

Welcome Registration

Thank you for your interest in joining JDM Dayhome Agency as a dayhome educator. Please find attached our Welcome Letter for your review.

To proceed with your application, we require a \$200 CAD refundable deposit.

This deposit will be refunded with one month's written notice should you wish to unregister from the agency.

Please send your deposit payment to:

JDMINTERNATIONAL88@gmail.com

Once your payment has been received and confirmed, we will send you:

- Health and Safety Checklist
- Registration Instructions
- Receipt for Deposit Paid
- And all pertinent documents for complete registration.

If you currently have any parents interested in registering their child with your dayhome, please send us their contact information so we may gather all relevant information to speed the process for you.

JDM Agency New Educator Registration Checklist

Do this first

Request your Child Intervention Record Check right away. It can take about 30 days.

Use: alberta.ca/obtain-a-child-intervention-record-check

Email wording:

I am applying to work directly with children for JDM Dayhome Agency operated by 14423160 Canada Foundation. Please send me the Child Intervention Record Check application form.

Keep the reply email and completed form and email the signed completed copy from the govt.

Required documents

Send clear PDF scans or clear photos.

One document per file. Do not combine everything into one PDF.

1. JDM Agency Application – Intake Form
2. Proof of Age 18+
3. First Aid / CPR Certificate
4. Child Intervention Record Check – Educator

5. Child Intervention Record Check – Each Adult 18+ in Home
6. Criminal Record Check with Vulnerable Sector Search – Educator
7. Criminal Record Check with Vulnerable Sector Search – Each Adult 18+ in Home or Regularly Present
8. Under 18 Household Member Criminal Involvement Declaration
9. Three Personal References – Non-Relatives
10. Physician Note – Fit to Care for Children
11. Level 1 ECE Certificate or Proof You Applied
12. Emergency Evacuation Plan
13. Dayhome Floor Plan
14. JDM Agency Educator Contract, when sent by JDM Agency

Before home visits

Be ready to show:

- ID
- First Aid / CPR
- Completed checks, if received
- All rooms children will use
- Rooms children will not use
- Who lives in the home
- Adults who are often present during child care hours
- Outdoor play area
- Pets, smoking/vaping, transportation, and hours of care

JDM Agency must meet each resident at least once during the screening process.

Floor plan must show

- Rooms children will use
- Doors, stairs, exits
- Windows in child-use rooms
- Kitchen, bathroom, play, eating, and sleep areas
- Basement rooms, if used
- Safety gates and areas children cannot enter

Emergency evacuation plan must show

- Home address
- Main exit
- Second exit
- Outside meeting place
- Who calls 911
- JDM Agency emergency contact
- How infants and young children will leave safely

Post emergency procedures where they are visible.

Home safety requirements

Before approval, make sure:

- Home is clean and safe
- Medications and vitamins are locked
- Chemicals, alcohol, cannabis, cleaning products, smoking/vaping items are inaccessible
- Emergency numbers are posted or easy to find
- Working phone is available
- Every child-use room has a window
- Home has heat, light, ventilation, and enough space

Fastest way to register

- Send all documents together when complete
- ZIP files into one email attachment
- Use typed forms only
- No blank spaces
- No blurry or cut-off photos
- Answer JDM Agency quickly if corrections are needed

Do not prepare these yet

Do not prepare child enrollment forms, medication logs, attendance records, incident forms, transportation forms, or fire drill logs until JDM Agency tells you.

Questions

Email JDM Agency:

jdmagency8@gmail.com