

Caution: Before start reading this section, make sure that you have already gone through the main sections of EASY READING BUSINESS DEVELOPMENT TOOL FOR WOMEN. By reading the tool, you will have clearer understanding on processes and requirements to start and manage the business

Starting a Child Care Business in Calgary and Surrounding Area

This guide will help you start a childcare business either a dayhome or a daycare in Calgary and surrounding areas. Detailed information is also available on the Government of Canada website under the business section. See Links to important website section.



Business Overview

Childcare businesses, both dayhomes, and daycares are popular as working parents prefer to send their children to childcare providers for two main reasons:

- Parents are engaged in jobs where children cannot stay with them. Legally parents cannot take children to work nor may they leave them alone at home during their work hours
- Childcare facilities engage children in fun and educational activities to meet the physical, social, intellectual, creative, and emotional needs of children

Childcare, particularly dayhomes are good business for:

- Those who like to spend time with children and are capable of taking care of more than one child at a time
- Those who are responsible, friendly, patient and good communicators
- Parents, who wish to spend more time with their own children, while at the same time helping other parents by providing high-quality childcare

Daily Life for a Childcare Provider

- Typically work during normal working hours, while parents are at work and are unable to watch their children
- A daycare owner may prepare meals for kids, or offer them snacks throughout the day
- If care is for infants and small children changing diapers, and cleaning up after unexpected accidents occurs daily
- Childcare providers must be present all times
- Childcare providers must communicate with parents, market the day care business and possibly hire and train staff, depending on the size and scope of the facility

Childcare business start-ups:

- Are often run as a dayhome, operating out of the provider's own home
- Home-based childcare can accommodate up to six children under one roof

- Require spending, even dayhomes, sometimes to renovate space according to approved standards
- Require spending on toys and equipment such as safety locks and drawers. To learn about equipment required for childcare see the web link [Furnishing and Equipment Guidelines for Licensed Childcare & Materials/ Equipment Guidelines for Licensed Childcare](#) See the [Links to Important Websites](#) Section
- Childcare business income and expenses are:
- Ongoing and will include expenses on food, utilities and perhaps service charges to franchises (if applicable)
- Monthly, as income is received from payments made based on an hourly rate per child or paid as a fixed monthly or annual rate to the childcare provider. In Calgary, childcare charges are from \$800 to \$1200 per month per child.

Childcare business, both dayhomes and daycare licenses:

- Are not required in some cases
- Are needed if childcare has seven or more children
- Are not required if an approved family day home is monitored by a family day home agency
- Are available by contacting a childcare-licensing officer at your local Children's Services office, the license is under the Childcare Licensing Act

A licensing officer will take you through the steps you need to take to prepare and apply for a license and will provide you with a Child Care License Application Package.

Licenses are approved when you provide documents and information about:

- The location, facilities, and emergency handling procedures
- Staffing including hiring, training, and number of staff
- Administrative policies
- Criminal record check, including a vulnerable sector search, dated not earlier than 6 months
- Compliance with city zoning

The licensing fee until October 2020 is \$200 for a new license or \$100 for the renewal of the license. See the [Links to Important Websites](#) section

Childcare business staffing (dayhome operators and daycare staff):

- Is provided by the operator in the case of a dayhome. The operator is not legally required to hold credentials; however, the operator should have qualifications. These qualifications are expected by the parents as well as dayhome agencies
- In the case of daycare, is provided by staff who are required to hold qualifications

Early learning and childcare in Alberta is a regulated occupation that applies to daycares. Individuals who work in a licensed daycare, pre-school and out-of-school care programs must hold a provincial childcare staff certificate issued by the Alberta Government. Staff

hired and working in licensed childcare programs have six months to become certified, but cannot be left alone to supervise children without certification.

Tip: The Association of Early Childhood Educators of Alberta (AECEA) helps with certification, professional practice, and learning opportunities for childcare providers. See the web link of the Association of Early Childhood Educators of Alberta For more information; see links to important websites section.

Early learning and Childcare Includes three levels of certification:

Child Development Assitant (CDA) To be certified as a Child Development Assitant (formerly Level One), you need to have completed one of the following:

- Child Care Orientation Course
- CCS 3110, 3120, 3130, 3140 and 3150 through Alberta high schools CTS program or
- 45-hour (3 credit) college-level course in child development
- CIWA also offers a free CDA certification course

Child Development Worker (CDW) To be certified as a Child Development Worker (formerly Level two), you need to have completed one of the following:

- 1-year early learning and childcare certificate program offered by an Alberta public college, or an approved educational equivalency
- CIWA also offers a free CDW certification course

Child Development Supervisor (CDS) To be certified as a Child Development Supervisor (formerly Level three), you need to have completed one of the following:

- 2-year early learning and childcare diploma program offered by an Alberta public college, or an approved educational equivalency

Source: Alberta Childcare staff certification, See web link in Links to important websites - Childcare section.

Childcare staff, whether in a dayhome or daycare, who are directly interacting with children must also have the following:

1. Child intervention record check for people who are dealing with children (valid for six months)
2. Criminal record check in Canada (valid for six months)
3. First Aid & CPR for childcare (valid for three years)
4. It is desirable that daycare owners have at least a high school diploma

Dayhome operator income varies depending on the number of children and rates set.

Daycare owners are required by the Government of Alberta to provide base wages for staff. Wages vary from \$15.86/ hour to \$25.04/ hour depending upon the certification type and government-approved support funding

In addition, a top-up income is provided by the government to licensed dayhome operators and daycares to support wages. See Links to Important Websites section

Each province has requirements for how many adults must be present given a certain number of infants, toddlers, and children. Here is one of Alberta’s requirements:

Age of children	Primary Staff Member to Children Ratio	Applicability
Infants less than 12 months	1 childcare provider for 3 infants	Dayhomes & Daycares
Infants 12 months to less than 19 months	1 childcare provider for 4 children	Dayhomes & Daycares
19 months to less than 3 years	1 childcare provider for 6 children	Dayhomes & Daycares
3 years to less than 4.5 years	1 childcare provider for 8 children	Daycares
4.5 years and older	1 childcare provider for 10 children	Daycares

Source: Province of Alberta, Child Care Licensing regulations

Steps to start a Dayhome

Complete market research before starting a dayhome. Learn the specific needs of the area and set-up a dayhome that fills the gaps. For example:

Dayhome Type	Definition
Group Family Childcare generally known as Family Day Homes	Childcare in a private residence of the license holder for infants, pre-school children kindergarten children and school-aged children
Out of school	For kindergarten children and school-aged in any or all of the following periods: <ul style="list-style-type: none"> • Before and after school • During the lunch hour • When schools are closed
Preschool	Facility for pre-school children and kindergarten children for less than 4 hours per child each day

Source: Province of Alberta, Child Care Licensing regulations

Most new dayhomes get support from approved agencies. These agencies provide all the technical and legal support to start a business. In Alberta, family day homes must follow the provincial Family Day Home Standards. Family day home agencies approve family day homes,

recruit, train and monitor staff and activities to ensure the quality and wellbeing of children. Generally, family day home agencies charge a 10% service fee per child in the day home. Childcare providers that operate as an approved family day home program can care for a maximum of six children, including their own children under age 12.

Agencies that represent approved and registered day homes around Calgary and surrounding areas are:

No	Name of an accredited family childcare agency	Area	Address	Phone number
1.	Community Links Family Childcare	Airdrie Balzac Crossfield Irricana	211-125 Main street NW Airdrie ABT4B0P7	(403) 9453900 Toll-Free 1-866-945-3905
2.	Child Development Day homes of Alberta	City Wide Airdrie Chestermere Okotoks Cochrane Black diamond High river	Suite 202 222 16 th Ave NE Calgary AB T2E 1J8	(403) 230-2233
3.	Bow Valley Family Child Care	Canmore, Banff, Exshaw, Lake Louise, Cochrane	C/O P.O. Box 80009 Canmore, AB T1W 2T8	(403) 609-7392
4.	Calgary & Region Dayhome Agency Inc.	Citywide Airdrie Okotoks Chestermere Strathmore Nanton High River Claresholm	3224 28 ST SW Calgary, AB T3E 2J6	(403) 217-5394
5.	Children's Choice Community Childcare	City Wide	52 Dovercast Way SE Calgary, AB T2B2L9	(403) 273-6360
6.	Sonshine Family Dayhomes	City Wide Services	Box 34067, RPO Westbrook Calgary, AB T3C 3W2	(403) 705-3476
7.	Thornhill Family Dayhomes	North Calgary	6617 Centre St NE Calgary, AB T2K 4Y5	(403) 275-0887
8.	Shaganappi Family Dayhome Agency		SW Calgary	(403) 221-3826
9.	Churchill Park Family Care Society	City Wide Calgary &	3311 Centre St N ABT2E2X7	(403) 266-4656

		Surrounding Area		
10	Davar Childcare Society	City Wide Airdrie Chestermere Langdon Okotoks High River Cochrane	C/O P.O Box 37053 RPO Mayland, Heights NE Calgary AB T2 E8V1	(403) 250-5211
11	Play Days Family Home Agency(Boys & Girls Club of Cochrane & Area)		111 5 th Ave West Cochrane AB T4C 1B5	(403)981-2020

Source AECEA website information is subject to change. See Links to Important Websites section