



Family Matters Family Home Child Care

The Path to Becoming an Approved Provider

10 Middle Road Lawrencetown, NS B0S 1M0
Agency Phone 902-584-2210
fhdcfamilymatters@gmail.com

Lunenburg County- Home office in Bridgewater
902-521-2757
fhccfmlunco@gmail.com

Step 1

I am interested in working from home and providing care to children and receiving the benefits of being part of an Agency.

Step 2

Contact Family Matters Family Home Childcare Agency (Annapolis and Lunenburg Counties) for more information.

Step 3

After receiving and reviewing information, make an appointment with the consultant who will meet with you in your home.
Submit application with references.

Step 4

Start on the following :

1. Vulnerable sector check (Everyone in home 18+)
2. STD First Aid CPR C
3. Child abuse registry check (Everyone in home 13+)
4. Confirm home insurance coverage

Submit copies to Consultant

Step 5

1. Create Personal Emergency Plan
2. Create a Menu
3. Create Parent Packages/Policies (we have templates to use)
4. Create Fire Escape Plan

Submit to Consultant

Step 6

Fill out "Needs List" for Equipment and materials.
Sign Lending Library Waiver
Sign Agreement.
Sign Behaviour Guidance Policy

Step 7

Receive Equipment/Toys and set up space. Consultant will help complete materials checklist

Recruit Families. The consultant can help with advertising!

Complete Paperwork

Step 8

Schedule Final Approval inspection with consultant

It's Time to open!!

ASK QUESTIONS, throughout the process!!



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Family Home Day Care Approval Checklist

*****The Consultant helps with this*****

- ✓ Standard First Aid/CPR Level C
- ✓ Child Abuse Registry Check (13 years +)
- ✓ Criminal Record Check/Vulnerable Sector Check (18 years+)
- ✓ Confirmation on zoning with town/village/municipality
- ✓ Insurance: Home (1 million per occurrence)
- ✓ Insurance: Auto (1 million per occurrence)
- ✓ Application with References
- ✓ Outdoor Play Space with 4ft fence (provided if needed)
- ✓ First Aid Kits (x2)
- ✓ Personal Emergency Plan
- ✓ Signed Lending Library Agreement
- ✓ Service Agreement
- ✓ Daily Log
- ✓ Activity Plan
- ✓ Parent Packages (Contracts & Registration Forms)
- ✓ Daily Records for Infant/Toddlers
- ✓ Fire Extinguisher

Parent Information Bulletin Board and Binder (Visible Area) :

Board

- ✓ Daycare Acts and Regulations Website Address
- ✓ Signed Behaviour Guidance Policy
- ✓ Menu * Must be signed and Dated
- ✓ Number of Approved Children
- ✓ Most Recent Inspection Report (Bulletin Board)
- ✓ Copy of Agency License
- ✓ Emergency Numbers
- ✓ Fire Evacuation Roles & Responsibilities & Escape Map
- ✓ Approval Sticker (Usually on Front Door)

Binder (Attach to Bulletin Board Clearly Labeled with contents)

- ✓ Daycare Act and Regulations Paper Copy
- ✓ Communicable Disease Control
- ✓ Parent Handbook
- ✓ Family Communication Plan
- ✓ Service Agreement
- ✓ PAC Members
- ✓ PAC Most Recent Meeting Minutes

ASK QUESTIONS, throughout the process!!