



Home Child Care as a small business ... What you need to know

At Family Day, we believe children and families are central to everything we do. We provide home child care and early learning opportunities in the community by partnering with self-employed, independently contracted caregivers.

This guide was developed to provide general information for establishing and running a successful Home Child Care business. It includes the following information:

- **Minimum Legal Requirements**
- **Your Home Child Care Environment**
- **Small Business Plan Guidelines**
- **Frequently Asked Questions**
- **Websites**

After reading this guide, you are welcome to submit a small business plan to Family Day for consideration.

Minimum Legal Requirements

In Ontario, a home child care business is governed by the **Ministry of Education** and the **Child Care & Early Years Act**. A self-employed independently contracted caregiver is required to have:

- ✓ A vulnerable persons criminal reference check for all adults aged 19 years and older living in your home
- ✓ Child care liability insurance (please discuss your insurance needs with your insurance company)
- ✓ Car liability insurance if you are using your vehicle for child care purposes (please discuss your car insurance needs with your insurance company)
- ✓ Smoke detectors on each floor of your home as well as a fire extinguisher, a carbon monoxide detector, and First Aid kits
- ✓ Health assessment and immunizations as recommended by the local medical officer of health for everyone in the home and all private children in your care
- ✓ Current immunizations for all dogs and cats
- ✓ Appropriate areas for indoor and outdoor play, sleeping, eating, toileting, and diapering
- ✓ A child friendly environment that includes a clean and safety proofed home, child sized furniture and equipment, toys, and activities for children 0-12 years old
- ✓ Nutritious snacks and meals in keeping with **Canada's Food Guide to Healthy Eating**
- ✓ Adherence to the **Smoke-Free Ontario Act** - Effective May 31, 2006, this act prohibits smoking in 'a place where private home day care is provided within the meaning of the CCEYA.



Early Learning Activities and Supplies

- ✓ paper, scissors, glue, paint, brushes, crayons, and markers for creative and sensory activities
- ✓ dress-up clothes, dolls, and puppets for pretend play
- ✓ books
- ✓ science activities
- ✓ wooden and plastic blocks
- ✓ cars and trucks
- ✓ puzzles
- ✓ stacking toys
- ✓ noise toys and pop-up toys
- ✓ musical toys and instruments
- ✓ board games
- ✓ play people, animals, dinosaurs
- ✓ sorting games
- ✓ soccer and basketball equipment

Small Business Plan Guidelines

To assist us in determining if your home child care business meets our current requirements, you must submit a small business plan to Family Day.

You can follow this plan while setting up a home child care and early learning environment. It can also be useful if you plan to seek financial assistance from a lending institution.

The information on the following page will help you develop a small business plan for your home child care business.

Your Home Child Care Environment

The following is a list of the space, equipment, materials, and toys recommended for a good quality home child care and early learning environment.

Areas

- ✓ suitable indoor play space
- ✓ daily outdoor play space (e.g. fenced yard, park, playground)
- ✓ appropriate sleeping area
- ✓ eating area for snacks and lunch
- ✓ diapering/toileting area away from eating, playing, and sleeping areas

Equipment

- ✓ child sized table and chairs, book shelves
- ✓ easel, kitchen set including plastic dishes
- ✓ tricycle, bicycles, riding toys, wagon
- ✓ water/sensory bins
- ✓ carriage, playpen, highchair, gates, booster



What to Include in Your Small Business Plan ...

Introduction

- ✓ Why do you want to operate a home child care business?
- ✓ What will you offer Family Day and families in your community?

Environment

- ✓ Tell us something about you, your family, your pets, and any other individuals living in your home.
- ✓ What type of home do you live in (e.g. house, apartment)?
- ✓ Is your home a smoke-free environment in accordance with the Smoke-Free Ontario Act?
- ✓ What are the names of the local elementary schools in your area?

Experience

- ✓ Tell us about your education and any training you have taken.
- ✓ Describe your experience working with children (e.g. employment, volunteering, family, babysitting).
- ✓ Do you have experience with children who have special needs?

Description

- ✓ What hours and days of the week do you plan to operate your business?
- ✓ What ages of children do you want to care for?
- ✓ Which rooms of your home will be used for child care?
- ✓ What equipment do you have or plan to purchase (e.g. stroller, highchair, child size table and chairs)? What kinds of toys do you have?
- ✓ Do your toys and equipment meet current safety regulations as per Health Canada's Consumer Product Safety standards?
- ✓ Where in your community could you take the children during the day?
- ✓ Provide a sample of your daily schedule describing what the children will do throughout the day.
- ✓ Provide a sample menu plan including a morning snack, lunch, and afternoon snack planned according to Canada's Food Guide to Healthy Eating.
- ✓ How will you maintain your housekeeping routine and manage the needs of your family?



Additional Information

- ✓ Is there any other information you would like us to know or believe might be helpful?

References

- ✓ Business and/or personal references will be required if we are considering a contract with you.

Next Steps

After reading this guide, you are welcome to submit a small business plan. Please include details of how you will create an early learning environment to stimulate curiosity, learning, and fun. A Child Care Coordinator will then contact you to discuss whether your location and small business plan meet our current requirements.

Please send your completed small business plan, including your full name, address, telephone number(s), and e-mail address, to:

Family Day Care Services
Child Care Services Department
155 Gordon Baker Road, Suite 400 Toronto, ON M2H 3N5

Or email it to:

ChildCareServices@FamilyDayCare.com

The submission of your small business plan does not guarantee a contractual relationship with Family Day.



Frequently Asked Questions

What experience do I need? A caregiver should have experience with children (e.g. family, employment, volunteering, and babysitting).

How do I get a license? Family Day provides licensed home child care by contracting with self-employed caregivers. An individual caregiver does not hold a license in the Province of Ontario.

Do I need First Aid training? A caregiver must have a current Standard First Aid, including Infant and Child CPR, and be able to maintain both.

How do I get paid? Family Day will pay you each month based on the number of children we have placed in your home.

How many children am I allowed to care for? A Home Child Care Caregiver can legally care for up to six daycare children. This includes all children - placed by a licensed agency or privately enrolled.

Do my own children count? Your own children count if they are under the age of six years.

When is my home going to be opened? If you are selected to contract your business with Family Day, the process, to ensure that requirements are met, may take several weeks to complete.

What is the benefit for me to contract my business with Family Day?

- Introductions to families requiring child care
- Support from trained and qualified child care professionals ongoing opportunities to enhance your child care and business skills
- Ideas and resources to enhance your child care business
- Guaranteed payment for the service you provide

Family Day has been dedicated to the care and education of children since 1851. We advocate for and promote Home Child Care in the community and with all levels of government.

Websites

Licensing Partner → [Family Day Care Services](#) | www.familydaycare.com

Legal Requirements

- [Ministry of Education | ontario.ca](#) | www.ontario.ca/page/ministry-education
- [Child Care & Early Years Act \(2014\)](#) | <https://bit.ly/38aHxh6>
 - [CCEYA, 2014 Licensing Standards](#) | www.edu.gov.on.ca/earlyyears/licensing-standards.html
- [Smoke-Free Ontario Act](#) | <https://www.ontario.ca/laws/statute/17s26>
- [Canada's Food Guide to Healthy Eating](#) | <https://bit.ly/3v1z0pg>
- [Health Canada's Consumer Product Safety standards](#)
www.canada.ca/en/health-canada/topics/consumer-product-safety-education.html
- [Immunization Schedule](#) | www.canada.ca/en/public-health/services/canadian-immunization-guide.html

Business Plans and Financing

- [Information on starting a home business](#) | www.canadabusiness.gc.ca/gov/cbec
- [Canada Small Business Financing Programs](#) | www.ic.gc.ca/eic/site/csbf-pfpec.nsf/eng/home
- [Business Development Bank of Canada](#) | www.bdc.ca
 - [How to start a business in Canada](#)
www.bdc.ca/en/articles-tools/start-buy-business/start-business/how-start-business-canada
- [Canada Revenue Agency](#) | <https://www.canada.ca/en/revenue-agency.html>



“Every child deserves to have someone’s eyes light up when they enter the room.”

— DR. JEAN CLINTON

