

CHANGE OF MANAGER - CHILD CARE FACILITY

:AM

CHANGE OF MANAGER – CHILD CARE FACILITY

In order to complete the approval of a new manager for a child care facility, the Vancouver Island Health Authority Community Care Facilities Licensing Program requires the following documents to be submitted to your local Licensing Office:

- ❑ A completed “Application for a Community Care Facility Licence” (copy enclosed). This must be signed by the Licensee, or in the case of a Society or Corporation, it is to be signed by a Board Representative.
- ❑ Complete a “Consent to a Criminal Record Check” using a Schedule E form for the new Manager and follow the process outlined in the “Criminal Records Checks” **Infosheet** (enclosed) for more information. Original consents and results are to be retained by the Licensee.

Note: All information and copies of forms related to the ‘Criminal Record Check’ process are located in a plastic sleeve in the Change of Manager Package. Full information relating to ‘Criminal Record Checks’ and copies of forms related to the process can be found at: <http://www.pssg.gov.bc.ca/criminal-records-review>

- ❑ A statement of the number of hours and work schedule for the new manager.
- ❑ Complete a Licensee and Manager Declaration Letter.
- ❑ Complete a Licensee and Manager Delegation Letter.

Please submit all items to your local Licensing Office (see address blocks below).

*This information will remain on file at the VIHA Licensing Office. Copies of relevant documentation on all other facility personnel should be kept on the facility premises.

When all items have been received, a Licensing Officer will contact the new manager and advise them if further documentation, or an interview, is required. Please note that we are unable to complete our approval of your change in manager until all the required information has been received.

South
201 – 771 Vernon Avenue
Victoria, BC V8X 5A7
Ph: (250) 475-2235
Fax: (250) 475-5130

Central
29 – 1925 Bowen Road
Nanaimo, BC V9S 1H1
Ph: (250) 739-5800
Fax: (250) 751-1118

North
200 – 1100 Island Highway
Campbell River, BC V9W 8C6
Ph: (250) 850-2110
Fax: (250) 286-3486

May 2009