

# Creating Child Care Space in Richmond



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## General Information

The City of Richmond acknowledges that quality and affordable child care is an essential service. Healthy child care spaces promote the wellbeing of children and families and help the overall economic stability and growth in Richmond. This booklet offers information and guidance as you work towards opening your child care centre. While our best efforts will be made to keep this booklet up to date, it is your responsibility to ensure that you know the current regulations and requirements for opening a child care centre.



## Research and Planning

Before applying for a provincial child care licence and building permit for a child care space, it is important to do the appropriate research and planning in order to prepare information for a Vancouver Coastal Health (VCH) Licensing Officer.

It is recommended that you read and understand relevant legislation, including the **Community Care and Assisted Living Act** and the **Child Care Licensing Regulation**.

Some questions to consider:

- What types of child care programs currently exist and which ones are needed in Richmond?
- Is your property zoned for child care?
- What documents will you need to provide to a Vancouver Coastal Health Licensing Officer?
- Do you need to build or do renovations? If yes, who will prepare the plans, what permits will you need, and who will conduct the renovations?
- Do you need to hire any professionals (e.g. architect or engineer)?
- What are the timelines and fees associated with building or renovations?
- What are some helpful resources for designing a healthy space for children?
- Who do you need to contact during this process?
- Will you be able to obtain written landlord permission?

## Licensing

Provincial legislation requires that child care programs offering care for more than two children (who are unrelated to the caregiver by marriage or birth) be licensed and regulated by a licensing officer from the local health authority. There are two primary types of child care facilities, Family Child Care and Group Child Care. For types of child care programs, please see page 4.

In order to apply for a licence you will need to contact Vancouver Coastal Health. A Licensing Officer will assist you with your application and review the plans for your child care space.

Vancouver Coastal Health, Richmond Office offers orientation sessions for prospective child care operators.

**Contact the VCH Licensing Office for more information 604-233-3147.**



## Approval Steps for Licensing a Child Care Program in a Home (including family child care and multi-age child care)

### 1. Apply for Provincial Licensing (VCH).

Complete a Vancouver Coastal Health (VCH) *Child Care Facility Licensing Application* form.

### 2. Find a suitable child care space and coordinate a visit with a VCH Licensing Officer.

Meet with a VCH Licensing Officer to review plans for the proposed child care space and to coordinate an assessment of your space. Provide the Licensing Officer with documents including an employee plan, and site and floor plan drawings to scale.

### 3. Apply for a building permit through the City and coordinate a building inspection with Building Approvals.

If no renovations are planned, you must apply for a *Non-Permit Site Inspection*. If renovations are planned, you will need to submit a Building Permit, and include in your application four (4) copies of the child care space drawn to scale. Both require inspection visit(s) and payment of associated fees.

### 4. Coordinate a fire inspection with Richmond Fire-Rescue.

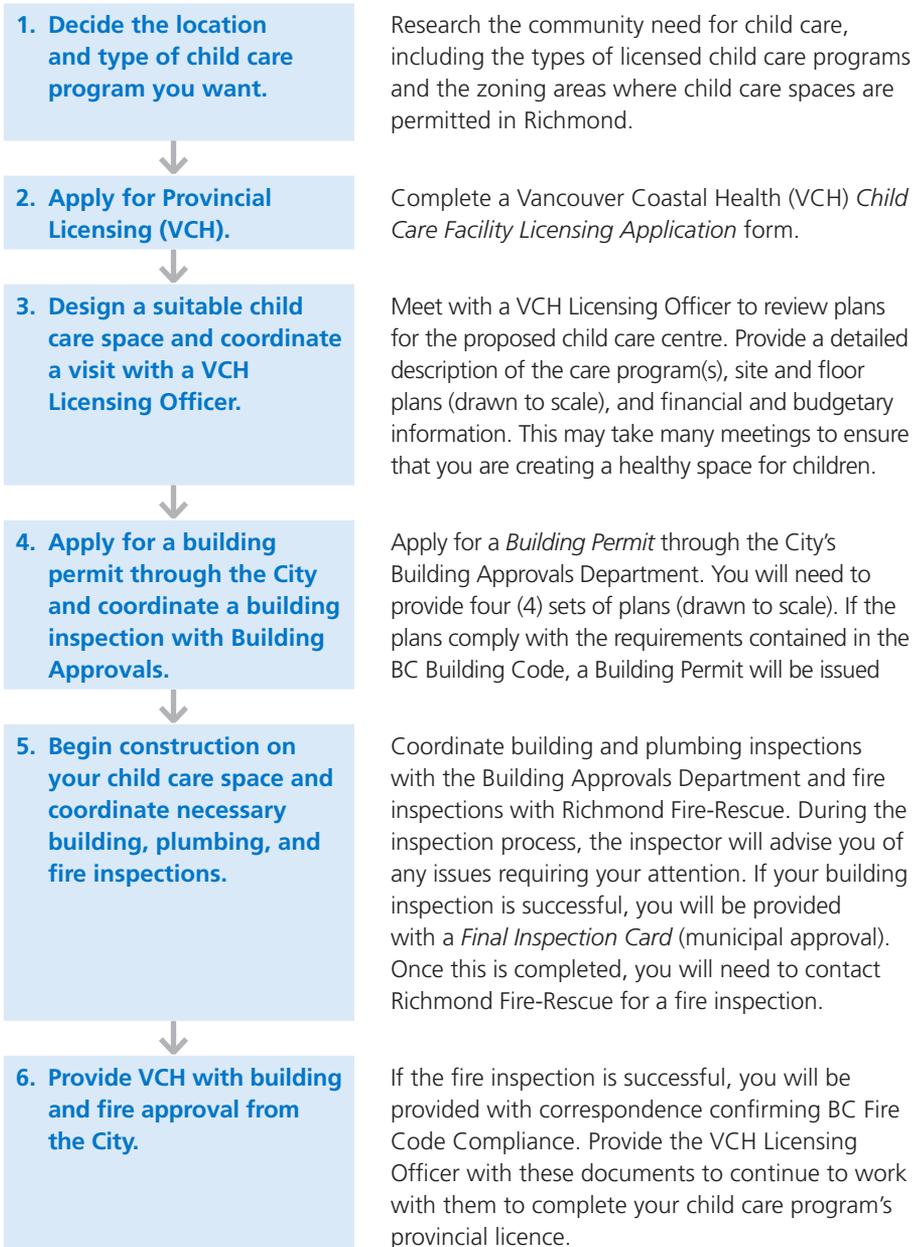
If your building inspection is successful, you will be provided with a *Site Visit Notice* (if you applied for a Non-Permit Site Inspection) or a *Final Inspection Card* (if you applied for a building permit). Both are considered municipal approval of your child care space. Once this is completed, you will need to contact Richmond Fire-Rescue for a fire inspection. There may be an associated fee.

### 5. Provide VCH with municipal and fire approval from the City.

If the fire inspection is successful, you will be provided with correspondence confirming BC Fire Code Compliance. Provide the VCH Licensing Officer with these documents and continue to complete the process to obtain a licence to operate.

**Note:** Municipal approval and licensing can take an extended period of time, please account for this in your planning. If your residential space requires significant renovations, you must follow the steps for opening a licensed group child care centre to a non-residential space.

## Approval Steps for Licensing Group Child Care Programs (including new builds, construction, or renovations to non-residential spaces)



**Note:** Municipal approval and licensing can take an extended period of time, please account for this in your planning.

# Location and Community Need

## Types of Child Care

Licensed Child Care Programs are described below, as outlined in the **Child Care Licensing Regulation**.

### Child Care Provided In-home

VCH Classification	Maximum Number of Children & Other Specifications
Family Child Care	Maximum of seven children.
In-home Multi-age Child Care	The licensee must be an early childhood educator and a maximum of eight children (infants – 12 years old).

### Group Child Care

VCH Classification	Maximum Number of Children & Other Specifications
Group Child Care – Under 36 months	Maximum of 12 children.
Group Child Care – 30 Months to School Age	Maximum of 25 children, with no more than two children younger than 36 months.
Group Child Care – School Age (5-12 years)	Care provided before and after school hours. Maximum of 30 children if all children are in grade 2 or higher. If there are children that are in kindergarten or grade 1, the maximum is 24 children.
Preschool – 30 Months to School Age	Care provided for a maximum of four hours per day. A maximum of 20 children. Children must be 30 months old upon their entrance into the program and 36 months old by December 31 of the year of their entrance.



## Community Need for Child Care Programs

The **Richmond Child Care Needs Assessment** was published in 2017 and identifies the types of child care programs that are needed in each neighbourhood of the city. It can be used as a resource to help you understand the possibility for program expansion.

The **Richmond Child Care Locator**, developed with assistance from Vancouver Coastal Health, is an easy-to-use map that displays all licensed child care programs in Richmond, along with related contact information. This can be a helpful tool to understand the child care programs already available in your neighbourhood.

The **Richmond Interactive Map** allows users to search a geographic information system (GIS) for various informational layers such as zoning, green space, and community amenities. This tool can be used to understand if the land you want

to use for your business is zoned for child care.

**Note:** All of these resources can be found at [www.richmond.ca/childcare](http://www.richmond.ca/childcare)

## City Zoning

Family Child Care and In-Home Multi Age Child Care are permitted in a range of residential dwellings including most single-family and townhouse zones. Larger child care facilities, including Group Child Care programs, are generally permitted in commercial, institutional (including schools and community centres), mixed use, and some industrial zones. These zones may be subject to certain bylaw requirements.

To check if your property is zoned for child care and to learn about parking requirements, contact the **City's Customer Service Department**.



# Designing A Healthy Child Care Space

To create a healthy space for children, you will need to work with a VCH Licensing Officer. For child care provided in your home, this may only take one meeting and an assessment visit. If you are planning to open up a child care space outside of your home (which includes large renovations,

adaptions, or new builds) this may take many meetings with a Licensing Officer. For detailed information on what you will need to provide to your Licensing Officer, please visit **Community Care and Assisted Living Act: Child Care Licensing Regulation**.



*Cranberry Children's Centre, Richmond*

## Other Considerations

### Development Cost Charges

Any new residential or commercial developments, including additions of floor space to an existing building will be subject to Development Cost Charges (DDCs). DDCs are collected to help pay for the costs associated with off-site infrastructure (e.g. road and water works) that are needed to accommodate urban growth. City staff will calculate the DCCs associated with your project and notify you of the amount you will need to pay. This amount needs to be paid prior to a building permit being issued.

For further information on DCCs, please refer to the **City of Richmond Bulletin Assessment of Development Cost Charges (DCC) – Calculation of Building Area**, and to Bylaw No. 8024.

### Business Licence

If you are running a private child care business and providing care for **more than 10 children** you will need to apply for a Business Licence. Applications are available at City Hall and in a fillable PDF at [www.richmond.ca](http://www.richmond.ca). You will need to submit your application to a Business Licensing Officer at City Hall.

### Food Service Permit

If you are planning to **serve meals** to children, you will be required to go through the process of getting a food permit for your kitchen. Please speak with your VCH Licensing Officer about requirements.



# Resources

## Helpful Contacts

Contact	Website	Phone Number
BC Ministry of Children and Family Development	<a href="http://www.mcf.gov.bc.ca/childcare">www.mcf.gov.bc.ca/childcare</a>	1-888-338-6622
Child Care Resource and Referral Centre (CCRR)	<a href="http://www.volunteerrichmond.ca">www.volunteerrichmond.ca</a>	604-279-7020
City of Richmond – Building Approvals	<a href="http://www.richmond.ca">www.richmond.ca</a>	604-276-4285
City of Richmond – Business Licences	<a href="http://www.richmond.ca">www.richmond.ca</a>	604-276-4328
City of Richmond – Child Care Coordinator	<a href="http://www.richmond.ca">www.richmond.ca</a>	604-204-8621
City of Richmond – Planning & Development (zoning information)	<a href="http://www.richmond.ca">www.richmond.ca</a>	604-276-4017
Vancouver Coastal Health, Richmond Office (general number)	<a href="http://www.vch.ca">www.vch.ca</a>	604-233-3147
Richmond Fire-Rescue Administration	<a href="http://www.richmond.ca">www.richmond.ca</a>	604-278-5131 <a href="mailto:fire@richmond.ca">fire@richmond.ca</a>
Vancouver Coastal Health – Child Care Resource Page	<a href="http://www.vch.ca">www.vch.ca</a>	604-233-3147

## Additional Resources

Document	Details
Design Resource for Child Care Facilities <a href="http://www.vch.ca">www.vch.ca</a>	Information for creating a child care space in a non-residential facility. A great resource for design guidelines.
Richmond Child Care Design Guidelines <a href="http://www.richmond.ca">www.richmond.ca</a>	Information on the City's expectations for child care facilities, capital projects and community amenity contributions. While the document is intended only for child care facilities that will become City assets, it may be useful to child care operators wishing to create healthy and engaging spaces for children.
Child Care Physical Plant Application Guide <a href="http://www.vch.ca">www.vch.ca</a>	Useful information if you are planning to retrofit or renovate an existing child care facility.
Provincial Government, Standard of Practice: Safe Play Space <a href="http://www.gov.bc.ca">www.gov.bc.ca</a>	Information on standards for child care play spaces.
Fire and Life Safety for Child Care Settings in British Columbia <a href="http://www.health.gov.bc.ca">www.health.gov.bc.ca</a>	Tips on how to make your child care space fire safe.





# City of Richmond

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[www.richmond.ca](http://www.richmond.ca)