

Department of Social Services
Child Care Division
County of Renfrew Licensed



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Home Child Care Child Care Provider Introduction Package

Dear Caregiver,

Thank you for showing an interest in our childcare opportunity. We are seeking Child Care Providers who are motivated to become independent business people. When you become part of our Licensed Home Child Care team, we strive to offer you many opportunities for a successful and satisfying experience. We know how important your job is and value your service in providing a stimulating, nurturing and secure environment for children in the community.

This introduction package gives a brief overview of the program and the role of the Child Care Provider. This is merely the first step in the process of joining the child care team. There are other forms and criteria to be completed before children can be placed in your home for care.

How to Become a Licensed Home Child Care Provider

1. Complete an Application Form.
2. Have your doctor complete the Medical Certification Form and return it to the agency
3. Have a TB scratch test done and all immunizations up to date (provide verification).
4. The Licensed Home Visitor will do an initial home visit to complete and Initial Home Study Assessment. Should the home meet the initial phase of assessment, the Home Visitor will:
 - A. Review policies & Procedures
 - B. Provide a letter to obtain a Police Criminal Record Check
 - C. Provide a Family & Children's Services Consent Form for a Security Check
5. Reference checks will be completed
6. Proof of First Aid and CPR will be obtained
7. Fire Inspections and Health Unit Inspection are completed
8. The Licensed Home Visitor will complete a Health & Safety Inspection and Standard Home Visitor Checklist & complete the orientation process.

Child Placement

We consider the following when arranging the placement of a child:

- geographic location
- age of the child
- capacity of the Child Care Provider
- the Child Care Provider's personal preference
- the parent's personal preference

Required Record Keeping

Child Care Providers are expected to maintain the following documentation in accordance with the Child Care and Early Years Act, 2014

- daily sign in/out sheets signed by Providers & parents
- Menus

- Program Plans
- Field Trip Permission Forms
- Medication Authorization & Administration Record
- Daily Written Record
- Accident Reports
- Monthly Record of Fire Drill
- Fridge & Freezer Temperature Recording
- Record of Daily Tap Flushing (for lead)

Payments

Child Care Providers are paid on or before the 14th business day of the month for care provided in the previous month. Signed attendance sheet are submitted to the agency on the first business day of the month for the previous month. Payment is provided via direct deposit.

Parent fees are \$43.00 per day or \$22.75 per half day. County of Renfrew Licensed Home Child Care Agency provides 89.77% of parent fees to the Child Care Provider. The remaining 10.23% is utilized within the not-for-profit agency for Licensed Home Visitor Salary, administration, printing costs, licensing fees, travel, toys & equipment.

Child Care Providers are paid when they are available to provide care. Parents sign an Agreement with the Agency reserving that specific space on approved days. If the child is ill or simply taking the day off, you will still be paid, as the space is available. Child Care Providers are eligible for Wage Enhancement funding which totals up to \$20 per day.

Child Care Provider Back-Up Alternate Care

If for some reason a Child Care Provider is unable to provide care (i.e. illness or an appointment) the Licensed Home Visitor will strive to provide the parents with the names of other caregivers in the licensed family home child care network to arrange back up care. For insurance purposes, only Child Care Providers approved by the agency are permitted to provide care in a Child Care Provider's home.

Vacation

Two week's notice must be given to County of Renfrew Licensed Home Child Care Agency by the Child Care Provider for scheduled time off. The Child Care Provider back-up system will be used at that time, if available.

Support

The agency acts as a support for the Child Care Provider in providing client referrals, resources, information, workshops and developmental opportunities, networking and communication and assistance in mediation if needed.

In addition to facilitating the placement arrangements, a Licensed Home Visitor will be assigned to each Child Care Provider to conduct monthly visits and quarterly health & safety inspections.

Special Services

- literacy based theme boxes and equipment lending
- various workshops and development opportunities
- support network with other Child Care Providers - newsletters, seasonal meetings, etc.

Insurance

Caregivers are required to have additional child care liability insurance (day care liability insurance) including not less than a two million dollar general liability in place before any children can be placed in the home. Documentation of insurance must be provided to the agency.

Status

Child Care Providers are not considered employees of the County of Renfrew but are self-employed small business owners. They must adhere to the Policies and Procedures of the County of Renfrew Licensed Home Child Care Agency and Regulations as stated in the Child Care and Early Years Act (CCEYA), 2014. For further information on the guidelines and regulations refer to the **Policies and Procedures Manual**. Child Care Providers are entitled to many deductions on income tax since they are considered self-employed. However it is the Child Care Provider's responsibility to maintain accurate records for the income tax process.

Supplies and Equipment

The following is a list of some of the requirements as set forth in the CCEYA:

- Adequate supply of toys and child care equipment to operate a well balanced program both indoors and outdoors
- First aid kit and manual
- Fire extinguisher
- Flash lights
- Child safety locks (including outlet covers)
- Child safety gates (if necessary)
- Refrigerator thermometer, freezer thermometer
- Pump hand soap dispensers, paper towel in bathroom(s) and kitchen

Other Special Considerations

- A Fire Evacuation Plan must be posted at all entrances/ exits
- Absolutely no smoking is permitted in the approved home even when children are not present
- All pets in the home must have up to date immunizations
- Child Care Providers must flush their water taps for a minimum of 5 minutes daily and record completion
- All adults who reside in the home must provide proof of immunizations and present a clear Police Criminal Record Check.
- Hand washing, dishwashing, diapering, and disinfecting agents must be approved by the Renfrew County & District Health Unit
- An Emergency Alternate Location must be established in the event of an emergency

Additional Information

Child Care and Early Years Act, 2014 <https://www.ontario.ca/laws/statute/14c11>
Ministry of Education Information for Licensed Home Based Child Care Providers
<http://www.edu.gov.on.ca/childcare/ChildCareProviders.html#homebased>

Thank you for expressing an interest in the County of Renfrew Licensed Home Child Care Agency. Your input is valuable in assessing our program. If you have any comments or suggestions, please send them to akutchkoskie@countyofrenfrew.on.ca or call Amanda Kutchkoskie at 613-732-4100 ext. 105