



Collection of personal information on this form is pursuant to the Freedom of Information and Protection of Privacy Act, under the authority of the Child Care BC Act (SBC 2001, c.4) for the purpose of facilitating delivery of services under the Child Care BC Act, and information of an identification nature, for the purpose of client centred information management across social programs. Collected Information will be used and disclosed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of this information, please contact the Director, Child Care Programs and Services Branch PO Box 9965 Stn Prov Govt Victoria BC V8W 9R4 Phone: in Greater Victoria: 250 356-6501 Outside of Greater Victoria: Toll Free: 1 888 338-6622.

Under the Child Care Operating Funding (CCOF) Agreement, you must report any changes to your Community Care and Assisted Living Act facility licence in writing within two business days of the change.

Section One

Table with 3 columns: Legal Name (first, middle, and last) or Organization (as it appears in BC Corporate Registry), CCOF Organization ID, Facility ID

Please check for all applicable changes and provide change details and attach information if required.

Section Two

Changes that require an updated Community Care and Assisted Living Act Licence to be attached.

- Legal Name (first, middle, and last) or Organization (as it appears in BC Corporate Registry) (please also attach a proof of name change document, e.g. marriage certificate, resumption of surname certificate, BC Corporate Registry "Notice of Name Change")

New Name

- Group Organization Mailing Address Change - must be reflected on Community Care and Assisted Living Act Licence

- Group Facility Address Change - Please attach a Group Application form.

- Family Facility Mailing Address Change - Please attach a Family Application Form.

- Facility Name Change

New Name

- Licence Change (maximum space capacity, care type space capacity, care type served, etc.)

Change Details

- New Facility Licence - Please complete and attach a Family or Group CCOF Application form.

### Section Three

Changes that **do not require a *Community Care and Assisted Living Act*** Licence to be attached.

- Service Detail Change (number of days per week, weeks per year, number of preschool sessions, Group Child Care (School Age) offering Before/after school care or Before/after kindergarten care, maximum child care spaces offered (family), extended hours)

Change Details

- Check All New Full Months Of Facility Closure (e.g. July and August)

- Jan    Feb    Mar    Apr    May    Jun    Jul    Aug    Sep  
 Oct    Nov    Dec

Please contact the Child Care Operating Funding Program at the numbers listed below if you have any questions.

Completed By	Completed By Date
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Return completed form and **a copy of your current *Community Care and Assisted Living Act* Licence (if applicable)** to: [mcf.ccof@gov.bc.ca](mailto:mcf.ccof@gov.bc.ca)

Please contact the Child Care Operating Funding Program if you have any questions:

- In Greater Victoria 250 356-6501
- Outside Greater Victoria toll free 1 888 338 6622
- Email: [MCF.CCOF@gov.bc.ca](mailto:MCF.CCOF@gov.bc.ca)
- Website: [www.gov.bc.ca/childcareoperatingfunding](http://www.gov.bc.ca/childcareoperatingfunding)