



New Dimensions Family Day Home Program Inc. Pre-placement Information for Parents

Thank you for contacting our program! You may be wondering what happens now that you have left your name on our child care list. Here's what happens next!

CHILD CARE PLACEMENT PROCEDURE

If the agency is aware of upcoming vacancies in an Educator's home that meet your criteria, the agency will contact them immediately. Information regarding hours of care required, age of children, etc. will be given at this time. When educators wish to interview, the agency will call parents with the educator's name and phone number. If we are not aware of any openings at the time information is left, we add the information to our electronic Wait List that is sent out to educators periodically through the month, or by request.

Parent applicants are encouraged to notify the agency periodically to update information, inform the agency if they need to remain on wait list or have found alternate care. If no contact is made by the applicant, the application will be removed from the wait list.

New Dimensions attempts to offer parents more than one educator to interview with before making a child care choice whenever possible. Often, educators will also be interviewing with several families prior to filling their spaces.

Parents may request the opportunity to view Educator Profiles in our office at any time during the childcare placement process or thereafter. These profiles indicate a history of monthly monitoring summaries, any corrections needed in the home, security screens, etc.

Parents initiate an interview with educators at a time convenient to both. Children must accompany the parents to this interview.

Parents and educators should not make a commitment at the time of the interview. Both parties need time to consider the interview and speak with family members prior to making a decision.

Parents and educators are requested to call New Dimensions as soon as possible to discuss their interviews. It is very important to notify the agency as soon as possible of the interview results if you wish to place your child to avoid disappointment of losing the spot. If both the parent and educator are interested in moving forward with the placement, the office will initiate emails to the parent to begin the registration process. Please ensure these links are filled in in a timely manner, as placement is not considered complete until all forms are in, and payment is made for the one-time Registration Fee, and first month's fees. Our agency participates in the Affordability Grant program through federal funding delivered through the Alberta government. This means that as long as your child is contracted with the agency for a

minimum of 50 hours each month, you will pay a lesser amount than the daily rate. For more information, please visit [Childcare fees | Alberta.ca](https://www.alberta.ca/childcare-fees.aspx).

Searching for child care can be an overwhelming and intimidating process. You want the very best for your child, but may not know where to start when speaking to potential caregivers. Here are some tips and points to consider as you start this process.

Rest assured, all contracted educators with our Province of Alberta licensed agency are thoroughly screened. All have passed a rigorous screening process including:

1. Criminal Record Check for all adults in the home, renewed every three years.
2. Three Reference Checks
3. A minimum of four screening visits to the home initially to ensure a safe environment.
4. First Aid training
5. Monthly in-home monitoring after approval – unannounced except in July, August and December.
6. Monthly training and child care resources are available to all of our contracted educators.

You can access the minimum Family Day Home Standards for Alberta here: [Family Day Home Standards Manual for Alberta](#)

Suggestions for Interview Questions:

1. How many children and what ages does the educator have currently in care?
2. Ask to see a sample of a typical menu, activity plan and certifications in Child Care, First Aid and any workshops they've completed.
3. Ask for a tour of the space used by children in care – does it meet your expectations for your child?
4. Are there sufficient toys, equipment and activities that would meet the particular needs of your child?
5. Ask to review the Parent/Educator agreement, to be aware of what the expectations of that particular home would be. (but at this time, do not sign any agreements)
6. Discuss any needs for flexibility in schedule – some educators have after-hours activities with their families and cannot accommodate late pick-ups.
7. What is the educator's sick policy?
8. What is the educator's daily schedule – quiet times, outdoor time, etc.?
9. Discuss any special requirements your child has.
10. Discuss your child's likes and dislikes

Finally...trust your own instincts! If you don't feel it is a "good fit", contact the agency for other educator names. It's important that everyone feels comfortable with the arrangement.

At any time during your search, please feel free to contact us at 403-346-0888 with any questions you have. We will be more than happy to assist you in any way we can!