

Becoming a Regulated Family Child Care Home Checklist

This checklist is intended to assist you in the process of becoming a regulated family child care home. Please feel free to check each item as they are completed.

Once the checklist items are achieved your home will be regulated and a license will be issued to you. It takes approximately four weeks for a license to be issued after all requirements are met during assessments by your Early Learning and Child Care (ELCC) Consultant.

- Family Child Care Home Initial Licensing Information Session
- Application Package:
 - Family Child Care Home Application
 - Criminal Record Search & Vulnerable Sector Check (Provider/family - 18 years of age and over)
 - Criminal Record Searches & Vulnerable Sector Check for Assistant, if applicable
 - Family Assessment Questionnaire
 - Direct Deposit Payment Request Form
- First visit (in-person or online) with an ELCC consultant to discuss Family Assessment
 - View space with an ELCC consultant
 - Schedule Fire Inspection
- Second visit (in-person) with an ELCC consultant to review regulatory requirements
 - Measure usable child care space to determine number of child care spaces
 - Schedule Heating Inspection
 - First Aid Certificate and CPR
 - Parent Handbook
 - Fire, Health & Safety Grant Application
- Third visit (in-person) with an ELCC consultant to review required forms and complete regulatory checklist
 - Complete all regulations identified on the checklist provided by your ELCC consultant
 - Start-up Grant Application
 - Nutrition Grant Application
 - Play and Exploration Grant Application
 - Active Play Grant Application
 - Early Childhood Education training documentation or plan
 - Weekly Menu Planning Form
 - Child Care Home Information Release form
 - Child Care Fee Schedule
 - Insurance