

1.0 Definitions

“Agency” means a person licensed to manage a family home day care program.

“Agency director” means a person who provides daily onsite supervision of an agency.

“Family home consultant” means a person hired by the agency to provide services and support to care providers.

“Care provider” means a person who is approved by an agency to provide a family home day care in the person’s home.

“Family day care home” means a home in which a family home day care program is provided.

“Family home day care program” means a day care program that is provided by a care provider in the care provider’s home.

2.0 Objectives

2.1 The objective of these standards is to provide direction with respect to requirements for compliance with Section 14 (b)(iv) of the *Day Care Regulations*. These standards ensure that the family home day care agency and care providers offer a safe and nurturing environment for children.

3.0 Scope

3.1 These standards apply to all family home day care programs.

Standards for Family Home Day Care

4.0 Providing regular play groups

4.1 “Regular play groups” means monthly play groups at a designated play space to allow the care providers and the children to come together to be involved in age appropriate activities (Reg. 14(c)(v)).

4.2 In the case of inclement weather, dangerous road conditions or other situations which may affect the health and safety of the children, a play group organized by the agency may meet at the home of the care provider.

- 4.3 The agency shall keep records of the above on file.

5.0 Monitoring Family Day Care Homes

- 5.1 The Licensing Officer accompanied by the FHDC Consultant must inspect a minimum of 25% of the care providers and family day care homes managed by the agency on an annual basis (as per the FHDC Funding Agreement and FHDC Program Terms and Conditions).
- 5.2 The Licensing Officer together with the FHDC Consultant will inspect every new family day care home approved by an agency in the first year of the agency's operation to provide support and guidance to the agency and FHDC consultant in relation to the requirements of the *Day Care Regulations*.
- 5.3 The agency shall keep records of the above on file.

6.0 Smoking in the Family Day Care Homes

- 6.1 Children in the care of the care provider shall not be exposed to smoke and no one shall smoke in the presence of children, whether indoors or outdoors, while children are in care.

7.0 FHDC Consultant absent from the agency

- 7.1 Each family home day care agency must designate a person who is qualified in accordance with Section 41 of the *Day Care Regulations* to act as the family home day care consultant at times when the FHDC consultant is absent from the agency.
- 7.2 The agency shall notify the care providers when the consultant is absent from the agency and provide contact information for the designate.

8.0 Temporary closure of family home day care

- 8.1 The agency may establish a system of substitute care to ensure that there are alternate arrangements when a care provider is not available due to illness or vacation.

The substitute care maybe provided as follows:

- ✓ In another approved family home day care as long as the number of children in the other home is in accordance with Section 34 (1) of the *Day Care Regulations*. The files for those children can be temporarily moved to the other care provider in accordance with the Section 31 and 32. Parents/guardians must be notified that the files have been temporarily moved.
 - ✓ A substitute care provider who meets the following requirements may provide care in the absentee care provider's home:
 - designated by the care provider or the agency and approved by the agency;
 - at least 18 years old;
 - completed a Criminal Record Check;
 - completed a Child Abuse Register Check;
 - current First Aid and infant CPR training.
- 8.2 Parents and the agency must be advised that a substitute care provider will be in place.
- 8.3 Parents may decide whether to use the services or make other child care arrangements.
- 8.4 The agency may not permit a care provider to rely on the services of a substitute care provider for more than 20 days per year.