

Record Keeping

As a Home Child Care Caregiver, you are an independent contractor. Before we can refer children to your home, we have to be assured that your home meets the requirements set out by the Ministry of Education.

Throughout this manual the regulations, policies and procedures are reviewed.

In this section, you will find a listing of the forms and information required to do this job.

Developing your own method of storing and filing this information will make your job easier.

As well as the information that the Ministry requires you to have, you will want to establish a method of organizing your records and expenses related to child care. To help at income tax time, the Income Tax Department has published a booklet entitled “Using Your Home for Day Care”, which is available through [Revenue Canada](#).

Information to keep for your own Records

- Health Information
 - dates of TB test or X-Ray (if required)
 - dates of immunizations for self and family members
 - copies of pets rabies vaccination
- Record of Workshops/Professional Development
 - a copy of your Standard First Aid CPR level C certificate
 - any training or workshop certificates
- Receipts, Bills Related to Child Care
 - to be kept for income tax purposes

Children’s Paperwork

- You need to have either have access digital paperwork on your device or printed off paperwork.
- Keep CFA (Confirmation of Fee Assistance/Agreement letters) for each child with rates of care and end dates.

Private Children in your care

- Ensure that all paperwork for private children is current and accessible as well.
- All forms available at the [Home Child Care Website](#)

Forms

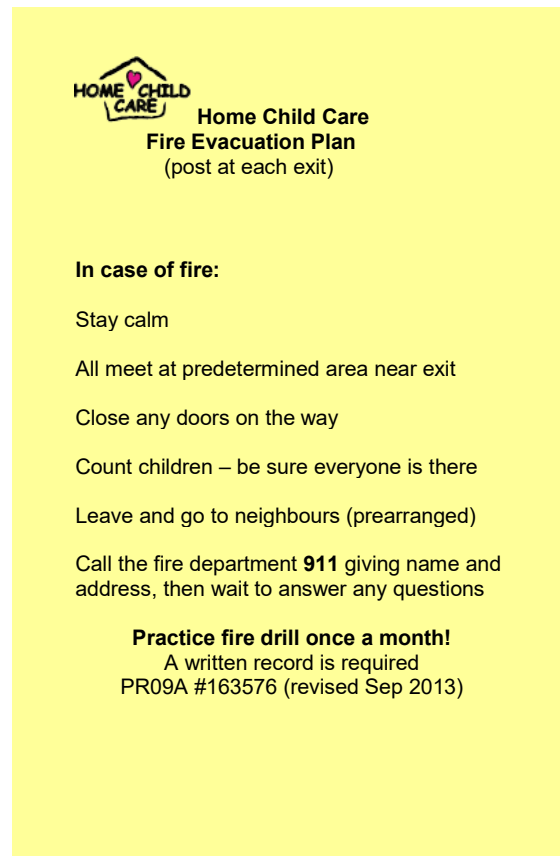
- Parent Acknowledgement (*needed even if you are using your own forms)
- Application and Consent
- Outdoor Play and Supervision Agreement (Under 5)
- Outdoor Play and Supervision Agreement (5 and Up)
- Sleep Arrangements Permission Form
- Immunization Form
- Child Feeding Schedule
- Incident Report
- Administration of Prescribed Medications
- Over the Counter Medication Authorization
- Individualized Anaphylaxis
- Individualized Support Plan
- Individualized Plan for Child with Medical Needs



Information Required for Home Child Care and The Ministry of Education

Items that must be posted at all times:

- Green Decal Licensed Sign
- Non-Smoking sign posted outside of all entrances
- Menu (daily or weekly)
- Fire drill form
- Individual Anaphylaxis Plan Form (for every child in your care with Anaphylaxis allergy)
- Fire Evacuation Plan posted at each exit



Ensure that “Emergency numbers” are accessible and visible either on your log book or on a bulletin board.

Emergency # 911

**Region of Waterloo Home Child Care
after hours number**

519-575-4400 (ask for Home Child
Care)

Consultant _____

Contact #

Information to have organized and ready to show

- Current Annual Policy Review
- Able to access your electronic contract (Docu-Sign)
- Notice of the Collection of Personal Information
- Completed Log Book or approved alternative (current plus 3 previous years)
- Keep your quarterly inspection sign off sheets- “Standard Home Visitor Checklist – Sign off Sheet and Non Compliance” – Current and 3 year retention
- All Incident Reports you have ever completed as a caregiver
- Serious Occurrence Notification Forms from past incidents
- Current Rabies certificate for all dogs and cats in your household

- A copy of your Home liability insurance policy
- Vehicle insurance (if transporting children)
- Ability to access all “Child Intake Packages” for each child in your care on your device or if you printed paper copies
- All paperwork for private children in your care
- Immunization information for all children not in school
- Individualized Plan for a Child with Medical Needs (if required)
- Individual Support Plan (if required)
- Caregiver Pool Approval (if required)

If you are not able to find something, talk to your consultant!

Disposing of Paperwork

Caregivers use paperwork that contains confidential information. When a family leaves your care, or paperwork has been updated – all paperwork must be shredded or given to your consultant to dispose of appropriately.

Never put family paperwork in the recycling bin or garbage without shredding first.

