For clarification regarding the Criminal Record Check process, contact the Human Resources Department at 250-860-8888.

Proof of Insurance Coverage must be provided to School Board Office Rentals Office.

2. Application to Operate Preschool or Daycare Early Years Program

Intake application form is filled out by a child care provider.

Please email early.learning@sd23.bc.ca to obtain a copy of the Early Learning Program Intake Application form.

The completed application is also emailed to: early.learning@sd23.bc.ca

A request to operate a preschool is sent to the Assistant Superintendent (Early Years) for consideration. The request should indicate the support of community (as determined by the Principal). Requests for the fall should be submitted no later than January.

The Planning Manager reviews the District's projections and determines if:

- A. space is available for 5 years;
- B. adequate outdoor play space.

If yes, the application is moved forward. If no, the applicant will be notified (February to March).

The application is then brought forward to the District Admin Council and Early Learning Partnership Committee. If approved, an Expression of Interest is created on the BC Bid website for all interested parties to bid on. A short list is created and interviews take place. All candidates will be informed of the outcome (April to May).

The successful candidate can prepare to open an early years program for the upcoming school year with approval from Licensing.

- a. The prospective licensee must complete a Child Care License application and forward it to Licensing Direct (Interior Health).
- b. Licensing Direct will examine the application, tour the site location and ultimately approve the application when all requirements have been met.

- c. The Community Care Licensing officer will require all staff or volunteers who may have contact with children to meet the requirement of the Criminal Records Review Act. These persons will be required to have a Criminal Record Review that was completed within the previous 12 months.
- d. The program operator for a licensed program must collect and maintain employee criminal record checks in their files.
- e. The Principal and the program operator will ensure that these documents are securely stored in a locked location at all times.
- f. A clause should be included in the contract by the employer regarding criminal record checks such as “Any individual who fails or refuses to submit to a criminal record check or fails or refuses to be fingerprinted (if requested), or who is found to be a risk to children on the completion of the criminal record check process, shall not be assigned work under this contract”.
- g. The Principal will require any volunteers involved in a program as described above to complete a criminal record check application that will be returned to the Central Okanagan Public Schools Office.
- h. Proof of Insurance Coverage must be provided to School Board Office Rentals Office.

Questions concerning this procedure should be directed to the Assistant Superintendent overseeing the Early Years at: 250-860-8888. For clarification regarding the Criminal Record Check process, contact the Human Resources Department at 250-860-8888.

Relevant Board Policy: 720, 720R: Volunteers

Developed by: Assistant Superintendent (Early Years)

Date Agreed: September 1, 2003

Date Amended: February 1, 2011, December 9, 2013, September 12, 2017, July 11, 2019

Related Documents: a) Administrative Procedure for Volunteers in Schools: Procedures and Police Information Checks; c) Volunteer Code of Conduct Form; d) Volunteer Disclosure Statement Form; e) Checklist for Processing Volunteers Form; f) Volunteer Handbook; g) Intake Application