



Are you a loving, kind, energetic person who is looking to work for yourself while caring for Children with the support of an Agency?

Look no further, Friends Forever Home Childcare Agency is the place you want to be!

## Licensed Home Childcare Provider

Friends Forever Home Child Care Agency is currently recruiting individuals who would like to start their own "Licensed Home Child Care Business." We provide home child care opportunities in the community by partnering up with self-employed independently contracted caregivers.

We at Friends Forever Home Agency offer providers the opportunity to work as an independent subcontractor with an agency licensed by the Ministry of Education. Some perks with joining our Agency are;

- Competitive pricing
- In home support
- Out side resources
- Inclusion support
- Back up care for children
- Subsidy for parents
- Professional Development Opportunities

All Licensed Home Child Care Providers require a current Police Vulnerable Sector Record Check, First Aid/CPR certification and current immunization Records. If you are interested in starting your own childcare business in the convenience and comfort of your own home, Friends Forever Home Agency would love to hear from you.

Please call 705-825-3322 ext. 211 or email [nbay.homeagency@friendsforeverchildcare.ca](mailto:nbay.homeagency@friendsforeverchildcare.ca) Our supervisor Samantha (Sam) would be very happy to assist and answer any question for you.

## **The Opening of a “Private Home Child Care” home has 4 stages:**

### **STAGE I**

- Person applies
- Applicant receives call to say we'd like to make a home visit as we're considering their home and to answer any questions they may have regarding the Program
- Friends Forever Home Agency supervisor sets up an appointment for an interview and home inspection

### **STAGE II**

If we are seriously considering this home...

- Go out and visit the home
- Review forms and pertinent binder information
- Inspect home
- Answer questions
- Return to the office to compile information

### **STAGE III**

- Friends Forever Home Agency supervisor comes to your home for a second interview to ask other questions they may have
- Reviews all required forms
- Bring in outstanding forms - (example: police vulnerable records check, family immunization, fire plan, activity plan)
- complete review of provider binder

### **STAGE IV**

- contract completion
- Ministry inspection

Please remember this is your business, becoming licensed helps with not having to chase parents for money and other benefits. You are always paid when parents pay late. We help you find children we also encourage you to advertise as well.

We can do biweekly and monthly visit (can be discussed)

A small fee \$9.00/child pays for licensing, covering appointments (one hour), training opportunities etc.

## **How Do I Become a Provider?**

You must be at least 18 years of age.

Contact the Friends Forever Home Agency Supervisor or 705-825-3322 ext. 211 for an application form to become a Licensed Home Child Care Provider. Return the completed application form to the Supervisor. The Supervisor will contact you within 48 hours of receiving the information to arrange an interview and inspection. Your home will be inspected by the Licenses Home Child Care Supervisor to ensure that it meets necessary Child Care Early Years Act Regulations. It must also meet Health and Fire Safety regulations and, if required, be inspected by an official of Health and Fire Safety Division. A Police Vulnerable Sector Check (PVSC) is required for anyone 18 years of age and over in the home – no children will be placed in a home until this record is cleared and verified by our program. Copies of up to date family immunization records and health forms are required. Providers must have a valid certification in Standard First Aid, including infant & child CPR. Smoking is prohibited in a day nursery licensed under the Child Care Early Years Act.

In addition, where licensed home childcare is provided under the Child Care Early Years Act, the entire premises must be smoke free at all times whether children are present or not

- Remove ashtrays and any object that serves as one
- Post No Smoking signs at all entrances and exits.

For information on acquiring required signage, please contact your local public health unit. If your home passes, an Agreement is made between Friends Forever Childcare and the Licensed Home Child Care Provider. These forms are completed in triplicate and you will retain a copy.

## **Role of Friends Forever Home agency**

Friends Forever Home Agency provides high quality home childcare for parents and families. We want to provide them with choice between a centre and home-based. We want to make sure everyone needs are being met, parents, providers, children's and supervisor. With that said, we will:

- Provide licensed home providers with a home visitor to whom will be there for support, provide on going training and daily/weekly communication to ensure needs the provider is receiving what they need
- Offer support to ensure the environment is following *How Does Learning Happen* and *Think Feel Act* and to ensure the best environment one can for children and their families
- Completing all paper work with parents/guardian to secure a spot in your home environment
- Explaining all the rules and regulations of the ministry to the parent/guardian upon enrollment outlining parental responsibilities
- Validating with the provider and parent/guardian the approval start date and type of care in accordance with DSSAB Parent Agreement (Nipissing or Parry Sound) and Parent-provider agreement
- Develop policies to ensure the providers are following all new regulation by the ministry
- Provide all forms to providers to eliminate all the extra paper work on must do
- Collect all fees from parents/guardians and allocate funding associated to the parent agreement with DSSAB (Nipissing or Parry Sound)
- Provide different means of training, workshops and conference for provider to help build their education and expand their knowledge

## **Role of Licensed home childcare supervisor/visitor**

The Licensed Home Child Care Supervisor will make scheduled and unscheduled visits to your home (min. every two weeks). The Licensed Home Child Care Supervisor must ensure that each home complies with the Child Care Early Years Act. Annual renewal of agreement and checklist is completed by Licensed Home Visitor. The Licensed Home Child Care Supervisor is also in charge of ensuring that each home has a variety of creative and educational supplies. These will be rotated between the homes, with care being taken that each toy, game, or other equipment is clean, safe and shall be appropriate to the child's interest and stage of development. A borrowing document must be signed by the Provider when toys are supplied/borrowed. All toys, equipment must be CSA approved. The Licensed Home Child Care Supervisor/Visitor is also in charge of placing children within your home and will contact you when a child requires care.

The Licensed Home Child Care Supervisor/Visitor will provide support in areas of child development, behaviour and nutrition. Any problems you have with the child or parent may be discussed with your Licensed Home Child Care Home Provider. The Licensed Home Child Care Visitor will then consult with the Supervisor and a decision rendered.

## **What is the role of the home provider?**

Providers will display the License Decal & the Licensing Inspection summary during operating hours by the entrance the parents use. The Provider is required to provide a program of daily activities which shall be in accord with the ages and needs of the individual child and shall include:

- Active and quiet play
- Indoor and outdoor play as weather permits, 2 hours per day
- Rest or sleep or both
- Meals and snacks (this entails a morning and afternoon snack and nutritious lunch)
- Menu & Activity Plans are to be kept in your planning binder for review by the parents and Private Home Child Care Worker
- Exposure to TV should be limited to one hour a day (during sleep time as a quiet activity).
- Toilet training shall be planned cooperatively between yourself and the parents so that the routine established is consistent.
- To ensure that the home is safe and that all flammable materials, medical supplies, bleach, detergents, insecticides, plastic bags, firearms and other hazardous materials are stored securely and out of the reach of children.
- Criteria set by the North Bay Fire Rescue Service must be adhered to i.e. Fire extinguishers, smoke & carbon monoxide alarms

- Fire plan to be posted at exits.
  - Any child-parent information must be kept confidential.
  - First Aid supplies on hand at all times including a First Aid Manual.
  - Remove and document any Serious Occurrence. Also, carefully review the Serious Occurrence Package included in this booklet. It will be reviewed and thoroughly discussed to ensure it is fully understood.
  - Provide us with a copy of your animal's shots.
  - Copies of your Family's Immunization must be provided for our file at the office.
  - All emergency telephone numbers must be posted by the phone or easily accessible i.e. 911, taxi, Licensed Home Agency office number plus cell phone number, back-up person, parents, etc.
- INFORMATION FOR THE PROVIDER**
- **MEDICATION:** Medication is NOT to be given out at any time without written authorization (either medication form or as needed for) from the parent. NOTE: Aspirin is NOT to be administered at any time. Narcotics such as Ritalin must be counted.
  - Whenever a Provider is being replaced for an appointment, errand etc. during the day, the person caring for the children (alternate care giver) must be approved by Friends Forever Home Agency. If this occurs, the Provider must have the parent(s) sign the Letter of Understanding form to state he/she is aware of this situation.
  - "Animals in the home" form must be signed by Parents, and Providers must ensure sanitary conditions exist in the yard.
  - All information, and must be kept in our online software
  - To attend meetings or training sessions when provided.
  - At the Parent Interview discuss: feeding schedule if child is an infant, under the age of one year, ensure the parent has given the provider a written feeding schedule, discuss food likes/dislikes, sleeping habits, allergies, medical concerns, discipline techniques (discuss with Licensed Home Provider also and see "Behaviour Management" requirements), emergency contact person(s), release person(s), etc.

## **Supervision**

Children need constant supervision. They should never be left alone on outdoor play structures. Older children often try to make equipment “more challenging” and use it in unexpected and unintended ways. They may take bigger risks as they develop their physical skills. Younger children may try to copy them but not have the skills to stay safe. Remove any ropes or skipping ropes tied to the equipment. These could strangle a child. Eliminate any loose clothing, hats with chin straps, cords on hoods, ponchos, scarves and jewelry that can get caught on equipment.

Check for ice on and under the equipment in the winter.

Teach children how to play safely. Here are a few rules to follow:

- No pushing, shoving or horseplay.
- No walking in front of or near swings and other moving equipment.
- Keep fingers away from moving parts.
- Never run-down slide beds or slide down head first.
- Wait until structures and clothing are dry. Slippery surfaces can cause serious injuries.
- Always hold onto hand rails and grips.
- Never stand on swings or jump off them while they are moving.
- Never jump from unsafe heights.
- Don't help younger children to climb to unsafe heights.

**Parent payment due the 1<sup>st</sup> and 15<sup>th</sup> of every month.**

**Provider is paid from the 30 of last month to the 14 on the 15<sup>th</sup> and from the 15-29 of every month on the 30<sup>th</sup> (The Agency takes a fee for different age groups).**

Subsidy is available, please call 705-474-1923 for Nipissing District or 1-800-461-4464 for Parry Sound District