



BUREAU COORDONATEUR ENFANTS SOLEIL

5694, rue Laurendeau
Montréal QC H4E 3W4
Téléphone : (514) 687-3866 # 239
Télécopieur : (514) 700-0707

List of required documents for a request to be a recognized home daycare provider

Forms to be completed by the applicant:

- Request for recognition
- Questionnaire for the applicant
- Typical Menu
- Typical Schedule
- Monthly planning of activities (example)
- Evacuation procedure in case of emergency

Proof provided by the applicant:

- Copy of birth certificate, or Canadian citizenship card, or permanent residence card, or any other document that proves the identity of the applicant, the date of birth and the right to work in Canada.
- Medical certificate (dated less than 6 months).
- Copy of first aid course card dating no more than 3 years. The course is a minimum of 8 hours which is adapted and specialized for young children and was successfully completed with a part about severe allergic reactions. Or a refresher course with a minimum of 6 hours which is also adapted and specialized for young children.
- Proof of a valid criminal background check as well as the request.

Since there are delays to receive a criminal check background, it is recommended that we fill the forms as soon as we start the process of the recognition. For a request, the applicant must make an appointment with the Coordinating office.

Each person who needs a criminal background check must present themselves, in person with 2 pieces of identification with a picture as well as 75\$ (payment is by debit only). To make an appointment, please call us at 514-687-3866 poste 239 or requerante@cpeenfantssoleil.org

- Workshop proof for hygiene and healthy nutrition (MAPAQ).
- If the residence has a hand gun, a copy of the registered certificate or the serial number must be provided.
- Proof of coverage by a civil liability insurance policy for an amount of at least \$1,000,000 per claim with coverage extending to the person's activities as a childcare provider and, where applicable, the activities of any adult assistant and the replacement staff members (**can be given at the end of the process**).

Proof for the family or other persons living in the residence:



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- Copy of the birth certificate or any proof which will establish the identity of all the children of the provider that live in the home (children under the age of 18 years old).
- Proof of valid criminal background check (Person that is 18 years and over).

Proof for the assistant :

- Proof of criminal background check as well as the request.

Proof for occasional replacement :

- Proof of criminal background check as well as the request.

The original copies must be brought during the appointment for the deposit of the entire file in order for the documents to be certified.