



**City of Richmond**

**Report to Committee**

**To:** Planning Committee **Date:** March 14, 2006  
**From:** Cathryn Volkering Carlile **File:**  
 General Manager - Parks, Recreation & Cultural Services  
**Re:** **Provincial Targeted Major Capital Funding for Child Care**

**Staff Recommendation**

1. That should the Society for Richmond Children's Centres be awarded Provincial Targeted Major Capital Funding, the City designate the existing Hamilton Fire Hall site at 23031 Westminster Hwy for use by the Society of Richmond Children's Centres for the provision of child care in the community.
2. That should the Society for Richmond Children's Centres be awarded Provincial Targeted Major Capital Funding, the City develop a lease for use of the land by the Society for Richmond Children's Centres with appropriate terms and in accordance with the Community Charter.
3. That should the Society for Richmond Children's Centres be awarded Provincial Targeted Major Capital Funding, the City allocate up to \$110,000 from any arising 2005 operating budget surplus to prepare the site for a modular building and appropriate staff time to coordinate with the Society in development of the child care centre.
4. That the Minister of State for Child Care be advised that the City has identified land at 23031 Westminster Hwy for the creation of new child care spaces in Richmond and will designate this land to be leased by the Society of Richmond Children's Centres with appropriate terms and accordance with the Community Charter. Pending funding from the Province's Targeted Major Capital Funding Program.

Cathryn Volkering Carlile  
 General Manager - Parks, Recreation & Cultural Services (4068)  
 Att. 4

FOR ORIGINATING DIVISION USE ONLY					
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>		<b>CONCURRENCE OF GENERAL MANAGER</b>		
Engineering .....	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
Facility Management.....	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
Budgets .....	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
Parks .....	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
Policy Planning .....	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
<b>REVIEWED BY TAG</b>	YES	NO	<b>REVIEWED BY CAO</b>	YES	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

## **Staff Report**

### **Origin**

On January 24<sup>th</sup> 2006 Council referred the following to staff:

*“That staff identify and analyze suitable land and / or buildings for child care development and their financial implications, and bring these selections to Council for consideration before taking any action.”*

And

*“That the Minister of State for Child Care be advised that the City is willing to explore providing City-owned land and/or buildings for the development of new child care spaces in Richmond as advised by the Child Care Development Board.”*

These referrals were a result of three unsolicited requests from local child care providers indicating that they were applying for funding for the creation of new child care spaces through the Provincial Government’s Targeted Major Capital Grants Program and were requesting land and / or buildings from the City in support of their application.

The purpose of this report is to update Council on recent developments related to the Province’s Targeted Major Capital Grants Program, to recommend a site for location of a new child care centre in Richmond and identify a local child care provider with which to partner.

### **Analysis**

The deadline for child care providers to submit applications to the Province’s Targeted Major Capital Grants Program was January 31<sup>st</sup> 2006. Three Richmond organizations, the Society of Richmond Children’s Centres, The Arts Connection / Paddington Station, and the Developmental Disabilities Association made submissions to this program.

On February 28<sup>th</sup> 2006, two of these groups provided submissions (Attachments 1 & 2) to the City identifying how their submission met the criteria (Attachment 3) developed by the City in conjunction with the Child Care Development Advisory Committee for possible allocation of land and / or building(s) in support of the creation of new child care spaces in the City.

In early March 2006, the City contracted a child care consultant whose initial tasks including obtaining an update on the status of the Richmond applications from the Ministry. Ministry staff advised that it was expected that recommendations regarding funding allocations would be made to the Minister no later than March 31<sup>st</sup> 2006. In order for Richmond organizations to be considered, land and / or buildings were required to be identified and designated in support of the applications no later than March 28<sup>th</sup> 2006.

### **Partner Selection**

The Child Care Consultant and staff reviewed each of the two submissions received on February 28<sup>th</sup> 2006. Only one organization, the Society of Richmond Children’s Centres, fully met the criteria. The other organization, the Developmental Disabilities Association (DDA), provided

additional information in support of its application after the deadline. It is expected that the DDA's unique proposal may receive funding outside of the Targeted Major Capital Funds Program. If this should arise, an additional report will be presented.

### **Site Selection**

Factors considered in identifying possible sites for child care included the following:

1. Need for childcare in the area
2. Availability of an existing appropriate site / building
3. Quality of site for child care – size, visibility, access to transportation for users and staff

#### 1. Need for childcare in the area

The Province, in its guidelines for the Targeted Major Capital Funding Program, identifies four areas of Richmond in need of additional childcare spaces – Thompson, City Centre, Cambie and Hamilton. However, the 2001 Child Care Needs Assessment for Richmond does not identify Thompson as an area of need and updated information provided by the Child Care Advisory Committee indicates this is still the case. Therefore, City Centre, Cambie and Hamilton were areas considered for sites.

#### 2. Availability of an existing appropriate site / building

In City Centre, the scarcity and high value of land led to no identified sites. In the Cambie area, sites around King George Park were analyzed with a parcel of land adjacent to the East Richmond Community Hall identified as the most appropriate space in the area at this time. In Hamilton, the site of the soon to be replaced Fire Hall was identified as the most accessible site for consideration.

#### 3. Quality of site for Child Care

The site at King George Park, 12340 Cambie Road, at 8999 square feet does not meet the size requirements of a complete child care centre. Additional concerns were also raised about the site by the Provincial Child Care Licensing Officer regarding the close proximity to other child care providers particularly in the East Richmond Community Hall.

The Hamilton Fire Hall site, 23031 Westminster Hwy, at 19644 square feet is sufficient to allow construction of a facility which meets the needs of the identified child care provider. Additionally, childcare is a need in the Hamilton area with a lack of capacity particularly in out of school care. Transportation and parking are potential issues with the site but can be addressed with appropriate site planning.

The Society of Richmond Children's Centres has committed to working with other child care providers in the Hamilton area to ensure that the mix of services best meets the needs of the community. (Attachment 4)

**Agreement for Use of the Land**

Currently, the City has agreements with four child care providers. In each of these agreements, the City leases land and a building to each provider for \$1 per year over a period of five years with an option to renew at the end of the agreement period.

In this case, since the applicant for the targeted major capital funding is the child care provider, the building on the land will remain owned by the child care provider. The guidelines for the targeted major capital funding indicate that the provider must commit to a ten year time period in which to offer child care at the location. Therefore, a ten-year lease between the City and the child care provider is most appropriate in this situation.

**Financial Impact**

1. It should be noted that at the outset of the Community Safety Buildings (ie. Firehall) replacement program staff recommended that the Hamilton site be considered for sale to fund the replacement of aging community safety buildings. Endorsement of this report would require that the City forego that opportunity.

2. City staff has had significant discussions regarding the potential for the Hamilton site. A report from the Manager, Lands & Property is forthcoming which will recommend that because the site cannot be serviced by the City’s sanitary sewer system, that the City retain the site for community or commercial purposes and service it by a septic system.

**Construction Costs:**

	<b>City</b>	<b>Child Care Provider</b>
Fire Hall Demolition	\$7,000 - \$8,000	
Site Servicing (Septic)	Up to \$100,000	
Site Preparation & Construction of Modular Building		\$1,235,000 (two storey, 10,000 square foot facility)
Landscaping & Paving		Up to \$30,000
<b>Total</b>	<b>Up to \$110,000</b>	<b>1,265,000</b>

**Sources of Funding:**

Staff propose that the City’s \$110,000 come from funds arising from any 2005 operating budget surplus.

**Ongoing Maintenance and Servicing:**

To be borne by the child care provider.

Staff time will be required to coordinate with the Society of Richmond Children’s Centres in the construction process.

**Conclusion**

City contributions of land are essential to the feasibility of Richmond child care operators applying for provincial major capital grants.

Staff recommend that should the Society for Richmond Children's Centres be awarded Provincial Targeted Major Capital Funding, the City designate the existing Hamilton Fire Hall site at 23031 Westminster Hwy for lease to the Society of Richmond Children's Centres. The terms of the lease to be determined in accordance with the Community Charter.

Staff also recommend that should the Society for Richmond Children's Centres be awarded Provincial Targeted Major Capital Funding, the City allocate up to \$110,000 from any arising 2005 operating budget surplus to prepare the site for a modular building and appropriate staff time to coordinate with the Society in development of the child care centre.

Finally, staff recommend that the Minister of State for Child Care be advised the City has identified land at 23031 Westminster Hwy for the creation of new child care spaces in Richmond and will designate this land to be leased to the Society of Richmond Children's Centres with lease terms to be determined in accordance with the Community Charter.



Serena Lusk  
Planner II  
(4611)

SL:sl



## The Society of Richmond Children's Centres

Unit 110 - 6100 Bowling Green Rd.

Richmond, B.C. V6Y 4G2

Tel: (604) 214-3490 Fax: (604) 214-3403

February 27, 2006

### TO WHOM IT MAY CONCERN

**Attached please find the Society of Richmond Children's Centres response to the criteria developed by the Childcare Development Advisory and the Parks, Recreation and Cultural Services Division.**

In addition attached you will find the application form to the Province of BC and all the relevant appendices.

As you will see, the Society of Richmond Children's Centres is working with a number of community agencies and the Vancouver Coastal Health Authority and the Ministry for Children and Family Development to integrate the child care spaces into a family services hub.

The Society of Richmond Children's Centres is excited at the opportunity to meet the child care demands of the families of Richmond. We are guided by the following:


- Our knowledge of the demand for child care in Richmond
- Our commitment to quality, affordable, family-centered child care services
- Our belief that families are best served when a range of family and children's services co-locate
- Agency communication, cooperation and co-location is an effective use of public resources
- The use of significant municipal assets is most easily justified when their use is for a wide range of services in a "service gap" area
- Financial viability of new child care spaces is a complex issue which is dependent on sufficient government funding, a suitable site and community child care needs.

We trust that the following document clearly demonstrates our "track record" in child care service provision in Richmond, our clear support from other Richmond Community

Agencies and Authorities, the need for new child care spaces in Richmond and our vision for a new and innovative approach in East Richmond.

We thank City Council and City Staff for this opportunity and we look forward to partnering with the City of Richmond to serve the families of East Richmond.

Yours truly,



for Valerie Orth  
Board Chair  
Society of Richmond Children's Centres



# The Society of Richmond Children's Centres

Unit 110 - 6100 Bowling Green Rd.

Richmond, B.C. V6Y 4G2

Tel: (604) 214-3490 Fax: (604) 214-3403

## The Society of Richmond Children's Centres response to the City of Richmond Criteria for Child Care Expansion

1	<p><b>The child care spaces to be created are co-located with other children/family services</b></p>
	<p>The strength of the Society of Richmond Children's Centres proposal is the strong support it has from:</p> <p style="text-align: center;">             Touchstone Family Services              Richmond Society for Community Living              Volunteer Richmond Information Services              Vancouver Coastal Health              Richmond Family Place              Ministry for Children and Family Development           </p> <p>All of whom have declared their intention to locate some or all of their services in a Family Services Centre alongside the child care programs.</p>
2	<p><b>An organization can provide a clear demonstration that the project provides much needed child care that is not currently available in the community</b></p>
	<p>The Society of Richmond Children's Centres currently has over 400 families waiting for Infant care at its Bowling Green Rd location. Our experience has shown that a model where infant/toddler care is co-located with 3-5 care is preferred by families especially when there is more than one child. Continuity of care is important to families and serves them well. Requests from parents to extend our services to School Age Child Care are constant so depending on location we will look to offer that care if a school is within walking distance.</p>
3	<p><b>An organization is a non-profit society in good standing with BC Corporate Registry</b></p>
	<p>The Society of Richmond Children's Centres has been in good standing with the BC Corporate Registry for 11 years.</p>



4	<p><b>An organization must prove they are financially viable and have a solid business plan for operation of the child care facility</b></p>
	<p>Our attached financial statements show clearly the good stewardship of the Society over its assets.</p> <p>We intend to operate a new centre based on the Bowling Green Road Children's Centre model so we have a clear understanding of actual operating costs of the proposed centre. Depending on location we will add either preschool or school age child care as a new service for which we have done financial projections which are also attached.</p>
5	<p><b>An organization has a proven record showing they have the knowledge, skills and experience to undertake the project.</b></p>
	<p>The Society's current Manager was the Project Manager during the construction, hiring and enrolment phases of the Bowling Green Facility in 1998/1999. She has experience in child care centre design, managing contractors and sub-contractors, sourcing materials and managing a budget. The Board of Directors is committed to back-filling the Manager's position in our agency to free her to work on the new centre.</p> <p>Added to our own capacity in this area is the huge talent from our partner agencies who will be a major part of this project as we move forward.</p>
6	<p><b>If currently licensed, are in compliance with the Assisted Living Act and Child Care Licensing Regulation, or if not yet operating, in the process of obtaining a license under the Community Care and Assisted Living Act</b></p>
	<p>The Society has been in compliance with Child Care Licensing for 11 years and has a close working relationship with our Licensing officer.</p>
7	<p><b>Proposed Facility is complementary to existing child care programs in the City</b></p>
	<p>The Society of Richmond Children's Centres works collaboratively with other Richmond child care providers and seeks to work with them to serve Richmond families in the their search for child care. When land or buildings are being considered for the proposed centre, already established child care in the vicinity will be a factor in determining the need for the child care services to be provided at the new centre.</p>

8	<b>The child care facility will serve families receiving Child Care Subsidy</b>
	We welcome families using child care subsidy at all our centres and make subsidy information available to all parents.
9	<b>The child care facility will serve families with children with special needs requiring extra support.</b>
	The Society has included children with additional support needs in all our centres and have worked with Supported Child Development and Infant Development Consultants as well as the PACE program. Several of our staff have their Special Needs teaching certificates.
10	<b>The organization will demonstrate a commitment to the principles of quality, affordable, accessible and developmentally appropriate early childhood programs.</b>
	<p>The Society of Richmond Children's Centres is a non-profit society whose mission is to provide exemplary child care in Richmond. All our programs include play-based learning and family-centered care in an enriching creative environment.</p> <p><b>CORE VALUES</b></p> <ol style="list-style-type: none"> <li>1. <b><u>People</u></b> We are committed to respect and honesty towards the children, staff and families</li> <li>2. <b><u>Community</u></b> We support the cultural diversity of our community through exemplary child care service</li> <li>3. <b><u>Fiscal Responsibility</u></b> We strive to provide affordable child care within a framework for fiscal responsibility</li> <li>4. <b><u>Advocacy</u></b> We advocate with and on behalf of families for the services they need and the funding we need to provide quality child care for all</li> </ol> <p>A dedicated group of community and family members make up our board of directors and oversee the operation of the Society.</p> <p>The Society hires well qualified Early Childhood Professionals who are committed to providing programs for children that meet or exceed the standards of the Child Care Regulations and that:</p> <ul style="list-style-type: none"> <li>❖ Value children's play</li> <li>❖ Are developmentally appropriate to the age of each child;</li> <li>❖ Are inclusive and free of cultural bias;</li> </ul>

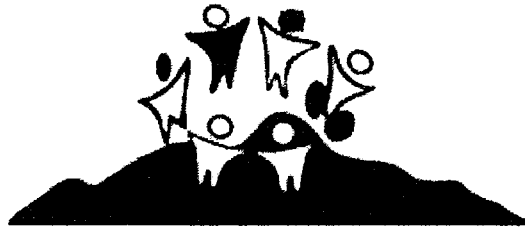
	<ul style="list-style-type: none"> <li>❖ Are developed in consideration of families needs;</li> <li>❖ Challenge and encourage each child to meet his/her own potential in all areas of physical, social and emotional development.</li> </ul>
<b>11</b>	<p><b>Demonstrated support and partnerships from within the Richmond Community for the proposed project.</b></p> <p>Attached you will find letters of support for our expansion project from:</p> <p style="text-align: center;">Richmond Society for Community Living  Volunteer Richmond Information Services  Touchstone Family Services  Vancouver Coastal Health  Richmond Family Place  Richmond Children First</p> <p>The Society of Richmond Children’s Centres spent \$10,000 to engage consultants to enable the creation of strategic alliances of like-minded agencies in Richmond who wanted to serve families in East Richmond.</p> <p>The Society could have entered this project alone but rather we understand the asset building approach and the efficiency of community resources when agencies work collaboratively to serve the community. In this process it has been extremely encouraging to discover a groundswell of support from the above agencies as well as the Ministry for Children and Family Development.</p>
<b>12</b>	<p><b>Willing to be in a lease arrangement, operating contracts or service agreement with the City of Richmond.</b></p> <p>The Society is currently in two lease agreements with the City of Richmond for its facilities: Terra Nova Children’s Centre and Cook Road Children’s Centre and has worked cooperatively with the City on many projects related to the facilities</p>
<b>13</b>	<p><b>Complies with City bylaws, relevant policies</b></p> <p>The Society complies with all current City bylaws and relevant policies.</p>
<b>14</b>	<p><b>Demonstrates how the service addresses the City’s resolution “Richmond is the best place to raise children in North America” and how they will incorporate an asset development approach</b></p> <p>The Society of Richmond Children’s Centres was created to be a Richmond based service for Richmond families in an acknowledgement that Richmond values</p>

	<p>children, values its workforce and is committed to doing all it can to facilitate the real needs of families today. The Society has participated on numerous task forces, community development processes and initiatives for children and families in Richmond in its strong belief in the value that these bring to both the Society staff and families and to the community as a whole. Creating a family-centered community takes leadership which the City has demonstrated through its progressive Child Care Policy.</p> <p>We hear everyday from parents in the community their desperate need for quality child care services, especially infant and toddler care. Our application to expand our services is driven by this community demand for child care.</p> <p>When communities focus on their assets rather than their needs they often can create new opportunities, improve service delivery, strengthen their infrastructure, and enhance community life. The Society of Richmond Children's Centre proposed HUB model of services for children and families bring together some of Richmond's best assets in this area of expertise in an innovative new service delivery model made in Richmond for Richmond.</p>
<p><b>15</b></p>	<p><b>Willing to participate and collaborate with other service providers to ensure top quality child care.</b></p>
	<p>As previously noted we have formed a strong partnership with several other agencies to deliver a comprehensive network of services. In addition the Society often works with and/or assists other child care providers with a variety of issues. We strongly believe that as a large service provider with a proven record of quality care and the internal infrastructure to support that work that we have a responsibility to support our fellow operators and colleagues in any way we can. One example is when we received a City grant for a quad stroller for our infant program we called a local child care centre and donated our triple stroller to their infant program.</p> <p>Our centres have hosted many child care training and other events and we are committed to sharing resources with others in the child care community in Richmond.</p>
<p><b>16</b></p>	<p><b>Demonstrates that the relationship with the City is active and constructive and the organization will maintain a positive, cooperative relationship with the City.</b></p>
	<p>The Society of Richmond Children's Centres has had almost continual representation on the City of Richmond's Child Care Development Board since it was established and has supported all City initiatives around children and families.</p> <p>In our partnership in operating two City-owned child care facilities we have maintained and nurtured a very good working relationship with City staff. In addition we have given feedback and input on facility issues over the years.</p>

	<p>We are looking forward to maintaining a positive, cooperative relationship with the City as we move forward.</p>
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## INDEX

- SECTION 1** Completed Funding Application Form  
Appendices: Centre Licenses  
Centre Addresses  
Equipment Lists
- SECTION 2** Written confirmation of commitment to continue the child care operation in accordance with the funding guidelines
- SECTION 3** Written confirmation of the required financial contribution – Society Year-end (04/05) Financial Report showing cash on hand
- SECTION 4** Demonstration of the need for proposed child care spaces  
Appendices:  
City of Richmond Child Care Needs Assessment 2001-2006  
CCRR Needs Update 2006  
Richmond Children First DRAFT Document
- SECTION 5** Letters of Support  
Community Agencies  
Community Parents
- SECTION 6** Operating Budget for 1 year showing revenues, expenditures, staffing and fees
- SECTION 7** Community Care Facility Licenses  
Terra Nova Children's Centre  
Cook Road Children's Centre  
Bowling Green Road Children's Centre 3-5 program  
Bowling Green Road Children's Centre Infant/Toddler
- SECTION 8** Floor Plans  
FOR REFERENCE ONLY
- SECTION 9** Supporting Documents  
Letter of Intent  
Presentation to City of Richmond Planning Committee  
Richmond Consortium for the Establishment of an East Richmond Child Care Centre (DRAFT)



The Society of Richmond  
**Children's Centres**

## SECTION 1

# **COMPLETED FUNDING APPLICATION FORM**

### APPENDICES:

Centre Licenses  
Centre Addresses  
Equipment Lists







# The Society of Richmond Children's Centres

Unit 110 - 6100 Bowling Green Rd.

Richmond, B.C. V6Y 4G2

Tel: (604) 214-3490 Fax: (604) 214-3403

January 26, 2006

## TO WHOM IT MAY CONCERN

**Please accept this funding application from the Society of Richmond Children's Centres for Major Capital Funding.**

Attached you will find the application form and the relevant appendices.

The City of Richmond has assured us that they have written to you showing support for the Richmond applications and their commitment to being partners in the creation of new child care spaces. As the City has not yet committed land or buildings to this application, without which the application will be significantly challenged, it has proved difficult for all applicants to give a precise figure for building costs. Richmond has very varied soil types and building costs are extremely site dependent. All companies approached for building cost estimates were reluctant to estimate without having a specific site. We have therefore taken a variety of current projects in a variety of locations in Richmond and from that extrapolated a cost per square foot for the purpose of this application. Without the specific site and location from the City we are challenged to provide a detailed and accurate budget for the development phase. We do however have years of experience operating child care and are more than confident in providing an operating budget for the proposed new child care spaces.

The Society of Richmond Children's Centres is also working with a number of other community agencies and the Vancouver Coastal Health Authority to integrate the child care spaces into a family services hub. The Hub agencies will be seeking other funding but the final determination of the total funding for the Hub as well as the site for the Hub may impact final costs for the child care spaces (may, in fact, reduce them if more costs are shared with the Hub).

The Society of Richmond Children's Centres is excited at the opportunity to meet the child care demands of the families of Richmond. However we are guided by the following:

- Our belief that families are best served when a range of family and childrens services co-locate

- Agency communication, cooperation and co-location is an effective use of public resources
- The use of significant municipal assets is most easily justified when their use is for a wide range of services in a “service gap” area
- Financial viability of new child care spaces is a complex issue which is dependent on sufficient government funding, a suitable site and community child care needs.

We trust that the following document clearly demonstrates our “track record” in child care service provision in Richmond, our clear support from other Richmond Community Agencies and Authorities, the need for new child care spaces in Richmond and our vision for a new and innovative approach in East Richmond.

We thank Minister Reid for this opportunity and for her time and interest to date and we look forward to partnering with the Province of British Columbia to serve the families of Richmond.

Yours truly,



 Valerie Orth  
Board Chair  
Society of Richmond Children's Centres



The information collected on this form is collected under the authority of the Child Care BC Act (SBC 2001, c. 4) and will be used for the purpose of administering the Child Care Capital Funding Program...

APPLICATION DEADLINE: NOVEMBER 15, 2005 AND JANUARY 31, 2006.

Supporting documentation must be attached in accordance with funding application criteria. An application is not a guarantee of funding.

A. APPLICANT INFORMATION

Form A: APPLICANT INFORMATION. Includes fields for Type of Organization (Non-Profit Society checked), Legal Name (Society of Richmond Children's Centres), Child Care Centre Name (several - see attached), Organization Mailing Address (110-6100 Bowling Green Rd), City (Richmond), Postal Code (V6Y 4G2), Date Opened (1996, 1998, 1999), Contact Person (Nicky Byres), Position (Manager), and Maximum Number (Total 99).

B. FUNDING REQUEST INFORMATION

Form B: FUNDING REQUEST INFORMATION. Includes sections for Regular Major Capital Funding (50% contribution) and Targeted Major Capital Funding (90% contribution checked for priority communities). Also includes a table for project type (Creation of new child care facility checked) and amount of request (\$500,000).

## Our Centres

### Terra Nova Children's Centre

6011 Blanshard Drive  
Richmond, B.C.  
V7C 5M8

(ph) 270-1610

Situated in Terra Nova, this centre, opened in 1996, is licensed to serve 25 children aged 3 – 5 years old.

This purpose-built facility is owned by the City of Richmond and leased to the Society of Richmond Children's Centres.

### Cook Road Children's Centre

8300 Cook Road  
Richmond B.C.  
V6Y 1V5

(ph) 214-8271

Situated in central Richmond this centre, which opened in 1998, is licensed to serve 25 children aged 3 – 5 years old.

This purpose-built facility is owned by the City of Richmond and leased to the Society of Richmond Children's Centres.

## Our Centres

### Bowling Green Road Children's Centre

Unit 110  
6100 Bowling Green Road  
Richmond, B.C.  
V6Y 4G2

#### Infant / Toddler Program

(ph) 214-3498

Situated next to Minoru Park in central Richmond this centre, which opened in 1999, is licensed to serve 12 infants and 12 toddlers.

This purpose-built facility is owned by Richmond Health Services Society and leased to the Society of Richmond Children's Centres.

#### 3 – 5 Program

(ph) 214-3491

Situated next to Minoru Park in central Richmond this centre, which opened in 1999, is licensed to 25 3 -5 year olds.

This purpose-built facility is owned by Richmond Health Services Society and leased to the Society of Richmond Children's Centres.

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All our centres have active waitlists. We accept full and part-time children (minimum of 2 days/week). The demand for Infant/Toddler care is very high in Richmond so we suggest you go on the waitlist as soon as possible. For further information, please call and speak to the Senior Supervisor at the Centre. All centres operate from 7:30am – 6pm.



Province of  
British Columbia

# LICENCE

## Community Care Facility Act

Licensee : SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C. V7C 5M8

Having complied with the provisions of the Community Care Facility Act and Regulations, is authorized to operate :

Facility : BOWLING GREEN ROAD CHILDREN'S CENTRE I/T  
Address : 6100 BOWLING GREEN ROAD  
City : RICHMOND, B.C.

Facility Number : 3182214

Manager (Person in Charge) Allison Moriarty

Type(s) of Service

Maximum Number

Group Day Care - < 36 Mos (Infant Room - 12)

24

Group Day Care - < 36 Mos (Toddler Room - 12)

Staff/Child Ratio:

1 Infant Toddler Educator (ITE) to every 4 children

1 ITE, 1 ECE to every 5-8 children

1 ITE, 1 ECE, 1 assistant to every 9-12 children

Maximum Capacity : 24

Conditions :

MAXIMUM NUMBER OF CHILDREN IN ANY ONE GROUP NOT TO EXCEED 12

November 29, 1999  
Effective Date

*Greg Atchey*  
Medical/Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE.  
THIS LICENCE IS NONTRANSFERABLE.



Province of  
British Columbia

# LICENCE

## Community Care Facility Act

Licensee : SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C., V7C 5M8

Having complied with the provisions of the Community Care Facility Act and Regulations, is authorized to operate :

Facility : COOK ROAD CHILDREN'S CENTRE  
Address : 8300 COOK ROAD  
City : RICHMOND, B.C., V6Y 1V5

Facility Number : 3182188

Manager (Person in Charge): Jolanta Mackowska

Type(s) of Service

Maximum Number

Group Day Care - 30+ Mos.

25

Staff/Child Ratio:

- 1 Early Childhood Educator (ECE) to every 8 children
- 1 ECE, 1 assistant to every 9-16 children
- 1 ECE, 2 assistants to every 17-25 children

Maximum Capacity : 25

Conditions :

Not more than 2 children between 30-36 months of age.

June 28, 2000  
Effective Date

*Gary Ritchey*  
per \_\_\_\_\_  
Medical Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE.  
THIS LICENCE IS NONTRANSFERABLE.

# LICENCE

## Community Care and Assisted Living Act

Licensee: SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address: #110-6100 BOWLING GREEN ROAD  
City: RICHMOND, B.C. V6Y 4G2

Having complied with the provisions of the Community Care and Assisted Living Act and Regulations, is authorized to operate:

Facility: BOWLING GREEN ROAD CHILDREN'S CENTRE  
Address: #110-6100 BOWLING GREEN ROAD  
City: RICHMOND, B.C. V6Y 4G2

Facility Number: 3182213

Manager / Person in Charge: Allison Lee

### Types of Service

Group Day Care - 30 Months to School Age

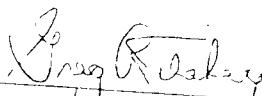
### Maximum Number

25

Maximum Capacity: 25

### Conditions:

November 01, 2004  
Effective Date

  
Medical Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE.  
THIS LICENCE IS NONTRANSFERABLE

Appendix F



Province of British Columbia Ministry of Health and Ministry Responsible for Seniors

# LICENCE

## Community Care Facility Act

Licensee : SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C., V7C 5M8

Having complied with the provisions of the Community Care Facility Act and Regulations, is authorized to operate :

Facility : TERRA NOVA DAY CARE  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C., V7C 5M8  
Manager (Person in Charge): Farida Andani

Facility Number : 3182136

### Type(s) of Service

Group Day Care - 30+ Mos.

Maximum Number

25

### Staff/Child Ratio:

- 1 Early Childhood Educator (ECE) to every 3 children
- 1 ECE, 1 assistant to every 9-16 children
- 1 ECE, 2 assistants to every 17-25 children

Maximum Capacity : 25

### Conditions :

- NOT MORE THAN 2 CHILDREN BETWEEN 30-36 MONTHS OF AGE
- MAXIMUM NUMBER OF CHILDREN IN ANY ONE GROUP NOT TO EXCEED 25

December 10, 1998  
Effective Date

*[Signature]*  
Medical Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE.  
THIS LICENCE IS NONTRANSFERABLE.



**C. PROJECT SUMMARY (see Funding Guidelines)**

PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES IF REQUIRED)	
To build a new 7000 sq foot child care facility as Phase 1 of an integrated family services centre. The innovative design of the building is informed by the design and construction of our other three facilities and the lessons we learned through those. We will be using the child care design guidelines and working with our licensing officer throughout the project development.	
WHAT ARE THE NUMBER AND TYPE OF CHILD CARE SPACES TO BE CREATED?	WHAT ARE THE NUMBER AND TYPE OF CHILD CARE SPACES TO BE RETAINED?
12 Infant 12 Toddler 25 3-5 30 morning preschool 30 afternoon preschool	All spaces are new
What is the proposed start date for this project? (YYYY/MM/DD) 2006/07/01	What is the proposed end date for this project? (YYYY/MM/DD) 2006/11/30
SUMMARIZE COMMUNITY NEED AND INCLUDE STEPS YOU HAVE TAKEN TO AVOID DUPLICATING SERVICES (ATTACH ADDITIONAL PAGES IF REQUIRED)	
The Society of Richmond Children's Centres was represented on the City of Richmond's 2001-2006 Needs Assessment Steering Committee and is well versed in the community need for child care. Please see Attachment for documentary evidence of child care need in Richmond. Further to that the Society currently has over 400 families on our infant/toddler child care waitlist and between our three 3-5 programs over 150 families waiting. If this child care need in our target area was to be substantially satisfied between now and when we receive funding we will review the viability of our project at that time	
Name of Licensing Officer: Adrienne Cathcart	Phone Number: (604) 2333183
DESCRIBE WORK COMPLETED TO DATE TOWARDS LICENSING OF NEW FACILITY	
The Society of Richmond Children's Centres works closely with our Licensing officers on all aspects of our operating. Our Licensing department has attended meetings towards the development of the proposed new facility and is well informed of our intention. We have obtained the Child Care Design Guidelines from Licensing and are using them to guide the process. The Society of Richmond Children's Centres has an excellent reputation with Licensing and does not anticipate any barriers to successfully licensing any new programs.	
DESCRIBE STEPS YOU WILL TAKE TO ENSURE QUALIFIED STAFF ARE IN PLACE	
The Society currently has 22 qualified and able staff. If a new centre was built we would send a team of current staff to "start-up" the new centre and assist in orienting new hires to the Society Policies and Procedures. The Society offers a competitive compensation package which includes benefits. We have never encountered difficulty recruiting and retaining staff.	

**D. SUMMARY OF EXPENDITURES FOR PROPOSED PROJECT**

Building Costs	\$ 770,000	Accepted Rates for Volunteer Labour \$10.00 per hour for unskilled labour \$20.00 per hour for skilled labour \$50.00 per hour for heavy machinery and operator
Site Development Costs	\$ unknown	
Equipment Costs (attached detailed list)	\$ 65,000	
Fees	\$ 15,000	
Total Project Costs	\$ 850,000	

**E. LIST OF CONFIRMED SOURCES OF FUNDING**

Society of Richmond	\$ 65,000
Children's Centres	\$
	\$
	\$
	\$
Total Confirmed Funding	\$

**F. FINANCIAL SUMMARY**

Total Project Cost	\$ 850,000
Confirmed Funding from Sponsoring Organization	\$ 65,000
Funding Request from Province	\$ 500,000

## Equipment Lists

The Society of Richmond Children's Centres currently operates 99 spaces of child care and has over and above the needed equipment. The Society centres share the use of large pieces of equipment that rotate from centre to centre.

Based on our previous experience of opening new centres we anticipate that we have budgeted sufficient funds for the equipment we need. We have been successful in the past in obtaining capital equipment grants from the City of Richmond for any large items.

In all our operations we meet and exceed all licensing requirements in terms of equipment for the children and anticipate continuing to do so if we open a new centre.



# Preschool: Furnishings & Equipment Checklist

To complete this form, check off all the items that apply, and write in <sup>2</sup>  $\bar{n}$  for those items not applicable. The *Comments* section may be used to list goals and priorities. For more information, consult the booklet *Furnishings & Equipment Guidelines for Licensed Child Care Facilities*, at the pages listed beside each heading.

## Physical Development (pp. 12-18)

### LARGE MOTOR/SMALL MOTOR DEVELOPMENT

- climbing/swinging equipment (adapted if needed):
  - climber, ladder, slide, climbing rope, boxes, planks, tires, balance beam, safety mats, swings, tunnels
- wheeled equipment and accessories:
  - tricycles, riding toys, wagons
- games equipment:
  - assorted balls, sets of games equipment, bean bags, skipping ropes, tumbling mats
- manipulative toys:
  - shape sorters, peg boards, stringing beads, sewing cards, things to fill and dump, trucks, boats, trains, animals, multi-ethnic people
- puzzles: wooden form, inlay, sequence
- blocks: sets of medium/large sizes
- construction toys:
  - nesting/stacking toys, interlocking blocks, accessories, e.g. train with interlocking track

### INDOOR/OUTDOOR ACTIVITIES

- access to equipment outdoors as well as indoors

### SELF-HELP SKILLS

- private storage, accessible coat-hooks
- child-accessible, labelled, open shelving
- appropriate sized/accessible furnishings
- stool to help child reach toilet, sink, change table

### HEALTH AND SAFETY HABITS

- individual equipment for hygiene
- safety equipment: e.g. safety mats, helmets as needed

### TACTILE DEVELOPMENT

- floor pillows, soft sofa/chairs, varied floor surfaces, bubble-blowing supplies, sensory materials

## Intellectual Development (pp. 19-26)

### CURIOSITY/ REASONING/ PROBLEM SOLVING

- sand/sensory materials and accessories
- water play equipment and accessories
- modelling materials and accessories
- cooking equipment and supplies
- science equipment:
  - plants and pets, magnifying glass, magnets, scales and objects to weigh, sets of animals including dinosaurs, nature collections
- card and board games, memory games

### CLASSIFYING/ ORDERING/ DIRECTION/ SPATIAL RELATIONSHIPS/PERCEPTION

- objects to sort and classify
- materials to string (various sizes, types)
- visually stimulating display: pictures, artwork, toys
- shape sorters, stencils, tracing supplies

### CREATIVE EXPRESSION

- art equipment and supplies:
  - easels, drying rack or space, equipment and materials for painting, drawing and colouring, cutting, gluing, collage, 3-dimensional work
- music/dance equipment: music, instruments, props, e.g. scarves
- housekeeping equipment: multi-ethnic dolls and accessories, furniture, dishes, foods
- imaginative play equipment: dress-up clothes, puppets, prop kits, unbreakable mirror

### ENVIRONMENTAL UNDERSTANDING

- natural area: grass, garden
- gardening/nature equipment, e.g. trowels, bird feeder
- recycling box

### PHYSICAL DEVELOPMENT

The program has the listed equipment or suitable alternatives to support physical development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INTELLECTUAL DEVELOPMENT

The program has the listed equipment or suitable alternatives to support intellectual development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Language Development** (pp. 27-29)  
**RECEPTIVE & EXPRESSIVE LANGUAGE SKILLS**

- \_\_\_ books and storytelling equipment:  
 picture and story books; puppets, theatre,  
 and props; felt board and figures; sofa or  
 comfortable chair
- \_\_\_ listening equipment:  
 tape/CD player, selection of music and  
 songs from various cultures and genres (e.g.  
 classical, folk, rock, country), selection of  
 stories on tape or CD

**COMMUNICATION**

- \_\_\_ telephones, walkie talkies, cans and string
- \_\_\_ writing equipment: paper, illustrating materials

**Emotional Development** (pp. 30-32)  
**POSITIVE/ ACCURATE SELF-CONCEPT**

- \_\_\_ picture/artwork display at child's eye level,  
 including various cultures, gender roles and  
 abilities
- \_\_\_ photographs of children
- \_\_\_ unbreakable mirror

**EXPRESSING FEELINGS APPROPRIATELY**

- \_\_\_ carpets, pillows, soft furnishings
- \_\_\_ nook or other quiet space to be alone
- \_\_\_ stuffed toys, dolls
- \_\_\_ safe place to "let off steam"
- \_\_\_ books containing messages about feelings

**CULTURAL HERITAGE**

- \_\_\_ pictures, decorations, toys, music and stories  
 from various cultures

**LANGUAGE DEVELOPMENT**

The program has the listed equipment or suitable alternatives to support language development.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMOTIONAL DEVELOPMENT**

The program has the listed equipment or suitable alternatives to support emotional development.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Social Development** (pp. 33-35)

**WORKING COOPERATIVELY & INDEPENDENTLY**

- \_\_\_ equipment and play props for group time, small  
 group activity centres
- \_\_\_ artwork, blocks, and construction equipment in  
 adequate number for group play
- \_\_\_ board and card games and large motor  
 equipment promoting cooperative group play
- \_\_\_ equipment designed with wide slides, platforms  
 for more than one child
- \_\_\_ equipment for solitary activities: space, tent,  
 carpet squares or soft chairs for individual  
 children

**EQUIPMENT TO PROMOTE BELONGING**

- \_\_\_ photographs of children and families
- \_\_\_ books/pictures/toys promoting diverse families  
 and cultures
- \_\_\_ strollers, rope or other provisions for walks in  
 neighbourhood

**SOCIAL DEVELOPMENT**

The program has the listed equipment or suitable alternatives to support social development.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Group Child Care 30 Mo.-School Age: Furnishings & Equipment Checklist

To complete this form, check off all the items that apply, and write in n/a for those items not applicable. The *Comments* section may be used to list goals and priorities. For more information, consult the booklet *Furnishings & Equipment Guidelines for Licensed Child Care Facilities*, at the pages listed beside each heading.

## Physical Development (pp. 12-18)

### LARGE MOTOR/SMALL MOTOR DEVELOPMENT

- climbing/swinging equipment (adapted if needed):
  - climber, ladder, slide, boxes, planks, tires, balance beam, safety mats, swings, tunnels
- wheeled equipment and accessories:
  - tricycles, riding toys, wagons
- games equipment:
  - assorted balls, bean bags, tumbling mats
- manipulative toys:
  - shape sorters, peg boards, stringing beads, sewing cards, things to fill and dump, trucks, boats, trains, animals, multi-ethnic people
- puzzles: wooden form, inlay, sequence
- blocks: sets of medium/large sizes
- construction toys:
  - nesting/stacking toys, interlocking blocks, accessories, e.g. train with interlocking track

### INDOOR/OUTDOOR ACTIVITIES

- access to equipment outdoors as well as indoors

### SELF-HELP SKILLS

- private storage, accessible coat-hooks
- child-accessible, labelled, open shelving
- appropriate sized/ accessible furnishings
- stool to help child reach toilet, sink, change table

### HEALTH AND SAFETY HABITS

- individual equipment for hygiene: personal towels, cups, combs, toothbrushes
- safety equipment, e.g. safety mats, helmets as needed

### TACTILE DEVELOPMENT

- floor pillows, soft sofa/chairs, varied floor surfaces, bubble-blowing supplies, sensory materials

## Intellectual Development (pp. 19-26)

### CURIOSITY/ REASONING/ PROBLEM SOLVING

- sand/sensory materials and accessories
- water play equipment and accessories
- modelling materials and accessories
- cooking equipment and supplies
- science equipment: plants and pets, magnifying glass, magnets, scales and objects to weigh, sets of animals including dinosaurs, nature collections
- card and board games, memory games

### CLASSIFYING/ ORDERING/ DIRECTION/ SPATIAL RELATIONSHIPS/PERCEPTION

- objects to sort and classify
- materials to string (various sizes, types)
- visually stimulating display: pictures, artwork, toys
- shape sorters, stencils, tracing supplies

### CREATIVE EXPRESSION

- art equipment and supplies:
  - easels, drying rack or space, equipment and materials for painting, drawing and colouring, cutting, gluing, collage, 3-dimensional work
- music/dance equipment: music, instruments, props, e.g. scarves,
- housekeeping equipment: multi-ethnic dolls and accessories, furniture, dishes, foods
- imaginative play equipment: dress-up clothes, puppets, prop kits, unbreakable mirror

### ENVIRONMENTAL UNDERSTANDING

- natural area: grass, garden
- gardening/nature equipment, e.g. trowels, bird feeder
- recycling box

### PHYSICAL DEVELOPMENT

The program has the listed equipment or suitable alternatives to support physical development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INTELLECTUAL DEVELOPMENT

The program has the listed equipment or suitable alternatives to support intellectual development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Language Development** (pp. 27-29)

**RECEPTIVE & EXPRESSIVE LANGUAGE SKILLS**

- \_\_\_ books and storytelling equipment:
  - picture and story books; puppets, theatre, and props; felt board and figures; sofa or comfortable chair
- \_\_\_ listening equipment:
  - tape/CD player, selection of music and songs from various cultures and genres (e.g. classical, folk, rock, country), selection of stories on tape or CD

**COMMUNICATION**

- \_\_\_ telephones, walkie talkies, cans and string
- \_\_\_ writing equipment: paper, illustrating materials

**Emotional Development** (pp. 30-32)

**POSITIVE/ ACCURATE SELF-CONCEPT**

- \_\_\_ picture/artwork display at children's eye level, including various cultures, gender roles and abilities
- \_\_\_ photographs of children
- \_\_\_ unbreakable mirror

**EXPRESSING FEELINGS APPROPRIATELY**

- \_\_\_ carpets, pillows, soft furnishings
- \_\_\_ nook or other quiet space to be alone
- \_\_\_ stuffed toys, dolls
- \_\_\_ safe place to "let off steam"
- \_\_\_ books containing messages about feelings

**CULTURAL HERITAGE**

- \_\_\_ pictures, decorations, toys, music and stories from various cultures

**LANGUAGE DEVELOPMENT**

The program has the listed equipment or suitable alternatives to support language development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMOTIONAL DEVELOPMENT**

The program has the listed equipment or suitable alternatives to support emotional development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Development** (pp. 33-35)

**WORKING COOPERATIVELY & INDEPENDENTLY**

- \_\_\_ equipment and play props for group time, small group activity centres
- \_\_\_ artwork, blocks, and construction equipment in adequate number for group play
- \_\_\_ board and card games and large motor equipment promoting cooperative group play
- \_\_\_ equipment designed with wide slides, platforms for more than one child
- \_\_\_ equipment for solitary activities: space, tent, carpet squares or soft chairs for individual children

**EQUIPMENT TO PROMOTE BELONGING**

- \_\_\_ photographs of children/families
- \_\_\_ books/pictures/toys promoting diverse families and cultures
- \_\_\_ strollers, rope or other provisions for walks in neighbourhood

**SOCIAL DEVELOPMENT**

The program has the listed equipment or suitable alternatives to support social development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_



# Group Child Care Under 36 Months: Furnishings & Equipment Checklist

To complete this form, check off all the items that apply, and write in n/a for those items not applicable. The Comments section may be used to list goals and priorities. For more information, consult the booklet *Furnishings & Equipment Guidelines for Licensed Child Care Facilities*, at the pages listed beside each heading.

Key: (i) - equipment primarily for infants (t) - equipment primarily for toddlers (★) - enhanced  
All other equipment listed is appropriate for both infants and toddlers.

## Physical Development (pp. 12-18)

### LARGE MOTOR/SMALL MOTOR DEVELOPMENT

- cushioned area where infants can safely pull themselves up (i)
- climbing/swinging equipment (adapted if needed):
  - equipment to climb on, crawl through: tunnels, floor cushions, boxes
  - low climber and slide, rocking toys (t)
- push/pull toys
- low riding toys, most without pedals (t)
- games equipment: soft, large balls
- manipulative toys:
  - teething toys, rattles, squeeze toys (i)
  - things to fill and dump, trucks, boats, trains, animals, people
  - spools or large beads to thread (t) ★
- puzzles: 2-8 piece, varied materials (t)
- soft, washable and lightweight blocks
- large cardboard or plastic blocks (t) ★
- construction toys: nesting/stacking toys, interlocking blocks

### INDOOR/OUTDOOR ACTIVITIES

- access to equipment outdoors as well as indoors

### SELF-HELP SKILLS

- child-accessible, labelled, open shelving
- appropriate sized, accessible furnishings
- stool to help child reach toilet, sink, change table (t)

### HEALTH AND SAFETY HABITS

- individual equipment for hygiene: personal towels, cups, combs, toothbrushes
- safety equipment, e.g. safety mats

### TACTILE DEVELOPMENT

- soft and textured toys and furnishings, varied floor surfaces, toys for "mouthing" and chewing
- bubble-blowing supplies (t)

## Intellectual Development (pp. 19-26)

### CURIOSITY/ REASONING/ PROBLEM SOLVING

- water play equipment and accessories (t)
- sand/ sensory materials and accessories (t)
- modelling materials (e.g. play dough) and accessories
- science equipment: plants and pets, materials for sorting, counting and measuring (t)
- games, e.g. picture Lotto, dominoes (t)

### CLASSIFYING/ ORDERING/ DIRECTION/ SPATIAL RELATIONSHIPS/PERCEPTION

- nesting/stacking toys
- sets of safe objects
- small, safe vehicles
- toys in a variety of colours and shapes
- visually attractive display: pictures, artwork, toys

### CREATIVE EXPRESSION

- art equipment and supplies:
  - paper, jumbo crayons
  - equipment and materials for painting, drawing and colouring, cutting, gluing, collage (t)
- music/dance equipment: music, rhythm instruments, props, e.g. scarves
- housekeeping equipment: multi-ethnic/gender dolls and accessories, dishes, furniture, play foods
- imaginative play equipment: dress-up clothes (multi-ethnic, occupational), puppets, props (t)

### ENVIRONMENTAL UNDERSTANDING

- natural area: grass, garden
- space to garden
- digging equipment (t)
- recycling box

### PHYSICAL DEVELOPMENT

The program has the listed equipment or suitable alternatives to support physical development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INTELLECTUAL DEVELOPMENT

The program has the listed equipment or suitable alternatives to support intellectual development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Language Development** (pp. 27-29)  
**RECEPTIVE & EXPRESSIVE LANGUAGE SKILLS**

- \_\_\_ books and storytelling equipment:  
sturdy board picture books, multi-textured books, puppets; rocker, armchair or couch
- \_\_\_ listening equipment:  
tape/CD player, selection of music and songs from various cultures and genres (e.g. classical, rock, folk), selection of stories on tape or CD

**COMMUNICATION**  
\_\_\_ play telephones

**Emotional Development** (pp. 30-32)  
**POSITIVE/ ACCURATE SELF-CONCEPT**

- \_\_\_ picture/artwork display at children's level
- \_\_\_ books containing messages about feelings

**EXPRESSING FEELINGS APPROPRIATELY**

- \_\_\_ soft mats with washable covers
- \_\_\_ soft toys, dolls
- \_\_\_ soft furnishings: carpets, floor pillows, soft chairs, rocking chair, sheepskins
- \_\_\_ soft area where infants can safely roll and pull themselves up (i)

**CULTURAL HERITAGE**

- \_\_\_ pictures, decorations, toys, music and stories from various cultures

**LANGUAGE DEVELOPMENT**  
The program has the listed equipment or suitable alternatives to support language development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMOTIONAL DEVELOPMENT**  
The program has the listed equipment or suitable alternatives to support emotional development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Development** (pp. 33-35)  
**WORKING COOPERATIVELY & INDEPENDENTLY**

- \_\_\_ equipment and play props for group time, small group activity centres (t)
- \_\_\_ artwork, blocks, and construction equipment in adequate number for group play
- \_\_\_ climbing equipment designed with wide slides, platforms for more than one child (t)
- \_\_\_ equipment for solitary activities: nook, tent, carpet squares or soft chairs for individual children

**EQUIPMENT TO PROMOTE BELONGING**

- \_\_\_ photographs of children/families
- \_\_\_ books/pictures/toys promoting diverse families
- \_\_\_ strollers for walks in the neighbourhood

**SOCIAL DEVELOPMENT**  
The program has the listed equipment or suitable alternatives to support social development.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_



**G. CERTIFICATION BY APPLICANT**

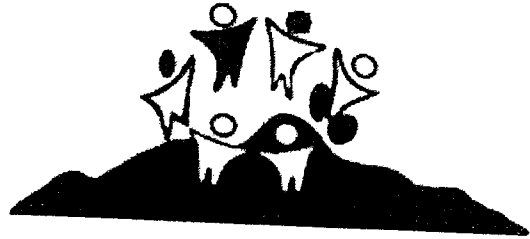
On behalf of the sponsoring organization, I hereby certify that I have read and understand each of the following requirements, which have been satisfied by the organization. I understand that any funding provided as a result of this application will be governed by the terms of a formal agreement that must be entered into between the Province and the organization that will include all of these requirements:

1. The organization must continue the child care operation as follows:
  - For projects under \$25,000, applicants must demonstrate commitment to continuing the child care operation at a minimum to the end of their lease agreement and any extensions up to a maximum period of five years.
  - For projects between \$25,000 and \$300,000, where the applicant is renovating existing leased space or requesting funding support only for equipment and furnishings, applicants must demonstrate commitment to continue the child care operation for a period of 5 years.
  - For projects between \$25,000 and \$300,000, where the applicant owns the building and/or land, applicants must demonstrate commitment to continuing the child care operation for a period of 10 years.
  - For projects over \$300,000, regardless of whether the applicant is renovating existing leased space or where the applicant owns the land and/or building, applicants must demonstrate commitment to continuing the child care operation for a minimum of 10 years.
2. The organization must ensure that the child care facility is willing to serve families on Child Care Subsidy and children requiring extra supports.
3. The organization must not have the financial resources to undertake the request without financial assistance of the Province.
4. The organization must be in good standing with BC Corporate Registry (if applicable).
5. The organization must be in good standing with the Ministry of Children and Family Development (that is, the organization must either have no outstanding balances owing to the Ministry OR the organization must have established payment plans for outstanding balances from other child care funding programs and must be in good standing regarding its payments under those plans).
6. The organization must obtain all necessary permits and meet all local zoning by-laws.
7. Any cost overruns on the project are the sole responsibility of the organization.
8. If the final cost of the project is less than the estimate provided in this application, then the Province's obligation to pay the organization will be reduced by the same amount by which the total cost of the project is less the estimated cost.

I, the undersigned, do hereby certify that all the information provided on behalf of the organization is true and complete to the best of my knowledge and belief. By signing below, I agree and commit, on behalf of the organization, to the foregoing terms and conditions.

SIGNATURE OF AUTHORIZED SIGNING AUTHORITY <i>Nicola L Byres</i>	NAME OF AUTHORIZED SIGNING AUTHORITY (PLEASE PRINT) <b>NICOLA L BYRES</b>
POSITION <i>Manager</i>	DATE SIGNED (YYYY/MM/DD) <i>January 27, 2006</i>

Please refer to page 4 of this form for the Required Documentation Checklist and mailing information.



The Society of Richmond  
Children's Centres

## SECTION 2

**Written confirmation of  
commitment to continue the child  
care operation in accordance with  
the funding guidelines**





The Society of Richmond Children's Centres

Unit 110 - 6100 Bowling Green Rd.

Richmond, B.C. V6Y 4G2

Tel: (604) 214-3490 Fax: (604) 214-3403

January 27, 2006

TO WHOM IT MAY CONCERN

The Society of Richmond Children's Centres is committed to continue the child care operation in accordance with the funding guidelines

Signature:

Nicky Byres

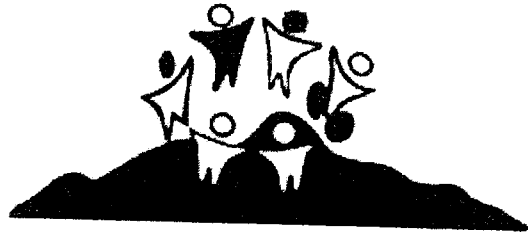
Manager

Society of Richmond Children's Centres









The Society of Richmond  
Children's Centres

## SECTION 3

**Written confirmation of the  
required financial contribution –  
Society Year-end (04/05) Financial  
Report showing cash on hand**



**Society of Richmond Children's Centres**  
**FINANCIAL STATEMENTS**  
**for the year ended August 31, 2005**  
**(Unaudited - see Notice to Reader)**

**NOTICE TO READER**

We have compiled the statement of financial position of Society of Richmond Children's Centres as at August 31, 2005 and the statement of operations and net assets for the year then ended from information provided by management. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

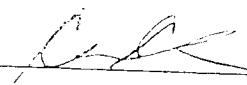
Vancouver, B.C.  
November 04, 2005

*Dragomir Liu & Co.*

Dragomir Liu & Co.

**Society of Richmond Children's Centres**  
**STATEMENT OF FINANCIAL POSITION**  
**as at August 31, 2005**  
**(Unaudited - see Notice to Reader)**

	2005	2004
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 145,131	\$ 156,028
Accounts Receivable	22,655	17,145
GST Rebate Receivable	1,406	2,112
Prepaid Expenses	4,526	3,648
	173,718	178,933
<b>CAPITAL ASSETS</b>		
Furniture & Equipment	117,060	110,099
Accumulated Amortization	(96,804)	(79,039)
	20,256	31,060
	\$ 193,974	\$ 209,993
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 7,337	\$ 8,300
Wages Payable	39,192	52,353
Unearned Fees	1,359	4,307
Unearned Direct Access Gaming	975	975
Unearned Revenue	11,484	-
Unearned Startup Grants	9,354	9,354
Current Portion of Unamortized Capital Grants	2,976	13,877
	72,677	89,166
Unamortized Capital Grants	8,260	8,042
<b>NET ASSETS</b>		
Invested in Capital Assets	9,020	9,141
Board Restricted for Equipment Purchases	1,906	5,000
Unrestricted	102,111	98,644
	113,037	112,785
	\$ 193,974	\$ 209,993

Director 

Director 

Pragathi  
Liu & Co.

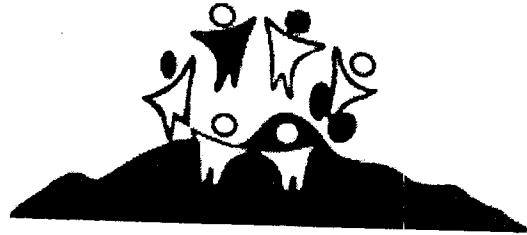
CERTIFIED MANAGEMENT ACCOUNTANTS

**Society of Richmond Children's Centres**  
**STATEMENT OF CHANGES IN NET ASSETS**  
for the year ended August 31, 2005  
(Unaudited - see Notice to Reader)

Net Assets	Invested in Capital Assets	Board Restricted for Equipment Purchases	Unrestricted	2005 Total	2004 Total
Balance, beginning of year	\$ 9,141	\$ 5,000	\$ 98,644	\$ 112,785	\$ 104,289
Excess of Revenues over Expenses	-	-	252	252	8,496
Transfer to (from) Board Restricted	-	(3,094)	3,094	-	-
Investment in Capital Assets	3,094	-	(3,094)	-	-
Amortization of Capital Assets	(3,215)	-	3,215	-	-
<b>Balance, end of year</b>	<b>\$ 9,020</b>	<b>\$ 1,906</b>	<b>\$ 102,111</b>	<b>\$ 113,037</b>	<b>\$ 112,785</b>

**Society of Richmond Children's Centres**  
**STATEMENT OF OPERATIONS**  
**for the year ended August 31, 2005**  
**(Unaudited - see Notice to Reader)**

REVENUES	2005	2004
Childcare Fees		
Grants	\$ 775,710	\$ 784,778
Other	219,393	207,324
Direct Access Gaming Revenue	4,619	7,400
	-	58
	<u>999,722</u>	<u>999,560</u>
EXPENSES		
Childcare Wages	725,694	719,214
Wage Supplement	87,443	83,049
Administration Wages	62,860	62,412
Premises	38,539	36,702
Office	25,000	28,936
Amortization	17,765	19,330
Accounting & Legal	16,043	13,878
Program	10,391	10,207
Food	7,370	9,038
Insurance	6,360	5,998
Miscellaneous	2,005	2,242
Gaming Use of Proceeds	-	58
Total Operating Expenses	<u>999,470</u>	<u>991,064</u>
Excess of Revenues over Expenses	<u>\$ 252</u>	<u>\$ 8,496</u>



The Society of Richmond  
**Children's Centres**

## SECTION 4

# **Demonstration of the need for proposed child care spaces**

Appendices:  
City of Richmond Child Care Needs  
Assessment 2001-2006

CCRR Needs Update 2006

Richmond Children First DRAFT Document

**Summary Report**  
**2001 – 2006 Child Care Needs Assessment**  
**City of Richmond**

*Relevant conclusion on last page*

Prepared By:

- City of Richmond
- The Needs Assessment Steering Committee of the Richmond Child Care Development Board
- Social Planning and Research Council of BC (SPARC)

June 2002

## ACKNOWLEDGEMENTS

The City of Richmond provided funding for the 2001 – 2006 Richmond Child Care Needs Assessment.

The project was completed under the direction of the Richmond Child Care Development Board.

The following Board Members acted as the Steering Committee:

- Nicky Byres, Chairperson
- Agnes Thompson
- Susan Graf
- Maria Ressel
- Kathy Stoessl

The Child Care Development Board thanks all those involved in the production of the 2001 - 2006 Needs Assessment for their time, expertise, and support.

Particular thanks are owed to:

- Consultants (The Social Planning and Research Council of BC [SPARC] with Michael Goldberg, Paul Kershaw and Andrea Long),
- Focus group participants, key informants and district staff from Richmond's neighbouring municipalities.

## RESPONSIBILITY

- The City of Richmond is solely responsible for this report and recommendations.
- The Consultants (SPARC), with Michael Goldberg, Paul Kershaw and Andrea Long, conducted the research, reported findings and proposed recommendations.



**Part 1 - Summary Report**  
**2001 – 2006 Child Care Needs Assessment**  
**City of Richmond**

## PART 1 - TABLE OF CONTENTS

<b>PURPOSE</b> .....	<b>3</b>
<b>CONTENTS</b> .....	<b>3</b>
<b>OVERVIEW</b> .....	<b>4</b>
GENERAL .....	4
CRITICAL FOCUS .....	4
DATA LIMITATIONS .....	4
<b>FINDINGS</b> .....	<b>5</b>
2001 NON-FAMILIAL - REGULATED AND UNREGULATED CHILD CARE SPACES .....	5
2001 - NON-FAMILIAL - REGULATED (ONLY) CHILD CARE DEMAND .....	6
2006 CONSERVATIVE SPACE NEEDS ESTIMATES - NON-FAMILIAL REGULATED .....	6
HEALTH AREA FINDINGS 2001 - 2006 .....	8
HIGH PRIORITY SERVICE GAPS - NON-FAMILIAL REGULATED, BY TYPE .....	12
PARENT AND PROVIDER BARRIERS .....	13
<b>RECOMMENDATIONS</b> .....	<b>15</b>
ACTION FOR STAKEHOLDERS .....	15
CHILD CARE SPACES.....	17
<b>GLOSSARY</b> .....	<b>19</b>
 <b>MAPS</b>	
MAP 1. CITY OF RICHMOND HEALTH AREA BOUNDARIES.....	9
MAP 2. 2001 NUMBER OF SPACES IN EACH HEALTH AREA .....	24
MAP 3. 2001 SPACES PER 1000 CHILDREN .....	25
MAP 4. 2001 POPULATION BY AGE GROUP .....	26
MAP 5. PERCENT CHANGE OF POPULATION BY AGE GROUP: 2001-2006 .....	27
MAP 6A. 2001 PERCENT OF CHILDREN THAT LIVE WITHIN EACH HEALTH AREA .....	28
MAP 6B. 2001 PERCENT OF SPACES IN RICHMOND .....	29
MAP 7. 2001 CONCENTRATION OF EMPLOYEES.....	30
MAP 8. 2001 FRENCH IMMERSION PROGRAMS AND PRIVATE SCHOOLS BY HEALTH AREA .....	31

## SUMMARY REPORT

### 1. Purpose

The purpose of the 2001 - 2006 Richmond Child Care Needs Assessment is to assist in making Richmond the most appealing, livable and well-managed City in Canada by:

- identifying child care changes and trends from 1995 to 2001;
- projecting Richmond child care needs from 2001 to 2006; and
- providing information, options and recommendations as to how to support the continued development of child care services, and enable Richmond to continue to be a leader in child care.

### 2. Contents

The *2001- 2006 Richmond Child Care Needs Assessment*:

- compiles 2001 and 2006 data regarding:
  - the demand for child care in the City of Richmond (e.g., based on child care time usage data),
  - the available supply of all types of regulated child care,
  - projected population trends between 2001 and 2006,
  - to 2006:
    - the needed number of child care spaces, and
    - the needed types of child care spaces.
  - barriers to accessing and delivering child care services for parent and providers, and
  - child care policy in other jurisdictions.
- presents recommendations for action on child care for City Council, key stakeholders and partners including:
  - the Child Care Development Board (CCDB),
  - the School Board,
  - Community Associations,
  - the Child Care Resource and Referral Society (CCRR), and
  - other key actors in the child care sector.

### 3. Overview

#### (1) General

- Child care can be described according to the following categories (see Glossary):

<b>Child Care Categories</b>
<b>FAMILIAL</b> (child care by a parent or other relative, usually unpaid) (unregulated)
<b>NON-FAMILIAL</b> (child care by a non-parent or non-relative) categorized as follows:
<b>(A) Regulated Child Care</b>
<b>(i) Group Child Care (Licensed):</b>
(a) Infant/Toddler (under 3 yrs. old)
(b) Group (3 - 5 yrs. old)
(c) Preschool (3 - 5 yrs. old)
(d) Kindercare (5 & 6 yrs. old)
(e) Out-of-School (6 - 12 yrs. old)
(f) Specialized (e.g., disability)
<b>(ii) Family Day Care (Birth – 12 yrs. old):</b>
(a) Licensed
(b) License Not Required
<b>(iii) Childminding (Licensed) (Birth –12 yrs. old)</b>
<b>(B) Unregulated Child Care (Unlicensed)</b>
(i) Non-relative inside the home (e.g., nanny) (Birth – 12 yrs. old)
(ii) Non-relative outside the home (e.g., neighbour/babysitter) (Birth – 12 yrs. old)

#### (2) Critical Focus of this Needs Assessment

This Needs Assessment focuses on non-familial regulated child care because it is regulated by public policy and because an appealing, livable, well-managed City ensures that parents have access to regulated child care.

#### (3) Data Limitations

- (a) The above chart lists all child care categories.
- (b) However, data is not available for every category and calculation. Accordingly, where data is not available either:
  - child care categories are consolidated and data is presented, or
  - data is not presented.

#### 4. Findings

##### **(1) 2001 - Non-Familial - Regulated and Unregulated Child Care Spaces**

###### *2001 Supply*

As of August 2001, the City of Richmond had:

- for children under six (excluding preschools, childminding and special need spaces), **1,141 regulated spaces** and an estimated **591 unregulated spaces**; and
- for Children aged 6-12, another **1,126 regulated spaces** and an estimated **3,215 unregulated spaces**.

###### *2001 Demand*

For 2001, child care time usage data collected in the *1997 Provincial Child Care Needs Assessment* indicate:

- for children under six (excluding preschools), a demand for approximately **1,711 full-time equivalent (FTE) child care spaces (regulated and unregulated)**; and,
- for children aged 6-12, another **4,341 FTE spaces (regulated and unregulated)**.

The time-use data therefore suggest the presence of a large unregulated child care sector in Richmond, particularly among children six and older (see Tables A and B). While research consistently indicates that quality child care is found more regularly within regulated care contexts, not all families use regulated child care services, particularly since the cost and availability of regulated child care pose significant barriers (see Parent Barriers below).

**TABLE A:  
2001 - 2006**

##### **City Wide Supply Versus Demand for Non-Familial Care for Children (0 – 6)**

Service Type	Supply of regulated FTE spaces	Projections of Use Measured in FTE spaces		Estimates of Unregulated Supply (Projections of Use minus Supply of regulated FTE spaces in 2001)	
		2001	2006	2001	2006
Non-relative outside home	473	557	550	84	77
In-home care-giver (nanny)	0	437	432	437	432
Child care centre (age 0-2)	92	90	88	-2	-4
Child care centre (age 3-4)	384	365	360	-19	-24
Child care centre (age 5)	192	262	259	70	67
Total FTE spaces	1,141	1,711	1,689	591 (and 21 regulated vacancies)	576 (and 28 regulated vacancies)

**TABLE B:  
2001 - 2006  
Supply Versus Demand for Non-Familial Care for Children Six to Twelve**

Service Type	Supply of regulated FTE spaces	Projections of Use Measured in FTE spaces		Estimates of Unregulated Supply (Projections of Use minus Supply of regulated FTE spaces in 2001)	
		2001	2006	2001	2006
Non-relative outside home	64	1,712	1,728	1,648	1,664
In-home care-giver (nanny)	0	1,284	1,296	1,284	1,296
Out-of-School program	1,062	1,345	1,357	283	295
Total FTE spaces	1,126	4,341	4,381	3,215	3,255

**(2) 2001 Demand - Non-Familial Regulated (Only) Child Care**

Relying on assumptions about child care usage developed by the City of Vancouver, this study estimates that the demand for regulated child care for Richmond children:

- under age six ranges (0-5) from **856 to 1,232 FTE spaces in 2001** (see Part 2) and
- age six to twelve (6-12) ranges from **1,736 to 3,126 FTE spaces in 2001** (see Part 2).

Since there is reason to believe that 1997 time usage data underestimate the number of children requiring child care in the City, the findings of this Needs Assessment indicate that demand for regulated care in Richmond exceeds supply, particularly among school-age children.

Demand in 2001 continues to exceed supply in Richmond despite the finding that the number of regulated child care spaces in the City increased by 33 percent between 1995 and 2001, from 2,439 spaces to 3,216 spaces (including occasional childminding spaces).

By contrast, the population of children under thirteen in the City grew by only 3.5 percent over the last six years.

**(3) 2001 - 2006 Conservative Space Needs Estimates, Non-Familial Regulated**

- The following space needs estimates are extremely conservative.
- They take into account the financial ability of the child care sector to operate and the ability of parents to access regulated spaces, given the barriers identified below.
- Therefore, providing these spaces may not meet community needs.

- However, the child care sector and Richmond families have the capacity to support the development of at least this range of spaces.

(a) School Age (6 – 12 years old)

This needs assessment estimates that there will be a shortage of between 626 and 2,028 regulated FTE school-age spaces in 2006.

(b) Kindercare (5 years old)

The 2001 - 2006 Needs Assessment identifies the need for:

- the development of 34 - 75 new regulated spaces in Kindercare or Group Care (3-5 yrs. old) programs, particularly in Health Area 1 (Northwest Richmond/Sea Island) (see Full Report, Chapter 1, Footnote #14), and
- an additional 30-plus regulated Family Day Care spaces to cater to kindergarten children, as well as infants and toddlers. The large majority of these Family spaces should be introduced in Area 4 (Richmond Centre) (see Table D).

(c) Infant / Toddler (0 – 2 years old)

The 2001 – 2006 Needs Assessment identifies the need for the development of one new regulated group facility program (12 – 24 spaces (under 3 years old) in Area 5 (Richmond Centre North) (see Table C).

**TABLE C**

**Projections for Children Under Six  
Regulated Space Requirements to Meet Conservative Demand  
by Service Type and Health Area (2001-2006)**

City-Wide	Family: (473 current spaces) 2001: Requires 0-37 more spaces 2006: Requires 0-31 more spaces			Group Care: 2001: Requires 0 - 54 more spaces 2006: Requires 0 - 44 more spaces						Pre-school (820 current spaces)
				Under 3 (92 current spaces)			3 - 5 (576 current spaces) or Kindercare			
Health Area	Current # of Reg spaces	Estimated Space Requirements		Current # of Reg spaces	Estimated Space Requirements		Current # of Reg spaces	Estimated Space Requirements		Data Not Available
		2001	2006		2001	2006		2001	2006	
1	147	0	0	58	0	0	160	30	30	
2	122	0	0	10	0	0	86	7	4	
3	104	0	0	0	0	0	53	7	0	
4	48	26	27	12	0	0	196	0	0	
5	38	7	0	0	10	10	56	0	0	
6	14	4	4	12	0	0	25	0	0	
Areas 1 to 6	473	37	31	92	10	10	576	44	34	

**TABLE D**  
**Projections for Children Six to Twelve**  
**Regulated Space Requirements to Meet Conservative Demand**  
**by Service Type and Health Area (2001-2006)**

City-Wide	Family: (64 current spaces) 2001: Requires 37-120 more spaces 2006: Requires 38-121 more spaces					Out of School Care: (1,062 current spaces) 2001: Requires 573 - 1,880 more spaces 2006: Requires 588 - 1,907 more spaces				
Health Area	Current # of Reg. spaces	Estimated Space Requirements				Current # of Reg. spaces	Estimated Space Requirements			
		Low		High			Low		High	
		2001	2006	2001	2006		2001	2006	2001	2006
1	22	11	14	37	42	276	254	293	680	753
2	15	8	4	25	22	241	132	86	431	348
3	13	0	0	10	8	180	32	15	200	171
4	7	11	14	31	32	241	52	106	286	377
5	5	5	4	12	12	104	59	43	187	160
6	2	2	2	5	5	20	44	45	96	98
Areas 1 to 6	64	37	38	120	121	1,062	573	588	1,880	1,907

**(4) Health Area Findings, 2001 – 2006 (See Table E)**

In addition to presenting data on the demand for child care services for the entire City, the 2001 – 2006 Needs Assessment outlines the factors affecting the demand for care in each of Richmond’s Health Areas.

*Health Area 1 – Northwest Richmond / Sea Island*

Health Area 1, with the second lowest overall capacity (number of child care spaces per 1000 children under 13) in Richmond, faces significant growth in its under thirteen population (particularly in the nine to twelve age category, followed by five year olds).

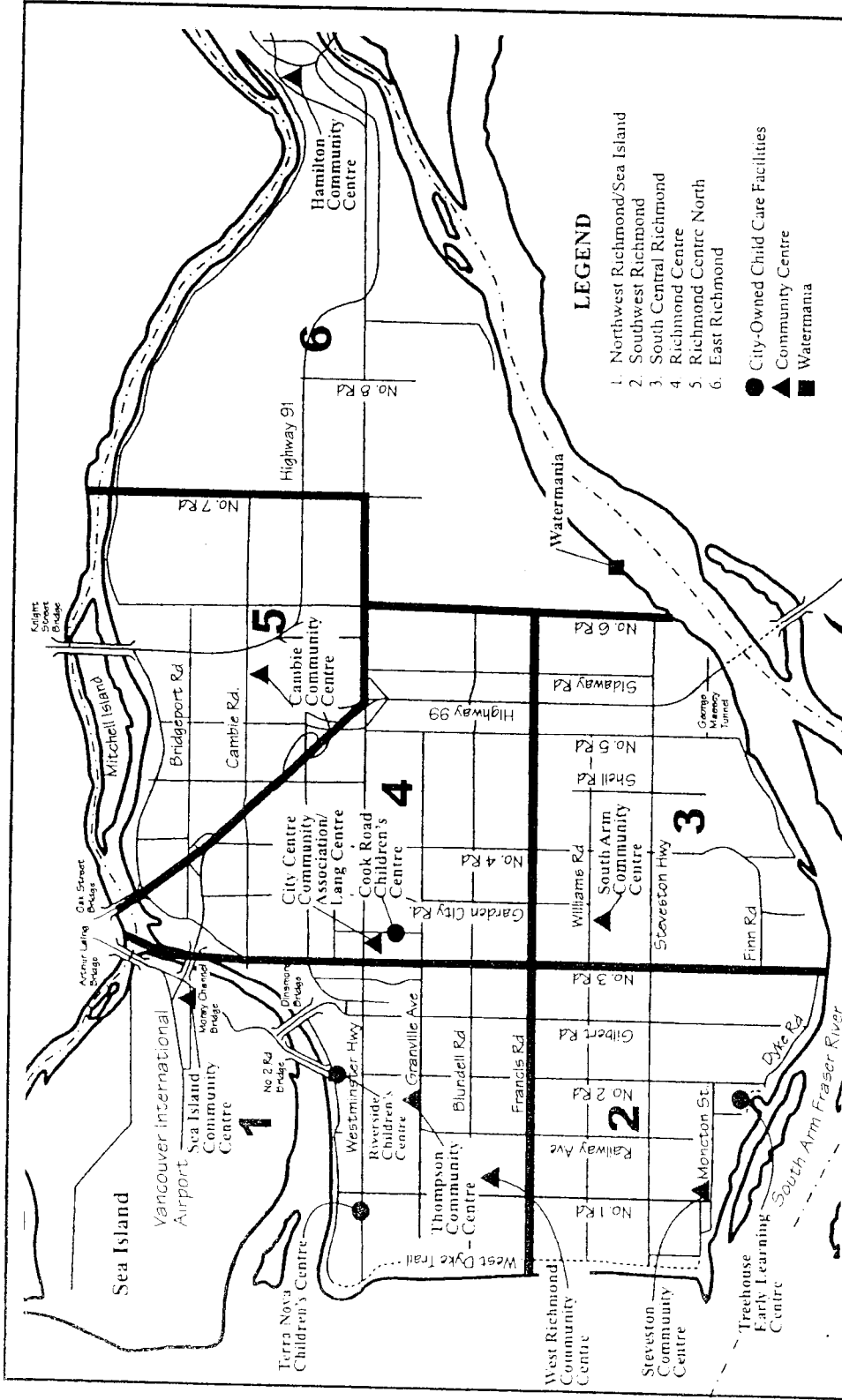
Area 1 also has the highest actual number of low income status children in Richmond, with the likely result that a larger number of children in care in this Area require provincial government subsidies.

*Health Area 2 – Southwest Richmond*

Health Area 2 experienced the second highest rate of growth in regulated child care spaces in the City since 1995, while recording the largest decline in the number of children under thirteen.

Area 2 is again projected to experience the most significant decrease in population over the next five years, particularly for children over age five.





**LEGEND**

- 1. Northwest Richmond/Sea Island
  - 2. Southwest Richmond
  - 3. South Central Richmond
  - 4. Richmond Centre
  - 5. Richmond Centre North
  - 6. East Richmond
- City-Owned Child Care Facilities  
 Community Centre  
 Watermania



**Map 1**  
**City of Richmond**  
**Health Area Boundaries**

Original Date: 04/03/02

Revision Date:

Note: Dimensions are in METRES

### *Health Area 3 – South Central Richmond*

In 1995, Health Area 3 had the highest child care capacity in Richmond. Since that time, the Area has experienced relatively slow growth in the regulated child care sector, but the population of children under thirteen has also declined. As a result, Area 3 still has the highest child care capacity relative to population in 2001.

The number of children under three is expected to remain stable in Area 3 over the next five years. At present, the Area has no group care for the 621 children who fall in this age category, though the relatively high proportion of regulated family caregivers might be meeting some of the demand for infant/toddler care locally.

As with Area 2, however, the number of children in Area 3 is expected to decline significantly through to 2006, especially among the six to eight grouping, followed again by five year olds.

### *Health Area 4 – Richmond Centre*

Health Area 4 experienced substantial growth in its under thirteen population between 1995 and 2001, with the result that there has been only a limited increase in child care capacity relative to population.

The child population in this Area is projected to increase more rapidly than anywhere else in the City over the next five years, particularly among the nine to twelve age grouping.

Area 4 is home to a large number of persons whose first language is not English, and has a high incidence of low income status.

### *Health Area 5 – Richmond Centre North*

Child care capacity grew moderately in Health Area 5 between 1995 and 2001.

Over the next five years, Area 5 is the only Health Area north of Francis road in which the population of children under thirteen is projected to fall. The decline is expected to be particularly dramatic for the six to eight age group, followed by five year olds.

Area 5 has the highest percentage of low-income status in Richmond relative to its population, and is home to the largest population of non-native English speakers.

*Health Area 6 – East Richmond*

As in 1995, Health Area 6 has the lowest child care capacity relative to population in 2001. There was significant growth in the number of regulated child care spaces over the last six years, but the population of children under thirteen also increased dramatically over this period.

Growth in the population age zero to twelve is projected to slow between 2001 and 2006, although notable increases in the number of nine to twelve year olds and five year olds are expected, as is a significant drop in the number of three and four year olds.

More than half of Area 6 residents do not speak English as a first language.

**TABLE E:  
2001 – 2006  
City-Wide and Health Area Summaries**

ITEM	Health Area 1 Northwest Richmond / Sea Island	Health Area 2 Southwest Richmond	Health Area 3 South Central Richmond	Health Area 4 Richmond Centre	Health Area 5 Richmond Centre North	Health Area 6 East Richmond	Richmond Total
# of Regulated Spaces in 2001	867	781	521	589	266	88	3,112 <sup>1</sup>
2001 Child Care Spaces per 1000 Children under 13	106	147	162	124	111	89	739
2001 Population 0 – 12	8,147	5,318	3,219	4,737	2,407	994	24,822
Projected 2006 Population 0-12	8,519	4,862	2,969	5,128	2,336	1,022	24,836
% Change between 2001 and 2006	4.6%	-8.6%	-7.8%	8.3%	-2.9%	2.8%	06%
Average Household Income (1995)	\$51,287	\$63,302	\$58,161	\$46,782	\$52,743	\$61,898	\$54,411
% of Families that are Low Income (1995)	23%	17%	17%	24%	25%	21%	23%
% of Families that are Lone-Parent (1996)	13%	12%	13%	12%	11%	9%	12%
% of Families that are ESL (1996)	47%	40%	43%	57%	63%	53%	48%

<sup>1</sup> This figure includes 820 preschool spaces, 104 childminding spaces and 25 special needs spaces not reported in Tables A or B

(5) **High Priority Service Gaps – Non-Familial Regulated, By Type (see Tables C & D)**

On the basis of information about available services and population trends in Richmond's Health Areas, the 2001 - 2006 Needs Assessment points to anticipated high priority service gaps – areas in which the need for spaces will be the greatest over the next five years.

(a) School Age (6 – 12 years old)

The most notable service gap for all of Richmond is in school-age services for children age six to twelve.

Space development is most pressing now and in 2006 in Health Area 1, followed by Area 4 (see Table D).

Providers of school-age care should also be aware that their clientele is aging. Children age nine to twelve represent the only age category under thirteen projected to grow significantly over the next five years, while the number of six- to eight-year-olds is projected to fall by roughly an equivalent amount.

(b) Kindercare (5 years old)

Kindercare (5 years old) is another high priority service gap across Richmond.

Group (3 – 5 years old), out-of-school, and licensed family day care can all contribute to rectifying the shortage of spaces in this service area.

Kindercare spaces are especially needed in Health Area 1, where the population of five-year-olds is expected to rise over the next five years.

(c) Infant / Toddler (Birth – 2 years old)

The final high priority service gap is the development of regulated infant/toddler care. At present, there are regulated spaces for less than 2 percent of Richmond children under age three, and this is the only age group besides nine- to twelve-year-olds projected to grow between 2001 and 2006.

The development of infant/toddler spaces is particularly pressing in Health Areas 3 (South Central Richmond) and 5 (Richmond Centre North), since they currently have no regulated group care spaces for children of this age.

## **(6) Parent and Provider Barriers**

### **(a) Parent Barriers**

Although there are many barriers that parents encounter when accessing child care, the key issues that emerged in 2001 focus groups are:

- the cost, and
- the availability of care.

#### *Cost*

While cost was a factor across all service types, focus group participants considered it particularly pressing for infant/toddler care and school age care during the summer months.

The four cost-related concerns are:

- fees,
- family income,
- lone parent status, and
- the availability of subsidies.

#### *Availability of Care*

With respect to the availability of child care, two related issues are:

- the difficulty finding quality care, and
- unavailability of care for the hours needed.

#### *Quality of Care*

Across all service types, parents experienced anxiety around finding high quality care for their children. Long wait lists were regularly reported for all service types, and several parents insisted that they would not remove their children from current care arrangements despite changes in schedule, location, or family organization out of fear of not finding a suitable replacement. Although problems around availability span all service types, infant/toddler care (0 - 2) represents a particular area of concern.

#### *Other Barriers*

In addition to the issues of cost and availability, other parent barriers are:

- the need for flexible care options;
- location;
- transportation;
- the shortage of information about child care;
- care for sibling groups;
- multilingual/multicultural programming; and
- the provision of supported child care.

(b) Provider Barriers

Two key barriers also emerged from child care provider focus groups:

- First, as in 1995, the lack of funds for equipment and supplies remains a key issue. Some providers report that provincial capital grants have become increasingly difficult to access, while monetary or other support from the private sector is often unstable.
- Second, staff wages and benefits also remain key concerns for providers in 2001, and may become even more pressing with the possible elimination of the Provincial Compensation Contribution Program.

The remaining child care provider barriers discussed in the report are:

- staffing (turnover, training, and auxiliary staff recruitment);
- professional development;
- multilingual and multicultural programming;
- provision of supported child care;
- relationships with parents; and
- licensing and regulatory issues.

## 5. Recommendations

### (1) Action for Stakeholders

The 2001 – 2006 Needs Assessment identifies the following recommendations for the City and community partners:

#### City of Richmond

- Prioritize development of child care spaces for school-age children across the City, particularly for nine- to twelve-year olds. School-age care represents by far the most significant service gap in Richmond, followed by less significant shortages of Kindercare and Infant/Toddler spaces (see spaces below).
- Work with partners to meet the identified:
  - types of needed child care, and
  - the number of needed child care spaces.
- Consider re-employing a full-time municipal Child Care Coordinator. The City's capacity to meet its citizens' child care needs is impeded significantly in the absence of someone who assumes responsibility for child care planning that effectively coordinates the efforts and resources of community partners.
- Take the lead in organizing and institutionalizing regular child care planning sessions that bring together relevant community stakeholders.
- Prioritize making City-owned facilities (e.g., purpose built child care centres, community centres) available:
  - for child care,
  - at favourable rates.
- Explore with the community associations a more co-ordinated approach to the delivery of child care in community centres.
- Consider a policy to make regular annual City contributions to the City's Child Care Development Fund (e.g., from casino dollars and/or other City budget accounts).
- Revisit how the need for the construction of child care spaces factors into new development proposals.
- Consider adopting a developer 'Payment-in-Lieu' of providing child care space construction policy for new development.
- Explore with the School Board the benefits and challenges of implementing a capital program to purchase and locate purpose-designed, pre-fabricated modular child care units on school grounds.
- Explore the possibility of in-kind transportation subsidies (e.g., using City vehicles to transport families to child care programs).
- Request that the Province protect and enhance its funding for supported child care and work to enhance provincial funding for SCC in coming years.
- Explore the possibility of accessing federal early childhood development funds directly.

#### Child Care Development Board (CCDB)

- Explore opportunities to raise awareness of the importance of child care with local service organizations, and identify child care related projects that are

consistent with the mandates of these organizations. One project that would be of considerable value to Richmond would see local service organizations subsidize a program comparable to Kids Coach in order to extend the range of affordable transportation options available in the City.

- Subsidize and distribute resource materials translated into languages other than English (e.g. the publication Towards Partnership available at Westcoast Multicultural and Diversity Services).
- Monitor the findings of child care pilot projects in Toronto and Quebec that are catering to parents with child care needs during non-traditional hours.
- Monitor the results of the City of North Vancouver initiative to subsidize and lease a City-owned home to a Family child care provider providing flexible hours of care.
- Monitor plans for future provincial child care surveys with the intention of reminding the province about the importance of asking for respondents' permission to share feedback with municipal governments and regional planning bodies to facilitate planning at the local level.

#### **School Board**

- Create a staff position responsible for child care coordination and planning to serve as an initial contact person for questions about child care, to participate in local planning activities, and to monitor and coordinate School Board involvement and interest in child care.
- Explore options for making existing school-based child care arrangements more affordable for parents and providers by:
  - opening more schools to the child care sector; and/or
  - renting facilities to child care operators at lower rates.
- Create a better system for equipment sharing between schools and the child care providers that operate out of them.
- Collaborate with the child care sector in efforts to use space at schools operating below full capacity for Kindercare programs, and other school age child care services.
- Encourage local Parent Advisory Committees to share with the CCDB the results of any informal child care needs assessments they administer.

#### **Community Associations**

- Designate a child care contact person to answer questions and participate in planning.
- Review the practice of using child care revenues to subsidize other Community Centre activities.
- Better co-ordinate child care delivery among the community centres and the City.
- License more Community Centre based preschool and school-age child care programs to help ensure the delivery of the highest quality of care possible.
- Explore opportunities to develop additional care programs for children (e.g., for under age five).



**Child Care Resource and Referral Society**

- Expand and advertise the data base of qualified Early Childhood Education providers who are willing to care in their own homes for children on a temporary, more flexible basis.
- Expand professional development opportunities that focus on multicultural issues.
- Continue to design educational tools in languages other than English.

**Community Service Organizations**

- Explore opportunities to provide financial support to the development and maintenance of high quality child care programming across Richmond.

**(2) Child Care Spaces**

- The following space needs estimates are extremely conservative.
- They take into account the financial ability of the child care sector to operate and the ability of parents to access regulated spaces, given the barriers identified.
- Therefore, providing these spaces may not meet community needs. However, the child care sector and Richmond families have the capacity to support the development of at least this range of spaces.

To achieve effective Child Care in Richmond by 2006 the following conservative child care space requirements have been identified and are to be used as a guideline in increasing the supply of regulated child care facilities and space.

- Prioritize the development of needed child care spaces by providing:
  - (i) for school-age children (6 - 12 years old) across the City (see Table F):
    - 588-1907 Out-of-School Spaces
    - 38-121 Family Day Care Spaces
  - (ii) for birth to 5 years old (See Table F, and Tables C and D):
    - an estimated range of 34 to 75 Group (3-5 years old) or Kindercare (5-6 years old) spaces, particularly in Health Area 1 (Northwest Richmond/Sea Island)
    - approximately 31 Family Day Care Spaces (Kindergarten, Infants and Toddlers), mostly in Health Area 4 (Richmond Centre)
    - the development of one new regulated group facility (12 - 24 spaces) (under 3 years old) program in Area 5 (Richmond Centre North).

Table F Minimum Additional Child Care Spaces Needed by 2006			
Regulated Child Care*	Supply	Additional Need	
1. Group Child Care (Licensed):			
- Infant/Toddler (under 3 yrs. old)	92	12 – 24**	44 – 99**
- Group (3-5 yrs.) or Kindercare (5-6 yrs.)	576	34 – 75**	
- Out-of-School (6-12 yrs.)	1062	46-99**	
		588-1907	
2. Family Day Care (Licensed and License Not Required):			
- Birth – 5 yrs. old	473	31	
- 6 –12 yrs. old	64	38-121	
<b>TOTAL - (Birth – 5 yrs. old)</b>	<b>1,141</b>	<b>77 - 130</b>	
- (6 – 12 yrs. old)	1,126	626 - 2028	
<b>Total</b>	<b>2,267</b>	<b>703- 2,158</b>	

\* Complete data unavailable for preschool, specialized and childminding services.

\*\* While the Consultant's research identified the need for:

- 10 additional Infant / Toddler spaces, and
- 34 Group (3-5 years) or Kindercare (5-6 years) spaces,

consultation with the Needs Assessment Steering Committee of the Child Care Development Board resulted in the above higher figures due to factors including the recent closure of two child care centres in Richmond and the length of child care centre waiting lists.

## **Statistics on Numbers of Children in Richmond and Number of Childcare Spaces Based on 2001 Data.**

### **Richmond Children First 2001 Draft Document**

#### **Children 0-6 years Neighbourhood Profiles.**

This study shows that there were 11,596 children 0-6 years old living in 46,025 families in Richmond.

For this number of children there were 2016 licensed child care spaces . Therefore only 17.4% of total child population had access to licensed child care.

#### **Children and spaces by area of Richmond:**

##### **Blundell**

1045 children 0-6 and 228 regulated spaces (20%)

##### **Bridgeport and Sea Island**

358 children 0-6 and 101 regulated spaces (30%)

##### **Broadmoor**

1327 children and 383 regulated spaces (27%)

##### **City Centre**

2287 children 0-6 and 356 regulated spaces (16%)

##### **East Richmond/Hamilton**

2008 children 0-6 and 352 regulated spaces (16%)

##### **Seafair**

1030 children 0-6 and 83 regulated spaces (8%)

##### **Shellmont**

899 children 0-6 and 87 spaces (10%)

##### **Steveston/Gilmore**

1567 children 0-6 and 222 regulated spaces (14%)

##### **Thompson**

1075 children 0-6 and 238 regulated spaces (24%)

### **City of Richmond Child Care Needs Assessment 2001-2006**

This document states that the minimum additional spaces needed by 2006 were projected to be:

1. **Group centres**
  - 24 Infant and Toddler spaces (under 3 years old)
  - 75 Group child care spaces (3-5 years old)
  - 1907 School Age Child Care Spaces

2. **Family Child Care Centres**

31 Birth to 5 year old spaces

121 6-12 year old spaces

**Total of projected new spaces needed:**

**130 spaces** for children from birth to 5 years old

**2028 spaces** for 6-12 year olds

The Needs assessment document states

*"the data therefore suggests the presence of a large unregulated child care sector in Richmond, particularly among children 6 and older. While research consistently indicates that quality child care is found more regularly within regulated (licensed) care contexts, not all families use regulated child care services, particularly since the cost and availability of regulated child care pose significant barriers."*

***Please Note:***

The following factors must be taken into account

- ❖ two large group centres have closed during this period
- ❖ There has been a great deal of new housing development in Richmond in this period

**Richmond Child Care Resource and Referral Centre**

The data from the RCCRRC shows the most requested area that families are looking for childcare

In order of priority:

City Centre,

East Richmond

Thompson

Seafair

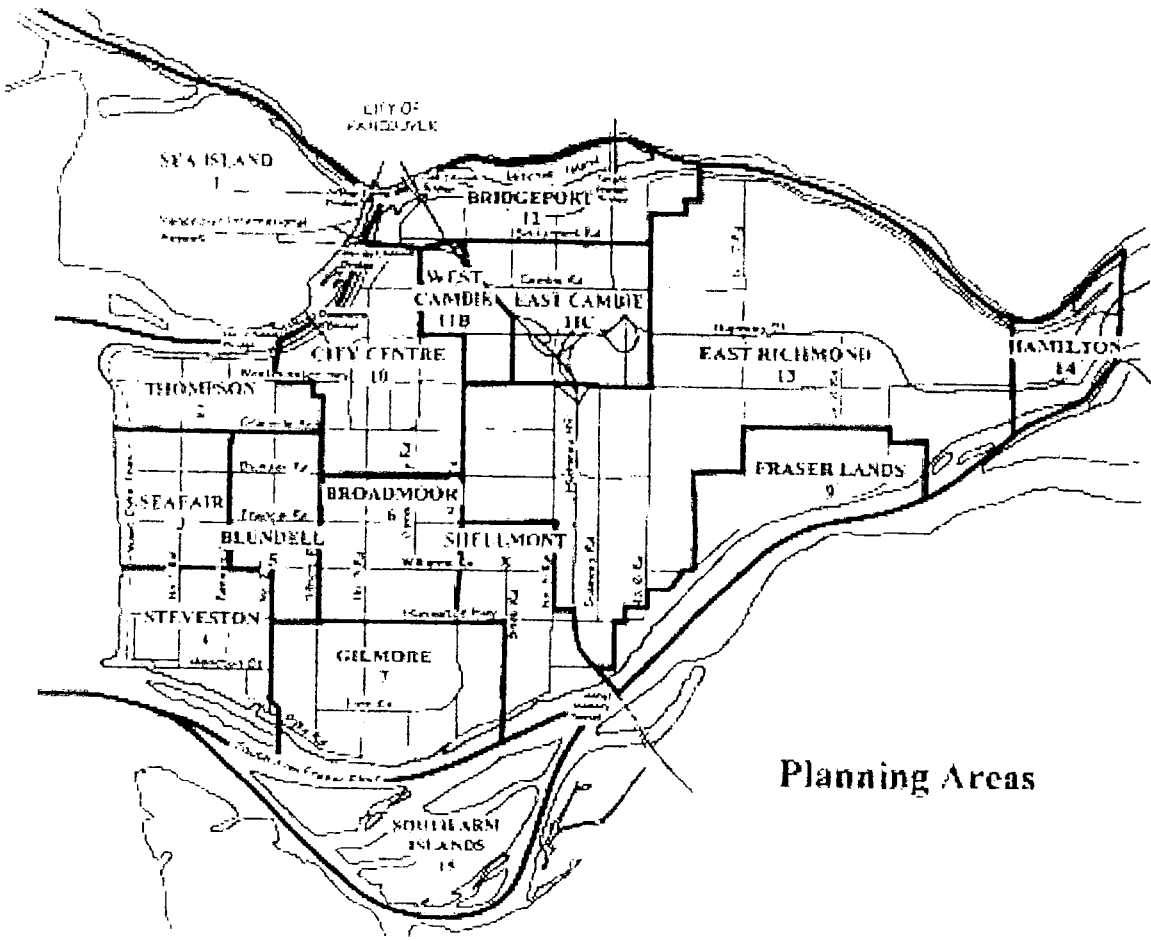
Steveston

With smaller numbers requesting services in other areas.

**CHILDREN (0 to 6 Years) IN RICHMOND**  
**Neighbourhood Profiles 2001**

<b>Early Development Instrument (EDI)</b>	<b>Socio-Economic Data</b>
<p>The Early Development Instrument (EDI) is a questionnaire designed to measure children's school readiness. The EDI is a checklist that kindergarten teachers complete for each child in their class, after they have had several months of interaction with their students. The EDI asks 120 questions on the development of kindergarten-level children in five domains (or subscales):</p>	<p>Child development is influenced by various socio-economic circumstances but it is important to remember that threats to healthy child development are found across the entire socio-economic spectrum. Research has shown that, although the proportion of developmental vulnerability increases as one goes down the socio-economic spectrum, the greatest <u>number</u> of developmentally vulnerable children are found in the more populated middle-class neighbourhoods.<sup>1</sup></p>
<p><b>Physical Health and Well-Being</b>            Physical readiness for school, physical independence, general health, gross and fine motor skills, etc.</p>	<p><b>Language and Immigration</b>            Immigration enriches a community, but it may also present challenges to the immigrant families. Access to services and community supports may be difficult for immigrants whose first language is not English. Young children may be delayed in their English language acquisition at kindergarten entry.</p>
<p><b>Social Competence</b>            Overall social competence, responsibility and respect, approaches to learning, readiness to explore new things, sharing, etc.</p>	<p><b>Mobility and Home Ownership</b>            High levels of mobility (frequent moving) may be stressful for families and young children. Neighbourhoods with higher levels of home ownership are more likely to have lower levels of mobility.</p>
<p><b>Emotional Maturity</b>            Pro-social behaviour and helping behaviour, is able to concentrate, patience, lack of anxious, fearful or aggressive behaviour, etc.</p>	<p><b>Working Mothers</b>            75% of mothers and 50% fathers feel stretched to meet the demands placed on them. The pressure is greatest in families with preschool children. In a recent report, 48% of mothers surveyed reported experiencing high levels of stress and depression.</p>
<p><b>Language and Cognitive Development</b>            Basic literacy, interest in reading, recognition of numbers and shapes, awareness of time concepts, etc.</p>	<p><b>Incidence of Low Income</b>            Higher family income levels make conditions for healthy child development more easily accessible. As income levels decrease, access to quality child care, nutritious food and secure housing decreases.</p>
<p><b>Communication Skills &amp; General Knowledge</b>            Ability to clearly communicate one's own needs and understand others, active participation in storytelling, interest in general knowledge about the world, etc.</p>	<p><b>Education Level</b>            Studies have shown that the education of the primary caregiver, often the mother, is of particular significance to a child's readiness for school.</p>
<p><b>EDI INDICATORS</b></p> <p><b>Proportion of children who are developmentally vulnerable based on local cut-offs</b>            Children whose scores fall within the lowest 10% of scores on the EDI questionnaire are identified as developmentally vulnerable on that domain.</p>	

<sup>1</sup> Community Mapping Toolkit. (Vancouver: Human Early Learning Partnership, 2005).



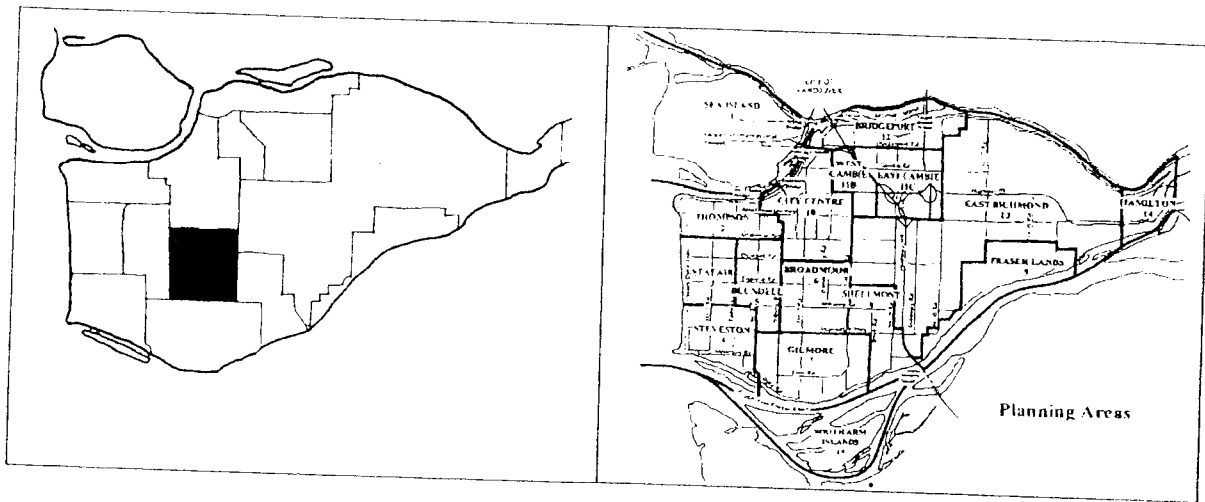
Planning Areas







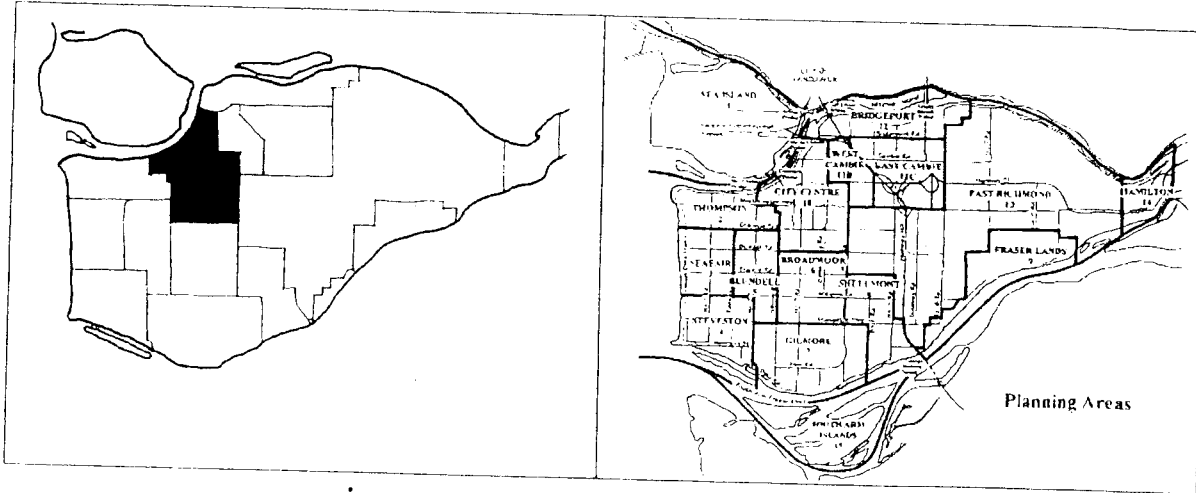
# BROADMOOR



	Broadmoor	Richmond
Number of children 0 to 6 years	1,327	11,596
Number of census families	6,271	46,025
<b>CHILD DEVELOPMENT</b>		
Number of kindergarten children	169	1,352
Children vulnerable on 2+ subscales	25.44%	
Communication & General Knowledge Skills	14.29%	
Emotional Maturity	8.48%	
Language and Cognitive Development	5.95%	
Physical Health and Well-Being	6.51%	
Social Competence	7.69%	
<b>SOCIAL RISK FACTORS</b>		
Population whose home language is not English	52%	52%
Total immigrant population	26%	27%
Population who have moved in the last year	13%	
Employed females with children under 6 years	80%	68%
<b>ECONOMIC SECURITY</b>		
Incidence of low income	27%	22%
Population without a high school diploma	19%	14%

<b>COMMUNITY ASSETS</b>
<b>Child Care</b>
7 Preschools
15 Family Child Care Centre
7 Group Child Care Centre >30
<b>Community Centres</b>
South Arm Community Centre
<b>Early Years Programs</b>
Parent Connections Arts/Crafts
Baby/Child Health Clinics
<b>Playgrounds</b>
10 Playgrounds
<b>Green Space</b>
<b>Non Market Housing</b>
1 Assisted Rental (82 units)

## CITY CENTRE



	City Centre	Richmond
Number of children 0 to 6 years	2,287	11,596
Number of census families	9,019	46,025
<b>CHILD DEVELOPMENT</b>		
Number of kindergarten children	236	1,352
Children vulnerable on 2+ subscales	38.14%	
Communication & General Knowledge Skills	25.64%	
Emotional Maturity	11.16%	
Language and Cognitive Development	7.76%	
Physical Health and Well-Being	11.44%	
Social Competence	12.29%	
<b>SOCIAL RISK FACTORS</b>		
Population whose home language is not English	59%	52%
Total immigrant population	35%	27%
Population who have moved in the last year	19%	
Employed females with children under 6 years	60%	68%
<b>ECONOMIC SECURITY</b>		
Incidence of low income	33%	22%
Population without a high school diploma	22%	14%

## COMMUNITY ASSETS

### Child Care

- 3 Preschools
- 1 Family Child Care Centre
- 1 Group Child Care Centre <36
- 1 Group Child Care Centre >30

### Library

- Brighthouse Branch

### Community Centres

- City Centre Community Centre
- Minoru Aquatic Centre
- Richmond Cultural Centre
- Richmond Arena

### Early Years Programs

- Community Health Programs
- Family Services of G. Vancouver
- Infant Development Program
- Richmond Child Care Resource and Referral Centre
- Richmond Family Place
- Touchstone Family Association

### Playgrounds

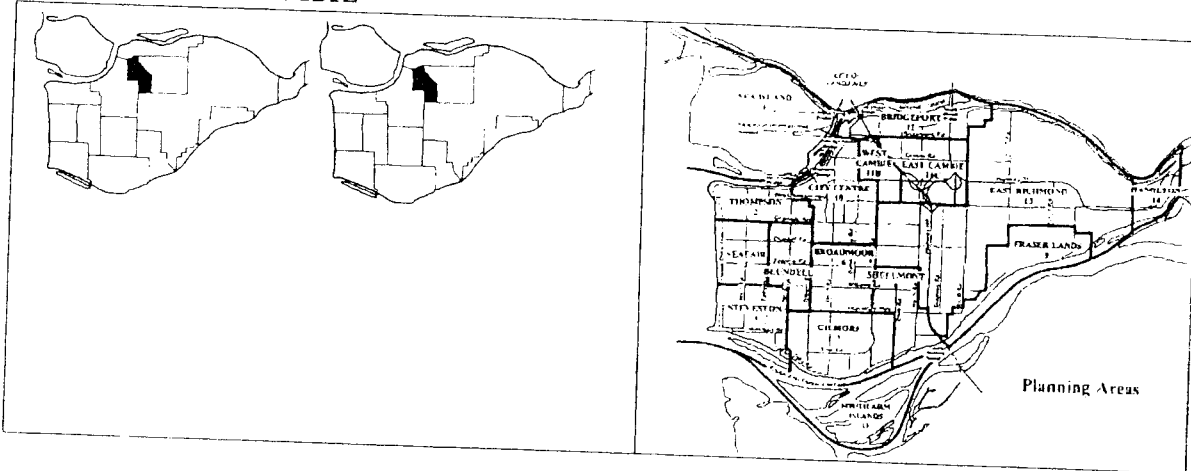
- 3 Playgrounds

### Green Space

### Non Market Housing

- 5 Housing Co-ops (255 units)
- 4 Assisted Rental (213 units)

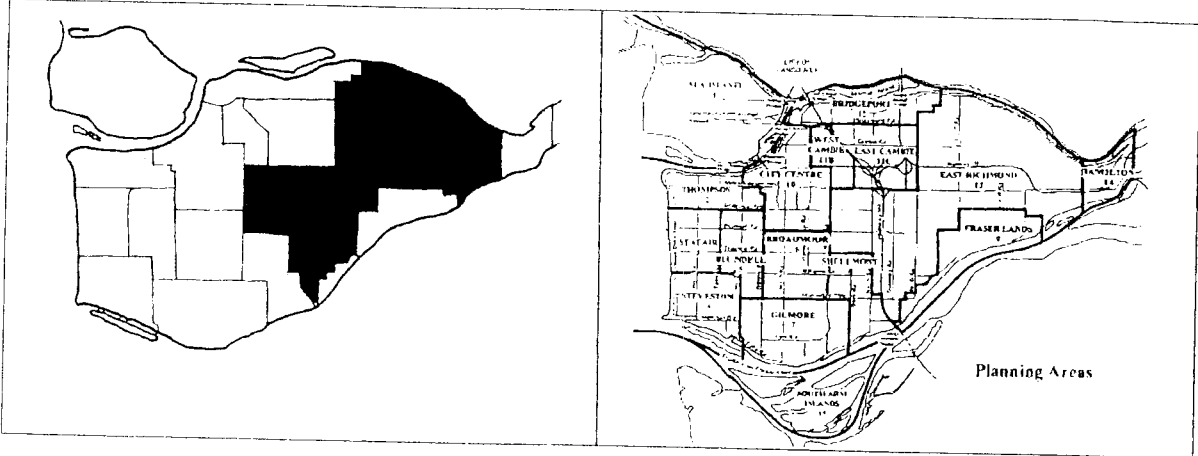
# WEST & EAST CAMBIE



	West Cambie	East Cambie	Richmond
Number of children 0 to 6 years	336	997	11,596
Number of census families	1,571	2,970	46,025
<b>CHILD DEVELOPMENT</b>			
Number of kindergarten children		96	1,352
Children vulnerable on 2+ subscales		38.54%	
Communication & General Knowledge Skills		22.92%	
Emotional Maturity		14.74%	
Language and Cognitive Development		13.48%	
Physical Health and Well-Being		4.17%	
Social Competence		21.88%	
<b>SOCIAL RISK FACTORS</b>			
	West Cambie	East Cambie	Richmond
Population whose home language is not English	77%	65%	52%
Total immigrant population	27%	23%	27%
Population who have moved in the last year	12%	12%	
Employed females with children under 6 years	56%	69%	68%
<b>ECONOMIC SECURITY</b>			
Incidence of low income	32%	22%	
Population without a high school diploma	27%	26%	14%

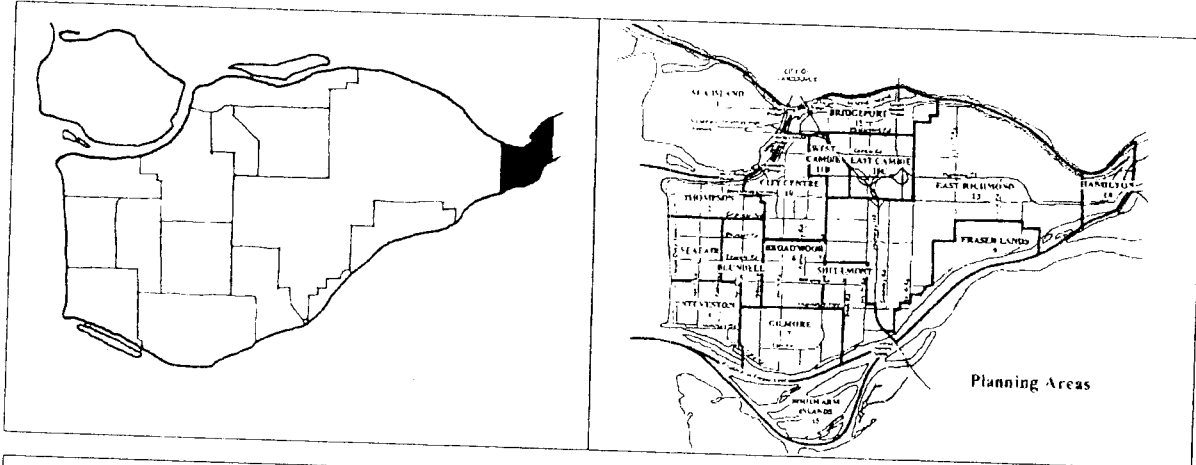
COMMUNITY ASSETS
<b>Child Care</b>
4 Preschools
4 Family Child Care Centre
3 Group Child Care Centre >30
<b>Community Centres</b>
Cambie Community Centre
Richmond Nature Park
<b>Library</b>
Cambie Branch
<b>Early Year Programs</b>
Parent Connections
Carefree Society
Baby Days
Child Health Clinics
Family Services
<b>Playgrounds</b>
7 Playgrounds
<b>Green Space</b>
<b>Non Market Housing</b>
4 Housing Co-ops (224 unit.)
4 Assisted Rental (246 units)

## EAST RICHMOND



	East Richmond	Richmond	COMMUNITY ASSETS
Number of children 0 to 6 years	195	11,596	<b>Child Care</b>
Number of census families	914	46,025	3 Preschools
<b>CHILD DEVELOPMENT</b>			2 Family Child Care Centre
Number of kindergarten children	39	1,352	2 Group Child Care Centre >30
Children vulnerable on 2+ subscales	41.03%		
Communication & General Knowledge Skills	20.51%		
Emotional Maturity	17.95%		
Language and Cognitive Development	10.26%		
Physical Health and Well-Being	12.82%		
Social Competence	20.51%		
<b>SOCIAL RISK FACTORS</b>			
Population whose home language is not English	41%	52%	
Total immigrant population	11%	27%	
Population who have moved in the last year	13%		
Employed females with children under 6 years	59%	68%	
<b>ECONOMIC SECURITY</b>			
Incidence of low income	15%	22%	
Population without a high school diploma	28%	14%	

# HAMILTON



	Hamilton	Richmond
Number of children 0 to 6 years	480	11,596
Number of census families	1,200	46,025
<b>CHILD DEVELOPMENT</b>		
Number of kindergarten children	52	1,352
Children vulnerable on 2+ subscales	28.85%	
Communication & General Knowledge Skills	15.38%	
Emotional Maturity	13.46%	
Language and Cognitive Development	3.85%	
Physical Health and Well-Being	5.77%	
Social Competence	11.54%	
<b>SOCIAL RISK FACTORS</b>		
Population whose home language is not English	53%	52%
Total immigrant population	20%	27%
Population who have moved in the last year	12%	
Employed females with children under 6 years	91%	68%
<b>ECONOMIC SECURITY</b>		
Incidence of low income	17%	22%
Population without a high school diploma	20%	14%

## COMMUNITY ASSETS

### Child Care

- 3 Preschools
- 3 Family Child Care Centre
- 1 Group Child Care Centre <36
- 1 Group Child Care Centre >30

### Community Centres

- Hamilton Community Centre

### Early Years Programs

- Parent Connections: Drop-in

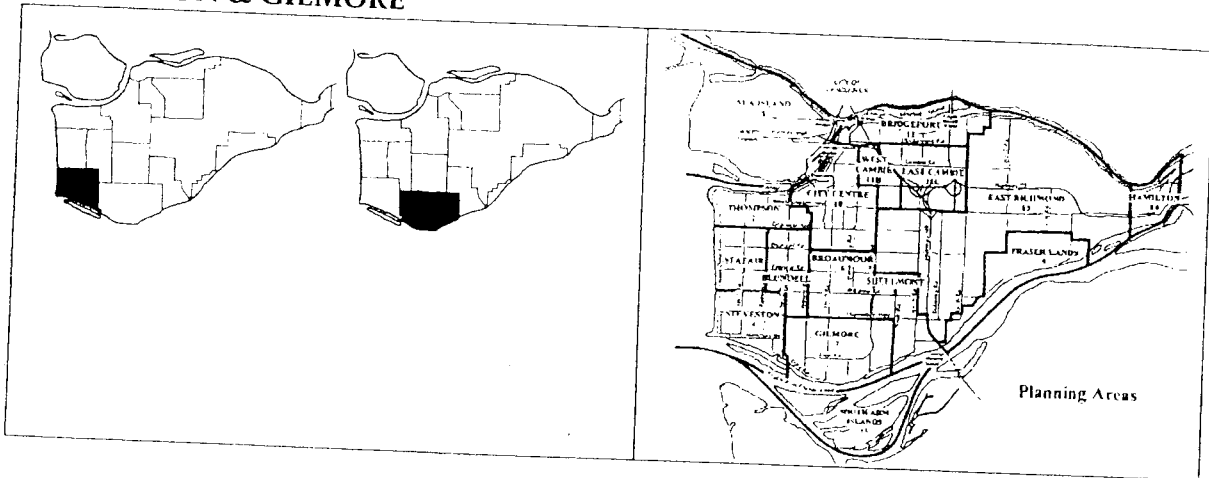
### Playgrounds

- 3 Playgrounds

### Green Space

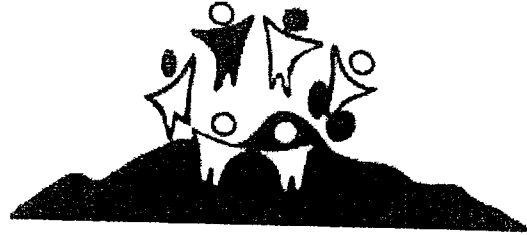


# STEVESTON & GILMORE



	Steveston	Gilmore	Richmond
Number of children 0 to 6 years	1,550	17	11,596
Number of census families	6,356	74	46,025
<b>CHILD DEVELOPMENT</b>			
Number of kindergarten children	189		1,352
Children vulnerable on 2+ subscales		18.52%	
Communication & General Knowledge Skills		9.52%	
Emotional Maturity		10.05%	
Language and Cognitive Development		2.66%	
Physical Health and Well-Being		5.88%	
Social Competence		6.88%	
<b>SOCIAL RISK FACTORS</b>			
	Steveston	Gilmore	Richmond
Population whose home language is not English	32%	18%	52%
Total immigrant population	19%	26%	27%
Population who have moved in the last year	11%		
Employed females with children under 6 years	73%	67%	68%
<b>ECONOMIC SECURITY</b>			
Incidence of low income		14%	22%
Population without a high school diploma			14%

COMMUNITY ASSETS
<b>Steveston</b>
<b>Child Care</b>
5 Preschools
8 Family Child Care Centres
2 Group Child Care Centre >30
<b>Community Centres</b>
Steveston Community Centre
<b>Library</b>
Steveston Branch
<b>Playgrounds</b>
10 Playgrounds
<b>Green Space</b>
<b>Non Market Housing</b>
7 Housing Co-ops (470 units)
4 Assisted Rental (218 units)
<b>Gilmore</b>
<b>Child Care</b>
2 Preschools
1 Family Child Care Centre



The Society of Richmond  
**Children's Centres**

## SECTION 5

**Letters of Support**

**Community Agencies**

**Community Parents**





Letter of Greeting: The Society of Richmond Children's Centres  
October 17, 2005

Thank you for your invitation to join you in this 'kick off' event -- the first step toward what will hopefully be the creation of new child care opportunities in East Richmond.

As minister of state for child care, a former teacher and a working mom of two young children, I feel strongly about the importance of quality early learning and child care experiences -- both inside and outside the home. I believe that all BC kids, regardless of circumstance or ability, should have the strongest possible start in life and be supported in reaching their full potential.

With the signing of the historic federal/provincial Early Learning and Child Care Agreement on September 29<sup>th</sup>, we have the opportunity, and the means, to create a truly 'made-in-BC' early learning and child care system. We've moved quickly to expand the child care subsidy program and, knowing subsidy is only one piece of the equation, we've also put new money into the child care operating fund and capital programs. This fall, government will be consulting communities on how best to allocate funds for years two through five of the agreement. I look forward to meeting with some of you and hearing your input and ideas at that time.

I'm fortunate to have the job I do -- to be able to work in partnership with child care providers, parents, advocates and educators -- and I'm equally fortunate to live in a community, Richmond, that works tirelessly to support its children and families. The Society of Richmond Children's Centres is a vital part of this community. In the ten years since its inception, the SRCC has advocated strongly for quality, licensed child care that reflects the needs of our changing and ever-growing landscape.

I want to thank the Society -- and board chair Valerie Orth -- for their work on behalf of Richmond's children, families and early learning and child care providers. My best wishes on a productive and successful meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Linda Reid".

Honourable Linda Reid  
Minister of State for Child Care  
M.L.A., Richmond East



## City of Richmond

6911 No 3 Road, Richmond, BC V6Y 2C1

Telephone (604) 276-4000

www.city.richmond.bc.ca

December 21, 2005

File:

**Parks, Recreation & Cultural Services**

Telephone (604) 276-4000

Fax (604) 276-4222

Ms. Valerie Orth  
Chair - Society of Richmond Children's Centres  
Unit 110 - 6100 Bowling Green Rd  
Richmond BC V6Y 4G2

Dear Ms. Orth:

**Re: Child Care Expansion**

I wish to acknowledge your December 6, 2005 request of the City of Richmond for land and/or current buildings for the purposes of developing a hub model for family services in East Richmond. The City will be assessing your request and forwarding it through the necessary City approval processes in January 2006.

We will also be reviewing and identifying potential sites for this proposal and will advise you of any opportunities.

Yours truly,

Cathryn Volkering Carlile  
*General Manager - Parks, Recreation & Cultural Services*

CVC:evc

pc Lesley Sherlock, Social Planning

November 21, 2005

Ms. Valerie Orth  
Chair of the Board  
Richmond Society of Children's Centres  
6100 Bowling Green Road  
Richmond BC V6Y 4G2

Dear Ms. Orth,

Re: Hub Model for Richmond.

We appreciated the invitation to the community meeting last week. The high number of participants and eager participation during the process is, to us, indicative of a strong core interest in creating a "hub" service model that would include a combination of local child and family service organizations. Touchstone Family Association is in full support of such a creative and dynamic idea. We are more than interested in contributing to the realization of this project.

Touchstone Family Association acknowledges and supports the application by the Society of Richmond Children's Centers for the child care centre phase of this project. As a strong believer in the asset building we will continue to be available to meet and discuss the necessary and fundamental steps and collective assets needed to move forward.

The primary step we believe will be in successfully achieving funding for essential child care spaces creating the first "asset" in a community based approach.

Yours sincerely,

  
Michael McCoy  
Executive Director

November 14, 2005

Child Care Funding Program Administrator  
Child Care Programs and Services Branch  
Ministry for Children and Family Development  
PO Box 9965 STN PROV GOVT  
Victoria BC V8W 9R4

**Re: Society of Richmond Children's Centre Grant Application for the Major Capital Funding Program for the creation of new Child Care spaces**

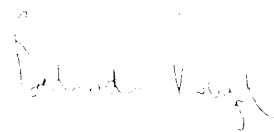
Dear Sir/Madam,

This letter is in support of the grant application from the Society of Richmond Children's Centres to provide Richmond residents with a dedicated child care facility for children 0-6 years of age in the East Richmond area

Richmond Health Services understands the importance of exemplary child care that includes play-based learning and family-centred care. Superior child care services that provide support to families are essential in providing young children with the support and education they need to gain a healthy start in life. A healthy start in life is important in contributing to the life long health of our residents.

Coordinated and broad reaching efforts are needed to ensure that parents in this community are supported in caring for their children. As a non profit society, committed to providing exemplary child care, The Society of Richmond Children's Centres is uniquely suited to provide these services in a collaborative and community based model. This project would enable families to provide the very best start for their little ones in an environment that is respectful of the diverse needs of our residents and would further support the efforts of Richmond Health Services in promoting positive health outcomes.

We are pleased to support The Society of Richmond Children's Centres as they seek funding to create superlative child care services in the East Richmond area and ensure that in partnership we are supporting healthy lives in healthy communities.



Barbara Bond, Leader  
Community Engagement  
Tel: 604 244 5101  
Fax: 604 244 5582  
barbara.bond@vch.ca  
www.vch.ca



Volunteer  
Richmond

Informati  
Services

Ms. Valerie Orth  
Chair of the Board  
Richmond Society of Children's Centres  
6100 Bowling Green Road  
Richmond BC V6Y 4G2

Dear Ms. Orth,

Re: Hub Model for Richmond.

Thank you for the invitation to the very productive community meeting last week. The community interest and support for the concept of a hub model which includes a child care centre and community agencies in one location is innovative and exciting.

Our agency fully supports the application by the Society of Richmond Children's Centres for the child care centre phase of this project. The community stakeholders will continue to meet to further explore possibilities for making the hub model project a reality.

We hope that your application for funding for the much needed child care spaces is successful so that we can work together to plan for a one-stop access point for Richmond families to obtain the services they need.

Yours sincerely

Elizabeth Specht  
Executive Director



November 10, 2005

Ministry of Child and Family Development  
Child Care Program Branch  
STN PROV GOVT  
Victoria, BC

Dear Members of the Selection Committee:

It is my pleasure to recommend the Society of Richmond Children's Centres (SRCC) for its commitment to providing childcare services that are consistent with the very best childcare practices.

East Richmond would be an ideal location for a new centre and Richmond Family Place has been aware of the needs of young families in that area for a very long time. The need is only becoming greater, not only for childcare services but for the full range of family support that are so essential for the healthy development of our community's children.

The families of East Richmond would be strengthened by the availability of services provided by a range of agencies and we are actively pursuing funding opportunities that could create the dream of a full-service Childcare Hub that includes Early Childhood Development Programs and Family Support and Education Programs for all families

Sincerely,

Letizia Myers  
Executive Director

6569 Gilbert Road • Richmond • V7C 3V4 • Tel: 278 4336 • Fax: 278 4433 •  
richmondfamilyplace@telus.net





**RSCL**

# Richmond Society for Community Living

November 10, 2005

To Whom It Concerns:

Subject: Society of Richmond Children's Centres - Expansion and Co-location Initiative

The Richmond Society for Community Living is pleased to support the Society of Richmond Children's Centres application for a capital grant to support the expansion of child care services and future co-location with other Richmond social service agencies.

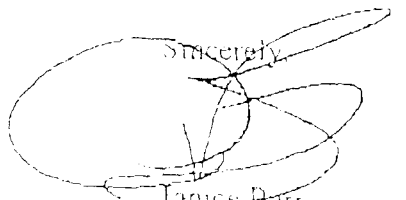
The Society of Richmond Children's Centres has a proven record of providing quality childcare to Richmond children and their families. This funding will allow the Society to expand their child care services to meet a significant need in the community.

In addition, the proposed co-location of other health and social services will ensure that limited resources are well used, while at the same time ensuring the greatest numbers of families are able to take advantage of these resources.

The Richmond social service agencies have a long history of working in partnership to better serve the community. The combined resources provided by MCFD, social service agencies, City of Richmond, and other interested partners, has the potential of creating a model of service delivery that will benefit the Richmond community for many years to come.

For the above mentioned reasons, Richmond Society for Community Living has no hesitation in supporting the application for capital funding submitted by the society. If you require any further information please contact myself at 604-279-7043 or Debra Pierce, Program Manager at 604-279-7056.

Sincerely,



Janice Barr,  
Executive Director

# RICHMOND Children First

RICHMOND CHILDREN FIRST  
STEERING COMMITTEE

**Dave Phillips (Chair)**  
Ministry for Children &  
Family Development

**Joyce Branscombe**  
Vancouver Coastal  
Health

**Greg Buss**  
Richmond Public Library

**Kathy Champion**  
Richmond School District

**Letizia Myers**  
Richmond Family Place  
(Host Agency)

**Carrie McClellan**  
Richmond Early  
Intervention Network

**Michael McCoy**  
Richmond Community  
Services Advisory  
Council

**Lesley Richardson**  
Child Care  
Development Board

**Lesley Sherlock**  
Urban Planning  
City of Richmond

**Kate Sparrow**  
Parks, Recreation &  
Culture  
City of Richmond

**Jan Weaver**  
Vancouver Coastal  
Health

**Sharon White**  
Ministry of Children &  
Family Development

Community Coordinator  
Helen Davidson  
604 241 4035

November 10, 2005

Dear Sir/Madam:

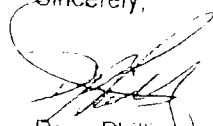
The Society of Richmond's Children Centres has a solid reputation in the community for providing quality care and collaborating with community partners to ensure the needs of children and their parents are met.

Their plan to develop a child care centre in East Richmond that could potentially be expanded into a 'hub model' for families and children, responds to the demographic profile of families in that neighbourhood and enhances capacity in a neighbourhood with a large percentage of vulnerable children and limited resources.

In planning for this centre, the Society of Richmond's Children's Centres has demonstrated its interest in working with community partners by initiating consultations with key stakeholders to determine community need and explore possible partnerships.

This project supports the vision of Richmond Children First to work together as a community to build a strong continuum of support for Richmond children and their families. Richmond Children First is pleased to provide a letter of support to the Society of Richmond's Children Centres for the development of a child care centre in East Richmond.

Sincerely,



Dave Phillips  
Chairperson  
Richmond Children First  
(604) 660-9260



January 16, 2006

To Whom It May Concern:

I am writing to you today to express my concern for the number of quality licensed group daycare spaces currently available in Richmond.

My husband and I are both long time Richmond residents and we both work in Richmond. I put my name on the waitlist for a daycare spot at Bowling Green Road Childcare Center prior to my daughter's birth in March 2005. At that time I was told that I was 350<sup>th</sup> on the wait list for one of 12 infant spots. It is now time for me to return to work and it is very unlikely that I will get a spot. The decision to put our daughter into group licensed daycare was the best choice for our family and without any spots available in Richmond it is affecting my ability to return to work.

I find it totally unacceptable that I should have to spend my maternity leave worrying about where I am going to put my child when I return to work.

I am involved in a number of infant programs in the community and I know this is a common concern among new moms in Richmond.

It is time to increase the number of group licensed childcare spaces in Richmond.

Sincerely,

*Monica Bisailon*

604-241-9563

Teresa L. Pan  
14 – 5988 Blanshard Drive  
Richmond, BC, V7C 5W6

January 13, 2006

To Whom It May Concern:

As a parent using the childcare services of Bowling Green Infant-Toddler Centre, I fully support the Society of Richmond Children's Centre's (SRCC) proposal to open and operate a new licensed daycare centre in Richmond. Through my experience in obtaining quality childcare for my two sons, I know that Richmond has a significant shortage of licensed childcare spaces. This shortage is both stressful and financially consuming for Richmond families and needs to be addressed. My quest for quality, licensed childcare is indicative of this shortage.

In 2002, when in early pregnancy with my first son, Maxwell, I put his name on waitlists at both Bowling Green and UBC's Daycare. A spot at UBC did not come available in time for my return to work. A spot at Bowling Green did come available, but two months earlier than I needed. I was advised by the staff at Bowling Green that another spot would likely not come available to match my return-to-work date. Therefore, in order to guarantee the spot, I had to pay fees for two months in which care was not required.

In early 2004, I requested my name be put on the waitlist again, as my husband and I planned to have another child. I did this six months before even trying to get pregnant, so as to best ensure a spot for my second child. Oscar was born in July 2005 and is now 6 months old.

As I am currently on maternity leave, I do not require care for my older son, Maxwell. However, I will need care for him again when I return to work in July 2006. As vacancies in the 3-5 class rarely come available at Bowling Green (they are filled by children moving up from younger classes in the centre), my only option was to keep him in the centre to maintain his spot. It is very important to me that my two sons be at the same centre. As there are very few licensed daycares that provide infant care, I must ensure that Maxwell and Oscar can be at Bowling Green. To hold Maxwell's spot, I must pay for 12 months of unneeded daycare. This is particularly financially challenging as my husband recently returned to school in order to change careers and I am collecting maternity benefits, which are substantially less than my normal salary.

We continue to be concerned about gaining a spot for Oscar in time for my return to work in July. As most vacancies in the infant room open in August or September,

it is likely that a spot will not come available until one or two months after I begin work. This is a worry for my family as we (like many others in Richmond) have limited relatives in the Vancouver area who could assist with care in the short-term. In addition, my employer is not flexible in granting unpaid leaves for bridging such gaps.

Raising a family is expensive in the GVRD. Mortgages and basic necessities including childcare eat up most families' monthly budgets. Savings for emergencies, RRSPs and RESPs are compromised when we are forced to pay for daycare that is not needed purely to hold precious and limited childcare spots. By the time, I return to work in July, I will have paid a total of 14 months worth of daycare that was not needed. No family should have to endure this additional financial burden.

Richmond is in desperate need of additional childcare centres. Growth in the city is phenomenal and predictions show that it will not slow anytime soon. With the demand for licensed childcare not presently being met, it is imperative that there be significant support for and expansion of childcare in Richmond.

I have had nothing but positive experiences with Bowling Green Infant-Toddler Centre. The centre is well-managed and is a place of care, respect, joy and learning. I would not want to take my children anywhere else. I believe that the SRCC is the right organization to open and operate a much-needed new centre in Richmond. Please accept this letter as my endorsement for SRCC's proposal.

Sincerely,

*Teresa L. Pan*

January 26, 2006

To Whom It May Concern:

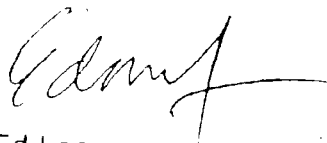
Re: Society of Richmond Children's Centre

This letter is in support of the Society of Richmond Children's Centre's (the "Society") proposal for funding to expand their services in Richmond, British Columbia. My wife and I are expecting our first child in the spring of 2006 and will require full-time childcare when my wife returns to work the following spring of 2007.

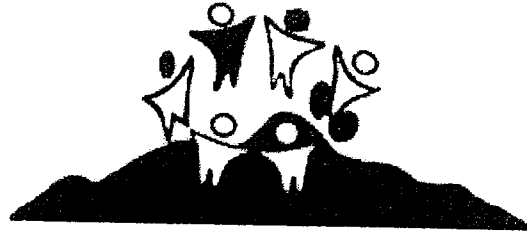
We have looked into several options for childcare and have made a thoughtful decision to access Group Licensed childcare in our community. We put our names on the waitlist for a full-time Infant spot at Bowling Green Road Children's Centre, a Society run centre, in October 2005 and we were informed that it would be unlikely that we would get a space when needed, if at all. We have also put our names on the waitlist for the one other Infant Group Licensed program in Richmond and several centres in Vancouver and have received similar responses regarding the unlikelihood to receive a spot.

This type of program is very important to us as soon to be parents and not being able to access quality childcare causes us serious concern. The Society runs quality programs that we feel would be very beneficial to our child and our family. We encourage you to consider their proposal for the benefit of families and the community of Richmond.

Yours truly,

A handwritten signature in black ink, appearing to read "Ed Lee", written in a cursive style.

Ed Lee



The Society of Richmond  
Children's Centres

## SECTION 6

**Operating Budget for 1 year  
showing revenues, expenditures,  
staffing and fees**

Grant related currently budgeted till end of Aug 06

## MONTHLY BUDGET

	P/S	3 to 5	I/T	Month Total
<b>Revenues</b>				
Child fees	18,000	14,720	22,944	55,664
Interest Revenue				
Administration Fees (to offset Society exp)				
Fines & Other Revenue	5	8	18	31
Special Needs Funding	500.00	350	550	1,400
Part-time Premium	180.00	182		362
City Grant	300	300	500	1,100
Start-up Grant (Cook & BG only)	400	385	511	1,296
Capital Equip. Purchases COOP	1,000	2,170	2,865	6,035
COOP Wage Supplement			2,865	2,865
COOP Plant, Tooling			2,083	2,083
Grant Revenue	20,385	18,115	29,471	67,971
<b>Total Revenue</b>				
<b>Operating Expenses</b>				
Childcare Wages	7,000	9,215	20,620	36,835
Bonus				
CPP, EI, WCB	900	1,077	2,016	3,993
MSP & Health	240	252	445	937
COOP Wage Topup	1,000	1,284	2,925	5,209
Substitute Wages	500	788	1,575	2,863
Special Needs Wages				
Professional Development		30	50	80
<b>Total Employment Expenses</b>	9,640	12,645	27,631	49,916
<b>Program &amp; Art Supplies</b>				
Field Trips - Special Events	500	160	190	850
Equipment Purchases	30	35	35	100
Food	115	115	155	385
	150	160	190	500
<b>Total Program Expenses</b>	795	470	570	1,835
<b>Rent, Facilities, Garbage</b>				
Repairs & Maintenance	425	425	840	1,690
Janitorial Contract & Supplies	20	35	35	90
Utilities				
Alarm Monitoring				
Insurance	125	125	125	375
Office	40	67	84	191
Telephone	70	70	75	215
Society Expenses	1,000	1,800	1,800	4,600
Bad Debts				
Hygienic Supplies (incl. Flu Shots)	75	116	232	423
Non-program and Misc Expenses	35	42	42	119
Amortization	500	500	500	1,500
<b>Total Administration Expenses</b>	2,250	3,180	3,733	9,203
<b>Total Expenses</b>	12,725	16,295	31,934	60,954
<b>Surplus (Deficit) in Operations</b>	7,660	1,820	2,463	7,017

Grant related currently budgeted till end of Aug 05

	<b>Total</b>
<b>Revenues</b>	
Child fees	657,468
Interest Revenue	
Administration Fees (to offset Society exp	372
Fines & Other Revenue	
Special Needs Funding	16,800
Part-time Premium	2,364
City Grant	12,100
Start-up Grant (Cook & BG only)	19,622
Capital Equip Purchases COOP	72,416
COOP Wages Sublet	25,000
COOP Infrant total	-
<b>Grant Revenue</b>	<b>806,142</b>
<b>Total Revenue</b>	<b>806,142</b>
<b>Operating Expenses</b>	
Childcare Wages	442,020
Bonus	
CPP, EI, WCB	47,892
MSP & Health	11,244
COOP Wage Topup	62,505
Substitute Wages	46,175
Special Needs Wages	19,800
Professional Development	1,620
<b>Total Employment Expenses</b>	<b>631,256</b>
<b>Program &amp; Art Supplies</b>	<b>8,220</b>
Field Trips - Special Events	1,640
Equipment Purchases	4,620
Food	7,870
<b>Total Program Expenses</b>	<b>22,350</b>
Rent, Facilities, Garbage	15,605
Repairs & Maintenance	1,080
Janitorial Contract & Supplies	9,680
Utilities	3,740
Alarm Monitoring	385
Insurance	5,875
Office	3,051
Telephone	3,350
Society Expenses	49,732
Bad Debts	
Hygienic Supplies (incl. Flu Shots)	6,803
Non-program and Misc Expenses	1,428
Amortization	20,422
<b>Total Administration Expenses</b>	<b>121,151</b>
<b>Total Expenses</b>	<b>774,757</b>
<b>Surplus (Deficit) In Operations</b>	<b>31,385</b>

## Monthly Budget Assumptions

(based on current operation of similar programs and fee averages for the City of Richmond)

### Preschool (P/S)

30 morning spaces  
30 afternoon spaces  
\$300 per space for 5 days per week

3 staff work 6 hours per day

### 3-5

25 spaces  
\$585 per space (full time)

4 staff work 7.5 hours per day

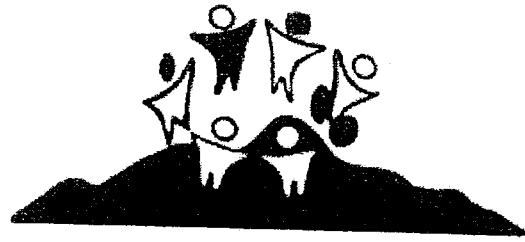
### Infant/Toddler (I/T)

12 infant spaces  
12 toddler spaces  
\$950 per month (full time)

8 staff work 7.5 hours per day







The Society of Richmond  
**Children's Centres**

## SECTION 7

# **Community Care Facility Licenses**

Terra Nova Children's Centre  
Cook Road Children's Centre  
Bowling Green Road Children's Centre 3-5 program  
Bowling Green Road Children's Centre Infant/Toddler



Province of  
British Columbia

# LICENCE

# Community Care Facility Act

Licensee : SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C. V7C 5M8

Having complied with the provisions of the Community Care Facility Act and Regulations, is authorized to operate :

Facility : BOWLING GREEN ROAD CHILDREN'S CENTRE I/T  
Address : 6100 BOWLING GREEN ROAD  
City : RICHMOND, B.C.

Facility Number : 3182214

Manager (Person in Charge) Allison Moriarty

Type(s) of Service

Maximum Number

Group Day Care - < 36 Mos (Infant Room - 12)

24

Group Day Care - < 36 Mos (Toddler Room - 12)

Staff/Child Ratio:

1 Infant Toddler Educator (ITE) to every 4 children

1 ITE, 1 ECE to every 5-8 children

1 ITE, 1 ECE, 1 assistant to every 9-12 children

Maximum Capacity : 24

Conditions :

MAXIMUM NUMBER OF CHILDREN IN ANY ONE GROUP NOT TO EXCEED 12

November 29, 1999  
Effective Date

*per Greg Ritchey*  
Medical Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE  
THIS LICENCE IS NONTRANSFERABLE



Province of  
British Columbia

# LICENCE

# Community Care Facility Act

Licensee : SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C., V7C 5M8

Having complied with the provisions of the Community Care Facility Act and Regulations, is authorized to operate :

Facility : COOK ROAD CHILDREN'S CENTRE  
Address : 8300 COOK ROAD  
City : RICHMOND, B.C., V6Y 1V5

Facility Number : 3182188

Manager (Person in Charge): Jolanta Mackowska

Type(s) of Service

Maximum Number

Group Day Care - 30+ Mos.

25

Staff/Child Ratio:

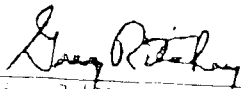
- 1 Early Childhood Educator (ECE) to every 8 children
- 1 ECE, 1 assistant to every 9-16 children
- 1 ECE, 2 assistants to every 17-25 children

Maximum Capacity : 25

Conditions :

Not more than 2 children between 30-36 months of age.

June 28, 2000  
Effective Date

per   
Medical Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE.  
THIS LICENCE IS NONTRANSFERABLE.

# LICENCE

# Community Care and Assisted Living Act

Licensee: SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address: #110-6100 BOWLING GREEN ROAD  
City: RICHMOND, B.C. V6Y 4G2

Having complied with the provisions of the Community Care and Assisted Living Act and Regulations, is authorized to operate:

Facility: BOWLING GREEN ROAD CHILDREN'S CENTRE  
Address: #110-6100 BOWLING GREEN ROAD  
City: RICHMOND, B.C. V6Y 4G2

Facility Number: 3182213

Manager / Person in Charge: Allison Lee

### Types of Service

### Maximum Number

Group Day Care - 30 Months to School Age

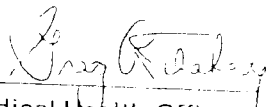
25

Maximum Capacity: 25

### Conditions:

November 01, 2004

Effective Date

  
Medical Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE.  
THIS LICENCE IS NONTRANSFERABLE



Province of British Columbia Ministry of Health and Ministry Responsible for Seniors

# LICENCE

# Community Care Facility Act

Licensee : SOCIETY OF RICHMOND CHILDREN'S CENTRES  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C., V7C 5M8

Having complied with the provisions of the Community Care Facility Act and Regulations, is authorized to operate :

Facility : TERRA NOVA DAY CARE  
Address : 6011 BLANSHARD DRIVE  
City : RICHMOND, B.C., V7C 5M8  
Manager (Person in Charge): Farida Andani

Facility Number : 3182136

Type(s) of Service

Group Day Care - 30+ Mos.

Maximum Number

Staff/Child Ratio:

25

- 1 Early Childhood Educator (ECE) to every 3 children
- 1 ECE, 1 assistant to every 9-16 children
- 1 ECE, 2 assistants to every 17-25 children

Maximum Capacity : 25

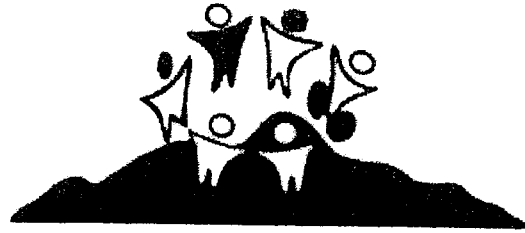
Conditions :

- NOT MORE THAN 2 CHILDREN BETWEEN 30-36 MONTHS OF AGE
- MAXIMUM NUMBER OF CHILDREN IN ANY ONE GROUP NOT TO EXCEED 25

December 10, 1998  
Effective Date

*[Signature]*  
Medical Health Officer  
RICHMOND HEALTH DEPARTMENT

THIS LICENCE MUST BE DISPLAYED IN A CONSPICUOUS PLACE  
THIS LICENCE IS NONTRANSFERABLE.



The Society of Richmond  
Children's Centres

## SECTION 8

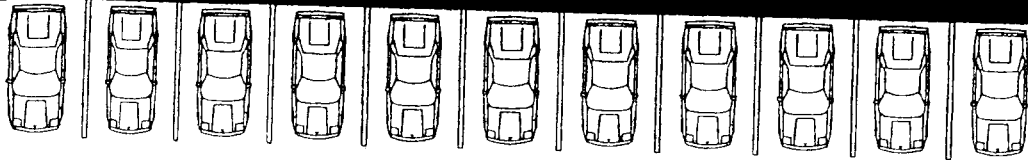
### Floor plans

**FOR REFERENCE ONLY**

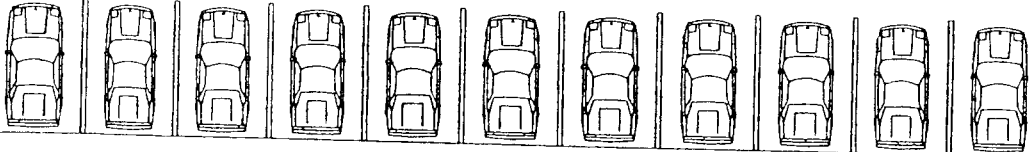




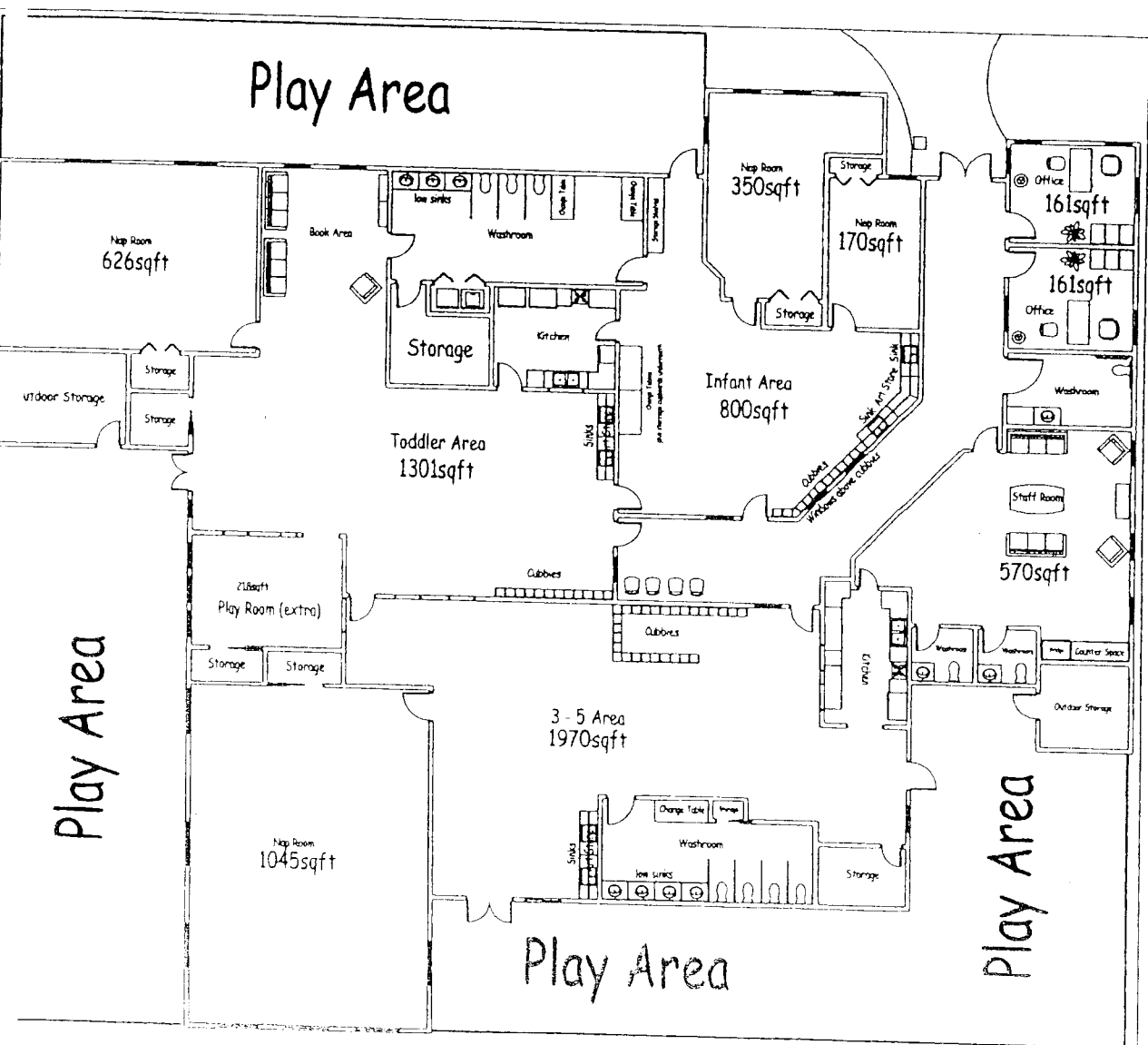
FOR REFERENCE ONLY



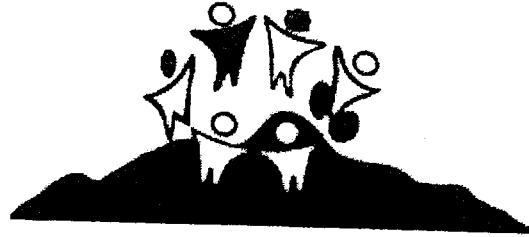
# Parking Lot



## Play Area







The Society of Richmond  
Children's Centres

## SECTION 9

# Supporting Documents

- Letter of Intent
- Presentation to City of Richmond Planning Committee
- Richmond Consortium for the Establishment of an East Richmond Child Care Centre (DRAFT)

COPY

Letter Of Intent



**Submitted To:**

Attn: Child Care Funding Program Administrator  
Child Care Programs and Services Branch  
Ministry of Children and Family Development  
PO Box 9965 STN PROV GOVT  
Victoria BC V8W 9R4

**On behalf of:**

The Richmond Consortium - Application for the Development of an East Richmond Child Care  
Centre C/O The Society of Richmond Children's Centres

Attn: Nicky Byres  
Manager, Child Care Services  
Unit 110 - 6100 Bowling Green Road  
Richmond, BC V6Y 4G2  
Telephone: (604) 214-3490  
Fax: (604) 214-3403

Submission Date: November 15, 2005

Attn: Child Care Funding Program Administrator  
Child Care Programs and Services Branch  
Ministry of Children and Family Development  
PO Box 9965 STN PROV GOVT  
Victoria BC V8W 9R4

Child Care Funding Program Administrator MCFD:

**Re: Letter of Intent to Secure MCFD Capital Funding for a Dedicated East Richmond Child Care Centre**

Please consider the foregoing as a Letter of Intent on behalf of the Society of Richmond Children Centres (SORCC) and its community partners. The objective of this Letter of Intent is to secure capital funding under **MCFD's Major Capital Funding Program for Creation of New Child Care Spaces** to build a new dedicated child care facility in East Richmond, a targeted priority community under the definition set out in the RFP criteria. Please note that the City of Richmond is also submitting a Letter of Intent under this same funding stream. Given the understanding reached at recent community consultation forums on this initiative, these two letters should be considered implicitly linked.



Over the past ten years a series of significant studies have been conducted to demonstrate the child care needs in Richmond. While commissioned by different levels of government and social service agencies the reports independently indicate a rise in the aggregate population and a critical gap in child care services.

Most notable of these studies is the study conducted by the City of Richmond's Social Planning Department and the Social Planning Advisory Council of BC in collaboration with a number of Richmond Child Care operators (both private and public). The report concluded that there are only 19 spaces for every 1000 children under the age of 3 in-group care in Richmond.<sup>1</sup>

In addition, a projected shortage was identified for 2006 of 34-75 new regulated spaces in Kindercare or Group Care (3-5 yrs. old) and 12-24 spaces new regulated group facility program (under 3 years old).<sup>2</sup> Since this study was conducted a number of major child care centres in Richmond have ceased operations. In addition, the observations made by a number of community forum participants indicated that these statistics are on the conservative side.<sup>3</sup>

<sup>1</sup> The 2001 - 2006 Richmond Child Care needs Assessment

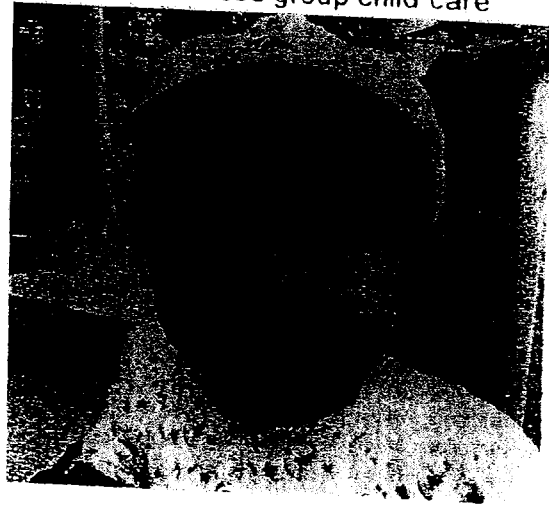
<sup>2</sup> Ibid

<sup>3</sup> Observations from community forums and stakeholder consultations - child care held October 17th and November 2nd 2005

Recent child care statistics provided by the Richmond Children First Program - MCFD corroborates the above findings. These latest statistics are drawn from The Early Development Instrument (EDI): A Population-based Measure for Communities.<sup>4</sup> Based on geographical area, the report determined a significant inequity in the distribution of child care assets in East Richmond as compared to other areas within Richmond, particularly in regards to child care services, family centres and group child care centres.

Finally, new child care subsidies are anticipated to come into effect soon.<sup>5</sup> These new subsidies will enable more families to take advantage of licensed child care and as a result, demand on existing operators is expected to increase dramatically in Richmond. Complicating this increase in demand, the change in demographics and lack of child care assets, there is currently a two-year wait list to secure a licensed group child care space under the age of three.<sup>6</sup> This waiting period is expected to grow substantially over the next five years.<sup>7</sup> Clearly, there is a critical shortage of child care spaces and corresponding child care services in East Richmond.

Following the MCFD announcement of Child Care Capital Funding, the Executive Board of the SORCC approved an initiative to address the need for more child care spaces in East Richmond. The success of this initiative is obviously dependant on community support and MCFD funding contributions. To this end, SORCC planned a series of community and public consultation sessions designed to secure community support, in-kind contributions and partnerships.



To this effect, SORCC has successfully developed a 'working Consortium' of community partners dedicated to the establishment of a new child care facility in East Richmond. These partners include:

- The City of Richmond Social Planning Department
- The City of Richmond Parks, Recreation and Cultural Services
- Touchstone Family Services Society
- Richmond Health Department
- Richmond Family Place
- Richmond Children First
- Richmond Society for Community Living
- Vancouver Coastal Health
- Volunteer Richmond and Information Services
- Society of Richmond Children's Centres

<sup>4</sup> EDI is a research tool to gauge school readiness of children at the junior and senior kindergarten level

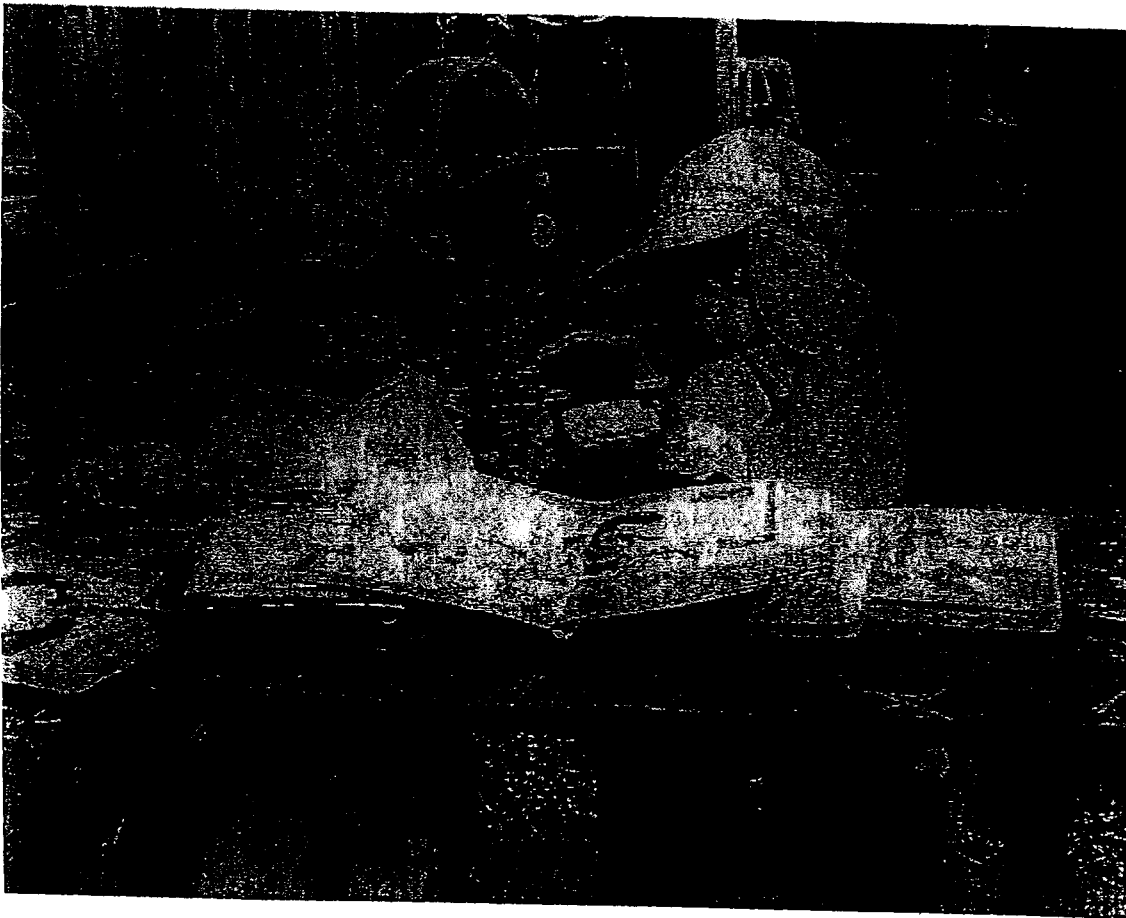
<sup>5</sup> Ibid

<sup>6</sup> SORCC Waitlist Report 2005

<sup>7</sup> Observations from community forums and stakeholder consultations (child care) held October 17/05 and November 2nd 2005

While still in the process of development, these partners have agreed to work towards the process of developing a facility that would include dedicated child care space in East Richmond.

In terms of a preliminary vision, the Consortium has envisioned a basic model for this new initiative in East Richmond. The vision incorporates the 'hub model of services'<sup>8</sup>. This new facility is expected to house 12 infants, 12 toddlers, 25 3-5 year olds and a preschool/school age classroom plus staff room, a minimum of two offices, a multi stalls adult washroom and an art/ equipment supply storage room to satisfy the SORCC operational needs.



A more developed concept proposes that the centre be a component piece of a multi-use facility co-operated by a cadre of Richmond service providers. Some of the discussed functions may include a family gathering place, counseling room capacity, health offices/clinic, CCRR, lending rooms, workshop space, etc. While still in the early stages of development, there is tremendous enthusiasm and spirit of mutual

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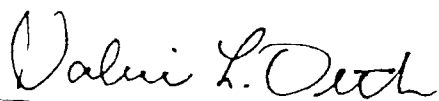
<sup>8</sup> The hub model of service delivery is a co-location model designed to provide one-stop services for families. This hub model was advanced by the Richmond Health Authority, Children First Program - MCFD, Richmond City staff and a number of Richmond Service providers at the stakeholder consultation (child care) held November 2nd, 2005.

collaboration. This is demonstrated by declarations from members of the Consortium for significant commitments of in-kind donations adding to the overall momentum of this initiative.

The Consortium believes that a child care facility in Richmond is a critical investment in Richmond's future and we are committed to seeing the vision come to fruition. We are certain that you can appreciate that capital development projects take time if they are to be meaningful and sustainable. Given the stakeholders involved and the critical community need we request that MCFD join our Consortium and hold in trust the capital grant of \$500,000 for this child care community asset (in partnership with the City of Richmond). This will provide the Consortium with the critical time necessary to solidify the vision, develop the partnership relationships and collection of the required in-kind contributions as specified in the RFP guidelines.

On behalf of the SORCC and our Consortium, we look forward to your timely response.

Sincerely,



Valerie Orth  
Board Chair  
Society of Richmond Child Care Centres  
(Consortium Host Organization)



## TABLE OF CONTENTS

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TABLE OF CONTENTS .....	6
APPENDIX 1.0 COMMUNITY PROCESS AND WORK PLAN .....	7
APPENDIX 2.0 LIST OF PARTICIPANTS FROM THE IN-SERVICE .....	8
APPENDIX 3.0 PUBLIC FORUM INVITATION .....	9
APPENDIX 4.0 LIST OF PARTICIPANTS FROM THE PUBLIC FORUM .....	10
APPENDIX 5.0 MEDIA RESPONSE .....	11
APPENDIX 6.0 LIST OF CONSORTIUM MEMBERS .....	12

## APPEXDIX 1.0 COMMUNITY PROCESS AND WORK PLAN

Following the MCFD announcement of Child Care Capital Funding, the Executive Board of the SORCC approved an initiative to address the need for more child care spaces in East Richmond. The success of this initiative is obviously dependant on community support and MCFD funding contributions. To this end, SORCC planned a series of community and public consultation sessions designed to secure community support, in-kind contributions and partnerships.

\* **Focus Session:** This session consisted of an initial series of meetings to customize the process, review project time line, examine the issues/challenges and solidify project expectations.

**Staff and Board In-service:** To ensure the internal stakeholders are on-board with the process of developing a new child care facility in East Richmond an in-service session was held October 11<sup>th</sup>, 2005. Board and staff members were provided a broad overview of the proposed initiative and the associated implications; internal stakeholders were invited to ask questions, provide feedback and test assumptions. **Goal: Gain internal commitment and agreement to go forward with the proposed business venture – Achieved (October 11<sup>th</sup>, 2005).**

**Component One – Round Tables:** Component one encompasses an intensive research process designed to collect information from the primary stakeholders. Practically this will be carried out through a series of focus groups designed to solicit input and feedback regarding the establishment of a childcare facility in East Richmond.

- **Round Table One - Open House to Generate Enthusiasm:** This was designed specifically to generate enthusiasm and commitment towards the development of new childcare facility in East Richmond. Attendance was targeted at current clients, city staff, local politicians, private sector supporters, other non-profits and the local media. **Goal: Gain commitment to the journey of developing a new child care facility in East Richmond – Achieved (October 17<sup>th</sup>, 2005).**
- **Round Table Two: Crystallizing Key Stakeholders:** Building on the momentum from the First Round Table a select representative group was invited to help generate a vision for the East Richmond child care concept. In addition, participants were asked to form a dedicated Consortium to develop an East Richmond child care facility. **Goal: Create a Consortium of community partners committed to the development of an East Richmond child care facility – Achieved (November 2<sup>nd</sup>, 2005).**
- **Letter of Intent submitted to MCFD – Submitted (November 15<sup>th</sup>, 2005).**
- **Round Table Three: Determining Potential Funding Partners:** By inviting representatives from various potential funding sources it is anticipated that "some form of in-kind commitment" will be generated. Potential funders include: city and provincial politicians, the Richmond Regional Health Authority, for-profit business supporters, private individuals, philanthropic organizations and local developers. **Goal: Generate a series of commitments regarding in-kind support for the initiative to establish child care facility in East Richmond – Meeting scheduled for November 24<sup>th</sup>, 2005.**
- **Formal Proposal submission by the city of Richmond on behalf of the Consortium - Submission date to be determined.**



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## Society of Richmond Children's Centres

### Commitment to the Journey Declaration

We, the undersigned Employees/ Board members of The Society of Richmond Children Centres (SORCC), reaffirm our commitment to the MISSION STATEMENT as stated:

The Society Of Richmond Children's Centres Is A Non-Profit Society Whose Mission Is To Provide Exemplary Child Care In Richmond That Includes Play-Based Learning And Family-Centered Care In An Enriching Creative Environment.

And

To the Process of Developing a DEDICATED  
DAYCARE FACILITY in East Richmond

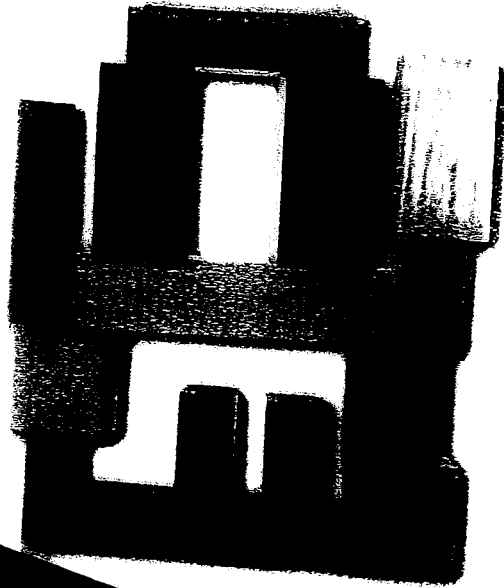
Signed in the spirit of unity on the 11th day of October in the year  
2005

#### Staff Members

Andrea	Ansel
<del>P. Tuohy</del>	Shila
Shirley	Shirley
Maria	Shirley
<del>Maria</del>	Jen
A. Mahony	Veronica
Karen	Terrianna Zubtsova
Wendy	Maria
Jennifer	
Angela	
Angela	
Angela	
Angela	

#### Board Members

Shirley
Sara Bodysal
Michael
Andari
NR



The Society of Richmond Children's Centres is pleased to invite you to a round table process to develop a dedicated child care facility in East Richmond.

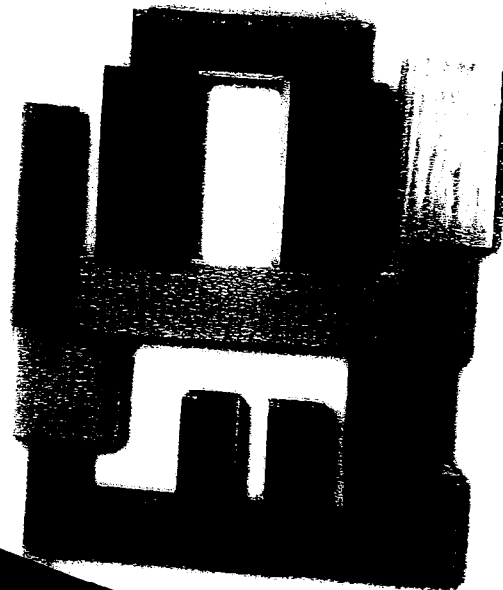
The Society is inviting all community stakeholders to discuss how they may be part of the creation of this new community asset for Richmond families.

We are excited about beginning this journey and hope you will participate with us.

Monday October 17th 7pm

Richmond Cultural Centre Lecture Hall  
180-7700 Minoru Gate, on the corner of  
Granville Ave and Minoru Blvd.

Please RSVP to Nicky Byres - Manager of Child Care Services, Society of Richmond Children's Centres at 604-214-3490



The Society of Richmond Children's Centres is pleased to invite you to a round table process to develop a dedicated child care facility in East Richmond.

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Children's Centres at 604-214-3490

APPENDIX 4.0 LIST OF PARTICIPANTS FROM THE PUBLIC FORUM



The Society of Richmond  
Children's Centres

ROUND TABLE – October 17<sup>th</sup>, 2005

	NAME	Organisation	Phone
1	Allison Lee	SRCC - BGR	231-0870
2	Alissa Sporchia	SRCC - BGR	872-7395
3	Shannon Marks	SRCC - BGR	729-5842
4	Valerie Orth	Board	272-0300
5	Nicky Byres	Manager SRCC	214 3490
6	M Harkowka	SRCC CIR	271-2934
7	Joanne Fox	ECE spec needs CCDB, Butterfly Muschell	(H) 215-8277
8	Nisley Reichen	Richmond CCRRC	279-7127
9	David Richardson	Richmond Resident	247-0022
10	Miller	Board	271 5196



APPENDIX 4.0 LIST OF PARTICIPANTS FROM THE PUBLIC FORUM



The Society of Richmond  
Children's Centres

ROUND TABLE – October 17<sup>th</sup>, 2005

	NAME	Organisation	Phone
1	Caroline Benoit	SRCC	
2	Harp Murdie	Butterfly Bug Montessori Preschool	278-1015
3	LINDA SHIRLEY	The Arts Connection	(604) 241-1966
4	Tianna Morris/Hossack	SRCC	241-0141
5	Graeme Hossack	community member	604-789-9694
6	Letitia Myers	Richard Family Place	604-789-9694
7	DAVID INCE	RICHMOND RECREATION	604 278 4336
8	ELIZABETH SPECHT	SRCC Board	604-276-4011
9	Patricia Tillotson	SRCC Board	604-270-1534
20			604 241-9855

## Child care roundtable planned

The Society of Richmond Children's Centres is hosting a roundtable on child care next week.

The event takes place Monday, Oct. 17 at 7 p.m. at the Richmond Cultural Centre. Participants will discuss a process to develop a dedicated child-care facility in East Richmond.

Society board chair Valene Orth said her group has been planning for expansion for the last three years, and may finally be able to act on it.

"The Sept. 9 and Oct. 1, 2005 funding announcements from the provincial government have allowed us to act now," said Orth.

The province has agreed to pay for 50 per cent of up to \$300,000 for major capital projects that create new child-care spaces.

The society is under increasing pressure from the more than 400 families on waitlists to expand services. Before going ahead on projects, the society wants to consider partnerships with other agencies.

"Quality child-care services are so important to working parents and Richmond has a great track record of working with developers, communities and providers and we are excited to write the next chapter for our community and its families," said Orth.

Richmond News  
October 14<sup>th</sup>, 2005

APPENDIX 6.0 LIST OF CONSORTIUM MEMBERS

---

- The City of Richmond – Social Planning Department
- The City of Richmond – Parks, Recreation and Cultural Services
- Touchstone Family Association
- Richmond Health Department
- Richmond Family Place
- Richmond Children First
- Richmond Society for Community Living
- Vancouver Coastal Health
- Volunteer Richmond and Information Services
- Society of Richmond Children's Centres

Letters of Support:

1. Volunteer Richmond Information Services
2. Richmond Family Place
3. Richmond Society for Community Living
4. Richmond Children First
5. Vancouver Coastal Health



Volunteer  
Richmond

Information  
Services

Ms. Valerie Orth  
Chair of the Board  
Richmond Society of Children's Centres  
6100 Bowling Green Road  
Richmond BC V6Y 4G2

Dear Ms. Orth,

Re: Hub Model for Richmond.

Thank you for the invitation to the very productive community meeting last week. The community interest and support for the concept of a hub model which includes a child care centre and community agencies in one location is innovative and exciting.

Our agency fully supports the application by the Society of Richmond Children's Centres for the child care centre phase of this project. The community stakeholders will continue to meet to further explore possibilities for making the hub model project a reality.

We hope that your application for funding for the much needed child care spaces is successful so that we can work together to plan for a one-stop access point for Richmond families to obtain the services they need.

Yours sincerely

Elizabeth Specht  
Executive Director





November 10, 2005

Ministry of Child and Family Development  
Child Care Program Branch  
STN PROV GOVT  
Victoria, BC

Dear Members of the Selection Committee:

It is my pleasure to recommend the Society of Richmond Children's Centres (SRCC) for its commitment to providing childcare services that are consistent with the very best childcare practices.

East Richmond would be an ideal location for a new centre and Richmond Family Place has been aware of the needs of young families in that area for a very long time. The need is only becoming greater, not only for childcare services but for the full range of family support that are so essential for the healthy development of our community's children.

The families of East Richmond would be strengthened by the availability of services provided by a range of agencies and we are actively pursuing funding opportunities that could create the dream of a full-service Childcare Hub that includes Early Childhood Development Programs and Family Support and Education Programs for all families.

Sincerely,

Letizia Myers  
Executive Director

6560 Gilbert Road • Richmond • V7C 3V4 • 278-4336 • Fax: 278-4433 •  
[richmondfamilyplace@telus.net](mailto:richmondfamilyplace@telus.net)



# Richmond Society for Community Living



RSCL

November 10, 2005

To Whom It Concerns:

Subject: Society of Richmond Children's Centres - Expansion and Co-location Initiative

The Richmond Society for Community Living is pleased to support the Society of Richmond Children's Centres application for a capital grant to support the expansion of child care services and future co-location with other Richmond social service agencies.

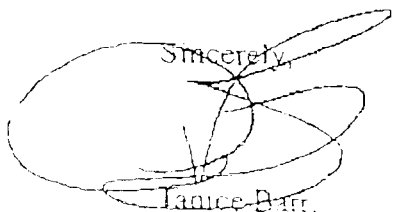
The Society of Richmond Children's Centres has a proven record of providing quality childcare to Richmond children and their families. This funding will allow the Society to expand their child care services to meet a significant need in the community.

In addition, the proposed co-location of other health and social services will ensure that limited resources are well used, while at the same time ensuring the greatest numbers of families are able to take advantage of these resources.

The Richmond social service agencies have a long history of working in partnership to better serve the community. The combined resources provided by MCFD, social service agencies, City of Richmond, and other interested partners, has the potential of creating a model of service delivery that will benefit the Richmond community for many years to come.

For the above mentioned reasons, Richmond Society for Community Living has no hesitation in supporting the application for capital funding submitted by the society. If you require any further information please contact myself at 604-279-7043 or Debra Pierce, Program Manager at 604-279-7056.

Sincerely,

  
Janice Barr,  
Executive Director

# RICHMOND Children First

RICHMOND CHILDREN FIRST  
STEERING COMMITTEE

**Dave Phillips (Chair)**  
Ministry for Children &  
Family Development

**Joyce Branscombe**  
Vancouver Coastal  
Health

**Greg Buss**  
Richmond Public Library

**Kathy Champion**  
Richmond School District

**Letizia Myers**  
Richmond Family Place  
(Host Agency)

**Carrie McClellan**  
Richmond Early  
Intervention Network

**Michael McCoy**  
Richmond Community  
Services Advisory  
Council

**Lesley Richardson**  
Child Care  
Development Board

**Lesley Sherlock**  
Urban Planning  
City of Richmond

**Kate Sparrow**  
Parks, Recreation &  
Culture  
City of Richmond

**Jan Weaver**  
Vancouver Coastal  
Health

**Sharon White**  
Ministry of Children &  
Family Development

Community Coordinator  
Helen Davidson  
(604) 241-4035

November 10, 2005

Dear Sir/Madam:

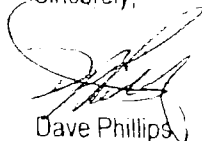
The Society of Richmond's Children Centres has a solid reputation in the community for providing quality care and collaborating with community partners to ensure the needs of children and their parents are met.

Their plan to develop a child care centre in East Richmond that could potentially be expanded into a 'hub model' for families and children, responds to the demographic profile of families in that neighbourhood and enhances capacity in a neighbourhood with a large percentage of vulnerable children and limited resources.

In planning for this centre, the Society of Richmond's Children's Centres has demonstrated its interest in working with community partners by initiating consultations with key stakeholders to determine community need and explore possible partnerships.

This project supports the vision of Richmond Children First to work together as a community to build a strong continuum of support for Richmond children and their families. Richmond Children First is pleased to provide a letter of support to the Society of Richmond's Children Centres for the development of a child care centre in East Richmond.

Sincerely,



Dave Phillips  
Chairperson  
Richmond Children First  
(604) 660-9260



November 14, 2005

Child Care Funding Program Administrator  
Child Care Programs and Services Branch  
Ministry for Children and Family Development  
PO Box 9965 STN PROV GOVT  
Victoria BC V8W 9R4

**Re: Society of Richmond Children's Centre Grant Application for the Major Capital Funding Program for the creation of new Child Care spaces**

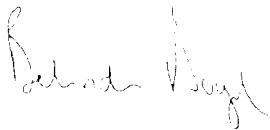
Dear Sir/Madam,

This letter is in support of the grant application from the Society of Richmond Children's Centres to provide Richmond residents with a dedicated child care facility for children 0-6 years of age in the East Richmond area

Richmond Health Services understands the importance of exemplary child care that includes play-based learning and family-centred care. Superior child care services that provide support to families are essential in providing young children with the support and education they need to gain a healthy start in life. A healthy start in life is important in contributing to the life long health of our residents.

Coordinated and broad reaching efforts are needed to ensure that parents in this community are supported in caring for their children. As a non profit society, committed to providing exemplary child care, The Society of Richmond Children's Centres is uniquely suited to provide these services in a collaborative and community based model. This project would enable families to provide the very best start for their little ones in an environment that is respectful of the diverse needs of our residents and would further support the efforts of Richmond Health Services in promoting positive health outcomes.

We are pleased to support The Society of Richmond Children's Centres as they seek funding to create superlative child care services in the East Richmond area and ensure that in partnership we are supporting healthy lives in healthy communities.



Belinda Boyd - Leader  
Community Engagement  
Tel: 604 244 5101  
Fax: 604 244 5552  
belinda.boyd@vch.ca  
777-5-1111

## Society of Richmond Children's Centres

### Background Information

1. Certificate of Incorporation
2. Board of Directors
3. Mission Statement
4. Society Structure

NUMBER: S-34007



*SOCIETY ACT*

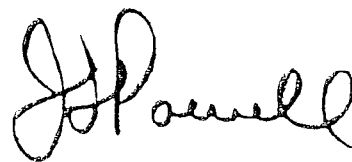
CANADA  
PROVINCE OF BRITISH COLUMBIA

**CERTIFICATE OF INCORPORATION**

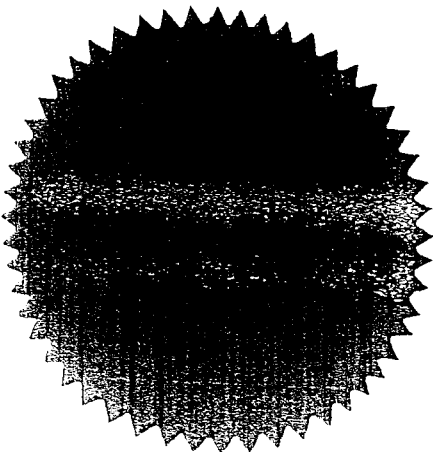
*I Hereby Certify that*  
**SOCIETY OF RICHMOND CHILDREN'S CENTRES**

has this day been incorporated under the *Society Act*

*Issued under my hand at Victoria, British Columbia*  
*on August 01, 1995*

A handwritten signature in cursive script, reading "J. Powell".

JOHN S. POWELL  
*Registrar of Companies*



**Society of Richmond Children's Centres  
Board of Directors  
2004 / 2005**

**Parent Representatives**

**BGR – Infant Program**

Elizabeth Specht  
3160 Springford Ave  
Richmond BC  
V7E 1T9  
Ph (h) 604-270-1554  
Ph (w) 604-279-7029  
[especht@volunteerrichmond.ca](mailto:especht@volunteerrichmond.ca)

Michele Tedford  
20-7740 Abercrombie Dr  
Richmond BC  
V6Y 3G6  
Ph (h) 279-0653  
Ph (w) 604-231-8643  
[geomic@telus.net](mailto:geomic@telus.net)

**BGR – Toddler Program**

Caroline Benoit  
5186 Hollywood Dr  
Richmond BC  
V7E 4V4  
Ph (h) 604-270-1015  
Ph (w) 604-276-9900  
[ericcaroline@shaw.ca](mailto:ericcaroline@shaw.ca)

**BGR 3-5 Program**

Patricia Tillotson  
8620 Doulton Place  
Richmond BC  
V7C 5A3  
Ph (h) 604 241-9805  
Ph (w) 604 278-0315  
[pmtillotson@hotmail.com](mailto:pmtillotson@hotmail.com)

Carmen Chui  
2973 West 40<sup>th</sup> Ave  
Vancouver BC  
V6N 3B3  
Ph (h) 604-266-6502  
Ph (w) 604 279-7624  
[carmenchui@shaw.ca](mailto:carmenchui@shaw.ca)

Sara Badyal  
7271 Lombard Rd  
Richmond BC  
V7C 3M9  
Ph (h) 604-271-6025  
Ph (w) 604-276-4282  
[sarabadyal@hotmail.com](mailto:sarabadyal@hotmail.com)

Angela Chow  
5531 Stefanko Place  
Richmond BC  
V7E 5G2  
Ph (h) 604-271-9196  
Ph (w) 604-233-4074  
[amackin1@wcb.bc.ca](mailto:amackin1@wcb.bc.ca)

**Terra Nova Children's Centre**

Kathy Wong  
119 W 60<sup>th</sup> Ave  
Vancouver BC  
V5X 1Z3  
Ph (h) 604-326-1168  
Ph (w) 604-288-3184  
[kwong@vcn.bc.ca](mailto:kwong@vcn.bc.ca)

Gerald DesRosiers  
#100-3555 Westminster Highway  
Richmond BC  
V7C 5P6  
Ph (h) 604-244-1406  
[gerryhua@yahoo.com](mailto:gerryhua@yahoo.com)

## Cook Road Children's Centre

Monica Diakiw  
47-6800 Dallyn Rd  
Richmond BC  
V7C 5E2  
Ph (h) 604-273-3034  
Ph (w) 604-660-9284 (March 15/05)  
[Monica.Diakiw@gems2.gov.bc.ca](mailto:Monica.Diakiw@gems2.gov.bc.ca)

## Community Members

Valerie Orth  
Advisor  
10260 Aintree Cres  
Richmond, BC  
V7A 3T8  
Ph/fx (h) 604 277-0300

Karoline Heckman  
#6 – 6360 Lynas Lane  
Richmond BC  
V7C 5C9  
Ph: 604-271-6540 (h)  
Ph: 604-279-7267 (w)  
[karoline\\_heckman@icbc.com](mailto:karoline_heckman@icbc.com)

Patricia Vargas  
121-8611 General Currie  
Richmond BC  
V6Y 3W4  
Ph: 604-  
[patty-vargas@excite.com](mailto:patty-vargas@excite.com)

## **MISSION STATEMENT**

The Society of Richmond Children's Centres is a non-profit society whose mission is to provide exemplary child care in Richmond that includes play-based learning and family-centered care in an enriching creative environment.

### **CORE VALUES**

1. **People**  
We are committed to respect and honesty towards the children, staff and families
  
2. **Community**  
We support the cultural diversity of our community through exemplary child care service
  
3. **Fiscal Responsibility**  
We strive to provide affordable child care within a framework for fiscal responsibility
  
4. **Advocacy**  
We advocate with and on behalf of families for the services they need and the funding we need to provide quality child care for all

Society of Richmond Children's Centres  
Board of Directors  
Parents and Community Members

Manager  
Of  
Child Care Services

3 Senior Supervisors

Terra Nova Children's  
Centre  
25 spaces  
Licensed Group 3-5 (incl.  
8 spaces of Kindercare)  
Leased from City of  
Richmond

Cook Road Children's  
Centre  
25 spaces  
Licensed Group 3-5 (incl.  
8 spaces of Kindercare)  
Leased from City of  
Richmond

Bowling Green Road  
Children's Centre  
25 spaces  
Licensed Group 3-5  
Leased from Richmond  
Health Services.

Bowling Green Road  
Children's Centre  
Licensed Group Infant /  
Toddler  
24 spaces  
2 rooms (12 I & 12 T)

TOTAL STAFF  
22  
Non-Union





**Presentation to Planning Committee**  
**Richmond City Hall**  
**Monday January 16<sup>th</sup>, 2006**

**Introductions:**

The following partners are in support of this application:

Richmond Society for Community Living

Touchstone Family Association

Society of Richmond Children's Centres

Volunteer Richmond Information Services

Richmond Family Place

Vancouver Coastal Health

Thank you for the opportunity to present to you today the exciting new project we propose for Richmond.

The Society of Richmond Children's Centres learned of an opportunity to apply for capital funding for the creation of new child care spaces from the Provincial Government. The Society has had expansion of child care in Richmond as a organizational strategic goal for several years and jumped at the chance to fulfill this objective. From the outset the Society had a vision for something more than a stand alone child care centre. We hired a Consulting Firm, Infocus Consulting, to hold a number of focus groups to determine who other interested community agencies may be.

A core group of interested Richmond agencies formed quickly and have moved quickly to a place of consensus on the creation of a Hub Model of Family Services to be situated in East Richmond. (North of Westminster / East of No 3 Rd). To date these Richmond agencies have invested \$13,000 and over 25 hours of meeting time in the process to realize this project.

The group has met with Minister Linda Reid and has kept her and her staff informed of the progress of the group. Vancouver Coastal Health has been a community partner since we began this process and we met with Jan Weaver who was supportive of our endeavour and their participation in it. We have also kept City

staff aware of our project in so far as it may present opportunities for co-location of parks, recreation and cultural services at some point.

Last week we spent an intensive day with all our partners defining more specifically what services we envision coming together. Our consultants have surveyed each agency for their specific needs as well as what assets they bring to the process and to the final building. We have discussed what the building could look like, how it may be managed and what values and goals we have for this new and innovative project.

Together, all partners are supporting the Society of Richmond Children's Centres in its application to the Province for the capital dollars to build a child care facility that will form phase one of the development of this new family services facility. As other agencies co-locate alongside the child care we will eventually have a facility run by Richmond-based agencies that will respond to a wide range of community needs in an innovative building that removes barriers to services and supports families thus making our community stronger.

We know that the City is always looking to partner with Richmond service providers to enrich the lives of Richmond Residents and with this in mind we are looking for the support of the City in being a full partner in our Hub development process and in providing land or building to facilitate this new asset for our community.

We look forward to answering any questions you may have.

Thank you.

# Richmond Consortium for the Establishment of an East Richmond Child Care Centre

## Concept paper- *Draft*

Prepared by:

Infocus Management Consulting  
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January 18, 2006

QuickTime™ and a  
TIFF (LZW) decompressor  
are needed to see this picture

# TABLE OF CONTENTS

1. Introduction.....	3
1.1. Review .....	4
1.2. Lessons Learned.....	5
1.3. Key Considerations .....	7
1.4. Summary .....	8
2. Methodology .....	9
2.1. The Assignment .....	9
2.2. The Activities.....	9
2.3. Who was involved.....	9
3. Goals and Values for the New Centre.....	10
3.1. Centre Goals As Articulated by Consortium Participants .....	10
3.2. Centre Values As Articulated by Consortium Participants.....	10
4. Appendix: Design Paramiters and Dimentions.....	11
4.1. Description of spaces, estimated square footage and priority.....	11
4.2. Estimated lighting requirements, sound requirements and IT requirements by dedicated space .....	11
4.3. Estimated parking requirements, number of stalls and recommended location 12	
4.4. Estimated external requirements, percentage of site and square footage .....	12
4.5. From Your perspectives describe the look and feel of the new facility?.....	13
4.6. Please indicate the type of contribution(s) your organization is prepared to make to move this initiative forward?.....	13
4.7. Location Parameters.....	14
4.8. Timing Parameters to proposed occupancy .....	15

# 1. INTRODUCTION

This paper sets out a basic framework and the main themes for establishing partnerships articulated through a community consultation process defined by a group of service providers coming together in Richmond, British Columbia. The articulation follows a federal government initiative and is in response to a Request for Proposals by the Ministry of Children and Family Development to address the need for more child care spaces in British Columbia generally, and more specifically in Richmond, as a targeted priority.

The original assignment for the community consultation was to carry out a process to demonstrate support for the development of a new daycare facility in East Richmond by a single service provider. However, the community consultation process that was undertaken garnered such support that it attracted a number of other service providers to the table demonstrating a critical need for not only for more day care space and affordable office space but also for a more coordinated and integrated approach in the way that services are provided in Richmond, particularly to young children and families.

Over the course of the past four months members of the community of Richmond service providers have continued meeting to discuss and refine their understanding of a hub model and what that means to the Consortium as well as to explore the feasibility of partnerships amongst each other, with governments and the private sector. The impetus for the discussion on coordinated, integrated services was identified by the Minister of Children and Family Development, whereby she has expressed that the emphasis for funding should be on creating child care resources that are based on a hub model of service.

The Minister's vision for the hub model was not the only factor generating the drive for partnerships amongst the Consortium; it is also the recognition that no one organization can be expected to fulfill the onerous responsibility that a major capital project such as this engenders. Critical factors of this project include: a limited window of opportunity, site requirements, property values, building costs while factoring in the limited funding and short timelines for implementation. In light of these critical factors and others it was agreed that a number of service organizations as a whole would be in better position to demonstrate that it is able, or has the potential, to successfully bring to fruition more child care spaces in Richmond utilizing aspects of the hub model of service.

While there are many factors pointing to the strengths of a number of service organizations coming together in one location providing a continuum of services, there are a number of factors that need to be overcome such as: model of service delivery, governance, property management, types of "complementary services", autonomy, contractual relations, and disengagement and exit. The list is not exhaustive however it is demonstrative of the depth of discussion that has been generated by the consortium and the issues identified that need to be addressed once the partners in the hub are agreed upon

## 1.1. Review

A brief online review was undertaken looking at a number of sites online locally, nationally, and internationally. The idea of the review was to develop a working knowledge of the hub model, its practice and use within the field of child care.<sup>1</sup> In this regard the review was undertaken with the basic question of: *What is the Hub Model and how has it been defined?* The concept of the neighborhood hub model was developed in the early 1980's and offers a vision of services being delivered with some degree of integration and flexibility, preferably under one roof, or in one consistent and convenient location in each community.<sup>2</sup> While there are many examples of the Hub Model operational in all parts of the world, the sites visited yielded enough material to begin this understanding of a hub model of service delivery.

Instructive to the process of establishing a hub model is Ontario's Best Start program:

... a comprehensive, evidence-based early learning and care strategy whose aims are to increase child care spaces, improve access to fee subsidies for services for children with special needs and improve the wages of child care workers. Furthermore, Best Start will support the Halton Our Kids hubs. In Halton's model, hubs provide a one-stop shopping opportunity for families to access information about services for children 0 – 18 years.

The Hub Project in Bristol, UK offers "... a good example of coordination allowing for a more holistic approach to services and an effective delivery model to meet complex needs. The Bristol Project is:

... a multi-agency advice centre / one-stop-shop and outreach project for single homeless people that coordinates service provision and planning concerning housing, employment, social benefits, social services, health, training agencies and departments from public, voluntary and private sector agencies. ... The Hub is primarily an advice centre where clients have access to a 'onestop shop' where the full range of services to meet their needs are available. The project is run by a multi-agency project committee, whose members come from all the participating agencies.

<sup>1</sup> <http://www.city.vancouver.bc.ca/ctyclerk/cclerk/20050920/documents/a3complete.pdf>  
<http://www.hrsdc.gc.ca/en/cs/sp/sdc/evaluation/sp-ah-150e/sp-ah148e/sp-ah148.pdf>  
<http://www.cyc-net.org/cyc-online/cyc01-0505-kelly.html>  
<http://www.bced.gov.bc.ca/communitylink/pdf/effectiveness.pdf>  
[http://www.bcnsoz.asn.au/research/upload/ACWA\\_childcare\\_04.pdf](http://www.bcnsoz.asn.au/research/upload/ACWA_childcare_04.pdf)  
<http://www.eurofound.eu.int/areas/socialprotection/casestudies/uk4.htm>  
<http://www.region.halton.on.ca/scs/cs/Default.htm>  
<http://www.eurofound.eu.int/areas/socialprotection/casestudies/uk4.htm>  
<http://www.ecdip.org/docs/pdf/ECDIP%20report%20comp.pdf>

<sup>2</sup> Friendly, M., 1994 *Child Care Policy in Canada: Putting the Pieces Together*. Don Mills, ON: Addison-Wesley Canada Ltd. OCBCC, 1992 *On the Road to Reform*. Toronto. Author

In the American psychiatric Association online publication<sup>3</sup> the hub-and-spoke model, is invariably described as:

... the psychiatric emergency department acts as a central agency, or hub, with spokes radiating to and from various mental, medical, and social services. The goal is to channel patients to the most efficacious and efficient treatment, depending on the circumstances affecting patients, such as their diagnosis, specific stressors, social circumstances, and phase of life. The spokes are bidirectional, because many patients are referred to the psychiatric emergency department by other services for acute stabilization. The key spokes radiate to all outpatient clinics, day centers, and case management systems and to transitional housing, work therapy, and substance abuse treatment programs. The mere presence of a receptive and helpful psychiatric emergency department is often a tremendous relief to the other services and their patients. Thus the psychiatric emergency department is able to facilitate patients' connecting or reconnecting with various services without the complexity of an inpatient admission.

Another site closer to home here in British Columbia, is a project out of the University of Victoria by Dr. Jessica Ball: *Early Childhood Care and Development Programs as Hooks and Hubs: Promising Practices in First Nations Communities*. This paper shares stories about some First Nations communities in Canada who have used what can be called a 'hook and hub' model that is informed by cultural knowledge, and is community-based and community-paced. The hook and hub model places childhood development at the centre of an integrated and interactive set of services. Childhood development services are offered as a "hook" upon which other agencies, programs and professional can attach themselves. Through this a constellation of services emerges, with childhood development at the "hub."

In the lower mainland, the Vancouver Child Care Regional Delivery Model Pilot Project (VCCRDMPP) operated from June 1 1995 through March 1999 was a four year pilot project directed at addressing long-standing concerns about the lack of effective, consistent and coordinated administrative structures and practices within the child care sector in Vancouver. The VCCRDMPP was developed to bring operators of large child care programs together to explore ways to increase the administrative effectiveness of their programs and to work towards the development of a coordinated planning system for child care in Vancouver. VCCRDMPP addressed its expected outcomes through four component demonstration projects: Regional Umbrella Group, Collingwood Neighbourhood House Demonstration Project, Kiwassa Neighbourhood House Demonstration Project and the Administrative Partnerships Pilot Project.<sup>4</sup>

## 1.2. Lessons Learned

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<sup>3</sup> <http://ps.psychiatryonline.org/cgi/content/full/54/12/1590>

<sup>4</sup> Strategic Initiatives Vancouver Child Care, Regional Delivery Model, Pilot Project, 1995 - 1999 Summative Evaluation Report, Prepared for Vancouver Child Care Regional Delivery Model Pilot Project by Adele Ritch, Evaluation Consultant

As can be seen the review yielded a number of locations locally, nationally, internationally that are relevant to establishing a "hub model" of service. In the working models of the examples the following are some salient findings:

- A number of organizations have come together to affect efficiencies – [B]ring operators of large child care programs together to explore ways to increase the administrative effectiveness of their programs and to work towards the development of a coordinated planning system for child care...
- That a department, organization, or client is the centre of a hub oftentimes with other services radiating as spokes from the centre - The psychiatric emergency department acts as a central agency, or hub, with spokes radiating to and from various mental, medical, and social services.
- That it offers a "one stop" centre of services - The Hub is primarily an advice centre where clients have access to a 'onestop shop' where the full range of services to meet their needs are available.
- That each member of the Hub maintains their autonomy - The project is run by a multi-agency project committee, whose members come from all the participating agencies.
- The 'hook and hub' model is informed by experts in the field by cultural knowledge, and is community-based and community-paced.
- The Hub has clear articulated goals independent of the operating partners - to increase child care spaces, improve access to fee subsidies for services for children with special needs and improve the wages of child care workers.
- The hub model offers a continuum of service management available to children and families receiving multiple services - The goal is to channel patients to the most efficacious and efficient treatment, depending on the circumstances affecting patients, such as their diagnosis, specific stressors, social circumstances, and phase of life. One can understand the childcare setting as a 'hub' of relationships – between children; between children and carers; between parents and carers; between parents and parents and between the centre and the community.

Given that the the term 'hub' describes the partnership of a number of organizations, a single organization or service provider cannot constitute a hub on its own. It is clear that these hubs constitute a partnership of a number of organizations coming together to form a hub.

Literature suggests that it is prudent to not have too many individual partners included in a hub as it is deemed that this may dilute the impact of the hub investment increase the complexity of contractual, management and coordination arrangements within the hub with reductions in efficiency and economy. It is expected that the configuration of the hub will take geography, governance types and specialization into account.



The nature of an appropriate governance model is a matter, which will be possible to determine once the partners have been finalized. The fundamental principles informing this consideration will be the aim of achieving efficacy that provide for responsibility and accountability, and the freedom and flexibility to focus on individual and common agreed upon goals.

The eventual constitution of the hub should support the above principles and each partner in the hub should be prepared to review their governance arrangements in the light of these requirements.

### 1.3. Key Considerations

A likely model of the hub would include:

- At least three service providers forming a partnership arrangement;
- The partnership would work together to address common needs and goals.
- Government funding would focus on achieving the outputs and outcomes relating to those needs.
- One 'partner' might become a lead body with additional administrative responsibilities.
- A governance and property management role is clearly articulated.
- A model of service is developed amongst the partners with a clear hub and utilizing an ecological model of service delivery.

It is essential that together and individually the partners will:

- Represent a number of significant established service providers within Richmond.
- Reflect the diverse community and service needs of Richmond.
- Demonstrate high standards of service provision and care.
- Have a track record in their field of expertise and service area.
- The hub will be located in a place where there is a high need for services and is affordable.
- There should be evidence of the lead body having experience of leading successful collaborations with other services and service providers and have the organizational (governance) capacity to undertake a lead role.
- The partners should be able to demonstrate that they will be able to make financial and other commitments necessary through contractual arrangements to maintain their responsibilities in the hub.
- Key managers within the hub should have the experience necessary to lead the initiative.
- The partners should be able to demonstrate that there is a commitment to working in a consultative and consensual manner and that the hub proposal has been prepared according to these principles.

#### 1.4. Summary

It is clear that social service organizations have developed autonomously and most often independent of each other to fill a void in service or to specialize in a certain aspect in filling a social need. Given the proliferation of services in recent years there is now a shift toward a more coordinated and integrative approach to services. This shift has been partially predicated on shrinking government support and funding. Organizations overly reliant on this funding have had to rethink their approaches to how maintain a high standard of service delivery and maintain their relevance in an increasingly competitive arena with increasingly complex social conditions. While government support for social programming has decreased, the call for greater cooperation by community based organizations and governments has increased. This call for a more integrated approach and streamlining of service delivery and a appropriate use of limited resources through partnerships to enhance and achieve efficiencies in service delivery has spurred this concept paper as a another step in articulating a model of service that fits with the proponents needs.

## **2. METHODOLOGY**

### **2.1. The Assignment**

In spring of 2006, Infocus Management Consulting, was retained by the Richmond Consortium for the establishment of an East Richmond Child Care Centre hereafter the referred to as the 'consortium', to prepare a concept paper for the proposed new facility. The concept paper undertook to determine the following:

1. What is the hub model concept?
2. Who are the participants?
3. What are the total space requirements?
4. What types of spaces are required?
5. Site requirements?
6. The overall look and feel of the new facility?
7. Location parameters
8. Time parameters

### **2.2. The Activities**

The project methodology consisted of the following series of activities over the course of a one-month period.

1. Interviews with the 4 proposed core tenants to verify priorities and design consultation session
2. Conduct an on-line survey utilizing "surveymonkey.com" a free on-line survey tool to determine function and space needs
3. Facilitated a full day consultation session with up to 15 community participants to accurately determine high-level goals and objectives and prepare a list of wish list possibilities

### **2.3. Who was involved**

Insert participant list here

### **3. GOALS AND VALUES FOR THE NEW CENTRE**

#### **3.1. Centre Goals As Articulated by Consortium Participants**

- A warm, loving environment where children feel accepted, safe, and secure.
- An enriched and positive environment in which children may grow socially, emotionally, physically, and cognitively
- A friendly environment where families participate in active learning.
- An environment rich in language, where families are encouraged to express themselves, are listened to, and responded to by the caregivers.
- An environment where families are free to make choices based on their interests.
- An attitude of cooperation in working with parents in the care and nurturing of their children.

#### **3.2. Centre Values As Articulated by Consortium Participants**

- To maintain respect for children, families and people
- To provide quality programs and supports
- To respect a family's mental and emotional health
- To maintain a sense of community with families and agencies
- To present a philosophy of facilitation and support, allowing things to grow naturally
- To be an one stop facility that services every economic and social background
- To promote healthy communication organizational cooperation

## 4. APPENDIX: DESIGN PARAMITERS AND DIMENTIONS

### 4.1. Description of spaces, estimated square footage and priority

Number of Spaces	Estimated Total Square footage	Type of Room	Priority
10	1000' - 1500'	Administration (offices)	high
2	400' - 800'	Reception area	high
12	600' - 1000'	Special services	medium
3	150' - 1500'	Programming	high
10	1000' - 2000'	Counseling	high
8	7000' - 8000'	Dedicated child care space (not including other topics listed)	medium
1	600' - 700'	Staff facilities (i.e lunch room)	medium
10	9000' - 10000'	Support/ service space	high
9	450' - 900'	Storage	medium
3	900' - 1000'	Secure storage	high
3	900' - 1500'	Meeting space	high
1 - 6	600' - 1000'	Washrooms	medium
2 - 3	300' - 500'	Kitchen space	high
1	200' - 400'	Play room	high
1	Less than 50'	Coat room	low
1	50' - 100'	Open play area (child)	medium
1	50'	Sleeping area (child)	low
1	700' - 800'	Multi-purpose room	high
1	200'	First-aid room	high
<b>Total:</b>	<b>23,100' - 32,000'</b>		

### 4.2. Estimated lighting requirements, sound requirements and IT requirements by dedicated space

Type of Room	Lighting Requirements	Sound requirements	IT Requirements
Administration (offices)	Natural light and Task lighting	Simi sound proof/ Not sound proof	Fully IT equipped

Reception area	Natural light	Not sound proof	Fully IT equipped
Special services	Natural light	Sound proof	Fully IT equipped
Programming	Natural light	Sound proof/ Simi sound proofing	Fully IT equipped
Counseling	Task lighting	Sound proof	Fully IT equipped
Dedicated child care space (not including other topics listed)	Natural light	Simi sound proof	Simi IT equipped
Staff facilities (i.e lunch room)	Florescence and Natural light	Sound proof	Simi IT equipped
Support/ service space	Florescence and Natural light	Simi sound proof/ Not sound proof	Fully IT equipped
Storage	Florescence	Not sound proof	None
Secure storage	Florescence	Not sound proof	None
Meeting space	Task lighting	Sound proof/ Simi sound proofing	Fully IT equipped
Washrooms	Florescence	N/A	None
Kitchen space	Task lighting	Simi sound proof	None
Play room	Florescence and Natural light	Sound proof	Simi IT equipped
Coat room	Florescence	N/A	None
Open play area (child)	Florescence and Natural light	Not sound proof	Simi IT equipped
Sleeping area (child)	Florescence	Sound proof	None
Multi-purpose room	Natural light	Sound proof/ Simi sound proofing	Fully IT equipped
First-aid room	Florescence	Simi sound proof	Fully IT equipped

#### 4.3. Estimated parking requirements, number of stalls and recommended location

Type of Parking	Estimated Number of Stalls	Recommended Location
Staff Parking	32-50	Behind the facility or within walking distance
Visitor Parking	20-35	In front of the facility
Other	4-6	In front of the facility

#### 4.4. Estimated external requirements, percentage of site and square footage

Description of External Space	Estimated Percentage of site	Estimated square footage	Priority
Child play area		3000' - 3,500'	High

Child play area covered		3000' - 3,500'	High
Teen play area	20%		High
Sitting area and green space	50%		High
External storage	5 %		High
Total:	75%	6000' - 7000'	

**4.5. From Your perspectives describe the look and feel of the new facility?**

The facility will ideally be open and inviting, it will have a central atrium with services leading off from the main reception area. There will be a lounge area for clients and it will be fully accessible. It will embody a west coast style with construction materials consisting of wood, natural materials and low windows. There will be no vaulted ceilings and it will not feel too high tech or institutional. The structure will ideally have between two to three floors.

Externally there will be lots of parking, green space, ample sitting areas and child and teen play areas.

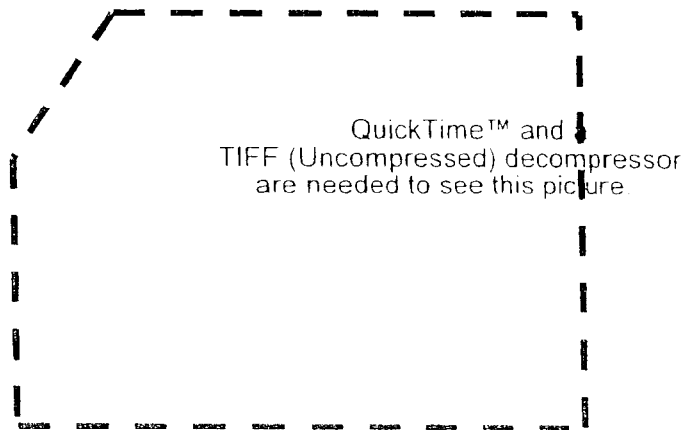
**4.6. Please indicate the type of contribution(s) your organization is prepared to make to move this initiative forward?**

Type of contribution	Contribution Probability	Ongoing Contribution	One time Contribution	Multiple contributions
Financial contribution	Range from possible to confirmed	2 organizations	2 organizations	Undetermined
Staff and expertise	Range from probable to confirmed	3 organizations	Undetermined	Undetermined
Participation on committees	Range from possible to confirmed	2 organizations	Undetermined	Undetermined
Lease payments (as a future tenant)	Range from probable to confirmed <sup>5</sup>	2 organizations	Undetermined	Undetermined
Volunteer support	Range from possible to probable	Undetermined	Undetermined	1 organization
Capital equipment	Possible	Undetermined	Undetermined	1 organization

<sup>5</sup> Indicated by those organizations that indicated that they may be possible tenants

External contractors	Possible	Undetermined	Undetermined	Undetermined
Legal support	Possible	Undetermined	Undetermined	Undetermined
Accounting support	Possible	Undetermined	Undetermined	1 organization
Logistical support	Range from possible to probable	1 organization	Undetermined	Undetermined
Management support	Range from possible to probable	1 organization	Undetermined	Undetermined
Project management support	Range from possible to probable	Undetermined	Undetermined	1 organization
Writing grant applications and proposals	Range from possible to probable	Undetermined	Undetermined	1 organization

#### 4.7. Location Parameters





#### **4.8. Timing Parameters to proposed occupancy**

Participants identified a time frame 2-3 years from the date of the concept session but were willing to accommodate other scenarios to take advantage of unique opportunities and/or partnership possibilities.



CELEBRATING 50 YEARS OF OVERCOMING OBSTACLES AND ENCOURAGING ABILITIES

DEVELOPMENTAL DISABILITIES ASSOCIATION

Lesley Sherlock  
Social Planner  
City of Richmond  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

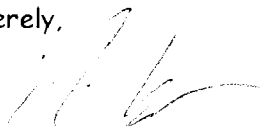
Dear Lesley,

The Developmental Disabilities Association of Vancouver-Richmond (DDA) is a not for profit organization that is in good standing with the BC Registry. Please find enclosed, for your reference, a copy of our Vancouver ECD Project, which is in cooperation with Brant Villa Society. The Brant Street Child Development Centre will house programs operated by both societies. Also included in this package is our most recent Community Care Facilities Licensing Report for our Riverside Child Development Centre located at 5860 Dover Crescent, Richmond, BC

DDA has been in the Child Care Industry for over 30 years and currently operates a city owned childcare program in Richmond, which is about 20 years old. Over this period of time DDA has established a number of partnerships, including the City of Vancouver, the University of British Columbia, Affordable Housing, Vancouver Coastal Health and the City of Richmond. The proposed Community Hub will be inclusive and support families of all levels of income. At present we participate and collaborate with a variety of Richmond based early intervention programs including, the Supported Child Development Program, the Infant Development Program, the Centre for Ability and the Richmond Health Department. DDA, also has representation at the Richmond Early Intervention Network (REIN).

Thank you for your consideration of our proposal for the development of a self-sustaining Early Childhood Development Centre (Hub) in the city of Richmond. I hope the enclosed additional supporting information will assist in determining the successful partner in achieving the City's resolution "Richmond is the best place to raise children in North America".

Sincerely,



Andrew Roets  
Assistant Director, Child and Family Services  
Developmental Disabilities Association

DEVELOPMENTAL DISABILITIES ASSOCIATION

February 27, 2006

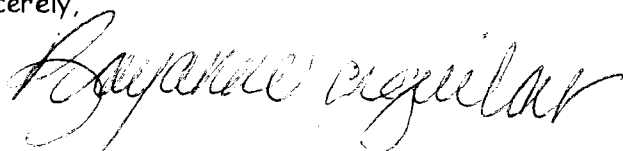
To Whom It May Concern:

I have been a member of the Developmental Disabilities Association Board of Directors for the past 3 years. I have also been directly involved with the Developmental Disabilities Association's Child Development Programs. One of my children attended Kids at G.F. Strong Child Development Centre and then moved to Riverside Child Development Centre. My experiences and interactions with both of the programs were excellent. The staff were professional, organized and family centred. One of the things I love most about the DDA programs is their ability to identify all the strengths of the child and build on those to develop the child as an individual. The planning meetings for setting goals for the child's future were particularly helpful. The meetings were well organized, professional and user friendly. I often left the meetings with useful resources that I could refer to in the future. The Child Development Program Staff were also very innovative and supportive in their knowledge and referral to DDA and community resources to enhance the development of the child at home and within the programs. DDA Staff are constantly taking workshops and courses to upgrade their skills to keep themselves on the cutting edge, which to me seems to be the norm throughout the entire Developmental Disabilities Association.

In closing, I would like to say that I fully support Developmental Disabilities Association expanding their services in the area of childcare. I feel strongly that there is a need for more childcare spaces, particularly in the area of ages three and up. I envision this Community Hub having resources and support services for all ages of children. Some of these services could include Speech Language Therapy, Physiotherapy, Occupational Therapy, Music Therapy, and Recreational Therapy. This Hub could be a great resource by including such things as a sensory store or a social room. I could definitely see DDA as the organization that could see this project through to succession.

If you have any questions please feel to contact me at 604-448-1625.

Sincerely,



Rayanne Aguilar  
Parent



## Richmond Health Department Speech-Language Program

Richmond Health Services  
7000 Westminster Highway  
Richmond, BC V6X 1A2  
Tel: (604) 233-3188 Fax: (604) 233-3221

February 24, 2006


### To Whom It May Concern

I am a Speech-Language Pathologist working in Richmond Health Department since 1998. My clients are based in Richmond and they are all under 5 years old. Amongst my clients there are those who have more than just speech and language delay, they fall into the category of global delay, severe speech and language delay or disorder of those with challenging behaviors, such as those suffering from Autism. It is very difficult to find a preschool/day care placement for these children in Richmond. Riverside Child Development Center is one of few quality centers that provides placement for the under fives with Special Needs.

Riverside has day care and preschool programs for typical and atypical children. They have good facilities and is centrally located in Richmond. All their staff is highly trained and many of them have Special Needs training. They are very dedicated and know how to teach these children to become independent. Unfortunately not all the special needs children have a proper placement. Ideally all children with special needs would benefit by having a placement like Riverside Child Development Center.

We need to have more centers like Riverside to provide for the needs of these special needs children in the community of Richmond. If we want our society to prosper, we need to work at the early intervention level. Most special needs children can be taught to become independent and when they grow up they too can contribute to the economy of their society. If we neglect to train them properly, they will grow up to become totally or partially dependent on public funding for their living. We have to act now to provide more centers like Riverside to help our Special Needs children in Richmond.

I sincerely hope would you hear my voice and put this proposal into your plan of action in the near future.

  
Joan Pan, MSLT (UK); S-LP  
Registered Speech-Language Pathologist

S2006033.doc

**Community Care Facilities Licensing Report**

<b>Facility Information:</b> Riverside Child Development Centre Kathy Moncalieri 5862 Dover Crescent Richmond, BC V7C 5R7	<b>Facility Number:</b> 3182180 <b>Report Number:</b> 12 <b>Inspection Date:</b> February 1, 2006 <b>Contact Name:</b> Kathy Moncalieri <b>Community:</b> RCC1
Site Phone: 604-214-3844 Site Fax: 604-214-3822	
<b>Facility Category:</b> CCFL - Daycare, Specialized Daycare <b>Inspection Type:</b> Routine: N/A <b>Action(s) Taken:</b> Information Exchanged, Written Order <b>Delivery Method:</b> Electronic & Regular Mail	
<b>Opening Comments and Observations:</b> Drop in visit. 7 staff and 2 volunteers with 23 children. Licensing officer will send new policies on Gastroenteritis outbreaks, cleaning and disinfecting, and also pamphlets on "do bugs need drugs" and "hot water burns like fire"	

Observations and Recommendations

**CCFL - Day Care: Admin - Capacity**

- 1 New: 0 / Resolved: 0  
Staff/child ratios are in compliance with the Child Care Licensing Regulations.  
Number and/or ages of children in care comply with the CCF License type.

**CCFL - Day Care: Admin - Licensing**

- 2 New: 0 / Resolved: 0  
Approved emergency evacuation plan is posted.  
ECE Licence(s) to Practice are posted.  
The facility license is posted.

**CCFL - Day Care: Admin - Policies & Procedures**

- 3 New: 0 / Resolved: 0  
Information on new policies will be sent with a paper copy of the inspection report.  
Policies and procedures are on-site/file.

**CCFL - Day Care: Care - Care/Supervision**

- 4 New: 0 / Resolved: 0  
Children are cared for in a manner which maintains their spirit, dignity and individuality.  
Children are supervised by staff with the appropriate qualifications.

**CCFL - Day Care: Care - Guidance/Discipline**

- 5 New: 0 / Resolved: 0  
Guidance and discipline practices comply with the Child Care Licensing Regulation.

**CCFL - Day Care: Care - Nutritious Snack/Meal**

- 6 New: 0 / Resolved: 0  
Food served complies with the Child Care Licensing Regulation.

**CCFL - Day Care: Care - Play Materials and Equipment**

- 7 New: 0 / Resolved: 0  
Play materials, indoor and outdoor equipment are suitable for the age, developmental level and number of children.

Riverside Child Development Centre

Facility Contact: Kathy Moncalieri

Community: Richmond

Report Date: February 2, 2006

Observations and Recommendations

CCFL - Day Care: Care - Practice/Interactions/Communication

- 8 New: 0 / Resolved: 0  
Staff interactions respect the spirit, dignity and individuality of the children.

CCFL - Day Care: Care - Programming: Schedules/Routines/Transitions

- 9 New: 0 / Resolved: 0  
Program is appropriate for the age and developmental level of the children.  
Program includes regular outdoor play periods.  
Program meets the expectations outlined in Schedule D of the Child Care Licensing Regulation.

CCFL - Day Care: Food/Nutrition - Dishwashing

- 10 New: 0 / Resolved: 0  
Dishwashing procedures are satisfactory.

CCFL - Day Care: Food/Nutrition - Storage/Preparation/Service/Quality

- 11 New: 0 / Resolved: 0  
Food storage is satisfactory.  
Refrigeration temperature is maintained at 4 degrees Celsius or less.  
Food handling and preparation is satisfactory.

CCFL - Day Care: Health/Safety - Emergency Procedures/Fire Safety

- 12 New: 0 / Resolved: 0  
Fire extinguisher(s) is accessible.  
Emergency telephone numbers are posted and/or carried by staff on field trips and outings.  
Fire safety plan is posted.  
Fire extinguisher is charged/serviced.  
Exit passages are free of obstructions.  
Facility exits are marked.  
The licensee is required to ensure that fire drills are conducted monthly.  
Fire drills and other emergency evacuation drills should be recorded in an appropriate location in the facility records.

CCFL - Day Care: Health/Safety - First Aid

- 13 New: 0 / Resolved: 0  
Approved first aid kits are readily accessible to staff.

CCFL - Day Care: Health/Safety - Hazardous Practices

- 14 New: 1 / Resolved: 0  
Hazardous products are not stored safely.  
**Please ensure laundry room door is locked and key is hung out of reach of children at all times as hazardous products are stored in the laundry room.-Completed while Licensing officer in attendance. Ensure all electrical outlets have plug covers installed when not in use.- Complete by Feb. 1.2006**

CCFL - Day Care: Health/Safety - Hygiene

- 15 New: 0 / Resolved: 0  
Appropriate hygienic diaper changing is practiced.  
Liquid soap and single use towels are provided.  
Children and staff practice health and hygiene rules.

CCFL - Day Care: Health/Safety - Sleeping Arrangements

- 16 New: 0 / Resolved: 0  
Furnishings are in compliance with the Child Care Licensing Regulation.  
Sleeping arrangements are in compliance with the Child Care Licensing Regulation.  
Bedding and beds are cleaned and sanitized according to the Child Care Licensing Regulation.

Riverside Child Development Centre

Facility Contact: Kathy Moncalieri

Community: Richmond

Report Date: February 2, 2006

Observations and Recommendations

**CCFL - Day Care: Medications - Administration**

17 New: 0 / Resolved: 0

Medications are administered in compliance with the Child Care Licensing Regulation.  
Medication records are in compliance with the Child Care Licensing Regulation.

**CCFL - Day Care: Medications - Emergency Medications**

18 New: 0 / Resolved: 0

Plans for the administration of individual children's emergency medication are readily available.

**CCFL - Day Care: Medications - Storage/Labeling**

19 New: 0 / Resolved: 0

Emergency medications are stored according to the child's Emergency Plan.  
Medication storage complies with the requirements of the Child Care Licensing Regulation.

**CCFL - Day Care: Physical - Equipment/Furnishings/Room Arrangement**

20 New: 0 / Resolved: 0

Equipment, furniture and fixtures are easy to clean.  
Rooms are arranged to promote the health, safety and well being of children.  
Equipment and furnishings are appropriate to the ages and developmental levels of the children.  
Equipment and furnishings are in good repair.

**CCFL - Day Care: Physical - Heating/Cooling/Ventilation/Air Quality**

21 New: 1 / Resolved: 0

Ventilation is not satisfactory

**Staff have stated that the nap room is very hot and stuffy during warm weather. The air conditioning system should be expanded to include the nap room to ensure appropriate cooling and ventilation. Complete by June 1/06**

**CCFL - Day Care: Physical - Structural/Maintenance**

22 New: 1 / Resolved: 0

Physical space/structure is not in satisfactory repair.

**The L.O. observed the carpet in the main playroom was buckling and torn. This poses a tripping hazard for the children. The carpet should be replaced to prevent accidents. Please Complete by march 1. /06**

**CCFL - Day Care: Playground - Availability**

23 New: 0 / Resolved: 0

Play area is readily available to children.

**CCFL - Day Care: Playground - Fencing**

24 New: 0 / Resolved: 0

Play area fencing is satisfactory.

**CCFL - Day Care: Playground - General Maintenance & Safety (Yard)**

25 New: 0 / Resolved: 0

Play area is satisfactorily maintained.

**CCFL - Day Care: Playground - Play Structures/Resilient Surfacing/Layout/Safety Zones/Sandbox**

26 New: 0 / Resolved: 0

Play structure(s) appears to have no entrapment or entanglement hazards.  
The sand box is appropriately maintained and protected.  
Protective surfacing material is satisfactory.

**CCFL - Day Care: Playground - Toys/Equipment**

27 New: 0 / Resolved: 0



**Riverside Child Development Centre**

**Facility Contact:** Kathy Moncalieri

**Community:** Richmond

**Report Date:** February 2, 2006

Observations and Recommendations

**CCFL - Day Care: Playground - Toys/Equipment**

Toys and equipment are appropriate for the ages and number of children on the CCFL License.

**CCFL - Day Care: Records/Plans - Care Plans**

28 New: 0 / Resolved: 0

Excellent method of maintaining files and children's information.

**CCFL - Day Care: Records/Plans - Child Records/Consents**

29 New: 0 / Resolved: 0

Children's records and care plans are maintained.

**CCFL - Day Care: Staffing - Manager**

30 New: 0 / Resolved: 0

The manager has been approved by CCFL.

**CCFL - Day Care: Staffing - Ratios**

31 New: 0 / Resolved: 0

Staff/child ratios are in compliance with the Child Care Licensing Regulations.  
First Aid certificates are required to be posted.

**CCFL - Day Care: Staffing - Records**

32 New: 0 / Resolved: 0

Required staff records are on-site and available.

Owner or Agent Acknowledgement

I have read and understood this report.

Inspector

Adrienne Cathcart, Licensing Officer



Learning Tree Day Care Society  
Playhouse Child Development Centre  
Brant Street, Vancouver

# A Proposed Child Development Centre

Facility Functional Program

Prepared by  
Douglas L. Massie  
Architect

February 4, 2006

## Table of Contents

- A Background
  - A.1 Introduction
  - A.2 Goals and Objectives
  - A.3 Child Development Centre
  - A.4 The User Groups
  - A.5 Purpose of Functional Program
  - A.6 Roles and Responsibilities
- B Overall Building Guidelines
  - B.1 Development Context
  - B.2 Site Organization Principles
  - B.3 Overall Building Requirements
- C Child Development Centre Requirements
  - C.1 General
  - C.2 Summary of Program Areas
  - C.3 Summary of Groups and Staff
  - C.4 Indoor Program Areas
  - C.5 Outdoor Program Areas
  - C.6 Detailed Space Requirements

Appendix



## A BACKGROUND

### A.1 Introduction

A report to Vancouver City Council in November 2004 identified a need for childcare in the two neighbourhoods of Kensington-Cedar Cottage and Renfrew – Collingwood. These two areas have a high population of children and a limited supply of childcare programs. At the time of the report there were 388 licensed preschool spaces, 346 group daycare spaces and 512 out-of-school spaces serving these two neighbourhoods. Infant and toddler care was noted to be almost non-existent.

In 2004, council approved the “Childcare Protocol- A Commitment from Local Government “ which set out to maintain and expand licensed childcare spaces in the city by 5% in the next two years.

Council decided to explore the consolidation of two existing childcare centers into a single permanent facility conditional of funding and council approval. The proposed new childcare development hub, that borders the two neighbourhoods, would also provide other early childhood supports, such as family place, parent/child and caregiver drop-in programs in the evenings and weekends.



## Child Care in Vancouver

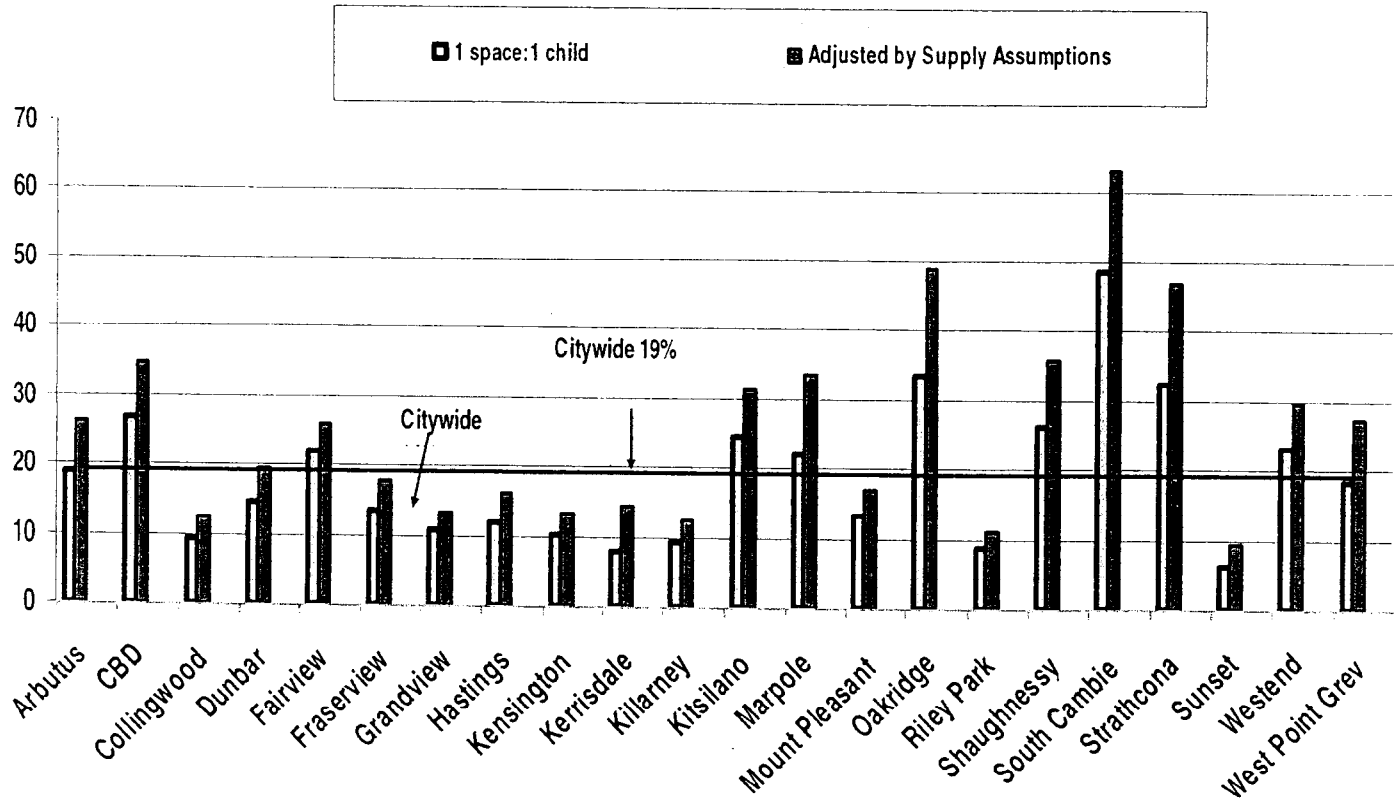
**Table 1: The Broad Stroke Approach**

Type of Childcare	2005 Spaces
Licensed Family Child Care ( full day)	913
Registered Family Child Care (full day)	172
Licensed Group Child Care for Children under three years of age. (full day)	393
Licensed Group Child Care for Children aged three to six (full day)	1607
Licensed Preschool for Children aged three and four (part day)	2548
Licensed Out of School Care for Children six to twelve.	3295
<b>Vancouver Child Care Spaces Full and Part-time 2005</b>	<b>8892</b>
Vancouver Children Under the Age of Thirteen ( 2001 census)	<b>62420</b>
<b>Percentage of Children Under the Age of Thirteen for Whom There Is a Full or Part-Time Space</b>	<b>14%</b>



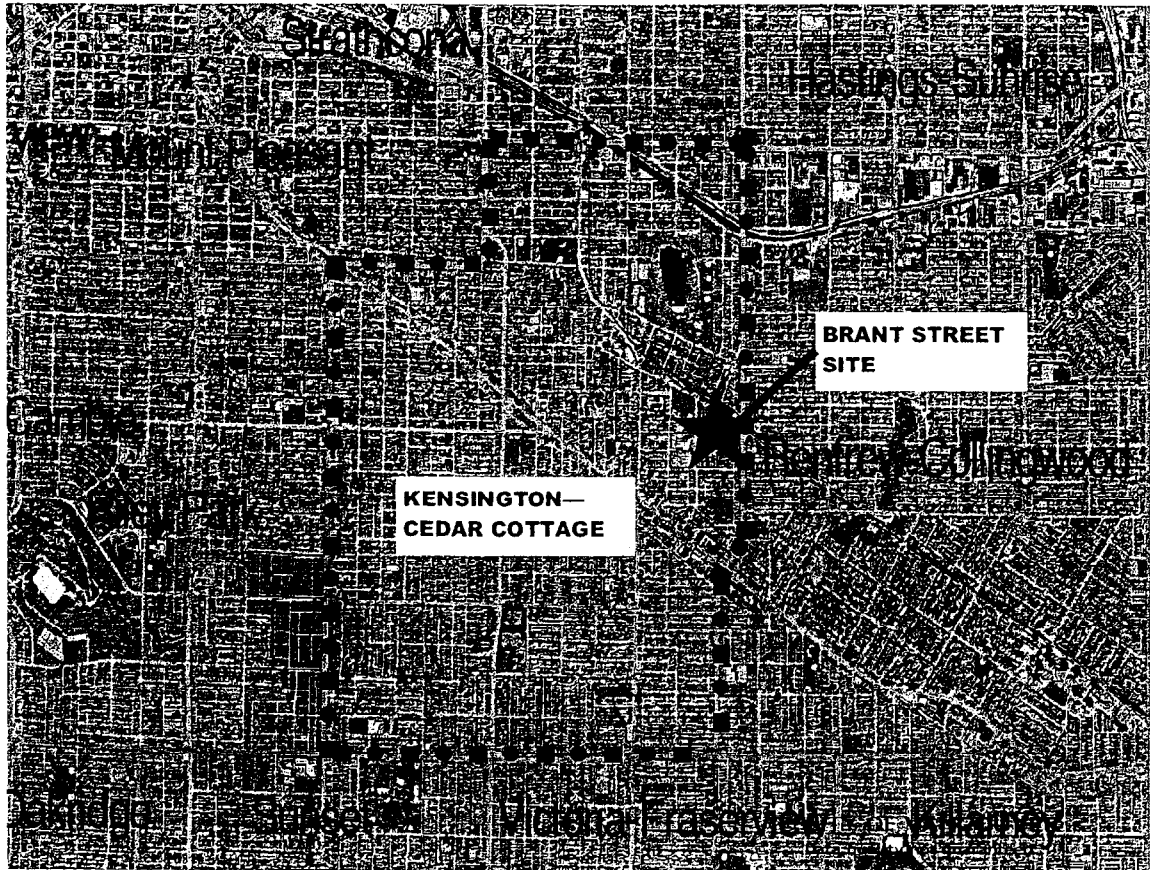
# Child Care in Vancouver

Vancouver 2005 Service Levels for Children 0 - 12 Years : All Licensed and Regulated Services by Neighbourhood





## NEIGHBOURHOOD PLAN



The proposed project is a joint venture between the Learning Tree Day Care Society, the Playhouse Child Development Centre and the City of Vancouver. Learning Tree currently occupies 4103 Brant Street (north ½ of site) and Playhouse occupies the south portion at 4107 Brant Street. The two existing programs are jointly licensed for 49 childcare spaces, however, they only provide serve 45 children due to space limitations.

The present site is bounded by Brant Street, 24th and 25th Avenues and includes the two separately operated daycare buildings. Both buildings are prefabricated structures and occupy the site that is owned by the City of Vancouver.





The Boards of Directors of the two societies have agreed to work with the City of Vancouver to explore the feasibility of building a single facility that would house the two existing childcare programs and create a Child Development Hub, as defined by the Social Planning Department, contingent on funding and council approval. The Boards will enter into a joint operating partnership to jointly administer the new centre. The City will own the building and lease the facility to the joint operating partnership at a nominal rate.

This project demonstrates that “the sum is greater than the individual parts”. The joining of the two existing childcare facilities to create a partnership to build a new combined project creates exciting possibilities for the community. As individual organizations, it is unlikely that either group would be able to add a multi-purpose room to their facility. By entering into the project together, the City of Vancouver is supporting the idea of a childcare hub that promotes outreach activities and includes space for community use, i.e. the multi-purpose room. A single facility will centralize management and expenses and will create a net reduction in the operating costs for the users. The joint project is at a scale that allows the building to be designed to the LEED (Leadership in Energy and Environmental Design) sustainable design standards, which is a definite benefit to the community and society as a whole.

The challenge to this proposal is to combine the two facilities while retaining the identity of the group. The Boards have studied these issues and have agreed that the possibilities created by a single center outweigh the potential downsides. Both groups are committed to serving the community and the concept of this project fits their commitment.

#### A.2 Funding

Council has indicated its support for the development of a City-owned childcare development hub at 4103/4121 Brant Street by providing funding of \$1.0 million contingent on commitment for \$1.5 million from the Provincial Government (BCBC) for replacement and enlargement of the facilities and \$500,000 from a fundraising campaign by the two childcare operators.



### A.3 Goals and Objectives

The goal of the new daycare facility is to provide quality childcare in a stimulating environment that meets the needs of the children, parents, staff and community.

The achievement of these goals is related to the following objectives:

A.3.1. To provide a facility that will be accessible to its users and will be seen as a positive addition to the neighbourhood. This will be achieved if pedestrian and vehicular access to the site can be clearly identified. Conflicts with the surrounding neighbourhood should be minimized.

A.3.2. To create a building that will be a Child Development Hub and resource centre for parents and childcare support staff.

A.3.3. To create a building that will be responsive throughout its lifecycle to the changing needs of the users and community as a whole.

A.3.4. To design a cost effective facility that reflects the project budget but remains a building of high quality with minimal operation and maintenance costs.

A.3.5. To enhance the community with a pleasing exterior design that fits the context of the neighbourhood.

A.3.6. To create a facility that will be considered a benefit to the community in which it is located.

A.3.7. Meet the standards for certification for LEED (Leadership in Energy and Environmental Design ) Gold

### A.4 Child Development Hubs

The City of Vancouver's Social Planning Department has laid out its vision for Child Development Hubs in the document titled "Moving Forward – Childcare: A Cornerstone of Child Development Services", dated 23 April 2002. The vision sets out a coordinated,



comprehensive range of child development services including early childhood education, childcare and parenting services in a network. The range of services may include licensed group and family childcare, licensed preschool, parenting programs, supports to informal childcare providers and stay at home parents, including drop-in programs, play groups and child minding. Parents and/or caregivers who need support caring for their children will have a point of contact in their network to go for help or services. It builds on the belief that childcare facilities are family and child friendly places that are under utilized in the evenings and/or weekends.

Child development hubs are non-profit organizations including existing childcare organizations, neighbourhood houses, family places, schools, community centers, libraries, residential complexes and/or family serving organizations. These hubs will take a leadership role in their communities to help plan, coordinate and/or deliver a continuum of child development services. Services may be co-located or coordinated to provide easy access for families and seamless service for children, and will examine ways to share resources.

The Brant Street Child Development Centre will be a further addition to the hubs which already exist in the City, such as Collingwood Neighbourhood House, Cedar Cottage Neighbourhood House, Britannia Community Centre, and Dorothy Lam Children's Centre. Cedar Cottage Neighbourhood House is in close proximity to the proposed centre and linkages between the two hubs will be fostered.

The Brant Street Child Development Centre will be the focal point for families in the neighbourhood and will provide a range of licensed childcare programs, a licensed preschool and family place (a drop-in program for families and caregivers).

#### A.5 The User Groups

There are two existing daycare centers that are forming a partnership to create the new Brant Street Child Development Centre: the Learning Tree Day Care and the Playhouse Child Development Centre.



#### A.5.1 Learning Tree Day Care

The Learning Tree Day Care is located on the north portion of the project site at 4103 Brant Street. Learning Tree is operated by the Brant Villa Daycare Society consisting of a Board of Directors usually elected from the parents of children currently enrolled in the centre or parents of recently graduated students. The Board currently consists of seven (7) people and the Board selects the officers from those elected. The existing building is managed by the British Columbia Building Corporation (BCBC). The Province is in the process of transferring ownership of all buildings from the seventies program to the childcare operators. The building is now over thirty years old and has reached the end of its life unless a major renovation was carried out.

The Learning Tree opened in the early seventies as part of a program to increase the amount of childcares. The Provincial Social Services Department provided the building and the City of Vancouver provided the land. It is a prefabricated building on a concrete slab, provided in sections, trucked to the site and bolted together.

The centre is licensed as a childcare for 25 children, aged three years (3 yr) to 5 years (5 yr) old. There are four full time staff and two part time. All staff are qualified as Early Childhood Educators, as required by Provincial Community Care Licensing. There are currently 4 children in the centre who have extra support needs.

Families pay a monthly fee per child. Funding is being provided by the Province of British Columbia and others such as, fund raising activities, various charities and the City of Vancouver.

#### A.5.2 Playhouse Child Development Centre

The Playhouse Child Development Centre is located at 4107 Brant Street on the south side of the property for the new Centre. Playhouse is operated by the Development Disabilities Association (DDA). The building is owned by the City of Vancouver and is leased to the DDA. Playhouse is one of seven child development centres operated by DDA, five in Vancouver, one at UBC, and one in Richmond.



DDA was established in 1952 and has grown to be the largest organization in Western Canada that focuses on enabling people with developmental disabilities to achieve their full potential through new opportunities, personal choice, and community involvement. DDA deals with people of all ages.

The Playhouse Childcare Development Centre opened in the mid-nineties. It is one of the facilities provided by the City's 'Portable Purchase Program'. The building is constructed off-site and trucked in 12' x 50' sections. The word 'portable' is used, however, these buildings should not be considered portable in the way construction site trailers or school portables are.

Playhouse is an integrated childcare centre for infants and toddlers, aged six months (6 mo) to three years (3 yr) old. The facility is licensed for 24 infants and toddlers (currently servicing 18) and has a staff of 5 teachers. There are currently 2 children in the centre with extra support needs. The staff consists of a full time manager and four full time teachers. Four staff are on duty at all times.

Parents pay monthly fees for their children and further funding is provided by the Province, the DDA, the City of Vancouver, other charities and fund raising activities.

### A.5.3 Multi-Purpose Room

In addition to the two programs already being provided, the intention is to build a multi-purpose room that will be designed as flexible space for the community and as a potential space for preschool, kindercare and/or family place. The Developmental Disabilities Association (DDA) will manage this space. An office will be provided for various Outreach programs that are provided by other agencies such as Childcare Resource and Referral.



#### A.5.4 Centre Administration

The two groups will designate a staff person to look after the administration of the building. The position will have both childcare and building administration responsibilities that include the use of the building and the multi-purpose room, do purchasing, assist with enrolling, reception at the center, etc. The position will respond to the Joint Operating Agreement between the two associations and will be jointly funded by the programs.

#### A.5.5 Identity

Building signage must be clear and identifiable from the street as well as from inside. The building name and the two operating groups and their locations within the building must be clearly identified.

#### A.6 Purpose of Functional Program

The purpose of the functional program is as follows:

A.6.1 To explore the feasibility of building and operating a single facility which would house the two existing childcare programs and create a child development hub, contingent on funding and Council approval.

A.6.2 To provide the development team with an understanding of the activities and facilities.

A.6.3 To identify advantages of the two groups operating from one building.

A.6.4 To identify economies in space or operation by the two groups being in the same building.

A.6.5 To provide the Learning Tree and Playhouse with a reference manual that can be used to monitor and manage the development of the design. It will help in resolving issues that may arise with respect to design, performance, standards, quality of finishes, etc.



A.6.6 To provide the development team, owners and facility users with a reference manual for developing administrative and management policies for the new building.

A.6.7 To provide the approving authorities and funding agencies with a detailed description of the program and relevant space requirements.

#### A.7 Roles and Responsibilities

##### A.7.1 Owner

The City of Vancouver will be the owner of the proposed facility and will lease the facility jointly to the programs at a nominal rate.

##### A.7.2 Project Building Committee

The objective of this committee is to ensure the major stakeholders (owner, operators, users, childcare specialists) are consulted in a timely way for a project to meet the needs of the users, meet the schedule and be built within the budget. The committee is convened by the Project Manager (Facilities Design and Management) to manage the design, construction, and commissioning of the project.

The project building committee is:

David Peddle	-	City of Vancouver, Facilities Design and Management
Carol Ann Young	-	City of Vancouver , Social Planning
Suzy Blown	-	City of Vancouver, Social Planning
Andrew Roets	-	Playhouse Child Development Centre/ Developmental Disabilities Association (DDA)
Ann McLean	-	Learning Tree Child Care
Gary Fry	-	Douglas L. Massie Architect
Doug Massie	-	Douglas L. Massie Architect

Organizations may also contribute in the design process through their representatives.



### A.7.3 Prime Consultants

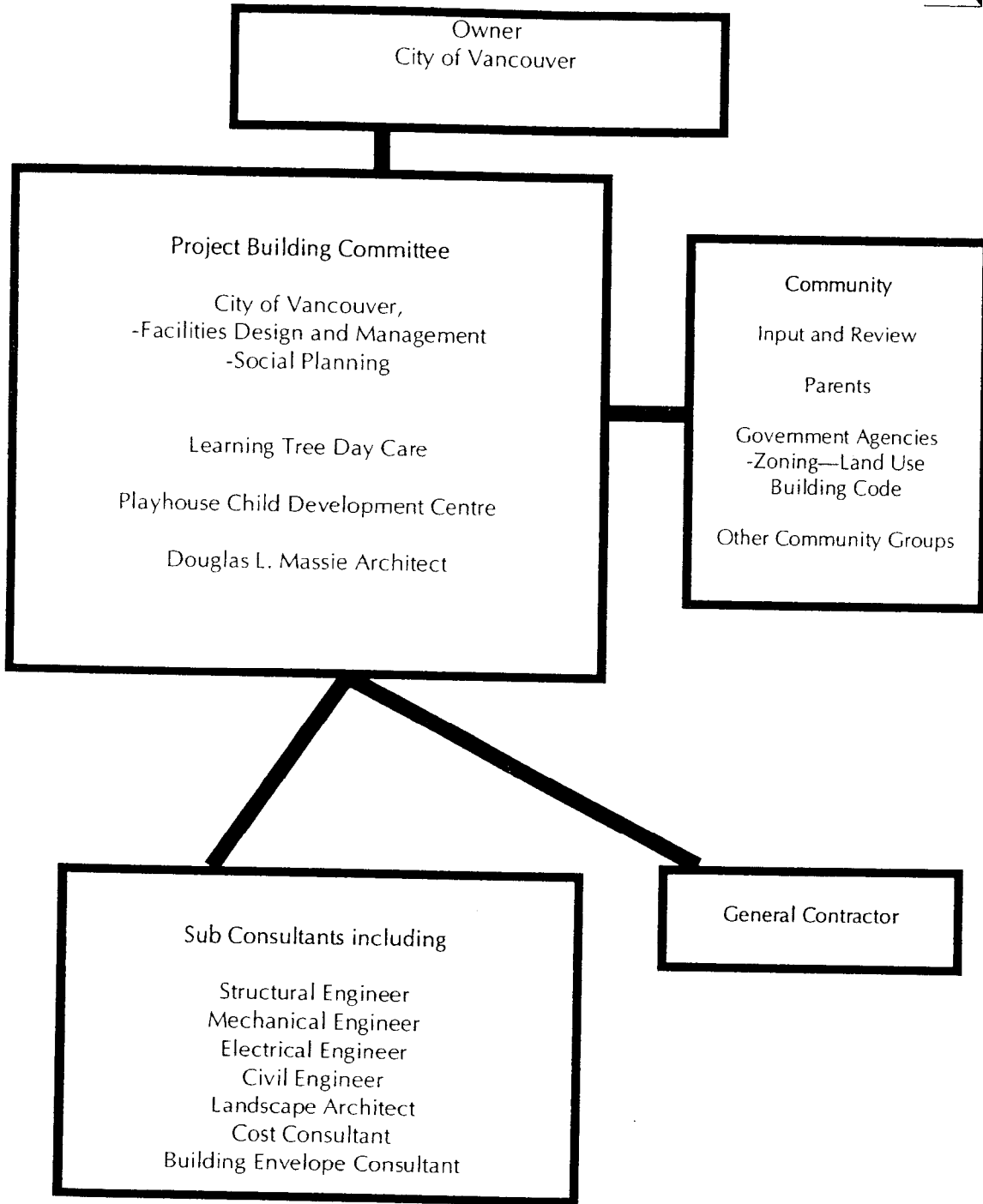
Douglas L. Massie Architect is the Prime Consultant and is responsible for the following:

- Provide the Functional Program and Preliminary Design for the approval of the owner, operators , and childcare specialists
- Provide consultation, negotiation, and achieve agreement with the City of Vancouver Planning Department regarding zoning and planning bylaw issues.
- Prepare various design solutions required to resolve the competing demands amongst the different user groups and to achieve an ultimate design solution.
- prepare the complete contract documents, coordinate the sub-consultants and provide the Contract Administration Services throughout construction of the facility.

### A.7.4 Community Process

A process of community consultation will be carried out in order to advise the community as to the scope and purpose of the project. There will be a community planning process taking place through Cedar Cottage Neighbourhood House and the City of Vancouver area planning group in April 2006 and the Building Committee intends to make presentations and fully explain the project to the local community.









## B OVERALL BUILDING GUIDELINES

### B.1 Development Context

The Brant Street site is on the eastern edge of the Cedar Cottage / Kensington Community. The site which is composed of 3 lots totaling 18,621 square feet ( .427 acres ) and is bounded by Brant Street to the east, 24th Avenue to the north, 25th Avenue to the south and a public lane and residential property to the west. Neighbouring properties to the east and south are single family residential with a small park and the sky-train track to the north. A sky-train station is located at the corner of Nanaimo Street and Vanness Avenue, two blocks northeast of the site.

Nearby schools include Gladstone Secondary School, Norquay Elementary School, Selkirk Elementary School and Beaconsfield Elementary. Sunnyhill Hospital for Children is located nearby on Slocan Street. There are several parks, including John Hendry Park, in the vicinity. The neighbourhood is primarily single family residential with some low multi-family buildings. The area is undergoing some transition with a few major hi-rise complexes either under construction or being announced.

The two surrounding neighbourhoods Kensington/Cedar Cottage provide childcare spaces for a relatively small percentage of children. When supply assumptions are used\*, licensed and regulated child care spaces are available for only 13% of all children in Collingwood neighbourhood and 14% in Kensington/Cedar Cottage. These numbers are similar to the city wide percentage of 14% for whom there is a full or part time space.

\* Supply assumptions are based on the fact that some centers offer part time care and therefore more children are served than their licensed capacity.



AREA MAP



A— GLADSTONE SECONDARY SCHOOL

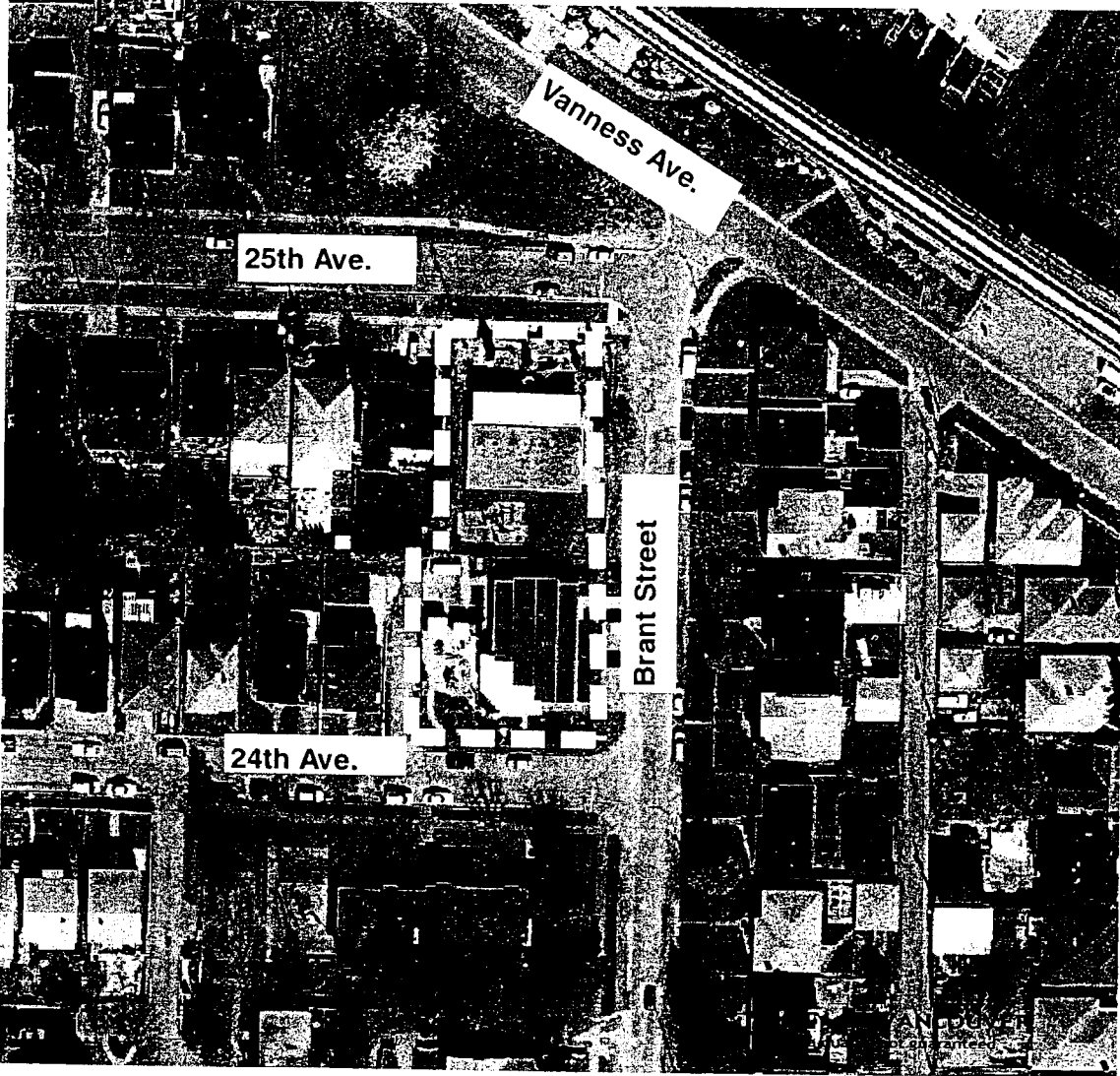
B—BEACONSFIELD ELEMENTARY

C—JOHN HENDRY PARK

D—SUNNYHILL HOSPITAL

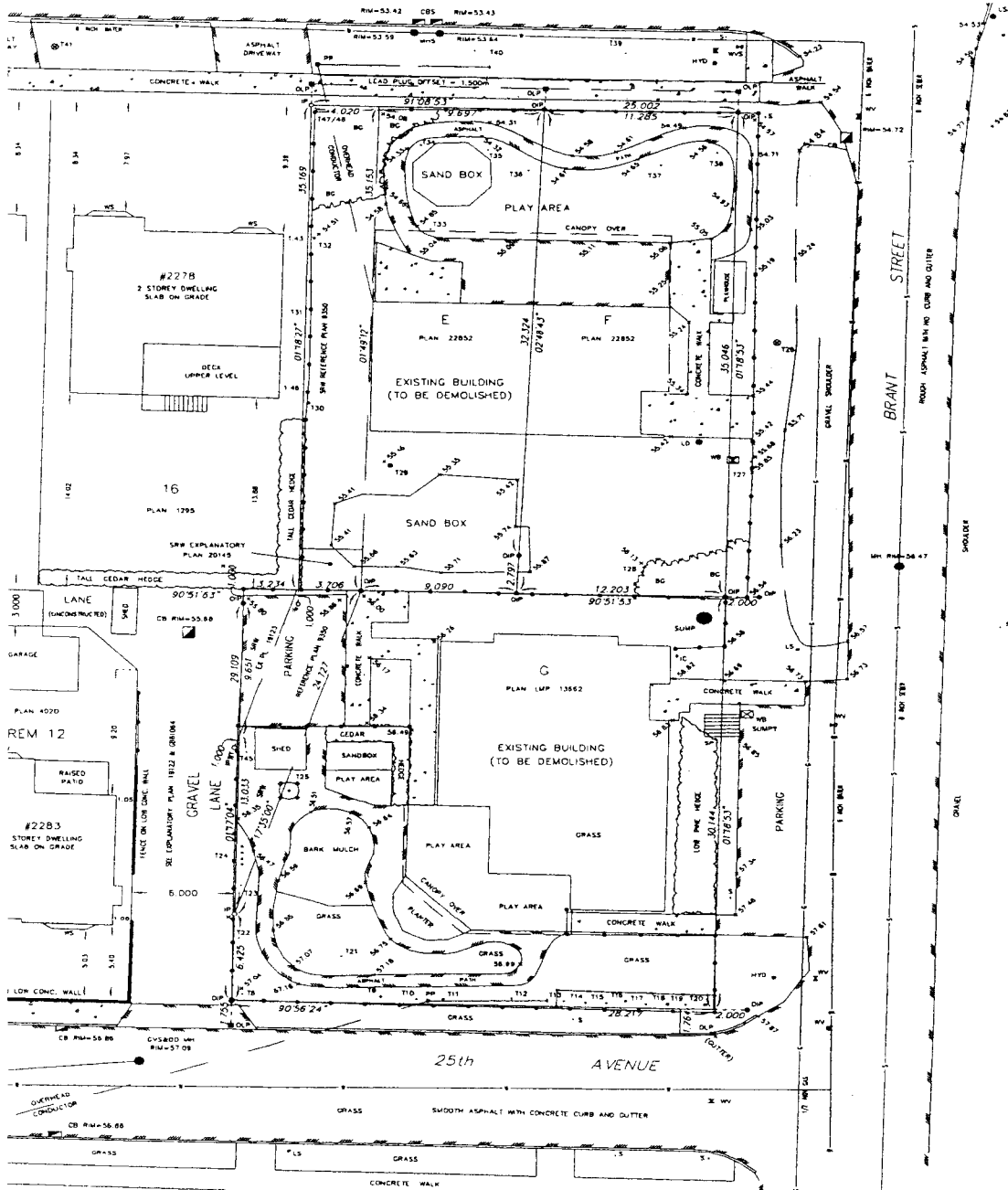


Site Detail





SURVEY PLAN





## B.2 Site Organization Principles

### B.2.1 Facility Site

The site is landscaped and contains two childcare buildings, both of which are prefabricated buildings. The site also has a 12 foot wide GVRD easement along the west property line. Some on site vehicle parking is accessed from the lane. Other parking is provided on the street. Both 24th and 25th Avenues are paved with curb and gutter. Brant Street is paved with gravel shoulders.

The site slopes evenly down from the south property line to the north property line with an approximate change in level of 12 feet.

## B.3 Building Requirements

### B.3.1. Performance, Flexibility and Durability

The new facility will be a permanent building replacing old prefabricated structures. The design should include systems and materials that are durable, flexible, easily maintained and adaptable.

### B.3.2. Accessibility

The new childcare facility will be a public building and therefore will be universally accessible. Children, parents, staff and visitors should have unencumbered access to the building, outdoor play areas and all interior spaces.

Interior space should be appropriately scaled for the movement of people while maintaining a sense of comfort and intimacy. The layout of the building should be easily understood and navigable for people of all age groups including those with disabilities such as sight impaired or those requiring wheelchairs, crutches, or walkers. Attention is to be given for strollers, including those made for 3 or 4 children.



All areas should be designed in accordance with accepted standards and regulations for people with disabilities. These standards and regulations should be exceeded where possible.

### B.3.3 Space Layout and Flexibility

The daycare facility must be flexible enough to easily accommodate future program changes with non-structural alterations. Building elements with the least likelihood of change should be grouped together. This will ensure freedom of expansion and change of use in the remaining areas of the building. Childcare spaces have a variety of uses that change throughout the day.

### B.3.4. Codes and Standards

The building must be designed to meet all applicable building codes and bylaws, including the Vancouver Building Bylaw No. 8057, the City of Vancouver Childcare Design Guidelines, and the B.C. Community Care Licensing requirements.

### B.3.5. Security and Fire Safety Standards

The following concepts outline the principal security and fire safety systems anticipated for this building.

- consideration should be given to the safety of all persons using the facility when deciding on a suitable security and fire safety system.
- the building will be divided into separate zones allowing areas to have secured access from other areas allowing for evening/ weekend programming in a portion of the building.
- the outdoor play area must be secure, entry should be through the childcare activity areas.
- an overhead security door will be provided for the entry to the underground parking area





#### B.3.6. Structural Requirements

The building structure will be based on a grid system. Structural bays should be sized to minimize obstruction and allow for flexible layouts in the childcare activity areas.

#### B.3.7. Environmental Criteria

The design temperature and humidity levels in the building should meet the City of Vancouver Energy Utilization Bylaw No. 8884 and provide:

- heating and cooling to  $20^{\circ}\text{C} \pm$
- Relative humidity— $40\% - 10\% \pm$
- Natural ventilation is encouraged whenever possible
- Specific areas to be programmed separately

#### B.3.8. Acoustics

Careful consideration for both isolation and reverberation is required. Isolation is required between activity areas, nap rooms, offices and parent rooms. Reverberation should be controlled with sound absorbent materials on the floors, ceilings and walls.

#### B.3.9. Refuse Disposal

Refuse disposal will make provision for both recyclable and non-recyclable waste.

#### B.3.10. Janitorial

A janitor room with sink and storage space will be provided on each floor. Janitorial services will be performed by a private contractor.

#### B.3.11. Fenestration

Windows will provide natural light and views for the occupants. They should be carefully placed for environmental control and to reduce glare.



Windows should be designed in such a manner as to avoid safety hazards when opening out on to outdoor play areas. Window size, sill height, shapes and patterns should take into account the varying heights of children and their exploratory nature.

#### B.3.12. Materials and Finishes

The selection of all materials and finishes must address the need for minimal maintenance, durability, hygiene, ease of cleaning and replacement when required. Surfaces requiring waxing, polishing and other forms of special upkeep should be avoided.

#### B.3.13. Millwork

Cabinets should be designed and detailed to avoid sharp corners and edges. Millwork is to be plywood rather than particleboard. Storage cabinets should extend to the ceiling and have varying sizes of depths, shelves and gables to house a variety of items such as toys, games, and craft supplies. Open shelves are to be avoided except in storage rooms.

Use half height doors and gates in daycare activity areas so that areas can be controlled while allowing staff to maintain visual supervision.

#### B.3.14. Ceiling Systems

Consideration should be given to a variety of ceiling systems which are to be integrated with the structural, lighting and sound absorption systems to support the activity below. Use varying heights with a selection of different materials.

#### B.3.15 Mechanical Systems

Life cycle costs should be considered in choosing the mechanical system. Vertical shafts will be provided for the mechanical supply and return air ducts. These ducts will be concealed within the ceiling space horizontally. Ease of access for maintenance will be considered.

The mechanical system should be zoned to allow for different temperatures in the various areas. There should be no



electric baseboard heaters or exposed pipes/conduits. Special attention to ventilation in the nap rooms and service areas such as the diaper changing areas is required.

Mechanical systems are to be designed to achieve LEED Gold Standards.

#### B.3.16 Plumbing Systems

Plumbing fixtures should be selected to reduce maintenance and consumption. Special measures (drains and sensors) to deal with overflows and leakage may be required.

The building will be sprinklered throughout. Sprinklers to have head protection anywhere they are vulnerable to be knocked.

Plumbing systems are to be designed to achieve LEED Gold Standards.

#### B.3.17. Electrical Systems

The incoming service to be underground, complying with the City of Vancouver's requirements. Light switches should be mounted at heights to ensure ease of access for people with disabilities and to limit access by children. Outlet receptacles to be child safe.

Electrical systems are to be designed to achieve LEED Gold Standards.

#### B.3.18 . Lighting Systems

Lighting will be of critical importance for staff and user comfort, general spatial definition, highlighting of signage and the general ambience of the building. Different types of lighting systems should be used to provide visual relief and variety as well as suitability for specific functions. The lighting system should reduce work surface glare. Natural light should be utilized as much as possible. Consideration should be given to balance the number of types of fixtures and lamp types to reduce the amount of re-lamping. The cost of lamp replacement is a consideration in choosing the type of fixture.



Night lighting and emergency lighting systems should be separate from general lighting patterns and be switched separately. Night lighting should provide illumination at all times and provide for safe staff and user egress.

Exterior lighting is required for the safety of the users. Consideration should be given to location and protection against vandalism.

Exterior lighting is required for late play during the winter.

Lighting systems are to be designed to achieve LEED Gold Standards.

#### B.3.19. Outdoor Storage

Provide storage for landscape maintenance equipment and tricycles and outdoor toys.

#### B.3.20. Landscaping

Review and evaluate existing landscaping to ascertain the feasibility of retaining or relocating planting for the new facility. Provide appropriate soft and hard landscaping in the playground areas for the different age groups and activities.

## C CHILDCARE REQUIREMENTS

### C.1 General

The Brant Street Childcare Facility is a service to the community. This facility should meet the full intent of the Vancouver Childcare Design Guidelines (1993).

The areas are the net figures as noted in the guidelines.

The following day care spaces will be provided:

- Infant/Toddler Group Childcare                      24 children (12,12)
- 3-5 year Group Childcare                                32 children (16,16)



-	Preschool (in family place multipurpose room)	15 children
	Total	71 children

Group childcares operate all - day, year –round programs starting at 7:00 am and closing at 6:00 pm. Preschool childcare operates a maximum of 4 hours a day.

Infants are defined as children under 18 months of age and toddlers are from 18 months to 3 yrs. Preschoolers are 2 1/2 years to 5 years.

### C.2 Summary of Program Areas

	Indoor Area	Covered Outdoor	Total Outdoor Area
Infant Group Childcare (12)	185.25 m <sup>2</sup> (1993 sf)	22 m <sup>2</sup> (237 sf)	85 m <sup>2</sup> (915 sf)
Toddler Group Childcare (12)	185.25 m <sup>2</sup> (1993 sf)	33 m <sup>2</sup> (355 sf)	170m <sup>2</sup> (1829 sf)
3-5 year Group Childcare (16,16)	317 m <sup>2</sup> (3411 sf)	58 m <sup>2</sup> (624sf)	506m <sup>2</sup> (5445sf)
Preschool/ Multipurpose Room	197 m <sup>2</sup> (2120 sf)	21.5 m <sup>2</sup> (231 sf)	112 m <sup>2</sup> (1205sf)
Common Office / Staff Room	35 m <sup>2</sup> ( 377 sf)		
Circulation	91 m <sup>2</sup> (979 sf)		
Total	1010.5 m <sup>2</sup> (10867 sf)	134.5 m <sup>2</sup> (1447 sf)	873 m <sup>2</sup> (9393sf)

Parking ( 1 car / children drop-off = 9 cars + 2 staff per daycare (4 cars) = 13 cars



C.3 Summary of Groups and Staff

Childcare Type	Age of Children	Group Size	Ratio caregivers/children
Childcare 1	3-5yr	16	1:8
Childcare 2	3-5yr	16	1:8
Infant	6mo-18mo	12	1:4
Toddler	18mo –3yr	12	1:4
Preschool	3-5yr		

C.4 Indoor Programmed Area

Infant Group Childcare (12)	Net Areas	
Activity Areas, Support Areas	82 m <sup>2</sup>	( 882 sf)
Cubby	12 m <sup>2</sup>	(129 sf)
Storage	7.5 m <sup>2</sup>	( 81 sf)
HC Accessible WC & Diapering Area	8m <sup>2</sup>	( 86 sf)
Shared Kitchen (1/2 of requirement)	9.75 m <sup>2</sup>	( 105 sf)
Shared Parents Room (1/2 of requirement)	3 m <sup>2</sup>	( 32 sf)
Shared Laundry/Janitor (1/2 of requirement)	4 m <sup>2</sup>	( 43 sf)
Childcare Operator Office	14 m <sup>2</sup>	( 150 sf)
Shared HC Accessible Staff WC (1/2 of requirement)	2.25m <sup>2</sup>	( 24 sf)
<b>Total</b>	<b>142.5 m<sup>2</sup></b>	<b>( 1532 sf)</b>

Toddler Group Childcare (12)	Net Areas	
Activity Areas	82 m <sup>2</sup>	( 882 sf)
Support Areas		
Cubby	12 m <sup>2</sup>	(129 sf)

Brant Street Child Development Centre – Facility Program



Storage	7.5 m <sup>2</sup>	( 81sf)
HC Accessible WC & Diapering Area	8 m <sup>2</sup>	( 86 sf)
Shared Kitchen (1/2 of requirement)	9.75 m <sup>2</sup>	( 105 sf)
Shared Parents Room (1/2 of requirement)	3 m <sup>2</sup>	( 32 sf)
Shared Laundry/Janitor (1/2 of requirement)	4 m <sup>2</sup>	( 43 sf)
Childcare Operator Office	14 m <sup>2</sup>	( 150 sf)
Shared HC Accessible Staff WC (1/2 of requirement)	2.25 m <sup>2</sup>	( 24 sf)
<b>Total</b>	<b>142.5 m<sup>2</sup></b>	<b>( 1533 sf)</b>

3– 5 Group Childcare (16,16)

Activity Areas , 2 @ 82 m <sup>2</sup>	164 m <sup>2</sup>	( 1765 sf)
Support Areas		
Cubby, 2 @ 9 m <sup>2</sup>	9 m <sup>2</sup>	( 194 sf)
Storage , 2 @5.4 m <sup>2</sup>	10.8m <sup>2</sup>	( 116 sf)
HC Accessible WC, 2 @ 5.75 m <sup>2</sup>	11.5 m <sup>2</sup>	( 124 sf)
Shared Kitchen	12 m <sup>2</sup>	( 130 sf)
Shared Parents Room	8 m <sup>2</sup>	( 85 sf)
Childcare Operator Office	10 m <sup>2</sup>	( 108 sf)
Shared HC Accessible Staff WC	4.5m <sup>2</sup>	( 48 sf)
Shared Laundry /Janitor	5.2 m <sup>2</sup>	( 55 sf)
<b>Total</b>	<b>244 m<sup>2</sup></b>	<b>( 2625 sf)</b>

Preschool/ Multipurpose Room

Activity/ Multi purpose area	111.5m <sup>2</sup>	(1200 sf)
Support Areas		
Cubby	8 m <sup>2</sup>	(84 sf)
HC Accessible Children's WC	4.5 m <sup>2</sup>	(48 sf)
Storage	6 m <sup>2</sup>	(65 sf)
Kitchen	9.5 m <sup>2</sup>	(102 sf)
Outreach Office	12 m <sup>2</sup>	(129 sf)
<b>Total</b>	<b>151.5 m<sup>2</sup></b>	<b>(1628sf)</b>



Common Areas

Administration Office	12 m2	(129 sf)
Staff Meeting/Workroom	15 m2	(161 sf)
<u>Total</u>	<u>27 m2</u>	<u>( 282 sf )</u>

C.5 Outdoor Program Areas

The outdoor play area must suit the needs of all of the children for outdoor play, recreation and education. It must also meet the City of Vancouver Childcare Design Guidelines and Child Care Facility Licensing standards . Contemporary childcare thinking includes a heavy emphasis on nature and the outdoors, and the play area must be designed with the same attention to detail as the building to promote the benefits of the outdoor world for the children.

C.5.1 The outdoor play areas must contain the following:

- covered outdoor play area for play during rainy days and that provides shade from the sun;
- a favourable microclimate which protects from the wind and direct sunlight;
- a variety of finish materials and textures in the paths, walls, fences, and built elements;
- age appropriate designed play spaces which take into account the physical abilities of the various ages of children. The gross motor requirements for a four year old is completely different than the same for a two year old.
- a variety of experiences for each age group such as quiet outdoor play, noisy active play, structures to play in and use with imagination, paths for tricycles and wagons, sand play, and water play;
- a variety of landscaping features that stimulate children's interests including smells, and tactile experiences, such as trees, flowers, hills, etc.;
- a central, covered, focus that provides easy supervision by staff of the entire play area;





- full accessibility for all children in the centre to all facilities of the play area;
- a totally safe, age appropriate play environment for children.
- exterior lighting is required for late play during the winter.

#### C.5.2 Proximity

The outdoor play area should be located directly outside each of the indoor childcare playrooms. The area directly outside the building should be covered and ideally would be one of the covered play spaces. Cubbies should be located near the access point to the outdoor play area. Washrooms should be located near cubbies or easily accessible from outdoors.

#### C.5.3 Size

The outdoor play area should meet the City of Vancouver Childcare Design Guidelines standards as the minimum are provided. Storage areas and densely planted landscape areas should not be counted in the required space.

#### C.5.4 Finishes

- Provide resilient materials in the play zones under and around play equipment.
- Provide asphalt or concrete unit pavers as finish for paths and covered play areas.
- Provide some lawn area and provide a garden area for each child's own growing space.

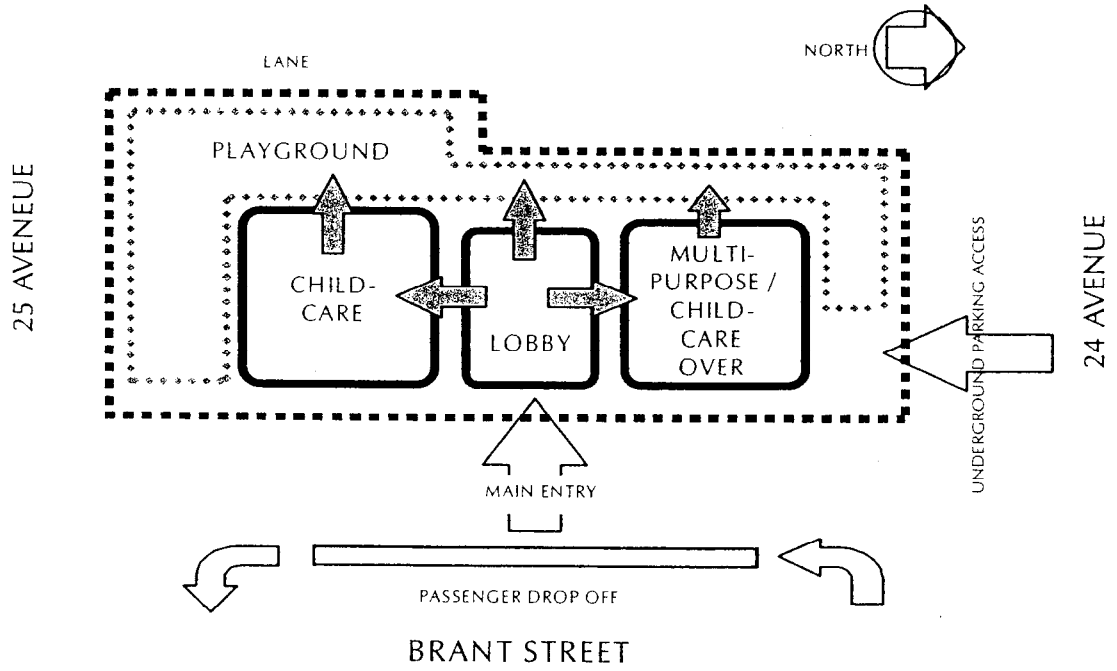
#### C.5.5 Service Facilities

- Storage for portable outdoor play equipment should be provided. Storage for tricycles and wagons should be provided.
- Proper drainage to be provided to avoid any wet spots in the landscaping. Paths should be sloped off for drainage.
- Provide hose bibs sufficient for maintenance and outdoor use. Provide water connection at the water play area.
- Provide outdoor lighting at the covered play area. Provide vapour protected and childproof electrical power outlets.
- Storage for maintenance equipment



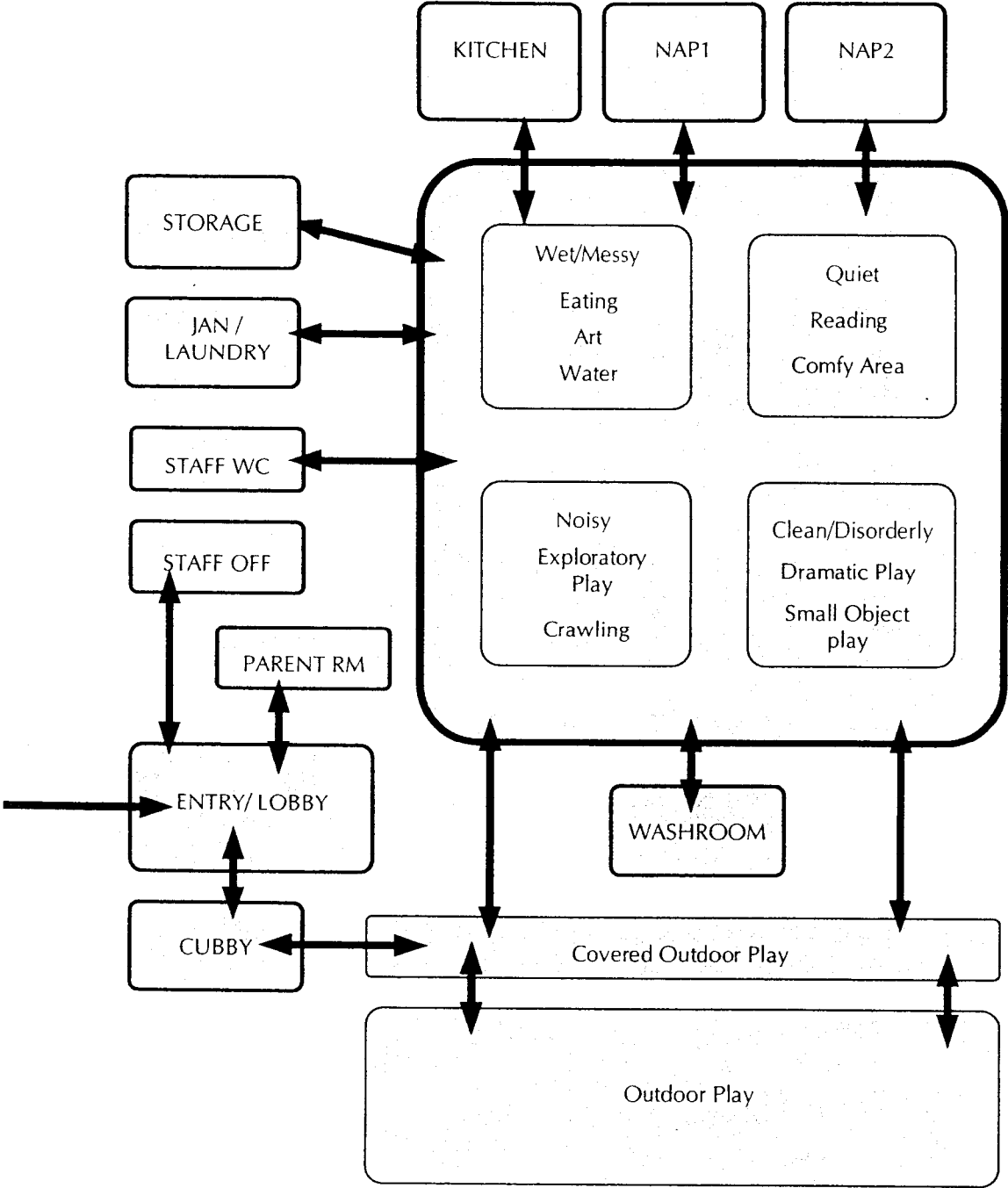
C.6 Indoor Space Requirements

SITE ZONING DIAGRAM



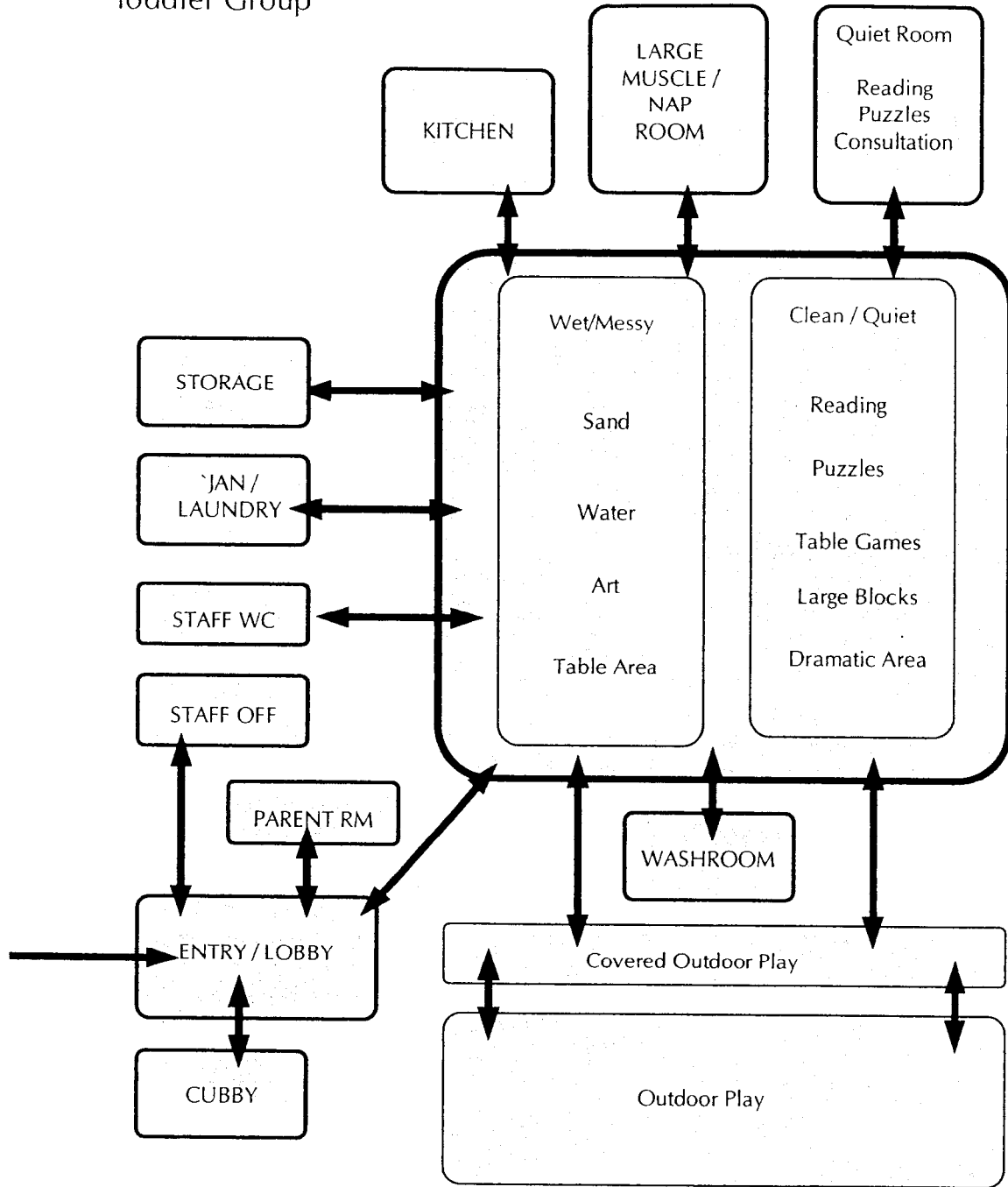


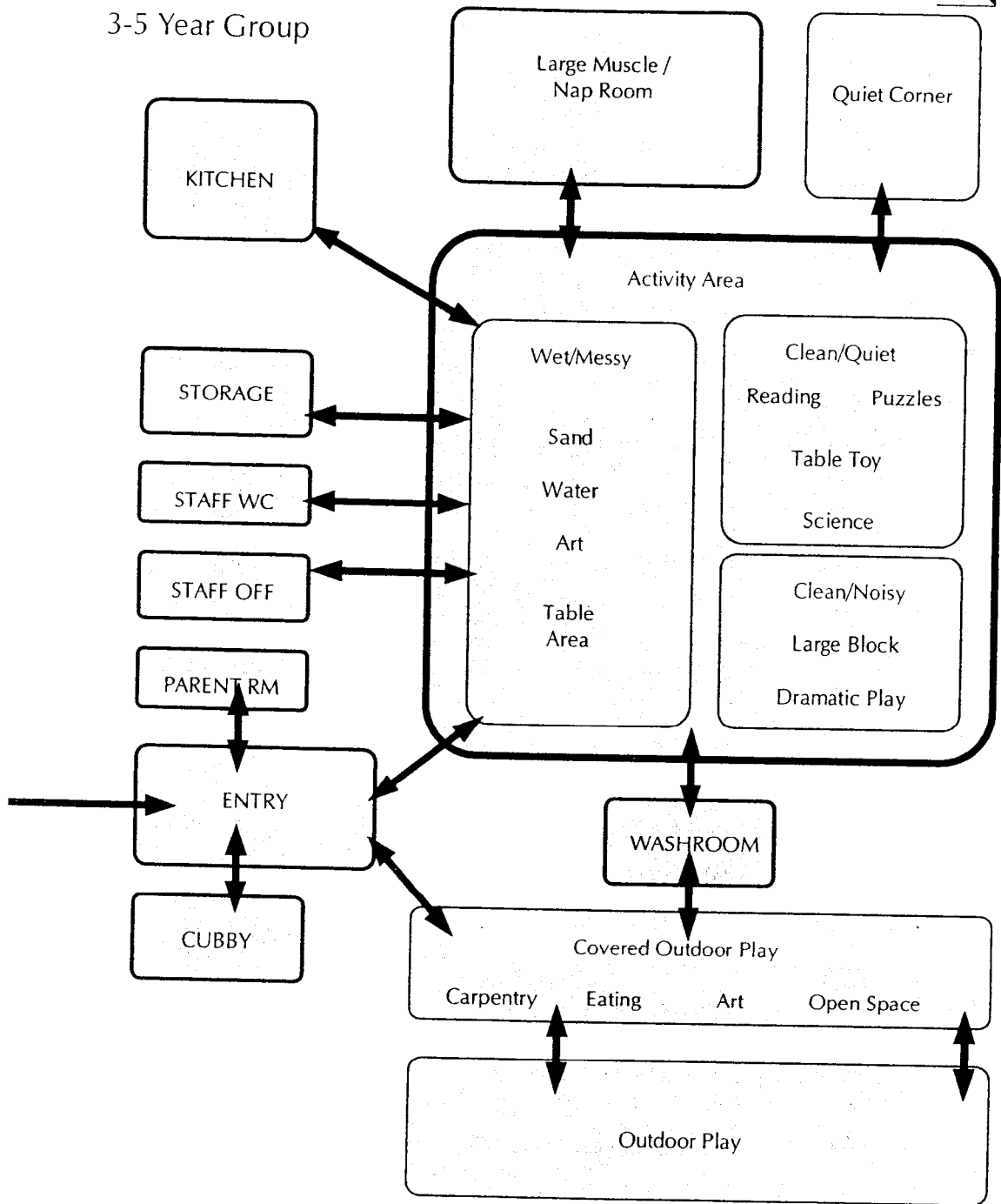
Infant Group





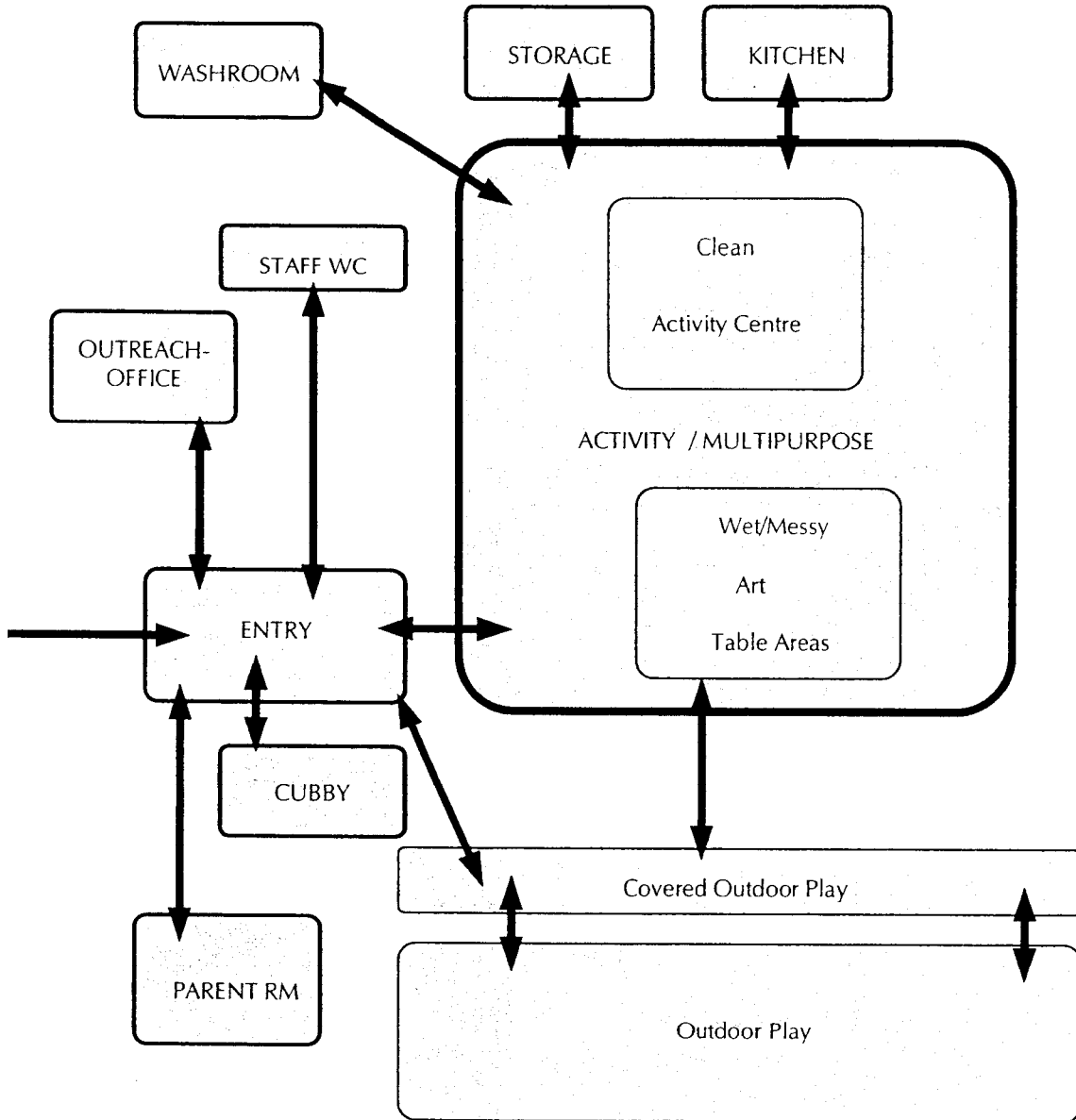
Toddler Group







Pre School / Multipurpose





### C.6.1. Lobby

The Lobby for the building will be the principal entrance to the building and will be used by most of the users at some point during the day. It is the main circulation space on the ground floor and will be a focus space for the complex.

#### C.6.1.1 The Lobby must contain the following:

- a design which is welcoming on first approach to the building;
- a design which creates a focus in the circulation through the building;
- direct access to the elevator and main stair to basement parking and upper floor;
- direct access to the Multi-Purpose Room;
- level access from the exterior;
- strong natural light;
- direct access to the 'secure' playground area;
- provide security when required

#### C.6.1.2 Proximity

The Lobby should be fairly centrally located and should be adjacent to the administrator's office, the Multi-Purpose Room, the Outreach office, the disabled washroom for the public, and any shared facilities such as the elevator and the main stair. The Lobby will be adjacent to the childcare playrooms on the ground floor.

#### C.6.1.3 Size

The size of the Lobby will be determined by the building design. The Lobby must accommodate the requirements above.



#### C.6.1.4 Finishes

- Flooring to be durable, easily cleaned, and attractive. Provide continuous resilient or ceramic base to assist in cleaning.
- Walls to be painted gypsum wallboard, with the possibility of considering a contrasting finish on a feature wall.
- Ceiling to be painted gypsum board or suspended t-bar. Change in ceiling height may be considered to help define spaces within the Lobby.

#### C.6.1.5 Service Facilities

- The fire alarm annunciator panel will be in the Lobby adjacent to the front entry;
- Non – institutional lighting is desirable;
- Provide adequate ventilation to the space.
- Provide alarm security

#### C.6.2. Multi-Purpose Room

This room may be used for family place, preschool and/or kindercare or for other needs of the community as approved by the programs and the City of Vancouver.

##### C.6.2.1. The Multi-Purpose Room must contain the following:

- warm, inviting space for a variety of events.
- washrooms adequate for a variety of uses in the room;
- storage adequate to store tables and chairs, miscellaneous items;
- a kitchen/servery for catering to events in the room;
- can be used separately from the remainder of the building.





#### C.6.2.2 Proximity

The Multi-Purpose should be directly adjacent to the Lobby/Entrance, the administrator's office and the outreach office. Washrooms, kitchenette and storage must be connected to the Room.

#### C.6.2.3. Size

The Multi-Purpose clear, useable space should be approximately 1,200 square feet (110 square meters), in order to accommodate 85 – 90 persons at tables and chairs, and approximately 120 for lectures or social events with non-fixed seating.

#### C.6.2.4 Finishes

- flooring to be durable, comfortable, washable – usually resilient flooring  
provide continuous resilient base for easy cleaning.
- Walls to be painted gypsum board. Use impact resistant gypsum board.
- Ceiling to be suspended t-bar.

#### C.6.2.5 Services

- provide plumbing to washrooms, kitchenette;
- provide adequate air conditioning – cooling and ventilation for the occupant load of the space;
- adequate power outlets for general use and for power to sound system, etc;
- provide lighting which can be set at different levels for a variety of uses.

#### C.6.3 Outreach Office

The Outreach Office will provide a space for personnel who work for various external service providers.



C.6.3.1 The Outreach Office must contain:

- space for one office desk, computer table, file cabinets, book and storage shelves, and visitors' chairs.
- services listed below for efficient off use purposes.

C.6.3.2 Proximity

This office should be located off the Lobby and relatively close to the Multi-Purpose Room.

C.6.3.3 Size

This office should be approximately 120 to 140 square feet (11 to 13 square meters).

C.6.3.4 Finishes

- floor materials to be durable, comfortable, easily cleanable – resilient flooring or carpet.
- Walls to be painted gypsum board.
- Ceiling to be suspended t-bar with lay-in acoustic panels.

C.6.3.5 Services

- provide adequate air conditioning for office use comfort.
- provide adequate power outlets for general use, provide telephone and data cabling to meet requirements of users.
- Provide lighting to meet users requirements.

C.6.4 Administration Office

The administration office will be an office space used by a staff person who will manage the Childcare Centre. The person in this office will greet visitors to the building, will meet parents and introduce the programs available in the centre, and will carry out the administration aspects of the centre, such as purchasing of supplies, etc.



C.6.4.1 The Administration Office must contain:

- space for one office desk, computer table, file cabinets, book and storage shelves, photocopier, and visitors' chairs;
- A window to view into the Lobby;
- services listed below for efficient off use purposes.

C.6.4.2 Proximity

This office should be located off the Lobby.

C.6.4.3 Size

This office should be approximately 120 to 140 square feet (11 to 13 square meters).

C.6.4.4 Finishes

- flooring to be durable, comfortable, easily cleanable – resilient flooring or carpet.
- Walls to be painted gypsum board.
- Ceiling to be suspended t-bar with lay-in acoustic panels.

C.6.4.5 Services

- provide adequate air conditioning for office use comfort.
- provide adequate power outlets for general use, provide telephone and data cabling to meet requirements of users.
- Provide lighting to meet users requirements.

C.6.5 Childcare Staff Offices

The childcare operator's office will be used by staff working in the childcare programs. There will be one office for the 3-5 year group and one office for the infant/toddler group. The staff will use it for administrative duties and interviews with



parents. There should be visual and supervision of the playroom areas.

#### C.6.5.1 The Childcare Staff Office must contain:

- space for one office desk, computer table, file cabinets, book and storage shelves, and visitors' chairs;
- A window to view into the playroom
- A window to the exterior for natural light and views

#### C.6.5.2 Proximity

The infant/ toddler office should be accessed off the Lobby and separated from the playroom for acoustical reasons.

The 3-5 year office should adjoin the playroom.

#### C.6.5.3 Size

This office should be approximately 120 to 140 square feet (11 to 13 square meters).

#### C.6.5.4 Finishes

- flooring to be durable, comfortable, easily cleanable – resilient flooring or carpet.
- Walls to be painted gypsum board.
- Ceiling to be suspended t-bar with lay-in acoustic panels.

#### C.6.5.5 Services

- provide adequate air conditioning for office use comfort.
- provide adequate power outlets for general use, provide telephone and data cabling to meet requirements of users.
- Provide lighting to meet users requirements.



#### C.6.6. Staff Work/Meeting Room

The staff work/meeting room office will be used by staff for meetings, storage of coats and personal items, work area and as a lounge for staff breaks. It will be used by staff from both childcare groups and center administration.

##### C.6.6.1 The staff work/meeting room must contain:

- A coat closet
- Counter with double compartment sink
- A window to view into the Lobby
- A window for natural light and views
- A notice board

##### C.6.6.2 Proximity

This room should be located off the Lobby and remote from the playrooms.

##### C.6.6.3 Size

This office should be approximately 130 to 160 square feet (12 to 15 square meters).

##### C.6.6.4 Finishes

- flooring to be durable, comfortable, easily cleanable – resilient flooring or carpet.
- Walls to be painted gypsum board.
- Ceiling to be suspended t-bar with lay-in acoustic panels.

##### C.6.6.5 Services

- provide adequate air conditioning for office use comfort.
- provide adequate power outlets for general use, provide telephone and data cabling to meet requirements of users.
- Provide lighting to meet users requirements.



### C.6.7 Parents Room

There are two Parents Rooms in the Centre, one on each floor. The purpose of these rooms is to provide an informal space as a resource center for reading, where parents can meet with each other on an informal basis as they drop their children off, or pick them up. This room will also be used by mothers to nurse their child. This room may also be used for meetings between childcare workers and parents, in a location outside the playroom. The use of these rooms will remain flexible, to be determined by the staff and parents. It will be useful for parents to observe their children behind one way glass from the parents room.

#### C.6.7.1 The Parents Room must contain:

- space for comfortable furniture, a couch and an easy chair;
- Space for a wall display of pamphlets, notices, and information of childcare events, news, courses, etc which are available in the centre and at other venues in the City;
- Natural light provided by a window.

#### C.6.7.2 Proximity

The Parents Rooms should be located near but separate from playrooms and be accessed directly off the main floor lobby or upper floor lobby/corridor.

#### C.6.7.3 Size

The size of each room should be approximately 120 – 140 square feet (11 to 13 square meters).

#### C.6.7.4 Finishes

- Flooring to be durable, comfortable, and easily cleanable – carpet;
- Walls to be painted gypsum board;
- Ceiling to be suspended t-bar.



#### C.6.7.5 Services

- provide air conditioning to meet users needs;
- provide electrical outlets for general use;
- provide adequate lighting for users needs.
- telephone

#### C.6.8. Playroom/Cubbies

The Playrooms, with adjacent Cubby spaces, are the main focus spaces in a Childcare Centre because the children spend most of their time here. These rooms might be called “activity rooms” and they are the spaces that must meet Licensing requirements for size, features, amenities, etc. The size, character, furniture and equipment, and finishes all contribute to creating a successful Playroom. These rooms are used for activities that range from stories/reading to active games and play. They are spaces that must meet the City of Vancouver Childcare Design Guidelines and Child Care Facility Licensing standards .

There are four playrooms included in the Centre, two on the ground floor to each accommodate sixteen (16), three to five year old, children in a daycare setting; and two on the upper floor. The upper floor will have one room for twelve (12), six months to eighteen months old, infants in and “infant care” setting; and one room for twelve (12), eighteen months to three years old, children in a “toddler care” setting. The Cubby spaces are included within the playrooms and are alcoves designed to contain individual cubby spaces for each of the children to hold their coats and boots, change of clothing, lunches, etc. The cubby areas must be large enough to provide a space for dressing and waiting to go outside, or disrobing when returning in from the outside. Parents bring their children to the cubby space when they drop their children at the centre.



#### C.6.8.1 The Playrooms must contain the following:

- Within the larger space, there are usually 'corners' or 'centres' identified for various activities throughout the day. There may be a reading corner, an art corner, a quiet games corner, a acting/creative play corner.
- A large central area for the entire group to play, have circle time, assemble, etc.
- Natural light;
- An art sink;
- Sufficient wall area for hanging art work;
- A Cubby area;
- Direct access to the outdoor play area (preferably to the covered play area).

#### C.6.8.2 Proximity

The Playrooms should be adjacent to the Lobby and the Outdoor Play Area.

#### C.6.8.3 Size

The size of the Playrooms will be determined by the City of Vancouver Childcare Design Guidelines and Child Care Facility Licensing standards . The floor areas for Cubbies, washrooms, art sink counters, etc are not included in the required areas.

#### C.6.8.4 Finishes

- flooring must meet requirements for the various functions in the room. Typically resilient flooring is used and carpet, either fixed or portable is used for quiet areas, or long time sitting. Continuous rubber base for easy cleaning.
- Walls will be painted impact resistant gypsum board using washable paint;
- Ceiling to be a combination of suspended gypsum board and suspended t-bar. Ceiling heights can be used to delineate areas within the playroom.





#### C.6.8.5 Services

- provide adequate air conditioning and ventilation for the comfort of the users;
- provide plumbing services for art sink;
- provide sufficient electrical power outlets for general use;
- provide adequate lighting for the various uses. Lighting levels may be varied in relation to various functions in the space.

#### C.6.9. Toddler/ 3-5 Nap / Gross Motor Room

There is a need for a nap/gross motor room in the three to five year old and toddler playrooms. The purpose of this room is to provide sufficient space for one half of the children to have a nap on mats that are spread out on the floor. This room is also used as a gross motor room for children to play with larger indoor toys/equipment, or to toss balls.

##### C.6.9.1 The Nap / Gross Motor Room must contain:

- Storage for sleeping mats and gross motor play equipment/toys;

##### C.6.9.2 Proximity

The nap/gross motor room should be located off the Playroom. Visual supervision must be available from the playroom. This room needs to be located away from outdoor play areas.

##### C.6.9.3 Size

The size of this room is set by the City of Vancouver Childcare Design Guidelines and must accommodate the sleeping mats, storage, and sufficient space for gross motor activities.

##### C.6.9.4 Finishes

- Flooring to be comfortable, durable and washable – resilient flooring with rubber base all round for easy cleaning.



- Walls to be impact resistant gypsum board – painted with washable paint.
- Ceiling should be suspended acoustic t-bar.

#### C.6.9.5 Services

- Adequate air conditioning and ventilation for users needs.
- Adequate power outlets for general use;
- Adequate lighting for general use.

#### C.6.10. Infant Nap Rooms

There is a need for two nap rooms in the infant playroom. Space will need to be provided for 6 cribs in each room.

##### C.6.10.1 Proximity

The nap rooms should be located off the Playroom. Visual supervision must be available from the playroom. Locate the nap rooms together with the entry doors located close together to allow easy access of staff from one room to another. These rooms need to be located away from outdoor play areas.

##### C.6.10.2 Size

The size of this room is set by the City of Vancouver Childcare Design Guidelines and must accommodate six cribs and storage.

##### C.6.10.3 Finishes

- Flooring to be comfortable, durable and washable – resilient flooring with rubber base all round for easy cleaning.
- Walls to be impact resistant gypsum board – painted with washable paint.
- Ceiling should be suspended acoustic t-bar.



#### C.6.10.4 Services

- Adequate air conditioning and ventilation for users needs.
- Adequate power outlets for general use;
- Adequate lighting for general use.

#### C.6.11. Quiet Rooms

A quiet room is required in the 3-5 year and toddler playrooms. This should be a separate room with a door to be used by staff and up to three children. Sick children may rest here while waiting for their parents to pick them up.

##### C.6.11.1 Quiet Room must contain:

- storage for play equipment and toys, space for a small table and chairs

##### C.6.11.2 Proximity

The quiet rooms should be located off the Playroom. Visual supervision must be available from the playroom.

##### C.6.11.3 Size

The size of this room is set by the City of Vancouver Childcare Design Guidelines.

##### C.6.11.4 Finishes

- Flooring to be comfortable, durable and washable – resilient flooring with rubber base all round for easy cleaning.
- Walls to be impact resistant gypsum board – painted with washable paint.
- Ceiling should be suspended acoustic t-bar.



#### C.6.11.5 Services

- Adequate air conditioning and ventilation for users needs.
- Adequate power outlets for general use;
- Adequate lighting for general use.

#### C.6.12. Washrooms

There are several washrooms required in the Childcare Centre: one for each playroom, one for staff on each floor, one for the general public and washrooms as required for the Multi-Purpose Room. Washrooms will be set up on an age specific basis and the Playroom washrooms will follow Licensing requirements.

##### C.6.12.1 Washrooms must contain:

- Age specific fixtures in each Playroom, including sinks set at various heights and change tables in the Infant and Toddler washrooms;
- Accessible features to make each Playroom washroom and the main Lobby washroom fully accessible for special needs and disabled users;
- Design that allows easy supervision of washrooms in the Playrooms.

##### C.6.12.2 Proximity

- Playroom washrooms must be located within the playroom with access located to allow easy supervision from the playroom.
- Ground floor playroom washroom to be located with door to exterior to allow children from the playground access to the washroom.
- An accessible washroom to be located off the Lobby.
- Washrooms for the Multi-Purpose Room to be located adjacent to the main room.



#### C.6.12.3 Size

Washrooms to be designed to accommodate the number of fixtures required by Licensing standards. Washrooms to be designed for accessibility and appropriate clearances maintained.

#### C.6.12.4 Finishes

- Flooring to be durable and washable – ceramic tile or resilient flooring. Provide continuous rubber or ceramic base to facilitate cleaning.
- Walls to be impact resistant and water resistant gypsum board, painted; or with ceramic tile dado to 4'-0" above finished floor.
- Ceiling to be suspended gypsum board, painted, or suspended acoustic t-bar.

#### C.6.12.5 Services

- Provide plumbing as necessary to provide fixtures as required. Provide commercial grade fixtures, including age appropriate fixtures as required.
- Provide air conditioning, ventilation, and exhaust as required for the comfort of the users.
- Provide adequate electrical power outlets as required for general use.
- Provide adequate lighting for general use.

#### C.6.13. Kitchens

A kitchen is required for the preparation of meals and snacks and general cleanup. The 3-5 year group will share one kitchen and the infant/toddler group will share another. A third kitchen is required adjacent to the multipurpose room. Full meals are prepared for as often as three times a week and hot lunches are also delivered.



Design the kitchen to prevent children from entering with gates or half height doors. A separate child height counter should be provided to allow children to be part of kitchen activities.

#### C.6.13.1 The kitchens must contain:

- Residential range and exhaust hood
- Full sized fridge with freezer
- Counter space for coffee/hot water kettle and toaster
- Double stainless steel sink
- Dishwasher
- Space for two microwaves
- Notice board
- Storage cupboards for pots, pans, dishes, utensils and food. Cupboards should extend to the ceiling.
- Design that allows ease of supervision of the main activity spaces

#### C.6.13.2 Proximity

- Kitchens must be located in the playroom area with access located to allow easy access the playroom.
- Close access to storage rooms for bulk food and freezers.

#### C.6.13.3 Size

The size of this room is set by the City of Vancouver Childcare Design Guidelines.

#### C.6.13.4 Finishes

- Floor materials to be durable and washable – ceramic tile or resilient flooring. Provide continuous rubber or ceramic base to facilitate cleaning.
- Walls to be impact resistant and water resistant gypsum board, painted; or with ceramic tile dado to 4'-0" above finished floor.
- Ceiling to be suspended gypsum board, painted, or suspended acoustic t-bar.



#### C.6.13.5 Services

- Provide plumbing as necessary to provide fixtures as required. Provide commercial grade fixtures, including age appropriate fixtures as required.
- Provide air conditioning, ventilation, and exhaust as required for the comfort of the users.
- Provide adequate electrical power outlets as required for general use.
- Provide adequate lighting for general use.

#### C.6.14. Laundry / Janitorial Rooms

A shared laundry / janitor room is required for the 3-5 year group and another for the infant/toddler group. It needs to be lockable and prevent child access. Washer, dryer, folding counter, storage shelves and janitor's mop sink are to be provided. Storage shelves should extend to the ceiling.

##### C.6.14.2 Proximity

- Laundry/janitor rooms must be located in close proximity to playrooms

##### C.6.14.3 Size

The size of this room is set by the City of Vancouver Childcare Design Guidelines.

##### C.6.14.4 Finishes

- Flooring to be resilient flooring. Provide continuous rubber base to facilitate cleaning.
- Walls to be impact resistant and water resistant gypsum board, painted
- Ceiling to be suspended gypsum board, painted, or suspended t-bar.



#### C.6.14.5 Services

- Provide plumbing as necessary to provide fixtures as required. Provide commercial grade fixtures, including age appropriate fixtures as required.
- Provide air conditioning, ventilation, and exhaust as required for the comfort of the users.
- Provide adequate electrical power outlets as required for general use.
- Provide adequate lighting for general use.

#### C.6.15. Storage

Adequate storage must be provided in the Child Development Centre. Some storage requirements are set by the City of Vancouver Childcare Design Guidelines and these minimums must be met. In addition to the City of Vancouver Childcare Design Guidelines additional storage should be provided to suit the various uses. The area requirements are not mandatory and should be reviewed by the users and designers at the end of preliminary design.

#### C.6.16. Circulation

Circulation in a building such as this includes corridors, Lobby, elevators, stairs, and other means of access to the various uses in the Centre. Exits must conform to the Vancouver Building Bylaw. The elevator and entries must meet the Building Bylaw in terms of the requirements for disabled access. The elevator is required to be of sufficient size to accommodate a number of strollers with their caregivers. It is customary for the circulation in a building to be between fifteen and twenty percent of the total floor area.

#### C.6.17. General Requirements

C.6.17.1 Provide computerized mechanical maintenance system to meet latest City of Vancouver Maintenance requirements.





C.6.17.2 Exterior of the building to be finished in cladding that meets all of the requirements of the Vancouver Building Bylaw, including the rainscreen principle for design of exterior walls if applicable.

C.6.17.3 The City of Vancouver is committed to creating sustainable and environmentally friendly buildings. The Brant Street Childcare Centre is to be designed under the LEED sustainable standards with all efforts to meet the LEED Gold Certificate.





## Appendix

Table 1 Recommended Indoor and Outdoor Space: Individual Age Groups

Group	Minimum Activity Area (m <sup>2</sup> )	Gross Indoor Area (m <sup>2</sup> )	Covered Outdoor Area (m <sup>2</sup> )	Outdoor Area (m <sup>2</sup> )	Total Outdoor Area (m <sup>2</sup> )
Group Daycare, Infant (12 spaces)	82	182	22	63	85
Group Daycare, Toddler (12 spaces)	82	182	33	137	130-170
Group Daycare, Preschooler (25 spaces)	128	247	45	320	265-350
Preschool (20 spaces)	78	153	33	107	140

\* City of Vancouver Childcare Design Guidelines



## Child Care Capital Funding Program: Major Capital Funding for Creation of New Child Care Spaces.

In 2005, Richmond City Council adopted a resolution stating that "Richmond is the best place to raise children in North America:" and is committed to an asset development approach.

In the City of Richmond Parks, Recreation and Cultural Services Master Plan there is a commitment by the City to a Relationship Based Approach. It states:

- To achieve Richmond's vision, the tradition of citizens, organizations, government agencies and the City working together, cooperatively and collaboratively must be nurtured and expanded. Meeting the community's current and future needs is beyond the capacity of the public sector, private sector or not-for-profit sector alone – all must work together to make this happen. All parties must accept and share responsibility for the community's social, economic, environmental and cultural well-being.
- Building relationships between and among quality- of-life service providers is critical to the sustainable success of the system. These relationships will help ensure effective and efficient use of scarce resources and will lead to exciting new service delivery relationships for the community. Creating a strong, connected community depends on Richmond's quality-of-life organizations working together.

### Criteria

To facilitate applications, the City of Richmond has established assessment criteria for applications to City of Richmond for assistance. Preference will be given to those proposals that demonstrate the following:

1	The childcare spaces to be created are co-located with other children/family services (eg. community hubs).
2	An organization can provide a clear demonstration that the project provides much needed child care that is not currently available in the Community
3	An organization is a non-profit society in good standing with BC Corporate Registry.
4	An organization must prove that they are financially viable and have a solid business plan for operation of the child care facility
5	An organization has a proven record showing that they have the knowledge, skills and experience to undertake the project.
6	If currently licensed, are in compliance with the Assisted Living Act and Child Care Licensing Regulation, or if not yet operating, in the process of obtaining a license under the Community Care and Assisted Living Act.
7	Proposed facility is complementary to existing child care programs in the City
8	The child care facility will service families receiving Child Care Subsidy
9	The child care facility will service families with children with special needs requiring extra support
10	The organization will demonstrate a commitment to the principles of quality, affordable, accessible and developmentally appropriate early childhood programs.
11	Demonstrated support and partnerships from within the Richmond community for the proposed project.



12	Willing to be in a lease arrangement, operating contract or service agreement with the City of Richmond
13	Complies with City bylaws, relevant policies
14	Demonstrated how the service addresses the City's resolution "Richmond is the best place to raise children in North America" and how they will incorporate an asset development approach
15	Willing to participate and collaborate with other service providers to ensure top quality childcare.
16	Demonstrates that the relationship with the City is active and constructive and the organization will maintain a positive, cooperative relationship with the City.







**The Society of Richmond  
Children's Centres**

March 14, 2006

**TO: The City of Richmond  
Jane Boyd – Child Care Coordinator**

**RE: Society of Richmond Children's Centres Expansion Proposal**

Thank you for the opportunity to respond to the potential of the two pieces of land offered yesterday.

I have been in contact with both the Society of Richmond Board of Directors and the partner agencies in our application and the following in the consolidated response.

Parcel 1 – King George Park

While this location is far more preferable to all agencies, the size of the land being offered is insufficient even for the child care spaces alone. There is no doubt that the No 5 Rd and Cambie /Bridgeport area has the most documented needs in the City of Richmond for both child care and social services and a Family Services Centre is most suited to this area if there was sufficient land. This location best meets needs in Richmond whereas the Hamilton location will serve Hamilton, New Westminster, Surrey and Burnaby as well.

Parcel 2 – Hamilton

This location presents several concerns but is sufficient in space to move forward with a **limited** family services centre. It will require all partner agencies including the Society of Richmond Children's Centres to revisit the services originally envisioned. At this point Richmond Society for Community Living, Touchstone Family Services Association and Volunteer Richmond Information Services have all expressed interest in locating some of their services in Hamilton. This is an expression of their commitment to the concept of a Family Services Centre and to the Society of Richmond Children's Centres as their desired partner.

The Society of Richmond Children's Centres also acknowledges that other service providers are already closely located to the proposed new child care centre. It has



never been our intention to destabilize existing child care and as such we are prepared to reconsider the programs we will offer at that location. In addition, Hamilton has some specific needs in the area of Out-Of-School care which we will incorporate into services we will offer.

### Conclusion

The Society of Richmond Children's Centres is willing, with our partners, to consider a two storey building on the Hamilton site.

We will assume that any site offered by the City will be appropriately zoned for our use. Further we will assume the City will work with us to establish positive relationships in the community especially with Hamilton Community Association.

We remain committed to our vision of serving Richmond families with a range of integrated services that supports the City's goal of being the best place in North America to raise a family.

We look forward to your timely response.

Yours truly,

*Nicky Byres*

Nicky Byres  
Manager of Child Care Services  
Society of Richmond Children's Centres