

Requirements to Become a Registered Licensed-Not-Required Care Provider

We very pleased that you are interested in becoming a registered license-not-required caregiver with Vancouver Child Care Resource & Referral at Westcoast Child Care Resource Centre.

Here are the steps to follow to become registered with Vancouver Child Care Resource & Referral

Step One: Information Session

- **Attend an Information Session, where you will be assigned a CCRR Outreach Coordinator and you receive a package with the necessary documents to begin the registration process. Please call 604-709-5661 to register for an Information Session.**

Step Two: Complete and submit the following information:

- Self-Evaluation Questionnaire
- Three acceptable references from non relatives
- An acceptable physician's report (your doctor may charge a fee)
- A criminal record check for all persons in your home over the age of 12 years who will be in contact with the children you care for
- An approved first aid training course
The Vital Link provides Child Safe First Aid courses for \$85.00 for VCCRR caregivers. Your Outreach Coordinator can give you dates and locations.
Child Safe First Aid training is also available from Canadian Red Cross (604-709-6600), or St. John's Ambulance (604-321-2652)
- Registry Application form (no fee)

Step Three: When these documents are complete, call your CCRR Outreach Coordinator to arrange a home visit to:

- Talk about your Self-Evaluation Questionnaire
- Complete the Caregiver Interview
- Submit your Registry Application form

Step Four: Proceed with completing the following requirements over the next 12 months (the information to complete the following requirements will be provided by your CCRR Outreach Coordinator) :

- Completion of or commitment to an approved family child care training course
- Signed VCCRR Caregiver Commitment and Consent Agreement
- Health and Safety Home Assessment including an approved Parent Package
- Purchase of caregiver liability insurance (strongly recommended)

There are some costs related to becoming registered as a License-not-required Caregiver.

- Criminal Record Check \$20.00 per person (no fee for persons under 19 years of age)
- Approved Family Child Care Course Westcoast *Introduction to Family Child Care* fees: \$150.00 for pre-registered VCCRR caregivers \$250.00 for *all* others
- Westcoast Library Card \$5.00 per year
- *Caregiver Liability Insurance recommended Contact your Insurance Representative for more information

There may also be costs when setting up your child care setting to meet VCCRR health, safety and programming requirements.

Please note: *If you want to look after more than two children who are unrelated to you, you need to have a license. Contact Vancouver Coastal Health at 604-675-3800, and ask to speak to a Child Care Licensing Consultant.*