

Conditions to Become a Licensed Home Child Care Provider

Family Space is here to guide you every step of the way!

Nature. Support. Thrive: Your Journey Starts Here

Initial Paperwork & Home Visit

- Application to Provide Care [Apply online](#)
- Initial Home Visit Evaluation (Your Home Visitor will schedule a time to view your entire home)

Important – Complete First

Please do not proceed with any other steps until the following items are submitted to Family Space:

- Highland Shores CAS Disclosure Forms (for everyone over 18) [Submit online](#)
- Vulnerable Sector Check (Provider and anyone 19+)

Required Documentation

- Proof of Vehicle Insurance
- Proof of Current Rabies Vaccination for Pets
- Water Sample Results from Public Health (if on well water)
- Proof of Home/Tenant/Condo Insurance (must include liability, contents, and structure if applicable)
- Immunization Records for Adults in the Home (TDP, MMR)
- Immunization Records for Your Own Children
- Fire Inspection Passed & Letter Submitted
- Intermediate First Aid [WSIB approved](#)
- VOID Cheque for Direct Deposit
- Smoke-Free Environment (No smoking sign must be posted at front entrance: We will provide this)
- 3 References (Include full contact info and email)
- If someone in the home recently turned 18: Submit Youth Criminal Justice Act Disclosure (within one month of turning 18)

To Be Completed Closer to Your Start Date

- Sign & Review Agency Program Statement
- Sign Confidentiality Agreement
- Sign Provider Agency Agreement
- Policy Sign-Off by Provider & All Adults Regularly on the Premises
- Sign Borrow Technology Agreement
- Photo/Video Release
- Orientation Home Visit & Tablet Training

Important Notes

- Family Space reserves the right to deny an application based on the results of Vulnerable Sector Checks, CAS record checks, or references—this includes any adult household members.
- Any costs incurred by applicants are not reimbursed by Family Space.



Come grow with us!

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