



# Opening a *Child Care Facility*



***B.C. is home to many thousands of wonderful child care programs and facilities. Whether in a family home or stand-alone facility, a business, school or community centre, conceiving, creating—and ultimately, opening—a child care facility requires research and careful planning. Here are a few tips to get you started:***

***Contact local licensing officials*** for information on regulations governing child care facilities, including: standards for space requirements, furniture, equipment, staff qualifications, ratio of children, and requirements for business licenses, permits and zoning approval.

***[http://www.health.gov.bc.ca/ccf/child\\_care.html](http://www.health.gov.bc.ca/ccf/child_care.html)***

***Develop a business plan*** that outlines potential challenges and ensures resources are focused effectively. Your plan should address areas such as: community child care needs, numbers and ages of children being accommodated, type of child care—for example, infant-toddler, preschool, out-of-school care—space requirements, an operating budget and timing. Think about identifying experts such as lawyers, accountants, bankers and people active in the child care sector who can help you.

***<http://www.SmallBusinessBC.ca>***

***<http://www.crr.bc.ca>***

***Select a site*** for your child care facility. Options may include: renovating an existing space, building a new facility or using available space in a public building such as a school. At this point, you may want to connect again with licensing officials and your identified experts to determine if the site is feasible and meets requirements.

***<http://www.fin.gov.bc.ca/registries/corppg/default.htm>***

***Secure funding*** for your project. You may be able to secure funding by partnering with others in the community interested in expanding child care services. Some government programs may also help offset the costs of construction and operating group child care facilities.

***<http://www.mcf.gov.bc.ca/childcare/providers.htm>***

***Design your facility.*** Enlist the help of your team, which may include an architect or landscaper. Using a modular, pre-fabricated building, rather than designing your own facility, may shorten construction time and help keep costs in check.

***Apply for development and building permits.*** Processing times vary so be sure to contact your local municipal office to get a sense of how long the process will be.

***<http://www.civicnet.bc.ca>***

***Build, renovate or assemble your facility,*** engaging expert help as needed. You may wish to hire a professional builder to oversee construction, renovation, or—if you choose a modular building—the final assembly and set-up process.

***Find clients for your program.***

Advertising with regional, local or community newspapers, liaising with neighborhood schools—and meeting with representatives from local child care organizations—are all good options to help publicize your new facility.

***Open your child care facility*** by planning an event such as an open house to publicize your child care facility and build relationships with community members, existing and potential clients.



Ministry of  
Children and Family  
Development

***<http://www.gov.bc.ca/mcf/index.html>***