



## Registration Checklist for License-Not-Required Child Care

**A Registered License Not Required (RLNR) child care provider may care for 2 unrelated children, in addition to their own, OR 1 sibling group, at any one time, in the provider's own home. You must be at least 19 years of age.**

We are pleased that you are interested in becoming a registered license-not-required (RLNR) child care provider with Vancouver Child Care Resource & Referral at Westcoast Child Care Resource Centre. This checklist provides an overview of the steps involved and what is required.

### **1. Attend Information Session:**

If you are interested in learning more about the process and what is involved book a **free information session**. At the session you will learn about how to get registered and the forms you need to complete.

Provincial registration requirements include:

- LNR Registration Form
- Self-Evaluation Questionnaire
- Two acceptable written references from non relatives, who have known you for at least six months.
- A Criminal Record Check (CRC) for all persons in your home over the age of 12 years who will be in contact with the children you care for (two pieces of I.D. are required to be presented in person, for each CRC)
- An approved first aid training course that must offer at least 8 hours of instruction
- Completion of an Introduction to Family Child Care Course or the equivalent

### **2. When Criminal Record Check clearances and References have been received, a Child Care Services Consultant will contact you to arrange an appointment to:**

- Talk about your Self-Evaluation Questionnaire
- Complete the Caregiver Interview

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 Officer.*

### **3. Complete the following requirements over the next 12 months:**

- Completion of, or commitment to an approved family child care training course
- Sign the VCCRR Caregiver Commitment Form and the Consent & Agreement Form and other relevant forms
- Complete the Health and Safety Home Assessment
- Complete an approved Parent Package
- Purchase caregiver liability insurance (strongly recommended)

#### **Note: There are some costs related to becoming registered as a License-not-required child care provider:**

- Criminal Record Check (CRC)
  - \$28.00 per person (no fee for persons under 19 years of age)
- Approved Family Child Care Course or equivalent
  - Westcoast offers *Introduction to Family Child Care* for \$295.00
- Caregiver Liability Insurance
  - A list of insurance providers who are familiar with child care provided in the home will be available at the information session. You may also contact your own personal insurance representative.
- First aid training course \$ 90.00 – 120.00

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

RLNR Child Care Providers have access to all Vancouver CCRR services including child care referrals, resources, consultations, newsletters, workshops and more!

Eligible families in RLNR programs receive a higher rate of the Affordable Child Care Benefit to help pay for child care.

**We look forward to supporting you to provide quality child care in your community!**



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