



Instructions and Tips for Creating Compliant Documents: Home Child Care Register (O. Reg. 137/15, s.74)

Mandatory Requirements

The following information **must be included** in the home child care register to comply with requirements under the [Child Care and Early Years Act, 2014](#) and [Ontario Regulation 137/15](#):

- Addresses of each premises where the home child care agency oversees the provision of home child care.
- Name of each home child care provider who provides care in a premises where the home child care agency oversees the provision of home child care.
- Names and addresses of the children receiving child care in each premises.

Other Considerations

The following are some tips and considerations for developing the home child care agency register. These are not mandatory, but they will support the development of a more comprehensive, high-quality and up-to-date register:

General

- Determine the best format for creating and maintaining the register (e.g., excel spreadsheet) for ease of making updates to the document.

Processes and Expectations to Include

- Establish and implement processes and expectations for ensuring the register is kept up-to-date, including setting out:
 - Who is responsible for updating the register on an ongoing basis (e.g., the licensee, home child care visitors)
 - How frequently the register will be updated
 - How the register will be updated, including:
 - Expectations for home child care providers to inform the home child care agency of any changes in their care arrangements; and
 - Expectations for employees of the home child care agency to update the register (i.e., add or remove children or providers), as required;
 - Procedures for handling record retention including where the register will be stored.
 - Processes for ensuring that the confidentiality of children, families and providers is maintained.
- Determine whether the register will be kept electronically or in hard copy for your home child care agency. If the register will be maintained electronically, determine a contingency plan if a situation arises where electronic copies cannot be provided for inspection (e.g., due to system outages).