

Family Home Child Care Society

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PROCEDURES/CAREGIVERS

CAREGIVERS: Who are they?

A caregiver is a self-employed individual who devotes his/her time caring for children in their own home. They provide a stable influence and are committed to providing a safe, wholesome and nurturing environment for the children in their care. Each home is like it's own mini day care; & upon being approved, displays the Agency's license so that a parent can feel secure in the knowledge that this home meets the Family Home Day Care Act. Each home can care for a maximum of six children at any given time, with no more than 3 under the age of three and no more than two infants (under the age of 18 months).

GUIDELINES FOR ACCEPTANCE IN THE PROGRAM:

General Requirements: A prospective caregiver must be eighteen (18) years of age or older, reliable, and of good character. They must be dependable, mature, fun loving and committed to providing a nurturing environment to the children in their care.

Criminal Records Vulnerable Sector Check: A Police/RCMP check is performed on every applicant and on anyone else who resides at the caregiver's home who is eighteen years or older; once every three years. Anyone who has committed violent offenses or other offenses involving children will not be considered.

Abuse Registry: Applicants cannot be registered with the Child Abuse Register. Each applicant and anyone in the household 13 years and older is required to fill out the appropriate forms (acquired at office), and mail them to the Child Abuse Registry once every three years and submit the results to the Agency.

Suitability: Each applicant will receive an introduction to the program in the office followed by an in-home orientation, as well as a home inspection. All required forms will be completed at this time and a contract will be signed between the Society and the caregiver. A file system with all the appropriate forms & bulletin board will be given & reviewed in the office. Caregivers will also receive a fire extinguisher & First aid kits.

Insurance: Caregivers must obtain liability Insurance on their day care home and provide proof of same to the Agency prior to being approved and children starting in the home.

Training: All caregivers must get their First Aid Training (Level C) - (Agency pays for) after being approved and before children start. They must complete Level I of The Family Day Care Training (provided by Agency) within a year. They must attend 5 hours of workshops each year thereafter.

HOW CAN I APPLY TO BE A CAREGIVER?

1. Initial request is taken by phone and verbal orientation, if potential caregiver wishes to proceed;
2. An appointment is set up in the office with potential caregiver to introduce them to the program and requirements and the necessary application & other forms & an overview of the policies (short form of policies) .
3. An application is given as well as forms/letters re: Criminal Records Check/ Child Abuse Registry for caregiver or anyone who resides in the home as required. Upon receipt of the application, we will set up a file. When caregiver returns Police/ RCMP check & application; they will be kept on file and the Child Abuse Registry will be sent out by caregiver or staff. Proof must be given to Agency.
4. After this process is completed there is a home orientation and inspection. The interviewer will be interested in learning more about your interests and skills, and your ideas and views as they pertain to the care of children. The home will be inspected for fire and safety reasons. Home Consultant will review policies & procedures. Required forms behavior management, confidentiality, will be reviewed and signed. The Contract will be reviewed and left for the caregiver to review and sign.
5. When the caregiver is ready to sign the contract, she will make an appointment to come to the office. The filing system, bulletin board, & forms, etc. of the program will be given and training on how to use them will take place at that time. As well as menus, fire drills & procedures, children's evaluations, etc. They will also receive two binders; one for the day to day forms that they must use on a daily/regular basis i.e. Sign-in/sign-out forms, special occurrences form, time sheet/attendance records, and medication authorization forms. The second binder contains the FDC Level I training in it which they will have to complete within 1 year.
6. The Home Consultant will evaluate each applicant and develop a profile with his/her recommendation. If approved s/he makes suggestions as to the number and age of child(ren) to be placed in the home and other specific needs for approval.
7. If they meet all requirements the applicant will be contacted by phone and at that time will be matched as quickly as possible, depending on availability of a child or children in a caregiver's area. Unsuccessful applicants will be contacted by letter.
8. The Home Consultant will visit the home once every 30 days and provide caregivers with support as well as making sure policies are being followed. Each visit will be about 30 minutes; these visits may be unscheduled.