

Military Family Services  
National Capital Region



A Guide to Opening Child Care In  
Your Home

To consider when opening child care in your home .....2  
 In Ontario.....3  
     Licensed child care providers: .....3  
     Unlicensed child care providers: ..... 4  
     Additional information:..... 4  
 In Quebec .....5  
     Licensed child care providers: .....5  
     Unlicensed child care providers: ..... 6  
     Additional Information: ..... 6

Finding child care can be challenging for military families as spots in licensed centres are in high demand and have long wait lists. Opening child care in your home could be a good option to consider when thinking about finding care for your own children while at the same time having some income. Here is some helpful information to help you decide if opening child care in your home is the right decision for you and your family.

When it comes to opening child care in your home, there are two options to consider. Do you want to go through an agency or run it independently?

**TO CONSIDER WHEN OPENING CHILD CARE IN YOUR HOME:**

- How much space do you have in your home? Do you have a play area? Do you have a place for children to take naps?
- Are you aware of what needs to be taken into consideration when preparing for tax season? Do you have receipts for items purchased? Do you give receipts to families?
- What are your expenses? (Think about meals, disinfecting/cleaning products, craft supplies, toys & equipment.)
- What are your fees? (Keeping budget in mind)
- Will meals and snacks be included in your fees?
- What kind of equipment and toys do you have? What do you need to purchase?

- Are you aware of the regulations around having child care in your home? How many children are you allowed to care for?
- What kind of care do you want to offer? Casual, emergency, before and after school, full day, weekends?
- What hours of care will you offer?
- Will you create a contract for families to sign? (Outline withdrawal notice, illness policy, late pick up policy, etc.)
- Do you have access to an outdoor space? Are you near any parks?
- Where would you advertise your services?

### In Ontario

Ontario regulations - [Child care rules in Ontario | ontario.ca](https://www.ontario.ca/child-care-rules)

In Ontario, child care providers must follow the regulations in the Child Care and Early Years Act.

#### Licensed child care providers:

Should you chose to have home child care through a licensed agency, you are allowed to care for up to six (6) children under the age of 13 yrs.

If your own children are under the age of 4 yrs., they must be counted in the number of children that can be cared for.

A maximum of three children can be under the age of 2 yrs.

#### Requirements:

- Must have a police records check, vulnerable sector every five (5) years and provide offence declarations for the years that the vulnerable sector check is not required.
- Must have first aid as well as infant and child CPR training.
- Must have a program statement that aligns with [How does learning happen?](#), the ministry of Education's guide to programming. Most agencies may already have a program statement for you to use.

## Unlicensed child care providers:

Should you choose to not go through a licensed agency to open home child care, you are allowed to care for up to five (5) children under the age of 13 yrs.

If your own children are under the age of 4 yrs., they must be counted in the number of children that can be cared for.

A maximum of three children can be under the age of 2 yrs.

### Requirements:

- You cannot operate in more than one location.
- You are required to notify in writing to the families in your care that you are an unlicensed child care provider, e.g., “This child care program is not licensed by the Government of Ontario.” Proof of this communication to the family must be kept for 2 yrs.
- You must provide receipts to families should they request them without charging them a fee for that request.

### Additional information:

- Daycarebear is a site where caregivers can post their services and families can search for either a caregiver to come into their home or a caregiver offering care within their own home. Most caregivers have reviews posted to their profile from previous families in care. [Daycare in Ottawa - Search results \(Page 1\) \(daycarebear.ca\)](https://www.daycarebear.ca)
- Should a family have any concerns about a child care provider, they can make a complaint through the Ministry of Education. [Make a child care complaint | ontario.ca](https://www.ontario.ca)
- The Ministry of Education can also conduct inspections and investigate complaints about licensed and unlicensed child care providers.
- Child care providers who do not follow the rules and regulations under the Child Care and Early Years Act, may face penalties or convictions.

## In Quebec

Québec regulations - [Home Childcare Provider \(gouv.qc.ca\)](http://gouv.qc.ca)

### Licensed child care providers:

Should you be interested in providing home child care through an agency or would like to have your home care licensed, you will need to be registered with a Home Child Care Coordinating Office. To search for a Home Child Care Coordinating Office near you go to:

[Liste des bureaux coordonnateurs de la garde éducative en milieu familial - Jeu de données - Données Québec \(donneesquebec.ca\)](http://donneesquebec.ca)

Should you chose to provide home child care through a licensed agency, you are allowed to care for up to six (6) children if two (2) of those children are under the age of 18 months.

Alternatively, you can have up to nine (9) children in care if you have four (4) children under the age of 18 months. If this is the case, then an additional adult is required to help with the care.

### Requirements:

- Child care providers must be 18 yrs. or older and eligible to be working in Canada.
- Must have a location that has enough space for the number of children in care.
- Child care provider must be present on site during the hours of child care unless there is a replacement should an emergency arise.
- Must have good communication skills with parents, children as well as the Home Child Care Coordinating Office coordinator.
- Must be in good health physically and mentally to ensure the safety of the children in care.
- Must ensure your home is a place that assures the health, security and well-being of the children attending.
- Must engage with the children in care, ensuring activities are educational and allows children to explore through play.
- Must have first aid as well as infant and child CPR training.

## Unlicensed child care providers:

It is not necessary to be registered with a Home Child Care Coordinating Office if you are providing care for up to six (6) children with no more than 2 children under the age of 18 months. If you have children of your own under the age of 9 yrs., they must be included in the number of children under your care.

If you wanted to provide care for seven (7) to nine (9) children, then you must be registered with the Home Child Care Coordinating Office as well as have another adult assist with the care.

If you are choosing to provide care for seven (7) to nine (9) children with another adult assisting, no more than four (4) of those children in care can be under the age of 18 months.

## Additional Information:

- Ma Garderie is a site where caregivers can post their services, and families can search for either a caregiver to come into their home or a caregiver offering care within their own home. Most caregivers have reviews posted to their profile from previous families in care.. [Ma Garderie - Services de garde - Québec, Montréal, Laval, etc.](#)
- Should a family have any concerns about a child care provider, they are able to make a complaint through the Ministère de la Famille.. [To file a complaint or a disclosure \(gouv.qc.ca\)](#)

Should you have any further questions regarding opening up child care in your own home, you can contact our Child Care Navigator, Cindy Le Breton for support. [lebreton.cindy@cfmws.com](mailto:lebreton.cindy@cfmws.com)