

Steps for Establishing a Child Care Centre In an Existing Building



Social Development Department
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CITY OF VANCOUVER CONTACT LIST

Each of the contacts below will provide information about the requirements of establishing a childcare centre in an existing building in Vancouver. Please note that where several City departments are involved, it is your responsibility to check with each department before proceeding.

Social Development Department 604-873-7487 or vancouver.ca/childcare

- City of Vancouver Child Care Design Guidelines, City child care grants, City child care policy initiatives, key community and City contacts.

Enquiry Centre in Person on 2nd Floor of East Wing of City Hall or Phone Centre

604-873-7611 or 604-873-7613 or vancouver.ca/commsvcs/developmentservices/

- Zoning by-laws, development permit application and fees.
- Building code requirements and building permit application information.

Inspections Departments (604-873-7058)

- Inspection requests for City permits.

Occupancy Permits (604-873-7539) or

vancouver.ca/commsvcs/LICANDINSP/applications/pdf/occ.pdf

- Applications for occupancy permits.

File Research Service (604-873-7111)

- Information on most buildings in the City is available on microfilmed plans. You need a letter from the building owner authorizing access to the plan. The City charges a fee to access this information.

OTHER CONTACTS

Community Care Facilities Licensing (CCFL), Vancouver Coastal Health,
604-675-3800

- Provincial Childcare Licensing Regulation and licensing procedure, CCFL Childcare, design specifications, playground guidelines, funding and grants.

Westcoast Child Care Resource Centre, 604-709-5661 or www.wstcoast.org

- Developing and operating a childcare centre: design information, sample needs assessment formats, budgets, administrative policies and procedures, program planning, staff wages, averages fees and working conditions.
- Lists and maps of existing licensed childcare programs.
- Information on quality child care programming including multicultural/ diversity resources and training.

INTRODUCTION

The information contained in this document provides a general background on the process of establishing a new child care centre in an existing building in regards to **City of Vancouver requirements**. The information is subject to change. Each department listed should be contacted directly to ensure the information you need is as up-to-date as possible.

What do we mean by child care? Children receive care in a variety of locations including their own homes, the homes of neighbours or relatives and family or group child care settings. The focus on this document is on licensed child care services: group child care, out of school care and preschool. The document does not apply to licensed family child care programs which are licensed for eight children or less located in a residence.

Licensed child care programs are required to meet the provisions of the provincial Community Care and Assisted Living Act and the Child Care Licensing Regulations which are administered locally by the Community Care Facilities Licensing (CCFL) section of Vancouver Coastal Health.

Full day group child care has three categories: children under age 36 months, children from 30 months to school age and multi-age child care. Out of school care or school age group care provides care before or after school hours or during periods of school closure and includes children who attend kindergarten. Preschool programs offer programs for children from age 30 months to school age and offers service for up to a maximum of four hours/ per day.

Step 1

Background Information (this step is recommended to prospective applicants but not required by City Staff)

Establishing a new childcare centre in Vancouver can be a complex process. It involves a number of City departments working together and meeting the provincial government's licensing requirements. All applicants can benefit from conducting background research before proceeding to the Development Permit Stage.

It is recommended that the applicant develop a viable facility and business plan. This assures you that the project is feasible and a need exists for the service. Westcoast Child Care Resource Centre can provide support to you at this stage.

To complete this plan:

1. Contact CCFL for a site feasibility visit.
2. Consider undertaking a needs assessment process
3. Consider capital, start-up and operating budget scenarios.

Step 2 Early Design Stage

The applicant is responsible for developing a preliminary facility design that meets Community Care Facility Licensing requirements and should attempt to meet the intent of the City of Vancouver Childcare Design Guidelines. CCFL requirements provide the minimum basic health and safety standards, while the design guidelines provide advice on how to design a quality environment that supports healthy child development.

At this early design phase applicants should consider adjacent uses, relationships between indoor and outdoor space, orientation and availability of natural light and pedestrian and vehicular access and parking. Careful consideration of spatial organization, planning and design of child spaces are primary factors that support quality early learning environments.

If the facility involves major renovation, you are responsible to ensure the design meets all City of Vancouver Zoning and Building Code requirements and should attempt to meet the intent of the Design Guidelines. If you are finding it challenging to meet the intent of the Design Guidelines contact the Social Planning Department to discuss your situation. The design must remain consistent with the building and site plans approved at the time of the existing Development Permit, or you must seek an amendment for a 'change of use'.

Step 3 Application for Child Care License from CCFL

The applicant and CCFL meet to discuss the design of the interior childcare space and the playground. At this point the applicant should apply to CCFL for a child care operating license (please contact CCFL on details for this requirement) and obtain a memo confirming the applicant has submitted their application.

Step 4 Development Permit Stage: 'Change of Use'

Also see the link Development Permit Process in Vancouver <http://vancouver.ca/commsvcs/planning/landuse2.htm> for general information.

Note: Some applicants choose to proceed with Steps 4, 5, 6 concurrently. However, there is no guarantee that a Development Permit will be issued. **Applicants complete these steps concurrently at their own risk.**

Step 4 does not apply to facilities located within a residence if they are licensed for eight children or less. Facilities licensed for more than eight children and located within a residence do require a Development Permit, as do all facilities not located within a residence.

(Note: Conversions of existing buildings to child care centres may require a

considerable amount of building upgrade.)

The applicant submits a development permit application for a 'change of use' to the existing building at the Enquiry Centre, 2nd floor, East Wing, City Hall with eight (8) copies of required information including:

A. Application for License From Community Care Facilities Licensing (CCFL), Vancouver Coastal Health

- To apply for a development permit for a childcare use the applicant must provide the Enquiry Centre staff with a memo from Community Care Facilities Licensing confirming that the applicant has applied for a provincial child care license.

B. Completed Development Permit Application and Payment

- Churches and non-profit organizations are eligible for a reduced fee. In order to qualify for this non-profit organizations must provide their non-profit BC Society number and submit proof that they are in good standing with the Registrar of Companies (e.g. the Society has within the last year submitted their list of Board of Directors and Financial Statements to the Registrar of Companies).

C. Operational Plan Describing the Proposed Childcare Program

- A description of the childcare service(s) to be provided including the contact information of the operator, proposed program description, type of childcare, the number of children to be served (licensed capacity), ages of the children to be served, hours of operation, number of staff, parking (including bicycle) and pick-up and drop-off and loading information, and a table listing the net sizes of the indoor and outdoor spaces as per Table 1, page 5 of the City's Childcare Design Guidelines (Please complete the attached form at Appendix A).

D. Eight Sets of Plans

Plans must be at a scale NOT less than 1/8" or 1:100. Pencil drawings will not be accepted. The following must be shown on the plans:

Site Plan

- address
- a legal description of the property;
- street names;
- dimensions of the site;
- location and dimensions of the building, where applicable;

- required side yards or setbacks and building lines, where applicable;
- location and size of outdoor play area, including schematic design with landscaping;
- size and location of off-street parking and loading, including the type of paving material used (asphalt, cement, crushed rock, etc.);
- size of the manoeuvring aisles to access the parking spaces;
- access to the parking (entrances/exits to enter and leave the parking area) and number of spaces;
- location of garbage facilities; and
- all addresses and entrances to the building;
- identification of security features
- adjacent uses.

Floor Plan

- number of storeys including details of basement and underground parking, where applicable;
- all outside building dimensions;
- all uses on each floor and the square footage of these uses and parking and loading required for each use, where applicable;
- a location plan (showing which floor and room or area where the childcare service is to be delivered), where applicable;
- total size of the childcare space (gross dimensions)
- layout and dimensions of all rooms to be used for the childcare service (e.g., activity rooms, kitchen, washroom(s), storage areas, and hallways) with a table listing net sizes of the indoor and outdoor areas as per Table 1 page 5 of the Childcare Design Guideline.
- location of fixed equipment such as toilets, art area, sinks, cubbies and storage units (including plumbing and mill work fixtures).
- proposed changes or alterations to existing buildings (please outline these areas in red pen).
- number of square feet of proposed change of use areas.
- weather protection (awnings, covered areas).

E. Additional Information (where applicable)

- Survey Plan- includes information on easements etc.
- Elevation Plan.

The Development Application is assigned to a Project Coordinator and is circulated to City departments including Social Development, Planning, Building, Engineering, and Fire, as well as to CCFL for review. You may be requested to submit additional information or revised plans to meet City requirements. The Project Coordinator also notifies neighbours in a one to two block radius of the proposed facility and invites them to submit their comments on the project. If there are changes that impact the function or layout of the childcare facility, the Project Coordinator returns the application to CCFL and Social Development for final approval.

Once the applicant has met all the conditions, the City approves and issues a Development Permit. This may be time-limited and subject to regular renewal.

Step 5 Final Design

The applicant finalizes the details of the childcare facility design, taking into account specified Development Permit requirements and possible upgrading of the existing building to current Building Code requirements.

Step 6 Building Permit Stage / Special Inspections

1. The applicant submits to the Enquiry Centre counter:

- a building permit application form, or if no alterations are required, a special inspections request form;
- an owner's undertaking letter
vancouver.ca/commsvcs/CBOFFICIAL/certified_prof/pdf/ownerlessee.pdf
- five copies of the detailed working drawings of the childcare facility.

2. For projects that require major renovations:

The Project Coordinator circulates plans to CCFL, Building, Plumbing, Electrical, Fire and Engineering for review, comment and approval. If the City requires substantial changes that will affect the floor plan, the playground design, the fixed equipment, the placement of appliances or washroom fixtures, the cabinetry, lighting, or surfacing, the Project Coordinator will return the revised drawings to CCFL for final approval.

or

3. If no construction is involved:

A Special Inspection is applied for at the Enquiry Centre, and Inspections sets up an inspection schedule to include Health, Building, Fire, Electrical and Plumbing. If this does not occur within two weeks of your application, please call Inspections to ask for inspection time lines. The applicant may receive a 'repair letter' which outlines the repairs or minor renovations that must be completed prior to final approval. A building permit and/or related trades permit may be required in these cases.

Step 7

Finalization of Playground Design

Access to ample and natural outdoor play space contributes significantly to children's health and development. Natural environments are outdoor spaces that are open to the sky and contain plants, sand, mud and other natural elements. Research has shown that natural environments provide learning opportunities which are unobtainable indoors. The natural environment contributes to children's health and development through physical fitness, mental development, stress reduction, social intelligence and sensory- motor development. The report by Susan Herrington and Jane Beach, *Research, Practices and Trends in Child Care Centre Design for Outdoor Play* is a can be found at:

vancouver.ca/commsvcs/socialplanning/initiatives/childcare/development3.htm

During renovations or repairs of the interior space, the childcare operator and CCFL finalize the playground design and agree on the phasing time lines.

Step 8

Occupancy Permit / Municipal Approval

Once renovations or the required repairs have been completed, you must apply to the City of Vancouver Inspections Department for final inspections. Once the inspection has been approved you must apply for an occupancy permit. Where no repairs are required, the Licenses and Inspections Department will issue a letter of Municipal Approval to CCFL.

Step 9

CCFL License

CCFL issues a license after all CCFL requirements are met and CCFL has inspected the facility to ensure:

- receipt of an Occupancy Permit or letter of Municipal Approval;
- the facility, after renovation, meets all health and safety requirements;
- the childcare centre has the appropriate furnishings, equipment and toys;
- the childcare centre has established the required administrative procedures and structures; and
- the playground is satisfactory.

CCFL continues to monitor and support the program on a regular basis thereafter.

Appendix A Operational Plan

Name of proposed facility:

Operator's Name:

Operator contact information:

A description of the childcare service(s) to be provided:

Proposed program description:

Type of childcare (i.e. infant/ toddler group licensed):

The number of children to be served (licensed capacity):

Ages of the children to be served:

Hours of operation:

Number of staff:

A description of security concepts (how the facility will be secured during operating hours) at the various entrances/exits:

Parking (including bicycle) and pick-up and drop-off and loading information (must conform to the intent of the City of Vancouver's Child Care Design Guidelines and Parking Bylaw),

A table listing the net sizes of the indoor and outdoor spaces as per Table 1, page 5 of the City's Childcare Design Guidelines (see below).

Appendix B

**Child Care Design Guidelines Table 1 (p. 5)- Recommended Indoor and Outdoor Space (please add your facility's information in required cells)
(See Table 2 in Design Guidelines for area information in combined facilities)**

Group	Minimum Net Activity Area	Gross Indoor Area	Covered Outdoor	Uncovered Outdoor	Total Outdoor
Guidelines					
Group Child Care, Infant (12 spaces)	82 sq m	182 sq m	22 sq m	63 sq m	85 sq m
Your Facility					
Group Child Care, Infant (12 spaces)					
Guidelines					
Group Child, Toddler (12 spaces)	82 sq m	182 sq m	33 sq m	137 sq m	130-170 sq m
Your Facility					
Group Child, Toddler (12 spaces)					
Guidelines					
Group Child Care Ages 3-5 yrs (25 spaces)	128 sq m	247 sq m	45 sq m	320 sq m	265-350 sq m
Your Facility					
Group Child Care Ages 3-5 yrs (25 spaces)					
Guidelines					
Preschool (20 spaces)	78 sq m	153 sq m	33 sq m	107 sq m	140 sq m
Your Facility					