

## 1 Requirement for a Family Home Day Care Agency Proposal

In order to open a new Family Home Day Care (FHDC) Agency, you must submit a *Proposal to Operate a Family Home Day Care Agency*. The proposal must be presented in a bound document (binder acceptable) and all sections of the proposal must be typed and clearly labeled. Upon recommendation of your proposal, you will be requested to submit the supplementary information (refer to section 4 of this form).

## 2 Provide Family Home Day Care Agency details

This information will be used on the Department's public Directory of Licensed Child Care Facilities when a license is granted.

Agency name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

## 3 Requirements for a Family Home Day Care Agency Proposal

All applicable requirements listed below must be included to complete a proposal. Incomplete submissions may be returned to the applicant for completion before being reviewed. Proposals will be reviewed within thirty days of submission.

There are three possible outcomes following a review:

1. Proposal is recommended and an Application for a License forwarded to applicant.
2. Proposal is returned to applicant with recommendations for revisions and/or additions.
3. Proposal is not recommended.

Please refer to **Appendix R** of the Appendices to the Guide to Starting Family Home Day Care Agency for the **Proposal Completeness Checklist** to assist in ensure a complete proposal submission.

### General Information

	Applicant	ECD Consultant
• Table of Contents.	<input type="checkbox"/>	<input type="checkbox"/>
• A description of the proposed program and services to be provided including the child development philosophy on which the program will be based.	<input type="checkbox"/>	<input type="checkbox"/>
• The business case for the program, including a community needs assessment.	<input type="checkbox"/>	<input type="checkbox"/>
• A one year estimated operating budget of expected revenues and expenditures that demonstrates the applicant's financial viability.	<input type="checkbox"/>	<input type="checkbox"/>
• A description of the duties and responsibilities of the applicant and all staff associated with the program, including family home consultants and care providers.	<input type="checkbox"/>	<input type="checkbox"/>
• A plan for professional development to all staff associated with the program, including family home consultants and care providers.	<input type="checkbox"/>	<input type="checkbox"/>
• A description of the process used for approving family home day care.	<input type="checkbox"/>	<input type="checkbox"/>
• A sample of the service agreement to be used between the applicant and a care provider.	<input type="checkbox"/>	<input type="checkbox"/>
• A description of the annual assessment process for monitoring care providers and family day care homes under the management of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
• A statement describing how each child's records will be maintained.	<input type="checkbox"/>	<input type="checkbox"/>
• A description of the proposed agency site for delivering the program.	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of the <i>Certificate of Registration</i> that identifies the <i>name</i> of the agency was approved upon receipt of the Intent to Operate an Agency.	<input type="checkbox"/>	<input type="checkbox"/>

## Administration and Staff

- Board of Directors (*Required for non-profit agencies*) – A list of Board Members including names, addresses and position on the Board.
- A Manual for Board Members is included.
- Information on the Agency Director includes address, telephone number, copies of training, certificates/diplomas, First Aid Certificate, Child Abuse and Criminal Record Screening. Attach a resume and a list of three references (professional and character).

Applicant	ECD Consultant
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## 4 Supplementary Information required to complete proposal

An applicant for a Family Home Day Care Agency Proposal is required to submit all of the information listed below to complete the proposal. Only applicants that have received proposal recommendation will be asked to submit this information. Refer to "Guide to Starting a Family Home Day Care Agency" for details on how to prepare and/or obtain the items listed below. Upon recommendation of your proposal, you will be provided with an Application for a License to operate a Family Home Day Care Agency.

- 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.
- Child abuse register checks for all persons 13 years old or older working with children.

Applicant	ECD Consultant
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## 5 Resources to use in completing a proposal to operate a Family Home Day Care Agency

- ✓ Day Care Act and Regulations
- ✓ Family Home Day Care Standards
- ✓ Guide to Starting a Family Home Day Care Agency
- ✓ Standards for Food and Nutrition in Regulated Child Care Settings
- ✓ Guidelines for Food and Nutrition
- ✓ Guidelines for Communicable Disease Prevention and Control
- ✓ Child Abuse Prevention and Child Protection: A Manual for Child Care Practitioners in Regulated Child Care
- ✓ Reporting Investigating Allegations of Abuse and Neglect: A Protocol for Child Care Practitioners Working in Regulated Child Care and Child Protection Staff
- ✓ Eating Well with Canada's Food Guide (<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/order-commander/index-eng.php#1>)

### For office use only

I, (Please print) \_\_\_\_\_

Recommend this proposal to operate a Family Home Day Care Agency based on the complete information submitted.

Signature: \_\_\_\_\_  
(ECD Consultant)

Date: \_\_\_\_\_