



Step-by-Step Guide for Opening a Home-based **Child Care Centre in Burnaby**



October 2016



Steps to follow for opening a home-based* child care centre or amending your current license:

- All licensed home-based child care centres in Burnaby are regulated under the [Provincial Community Care and Assisted Living Act](#) and the [Child Care Licensing Regulation](#), which are administered locally by Fraser Health's Community Care Facilities Licensing.
- The City of Burnaby also requires that you meet zoning and other location requirements.
- All child care centres with three or more children, unrelated by blood or marriage to the caregiver, must be licensed under the Community Care and Assisted Living Act.

Step 1

Contact Fraser Health's Community Care Facilities Licensing at 604-918-7683 or visit them in person at Fraser Health, Community Care Facilities Licensing, #300-4946 Canada Way, Burnaby. A Community Care licensing officer will provide you with information on licensing a community care facility (e.g., staff qualifications, staff-to-child ratios, space requirements). At this time, you may wish to purchase an application package from Fraser Health Licensing.

Step 2

Contact the City of Burnaby Planning Department at 604-294-7400 or visit them in person at Burnaby City Hall, 3rd Floor, 4949 Canada Way, Burnaby. A customer service assistant will provide you with Zoning Bylaw requirements and the City referral form.

Step 3

After reviewing the application package purchased from Fraser Health, complete and return application forms to Fraser Health, Community Care Licensing.

Step 4

Once you have returned your Fraser Health application forms, complete and return the City referral form to the City of Burnaby Planning Department. The Burnaby Planning Department will send your referral form to the Burnaby Fire Department.

Step 5

Once the Fire Department has reviewed the referral form, they will contact you to arrange an inspection of your child care centre. Once the inspection is completed, the Fire Department will send the results of the inspection to Planning. If your child care centre meets all of the requirements of the Fire and Planning Departments, the Planning Department will forward your approved City referral form to Fraser Health Community Care Licensing.

Step 6

At the same time as the Planning and Fire Departments are inspecting and reviewing your child care centre, your Community Care Licensing Officer will continue to work with you to meet additional standards as set out in the Community Care and Assisted Living Act and Child Care Licensing Regulation. Once Fraser Health Licensing has received approval from the Planning and Fire Departments, and you have met all the Community Care licensing requirements, a Fraser Health Licensing Officer will issue your child care license.

*According to the City of Burnaby, a home-based child care centre is any child care service located in a residential dwelling and operated by the resident of the dwelling.



Zoning Regulations**

The following table summarizes the City of Burnaby zoning regulations for home-based child care centres. For details on the regulations, please consult the Burnaby Zoning Bylaw available online at <https://burnaby.civicweb.net/Documents/DocumentList.aspx?ID=5436> or ask a customer service assistant in the Planning Department at 604-294-7400.

The following applies to all home-based child care centres:

- the child care centre, regardless of license type (e.g. family daycare, in-home multi-age care, or group child care) must be operated by a resident of the dwelling;
- one non-resident employee is permitted;
- a child care centre is not permitted in a dwelling that has a secondary (basement) suite.

Dwelling Type	Number of Children	Parking Requirements	Other
Single-family dwelling	Up to 8	1 parking space for the dwelling unit	<p>The child care centre must be operated by a resident of the dwelling.</p> <p>A child care centre is not permitted in a dwelling that has a secondary (basement) suite.</p>
Two-family dwelling (duplex)	Up to 8 children maximum in only one of the dwelling units	1 parking space for each dwelling unit	<p>A child care centre may be permitted in only one dwelling unit of a two-family dwelling, and only if the owner of the other dwelling unit supports the child care centre. The Planning Department will give you a form to be signed by the other owner.</p> <p>The child care centre must be operated by a resident of the dwelling.</p>
Dwelling Unit in a Multi-Family Development	Up to 8 children maximum	1 parking space for the dwelling unit or as required by the Zoning bylaw	<p>A home-based child care centre is permitted only in a ground floor dwelling unit, and only if the owner or manager of the building, or in the case of a strata building, the strata council, supports the child care centre.</p> <p>Written confirmation from the strata or the building owner or manager is required to show proof of support.</p> <p>The child care centre must be operated by a resident of the dwelling.</p>

**The City of Burnaby requires that you meet its zoning regulations. Home-based child care centres must also meet the requirements of Child Care Licensing Regulations as administered by Fraser Health's Community Care Facilities Licensing section. Community Care Licensing regulations relate to maximum group size, staff qualifications, space requirements, staff to child ratios, and other regulations. See http://www.health.gov.bc.ca/ccf/child_care.html.



Inspections of Home-Based Child Care Centres

For home-based child care centres, the Fire Department will inspect areas of the home accessible to children in the centre.

In general, Fire Department Inspectors are checking that Provincial and City building regulations have been met to ensure the safety of the children in care.



Burnaby Fire Department Requirements:

1. Visible address signage is required at the front of the dwelling or building.
2. Sufficient emergency lighting is required for adequate exiting in the case of an emergency.
3. Two exits are required.
4. A site plan should be posted at main entry/exit. The site plan must be oriented the same way the building is oriented. The site plan must show the emergency exit route and the location of the fire extinguisher. Emergency phone numbers - 911 and Poison Control Centre - must be posted next to the site plan.
5. The operator of the child care centre must have a working telephone.
6. A hard wired smoke alarm is required for the "Nap Room".
7. No exposed wiring is allowed.
8. A carbon monoxide detector is required near the furnace and hot water tank.
9. The water temperature of the bathroom sink and other sinks used by children must be checked to see that the water will not scald children.
10. A 5 lb – ABC fire extinguisher mounted by the main exit is required with the top of the extinguisher no higher than 5 feet from the floor.
11. All electrical outlets must be covered or plugged.

