

Family Home Child Care Capacity Checklist

Before submitting your application please ensure your package includes the following:

- Application- Filled out completely and accurately, signed and dated
- All documentation of expenditures including required invoices and receipts are attached

Start-Up:

- Certificate of Incorporation (if applicable)
- Written Confirmation from Regional office or Family Child Care Agency staff verifying your status, projected opening date and the number of projected spaces for the child care home (not including those spaces you own children may be filling).
- A detailed list of materials, equipment and other items that were verified and/or determined as required by your Regional Child Care Inspector or your Family Home Child Care Agency Monitor.
- Your detailed budget
- Your detailed work plan for the project, include the projected time for completion
- If applicable, a letter from the homeowner verifying they are in agreement with the proposed renovations to the home

Renovations:

- Certificate of Incorporation (if applicable)
- Copy of current Family Home Child Care License or approval certificate (if applicable) or
- Written Confirmation from Regional office or Family Child Care Agency staff with the projected opening date
- Documentation from government inspectors and/or Home Monitors detailing the renovations required to meet any applicable government standards and policies, if applicable
- Written rationale for selecting a specific company to complete the renovations, disclosure of any conflict of interest is required
- Your detailed work plan for the project, include the projected time for completion
- If applicable, a letter from the landlord lender verifying they are in agreement with the proposed renovations to the leased space