

## APPLICATION FOR A LICENSE TO OPERATE A FAMILY HOME DAY CARE AGENCY (Page 1 of 3)

### I. APPLICANT PROFILE INFORMATION:

Registry of Joint Stock Companies Approved Name of Applicant:			
Canada Revenue Agency (CRA) Business Number:			
Civic Address: (physical location):			
Name and Title of Contact Person for this Application:			
Mailing Address:			
Telephone Number:		Fax Number:	
Email Address (optional):			
Is the proposed agency currently licensed under Nova Scotia Day Care Act? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide the name of the operator on the license:		

Chair of Board of Directors Information if Non-profit Society OR Owner Information if Commercial Business Complete the information below or check one of the following: <input type="checkbox"/> same as above (I) <input type="checkbox"/> See attached printout from Registry of Joint Stock Companies*			
Name:			
Mailing Address:			
Telephone Number:		Fax Number:	
Email Address (optional):			

\*Note printout of Company officers is available free of charge at: <http://gov.ns.ca/snsmr/rjsc/search.asp>

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### II. PROPOSAL FOR A FAMILY HOME DAY CARE PROGRAM

*[NOTE: An applicant for a Family Home Day Care Agency license must develop a detailed proposal which describes the applicant's proposed family home day care program. See "Guide to Starting a Family Home Day Care Agency" for details on how to prepare each of the items listed below.]*

I/We hereby confirm that accompanying this application form is a detailed proposal which describes the applicant's family home day care program. The proposal includes all of the items listed below:

Included	Checklist for Proposal for Family Home Day Care Program
	a description of the proposed program and services to be provided including the child development philosophy on which the program will be based
	the business case for the program, including a community needs assessment
	a one year estimated operating budget of expected revenues and expenditures that demonstrates the applicant's financial viability
	a description of the duties and responsibilities of the applicant and all staff associated with the program, including family home consultants and care providers
	a plan for professional development to all staff associated with the program, including family home consultants and care providers
	a description of the process used for approving family home day care
	a sample of the service agreement to be used between the applicant and a care provider
	a description of the annual assessment process for monitoring care providers and family day care homes under the management of the applicant
	a statement describing how each child's records will be maintained
	a description of the proposed agency site for delivering the program

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### III. SUPPLEMENTARY INFORMATION REQUIRED TO COMPLETE APPLICATION

*[NOTE: An applicant for a Family Home Day Care Agency license is required to submit all of the information listed below to complete the application for a license. Only applicants that have received funding approval will be asked to submit this information. See "Guide to Starting a Family Home Day Care Agency" for details on how to prepare and/or obtain the items listed below.]*

I/We confirm that, when requested, I/we will submit the following information to complete this application, and I/we understand that this application is not complete without this information:

- A copy of the applicant's personnel and management policy
- A copy of the applicant's parent handbook
- A copy of the applicant's behaviour guidance policy
- A copy of the applicant's care provider's handbook
- A list of all staff and all members of any board who are associated with the family home day care program, including their names, mailing addresses, position titles, and information relating to any required professional qualifications
- Criminal records checks for all adults working with children or their records
- Child abuse register checks for all persons 13 years old or older working with children or their records

The following will be required at the time of inspection for a license:

- Proof that the applicant complies with the regulations, orders and directions of the appropriate authority respecting:
  - Fire
  - Safety
  - Health and sanitary requirements
  - Municipal by-laws
- Proof of commercial general liability insurance, or a statement from an insurer of an intention to provide the insurance

I/We hereby make application for a license to operate the family home day care agency described in this application and the supporting documents and certify that the information included in, and submitted with, the application is true and correct.

I/We agree to comply with the Day Care Act and Day Care Regulations, the Family Home Day Care Program Regulations, and related policies, and I/we agree that any violation of the Act, Regulations or non-compliance with any term, condition or restriction attached to the license **may result in a refusal to renew the license, suspension or cancellation of the license.**

\_\_\_\_\_  
Signature of Owner/Operator/Chair of Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contact Person (for Application)

\_\_\_\_\_  
Date