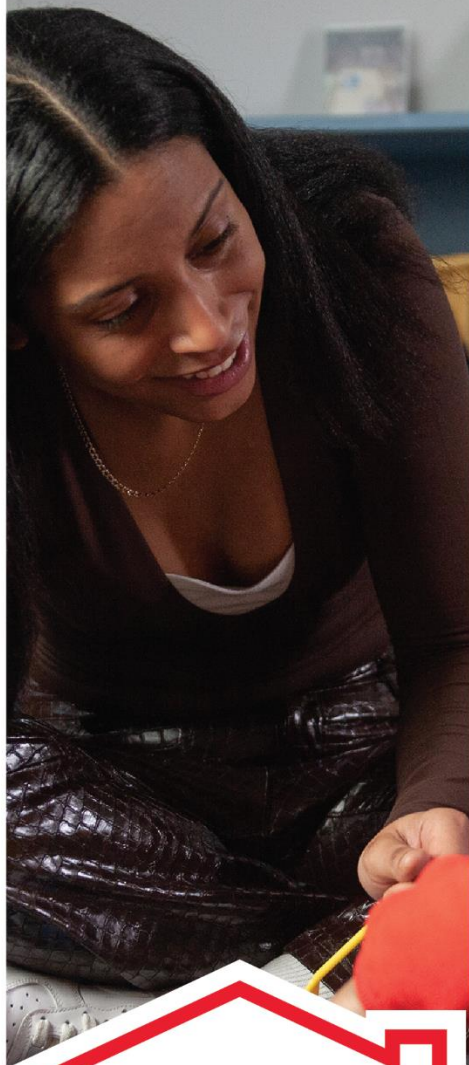


Shine On  Simcoe
Muskoka



**LICENSED
HOME
CHILD CARE**

PROVIDER ORIENTATION

Licensed Home Child Care

YMCAHomeChildCare.ca

What is Licensed Home Child Care?

What are the benefits of being a LHCC Provider?

What are the responsibilities of being a LHCC Provider?

Who is the YMCA of Simcoe/Muskoka? And why should I partner with the YMCA of Simcoe/Muskoka?

What's next?



What is Licensed Home Child Care?

Licensed Home Child Care is child care services offered in an individual's home, referred to as a Licensed Home Child Care Provider. The Provider is contracted by a home child care agency that is licensed by the Ministry of Education.

Licensed Home Child Care Providers

YMCA of Simcoe/Muskoka's Licensed Home Child Care Providers must ensure they are compliant with the Child Care Early Years Act (CCEYA) and are following the guidelines of the local governing agencies such as the Consolidated Municipal Service Managers (CMSMs), Public Health and local Fire Department. The YMCA views the Provider's service as a vital part of the Simcoe/Muskoka community.

As a Provider, the YMCA values your expertise in the field of early childhood education and development. You're not a babysitter but a Licensed Home Child Care Provider who offers daily programming with children that helps to support early literacy, numeracy and learning skills.

Characteristics of Licensed Home Child Care Providers

- Intentionally – A Provider is genuinely interested in working with children and families
- A Provider is satisfied with their work
- A Provider is committed to working with parents to provide quality child care
- A Provider seeks the support of other Providers and community agencies
- A Provider sees themselves as business owners – taking a professional approach to operating their business
- A Provider offers a balanced curriculum for children in their care
- A Provider is willing to attend training opportunities to expand knowledge and skills in working with children and their families
- A Provider is an advocate for their chosen profession and/or makes a contribution to the community (i.e.: is a mentor for other home child care providers, volunteers for a good cause, etc.)
- A Provider recognizes the importance of balancing their work, family and personal life – recognizes the value of taking time for themselves



Operating a Home-Based Child Care Business with a Licensed Home Child Care Agency

As a Licensed Home Child Care Provider, compliancy with the CCEYA supports quality care. The YMCA (your Licensed Home Child Care Agency) will support you with meeting those expectations for the services you provide to your registered families.

Ratios

Providers working with a Licensed Home Child Care Agency may care for six or fewer children under the age of 12 years of age. In addition, there are limits on the number of children in specific age groups, which can be cared for in the Provider's home:

- 3 children under the age of two (at the discretion of the agency)
- To a maximum of six children under the age of 13 years old (including the caregivers own children who are under the age of four, and at the discretion of the agency)

Please Note: Should you have any questions regarding the number of children you are allowed to have in your home during the hours you are providing care, please contact the YMCA Licensed Home Child Care Manager.

Supervision

Children must be supervised at all times, by an adult who is 18 years or older.

Criminal Reference Checks and Vulnerable Sector Screenings (for Child Care) are required for everyone in the home over 18 years and must be submitted to the YMCA.

Smoke Free Home

Quality care prioritizes healthy child development. The YMCA requires that the Provider's home to be smoke free to ensure the health and safety of both the Provider and the children that are cared for in the Provider's home.

Pets

Domesticated animals are a personal choice; your work place is your home. Being a Licensed Home Child Care Provider comes many personal considerations, including family pets. The CCEYA and YMCA requires proof of your canine, feline or ferret's rabies vaccination. In addition the Provider, with the support of their agency, must create a home Pet Policy that is shared with families and posted in the Home. .

Home Insurance and LHCCIP

Your home, place of business, needs to be insured. The YMCA requires proof of home insurance. In addition a contracted Licensed Home Provider with the YMCA of SM is required to enroll in our

Licensed Home Child Care Insurance program and pay for a monthly premium that covers Commercial Generally Liability and Abuse Liability. The Provider is given a Certificate of Insurance for their records.

Benefits of being a Licensed Home Child Care Provider

Being Self Employed

The Licensed Home Child Care agency offers the Provider the opportunity to work as an independent subcontractor for an organization licensed by the Ministry of Education. The agency is responsible for ensuring that the rules and regulations of the CCEYA are followed, outside of that it is your independent business and you are not an employee of the YMCA.

As an independent subcontractor you are self employed – you set your own hours your own schedule and decide what programming you want to offer for services provided from the comfort of your own home. You can still care for your own children too, saving on child care expenses, while caring for other children providing a rich social environment for all. In addition, you create your own menu and set your own expectations with parents/guardians.

Some of the features that will be available to you when you join Licensed Home Child Care with the YMCA are:

- We do the parent billing, you can focus on the Provider to Family relationship
- You get 2-weeks' notice of change in care or withdrawal
- One week's compensation for immediate withdrawal of a child
- Providers receive, dollar for dollar, what families pay for care each day – no administration fee deductions
- Up to 5 days of compensation for consecutive child absences
- Set policies and procedures that both parents and caregivers will follow
- A support network provided to both parents and Providers
- Guaranteed payment to the Provider for services provided
- Back-up Provider arrangements are available (please speak with YMCA LHCC Manager for details)
- Some equipment supplies
- Appropriate and necessary forms supplied
- Advice and guidance given regarding offering a safe child care environment
- The YMCA promotes, markets and advertises home-based child care
- Encouragement in offering a quality child care program in a home setting
- Professional Training opportunities
- If you are already operating Home Child Care Services (unlicensed) we will support your current families with the transition to YMCA Licensed Home Child Care registration so that you can continue to support them as a Licensed Home Child Care Provider
- The YMCA is enrolled in Ontario's CWELL, which means you are offering affordable care for families, yet you as the Provider receive full fee for service

Being a Third Party Contractor

The YMCA will not take any deductions to your fee for service, such as, CPP/Income tax/unemployment premiums, as you are self-employed and this is your responsibility. You are not an employee of the YMCA of Simcoe/Muskoka, but a provider of service.

Recommendations:

- Keep your receipts;
- Use a filing/tracking system;
- Remember you set your own hours and days;
- Take a business approach with clients;
- Exercise open communication with parents and/or guardians.
- Create and maintain a Business Email

Quality in YMCA Licensed Home Child Care...It Cannot Be Underestimated

We know how important the early years are in overall health, development and well-being of a child's life. YMCA Licensed Home Child Care is often the child care choice for parents who are looking for a quality program which offers more flexibility in extended hours, a smaller group size (1:6 ratio) and a program that is located in a home environment.

The findings suggest that a Provider's decision to consciously provide home-based child care as their career choice contributes to the level of quality child care being provided to children in their care.

This seems to be a logical conclusion that certainly makes sense and can make a whole lot of difference. If you love what you do you will put your best foot forward; it will be important to you to do a good job and likely you will do everything in your power to make it work.



Belief in Life Long Learning...

Training and specifically, training in the area of home child care appears to be the predictor of the quality of child care provided by Licensed Home Child Care Providers. Of course, there are many levels of training from certificate and correspondence courses offered by community colleges to workshops and seminars available by community agencies. The YMCA will also provide you with trainings and referrals for professional resources, such as "How Does Learning Happen?" Ontario's pedagogy for the early years.

Community Player...

Providers who belong to a networking group and access support services that are available in the community tend to provide higher quality child care. Support services in home child care include home child care agencies, adult/child resource centres, agency offered training, and supports such as Home Child Care Support Services and Caregiver Networking Support Groups.

Typically, Licensed Home Child Care Providers can feel somewhat isolated when providing home-based child care. Connecting with others who offer a similar service or whose job it is to support you in your profession can be a breath of fresh air. Using others as a sounding board to discuss problems, suggestions and ideas is an effective way of both helping and learning from others. The YMCA Licensed Home Child Care team is always there to support.

Gaining Respect in Your Profession...

One of the areas that may seem a bit out of a Providers realm of control is how others perceive

the profession in the community. The level of community supports available, participation in community planning processes, as well as support from your family, friends and neighbours also influence the quality of child care provided.

Even small inroads promote home based child care as a career choice can make a difference. So the next time someone raises their eyebrows when you explain what you do for a living – take a deep breath and give them your best sales pitch! The first six years of a child’s life are critically important to their future health and development. Every quality moment you spend with a child makes a difference in that child’s life and every life that child touches in the future.

Responsibilities of a Licensed Home Child Care Provider

Every YMCA Licensed Home Child Care Provider is expected to:

- Accept all children and parents regardless of race, religion, socio-economic, linguistic, and cultural origins.
- Accept all children and parents regardless of physical or developmental ability.
- Actively encourage the growth and well-being of each child and of their family, being sensitive to individual family needs.
- Accept, respect and maintain complete confidentiality and sensitivity with regard to all child, parent, and YMCA information.
- Maintain ongoing and open communication with parents with regard to:
 - All aspects of the child’s day (eating, sleeping habits, behaviour and overall mood, activities undertaken, etc.)
 - Any changes in routine (holiday, use of a back-up person, schedule amendments, field trips, etc.)
- Maintain current professional knowledge and resources and, when possible and appropriate, access opportunities for professional development.
- Be receptive to guidance, advice and constructive criticism given to facilitate professional growth.
- Remember that parents are the primary caregivers and the role of the YMCA Licensed Home Child Care Provider is one that supports and compliments the responsibilities of the parents.

Administrative Requirements and Expectations

As a Licensed Home Care Provider offering regulated child care services and programming you are entering into a Purchase of Service Agreement with the YMCA of Simcoe/Muskoka. You are required to follow regulations set up by various regulating bodies including the Ministry of Education, Child Care and Early Years Act Legislation and our Consolidated Municipal Service Manager (County of Simcoe) in addition to our Agencies compliance, policies and procedures.

Your Administrative responsibilities include, but not limited to:

- Completing daily attendances for registered children
- Completing a Daily Written Record to note daily program compliance and messages
- Reviewing and storing registered child’s registration forms and any additional medical/safety plans
- Documenting registered children’s ill health

Is Licensed Home Child Care for you?

Not everyone is suited to providing licensed home child care just as some people wouldn't make great doctors, lawyers, sales clerks or artists. And sometimes the person would make a wonderful Licensed Home Child Care Provider but they don't live in a setting that is conducive and safe for children or perhaps their family is not supportive of having other children in their home on a regular basis.



There are many considerations to ponder before taking the step to open up your own home-based child care business. When you are in the business of taking care of people, in this case – children – you owe it to them and yourself to make sure you are in the right business. Every child deserves the very best care – with a stable, loving Provider in a safe, healthy environment that is conducive to a child's positive growth and development.

Take a moment to ask yourself and reflect upon the following questions:

1. *Do you really like children?*
2. *Do you feel you could care for children 9 to 10 hour per day, 5 days a week or more?*
3. *Are your family members (partner/spouse and children) supportive of your decision to provide home-based child care?*
4. *Are your family members willing to make changes to accommodate the home child care (i.e.: share their toys, help with household chores, revise physical set-up of home to ensure it is safe, etc.)?*
5. *Do you have a safe and healthy home environment for children to play?*
6. *Do you have a home large enough to accommodate the need of the children in your care?*
7. *Do you have the kind of personality required to deal with parents, neighbours and your own family, especially when problems arise?*
8. *Are you prepared to respect and accept differences in a client family's culture, lifestyle and attitudes?*
9. *Do you feel comfortable and confident working in an environment where you would have very little contact with others on a daily basis?*
10. *Are you prepared to take responsibility of being your own boss? (i.e.: recordkeeping, planning activities with the children, etc.)?*

Self-assessment and reflection should be regular and ongoing part of operating your own home child care business.

It takes a very special person to operate a successful home child care business. Yes, most people interested in providing home child care indicate their love for children but there are many different hats caregivers wear. They are too numerous to mention, but the YMCA feels it is important to give you a lens of what qualities are involved in this career choice. A few essential traits that are needed are:



- An **entrepreneurial spirit** in getting through the joys and challenges of managing your own business.
- The ability to **organize** and **complete priorities** in a timely manner to maintain a sense of balance between your business and personal life.
- **Confidence** in your ability to communicate with parents and children assertively and with sensitivity.
- **Good health** and **high level of energy** when working with children on a daily basis.
- An awareness of the **responsibility** that comes with operating your own business and more importantly with the trust that parents place in you when they leave their children in your care.
- The **willingness** to actively seek out and participate in learning opportunities to keep abreast of new trends, developments and ideas in working with children and families.
- A **calm personality and good sense of humour** to help you get through those difficult situations which will undoubtedly arise from time to time.
- The ability to **juggle** a number of tasks and/or roles, for example parent, spouse, nurse, social worker, caregiver, etc.
- A **good understanding** of yourself – knowing when to take time out for you, your family or seek out people and places that can help you rejuvenate your spirit.
- Last but not least, a **warm and nurturing** nature in working with the small people in our lives who deserve our full attention, patience and respect.

Why Partner with the YMCA of Simcoe/Muskoka

The YMCA Commitment to Children, Families and the Community

The YMCA strives to be renowned leaders in Early Childhood Education and we do our very best to uphold a reputation of delivering high quality standards to children, youth, families and the community. The YMCA of Simcoe/Muskoka's vision is vibrant connected communities where everyone belongs. Our mission as a community-building charity is to connect people to each other and to experiences designed to build health and strength, skills and confidence, and opportunities for exploration and growth.

As a YMCA Licensed Home Child Care Provider you are expected to share our YMCA values:

Kindness - We are friendly, caring, and committed to cultivating relationships built on compassion

Integrity - We are honest, trustworthy, and take responsibility for our decisions and actions

Inclusiveness - We embrace diversity and strive to create places, programs, and experiences where everyone belongs

Respect - We believe in each other – our strengths, perspectives, and passions

Optimism - We approach things with an open mind, an emphasis on happiness, and are inspired by the potential of all people

The Role of the YMCA Licensed Home Child Care Consultant and Home Visitor

All Licensed Home Child Care programs are required to follow the Child Care Early Years Act. The YMCA will support Provider's in meeting those requirements through the support and monitoring implemented by the YMCA Licensed Home Child Care Visitor and/or Consultant. The role of the YMCA Licensed Home Child Care Consultant/Visitor is to ensure those regulations are compliant (in place and followed). YMCA Licensed Home Child Care Consultants will complete various scheduled and unscheduled visits; audits and/or inspections throughout the year to ensure the each Provider is supported and are following the requirements of the Child Care Early Years Act.

The following Audits are conducted:

- Regular support visits (unscheduled);
- Quarterly audits/inspections (unscheduled- every three months);
- Monitoring of attendance and family invoices (on-going);
- Annual purchase of service agreement meeting/signing (pre-scheduled).

Child Registration Process

All child care inquiries will be screened and processed through the YMCA. The YMCA Licensed Home Child Care Consultant will:

- Assess the needs of the families requiring care;
- Contact available YMCA Licensed Home Child Care Providers to give detailed information;

- Ask the YMCA Licensed Home Child Care Provider if the family requiring care is a fit for their service;
- It is at the discretion of the Provider of what children they choose to accept into care, upon a home visit and family interview

The YMCA will complete all registrations, collect all payments and confirm with the YMCA Licensed Home Child Care Provider on an agreed upon start date.

If you are currently providing unlicensed services, the YMCA will support your current families through the registration process and ensure no disruption of care.

Invoices and Payment Process

YMCA Licensed Home Child Care Providers are given a standard YMCA Attendance Record. Providers are responsible for ensuring the attendance record is completed when the child attends (sign in and out) daily.

The standard YMCA Attendance Record must be signed by the parent to ensure the information is accurate and reflects the care the child received. The YMCA Attendance Record is then used for determining YMCA Licensed Home Child Care Provider fee for service. This is why following the set guidelines and ensuring legibility and accuracy is extremely important.

Current Licensed Home Child Care Fees (effective January 2025)

	Infant/Toddler 0-2.5 years	Preschool 2.5-3 years	School Age 4-5 years
Full Day (6-12hrs)	\$50.01	\$50.67	\$48.27
Half Day (0-6hrs)	\$39.19	\$39.19	\$39.19
Overnight (12-24hrs)	\$100.02	\$101.34	\$96.54
	4-5 years	6-12 years	
Before and Aftercare	\$29.50	\$29.42	
PA Day	\$48.27	\$48.27	

*subject to change ** no non base fees charged

Providers receive dollar for dollar what a family pays for services. There are no administrative fee reductions. Families who are registered with a Licensed Home Child Care Provider are eligible for County Subsidy. The YMCA of Simcoe/Muskoka has signed up to participate in the Canada-Wide Early Learning and Child Care (CWELCC) program. In December 31, 2022, children under the age of 6 daily child care fee has been reduced to by 50% on average. Effective January 1 2025 the MEDU lowered parent fee's to a maximum of \$22 per day. Further parent fee reductions are expected by March of 2026. However, the County and Government Child Care Subsidies do not impact the dollar for dollar Fee for Service that a YMCA Licensed Home Child Care Provider receives.



I am interested, what's next?

Becoming a YMCA Licensed Home Child Care Provider Process

1. In-person Orientation Meeting with YMCA Licensed Home Child Care Consultant

- Complete Become a Provider form
<https://ymcaofsimcoemuskoka.ca/licensed-home-child-care/>
- If your address meets the County of Simcoe's growth Plan, you will be invited to participate in a Phone Screening
- Initial Home Inspection with YMCA Licensed Home Child Care Consultant
- Submit 2 References

2. Provider Obtains/submits all required paperwork necessary in becoming a YMCA Licensed Home Child Care Provider

- Criminal Reference Check with Vulnerable Sector Screening; for everyone in the home over 18 years old and frequent visitors over 18 years old; search completion date no older than 6 months from date of first day of licensed services.
- Proof of certification in Current Standard First Aid and CPR Level C
- Valid driver's License or signed waiver (waiver required if you will not be transporting children) Copy of Home Insurance Policy
- Immunizations; current and on file (everyone in the home)
- Pet Vaccination (rabies); if you have a dog, cat or ferret
- Rent letter from landlord (if applicable)
- Fire Safety: Fire Inspection Certificate (issued by your local fire department Fire Inspector), Fire Escape Plan (created and posted with YMCA support), Evacuation Procedures, Emergency Numbers (YMCA provides Template)
- Required enrollment in the YMCA Licensed Home Child Care Insurance Program (\$120 Monthly payment plan)
- Provider EFT Form for Payment
- Child and Youth Safeguarding Training and Certification (on line Training) Create a Business Profile
- using the YMCA application (Office 360)
- Second Home Inspection

3. Final Inspection

- Provider Service Agreement
- Review YMCA Licensed Home Child Care Manual (Verification of Annual Review and Annual Offence Declaration)
- Review of YMCA Parent Handbook and Program Statement
- Review of Business Google Account including Drive and resources
- Final Home Inspection

4. Start-up

- Agency Binder
- License
- Referral of families

For further inquiries and or questions, please contact:

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