

Policies Under the Family Home Day Care Program Regulations

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Posting Notices and License

Regulations:

Day Care Regulations 4(3); and FHDC Program Regs: 18(3)(b); 22(2)(b); 23(1)(b) displayed or posted “in a conspicuous location”

Policy:

“In a conspicuous location” means in a place that is obvious to the eye or mind, attracts attention, and can be seen and read easily. It should be a place that parents of children enrolled in the program can access on a daily basis, such where the children are dropped off and picked up, or where the children’s belongings are stored.

Application for agency license

Regulation:

6 (3)(f) proof of commercial general liability insurance, or a statement satisfactory to the Director from an insurer of an intention to provide the insurance

Policy:

- A Family Home Day Care Agency is required to carry a minimum of one million dollars (\$1,000,000) but two million dollars (\$2,000,000) is recommended in Commercial General Liability Insurance or its equivalent.
- When an application for a license to operate a Family Home Day Care Agency is being processed, the applicant must provide either a copy of an insurance policy which meets the above requirements, or a letter of intent to insure from an insurance company which sets out that the insurer will insure the agency for a minimum of \$1 million in Commercial General Liability should the agency be licensed.
- If the agency is licensed on the basis of a letter of intent to insure, the Family Home Day Care Agency may not approve any family day care homes until proof of insurance for the Family Home Day Care Agency has been received by the regional ECDO.

Play Groups Provided by Agency

Regulation:

10 (1) An agency must do all of the following:
(d) provide support to care providers and family day care homes under its management, including doing all of the following:
(v) providing regular play groups,

Policy:

- “Regular play groups” means monthly play groups to allow the care providers and the children to come together to be involved in the age appropriate activities.
- In the case of inclement weather, bad road conditions or other situations which may affect the health and safety of the children, play groups should be delivered by the agency at the home of the care provider.

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Family Home Consultant Training

Regulation:

11(1) (a) a 2 year diploma in early childhood education from a recognized training program approved by the Director

Policy:

- For the purpose of this regulation, "a recognized training program approved by the Director" means:
 - the Mount Saint Vincent University Department of Child & Youth Study- Bachelor of Applied Arts (Child & Youth Study CYS) degree;
 - the Saint Joseph's College of Early Childhood Education - two year diploma in early childhood education;
 - the Nova Scotia Community College two year diploma program in early childhood education;
 - the Institute of Human Services two year diploma program in early childhood education; and
 - such other training programs in early childhood education which, in the opinion of the Director, are comparable in content to the training programs described above.
- Before hiring a family home consultant, the agency must view the original certificate from the training institution listed above to ensure that the candidate has the required education.
- If an agency wishes to hire a candidate who has completed a program in early childhood education from an institution other than those listed above, the agency should have the candidate contact Early Childhood Development Services to request the Director's approval of the diploma program completed by the candidate.
 - The candidate must show the ECDO the original diploma in early childhood education and provide the name and location of the institution and detailed information on the course of study completed to obtain the diploma.
 - If the training program is approved by the Director, the Director (or her designate) will provide the candidate with a letter approving the training program.
 - The original of the Director's letter should be retained by the candidate.
 - The agency should keep a copy of the Director's letter on file if the candidate is hired to work as a family home consultant for the agency.

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Child Abuse Registry (CAR) and Criminal Record (CR) Checks

Regulation:

- 12 (1) An agency must complete a criminal record check satisfactory to the Director for all of the following:
- (a) a care provider;
 - (b) any person who is 18 years old or older who lives in a family day care home they manage;
 - (c) any person who is 18 years old or older who has, or will have, contact with children or the records of children, either at the site of the agency or in a family day care home managed by the agency.
- (2) An agency must complete a child abuse register check satisfactory to the Director for all of the following:
- (a) a care provider;
 - (b) any person who is 12 years old or older and lives in a family day care home managed by the agency;
 - (c) any person who is 12 years old or older who has, or will have, contact with children or the records of children, either at the site of the agency or in a family day care home managed by the agency.
- (3) An agency must ensure that information required under subsections (1) and (2) is current and kept on file at the agency.

Policy:

- At a minimum, CAR and CR checks must be completed once every three years.
- A CAR or CR check will be considered “current” if it has been completed within the past three years.
- Current CAR and CR checks for the agency director and any individuals who are on staff at the time of application, who will be working with children in the agency’s family home day care program, must be submitted with the agency’s application to be licensed as a family home day care agency.
- Prior to approving a family day care home, the agency must complete and obtain the results of a Child Abuse Registry check for the care provider and anyone over the age of 12 who resides in the family day care home.
- Prior to approving a family day care home, the agency must complete and obtain the results of a criminal record check for the care provider and anyone over the age of 18 who resides in the family day care home.
- If a CR check shows that an individual has committed an offence, but the agency is satisfied that the offence is not one that will place children in jeopardy, the agency may approve the family home or care provider, or allow the staff person to continue working with the agency. A copy of such a CR, together with the agency’s assessment of the risk to children, must be kept on file by the agency.
- The agency may not approve a care provider or family home, or allow a staff person to continue working with children, if the CAR or CR check indicates that the person has committed an offence involving a child victim, domestic violence, or any other type of violence.
- Each situation must be assessed by the agency on an individual basis.

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Director to Inspect Agencies Annually

Regulation:

13 At least once a year, the Director must inspect an agency together with any number of the care providers and family day care homes managed by the agency that the Director considers appropriate.

Policy:

- The ECDO must inspect the agency and a minimum of 25% of the care providers and family day care homes managed by the agency on an annual basis.
- In the first year of an agency's operation, to provide program support and guidance to the agency and family home consultant, the ECDO will make an effort to visit every new family day care home approved by the agency.

Developmentally Appropriate Program

Regulation:

14(1) (e) the person will provide a program that is developmentally appropriate to the children in their care;

Policy:

"Developmentally appropriate" means a program that

- provides daily indoor and outdoor activities to facilitate and stimulate:
 - intellectual development
 - physical development
 - emotional development
 - social development
 - language development
- is appropriate to the children's development and competencies, and
- reflects their interests and backgrounds (e.g. is culturally inclusive).

Approval of Family Home Day Care Agency

Regulation:

14 (2) When an agency approves a person and a person's home to provide approved family home day care the agency must submit any information required by the Director to the Director.

Policy:

- The agency must submit the following information in writing (email or letter) to the regional ECDO within one week of approving a family day care home:
 - Care provider's full name
 - Care provider's home phone number
 - Care provider's email address (if available)
 - The civic address of the approved family day care home
 - The hours of operation of the family day care home
 - The number and ages of infants that will be cared for in the home
 - The number and ages of toddlers that will be cared for in the home
 - The number and ages of preschoolers that will be cared for in the home
 - The number and ages of school aged children that will be cared for in the home

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Care Provider First Aid Training

Regulation:

16 (a) they must have current first aid and infant CPR training from a recognized program approved by the Director

Policy:

- Within the two months of becoming an approved family home day care provider, a care provider must complete first aid and infant CPR training .
- First aid and infant CPR training will be considered valid for such length of time as is stipulated by the organization authorized to deliver the training and must be renewed before the expiry.
- In order to be approved by the Director, a first aid program must be delivered by a recognized safety training organization, such as Saint John Ambulance or the Red Cross.

Care Provider Family Home Day Care Training

Regulation:

16 (b) they must complete recognized family home day care training approved by the Director no later than 1 year after the date their family home day care is approved

Policy:

- Family home day care training must be delivered by:
 - a Canadian Child Care Federation (CCCF) Family Home Day Care Training trainer, or
 - such other family home day care trainer as approved by the Director.
- Level 1 of the CCCF Family Home Day Care Training is approved by the Director as recognized training for the purpose of subsection 16(b) of the Regulations, which must be completed by care providers within one year after their family home is approved.
- Care providers may take Level 2 and 3 of the CCCF Family Home Day Care Training as part of their annual professional development requirements in subsequent years.

Care Provider Professional Development

Regulation:

16 (c) they must complete annual professional development workshops, as specified by the Director

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Policy:

- An agency must coordinate a minimum of 10 hours of professional development workshops annually in order to provide selection and options to care providers.
- A care provider must attend at least 5 of the 10 hours of the training workshops coordinated by the agency.
- Professional development workshops must cover topics directly related to the care of children, including, but not limited to nutrition, behaviour guidance, indoor and outdoor programming for infants, toddlers, preschoolers, and school age children.
- First aid re-certification will not be considered as part of the 5 hours annual professional development workshops.
- In the first year after a family home day care provider is approved, the required family home day care training may be considered as part of the professional development training requirements.