

Vancouver Child Care Resource & Referral

How to Register as a Licenced-Not-Required Family Child Care

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.

To Register with Vancouver Child Care Resource & Referral, please follow these steps:

A. Complete A) B) and C) within 6 months of your Information Session:

- 1) Pre-Registry Application
- 2) Self-Evaluation Questionnaire
- 3) Three acceptable references from non-relatives
- 4) An acceptable physician's report (your doctor may charge a fee)
- 5) Mail or visit the office to complete consent forms for a criminal record check for all persons in your home over the age of 12 years who will be in contact with the children in your care
- 6) An approved first aid training courses. For example:
 - Information for The Vital Link is available at Westcoast Child Care Resource Centre. The Vital Link provides Child Safe First Aid courses for \$85.00 for VCCRR caregivers.
 - Child Safe First Aid training is also available from Canadian Red Cross (604-709-6600), or St. John's Ambulance (604-321-2652)

B. Call your CCRR Outreach Coordinator to arrange a time for:

- 7) A home visit to complete the Caregiver Interview

C. Proceed with completing the following additional requirements:

- 8) Completion of a Health and Safety Home Assessment including an approved Parent Package
- 9) Sign your VCCRR Caregiver Commitment and Consent Agreement
- 10) Purchase of caregiver liability insurance (strongly recommended)

Complete an approved family child care course within 12 months of registration

Costs related to registering as a License-not-required Caregiver include:

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| 1. Criminal Record Check | \$20.00 per person (no fee for persons under 19 years of age) |
| 2. Approved Family Child Care Course | Westcoast <i>Introduction to Family Child Care</i> fees:\$185.00 for pre-registered VCCRR caregivers;\$295.00 for <i>all</i> others, or equivalent course |
| 3. Westcoast Library Card (optional) | \$5.00 per year |
| 4. An approved first aid training course | Approximately \$85-\$100 |
| 5. 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.

***Limited financial assistance may be available from VCCRR to help with some registry expenses.
Ask your CCRR Outreach Coordinator for more information.***

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 and speak to a Child Care Licensing Consultant 604-675-3800.*

If you have any further questions, please call your VCCRR Outreach Coordinator at Westcoast Child Care Resource Centre at 604-709-5661