UMMI Early Learning Ltd.

7788 Prince Albert Street, Vancouver, BC

Planning and Development Services
City of Vancouver
453 West 12th Avenue, Vancouver, BC V5Y 1V4

Re: Operational Letter-Development Permit Application

Site Address: 7788 Prince Albert Street, Vancouver, BC

To Whom It May Concern,

Please accept the following operational letter in support of the Development Permit application for a licensed childcare facility at the above address. This letter sets out the nature of the proposed operation, hours, staffing, enrolment, and the parking and loading strategy for the site.

1. Description of Operation

UMMI Early Learning is a licensed early childhood education program committed to providing a safe, nurturing, and high-quality learning environment for young children. The program is designed to support each child's social, emotional, cognitive, physical, and language development through play-based learning, exploration, and meaningful relationships.

The facility at 7788 Prince Albert Street is designed to operate two independently licensed childcare programs, each with its own dedicated educators, learning spaces, daily routines, and outdoor play area. Staff remain assigned exclusively to their respective program, and children do not transition between programs during the day, ensuring consistency, continuity of care, and effective supervision.

To further support safe operations, the outdoor environment is divided into two separate play spaces by secure gates and fencing, allowing each licensed program to operate independently while sharing the same property.

Daily programming includes child-led and educator-guided learning experiences, literacy and numeracy activities, creative arts, sensory play, outdoor exploration, physical development, and school-readiness opportunities that encourage curiosity, independence, and confidence. The site has been thoughtfully designed with child safety and neighbourhood compatibility in mind, with dedicated off-street parking, a separate childcare entrance, and staggered drop-off and pick-up times to minimize traffic impacts while providing safe and efficient access for families.

UMMI Early Learning primarily serves families with young children living and working in Vancouver and the surrounding community who require licensed weekday childcare.

2. Hours of Operation

The facility will operate Monday to Friday, from 7:45 a.m. to 4:45 p.m. Both licensed programs operate during the same hours. The facility will not operate on weekends or statutory holidays.

4. Number of Staff

The proposed development will operate two independently licensed childcare programs. Each program will have two staff assigned to it, for a total of four staff on site during operating hours. Staffing levels and qualifications will be maintained in accordance with Vancouver Coastal Health licensing requirements and the Child Care Licensing Regulation. Relief or substitute staff will be scheduled as required for staff breaks, absences, and operational needs.

Program 1 will provide care for 8 children under 36 months of age and will be staffed by two qualified Early Childhood Educators, one of whom holds an Infant and Toddler Educator certification, ensuring compliance with the required staff-to-child ratios.

Program 2 will provide care for 8 children aged Over 36 Months and will also be staffed by two qualified Early Childhood Educators.

A total of four educators will be on site during operating hours. Each educator will remain assigned exclusively to their respective licensed program throughout the day. Staff will not rotate or be shared between the two programs, ensuring continuity of care, consistent supervision, and compliance with the Child Care Licensing Regulation. Additional relief or substitute staff will be scheduled as required to maintain licensing ratios, staff breaks, and operational needs.

5. Number and Age Range of Children

The facility at 7788 Prince Albert Street is proposed to operate two independently licensed childcare programs: one Group Child Care-Under 36 Months program for a maximum of 8 children, and one Group Child Care- Over 36 Months program for a maximum of 8 children.

Each program will operate independently with its own licensed indoor space, dedicated educators, daily routines, and designated outdoor play area. Children enrolled in one licensed program will not transition between programs during the day, supporting age-appropriate programming, consistent supervision, and compliance with Vancouver Coastal Health licensing requirements.

6. Relaxation Rationale

The proposed childcare facility has been designed to operate in a manner that minimizes impacts on the surrounding residential neighbourhood. The two childcare programs have defined indoor and outdoor spaces, dedicated entrances, on-site parking, and staggered pick-up and drop-off arrangements. The proposed operation is limited to weekday daytime hours and is intended to maintain the residential character of the property while providing licensed childcare services to the community.

7. Parking and Loading Strategy

The facility provides two off-street parking stalls on the property for staff and operational use. In addition, temporary curbside parking is available directly in front of the property for short-term pick-up and drop-off

The site features two dedicated childcare entrances: one located on the east (right) side of the property and one located at the front. This allows the two licensed programs to be accessed independently. Parents and guardians use the designated pick-up/drop-off area, escort their children directly into the facility, and depart.

Drop-off and pick-up are staggered across the operating day rather than occurring simultaneously. Families arrive and depart gradually throughout the morning and afternoon, which distributes vehicle traffic and prevents congestion at the curb. Staff supervise arrivals and departures as required to ensure children move safely between vehicles and the building. This staggered pattern reduces peak demand on curbside parking and minimizes traffic impact on the surrounding neighbourhood.