



Welcome to your family-based childcare service, recognized by the Gaminville coordinating office in the Vimont-Auteuil sector.

What is a coordinating office (CO)?

A coordinating office is mandated by the Ministère de la Famille (Ministry of the Family) to accredit individuals responsible for providing educational family-based childcare (RSGE - Responsable d'un Service de Garde en Milieu Familial Éducatif).

We supervise up to 755 childcare places through our recognized RSGEs in the Vimont-Auteuil sector of Laval.

The CO manages the family-based childcare services and supports the RSGEs in their work.

Our team at the coordinating office consists of two educational and technical support agents, two compliance agents, an administrative manager, and the general director.

What is a family-based childcare service?

A family-based childcare service is provided by an individual working from their private residence as a self-employed worker recognized by a coordinating office.

This type of care closely resembles the child's home environment, where the child may interact with the family members of the childcare provider.

Why choose family-based childcare for your child?

- The atmosphere is often calmer;
- The RSGE adjusts to the pace of the children in the group according to their needs;
- Siblings can attend the same childcare setting, making integration of younger family members easier and more reassuring;
- It provides an opportunity for children to experience daily life alongside peers of different ages;
- Collaboration and cooperation among children are more present in a family-based childcare setting;
- Children do not experience group changes;
- The relationship with the RSGE is strong and enduring, cultivating self-confidence and aiding the child's overall development;
- A unique bond between the parent and the RSGE promotes effective communication, shared support, and strengthens meaningful connections.

Obligations of the RSGE

- They can care for up to six children, including a maximum of two children under 18 months old.
- If accompanied by another adult (their assistant), they can care for up to nine children, including a maximum of four children under 18 months old.
- The daycare service may be open for at least 10 hours per day, 5 days per week.
- The fee includes two snacks and one lunch.
- Additional fees may apply for outings or organized activities outside the daycare (e.g., apple picking, zoo visits, etc.).
- RSGEs must comply with pre-established government regulations regarding nutrition, the educational program, and the safety of the residence where childcare services are provided.
- Children play outside for at least 60 minutes per day, as recommended by the Canadian Pediatric Society.
- Animals are permitted in the residence; however, the health, safety, and well-being of the children must be ensured at all times.
- Initial training consists of at least 45 hours within the first two years, followed by six hours of annual professional development, and a first aid course specialized in early childhood care.
- The development of your child is monitored via the "child profile," which the RSGE must provide to you by June 15 and December 15 of each year (except for children who have attended the daycare for less than 60 days).
- Their service agreement (contract) must specify, among other things: the days and hours of operation, public holidays, late fees, items parents need to provide for their child, payment dates, duration of the agreement, etc.

Obligations of the Coordinating Office

The coordinating office works in collaboration with the RSGE, as it has a supervisory mandate to ensure the health and safety of children, as well as the responsible use of public funds, given that the coordinating office provides subsidies to RSGEs.

- We ensure the standards established by the Educational Childcare Services Act and its regulations are respected during the three (3) unannounced compliance visits conducted each year during the operating hours of the childcare service.
- The educational and technical support agent provides assistance to the RSGE based on their needs and requests.
- The RSGE can participate in various activities offered by the coordinating office, such as organized outings, training sessions for the RSGE, discussion meetings, activities in nearby parks, support for children with challenges, etc.
- The coordinating office provides administrative support for those who request it.
- Ensuring that attendance sheets are signed by both the parent and the RSGE every two weeks.
- Handling complaints regarding educational family-based childcare services.

- We must receive the completed documents, which your RSGE will submit to us before your child begins attending the educational family-based childcare service. These include:
 - ✓ Birth certificates of the child and parent;
 - ✓ Application for reduced contribution;
 - ✓ Service Agreement;
 - ✓ Childcare Attestation if your child is transferring from another subsidized childcare service;
 - ✓ Confirmation Letter of Registration from the website "Ma Place 0-5 ans."

If you have any questions or need further information about educational family-based childcare services, please do not hesitate to contact us.

The Gaminville coordinating office team will be happy to assist you!



Gaminville Coordinating Office

2267 Boulevard Des Laurentides, Suite 201

Laval H7K 2T6

Tel : 450-668-8749 #105

Email: infobc@gaminville.com