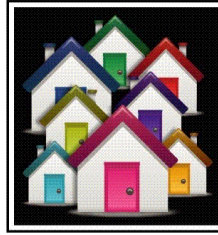


Licensed
Home Child Care
Network
of Ottawa



Réseau des
services de garde à
domicile autorisés
d'Ottawa



We are a network of not-for-profit agencies that operate Licensed Home Child Care programs in the Ottawa area

Licensed Home Child Care Network Members

Andrew Fleck Child Care Services

CentrepoinTE Child Care Services

City View Centre for Child & Family Services

Community Child Care of Ottawa

Global Child Care Services

Les services à l'enfance Grandir ensemble-

Programme la Maisonnée

Military Family Resource Centre-

Home Child Care

Mothercraft Ottawa

Municipal Home Child Care

Odawa Sweetgrass Home Child Care

Parents' Home Child Care of Ottawa

Rural Family Connections-

Metcalfe Home Day Care

The Children's Village of Ottawa-Carleton

TotLot Licensed Childcare

Wee Watch Enriched Home Child Care –

Kanata/Hunt Club

Ottawa East/Orleans

Ottawa West/Barrhaven

Our Mandate

To promote quality child care in licensed home child care settings

Our members advocate for non-profit Licensed Home Child Care with the City of Ottawa, all levels of government, the local child care community and the public at large.

Our responsibilities as a network include:

- sharing and disseminating of information on a regular basis, amongst members and the community, that is relevant to the work of home child care agencies
- organizing training and conferences for providers, staff and community
- participating on citywide committees - Child Care Council, Best Start Planning Tables, Ottawa Network for Children, Children's Integration Support Services and Ottawa ELECT Advisory
- developing a quality assurance tool for licensed home child care agencies
- responding to the changing child care needs of families
- representing the network at the Home Child Care Association of Ontario



What can you expect from licensed home child care?

Licensed home child care is care that is offered in the homes of providers affiliated with and monitored by licensed agencies.

We offer:

- a safe, loving early learning and care environment in a provider's home
- care that is monitored on a regular basis
- providers who meet all Day Nurseries Act requirements and agency policies
- nurturing, energetic and creative individuals who are committed to a career in child care
- support and assistance in the search for finding the ideal home child care setting
- flexibility in hours and days of care
- small group settings
- competitive rates; receipts for child care fees
- third party liability insurance with the agency
- access to City of Ottawa child care subsidies



Providers Affiliated with a Licensed Agency

providers are self-employed/independent contractors

must comply with extensive regulations set by the Day Nurseries Act (DNA) such as ratios, health & safety, and reporting requirements

monitored by the agency staff, ministry officials, and parents

must obtain a police records check for the vulnerable sector, a CAS check (some agencies), a medical assessment, and references

required to complete a First Aid and CPR course

agency supports parents in their search for home child care

parents pay the agency directly for the child care service; the agency in turn compensates the provider. A small administration fee is deducted

homes must pass quarterly safety inspections, conducted by the licensed HCC agency

visited monthly by a HCC Advisor/Consultant who offers support, mentoring and coaching

have the opportunity to participate in regular professional development offered through the agency

permitted to provide care for up to 5 children under the age of 6, including their own. No more than two children under the age of 2 and three children under the age of 3.

agency issues child care fee receipts to parents

have access to loaned agency equipment that is inspected regularly and age appropriate

in addition to DNA, providers must follow comprehensive agency policies regarding safety, supervision and support of children's development

Unregulated Providers

providers are self-employed

must comply with only one DNA regulation-no more than 5 children in care (no other DNA requirements)

monitored by the parents only

no requirement

no requirement

responsibility of the parents

parents pay the provider directly

no requirement, responsibility of the parents

responsibility of the parents to monitor, support and advocate for their child

no requirement

able to provide care for up to 5 children under the age of 6, not including their own. This means that the number of children in the care of an unregulated/informal provider is more than with a provider affiliated with a licensed agency

responsibility of parents to request a receipt

responsibility of parents to inspect the equipment being used or to provide the equipment

up to parents to ask about policies and practices

Screening Process

Before a home is opened for care, providers must agree to a thorough screening process including assessing the home for the following:

- ✓ Environment
- ✓ Suitability
- ✓ Safety

Providers are also submit:

- ∞ a comprehensive application form
- ∞ references (from non-relatives)
- ∞ police records checks (for all residents in the home over the age of 18)
- ∞ health references for all residents in the home (may also be required to submit TB testing)
- ∞ Children's Aid Society check (some agencies only)



The Role of the Home Child Care Advisor/Consultant

A qualified home child care Advisor supports and respects all parents/guardians by:

- facilitating the details of the care arrangement
- monitoring the provider's home through monthly scheduled and unscheduled visits to ensure the requirements of the DNA and agency policies are being met
- observing provider and child interactions
- reviewing menus and activities with the provider
- conducting quarterly safety checks
- tracking children's development
- reporting information to parents/guardians
- offering resources to parents/guardians and providers
- supporting provider to implement the Early Learning Framework
- mediating any issues on behalf of parent, children and providers
- offering on site training and role modeling
- facilitating training sessions and educational opportunities for providers



Ongoing monitoring of the quality of care and the progress of your child is our priority



Quality Assurance

The Ministry of Education conducts yearly inspections of all licensed home child care agencies to ensure that all provincial standards of the DNA are being met by:

- ✧visiting a percentage of provider homes
- ✧reviewing all relevant agency policies

Other responsibilities include:

- ✧issuing and renewing licenses
- ✧investigating complaints
- ✧monitoring operators

Agencies have also developed comprehensive policies and procedures that exceed the requirements of the DNA. The Licensed Home Child Care Network of Ottawa (LHCCNO) is developing an evaluation tool to enhance quality in licensed home child care environments.

Licensed Home Child Care agency services may include:

- ∞ activity ideas
- ∞ arts and crafts supplies
- ∞ community training-
 - *Home Child Care Training-Ottawa*
 - *I Care For Kids ~ I Care For Quality*
 - *ELECT training*
 - *First Aid/CPR*
- ∞ newsletters
- ∞ organized special events
- ∞ playgroups
- ∞ roving story times
- ∞ equipment loan program
- ∞ seasonal resources
- ∞ toy lending library
- ∞ yearly calendar



Circle Time Activity



At the Library



Provider Training

SPECIAL EVENTS ARE FUN TOO!



Connections to the Community



Local churches



Supported School Readiness Program with the Ottawa Catholic School Board



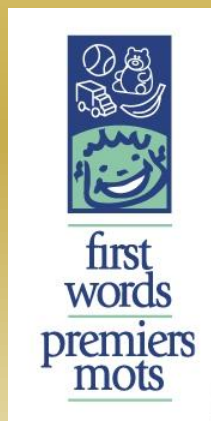
United Way



Community Health Centres



Better Beginnings, Better Futures



Schools



Our commitment

Our promise to you is that we will:

- respect and recognize that you know your child best
- advocate for public policies that will enhance quality care for your child
- continue to provide a flexible child care service that includes non-traditional hours
- continue to develop quality assurance tools that exceed minimum standards
- advocate for all children and families to have access to quality licensed home child care

Our belief is that the key to the success of licensed home child care is to build our relationship with you by offering open, respectful communication among three partners...

parents, providers and agency