



# YMCA Licensed Home Child Care

An information guide for  
Home Child Care Providers



*Shine On*

# The YMCA of Greater Toronto – Who Are We?

The YMCA of Greater Toronto is a charity. We are committed to diversity, equity, inclusion and belonging, where diverse backgrounds, experiences and identities are appreciated and celebrated.

## Our Mission

The YMCA of Greater Toronto is a charity that ignites the potential in people, helping them grow, lead, and give back to their communities.

## Our Vision

Vibrant communities here everyone can shine.

## Our Values

**Inclusiveness.** We create welcoming places and programs where everyone feels they belong.

**Integrity.** We are truthful, trustworthy, and take responsibility for our choices, actions, and commitments.

**Kindness.** We are caring and compassionate.

**Optimism.** We believe in the strengths and potential in people and communities.

**Respect.** We treat every person with dignity.

**Well-being.** We are dedicated to people's physical, social, and mental health.

## Child Care

The YMCA Child & Family Development has provided quality child care in the GTA (Greater Toronto Area) for over 50 years and is the largest not-for-profit provider of Licensed Child Care in Canada. With more than 294 locations, we offer a variety of programs for children 0-12 years of age: Early Learning and Care (Infant, Toddler, Preschool, and Nursery); Before and After School Care (Kindergarten and School Age); Family Support programs and Licensed Home Child Care.

# Is Providing Licensed Home Child Care for You?

There are many considerations to ponder before submitting an application to become a licensed Home Child Care Provider.

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

- Do you enjoy caring for children?
- Have you considered how long the work day/week would be?
- Are your family members (partner/spouse and children) supportive of your decision to provide licensed home child care within your home?
- 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.)?
- Do you have a safe and healthy home environment for children to play?
- Do you have ample space to accommodate the needs of the children in your care?
- Can you engage with families and value their strengths, contributions and unique perspectives while navigating your own personal opinions and your families?
- Do you feel comfortable and confident working in an environment independently?
- Are you prepared to take responsibility of managing your own business from home while complying with regulatory standards? (i.e.: recordkeeping, meal planning, planning activities with the children, etc.)?

A few essential traits that are needed to be a successful Home Child Care Provider are:

**Entrepreneurial spirit:** Managing successes and challenges of the daily operations of your own business.

**Organizational skills:** The ability to multitask throughout the day, while completing tasks in a timely manner to maintain a sense of balance between your business and personal life.

**Interpersonal Skills:** The ability to communicate with confidence to explain important information to parents/guardians effectively while supporting children in a sensitive manner.

**Good health and high level of energy:** The ability to sustain a long work day in a fast pace environment while supporting the development of children.

**Responsibility:** An awareness of 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.

**Willingness:** To actively seek out and participate in learning opportunities to keep current with trends, developments, and ideas in working with children and families.

**Calm personality and good sense of humour:** To help you get through those demanding situations which will undoubtedly arise from time to time.

**Self-Awareness:** Knowing your limits and taking time out for yourself and your family. Asking for support or resources when needed.

**Nurturer:** Keeping children healthy and safe in a warm and caring environment. Exhibiting patience and respect while creating a sense of belonging.



# YMCA Licensed Home Child Care

YMCA Licensed Home Child Care is often the child care of choice for parents/guardians who are looking for a quality program in a “family style” environment that offers greater flexibility with extended hours, overnights and weekend care and a smaller group size.

## **Lifelong Learning**

Training within home child care appears to be the indication of the quality of child care provided by Home Child Care Providers. There are many levels of training from certificate and correspondence courses offered by community colleges to workshops and seminars available by community agencies and local municipalities.

## **Community Partnership**

Home Child Care Providers who belong to a networking group and access support services that are available within the community, tend to provide higher quality of child care as you receive the most current information and trends within the child care sector. We view the community as a valuable resource and allows for an opportunity to network and engage with other Home Child Care Providers sharing ideas and learning opportunities.

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

## Home Child Care Providers

Home Child Care Providers must ensure they are following the YMCA of Greater Toronto Licensed Home Child Care Policies and Procedures and other regulatory regulations.

It is important to note that:

- Expertise in the field of early childhood education is valued;
- You're not just a babysitter; you're a home child care provider affiliated with a home child care agency.
- You are a professional within the child care sector;
- You play a pivotal role in a child's life focusing on children's social, emotional, physical, creative, and cognitive development in a holistic way.

## Rules and Regulations

In Ontario, child care providers must follow the rules set out in the [Child Care and Early Years Act](#), 2014 (CCEYA) and [its regulations](#). The act helps ensure the health and safety wellbeing of children and child care providers in child care settings.

The act applies to:

- unlicensed child care providers
- licensed child care centres
- licensed home child care agencies
- home child care providers that are overseen by a licensed agency

The Ministry of Education licenses child care centres and home child care agencies. Individual home child care providers and in-home services providers are not licensed by the Ministry of Education. They are overseen by home child care agencies that the ministry licenses.

## Health and Safety Guidelines

Home Child Care Providers must:

- Comply with the Ministry of Education's Standard Home Visitor Checklist
- Follow all guidelines set out by your local public health unit
- Follow all YMCA of Greater Toronto Policies and Procedures

## **Ratio**

If you're a Home Child Care Provider working with a licensed home child care agency, you can look after up to six children, all under 13 years old. There are specific limits for certain age groups: up to three children under two years old, decided by the agency, and a maximum of six children under 13, which includes your own kids under four.

Note: If you have questions about the allowed number of children during your care hours, please contact the YMCA Home Consultant.

All Home Child Care Providers must:

- Include their own kids under four in the count.
- Not care for more than three children under two years old.

## **Vulnerable Sector Checks**

All individuals over 18, including Home Child Care Providers, designated back-up providers, the provider's partner, adult children, adult dependents, those renting space in the home premise, and regular visitors with access to children in care, must undergo a vulnerable sector check conducted by the local police. This check must be updated every three years, with an annual offence declaration signed. Individuals must possess a current vulnerable sector check within six months of entering an agreement with the agency. The cost of these checks is the responsibility of the Home Child Care Provider.

## **Supervision**

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

## **Smoke Free Home**

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

## **Pets**

Domesticated animals are a personal choice; your work place is your home. Being a Home Child Care Provider comes with many personal considerations, including family pets. The Child Care Early Years Act and YMCA of Greater Toronto requires proof of your pet's rabies vaccinations.

## **First Aid Training**

All Home Child Care Providers are required to have a valid Standard First Aid CPR Level C -Infant and Child (2 day course), which includes Infant and Child CPR, issued by a training agency recognized by the [Workplace Safety & Insurance Board](#). It is the Home Child Care Provider's responsibility to pay for their certification and re-certification as needed. Other adults in the home do not need to have Standard First Aid CPR C Level C certification unless they are the designated back-up provider.

## **Program Requirements**

Home Child Care Providers that are contracted by the YMCA of Greater Toronto will follow the frame work of ["How Does Learning Happen?"](#) the Ministry of Education's framework to guide programming which promotes a shared understanding of what children need and what can be done to help them grow and flourish.



# The Role of the YMCA Home Child Care Consultant

The role of the YMCA Home Consultant is to ensure that the regulations set out in the Child Care and Early Years Act (CCEYA) are in place and being followed. YMCA Home Consultants will complete various scheduled and unscheduled visits and/or inspections throughout the year to ensure Home Child Care Providers are supported and are following the legislated requirements.

## **Visits include:**

- Regular Support Visits (monthly);
- Quarterly Audits/inspections (unscheduled- every three months);

## **Child Registration Process**

All child care inquiries will be screened and processed through the YMCA Child and Family Development Administration Office. The YMCA Home Consultant will:

- Assess the needs of the families requiring care;
- Contact available Home Child Care Providers to give detailed information;
- Provide the family with the contact information for the potential Home Child Care Provider so that a meeting can be arranged
- Support the Home Child Care Provider with the family meeting/interview to ensure that the placement of the child is a good match for the child/family and Home Child Care Provider
- Please Note: It is at the discretion of the Home Child Care Provider of what children they choose to accept into care, upon a home visit and family interview

Once you have determined that the child will start in your home child care and you and the family have agreed on the number of days/hours the child will attend, the registration process will begin. The YMCA Child and Family Development Administration Office will complete all administrative duties regarding the registration, collect all payments, and confirm with you an agreed upon start date.

# Become a YMCA Licensed Home Child Care Provider in 4 Steps



1

## Complete your Application

- Submit an application to start the process
- Provide information about yourself and your home environment
- Include three professional references



2

## Initial Home Inspection & Interview with YMCA Home Consultant

- Meet with a YMCA Home Consultant
- Share your experience in creating a secure environment for children
- Give a tour of the space intended for your home child care



3

## Onboarding & Orientation

- Sign an agreement with our agency
- Prepare and gather required documents
- Review and sign the agency's policies and procedures



4

## Program Start Up & Support

- Set up your environment
- Undergo a final home inspection and prepare for the first day
- Receive your green license decal
- Prepare for children to join your home



**Home Child Care Provider must have the following and maintain:**

- o 2 million Commercial General Liability Insurance - YMCA named as additional insured
- o 2 million Standard Auto Liability Insurance if using your vehicle for business and a valid driver's license
- o Clear Police Records Check with vulnerable sector screening – required for Home Child Care Provider and any individual who is 18 who resides or is normally present in the home during the operation of the home child care
- o Health assessment and immunization per public health including anyone in the home
- o Current Standard First Aid CPR Level C Infant & Child certification from WSIB approved agency
- o Current Food Handlers Certification
- o Child Welfare Check Consent Form
- o Attend a Duty to Report session
- o Written Fire Evacuation Plan
- o Fire Inspection if required by your municipality
- o Veterinary Care Statement - current rabies and vaccination for pets
- o Rent letter from landlord if applicable

# Why contract with the Y?

The YMCA of Greater Toronto offers Home Child Care Providers the opportunity to work as an independent subcontractor for our organization licensed by the Ministry of Education. The YMCA of Greater Toronto is responsible for ensuring that the rules and regulations of the Child Care Early Years Act are followed, outside of that it is your independent business and you are not an employee of the YMCA.

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

- We are responsible for children's registration and fee collection
- We support with the placement of children
- We apply for Provincial Wage Enhancement and other funding streams that Home Child Care Providers are eligible for
- Guaranteed payment to you for services provided
- Eligible for placement of subsidized children
- Offer fee reductions to families through the Canada Wide Early Learning Child Care Agreement
- Set policies and procedures that both parents/guardians and Home Child Care Providers follow
- A support network provided to both parents/guardians and Home Child Care Providers
- Back-up care supplied for children (if available)
- Some equipment loaned through our Equipment Lending Library
- Appropriate and necessary forms supplied
- Advice and guidance given regarding offering a safe home child care environment
- Agency promotes, markets, and advertises home-based child care
- Encouragement in offering a quality child care program in a home setting

# Independent Subcontractor

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.

The YMCA will not take any deductions such as Canada Pension Plan, income tax/ unemployment premiums. As you are self employed, this is your responsibility. You are not an employee of the YMCA of Greater Toronto, 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

## For More Information

- Visiting our website [Home | YMCA Licensed Home Childcare](#)
- Sending an email to [LicensedHomeCC@ymcagta.org](mailto:LicensedHomeCC@ymcagta.org)
- Calling 905-943-9622 ext. 60357

*\* The submission of your application does not guaranteed a contractual relationship with the YMCA of Greater Toronto. \**