



Address: 4655A Madrona Pl, Courtenay, BC, V9N 9E7 **Phone:** 250 334 1074 **Email:** info@studiogdanceacademy.com

November 21, 2022

Attention: City of Courtenay

With our growing community and need for childcare within the Comox Valley region, I am writing to you to fulfill the request to allow a licenced childcare centre to run at my current business address that is presently operating as a dance studio. Address: 4655a Madrona Pl, Courtenay, V9N 9E7. The building zoning is I-2 and I am requesting for a “text amendment” to allow for a licenced child care centre to run in addition to the evening dance classes that are presently operating.

There are x3 dance studios within the building, one of which will be converted into the “group childcare” class room for ages 30 months – 5 years. The building currently has 3 washrooms, x6 parking spaces available for staff; x4 are located at the back the building, and x2 are located at the front.

The proposed plan for the childcare program is as follows:

- 8:00am – 4:30pm: Childcare centre operating hours (Mon – Fri).
- The remaining two empty dance studios will be used for recreational use to explore dance, drama, music, singing, arts and crafts.
- 16 children maximum.
- x3 staff members for the childcare program (above licensing ratio at 1:8).
- Outdoor playtime at the following locations within walking distance: Elderberry Crescent green space, Walbran Park, and Sandwick Park.
- Planned opening date: Summer 2023

The dance studio/ classes will continue to operate as follows:

- 3:45pm – 9:00pm: dance class operating hours (Mon – Fri).
- Use of upstairs studio and the studio at the rear of the building with high ceilings.
- Within the first opening hour of dance classes, there is a cross-over with the childcare program operating times. Dance classes will be scheduled strategically to avoid the same finish time as the childcare program within that particular hour. Alternatively, dance class clients can use the back door to enter the building within the hour cross-over period.
- x2 staff members for the dance studio.



All licensing requirements were discussed with Stephen Morgan at Island Health Childcare licensing department in April 2022; one of which was finding alternative options for outdoor play space. As the building does not have allocated outdoor space, Stephen did emphasis that, as long as a safety plan is proposed and approved by Island Health for transporting the children to the nearest play area/ green space, then a childcare facility can still be approved for licensing.

Additionally, I am currently at NIC full time completing my ECCE certification until June 2023, therefore, I am also becoming familiarized of the finer details required for a licensed facility.

Further plans and detailed information regarding meeting the licensing requirements will be proposed to Island Health in due course upon approval of the requested "text amendment" for zoning.

If you would like further information, please do not hesitate to contact me on:

Email: info@studiogdanceacademy.com

Cell: [REDACTED]

Regards

A handwritten signature in black ink, appearing to read "Gemma Stefan", is enclosed in a thin black rectangular border.

Gemma Stefan

Owner & Artistic Director of Studio G Dance Academy Ltd
R.A.D Registered Teacher (CBTS) *Royal Academy Of Dance*
BA Jazz Theatre Dance