

MANNING REGIONAL CHILD CARE ASSOCIATION
FAMILY DAY HOME PROGRAM
Procedures Required in Becoming a Provider

1. The Home Visitor will make a presentation focusing on the policies and procedures of the Agency. This may be done in a group setting or on a one to one basis.
2. The Home Visitor will give the prospective Provider a package of information which will include:
 - **RCMP Security Clearance forms for all adult members of the household which includes a vulnerable sector search. This should be applied for asap, as may take some time to receive. (Will not be approved until this is received)**
 - **Form signed by parents for any children in their home, ages 13 to 17 years of age, verifying any involvement with authorities.**
 - **Application form - includes request for three references, back-up plans.**
 - **Sample Menu Form - 2 snacks and 1 meal (keeping in mind the Canada Food Guide.)**
 - **An Emergency Evacuation Plan form - This includes two emergency exits in case of fire, and an alternate accommodation plan.**
 - **Consent for a criminal record check for a sexual offence for which a pardon has been granted or issued.**

If you become a successful applicant you will be required to complete the following forms:

- **Medical form - recently completed form or note from a physician verifying the prospective provider's physical and emotional ability to care for young children.**
 - **TB Testing form - which can be done at Community Health.**
3. Upon receipt of the documentation, the Home Visitor will proceed with the home study. The home study consists of three home visits, which evaluates homes in the areas of Health, Safety and Nutrition.
 4. Final approval of the prospective Provider will take place upon completion of all documentation and home visits.
 5. Provider is required to complete a standard First Aid course with a child component before becoming a provider.

Home visits, following approval, will be conducted on a monthly basis.