



GUIDELINES FOR CHILD CARE
CITY OF KELOWNA

*INFORMATION FOR THOSE WISHING TO ESTABLISH A
CHILD CARE FACILITY*

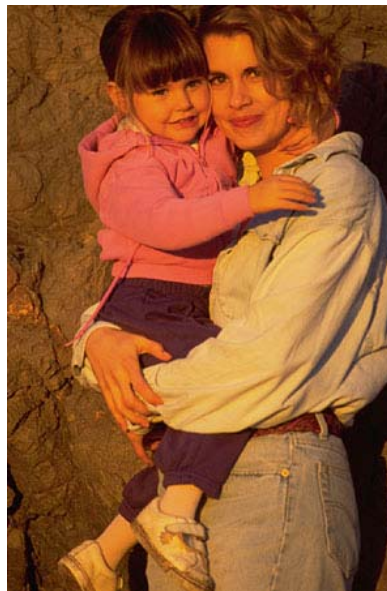




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**BACKGROUND:****Child Care Needs Identified by the City:**

In recent years, child care has increasingly been recognized as an essential service in the city of Kelowna. This was borne out in the Social Needs Assessment conducted for the City of Kelowna in 1993, which identified child care facilities as a perceived and actual community need. Following this finding, the City commissioned a Child Care Needs Assessment, and then began the process of preparing a Child Care Plan, which was adopted by City Council in April of 1995.

The Kelowna and District Child Care Committee (KDCCC):

The City's process in preparing the Child Care Plan (1995) included gathering together a group of child care stakeholders, who were actively involved at all stages of the Plan's creation. This group continues to be active, meeting bi-monthly and known as the Kelowna and District Child Care Committee (KDCCC). The KDCCC has had relatively consistent representation on the City's Social Planning Board, an advisory committee to City Council. In addition, City staff meets as part of the KDCCC, which keeps itself at arm's length from formalized City structures.

Community Action Toward Children's Health (CATCH):

The Community Action Toward Children's Health (CATCH) coalition is a partnership of individuals and organizations who take seriously the notion that it takes the whole community to raise a child. The partners of the CATCH coalition endeavour to make the Central Okanagan the best possible place to raise young children by following their mission: "working together for the healthy development of children in their early years (conception to school entry) in the Central Okanagan" In March 2006, CATCH developed a Strategic Action Plan 2006-2007 that includes strategies for child care at the Central Okanagan level. To view this plan click [here](#).

Child Care Policies in the Official Community Plan:

Policy direction from the 1995 Child Care Plan was included with the 1996 Social Plan and subsequently into the Official Community Plan (OCP). The OCP goes through a continual updating process, on an as-needed basis and a formal review every five years. A review of child care policies was undertaken with the input of the KDCCC and the Social Planning Board, and as a result, changes to the policies were approved by City Council in 1998. The resulting policies are detailed in Chapter 17 (Social Environment) of the OCP (relevant section reproduced in Figure 1).

Zoning for Child Care

As part of the implementation of these policies; the City re-wrote its child care zoning regulations for inclusion in Zoning Bylaw 8000, adopted by City Council in October of 1998. City staff conducted research on the regulation of child-care facilities as part of this process, and actively consulted with the KDCCC in the development of new child care regulations. The need for adult day care was also considered in the review, in order to maximize the number of zones and locations in the City where such uses should be permitted, with the exception of zones allowing activities that create a clear and direct conflict with child care centres. A conscious effort was made to allow a child care centre wherever it is a workable use with the potential to address local need. As a result, the Zoning By-law 8000 uses the term care centre to include child-care uses and provides functional, up-to-date regulations for day cares in all parts of the City. A detailed summary of where a "care centre" is permitted in the City is provided later in this document.

Why Guidelines?:

The City, while recognizing the need for child care, has few resources and little authority to actually increase the provision of child care facilities. As seen in the policies, provided in Figure 1, the provision of child care as part of new developments, within schools, or employer-based is encouraged. Regulations under zoning have been re-written to facilitate new child care centres. These Guidelines are intended to place as much information together in one place as possible. This is done in order to help those who propose to develop new child care facilities.

**Figure 1 – Child Care Policies from the Official Community Plan for the City of Kelowna**

17.2 Child Care Policies

The City of Kelowna will:

Liaison/Co-operation/Public Relations

- .1 **Data Base.** Coordinate with the Kelowna Child Care Society to access an integrated data base regarding child care which will be used when considering development proposals or decisions involving the location of child care facilities;

BL9236 (June 1/04) replaced “MCAWS” with “appropriate provincial ministry or agency”:

- .2 **Provincial License.** Continue to collaborate with the appropriate provincial ministry or agency to co-ordinate licensing requirements for child care with municipal bylaws;
- .3 **Child Advocacy Service.** Support, in principle, and promote co-ordination of all efforts by community organizations, government organizations, and institutions to provide a child advocacy service for the City of Kelowna in order to protect the welfare of children;
- .4 **Instruction.** Support, in principle, direction from the Kelowna and District Child Care Committee to ensure training programs meet the needs for all levels of child care instruction;
- .5 **Teen Programs.** Support, in principle, the provision of young parents programs in Senior Secondary Schools where there is a demonstrated need;
- .6 **Employer-Supported Child Care.** Work with other agencies to promote and encourage employer-supported child care;
- .7 **Community Child Care.** Work with the development community and other agencies having an interest in housing to develop housing projects which include community child care facilities;
- .8 **Co-ordination.** Support the efforts of the Kelowna and District Child Care Committee to provide a coordinated and efficient approach to the provision of child care in the City;
- .9 **Child Care System.** Advocate to senior government levels, with the assistance of the Kelowna and District Child Care Committee, to achieve positive change in the development and maintenance of a comprehensive child care system;
- .10 **Funding.** Coordinate and collaborate with the Kelowna and District Child Care Committee, the Union of B.C. Municipalities (UBCM), the Federation of Canadian Municipalities (FCM) and other appropriate agencies to advocate to senior government against funding cuts that will have a detrimental effect on local services and education to children;
- .11 **Joint Ventures.** Participate in joint ventures with the use of existing staff and resources to provide for child care needs, wherever possible;

Implementation

- .12 **Zoning.** Continue to monitor the zoning bylaw to ensure there is maximum potential for the provision of child care facilities;
- .13 **Recreational Programs.** Continue to expand and improve inclusive recreational programs for children.



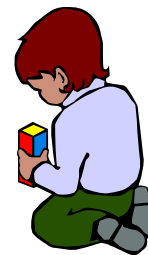
INTRODUCTION:

This information on establishing a child care facility in the City of Kelowna is provided for the convenience of the public.

Types of Child Care

Child care facilities are those homes and centres providing part or full-day supervision of children. The establishment and operation of such facilities are governed by provincial and municipal regulations. For most types of child care, a license is required from Community Care Facilities Licensing (CCFL), which is responsible for ensuring that the minimum Provincial standards for health, safety and well-being of children in care are met. The summary of child care requirements provided below is for convenience only, and should not be taken as authoritative. Detailed child and adult care regulations can be found online at www.healthservices.gov.bc.ca/ccf, or by contacting the Kelowna and area licensing office at:

Community Care Facilities Licensing
Interior Health Authority
1340 Ellis St.
Kelowna, B.C., V1Y 9N1
Tel: 868-7700
Fax: 868-7760



*Please note that unless otherwise stated all care centers require a CCFL license from Interior Health Authority

- **Family Child Care** Provision of care in the licensee's own home to children aged from birth to 12 years old for a maximum of 13 hours per day. A maximum of 7 children are permitted in Family Child Care, including the licensee's own children less than 12 years of age. Caregivers who care for 2 or less children do not require a license.
- **Group Day Care-1** Provision of care in a group day care setting for children aged from birth to 36 months old no more than 13 hours per day and not more than 12 children. One toddler and infant educator is required for 4 children.
- **Group Day Care-2** (30 months to school age) Provision of care in a group day care setting for children aged from 30 months to the age they enter school. A ratio of 1 ECE for 8 children. Not more than 13 hours of care provided to each child per day.
- **Preschool** Provision of care to children aged from 30 months to school age, not more than 4 hours per day, no more than 20 children.
- **Out of School Care** Provision of care to school aged children before and after school hours and during school holidays not more than 13 hours per day. Child to staff ratio is 10 or 15 to 1 depending on the age of the children.
- **Child Minding** Provision of care to children who are at least 18 months of age and who have not entered Grade 1. Care can not be more than 3 hours per day, and not more than 2 days per week.
- **Emergency Day Care** Provision of care to children who have not entered Grade 1 on a short-term basis (i.e. not more than 72 hours per month).
- **Ski hill or resort care** Occasional child care is provided in resort locations to children who are at least 18 months and under 6 years old, for no more than 40 hours/month, and no more than 8 hours/day.

City of Kelowna Requirements:

Persons interested in establishing child care facilities in the City of Kelowna should discuss their plans with a planning and development staff person. Come to City Hall, 1435 Water Street, Kelowna, on the second floor, or phone (250) 469-8626 and make an appointment.

Zoning

In 1998, the City approved a new zoning by-law that was written so as to maximize the opportunities for child-care facilities, while trying to ensure that the zone would provide a good environment for a child care centre. This work was done in close consultation with representatives of the Kelowna and District Child Care Committee. When looking at the zoning by-law, it is important to remember that care centre provisions have been designed to allow for day care for both children *and* adults; for this reason, the word “child” has not been included as part of the wording. The following defined uses in the zoning by-law are intended to cover the various types of child care.

CARE CENTRE, MINOR means an establishment licensed, as required, under the Community Care Facilities Act, intended to provide care, educational services, and supervision for children or adults during the day or evening, and may include limited overnight accommodation to accommodate shift workers. This use includes drop-in centres and group day care centres for up to 8 patrons, and up to 10 children for the provision of care, before and after school hours and during school holidays, for children attending school and pre-schools up to 15 children.

CARE CENTRE, INTERMEDIATE means an establishment licensed as required under the Community Care Facilities Act intended to provide care, educational services, and supervision for children or adults during the day or evening, and may include limited overnight accommodation to accommodate shift workers. This use includes group day care centres, out-of-school centres, and drop-in centres. This includes developments for 9 to 25 children for group day care or 11 to 25 children for the provision of care, before, and after school hours and during school holidays, for children attending school. This also includes **care centres, minor**

CARE CENTRE, MAJOR means an establishment licensed as required under the Community Care Facilities Act intended to provide care, educational services, and supervision for children or adults during the day or evening, and may include limited overnight accommodation to accommodate shift workers. This use includes group day care centres intended for 26 or more patrons, out-of-school centres, and drop-in centres. This also includes **care centre, minor and care centre, intermediate.**

More detailed zoning requirements should be confirmed by directly consulting the City's Zoning By-law No. 8000 (check the City's web page www.kelowna.ca under “bylaws” for complete wording of Zoning By-law 8000). Zoning By-law 8000 covers zoning issues only, and does not include or supercede building code or other requirements.

Parking Requirements:

Care Centres are required to provide parking on the property, within the appropriate setbacks.¹ A minimum of 4 spaces, with additional spaces calculated based on 1 space per 10 children, plus 1 per 2 employees on duty.

Loading Space Requirements:

Because day care usually involves people arriving in cars to drop off or pick up children, car loading spaces² centres must provided as follows:

- 1 car loading space for a minor care centre
- 2 car loading spaces for an intermediate care centre; and
- 3 car loading spaces for a major care centre



¹ For details, see section 8.1 of the City's Zoning By-Law No. 8000.

² A loading space is equivalent to the area required for an on-site parking space.

**Table 1 - City of Kelowna Zones Permitting Child Care Uses (continued on next page)**

To use this table:

- identify the zone in which the property you are looking at is located
- confirm whether or not a (child) care centre is permitted.
- determine the size of facility allowed (i.e. minor, intermediate, or major - see definitions above).
- determine if a care centre is considered a principal (p) or secondary (s) use in this zone. Principal use means that the care centre may be the only use on the property; secondary use means that the care centre must be associated with another main use (e.g. a family day care in a home).

Zone & Type Of Care Centre Permitted	Minor	Intermediate	Major
A1 – Agriculture 1 or A1s – Agriculture 1 w/ secondary suite	s	s	
A2 – Agriculture 2	s	s	
RR1 – Rural Residential 1	s	s	
RR2 – Rural Residential 2	s	s	
RR3 – Rural Residential 3 or RR3s – Rural Residential 3 w/ secondary suite	s	s	
RU1 – Large Lot Housing, or RU1s – Large Lot Housing w/ secondary suite	s		
RU2 – Medium Lot Housing, or RU2s – Medium Lot Housing w/ secondary suite	s		
RU3 – Small Lot Housing	s		
RU4 – Low Density Cluster Housing	s		
RU5 – Bareland Strata Housing	s		
RU6 – Two Dwelling Housing, or RU6b – RU6 with a Boarding or Lodging House	s		
RM1 – Four-plex Housing	s		
RM2 – Low Density Row Housing	s	s	
RM3 – Low Density Multiple Housing	s	s	s
RM4 – Transitional Low Density Housing	s	s	s
RM5 – Medium Density Multiple Housing	s	s	s
RM6 – High Rise Apartment Housing	s	s	s
RM7 – Mobile Home Park	s		
C1 – Local Commercial	s	p	p
C2 – Neighbourhood Commercial	s	p	p
C3 – Community Commercial	s	p	p
C4 – Town Centre Commercial	s	p	p
C5 – Transition Commercial	s	p&s	p
C6 – Regional Commercial	s	s	s
C7 – Central Business Commercial	s	s	p
C8 – Convention Hotel Commercial	s	s	s
C9 – Tourist Commercial	s	s	s
C10 – Service Commercial			p
I1 – Business Industrial			p
I2 – General Industrial			s
I4 – Central Industrial			p
P1 – Major Institutional		s	s
P2 – Education and Minor Institutional		p	p
P3 – Parks and Open Space		s	s
CD1 – Comprehensive Development One	s	s	
CD2 – Kettle Valley Comprehensive Residential Development	s	s	p
CD3 – Comprehensive Development Three			p
CD4 – Comprehensive Small Lot Residential	s		
CD5 – Multipurpose Facility	Child	Care Permitted	See zone
CD6 – Comprehensive Residential Golf Course	p	p	p
CD10 – Heritage Cultural		s	
CD12 – Airport			s



Re-Zoning?

The City has attempted, as shown in Table 1, to ensure that child-care is permitted in every zone feasible. However, if the property you are interested in does not have appropriate zoning to permit a child-care facility or if the facility you have in mind is larger than what is allowed in the zone, you may have to proceed with a re-zoning application. Be sure that the site that you have selected is well-suited to a child care use before proceeding. It may be preferable to seek a better location with appropriate zoning. See the location guidelines at the end of this document for some suggestions.

Development Permits

In all cases, it is best to check with the City's planning department regarding the need for a development permit. A development permit will not be required for child-care facilities located within a single detached dwelling and operated by the residents of the home, or for facilities located in any institutional zone (i.e. P1, P2 or P3 in the above table). If the facility is part of an overall development (as a secondary use within a commercial, residential or industrial building) then the development permit would be part of the overall development proposal. In a stand-alone building, a child care facility may require a development permit if it is not in an institutional zone.

Table 2 Development Application Fees ³

Type of Application	Fee	APC	G.S.T.	Total
Zoning Amendment	\$1,617.00	\$525.00	\$36.75	\$2,178.75
Development Permit				
With Advisory Planning Commission (APC) Review	\$578.00	\$525.00	\$36.75	\$1,139.75
Without APC Review	\$578.00			\$578.00

Building Code

Child care facilities are subject to provincial Building Code requirements, which vary depending on the number of children in care. Please consult with a Building Inspector at City Hall for details.

Inspections

Cit of Kelowna, City Hall
1435 Water Street
Kelowna, B.C. V1Y 1J4
469-8960

³ For more details, check with the planning and development services department, or go to the City's web page (www.kelowna.ca) and look under City Hall, Planning and Development Services.

**RESOURCE DIRECTORY*****FOR THOSE WISHING TO ESTABLISH CHILD CARE FACILITIES OR SEEKING CHILD CARE***

**Community Care Facilities Licensing
Interior Health Authority**
1340 Ellis, Kelowna, B.C.
Tel: 868-7835 Fax: 868-7760

Planning and Development Services
City of Kelowna, City Hall
1435 Water Street
Kelowna, B.C. V1Y 1J4
planning: 469-8626 permits: 469-8960

**Kelowna Child Care Society
Child Care Resource & Referral Program**
4-1890 Ambrosi Road
Kelowna, B.C. V1Y 4R9
phone: 762-3536 Fax: 861-1299
resource.referral@kelownachildcare.com
Website:
<http://www.kelownachildcare.com/>

**Government of British Columbia
Child Care Search**
Website:<http://childcareinfo.gov.bc.ca/childcaresearch/Search.aspx>

Community Child Care Liaison
301 – 1301 Main St.
Penticton, B.C. V2A 5E9
Telephone: (250) 492-9737
Fax: (250) 493-1379

**Ministry of Children and Family
Development Regional Office**
100 – 1726 Dolphin Ave
Kelowna BC V1Y 9R9
Telephone: (250) 470-0888
Fax: (250) 470-0890

Community Living Services
Quality Service office
Suite 240 – 1640 Leckie Road
V1X 7C6
Tel: 861-7255 Fax: 861-7266

Community Living Centre
#107 - 1664 Richter Street
Kelowna, BC
V1Y 8N3
Phone: 250-712-3609

Kelowna & District Child Care Committee
This is a coalition of community stakeholders in child care that meets bi-monthly. Contact this group through the **Kelowna Child Care Society**

**Community Action Toward Children's
Heath (CATCH)**
1546 Bernard Avenue,
Kelowna, BC
V1Y 6R9
Tel: (250) 763-5100 Fax: (250) 862-8433
Email: info@catchcoalition.ca



Offices of the Ministry of Human Resources – Child Care Subsidy Programs

Ministry of Human Resources

Day (Child) Care Subsidy Program

1345 St. Paul Street

Kelowna, B.C., V1Y 2E2

Tel: 712-7500 Fax: 712-7522

Provincial Child Care Programs Overview – Ministry for Children and Family Development

Taken from the Ministry's Web Page (updated June 2007). As programs change from time-to-time, this summary should not be viewed as authoritative - please see Ministry site for full details.

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

Child Care Subsidy Program

The Child Care Subsidy is a monthly payment that helps British Columbia families meet the costs of child care. A calculation that takes into account your income and family size determines eligibility. The Child Care Subsidy can be used to help pay for the following types of care: licensed, registered license-not-required (RLNR) or license-not-required family child care facilities; licensed group child care centers; licensed out-of-school programs; licensed preschool programs; in the child's own home. To find out if you are eligible contact 1-866-866-0800.

Minor Capital Funding for Emergency Repair, Replacement and Relocation

Helps licensed group child care providers maintain quality services for families in their communities. Under this program, child care facilities may receive funding to help them meet provincial licensing requirements related to upgrading or repairing existing facilities, replacing equipment and furnishings or assisting with moving costs. Grants of up to \$5,000 are available.

The Child Care Resource and Referral Program

Provides information, support and training to child care providers with emphasis on family child care. Services include, but are not limited to: Start-up and operating information, workshops and networking opportunities, supportive home visits, access to child care resources such as infant/toddler equipment, toys and library materials, referrals to community resources, and listing in a registry of child care providers. The CCRR Program also provides parents with assistance with completing the child care subsidy application.

Universal Child Care Benefit (UCCB)

The UCCB is designed to help Canadian families, as they try to balance work and family life, by supporting their child care choices through direct financial support. The UCCB is for children under the age of 6 years and is paid in installments of \$100 per month per child. Enrolment for the UCCB is processed through the Canada Child Tax Benefit application.

LOCATIONAL GUIDELINES FOR CHILD CARE

The following points are not regulated requirements for Child Care, but are suggestions to ensure that optimum conditions are offered for locating a child care facility.



Surrounding Uses

There are many other activities that can occur near a child care centre without causing any undue conflicts or dangers. In fact, the City would advise that in most cases, the approach would be to consider what development activities would be enhanced by adding a child care use. The following suggestions are offered:

- **Single Detached Dwelling** – One of the most common locations for a child care use is within a single detached dwelling operated as a home-based business by a person living in the home.
- **Residential Neighbourhood** – The most familiar location for child care facilities is within a residential neighbourhood, either as part of a residential building, or separately located. Child care is a service that is needed in most neighbourhoods.
- **Multi-Unit Residential Development** – any residential development can be enhanced by adding a child care use. In the case of apartments, townhouses or other residential development serving families, child care centres will serve the needs of the new residents of a development, as well as the surrounding neighbourhood. The Kelowna Child Care Society can provide data on the needs for child care in any given location.
- **Seniors' Housing** - Since the aging society is well-recognized, there is a lot of interest in seniors' housing complexes in Kelowna. In many cases, the provision of a child care centre in or near seniors' housing is a positive measure. Not only does it serve the surrounding community, it is also a definite benefit to resident seniors. The historically positive relationship between and David Lloyd Jones Home for Seniors and the child care centre located in the same complex is proof that the combination works. The proximity to children benefits both the senior residents and the children, by providing an interaction between age groups that often don't have similar alternative opportunities.
- **Commercial Centres** – In many cases, the provision of a child care use within a commercial area or building will add to the services provided in the area. Child care is beneficial to employees, customers and nearby residents. Work-place child care is strongly encouraged. Examples include office buildings, shopping centres and large commercial (e.g. retail) spaces. A centre on its own in a downtown location would also be appropriate.
- **Churches** - Churches frequently have appropriate space, available during the week, and offer ideal locations to accommodate child care centres.
- **Schools** – As a service to staff, parents, or students themselves (i.e. high schools or colleges), child care centres within a school building are a logical choice.
- **Places of Business** – Any location where business is conducted and there is a combination of employees and/or customers would benefit from a child care centre. A child care centre within an airport building, for example, would be a logical use. The only exception would be areas that represent hazardous locations for a child care use (see below).



Incompatible Activities:

A few land uses would be incompatible with a child care centre. The following are some examples, with reasons why. If there is any uncertainty about the appropriateness of a location, check with City Hall, Department of Planning and Development Services (250) 469-8626.

- **Mining or Gravel Extraction:** The need for heavy equipment, trucks, noise and dust associated with this use makes it unsuitable for proximity to a child care;
- **Trucking Operation:** Traffic and heavy truck operations would make this an inappropriate location for a child care use.
- **Heavy Industrial Uses:** Activities of this nature will feature the use of heavy, potentially dangerous equipment, hazardous materials or noise levels that would affect the ability to supervise children. The City of Kelowna places uses of this nature in the "I3 – Heavy Industrial" zone. Examples of such uses include:
 - Autobody repair and paint shops
 - Bulk fuel depots
 - Concrete and asphalt plants
 - Recycling plants
 - Utility services
 - Wrecking yards

***Siting Guidelines:***

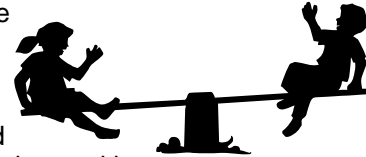
The following suggestions are made for choosing the location of child care facilities, in order to ensure that a safe and healthy environment is provided for children.

Local Road:

The drop-off nature of a child care centre means that traffic hazards should be kept to a minimum. A property that is accessed from a local road or rear access lane is preferred, as the higher level of traffic on collector or arterial roads is undesirable.

Outdoor Play Area:

It is a requirement to have an outdoor play space available to the children. Check with Community Care Licensing to find out the specifics for outdoor play areas for a child care use. The licensing requirements will only allow supervised outdoor play. Generally, a fenced-in, safe outdoor play area, with plenty of windows overlooking the play space from well-used areas of dwellings or other buildings, is preferable. The play area should also be well separated from roadways, especially those having heavy traffic. Opportunities for children to come into proximity with traffic should be minimized. Noise and fumes from traffic can be hazardous to children's health, particularly those with health conditions such as asthma. Also, the visibility of children at play from traffic on a main road should be minimal, in order to minimize opportunities for child abduction. Check the City of Kelowna Crime Prevention Design Guidelines for details of crime prevention principles.

**Water / Ponds / Swimming Pools / Streams:**

Access to water features should be restricted. Water features, including streams, ponds or swimming pools on a property with a child care use should be fenced so as to prevent unsupervised access by children.

