



Head Office

756 Ossington Avenue
Toronto, Ontario M6G 3T9
T 416-530-0722
F 416-530-1924
E contact@networkchildcare.com
www.networkchildcare.com

Opening a Home Child Care Location with Network Child Care Services

Thank you for your interest in our organization. We want to give you some information on what you need to have in place in your home, and what documents and training you need before you can become an active Provider for us. We will also list what the duties of the Provider and the Agency are, and what the process is for being accepted by Network.

New Provider Process:

- The Agency will interview the applicant over the phone and confirm location, set-up, experience, training and attitude towards providing care
- If the Applicant passes this interview, a letter with general information is sent and a request is made for some written answers from the Applicant.
- Once this written piece is sent back, Network will assess if the Applicant is a good candidate for Provider and arrange a visit to the home. This will be made by the Coordinator and a Quality Assurance Consultant for an initial Home Study.
- If the Home Study is satisfactory, the Applicant will be asked to provide the documents listed below including clear Police Reference Checks for all residents.
- Once all documents are received, the Agency will provide a list of appropriate equipment needed and guidelines on how to set-up the home for service. They will also set a timeline for when then home should be ready for Safety and Set-up inspection.
- The Applicant will also have a schedule set for completing the required training and job-shadowing piece.
- The Quality Assurance Consultant will do a final inspection of the home and recommend whether the Applicant and Premises are passable.

Providing exceptional early learning and care services to more than 800 children and families across Toronto.



Home Child Care Provider Role:

- Providers are self-employed contractors who sign a contract for services every year with the Agency
- Most homes operate for 10 -11 hours a day (usually from 7:00 am to 6:00 pm)
- Providers can choose what age groups for which they want to provide care
- Providers have sole responsibility for children in their care
- Homes are limited to 6 children at any given time. There are also some additional restrictions (only 2 children under 2, only 1 child with special needs, where there is an infant placed)
- Providers must follow all rules and regulations contained in Child Care and Early Years Act (2014) and abide by the recommendations of the City of Toronto Assessment for Quality Improvement
- Providers are responsible for their own equipment and set up costs, as well as weekly supply costs (food, etc.). Network has some equipment supports in place for qualified applicants. Please ask us for details.

Network Child Care Services is an Agency licensed by the Ministry of Education to offer child care services in private homes. Under this system, the Agency will provide to the operator:

- The Ministry of Education official Licensed Premises sign (after proof that the home is following all rules and regulations)
- 20 hours of professional learning opportunities per year
- Mid-monthly pay cycle based on previous month's attendances
- Support in placing new clients, including access to the City of Toronto subsidized client pool
- Back-up coverage, where available, for Provider absences
- Monthly home visits and document support



- An assigned Quality Assurance Consultant (RECE) to help with any concerns and to support communication with families
- Insurance coverage for Network clients
- Provider Enhancement Grant, where the applicant is eligible

Documents needed before an applicant can be approved for service:

- 3 References
- Clear Vulnerable Sector Check (police reference) for the Provider
- Clear Vulnerable Sector Check for ALL residents of the home over the age of 19
- Up-to-date immunizations for the Provider and all adult residents, or signed exemption forms
- Valid Standard First Aid and CPR Level C / AED qualification (Provider only)
- Pet vaccination proof, if applicable
- Record of completed previous training or experience

Training requirements:

- Providers must have previous documented experience in licensed child care or approved other experience in child care before starting with Network. Exemptions are made to this on a case-by-case basis.
- All new Providers must complete Level A in-house training with Network before beginning service with the Agency. Level B training must be completed by the end of the first year, unless waived by the Agency due to previous experience.

Level A Training: 12 hours: 2 days or five nights

- Policies and Procedures, MEDU and AQI Standards [4 hours]
- Documentation / Paperwork [1.5 hours]



- Behaviour Guidance Part 1 (introduction and prohibited practices) [2 hours]
- Overview of Set-up Needs [1.5 hours]
- Program Delivery Part 1 (Program Planning, Initial menu planning) [3 hours]
- The applicant must also complete 7.5 to 15 hours of on-site Provider shadowing before start of service, unless waived by the Agency.

This is a basic overview of the Home Child Care Provider role and the approval process for the licensed premises. Please contact us at the number or email below for answers to any further questions you may have.

Network Child Care Services

416-530-0722

reception@networkchildcare.com

You can also complete an application online at www.networkchildcare.com/opportunities/open-a-home-child-care-location