



General Information

Child care is an essential community-based service that makes a valuable contribution to the social and economic development of the community. The following information provides general information on the process of establishing a licensed group child care facility in the City of New Westminster. As this information is subject to change, it is recommended that you check the City's website under 'Social Planning' for updates at: www.newwestcity.ca/child-care

This guide is organized into the following sections:

Step 1: Research, Location and Financial Planning

Types of child care facilities, locations, resources and financial considerations.

Step 2: Community Care Facilities Licensing

Provincial Community Care Facilities Licensing regulations and requirements.

Step 3: Application and Approval Process

How to apply for and receive a Community Care Facilities License and a City of New Westminster Business License.

Appendices:

Appendix A: Contact List

Appendix B: Optional Child Care Pre-Application Service by the Child Care Application Review Committee

Appendix C: Good Neighbour Guidelines

Step 1: Research, Location And Financial Planning

Research

Prior to establishing a group child care facility, the applicant (potential child care provider) should research the facility they plan to operate. E.g., will the child care operation be in the applicant's own home, a faith-based property, a leased commercial building, etc.? Will the operation be a non-profit or for-profit child care?

WHAT TYPES OF CHILD CARE FACILITIES ARE THERE?

There are two types of licensed child care facilities:

- **Licensed Family Child Care**
This facility provides care for up to eight children, including those of the caregiver, aged from infancy to 12 years. Care is provided in the caregiver's home.
- **Group Child Care**
There are three categories of group child care programs:
 - **Group child care for children aged under 36 months (Infant/toddler care)**
Care is usually provided in a child care centre by a caregiver holding an Early Childhood Educator (ECE) and/or Infant Toddler Certificate.
 - **Group child care for children aged from 30 months to school age (3 to 5 year old care)**
Care is usually provided in a child care centre by a caregiver holding an Early Childhood Educator (ECE) Certificate.
 - **Group child care for school age children**

(Before/after school care for children of elementary school age, including kindergarten)

Care can be provided through a child care centre or in a caregiver's home. Centres typically provide full day care on days that school is not in session.

Different licensing requirements exist for these three categories of group child care. Group centres typically offer year-round, full-day care.

- **Multi-Age Care and In-Home Multi-Age Care**
Provides care for eight or less children aged from infancy to 12 years. Care is provided in the caregiver's home or at a child care centre by a caregiver holding an Early Childhood Educator (ECE) Certificate.
- **Preschool**
Licensed preschool programs offer structured programs for children aged from 30 months to school age. Programs operate for a maximum of four hours per day. Care is usually provided in a child care centre.

For more information, refer to the Child Care Licensing Regulation at:

www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_332_2007

WHAT IS THE DIFFERENCE BETWEEN NON-PROFIT OR FOR PROFIT CHILD CARE?

Non-profit facilities are managed by an elected Board of Directors and parents are often involved. Decisions are made or approved by the Board

of Directors and members are not permitted to have any financial interest in the organization. Non-profit facilities must reinvest any profit back into the organization.

For-profit facilities are privately operated and managed by a person or corporation. Owners have the sole discretion to make decisions regarding policy and administration. For-profit facilities are not required to reinvest any surplus monies back into the organization.

I WANT TO OPERATE A GROUP DAYCARE FACILITY. WHERE CAN I FIND RESOURCES AND MORE INFORMATION?

The YMCA Child Care Resource and Referral (CCRR) is funded by the Ministry of Children and Family Development and supports parents and child care providers in New Westminster, Burnaby, Tri-Cities, Anmore & Belcarra through referrals, resources and training.

The YMCA CCRR offers the following services to individuals interested in becoming a licensed or registered licence-not-required child care provider:

- Information in regards to the number of existing child care spaces by age, facility type, and geographical area,
- Links to existing statistical information,
- Average fees charged by YMCA CCRR member child care providers (updated annually),
- Information on provincial and municipal funding and grants,

- Information on starting up a family child care,
- Registration of Licence-Not-Required Child Care Providers,
- Inclusion on the YMCA CCRR child care referral database,
- Consultation on a variety of child care related issues,
- Workshops, training, and networking opportunities,
- Toy/information/resource lending library, and
- Referrals to community resources and services.

Contact Information

Tri-Cities Location

1130 C Austin Avenue
Coquitlam, BC V3K 3P5
604-931-3400
triccrr@gv.ymca.ca

Burnaby Location

4460 Beresford Street
Burnaby BC V5H 0B8
604-294-1109
bnwccrr@gv.ymca.ca

WHERE CAN I FIND MORE INFORMATION ON CHILD CARE NEEDS IN NEW WESTMINSTER?

The Child Care Needs Assessment (2015) provides an overview of the child care system and child care in the New Westminister.

To view or download a copy of the Child Care Needs Assessment, visit the City's website at:
www.newwestcity.ca/child-care

Facility Location

Child care facilities are permitted in most commercial zones. Child care, with up to and including eight children, is permitted in most single-detached houses. In some industrial zones, child care is permitted as an addition to a larger industrial use. Depending on the type of child care, the number of children and the location, a rezoning may be required.

For more information, visit:
www.newwestcity.ca/zoning-bylaw

HOW DO I FIND AND SELECT THE RIGHT LOCATION FOR A CHILD CARE FACILITY?

When searching for child care space, note that:

- Rental accommodation and/or multi-family dwellings require a letter confirming approval of the building owner and/or strata council.
- Licensed child care space (indoor and outdoor) must meet the minimum standards in the *Child Care Licensing Regulation*.
- Construction and renovation must meet the requirements of the Zoning Bylaw, BC Building Code and Child Care Licensing Regulation and all applicable permits must be obtained.
- Locating a larger space for a group child care centre can be difficult. As such, the child care provider may want to consider modular units (portables), public space (e.g., recreation centers, school buildings, etc), faith-based properties, commercial space and residential units.
- All licensed child care space is subject to Municipal Bylaws.

If you are a child care provider in a residential neighbourhood, be a “good neighbour” and proactive in minimizing any potential problems. All applicants should follow the *Good Neighbour Guidelines* (see Appendix C – Good Neighbour Guidelines).

It is strongly recommended that once a site has been located, the child care provider contact the City of New Westminister Building Official at 604-527-4580. They will review the potential site and recommend the necessary requirements needed to meet provincial and municipal regulations.

For more information, visit:
www.newwestcity.ca/inspections

IS THERE A CHANGE IN THE BC ASSESSMENT CLASS FOR A GROUP CHILD CARE WHICH IS LOCATED IN A SINGLE DETACHED DWELLING?

No. However, a completed rezoning application to a “Comprehensive Development District” to allow more than eight children may have some impact. Rezoning will cause BC Assessment to review whether the property is being valued at its “highest and best use.”

If there are comparable “Comprehensive Development District” properties in the area, and if the value per square foot is higher than residential use, the subject property would be valued at the higher comprehensive development value and the property taxes would be slightly higher.

Financial Planning

Prior to establishing a child care facility, the applicant should determine if the facility will be financially viable by preparing a business and financial plan.

HOW DO I PREPARE A START UP BUDGET?

Consider the following when preparing a start-up budget:

- Building construction or renovation costs,
- Loan, lease or rental costs,
- Furnishings/equipment purchase,
- Staffing costs, including advertising, and
- Utility costs, including electrical and phone.

HOW DO I PREPARE AN OPERATING BUDGET?

Consider the following when preparing an annual operating budget:

Revenue

What funds are coming into the business?

- Parent fees, and
- Child care funding, grants and subsidies.

Expenses

What funds are going out of the business?

- Staff salaries (approximately 75% to 80% of expenses),
- Program costs (e.g., furnishings, equipment and supplies),
- Professional development and training,
- Food and snacks,

- Janitorial supplies and service,
- Administrative costs (e.g., office supplies),
- Accountant fees,
- Loan, lease or rental costs, including taxes,
- Utilities (e.g., electrical, heat, and telephone) and
- Insurance costs for building, contents, liability, etc.

ARE THERE ANY PROVINCIAL OR MUNICIPAL GRANTS AVAILABLE TO CHILD CARE PROVIDERS?

Yes. There are municipal and provincial grants available to licensed child care providers.

The Child Care Operating Funding Program:

The Child Care Operating Funding Program is funded by the Ministry of Children and Family Development (MCFD) and is available to all licensed child care providers. Child care providers receive a monthly operating grant based upon the number of enrolled children and their ages.

For more information, contact MCFD, Child Care Operating Funding Program Administrator at 250-356-6501 or visit their website: gov.bc.ca/childcareoperatingfunding

The Child Care Capital Funding Program:

The Child Care Capital Funding Program is funded by the Ministry of Children and Family Development (MCFD). The Minor Capital funding is for emergency repair, replacement and relocation.

There is a maximum amount of \$2,000 per project to assist licensed, group, non-profit child care providers in meeting health, safety and quality standards per fiscal year. Major capital funding is available on a limited basis subject to discretion of the Minister's office.

For more information, contact the Child Care Capital Funding Program Administrator at 250-356-6501 or visit:

gov.bc.ca/childcareminorcapitalfunding
gov.bc.ca/childcaremajorcapitalfunding

The City of New Westminster Child Care Grant Program:

This program promotes quality, accessibility and affordability of highly needed child care services.

It is designed to assist licensed, non-profit child care operators to expand, renovate and/or repair their facility or purchase appliances, equipment and/or furnishings to better serve children in their care. Grants are for a maximum of \$5,000 and the application period is in the fall. Applicants are informed in December of that year. Successful applicants have a year in which to use the funds and are reimbursed upon the submission of all receipts and the completion of a post-project form.

For more information, visit: www.newwestcity.ca/grants

Step 2: Community Care Facilities Licensing

All licensed child care facilities in New Westminster are regulated under the *Provincial Community Care and Assisted Living Act* and the *Child Care Licensing Regulation*, which are administered locally by the Community Care Facilities Licensing (CCFL) section of Fraser Health.

WHEN DO I NEED A LICENSE?

Any facility or location where child care is provided to three or more children, not related by blood or marriage, or not a sibling group, is considered a Community Care Facility and must be licensed.

HOW DO I OBTAIN A LICENSE?

Once you have decided on the type of facility you want to operate, contact the Fraser Health, Community Care Facilities Licensing Office (Burnaby/New Westminster) at 604-918-7677 or visit them in person at:

Fraser Health

Health Protection

Community Care Facilities Licensing

#300-4946 Canada Way
Burnaby, BC V5G 4H7

In order to obtain your license, you will need to purchase a Community Care Facilities License Application Package from your local Licensing Officer. The Package costs \$75.00 and includes all the necessary steps, guidelines, forms, worksheets and regulations to assist you with obtaining your Provincial license.

As the Package is non-refundable, ensure you have reviewed this guide and the Child Care Needs Assessment prior to purchase.

For more information, visit:

<https://www.fraserhealth.ca/health-topics-a-to-z/child-care/resources-for-child-care-operators/child-care-licence-applications#.XPrVff5TGyo>

Step 3: Application And Approval Process

In order to operate a licensed child care facility in New Westminster, you need two licenses. One is issued by the Community Care Facilities Licensing section of Fraser Health (see Step 2). The other is issued by the City of New Westminster Business Licensing Division.

I HAVE RECEIVED THE APPLICATION PACKAGE FROM COMMUNITY CARE FACILITIES LICENSING. WHAT DO I DO NEXT?

Complete the paperwork. Your local Licensing Officer can assist you if necessary. Once all the paperwork is complete, it should be returned to:

Fraser Health
Health Protection
Community Care Facilities Licensing
#300-4946 Canada Way
Burnaby, BC. V5G 4H7
Tel: 604-918-7683
Fax: 604-918-7520
hpburnaby@fraserhealth.ca

IN THE LICENSING PACKAGE THERE IS A BUSINESS LICENSE FORM. WHAT IS THIS?

The Business License Form initiates communication between the applicant and the municipality (City of New Westminster).

WHO COMPLETES THE FORM?

The applicant is responsible to submit the completed form to the City of New Westminster.

The Business License Form requires the following documents:

- Application for License Form
- Outdoor Site Plan
- Indoor Floor Plan

- Fire Safety Plan (available at the Business License desk)

Upon completion, the Business License Form can be emailed to the Business License Division, at businesslicenses@newwestcity.ca.

Alternatively, the form can be delivered to:

City of New Westminster
Business Licensing Division
511 Royal Avenue
New Westminster, BC, V3L 1H9

Any questions on the Business License Form should be directed to the City of New Westminster.

WHAT HAPPENS AFTER I SEND IN THE BUSINESS LICENSE FORM?

On receipt of the Business License Form, the Business License Division will check that the property is in compliance with the Zoning Bylaw. If it is, there will be a Business License Inspection with Fire, Building, Plumbing and the Business License Coordinator.

MY PREMISES WILL BE INSPECTED BY COMMUNITY FACILITIES LICENSING AND CITY OF NEW WESTMINSTER LICENSING. WHAT ARE THEY LOOKING FOR?

Inspectors from the Building Division and Fire and Rescue Services will check that the Provincial and municipal building requirements have been met to ensure the safety of the children and staff on site. These inspections do not apply to Family Daycare Homes or In-Home Multi-Age Care.

Building Division:

Daycares with More than 8 Children

A Building permit is required. The services of an architect and/or a Professional Engineer are likely required.

The following items, plus others, will be checked in an inspection:

- Stairs, guards and handrails
- Fire separations
- Sprinklers (may be required, depending on the size of the unit and scope of the work)
- Smoke alarms/detectors (typically installed in each room)
- Emergency lighting
- Exits
- Accessibility

Daycares with 8 or Less Children

These can be contained in a single-detached house:

The following items, plus others, will be checked in an inspection:

- Smoke alarms (typically installed in each level and every sleeping room)
- Stairs, guards and handrails
- Size of window in nap room for light, ventilation and exits
- Exits.

For more information, view the *Group Child Care Building Bulletin* at: www.newwestcity.ca/child-care

For more information, visit: www.newwestcity.ca/inspections

Fire Inspection:

The New Westminster Fire and Rescue Services inspect for the following items:

- Portable fire extinguisher installation and maintenance
- Waste receptacles are made of non-combustible materials
- Documentation of monthly fire drills
- Interconnected smoke alarms
- Emergency lighting as required
- All heating, electrical storage areas is inaccessible to children
- Fire Safety Plan identifying Fire Safety Director/Deputy Fire Safety Director.
- Fire Drill Procedures.

During this inspection, items may be identified that require correction. If this occurs, the applicant will be

required to complete the necessary changes and arrange with the City to re-inspect the premises for approval. The applicant will also be required to complete a “Fire Safety Plan.”

An electrical permit is required for new installation of smoke alarms.

For more information, visit: www.newwestcity.ca/services/public-safety/fire-and-rescue-services/fire-prevention-and-education/articles/4092.php

BUILDING AND FIRE INSPECTIONS HAVE BEEN COMPLETED AND I HAVE BEEN APPROVED. WHAT HAPPENS NEXT?

Upon approval of building and fire inspections, the applicant will receive a City of New Westminister Business License which is valid for one year. There is no fee for a child care business license. The City will

automatically renew your Business License each year.

The Business Licensing Division will notify your local Licensing Officer that your facility has been approved.

WHEN DO I RECEIVE MY COMMUNITY CARE FACILITIES LICENSE?

Upon receipt of the notification from the City of New Westminister Business License Division, the Community Care Facilities Licensing Officer will conduct an inspection for the purpose of issuing a Community Care Facilities License. Typically, more than one inspection is needed before compliance is achieved.

Upon final inspection approval, the applicant will be issued a Community Care Facilities License. This is your Provincial license to operate a child care facility.

Appendix A: Contact List

City of New Westminster

511 Royal Avenue
New Westminster, BC, V3L 1H9
Tel: 604-521-3711
info@newwestcity.ca

City of New Westminster

Planning Division
Tel: 604-527-4532
plnpost@newwestcity.ca

City of New Westminster

Building and Plumbing Division
Tel: 604-527-4580
inspections@newwestcity.ca

City of New Westminster

Business Licensing
Tel: 604-527-4565
businesslicenses@newwestcity.ca

City of New Westminster

Fire Prevention
Tel: 604-519-1000
fire@newwestcity.ca

Fraser Health

Health Protection Office
Community Care Facilities Licensing
#300-4946 Canada Way
Burnaby, BC, V5G 4H7
Tel: 604-918-7683
hpburnaby@fraserhealth.ca

Burnaby/New Westminster Child Care Resource and Referral Program

Burnaby Location

4460 Beresford Street
Burnaby, BC, V5H 0B8
Tel: 604-294-1109
bnwccrr@gv.ymca.ca

Tri-Cities Location

1130 C Austin Avenue
Coquitlam, BC, V3K 3P5
Tel: 604-931-3400
tricrr@gv.ymca.ca

Ministry of Children and Family Development (MCFD)

<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/children-and-family-development>

Appendix B: Optional Child Care Pre-Application Service by the Child Care Application Review Committee

WHAT IS THE PURPOSE OF THE CHILD CARE APPLICATION REVIEW COMMITTEE?

The Child Care Application Review Committee (CARC) provides a confidential and free review service for interested parties before they have applied for their licenses. CARC provides information to assist in making informed decisions which benefits the potential operator and the community. The intent is to assist people who are considering opening a licensed group child care facility before they sign a lease or apply for a business license. CARC hopes to help potential applicants still in the “inquiry” stage to make informed decisions moving forward.

CARC will assist by:

- Reviewing the proposed business plan and site;
- Identifying potential opportunities and challenges for the applicant.

WHEN IS THE RIGHT TIME TO CONTACT CARC?

Contact CARC as soon as you have identified a potential child care site and have confirmed with the Planning Division that the Zoning Bylaw permits child care on the site. It is strongly recommended that you review the market need for the care type(s) you are planning to provide and conduct a business analysis.

WHAT DO I NEED TO PROVIDE CARC?

You will need to provide the site address and a preliminary business plan.

The preliminary business plan should include:

- The type of child care (e.g. licensed or unlicensed);
- The target age,
- Whether your operation will be non-profit or for-profit;
- A preliminary start-up budget; and
- A preliminary outdoor play-space and parking plan.

WHAT KIND OF INFORMATION WILL CARC PROVIDE ME?

CARC will identify any opportunities and challenges about the prospective child care site, including potential building, fire, licensing and off-street parking considerations.

Where possible, CARC will also provide statistics and information on current supply and availability of child care in the neighbourhood.

HOW WILL CARC GIVE ME THEIR FEEDBACK?

CARC will provide feedback to you in writing by email. If you prefer, a hard copy of the information will be made available for pick-up at the Business License counter.

WILL CARC APPROVE MY CHILDCARE APPLICATION?

No. CARC does not receive applications and does not issue licenses.

WHO DO I CONTACT IF I WANT MORE INFORMATION?

For more information contact Harry Gill, Business Licence Coordinator, at hgill3@newwestcity.ca or 604-527-4566.

Appendix C: Good Neighbour Guidelines

Quality, accessible and affordable child care produces significant social and economic benefits for the City of New Westminster. Establishing a child care program in a residential district provides an essential service where it is needed most. Residential child care programs offer care in a home-like setting that is both familiar and comfortable to parents and children.

As a child care provider in a residential area, it is important to be a “good neighbour” and to minimize any potential conflicts and problems with the community. The following guidelines are designed to assist you.

Communication

Inform your neighbours of the proposed child care operation. Meet and talk to them. Provide them with information such as:

- The type of child care program that you plan to operate,
- The ages of the children that will be served,
- The number of children and staff on the premises,
- The opening hours of the program.

Parking and Traffic

Child care operations in residential areas may increase the number of cars in the area and demand for parking.

Inform your neighbours that:

- Drop-off and pick-up times occur twice daily (e.g., between 7:00 and 9:00 a.m. and between 3:00 and 6:00 p.m.)
- The vast majority of drop-offs and pick-ups take less than five minutes.
- Some parents (if this is the case) will be dropping-off and picking-up more than one-child (i.e., siblings)
- Some parents (again, if this is the case) will walk their children to the child care operation or drop-them off at school for later pick-up as part of an after-school care program.
- You will actively work with parents to minimize issues related to parking and traffic, including informing parents of the need not to block or turn-around in neighbouring driveways.

If parking is limited in the vicinity of the child care operation, then inform neighbours that you will develop a plan whereby parents will use designated off-street parking and/or schedule or stagger their drop-off and pick-up times.

The emphasis will be on communication with neighbours and addressing concerns prior to them becoming issues.

Noise

Child care operations in residential districts may create noise, either during outdoor play times or during drop-off and pick-up times.

Inform your neighbours:

- Of the operating hours for the program and of the hours for daily outdoor play times.
- You may want to inform neighbours that the program does not operate after 6:00 p.m., on weekends or statutory holidays (when neighbours are more likely to be using their yards).
- You may want to inform neighbours that daily outdoor play times are reduced during periods of inclement or poor weather.
- Amplified music during outdoor play times is prohibited as a condition of business licensing
- You will actively work with parents to minimize issues related to noise, including informing parents of the need to enter and exit the premises quietly by not idling their car, honking their car horn or speaking in a loud voice.

Inform staff and parents of the need to bring any child who is crying loudly back into the premises for comforting.

Additionally, consider the following actions to mitigate noise for your neighbours:

- Place play apparatus away from neighbouring fences;
- Install a high, non-climbable, solid fence (possibly up to six feet); and,
- Use landscaping such as bushes and trees (preferably evergreens).

Privacy

Child care operations in residential districts may compromise privacy for neighbours during outdoor play times. Again, inform neighbours of the operating hours of the program and of the hours for daily outdoor play times.

Again, consider the following actions to protect the privacy of your neighbours:

- Place play apparatus away from neighbouring fences;
- Install a high, non-climbable, solid fence (possibly up to six feet); and,
- Use landscaping such as bushes and trees (preferably evergreens) to help mitigate issues related to privacy.

Signage

Although the child care operation is a business, it is located in a residential area and efforts should be made to ensure that the child care operation preserves the neighbourhood character.

Signage must be minimal and in accordance with the City of New Westminster's Sign Bylaw (Bylaw No. 6625, 2000). Signs for home based businesses are allowed an area up to 0.2 square metres (2.2 square feet) and are not allowed be illuminated.