



**Kamloops
Community
YMCA-YWCA**



Child Care Resource and Referral Program
150 Wood Street,
Kamloops, BC V2B 0G6
Phone (250) 376-4771 Fax: (250) 376-6994

How to become a Registered LNR Caregiver

General Requirements:

- Registered LNR (Licensed Not Required) Care Providers care for children in their own home for a maximum of two children or a sibling group at any one time not including their own children or children related by blood or marriage
- Must be at least 19 years of age
- Must complete the LNR Registration Process and sign the CCRR Agreement of Commitment and Consent form
- Must complete a minimum 20 hours of “responsible adult training”; completion of the Good Beginnings Course or similar introductory level family child care training within the first year of operating
- Current Emergency Child Care First Aid Certificate
- Complete the Child Care Provider Self Evaluation Questionnaire to see if this is for you

Introduction to the Registered License Not Required (RLNR) Process:

- Request an Introductory RLNR package if you have not done so already
- Arrange a time to meet with a CCRR Consultant to discuss the RLNR process; required documents, Health & Safety Home Assessment, training requirements and policies and procedures
- Complete the Child Care Provider Interview Questionnaire and arrange a time to go over it with a CCRR Early Learning & Care Consultant. The questionnaire contains questions and discussion topics about providing childcare in your home and is also a great opportunity to ask the consultant questions. This should take about 1 hour.
- Become a member of the CCRR at no charge so that you can receive newsletters and other community notices and circulations

Provide Character References:

- Your consultant will require three references, preferably an old employer, someone you volunteered for, or a parent or colleague who has observed you with children. References should not be related to you. Provide names and contact information of your character references.

Health Reference Form:

- Your Physician must sign and date a Health Form or provide a written statement that you are mentally and physically healthy and capable of caring for children. This document will need to be renewed every 5 years

Criminal Record Search:

- ❑ The Caregiver and any other person 12 years and older, who ordinarily resides in the home or has access to the childcare setting, are required to complete a Criminal Record Search. Criminal record checks must be completed by the Ministry of Justice and renewed every 5 years. Forms are provided in the RLNR Introductory Package but if additional consent forms are required they are available on the Min. of Justice website. All Criminal Record Check results must be sent directly to the CCRR where they will be placed in your file.

Prepare your home for a Successful Child Care business:

- ❑ Use the Health & Safety Home Assessment checklist to ensure your home is safe and ready for children. For example: plug covers in electrical outlets, medicines and supplements, lotions etc. are out of reach, cleaning supplies are out of reach, adequate and safe equipment and toys
- ❑ Call CCRR at 250-376-4771 to book your Health & Safety Home Assessment. The assessment is done by the CCRR Consultant who will assess the safety of your home, ensure that all the required documentation is completed and in place, as well as review the guidelines and discussion topics on the Health & Safety Home Assessment Checklist
- ❑ Prepare a Parent Package with all the necessary policies, procedures, registration forms, and contract etc. to run a successful Child Care business. CCRR can provide consultation on the development of procedures and policies as well as provide sample policies and templates
- ❑ CCRR recommends you have confirmation from your insurance company that you have adequate coverage for your child care business.
- ❑ If you are renting, you require written permission from your landlord.

The registration process will require the following from you:

- ❑ Self-Evaluation Form
- ❑ Interview Form
- ❑ Clear Criminal Record Checks
- ❑ Health Reference
- ❑ 3 Character References
- ❑ Valid and current First Aid Certificate
- ❑ Disclosure of previous CCRR registry in another region or previously held license
- ❑ Health & Safety Home Assessment
- ❑ Child Care Training (required within the first year of operation)
- ❑ Commitment and Consent Form
- ❑ CCRR Discipline Policy & Form
- ❑ Kamloops CCRR Standards and Responsibilities
- ❑ CCRR Standards requires 6 hours of professional development annually

When the Caregiver has completed all of the above to the Ministry Standards and is accepted as a member of the Child Care Resource & Referral program, we will register your name with the Ministry of Children and Family Development and provide them with your name and contact information.

Membership services will include putting your name and child care centre on our Daycare Distribution List for parents looking for childcare, access to administrative support, photocopying, laminating, newsletters, lending library, community information and referrals, workshops and training and Drop In Centre privileges

Child Care Resource & Referral Program standards must be adhered to. Caregivers are expected to operate within the regulations of the Child Care Act.

Registration with the Ministry can be withdrawn, or suspended if there are problems or concerns with compliance, or corrections are not completed in a timely manner according to the standards of Registered License Not Required Child Care Option

CCRRC can also provide Licensing information and support to those who choose to offer a Licensed Child Care option or those who are transitioning from RLNR childcare

Your childcare consultant is _____