



Information for New Providers

Welcome to Community Child Care of Ottawa. We are always looking for high quality child care providers in Kanata, Goulbourn and West Carleton. We are pleased that you are interested in joining our team! Child care providers are independent contractors affiliated with us, not employees of Community Child Care.

How Do You Get Started?

We need a current clear **police records checks** *for the vulnerable sector* for yourself and any other person living in your home who is 18 years of age or older. Any visitors and temporary residents in your home must also have a police records check if they are going to be in your home for 30 days or more. You need to have current **Standard First Aid** and CPR training.

We also need **three letters of reference** from people who are not related to you. The letters must include the person's name, address, telephone number, relationship to you, and how long they have known you, and should tell us about what they know about your experience with children and families.

You must be in good health and fully immunized. We need a copy of **immunization records** for yourself, any other person living in your home who is 18 years of age or older, your pre-school children and any pre-school private children in your care. A letter from a health practitioner saying that your health is satisfactory to work with children would be a welcome addition to your file.

If we need providers in your area a child care advisor will meet with you in your home. She will want to ensure that your physical environment is suitable for providing child care and that you are willing to work within the provincial, municipal and agency rules. Your advisor will go over agency policies and procedures and other information with you, to help you understand the legal requirements and to answer any questions you have. Your advisor will also do a safety inspection of your home, and will determine the number of children you may care for.

The relationship between the agency and the child care provider is based on communication, caring, trust, confidentiality and mutual respect. If you end up working with us, your advisor will be available to support you in your profession so that you can provide the best quality home child care possible.

If all goes well, once all the paperwork is signed, your independent home child care business is affiliated with Community Child Care of Ottawa.

How do you get children to care for?

While your home opening is proceeding your advisor will be looking for appropriate children for you to care for. By law, there must be no more than six daycare children at a time in a home.

You may care for up to two children under the age of two, and a maximum of six in total, depending on your experience and space. Your own children under the age of six count as daycare children. While we will do all that we can to introduce you to families, we cannot guarantee placements.

The advisor will set up appointments for you with families and will join you for introductory meetings. Meeting a family gives you an opportunity to meet the child and ask the family about their child care expectations. The family will want to know about your schedule, menus and the other children in your care. The advisor will help supervise the children so that you and the parents can talk and will answer questions or bring up information that may not have arisen.

Neither you nor the family is under any obligation to go ahead after meeting. In fact, most families want to see more than one provider before making their decision. The advisor will ask for feedback from you and from the family to be able to find children that more closely fit your situation and to tell you the things the family or the advisor particularly liked or to alert you to any problems the family or the advisor may have seen in your approach or setup.

You have children in care. Now what?

Your advisor will ensure that you have the equipment necessary for the care of the children. If you choose to use your own stroller, playpen, etc. your advisor will inspect it to make sure it is safe to use. If you do not have appropriate equipment, the agency may be able to lend it to you. Your advisor will drop in to visit you at least every month, and will re-do the safety inspection every three months. Visits and inspections are not pre-arranged.

You will keep track of the children's attendance and will get the parents to verify and sign the attendance sheet every month. That signed sheet is your invoice. You will be paid for every day a child is in care, statutory holidays, and for days the child is away sick or on holiday. You will *not* be paid for days when you are not available to provide care. Because you are not an employee, you are not entitled to paid sick leave or holidays. Payment is made by direct deposit on the 8th of each month. You are self-employed, not an employee, so you are responsible for your own income tax. No taxes are deducted from your pay.

A newsletter usually accompanies your pay statement to alert you to upcoming training opportunities, craft ideas and other information. If you don't have current Standard First Aid/CPR training, your advisor will schedule you on the next course we offer, or you may choose to take the training yourself and give us a copy of your certificate. We hope you will also take advantage of the other training we offer.

Communication and trust are vital to good child care relationships. If you have any concerns about the children in your care, talk to the parents and call your advisor. If you have trouble communicating with the parents or aren't sure how to approach them about something, your advisor can help. The team at our agency is here to support you and the children we have placed in your care. If your advisor is away, one of the others will be happy to help with any issue you may be having. We are bound by the same strict rules of confidentiality you are as a provider, so you can feel free to discuss anything that concerns you with an advisor.

We are a team. We hope you can join us.