



Provider Start-up Checklist

(Your Home Child Care Coordinator will need copies of all of the following prior to scheduling an inspection.)

Task	Supporting Information	Date Completed
<p style="text-align: center;">Insurance</p>	<p>You are responsible for securing your own insurance. Your insurance needs to cover all liabilities outlined in our Service Agreement.</p> <p>If you do not have an insurance broker that will cover the requirements, here are some options:</p> <ol style="list-style-type: none"> 1. Standard Insurance/Premier Canada <i>Contact:</i> Lexi Savard <i>Direct:</i> 807.346.6402 ext. 1105 2. Magenta Insurance www.magenta-ins.ca Under the "Childcare Insurance" tab, choose "Regulated Home Childcare – Ontario" 	
<p style="text-align: center;">Police Vulnerable Sector Check (PVSC)</p>	<p>This can be completed online (link below) and usually takes 1-3 weeks to receive the completed certificate. Any persons over the age of 18 who live in the home must also provide an updated criminal record check. If you will ever have an "alternate caregiver" they must also have an updated criminal record check. We will provide you a request form for the criminal checks required. We will reimburse for all criminal checks completed. Please submit your receipts.</p> <p>Police Records Checks Thunderbay (thunderbaypolice.ca)</p>	
<p style="text-align: center;">Fire Inspection</p>	<p>Please contact your local fire department to schedule a fire inspection in your home. The fire department will provide you with a certificate once completed.</p>	
<p style="text-align: center;">TB Skin Test</p>	<p>This can be booked online with Janzen's Pharmacy as an option. There is a charge for this; however, OKC will reimburse once you submit us your receipt.</p> <p>https://www.tbdhu.com/health-topics/diseases-infections/diseases-z/tuberculosis-tb-outbreak/where-to-get-tb-skin-test</p>	
<p style="text-align: center;">Immunization Records</p>	<p>All vaccinations must be up to date. All family members in the home and alternate caregiver must also provide us with a copy. If any animals are in the home, we will require proof of updated vaccinations.</p> <p>If you are exempt from vaccinations you will be required to sign an attestation. Please let us know and we can provide this to you.</p>	
<p style="text-align: center;">First Aid</p>	<p>Home child care providers overseen by a licensed home child care agency must have a valid standard first aid certification, including infant and child cardiopulmonary resuscitation (CPR).</p>	
<p style="text-align: center;">Home Child Care Licensing Manual</p>	<p>It is important for you to read and understand the Home Child Care Licensing Manual which outlines all the regulations you will need to follow within your program. Your Coordinator will support you in achieving all components within the manual. We have some equipment and resources that we can lend as needed. We can also apply for some start-up funds from TBDSSAB if you need further support.</p> <p>Home Child Care Licensing Manual (ontario.ca)</p>	