



CHILD CARE OPTIONS RESOURCE & REFERRAL

REGISTERED LNR HANDBOOK



Office Hours (Excluding Holidays)

Monday & Thursday	12:00 pm to 8:00 pm
Tuesday	9:00 am to 12:00 pm
Wednesday & Friday	9:00 am to 4:00 pm
First & Third Saturday	9:00 am to 3:00 pm

Phone: 604.572.8032

Visit us online: CHILD CAREOPTIONS.CA



About Child Care Options

Child Care Options is a program of Options Community Services a non-profit registered charity dedicated to making a difference in the South Fraser Region.

Options Community Services is committed to empowering individuals, supporting families and promoting community health. Funding for Child Care Options is provided through British Columbia's Ministry of Children and Family Development.



What is Child Care Resource & Referral?

Child Care Resource and Referral Program offices provide support, resources and referral services to caregivers and parents in over 170 communities throughout British Columbia. The Child Care Resource and Referral Program also works with community groups to promote quality child care choices that meet the needs of local families.

What is a Registered RLNR FCC?

An LNR child care provider is an individual providing child care in his or her own home. The LNR child care provider may care for no more than two children or one sibling group at any one time. This is in addition to the LNR child care provider's own children, children related to them by blood, marriage or marriage-like relationship, any children who ordinarily reside with the LNR child care provider and/or any children that the LNR child care provider may exercise a parental role over (i.e. step children, foster children, children residing in the home pursuant to a Child, Family and Community Services Act, children residing in the home pursuant to the Child In Home of Relative program and children residing in the home pursuant to a temporary custody order pursuant to the Family Relations Act, etc.)



Process to become a RLNR

Review RLNR requirements (see pg 3)

Complete attached self evaluation

Contact Child Care Options to arrange a mandatory child care provider interview

Complete and submit required documentation

Successfully complete a Health and Safety Home Assessment



What do you need to become a Registered License-Not-Required child care provider with CCORR?

- Live within the appropriate CCRR boundary
- Be at least 19 years of age (proof of identification: Driver's license, BC ID, birth certificate, immigration papers, passport)
- Provide care for no more than 2 children not related to the provider (see "LNR Definition" section 4.1.2 Registration Requirements for LNR Child Care Providers)
- Complete the Child Care Provider Self-Evaluation
- Complete the Child Care Provider Interview with a CCRR consultant
- Submit every 5 years an authorization for a criminal record check with results indicating there is no relevant record or outstanding charge relating to a relevant offense
- Ensure that an authorization for a criminal record check is submitted every 5 years for everyone else in the home 12 years of age and older who is ordinarily present on the premises where the family child care is located and that the results indicate there is no relevant record or outstanding charge relating to a relevant offense
- Provide a health reference signed by a registered medical practitioner, stating the person is fit to care for children
- Provide character references (at least two with one not family related) and a Child Care Provider Character Reference to be completed for each or the CCRR can accept a letter of reference instead of the Child Care Provider Character Reference form, but if pertinent information is missing, the CCRR will contact the person providing the reference letter
- Produce a current valid First Aid Certificate or proof of registration (as approved by the CCRR)
- Complete an initial Health & Safety Home Assessment prior to LNR registration and then at least annually (see section 4.1.15 Health and Safety Home Assessment)
- Complete, or have completed, at least 20 hours of family child care training (approved by the CCRR, excluding first aid) before or within one year of becoming registered, or within two years after registration in exceptional circumstances (i.e. ESL course availability, training availability in remote areas)
- Commit to and attend at least two workshops per year of professional development after registration year, if you are completing 20 hours of family child care training during the registration year
- Commit to and attend at least two workshops per year of professional development, during the registration year, if you have previously completed 20 hours of family child care training or equivalent
- Provide the CCRR with information about any previous registration with a CCRR Parent Referral Registry
- Provide information about any previously held Community Care Facility License
- Within three months of registration attend a mandatory Child Care Options Orientation session
- Agree to a minimum of one support visit per year and one Health and Safety Home Assessment
- Ensure to notify the CCRR of a household move
- Ensure that only one Registered LNR is providing care to children at the same residential address that is stated on the application form
- Complete and sign the necessary forms for the MCFD Child Care Search Site
- Agree to inform the CCRR of any investigation of the LNR or other members of the household involving child abuse, neglect or significant risk to the health, safety or well-being of children

Child Care Options Program Services: For Child Care Providers



- Referral service
- Supportive consultations and guidance on care provider and parent communications
- Outreach support and consultation to registered LNR providers and Licensed Family Child Care
- Family Child Care provider drop-in programs
- Early Childhood Resource Library for qualified individuals
- Workshops and training opportunities
- Newsletter and training calendar
- Early Years Learning Store
- Subsidy Support
- Access to laminator, photocopier, fax service, free Internet use, book binding and die cut machine.
- Annual child care conference.
- Job postings on our web site and in our office



About Options Community Services

Options Community Services is an accredited family service agency by Council on Accreditation (COA). As one of Options more than sixty programs, Child Care Options has been included in this process. As part of Options commitment to the standards that have been met and to our continued improvement, as a client of Options you will be asked for your input in a number of ways. We ask that you review the information below so that you have an understanding of your rights and responsibilities as an Options client and member of Child Care Options. Please ask any questions you may have about the documents you have read.

Thank you, and welcome to Child Care Options!

Client Rights and Responsibilities for Clients of Child Care Options

Client Bill of Rights

You have the right to feel safe in our programs.

You have the right to progress through our program at your own level of comfort and understanding.

You have the right to be treated with respect regardless of your race, status, gender, sexual orientation, age, religion, or beliefs.

You have the right to be informed of your human, legal, and civil rights and to speak up when you feel they have been violated.

You have the right to be informed about the policies of this agency that have a direct impact on you.

You have the right to be informed and included in decisions made about you and your family.

You have the right to have your personal information kept confidential.

You have the right to share concerns about the service you are receiving.

You have the right to be informed about other resources should you decide to leave the program.

Client Responsibilities

Failure to meet responsibilities may result in termination of service. Your responsibilities as a client are:

To follow schedules and rules of the program whose services you are using.

To let program staff know if you are unable to keep a scheduled appointment and to take responsibility for rescheduling.

To participate in partnership with staff and other clients (where appropriate), taking responsibility for your interactions and reactions.

To inform us (through the grievance Process) if you feel that any staff member has breached the code of ethics, confidentiality, or have treated you unfairly.

To respect the rights, dignity and confidentiality of other people you may come into contact with through your involvement with Options Community Service.

To refrain from any behavior that compromises the safety of other clients or program staff