

## KELOWNA CHILD CARE SOCIETY CHILD CARE RESOURCE & REFERRAL PROGRAM

### Registration Process for Becoming a Registered License Not Required Child Care Provider with the Kelowna Child Care Resource and Referral Program

In order to become a Registered License Not Required Child Care Provider member with the Kelowna Child Care Society, Child Care Resource and Referral Program, a child care provider must first undergo our registration process.

This process generally includes two to three office and/or home visits, and will take approximately 6 - 8 weeks. Additional visits may be required depending on the individual situation.

The screening and registration process is as follows:

- 1) Application filled out over the phone or in person (by appointment) - approximately 15 minutes
- 2) First meeting - approximately 1 hour
  - a. Information will be given on the process of becoming registered
  - b. Paperwork will be shared and responsibilities defined
  - c. Sign all applicable forms
  - d. Book a home visit
- 3) First home assessment visit – approximately 2 hours
  - a. Home Safety Checklist will be started and any Action Item outlined
  - b. Discuss Best Practice Sheets
  - c. Set up second home visit
- 4) Second home assessment visit – approximately 2 hours
  - a. Home Safety Checklist will be completed and Action Items completed
  - b. Go over RLNR information binder
  - c. Discuss details of completing the registration process

During the registration process, if a concern is noted on any of the visits the child care provider will be informed at that time.

A potential child care provider's child care skills are an important part of the screening process and will be a significant factor in determining eligibility. Consequently, observing the care provider with children is a requirement of the registration process.

Should training be required before completing the registration process, the child care provider will be informed of this as soon as possible and a training program will be set up.

Acceptance is not automatically guaranteed. The registration process is based on the standards as determined by the Ministry of Children and Family Development.

The CCRR Standards state that anyone who wishes to become a registered LNR provider must meet the following requirements:

- Live within the appropriate CCRR boundary
- Be at least 19 years of age (proof of identification: Driver's license, BC ID, birth certificate, immigration papers, passport)
- Provide care for no more than 2 children not related by blood or marriage, with the exception of a sibling group as defined by the Community Care and Assisted Living Act (CCALA).
- Complete the *Child Care Provider Self-Evaluation*
- Complete the *Child Care Provider Interview* with a CCRR consultant
- Submit every 5 years an authorization for a criminal record check with results indicating there is no relevant record or outstanding charge relating to a relevant offense
- Ensure that an authorization for a criminal record check is submitted every 5 years for everyone else in the home 12 years of age and older who is ordinarily present on the premises where the family child care is located and that the results indicate there is no relevant record or outstanding charge relating to a relevant offense
- Provide a health reference signed by a registered medical practitioner, stating the person is fit to care for children
- Provide character references (at least two with one not family related) and a *Child Care Provider Character Reference* to be completed for each or the CCRR can accept a letter of reference instead of the *Child Care Provider Character Reference* form, but if pertinent information is missing, the CCRR will contact the person providing the reference letter
- Produce a current valid First Aid Certificate or proof of registration (as approved by the CCRR)
- Undergo and complete an initial *Health & Safety Home Assessment* prior to LNR registration (initial & annual)
- Complete, or have completed, at least 20 hours of Good Beginnings or similar introductory level family child care training (or equivalent education related to caring for children approved by the CCRR, excluding first aid) before or within one year of becoming registered, or within two years after registration in exceptional circumstances (ESL course availability, rural area course availability)
- Commit to and attend a minimum of two workshops per year of continuing professional development after the registration year (excluding first aid)
- Provide the CCRR with information about any previous registration with a CCRR Parent Referral Registry
- Provide information about any previously held Community Care Facility License
- Agree to a minimum of two support visits per year and one Health & Safety Home Assessment
- Ensure to notify the CCRR of a household move
- Ensure that only one LNR is providing care to children at the same residential address stated on the application form

***If you have any questions about this process please contact Lisa at the Kelowna Child Care Resource and Referral Program at 250 762 3536.***

Kelowna Child Care Society Annual Membership for Child Care Resource & Referral for Registered License Not Required Care Providers is **\$1.00.**