



Thank you for inquiring about regulated family child care. Here is an information package that contains information on:

- What is Family Child Care/ What is a Family Child care Agency
- How Important is a Family Child Care Provider
- What is the process to become approved or licensed
- Benefits of becoming a regulated child care provider
- Using your home/ Considering your Family
- Fact sheet: Numbers of children in regulated vs. unregulated child care
- Requirements: General Insurance Coverage
- Unregulated Family Home Child Care fact sheet
- Application

As the family child care agency responsible for regulating individual family child care providers, the first step that we suggest you take once you have made your decision to start the process, is to fill out the application and fax, email or mail it to us. Upon receipt of this application, we will contact you to confirm receipt and within a week or two, a home visitor will contact you to set up an initial visit at your convenience.

The website addresses for both the Department of Education and for Family and Child Care Connections is below.

Please do not hesitate to call us should you have any further questions.

Department of Education and Early Childhood Development

<http://www.ed.gov.nl.ca/edu/>

Family and Child Care Connections

www.familyandchildcareconnections.ca

Sincerely,

Family and Child Care Connections Staff

Email: admin@fccnl.ca

What is Family Child Care?

- ◆ Family Child Care is child care provided in the home of one individual provider. It is not the conversion of your home to a daycare centre; rather it is a home like environment where children have access to quality child care activities to support their development.
- ◆ A Family Child Care provider cares for other people's children in the provider's home. In an approved Family Child Care home, an individual is permitted to care for up to seven children.
- ◆ A home visitor with the agency supports the Family Child Care provider during and after the process to become regulated.

What is a Family Child Care Agency?

- ◆ A family child care agency in Newfoundland and Labrador is a not-for-profit organization which recruits, screens, supports and monitors family child care providers.
- ◆ A family child care agency approves family child care providers and acts as a registry for families seeking child care in these family child care homes.
- ◆ A family child care provider cares for other people's children in the provider's home. In a licensed or approved family child care home, an individual is permitted to care for up to 7 children based on a Home Visitors recommendation.

Family and Child Care Connection's is a family resource centre. Our Family Child care Agency is licensed under the Child Care Service Act, 2017. This means that we are licensed to recruit, approve, monitor and support family child care providers wishing to be affiliated with our agency.

We provide training and on-going professional development for family child care providers to promote the enhancement of quality child care.

How Important is a Family Child Care Provider?

A warm, committed and skilled child care provider makes a big difference to your child's early development.

Research shows that a good child care provider is the most important element in quality child care. Providing quality child care requires substantial knowledge and practical skills. A child care provider who has experience and training in child care contributes effectively in shaping your child's social, physical, emotional and cognitive development.

A Quality Family Child Care Provider:

- is caring, nurturing and sensitive
- plans a daily, age-appropriate program encouraging cooperative play, problem solving and independence
- respects all children
- helps children feel good about themselves
- gives children individual attention
- encourages children to learn through play
- guides children's behavior positively and assists a child to cope in difficult situations
- is knowledgeable about child development and is responsive to children's needs
- Develops common goals and communicates daily with parents about their child.

What is the process to become approved or licensed?

Once you have expressed an interest in becoming a regulated family child care provider, the approval process can begin. This process involves the following: (please note that the potential family child care provider will receive information and support on each of the following as part of the approval process):

- ◆ Contact the family child care agency. You will then be sent an information package and will be provided with support from the agency to complete an application. You will be assigned a home visitor once your application has been returned.
- ◆ A Fire/Life Safety and Environmental Health inspection of your home by Service NL – this will be arranged through the agency.
- ◆ Obtaining general liability insurance coverage – your assigned home visitor will explain how much coverage is required.
- ◆ Obtaining municipal approval through your municipality.
- ◆ Completion of the Family Child Care Orientation Course
- ◆ First aid training.
- ◆ A clear Certificate of Conduct (over the age of 18) and Child Protection Records Check (over the age of 16) for the provider and each adult who live in the home.
- ◆ An approved menu plan, program plan of activities, floor plan of your home and an emergency escape plan. Your home visitor will provide you with information on the exact requirements for approval.

What are the benefits of becoming a regulated family child care provider?

- ◆ As a regulated family child care provider, you are able to:
- ◆ Care for up to seven children in your home.
- ◆ Receive financial support in the form of grants from the Department of Education. Details on the types of grants will be provided during the approval process.
- ◆ Receive support from home visitors.
- ◆ Participate in networking opportunities with other family child care providers.
- ◆ Receive family child care training and other professional development opportunities at little or no cost.

Using your Home

In family child care the environment is that of a regular family home. This is the expectation of most families who have chosen to have their children in family child care rather than a child care centre. Most of the home is used during the times the children are in attendance. There may be parts of the home that will not be part of the space utilized when providing care e.g. an older child's bedroom but most of the home is used to provide a stimulating and varied environment that supports the children's development. The children do not spend all day in one room. The following are some suggestions for how the home can be used. It is not a complete list, nor are these requirements as each home is different in layout and size; the ages of the children enrolled are varied; and providers are generally very creative in how the rooms can be used. It is intended to help you think about how you can use your particular home to its best advantage.

- ◆ **Kitchen.** If it is large enough, use it for meals, snacks, baking activities, playing with clay, water play and other activities such as painting or science that may require a floor that can be easily cleaned.
- ◆ **Dining room.** If the family normally uses the dining room for meals, provide the children's meals there. If it is large enough and is carpeted some of the activities listed in the living room or recreation room may be provided there.
- ◆ **Bedrooms.** These are usually very comfortable, quiet spaces. The obvious use is for napping or resting but, depending on how your home is laid out, a bedroom may also be used for quieter play activities such as story time before nap; songs and rhymes as a peaceful activity after lunch; a place for an older child to sit or lie quietly to listen to music; or a space where a project can be pursued by school-age children without having it disturbed by younger children.

- ◆ **Playroom.** Some providers choose to set up a playroom for the children. This can work well. It is important however, that the child care children have access to other parts of the home for parts of the day in much the same way as children of the family might do.
- ◆ **Front entrance.** This can be a good space for children to leave their coats, boots and other belongings. Provide a parent board where you can post the menu, your license or approval certificate, and any resource materials you may think parents might find useful (for example, an up-coming event in your community that is family oriented; information on quality programming in family child care; or times and dates of clinics. You know the needs of the families' best). If you do not want this to be a permanent fixture, install a hook to hang it from during operating hours and take it down when the child care day is over. Some providers may have an apartment in their home that is used for child care. In these situations an effort should be made to set up the space to be as home-like as possible. For example you can have a couch, chair and coffee table in the main room and regular beds for napping. There are many ways to make the space more home-like and your home visitor can help you with this.

If you are not currently using your home as described above, talk with your inspector or monitor to see how you can begin to move towards the more home-like setting.

You will also need to identify:

- ◆ A space for physical activities. Most of these will take place outdoors but this is not always possible as you may be in a situation where the weather is inclement or a young infant is sleeping and the other children clearly need to be physically active.
- ◆ A place to display the children's work. Think about art work, writing/scribbling, constructions and other things the children may want to preserve to show their parents or take home. Displaying their work also shows children that you value what they make. Again this does not have to be a permanent fixture and a bulletin board can be hung on a hook and removed outside your operating hours. A display of constructions can be on a small table with its artwork put out of sight at the end of the day or has a digital photo frame displaying pictures of the children's work.
- ◆ Places where the child care children can access play materials that you may not have set out that day. You may have set out feathers, glue and paper but a child wants to add crayoning. You must have the crayons (and other basic materials) in a place where the child can go and get what they need for their play.

You will also need to consider storage. How much of the child care materials are you and your family willing to tolerate outside the child care hours? This will vary greatly from family to

family. How can you set up your rooms so that some (or all) of the child care materials can easily be put out of sight when the children are not in attendance?

Consider where you will store:

- Materials that the children will not be using that day.
- Your stocks of consumables such as paper, paint, glue, collage materials.
- Outdoor play materials
- Food items and household products that you may be able to buy in bulk and that take up a fairly large amount of space such as cereal, toilet paper and paper towels.

Your Family

Once you become a regulated family child care provider your home is also your workplace. This will have an effect on your family. Before you decide to make an application to operate a regulated family child care home, your family needs to understand how that may affect them and be willing to accept it. Dealing with these issues ahead of time is much less stressful than after child care begins.






With your family you should consider:

- ◆ Will you be working full-time which will impact your availability during the day to do tasks for the family that you may not have done in the past.
- ◆ Which spaces will not be available to the child care children? If you have your own child present during the child care hours, they may be willing to share their bedroom with the child care children but if they feel strongly that this is their space, then that should be respected. The child is already sharing their parents and sharing their bedroom may be too much for them to handle. A teenage child may not wish to have their things available to the child care children or the bedroom may contain items that could be hazardous to the younger ones.
- ◆ If your child will be present during the child care hours, how likely is your child to accept sharing you with the other child care children? Your child may be very sociable and have no concerns in this area or be easily upset with changes. You need to consider how best to prepare your child for these changes. It may be that you only take one or two child care children for the first few weeks so your child can get used to the change but this may not be a concern for your child at all. You know your child best and are in the best position to make this decision.
- ◆ Is the age range of children you intend to provide care for a good match for your child? If you have a four year old, accepting only two year olds may not be the best decision until your child


begins school. Again, you know your child best and are in the best position to make a good decision for your family.

- ◆ Can your school-age child accept that their friends cannot be in the house during the times you are operating as a family child care home? How can you minimize this issue?
- ◆ Do your school-age children understand that you may have limited time to spend with them when they return from school? You need to consider how you can arrange your child care day so you have time to greet your school-age child on their return from school and hear about their day before refocusing on your child care children. This of course does not mean that you ignore or are unaware of what the child care children are doing.
- ◆ If you have a preschool child, before child care children begin to attend, you need to make it clear to your child which play materials are child care materials and which belong to them. It reduces conflict in the future if your child knows which is theirs and which are not. For example, you may have different storage areas for each. Your child can of course play with the child care materials when you are not operating as a regulated child care home but the child should be clear that these do not belong to them. With your child, you need to determine which of their play materials they are willing to share with the other children. Crayons may not be an issue but their teddy bear may well be.
- ◆ You need to determine the expectations of your family in this new arrangement. Taking for granted how they will or will not be involved can lead to stressful situations in the future. You may decide as a family that this is primarily your business and you will not expect them to be involved. Your adult son may be willing to take the older children outside to play soccer on a fine day (you are still responsible for the welfare of the children and must be able to observe the play). Now that you are working from home, is your partner willing to start dinner? – Or help you tidy up? – Or read to the children while you do so? – Or be completely hands off? There is no right answer but clarity in the expectations avoids conflict later on. One essential is that any older members of your family that will be involved with the child care children will follow your program. For example, they use the same techniques as you do to guide the children's behavior; they understand the importance of the child leading the play and will become involved in that play in an appropriate way.
- ◆ That the home may not be as tidy as it has been in the past when your family returns home. You can help this by giving careful consideration to how you will store the play materials and other equipment you use for the child care children.

Fact Sheet: Numbers of Children in Regulated Family Child Care

Age Range	Maximum Group Size	Conditions	Other Requirements
Infant 	3	All children are infants	Level 1 Certification- Infant for a Family Home Service The child care service provider's own children in the infant, toddler and preschool age range count toward the number of children participating in the child care service. Up to two of the child care service providers own children in the younger or older school age shall not be counted toward the number of children participating in the child care service.
Mixed age group 	4	4 children under the age of 36 months but no more than 2 children under the age of 24 months.	Any level- For a Family Home Service The child care service provider's own children in the infant, toddler and preschool age range count towards the number of children participating in the child care service.
	5	No more than two infants and no more than three toddlers	Up to two of the child care service providers own children in the younger or older school age shall not be counted toward the number of children participating in the child care service.
	6	No more than two infants	
	7	No Infants and only 2 toddlers	

An individual who is not regulated under the Child Care Services Act is considered to be un-licensed

Age Range	Maximum Group size	Conditions	Other requirements
	4	This individual is legally obligated to care for only <u>four</u> children at any given time.	The child care service providers own children up to 13 years of age are considered in these numbers. Should this individual have three children under the age of two years (24 months), the individual is then limited to caring for these three children only.

Requirements: General Insurance Coverage

Purpose:

To outline the insurance requirements for a child care service

Policy and Standards:

1. At least \$2 million in commercial general liability insurance coverage must be carried with respect to the operation of a child care service.
2. Where a child care service is operated in a child care centre or a family home, proof of insurance coverage from an insurance company or a letter from an insurance company showing its intent to provide insurance coverage must be provided to the manager as a part of an application for a new License or to renew a license.
3. The Child care service's insurance policy must indicate the name of the child care service, address, amount of insurance coverage and expiry date
4. The insurance certificate should indicate (as per the wording below) that the King be additionally insured:

"In the event of any endorsements, renewal and/or cancellation, notification must be given to the Provincial Director of Early Learning and Child Development, P.O. Box 8700, St. John's, NL. A1B 4J6. His Majesty the King in right of Newfoundland and Labrador as Represented by the Minister of the Department of Education must be additionally insured with respect to the operation of (name of child care service)."

5. Where an insurance policy is endorsed, renewed or cancelled, notification must be provided to the Provincial Director as noted above.

PLEASE NOTE: When approaching your insurance company, they need to be aware of all information that is noted under the word policy i.e.: commercial general liability for a minimum of 2,000,000 liability coverage.

They will need to know that we require the statement above that is highlighted to be put on your insurance policy and we would appreciate a copy of this policy. It can be faxed to us or emailed to the home visitor. **Fax# 754-7091**

Unregulated Family Home Child Care Fact Sheet for Parents



What is the law regarding family home child care?

In Newfoundland and Labrador, a person can provide family home child care, without a provincial licence or an approval from a licensed agency, where the service is operated less than 10 hours a week or the child care provider has a maximum of four children under age 13 and no more than two of these children are under age two. If all of the children are younger than age two, a maximum of three children can be cared for. These numbers include the child care provider's own children and any other children living in the home who are under the age of 13. Further information on child care exemptions can be found in the *Child Care Act* or the *Child Care Regulations* on the following website: <http://www.assembly.nl.ca/legislation/sr/titleindex.htm>.

The provincial government does not monitor unregulated family home child care. If you know of a family home child care that is caring for children more than 10 hours per week or above the numbers allowed by law, please call the **Department of Education and Early Childhood Development at 729-5960**. All reports are investigated. If it is discovered that a family home child care service is caring for children more than 10 hours per week or above the number allowed by law, the child care provider can choose to become individually licensed, approved under a licensed agency, reduce the number of children attending the home, reduce the number of hours or close the child care home.

What things should I look for in an unregulated child care home?

- Is the home following the law and only caring for the number of children allowed?
- Does the home appear to be safe, clean and inviting?
- Does the home have emergency exits and basic safety devices such as smoke detectors, carbon monoxide detectors, and fire extinguishers?
- Does the child care provider have police background checks available for you to see?
- Who else lives in the home that is 18 years or older and do they have background checks available for you to see?
- Does the child care provider have a certificate in First Aid?
- What is the provider's experience in working with children?
- Does the provider interact with children in a positive way?
- Is there a good supply and variety of toys and equipment?
- Are the toys, equipment & play spaces (indoor and outdoor) safe and in good condition?
- Are parents welcomed and invited inside when they drop off /pick up their children?
- Does the provider encourage parents to visit their child at any time?
- If snacks or meals are served, is a menu plan available to see and is the food nutritious?

What provincial licensing standards are there?

The government of Newfoundland and Labrador has established the *Child Care Act*, Regulations and Policy and Standards to ensure the health, safety and well-being of children in licensed and agency approved child care settings. The province has also implemented a 10 year Child Care Strategy; the Power of Play campaign and the Early Learning and Child Care Directory to assist parents and child care providers to foster safe, nurturing and inclusive learning environments for all children in our province. In addition to licensing standards, the province offers funding programs to assist with child care fees where a child care service is regulated.

Where can I get more information?

For more information on early learning and child care in Newfoundland and Labrador, go to the Newfoundland and Labrador Government website at www.ed.gov.nl.ca/edu/.



**Application to Family and Child Care Connections
to operate a Regulated Family Child Care Home**

Mail: P.O. Box 13574. St. John's, NL. A1B 4B8 - Fax: 754-7091

email: admin@fccnl.ca

NAME OF APPLICANT: _____ **Date of Birth:** _____
(first) (middle) (last) (D/M/Y)

MAILING ADDRESS: _____
(number and street or P.O Box) (city) (postal code)

TELEPHONE NUMBER: _____ **e-mail** _____

STREET LOCATION OF YOUR FAMILY CHILD CARE HOME: _____

NAME OF YOUR FAMILY CHILD CARE HOME: _____

Proposed number of child care spaces: _____ Age range _____

Please list the number of child care spaces you presently have filled (if any) _____ # of Full-time spaces _____
of Part time spaces _____

Age range of these children _____

Please indicate the areas of your home that will be used for child care (excluding the bathroom) _____

Family Child Care Hours:	From:	To:
Hours of Care (a.m./p.m.)		
Days per week		
Months per year		

Please list the names and date of birth of your own children from birth to 13 yrs. old who will be in your family child care home during the hours of operation

Name	Date of Birth	Name	Date of Birth

List other persons residing in your home.:

Please give a brief description of your experience in providing child care.

Signature of applicant: _____

Please Print your name: _____ Dated: _____

for office use only: Date Received _____	Type of Application: Initial _____ Renewal _____ Other _____
Version (2022)	Date of Initial Visit _____ Completed by Whom _____