



KOOTENAY BOUNDARY  
Community Services Co-operative

## West Kootenay Early Years Council Family Friendly Employer or Business Nomination Form

**Investing in Families is Good for Employers and for Business:** Do you know a West Kootenay Employer or Business which deserves to be honored for their Family Friendly approach to employees; to customers? Are you such an Employer or Business? Nominate yourself!!!

### Nominees:

- **Family Friendly Employer:** Provides family friendly human resource practices: where employers take family situations into consideration and employees have flexibility to balance work & family life.  
**OR**
- **Family Friendly Business:** Provides an accessible, friendly environment where children and families feel welcome and supported.

**Employer or Business Name** \_\_\_\_\_

Contact Person \_\_\_\_\_

Email address: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

**Nominator's Name** \_\_\_\_\_  
( cannot be a friend of or related to the nominee)

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_



**Two individuals who support nomination and will be contacted for a reference  
( may not be a friend or relative of the nominee)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Please complete the following and **attach any other information** that you feel will be relevant and support your nomination. The checklist is a guideline for the nomination, and for the employer to aspire to. **Nominees must meet at least 50% of the criteria below.** An employer can nominate themselves. An employee can nominate their employer.

### **Family Friendly Employer Checklist**

- Flexible work arrangements ( compressed work week, flexible hours, tele-work options).
- Child care and/or elder care initiatives and support.
- Reduction of work time ( regular part-time, job sharing, pre-retirement work reduction).
- Leave benefits ( emergencies, bereavement, birth, adoption, family, medical/dental appointments, maternity/paternity, sick, vacation).
- Employee & Family Assistance Program ( counseling for marital, parenting & bereavement issues).
- Employees are fully aware of the work-life balance programs and benefits available to them.
- Employees take advantage of Family Friendly benefits that suit their needs.
- Employees take time off to care for their children or family members in cases of illness or emergency.
- Open communication and on-going assessments with employees to identify work-life balance needs.
- Work-life programs are connected to business/human resources plan to address recruitment & retention issues.
- Managers are aware of and demonstrate support for a healthy work-life balance in order to have a positive & productive work place environment.
- Managers receive training and have the knowledge and tools to implement Family Friendly practices.
- Managers support work-life balance through “ leading by example”.
- Organized work-related events that include the whole family.

**Please return to: Awards Selection Committee**

**West Kootenay Early Years Office**

**Scan & email to [childrenfirst@thekoop.ca](mailto:childrenfirst@thekoop.ca)**

**Fax : 250-352-6712**

**Mail: 304-625 Front Street, Nelson, BC V1L 4B6**

**Thanks to Success by 6; Thompson Nicola Business Engagement Committee for the checklists**

Please complete the following and **attach any other information** that you feel will be relevant and support your nomination. The checklist is a guideline for the nomination, and for the business to aspire to. **Nominees must meet at least 50% of the criteria below.** A business can nominate itself. A customer can nominate the business.

### **Family Friendly Business Checklist**

- Staff regularly greet children and make an effort to help them to feel welcome.
- Give-away items (stickers, balloons, small toothbrush) offered to children.
- Staff offer assistance to parents (folding strollers, carrying bags, reaching items).
- Children's play area adjacent to area where parents conduct business.
- Play area equipped with clean, safe toys and books for children ages infancy to school age.
- Photos of neighbourhood children or art work on display.
- Quiet, clean comfortable area provided for breast feeding mothers (other than restroom).
- Seating for parents.
- Special parking spaces designated for new and expectant mothers; for family parking.
- Special line-ups for families with children offered during busy/peak hours.
- Easy, secure stroller access and/or stroller parking area provided.
- Clear signage to restrooms.
- Public or private restrooms made available to children ( with or without purchase).
- Clean and safe changing table in the woman's washroom.
- Flip down child's toilet seat installed on one or more toilets.
- Sink installed at child's height or sturdy step stool provided.
- Towels and soap dispensers installed within child's reach.
- Working safety mechanisms on shopping carts.
- Things at children's level for them to see.
- Unsafe objects out of reach of children.
- Candy and other temptations out of reach of children.
- Handy-wipes at store entrance to wipe off bars of shopping carts.

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