




CHILDCARE PROPONENT'S CHECKLIST

Document	Details	Notes	Staff Use Only
Needs Assessment	Initiate discussions with school Principal and seek agreement in principle	Parent representative or prospective operator should conduct a needs assessment.	
	Potential space for the program must be identified and reviewed with the VSB Facilities Division.	VSB Facilities contact: rentals@vsb.bc.ca	
	Identify a non-profit operator for the childcare program.	An operator could be identified through partnership with an existing non-profit organization that already operates school age care. The Westcoast Child Care Resource Centre offers information to support new childcare startups.	
	Operator to contact Community Care Facilities Licensing (CCFL) for information on applying for a Provincial Child Care licence.	CCFL email: communitycare.licensing@vch.ca CCFL phone: 604.675.3800	
Applications for Proponent	Operator to apply for BC Society status if not already a not-for-profit organization	How to apply for society status in BC: http://www.bcregistryservices.gov.bc.ca/bcreg/co_rpgg/reg20_page	
	Operator to review site with CCFL (Community Care Facilities Licensing, Vancouver Coastal Health) and VSB Planning and Maintenance staff to determine licensing requirements, capacity, and pricing of necessary renovations.	Site visits at this early stage may not identify all requirements.	
	Operator to submit application for childcare licence to CCFL		
Operational Plan	Operator to prepare a written Operational Plan for the proposed childcare program including: <ul style="list-style-type: none"> Contact information of operator Type of childcare Licensed capacity Ages of the children Hours and days of operation, including school breaks if applicable Parking, pick up and drop off information 		
Approval Process	Operator to submit formal written request to VSB Facilities Division to request approval. Operational plans will be reviewed by the school principal and VSB Facilities staff. If approved, an approval in principle letter will be issued.	The written request to VSB Facilities must include: <ul style="list-style-type: none"> Proof of BC Society status A letter from CCFL saying an application for child care licence has been submitted. A letter of support from school principal An operational plan All security issues and potential impacts must be addressed in the application. 	
	Operator to obtain cost estimate for renovations/fit-up from VSB Facilities.	Note: all costs and required upgrades may not be identified until operator has received all required permits from the City of Vancouver.	
	Operators of school-age care may choose to apply to the City of Vancouver through their School Age Care Expansion Projects program for grant funding to support the costs of renovations needed to meet childcare licensing requirements.	Program application intake deadlines for the City of Vancouver School Age Care Expansion Projects are in April and October for September and January program openings. Contact socialpolicygrants@vancouver.ca	
	Operator to apply for City of Vancouver Development Permit. (See note below) VSB will provide a floor plan for this application.	Initial inquiries to City of Vancouver Development Services should go through the Enquiry Centre at 604 873-7611	



	Operator to order phone line through VSB Facilities		
	Operator to coordinate with VSB Facilities to sign a Repayable Letter, accepting responsibility to cover the cost of renovations and fit-up of space.	Once approvals have been granted, the VSB Planning Department will make the necessary arrangements for renovation and fit-up of space with the VSB Operations, Maintenance, and Accounting Departments.	
Renovations	VSB Maintenance Department will apply for various City of Vancouver permits as required, i.e. building permit. If an Owner's Undertaking Letter is required by the City at the building permit stage, the operator should coordinate with VSB Facilities to provide the letter.	An Owner's Undertaking Letter with original signatures of VSB staff must be submitted to the City if/when a building permit is required/applied for. The Owner's Undertaking Letter, if required, must be submitted with original signatures of VSB staff. Not all childcare projects require a building permit, and therefore an owner's undertaking letter is not needed in every case.	
Final permits	Operator to provide certificate of insurance to VSB Rentals and Leases Department.	Operator must obtain liability insurance for an amount established by the school district.	
	Operator to contact the VSB Rentals and Leases Department to arrange an annual rental contract.	VSB Rentals and Leases Department: rentals@vsb.bc.ca Rental contracts run from September to June. Rental contracts that run over the summer break are separate.	
	When the permitted work has been completed and a final inspection has been passed, City of Vancouver Building Inspections will prepare a Letter of Municipal Approval and send it to VSB, operator, and CCFL.		
	VSB Maintenance Department staff will notify the Operator when final inspection has been passed. If an occupancy permit is required, the operator should apply for an occupancy permit at this time.	The building permit will note whether an occupancy permit is required. This varies among projects.	
	CCFL will issue a Provincial child care licence once all requirements of the Child Care Licensing Regulations have been met and the City of Vancouver has given approval through Municipal Approval or an Occupancy Permit.		

***Note: City of Vancouver Development Services Application Process for Childcare Operators:**

A City of Vancouver Development Permit is required for all projects involving changes in use (such as by adding childcare uses to a school building). For childcare facilities, a Building Permit is also typically required for "interior/exterior alterations". However, if no interior/exterior alterations are required and the use is already an "A2 assembly use", a building permit may not be required.

Once the Development Permit application has been submitted, Development Services staff at the City of Vancouver will determine if a Building Permit or a Special Inspection is required. The School Board will be informed to come to City Hall and apply for a Building Permit or a Co-ordinated Special Inspection during or after the Development Permit process.

If a Building Permit is required, the VSB Maintenance Department will apply for various City of Vancouver permits as required. When the permitted work has been completed and a final inspection has been passed, City of Vancouver Building Inspections will prepare a Letter of Municipal Approval and send it to VSB, operator, and CCFL. If an additional occupancy permit is required, the operator should apply once the final building inspection has been passed.

If a Special Inspection is required instead of a Building Permit, the Building Inspections Manager will arrange a coordinated inspection date with health, building, fire, electrical and plumbing inspectors to visit the site and determine if repairs are required. A Repair Letter is then mailed to the applicant outlining any deficiencies and required repairs or alterations, including whether additional permits are now required (i.e. building, plumbing, electrical). Once required renovations or repairs are completed, the applicant should contact City of Vancouver Licensing and Inspections to arrange a final inspection. The applicant will receive a Letter of Municipal Approval and may then apply for an Occupancy Permit if required.