



## To work as a Responsible Adult in a licensed child care facility in BC

A person must:

- (a) be at least 19 years old
- (b) be able to provide care and guidance to children
- (c) have completed a course, or a combination of workshops/courses of at least 20 hours in child development, guidance, health and safety, or nutrition, and
- (d) have relevant work experience.

When you have completed these requirements you will be qualified to work:

- (a) in School Age Group Child Care (licensed)
- (b) in Occasional Child Care (licensed)
- (c) as a **replacement** (substitute/casual on call) **for ECE Assistants\*** (for less than 30 days) in licensed group child care centres or preschools. You may not replace a fully qualified early childhood educator. See the table below based on the *Child Care Licensing Regulation*.

<b>Absent Employee</b>	<b>Period of absence</b>	<b>Replacement employee (substitute/casual on call)</b>
Early childhood educator	less than 30 days	Early childhood educator or ECE assistant
	30 days or more	Early childhood educator holding at least the same certificate
ECE assistant	less than 30 days	Early childhood educator, ECE assistant or <b>responsible adult</b>
	30 days or more	Early childhood educator or ECE assistant
Responsible adult	any period	Early childhood educator, ECE assistant or <b>responsible adult</b>

Other employment possibilities may include casual family drop-in programs, family child care assistants or other child and family related positions. These positions do not necessarily require 20 hour Responsible Adult training, but some organizations prefer to hire someone who has completed a basic child care course.

\* See the next page for an ECE Assistant description.

## Early Childhood Educator (ECE) Assistant

To qualify as an early childhood educator assistant a person must:

- (a) successfully complete at least one course of an early childhood education training program in child development, guidance, health and safety, or nutrition through an approved educational institution.\*
- (b) have the personality, ability and temperament necessary to work with children
- (c) have training, experience and demonstrate the skills necessary to be an early childhood educator assistant.
- (d) submit an application to the director of the ECE Registry and receive a License to Practice certificate.

Employment:

- (a) The following table (next page) is from the *Child Care Licensing Regulation*. It shows the child care types, group sizes and employee to children ratios. Listed in column 4 are the positions an ECE Assistant would be qualified to work in (listed as assistant).
- (b) Replacement – substitute/on call work:  
When a fully qualified early childhood educator is ill or on vacation **for less than 30 days**, an ECE Assistant may replace them (see table on first page).

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**For more information visit:**

*Child Care Licensing Regulation* [www.hls.gov.bc.ca/ccf/child\\_care.html](http://www.hls.gov.bc.ca/ccf/child_care.html)

ECE Registry [www.mcf.gov.bc.ca/childcare/ece/index.htm](http://www.mcf.gov.bc.ca/childcare/ece/index.htm)

\* Approved ECE training institutions [www.mcf.gov.bc.ca/childcare/ece/training.htm](http://www.mcf.gov.bc.ca/childcare/ece/training.htm)

**Or call:**

Child Care Helpline 1-888-338-6622

Column 1 Care program	Column 2 Maximum group size	Column 3 Children per group	Column 4 Ratio of employees to children in each group
Group Child Care (Under 36 Months)	12, with a separate area designated for each group	≤ 4	One infant and toddler educator
		5 – 8	One infant and toddler educator and one other educator
		9 – 12	One infant and toddler educator, one other educator and one assistant
Group Child Care (30 Months to School Age)	25, with not more than 2 children younger than 36 months old in a single group	≤ 8	One educator
		9 – 16	One educator and one assistant
		17 – 25	One educator and 2 assistants
Preschool (30 Months to School Age)	20	≤ 10	One educator
		11-20	One educator and one assistant
Group Child Care (School Age), if any preschool child or child in grade 1 is present	20	≤ 10	One responsible adult
		11 – 20	2 responsible adults
Group Child Care (School Age), if no preschool child or child in grade 1 is present	25	≤ 15	One responsible adult
		16 – 25	2 responsible adults
Family Child Care, if any child younger than 12 months old is present	7, having no more than 3 children younger than 48 months old and, of those 3, no more than one child younger than 12 months old	≤ 7	The licensee
Family Child Care, if no child younger than 12 months old is present	7, having no more than 4 children younger than 48 months old and, of those 4, no more than 2 children younger than 24 months old	≤ 7	The licensee
Occasional Child Care, if any child present is younger than 36 months old	16	≤ 4	One responsible adult
		5 – 8	2 responsible adults
		9 – 12	3 responsible adults
		13 – 16	4 responsible adults
Occasional Child Care, if no child present is younger than 36 months old	20	≤ 8	One responsible adult
		9 – 16	2 responsible adults
		17 – 20	3 responsible adults
Multi-Age Child Care, if any child younger than 12 months old is present	8, having no more than 3 children younger than 36 months old and, of those 3, no more than one child younger than 12 months old	≤ 8	One educator
Multi-Age Child Care, if no child younger than 12 months old is present	8, having no more than 3 children younger than 36 months old	≤ 8	One educator
In-Home Multi-Age Child Care, if any child younger than 12 months old is present	8, having no more than 3 children under 36 months old and, of those 3, no more than one child younger than 12 months old	≤ 8	The licensee, who must be certified as an educator
In-Home Multi-Age Child Care, if no child younger than 12 months old is present	8, having no more than 3 children younger than 36 months old	≤ 8	The licensee, who must be certified as an educator

\* taken from: Community Care & Assisted Living Act - Child Care Licensing Regulation, Schedule E  
 May 13, 2009

[www.hls.gov.bc.ca/ccf/child-care.html](http://www.hls.gov.bc.ca/ccf/child-care.html)