# Licensed home child care onboarding checklist

The onboarding checklist for the licensed home child care settings includes the following sections:

* Before the home begins operating
* Orientation to the home child care agency
* Training
* Supporting materials to be provided
* Orientation to the early years and child care system in Peel

The home visitor can use this checklist before a new licensed home child care provider begins operating and through the first few months of operation.

## Before the home begins operating

| **Item** | **Date received/ completed** |
| --- | --- |
| Complete written agreement between agency and home child care provider |  |
| Conduct building, equipment, and playground compliance inspection using the Ministry’s standard home child care checklist |  |
| Resume with references |  |
| First Aid/CPR Card |  |
| Criminal reference check, vulnerable sector check for all individuals as required by the Ministry of Education |  |
| Education certificate |  |
| Void cheque or account information for accounting/payment |  |
| Review the Home Child Care licensing manual |  |
| Other: |  |
| Other: |  |

## Orientation to the home child care agency

| **Topic** | **Format (online, in person, hard copy)** | **Responsibility (self, supervisor, other)** | **Date completed** |
| --- | --- | --- | --- |
| Introduce the organization – vision, program statement, size, programs, locations |  |  |  |
| Review home child care agency policies, procedures, processes |  |  |  |
| Provide information about support at the agency (who to go to for different concerns and questions) |  |  |  |
| Overview of Raising the Bar program/QEI and requirements |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

## Training

| **Topic** | **Format (online, in person, hard copy)** | **Responsibility (self, supervisor, other)** | **Date completed** |
| --- | --- | --- | --- |
| Orientation to training technology/learning management system |  |  |  |
| “How Does Learning Happen?” (HDLH) Training (as appropriate) | How Does Learning Happen?  [ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years](https://www.ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years) |  |  |
| Anaphylaxis training | Online training:  [allergyaware.ca/courses](https://www.allergyaware.ca/courses/)  (scroll down to Anaphylaxis in Child Care Settings) |  |  |
| Health & safety course | Online training: [labour.gov.on.ca/english/hs/elearn/worker/foursteps.php](https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php) |  |  |
| Early Years & Child Care Act self-test | Online training:  [earlyyears.edu.gov.on.ca/CCEYATestWeb/public/home.xhtml](https://www.earlyyears.edu.gov.on.ca/CCEYATestWeb/public/home.xhtml) |  |  |
| Food handler’s/food safety course | Online training:  [safecheck1.com/product/food-handler-cn](https://www.safecheck1.com/product/food-handler-cn/) |  |  |
| Allergen training | Online training:  [traincancampus.com/PreRegister.php](https://traincancampus.com/PreRegister.php)  (Select “Allergen Training for the Foodservice and Food Retail Industry 2nd Edition”) |  |  |
| WHMIS |  |  |  |
| AODA |  |  |  |
| Overview of CDRCP PL opportunities and how to register |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

## Supporting materials to be provided

| **Item** | **Format (link, hard copy, etc.)** | **Date provided** |
| --- | --- | --- |
| Home child care licensing manual | Online resource  [ontario.ca/page/home-child-care-licensing-manual](https://www.ontario.ca/page/home-child-care-licensing-manual) |  |
| Policy and procedure manual | If available online, agency to insert link to manual here |  |
| Training handbook/manual (if applicable) | If available online, agency to insert link to manual here |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |

## Orientation to the Early Years and Child Care System in Peel

These resources also provide information about the overall early years and child care system in Peel. Choose resources from the list to help you onboard your new providers.

You can find these resources at: <https://peelregion.ca/business/early-years-child-care-providers/onboarding-new-employees/child-care-onboarding>

| **System resources** | **Brief description** |
| --- | --- |
| Peel’s early years and child care sector | This resource is an overview of the early years and child care sector in Peel, including the role of Peel Region as the Service System Manager. |
| Early Years and Child Care Service System Plan | The Early Years and Child Care Service System Plan (“System Plan”) sets the path for how we will continue to build and grow an early years and child care system that is responsive to the current and future needs of children and families in Peel. |
| Early Years Specialists | This resource describes the role of the Early Years Specialists. |
| Peel Inclusion Resource Services (PIRS) resource consultants | The PIRS Memorandum of Understanding explains the roles and responsibilities of Child Care Service Providers, PIRS Special Needs Resourcing (SNR) agencies, and Peel Region. |
| Child care subsidy | Peel Region provides child care subsidy to help qualifying families with child care costs for children 12 years and younger in licensed child care programs. |
| Journey Together program | This resource describes the Journey Together program. |
| CDRCP professional learning | This resource describes Child Development Resource Connection Peel’s (CDRCP’s) professional learning services and resources. |
| InfoPeel | This resource describes CDRCP’s InfoPeel. |
| Ontario Child Care Management System | Ontario Child Care Management System (OCCMS) is a provincial, cloud-based tool with custom-built features for data management. OCCMS supports the administration of provincial funding such as child care subsidy and CWELCC. |
| Public Health services and resources | This resource provides links to public health programs and services for families and children. |