

# **FACT SHEET**

## **Child Care Licensing Regulation**

### ***Community Care and Assisted Living Act***

## **MOVING TO A NEW LOCATION**

The Child Care Licensing Regulation, Section 10, states that: An applicant for a licence and licensees must notify a medical health officer immediately of any change in the information provided under section 9 *[applying for a licence]*.

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### **How do I move my licensed child care facility to a new location?**

Moving a facility within the same physical location/address requires an amendment to your licence, however, moving a facility to a brand new physical location/address may require a new community care facility licence. If you are considering a move, contact the local licensing officer as soon as possible to discuss the steps involved in relocation.

### **How do I apply for an amendment to my licence?**



To apply for an amendment to your facility licence, you must submit an application to the Medical Health Officer. To ensure the new space will comply with the child care licensing regulation, your application will include a new fire evacuation and emergency plan, floor plan and outdoor play area diagrams. You may also

be requested to submit additional information relevant to the specific type of care program, such as updated policies and procedures.

### **How long will it take to amend my licence?**

The time it takes to amend a licence will vary depending on the amount of time it takes to submit all the required documentation, the availability of the licensing officer, your schedule for relocation and set up of the new physical site, and the completion of a physical safety inspection. Contacting the licensing officer as soon as possible to

discuss the steps involved in relocating will assist in making the transition as smooth and as timely as possible.

### **Will I be able to accommodate more children at the new location?**

The number of children to whom care may be provided will depend on many factors such as the amount of indoor and outdoor space, qualifications, and the type of care program. This should be discussed with the licensing officer.

### **Can I continue to care for children during the move?**

Yes, it is possible to continue child care while preparations are made at the new location. However, this should be discussed with the licensing officer to ensure the health, safety and well-being of the children in care, and continued compliance with the child care licensing regulations.



### **When can I open at the new location?**

A community care facility licence is not valid until the licensing officer has completed a review of the submitted documents, made a physical safety inspection of the new location to conclude there are no hazards, and has recommended to the Medical Health Officer that an amended community care facility licence be issued. This process may require the licensing officer make a follow up inspection to ensure required changes have been made. Once the licensing officer has determined there are no hazards and makes the recommendation to the Medical Health Officer, an amended community care facility licence will be issued.

### **For more information**

Contact the local health authority community care licensing program and speak with a licensing officer.