**CONDITIONS TO BE MET TO BECOME A PROVIDER** Logo, company name

Description automatically generated

**Paperwork**

* **Application** to Provide Care
* **Initial Home Visit Evaluation** (Home Visitors will schedule a time to view your entire home)

***Do not proceed with any other items until Highland Shores CAS and Vulnerable Sector Checks have been submitted to Family Space. These must be completed first.***

* **Highland Shores Disclosure Forms for everyone over 18 years of age** [**https://highlandshorescas.com/about/child-welfare-record-check-consent-form/**](https://highlandshorescas.com/about/child-welfare-record-check-consent-form/)
* Submit **Vulnerable Sector Check** for Provider and anyone 19 years of age.
* Submit proof **of Vehicle Insurance**
* Submit proof of current **Rabies Vaccination** for Pets
* Submit proof of **Water Sample** from Public Health if on well water
* Submit proof of home/tenant/condo **insurance policy** to cover personal liability, personal contents and building structure (if required)
* **Complete Immunization (TDP, MMR)** for all adults who reside in the home.
* Submit **proof of immunization for own children**
* Within one month after the person turns 18 years old, they are required to provide a statement that discloses every previous finding of guilt under the Youth Criminal Justice Act (Canada) if the person received an adult sentence.
* **Pass Fire Inspection** and provide a letter for file.
* Submit **proof of WSIB approved Standard First Aid and infant/child CPR/Level C certification.**
* Submit **VOID cheque** for direct deposit.
* Must provide a smoke free environment & post no smoking sign at front door.
* **Provide 3 references** (contact information including email address)

Below to be completed closer to start date:

* Attend **Policy Review Training**:
* Review **Home Child Care Policy Manual & Enhanced Health & Safety Manual**
* **Provider Agency Agreement signed**
* **Policy Sign Off** by providers and other individuals regularly on the premises.
* **Sign Notice with Respect to the Collection of Personal Information**
* **Photo/Video Release**
* **Orientation Home Visit/Tablet Training**

Family Space Quinte has the right to not accept an applicant depending on the results of the Reference Checks, Vulnerable Sector Check and Highland Shores Children’s Aid Society record checks. This includes results for family members and other residents living in the home.

Any expenses already incurred by the applicant will not be refunded by Family Space.