



## HOME CHILD CARE PROGRAM PROGRAM STATEMENT



Revised October, 2016

## **Philosophy:**

Children thrive when learning through play in stimulating, flexible, and respectful environments. The Home Child Care Program is committed to providing enriched programming using the four foundations contained in the Ministry of Education's Pedagogy for the Early Years document "How Does Learning Happen?". The four foundations include: Belonging, Well-being, Engagement, and Expression. These foundations set the goals and expectations for the program while ensuring optimal learning and development for each child. Approved Providers, supported by qualified Home Visitors, provide warm, loving, and safe environments where families are valued and respected. We believe that these home-based programs offer a valuable service to their individual communities by supporting families of children 0-13 years in the District of Parry Sound.

## HOME CHILD CARE- PROGRAM STATEMENT

**Belonging- Every child has a sense of belonging when he or she is connected to others and contributes to their world. Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them.**

**The Program staff and Providers will support positive and responsive interactions among the children, parents, child care providers and staff by;**

1. Demonstrating respect for the Home Child Care Program's philosophy through the planning of daily routines and activities, as well as incorporating The Ministry of Education's pedagogy "How Does Learning Happen?" in the teaching approach considering the children's individual needs.
2. Discussing the progress and/or concerns about the child or the child care arrangement with the parents and the Home Visitor on an ongoing basis.
3. Maintaining positive, open and honest communication with the parents as outlined in the PROGRAM STATEMENT in order to promote continuity between the child's home and the Provider's home.
4. Accepting all children regardless of their race, religion, social background, abilities or appearance.
5. Encouraging the growth and well-being of the child and his or her family by being sensitive to individual family needs.
6. Using a gentle voice and approaching the child to have a conversation.
7. Encouraging children that are finished dressing for outdoor play and are capable of helping their friends to do so.
8. Giving a child our full attention, by getting down to their level and establishing eye contact.
9. Being consistent and following through with the children. Say what we mean and mean what we say.
10. Using positive speech and requests, stating exactly what is expected, while keeping in mind the child's level of cognition.
11. Remembering that the parent is doing the best they can and has the child's best intentions at heart.
12. The Provider will find ways to make the parent feel comfortable, competent and helpful in all situations. If the parent feels better, so will the child. If the child feels better, so will the Provider.
13. Communicating our need to work with the parent to best serve the child.
14. Informing the parent of the child, how a difficult situation was dealt with; taking away any responsibility that the parent may feel in having to "discipline" the child at home and support them in approaching the situation in a consistent manner.

**The Program staff and the Providers will involve local community partners and allow those partners to support the children, their families and staff by;**

1. Encouraging Providers attendance at community programs and events.
2. Children having the opportunity to engage with people, places and the natural world in their local environments.
3. Inviting parents to participate in the programming by sharing any cultural, artistic, or other interests of the child's family.

**Engagement- Every child is an active and engaged learner who explores the world with body, mind, and senses. Early childhood programs provide environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry.**

**The Program staff and the Providers will foster the children's exploration, play and inquiry by;**

1. Making toys and equipment available to borrow from the Program. The Provider will assume responsibility for ensuring the good repair and safe condition of the equipment and if the item becomes unsafe for whatever reason, the Provider will advise the Home Visitor.  
It is the Providers responsibility to ensure that all toys and equipment are returned to the Program sanitized and in good working order.
2. Encouraging children at arrival time to find an activity of interest. The child may decide to observe for awhile or may want some individual attention.
3. Providers positioning themselves in order to have a maximum view of the total environment where the children are playing at all times.
4. Encouraging the children to plan their own play activities and carry out their plan, making positive suggestions to maintain motivation and interest.

**The Program staff and the Providers will provide child-initiated and adult-supported experiences by;**

1. Encouraging the children to participate in the activities
2. Promoting learning while children are playing or carrying out an activity by asking open-ended questions. (I.e. Tell me about what are you making? Tell me about your picture?)
3. Encouraging constructive play.
4. Participating in play at the child's level to promote exploration.
5. Maximizing social interactions between the children and the Provider whenever possible.
6. Encouraging children to use their imagination and acknowledge their play using descriptive terms.
7. Creating reciprocal conversation between the child and the adult where the child is able to participate as both the initiator and as an equal partner.
8. The Provider to act as a partner in play.

**The Program staff and the Provider will foster the engagement of and ongoing communication with parents about the program and their children by;**

1. Reaching a mutual agreement between the Program, the Provider and the Parent on the days of care along with the hours of arrival and departure before starting care. This agreement will be captured on the Home Child Care Program Parental Contract and can be changed at any time by contacting the Home Child Care Program and the Provider.
2. Ensuring confidentiality at all times.
3. Communicating openly and with respect on an ongoing basis with the parents while maintaining confidentiality in regards to all child-parent information.
4. Keeping the parent well informed on all aspects of their child's day. (Nutrition, sleep, activities, mood...)
5. Keeping the parent well informed of any changes in routine. (Holidays, Back-Up Provider, outings, Provider training days...)
6. Establishing a positive relationship with the parents in order to promote the child's well-being and their continuity with the Home Child Care Program.
7. Establishing healthy relationships which will ensure that the parents and the Provider will build a partnership that will enable them to work together for the child.
8. Providing positive feedback about the parent as well as the child.
9. Being honest, sincere and genuine with the parent and the children.
10. Communicating the need of the Provider to the parent, in order to ensure that the child has what they need to have a successful day.
11. Greeting not just the child at the door but the parent as well. Offering support to the parents at difficult times and seeing the parent as an individual.

## **Engagement Continued**

12. Being honest with the parent about any challenges their child may be facing, choosing the right time to discuss any thoughts. Recognize that arrival and departure times are often busy and not the best time to guarantee a parents undivided attention.
13. Adopting a listening attitude rather than telling or giving advice.
14. Empathizing with the parent in regards to their point of view, particularly their views on their child.
15. Talking about what their child can do rather than what the child is unable to do.
16. Demonstrating compassion for the challenges of being a parent..

**The Program staff and the Provider will support staff, home child care Providers or others who interact with the children at a childcare centre or home child care premises in relation to continuous professional learning by;**

1. Providing the Home Child Care Providers with Professional Development Training sessions to increase the Provider's knowledge of child related subjects. All Providers are encouraged to participate in as many sessions as possible.
2. Keeping both the Provider and the Program staff up to date respecting new developments in the field of private home child care. Both the Provider and the Program agrees to adopt all reasonable improvements to the delivery of service.
3. Keeping our professional knowledge up to date.
4. Being receptive to advice and suggestions that are given to improve their abilities and delivery of services.
5. Ensuring that all Child Care staff are registered and are members in good standing with the College of Early Childhood Educators.

## **Well-Being- Every child is developing a sense of self, health and well-being. Early childhood programs nurture children's healthy development and support their growing sense of self.**

**The Program staff and Providers will promote the health, safety, nutrition and well-being of the children by;**

### **Health**

1. Administering PRESCRIPTION MEDICATION ONLY and according to the Provincial regulations. The Provincial regulations require that the medication arrive in the original container, be clearly labeled with the child's name, name of medication, dosage, and instructions for storage. All medications must be kept inaccessible to the children at all times. The parents must complete the Drug Administration Form to give written authorization for the administration of the medication that includes a schedule of times for the administration. The Provider will record and initial the form returning all completed forms to the agency.
2. Allowing a child to carry their own asthma medication or emergency allergy medication (i.e. Epi-Pen)
3. Reviewing and signing the Emergency Anaphylaxis and Medical Condition Policy. Providers will receive training of emergency medical procedures for anaphylaxis, asthma and seizure conditions as children are placed in their care.
4. The Provider ensuring they themselves as well as other household members and visitors do not smoke on the premises (in the home/garage/shed whether or not children are present, front or backyard and driveway when children are present. (Smoke-Free Ontario Act, 2005)
5. The program obtaining 4 water samples per year from Providers who utilize a dug well or surface source to their local Health Unit. The Provider who utilizes a drilled well will take water samples twice per year to their local Health Unit for testing as per the local Health Unit. If samples are not clear, it is the responsibility of the Provider to follow the recommendations of the Public Health Unit.
6. Giving each child their own facecloth and towel/paper towel to prevent the transmission of germs.

## Well-being Continued

7. Ensuring that for each child that is brushing their teeth at the Provider's home have their own toothbrush that is labeled and air-dried after each use before being stored in their own containers. Children should be encouraged to brush teeth after each meal.
8. Ensuring that Providers are washing their hands both before and after changing a diaper. Diapering should always be done in a relaxed, safe and pleasant manner.
9. Having all children wash their hands before and after eating each meal and toileting. Providers will wash their hands before meal preparation.

### **Safety**

1. Obtaining Provider's completed medical assessment, with proof of current immunizations (as recommended by the local Medical Officer of Health) prior to the home opening and annually thereafter.
2. Obtaining a clear Vulnerable Sector Check from everyone over the age of 18 years residing or is a regular visitor to the residence, a person who intends to become an ordinary resident of the premises before a home is approved by the Home Child Care Program. The Home Child Care Program will provide a letter of reference to be presented to the local OPP office with valid photo ID. A new Vulnerable Sector Check must be completed on or before every fifth anniversary after the date of the most recent check. An Offence Declaration will be completed every calendar year except the year in which the Vulnerable Sector Check is obtained. The Provider will maintain the original declaration in their files while the Home Child Care Program will maintain a copy in the confidential Provider File housed in a locked filing cabinet in the local Home Child Care Program office. All information contained in the Vulnerable Sector Check will be kept confidential and only discussed with the person named on the Check.
3. Agreeing to annual visits from the Fire Department and the Program Advisor from the Ministry of Education.
4. Delivering to the Program proof of automobile insurance (minimum \$1,000,000.00 liability coverage recommended) if the Provider's vehicle will be used to transport the agency children. Vehicles seven years of age and older are required to have an annual safety check and documentation to be on file with the Program.
5. Ensuring the Provider's home insurance policy has proof of comprehensive general liability coverage and personal injury coverage with recommended minimum \$2,000,000.00 liability coverage along with a clause outlining any limitations on the number of children covered by the policy.
6. Providing copies of current rabies inoculations for all dogs and cats in the home.
7. Ensuring that every Provider have valid certification in Standard First Aid, including Infant and Child CPR, issued by a Board Certified training agency.
8. Ensuring that the children are always supervised by his/herself or a Back-up Provider APPROVED by the Program. The Home Visitor and families must be notified when back-up care will be utilized.
9. Signing a Video Monitoring Agreement form clearly stating the purpose of the system, where the Provider is using a video monitoring system... Such use will be recorded in the Provider's Daily Log. Each family will be required to sign a Notification of Video Monitoring form prior to the usage of the system. The system will not be reproducible and every precaution to maintain confidentiality will be taken.
10. Posting the Poison Control Centre, Children's Aid Society and other emergency numbers in an accessible location. It will also include bussing and school information.
11. Making sure that all poisonous and hazardous substances are inaccessible to children. Paints, cleaning materials, matches, medication and hazardous products must be clearly labeled and secured in places inaccessible to children in care.
12. Ensuring that all firearms and ammunition are locked up and the key be inaccessible to children. Ammunition must be stored separately.
13. Establishing with the local Fire Department, a home-specific graphic and written evacuation plan in case of fire. The plan must be accessible and reviewed with Back-up Providers. A written record must be kept for 12 months from the date of all fire drills and tests to fire protective equipment (i.e. smoke detectors, CO2 detectors).

## **Well-being Continued**

14. Ensuring that Medical and Travel Consent Forms for each child be kept on the premises. The Medical Consent Form gives the Provider permission to secure medical care. The Travel Consent Form gives the Provider permission to take the child on trips either on foot, by car, or by public transportation, with the required legal safety precautions. These consent forms must be returned to the Program office upon termination of child care or be destroyed after 3 years of care termination.
15. Using ONLY CSA approved size-appropriate car seats, booster seats or seat belts when transporting children. Agency children are not permitted to ride in the front seat of vehicles as per Ministry of Transportation regulations. Agency children are not permitted on any motorized recreational vehicles.
16. Prohibiting the use of and access to all standing bodies of water (i.e. ponds) and recreational in ground and above ground pools including portable/kiddie/inflatable and wading pools. In the event that a pool is on the premises the Provider must be in compliance with local by-laws. The Home Child Care Program encourages the use of sprinklers, splash pads and water tables as safe supervised water based activities.
17. Completing all Invoices, Accident Reports and records of any medication administered to children in care. This information, once verified by the parent, must be forwarded to the program in the time frame requested.
18. Agreeing to allow all Program personnel, access to the home during business hours of care.
19. Ensuring that all toys and equipment that are accessible to the children are in a sanitary and safe condition.
20. Completing all Field Trip forms prior to any excursions outside of the immediate community.  
Signed parent forms must be returned to the Program office.
21. Ensuring that all food preparation areas are disinfected.
22. Home Visitors completing the Quarterly Health and Safety Checklist with the Providers and ensuring that any recommendations are rectified in a timely fashion.

### **Nutrition**

1. Serving nutritious food following the Eating Well with Canada's Food Guide and the special dietary needs of each child, in consultation with the Home Visitor and parents. Menus are to be accessible for parents to view and are kept on file. Where a child receives care for 6 hours or more, the Provider must ensure that the total food offered includes meals containing foods from all four food groups and 2 snacks containing foods from at least 2 food groups. Drinking water must be available at all times.
2. Obtaining written feeding instructions from the parent for all infants. The Provider will post the directions in the food preparation area. All food and drink supplied by the parent must be labeled with the child's name and stored according to written instructions and date of delivery.
3. Engaging in conversations during meal times about the food provided and where it comes from. The child will decide what they will eat and how much they will eat.
4. Encouraging social interactions during meal times between the Provider and the children.
5. Creating a positive eating environment with food and portion sizes that are responsive to children's cues of hunger and fullness

### **Well-Being**

1. Submitting annual requirements within two months of notification by the program. For example, fire inspections, water samples, insurance, medicals and immunizations, etc. in order to remain as a Home Child Care Provider.
2. Observing each child as they enter the home and noting any possible symptoms of ill health. If a child becomes ill while in care, the Provider agrees to separate the ill child from other children and note the symptoms of the illness on the appropriate form signed by parents and returning the completed form to the Program. Parents will be notified and required to pick up the ill child. Children who are ill and cannot participate in regular scheduled activities cannot be accepted into the home of the Provider.

## Well-being Continued

3. Obtaining all necessary medical assistance in the event of a Serious Occurrence. The Provider shall notify the Parent or Guardian immediately as well as the Home Visitor so a SERIOUS OCCURANCE REPORT can be completed and forwarded to the Ministry of Education within the required time frame.
4. Notifying the Children's Aid Society and the Program immediately in the event that he/she suspects that a child is being abused or may be in the need of protection. It is also necessary that an observation report be completed and forwarded to the Program within 24 hours. The Provider may act as a support to the child during investigations by CAS. The Home Visitor may act as a support to the Provider to assist with the children in care so the Provider can support the child.
5. Giving the parent notice to supply the appropriate clothing and extra clothing as needed. Also to supply and restock diapers, wipes, infant formula or baby food to meet special dietary requirements.
6. Allowing children to bring a security item such as a blanket or stuffed animal, doll to ease the child's transition into the routine.
7. Providing children with their own consistent sleeping place. This gives the child a sense of security.
8. Encouraging children to put away their own clothing in the proper place when coming in from outside play.
9. Encouraging children to wipe up any accidental spills and to treat the incident very matter of factly.
10. Creating a soothing environment for children during rest time.
11. Providing comforts to the child such as rubbing of the child's back or hair, singing lullabies, rocking in a chair during rest time.
12. Ensuring that the temperature in all Home Child Care locations is maintained no less than 20 degrees Celsius. Alternate heating sources may be used to lift temperatures in basements. If such areas cannot be warmed adequately the children will be moved to an area in the house that is at least 20 degrees Celsius.
13. Guaranteeing that a cradle/crib/playpen/bed/floor mat/cot complies with the standards of the Canada Consumer Product Safety Act, and bedding will also be provided. All sleep mats must be at least 1 inch thick and couches will not be used for children sleeping. Couches may be used for quiet time or rest but not to sleep.
14. Non-sleeping children engaging in quiet activities during rest time based on their individual needs.

**The Program staff and Provider will incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving childcare by;**

1. Ensuring the children are engaged in outside play for at least two hours per day weather permitting. No child under six years of age shall play outdoors without direct supervision of an adult. With a written agreement, signed by the parent and the Home Visitor, children over the age of six may play outside within set boundaries without direction supervision.
2. Providing school-aged children attending before/after school programs with no less than 30 minutes of outdoor time weather permitting.
3. Working together with the Home Visitor to provide developmentally appropriate activities for all children in care.
4. Making tidy-up time a fun and shared activity with a modeled approach.
5. Engaging the children in regular everyday adult activities expanding their curiosity and competence while supporting their individual development.
6. Providing children with time, space and manipulative materials that encourage creative expression, i.e. Music and movement, dramatic play.

**Expression- Every child is a capable communicator who expresses himself or herself in many ways. Early childhood programs foster communication and expression in all forms.**

**The Program staff and Provider will encourage the children to interact and communicate in a positive way and support their ability to self-regulate by:**

1. Implementation of an Individual Program Plan created in consultation with the parents, Provider and Home Visitor for any child in care who requires one. The Home Visitor will assist the Provider with any adaptations/modifications to the program that is required or referrals to other community programs.
2. Accepting and respecting a child's thoughts and feelings, even if they are angry or negative, without being critical or judgmental.
3. Involving the children in the activity preparation which will encourage a child's natural curiosity.
4. Setting up and planning activities in which the child succeeds, keeping in mind the children's age, abilities and interests. Activities will be based on the child's interests and be extended as the interest develops.
5. Encouraging Providers to document children's communication to help them revisit thoughts and ideas from earlier interactions.
6. Repeating sounds and gestures made by the non-verbal child, following their gaze and verbalizing what you believe the child is saying.
7. Focusing on developing a plan together with the parent that will support the child.
8. Being flexible with routines and activities based on the child's interests and needs
9. Demonstrating an understanding that every child is capable, curious and competent. They have complex thoughts that can be explored through a wide variety of experiences.
10. Recognizing that each child comes from a diverse cultural and social background. Combining these perspectives into daily activities will help to create a sense of comfort for the child and awareness for others.

**Administration**

1. On the last working day of each week, the Provider shall submit Invoices to the Program.. All parents must sign the Invoices prior to submission.
2. All DSSAB programs recognize the following Statutory Holidays and may recognize alternate closure days to accommodate Statutory Holidays which fall on a weekend:

|               |                  |               |
|---------------|------------------|---------------|
| New Years Day | Canada Day       | Christmas Day |
| Good Friday   | Labour Day       | Boxing Day    |
| Victoria Day  | Thanksgiving Day | Family Day    |

The Provider will invoice for Statutory Holidays only if a child is in attendance and the parent has signed the Provider Invoice Sheet. Parents must notify the Home Child Care Program prior to using care on a stat holiday. Absent days will not be granted without parent signature and program notification by the parent.
3. The Provider shall receive a Statement of Earnings for income tax purposes from the Program. It is understood that the Provider is a self-employed person with a Purchase of Service Agreement and is eligible to make his or her own income tax deductions resulting from this agreement. No deductions will be made from any invoice payments to the Provider for the services he/she shall perform; in particular, there will be no deductions for Income Tax, Canada Pension Plan or Unemployment Insurance.
4. The Provider shall inform the Program at least 2 weeks in advance of planned holidays and/or notice of termination (unless there are extenuating circumstances), or termination of care of any program child. The HCC Program will give the Provider 2 weeks of notice for any care changes.

## **Administration Continued**

5. All forms and information on both children and families are of a confidential nature. The information is necessary to enable the Provider to care for the children, but is to remain in confidence to protect all parties. These forms are the property of the Program and must be returned to the office or destroyed upon termination of child care arrangements. It is recommended that Provider Log Books be stored in a secured location for a minimum of 3 years.
6. The Provider releases the Program from any and all liability due to accident or injury which may occur to the Provider or the Provider's premises during the course of rendering Home Child Care.
7. The Provider is aware of and understands the requirements of the Ministry of Education Ministry of Public Health, and local fire and municipal by-laws. The Provider keeps records of all inspections, including recommendations from the aforementioned agencies.
8. It is further understood that the Program does not guarantee placement of any number of children or any children at all. Should a Provider be inactive for a period of six months, the Program may withdraw the Provider's Purchase of Service.  
It is also understood that the Program does not guarantee start dates for new children. Therefore invoicing will commence for these children on the first day of their attendance.
9. The team will complete an annual summary analysis of all Serious Occurrences from the previous year and identify and address any trends.
10. Home Child Care Providers will inform all Back-Up Providers of the location of all emergency contact forms as well as any children with allergies or serious medical conditions.
11. The programs process for Conflict Resolution will be included in the parent handbook.
12. The Home Child Care Program will review and sign annually the Steps to be Taken in the Event of A Serious Occurrence as a part of their Purchase of Service.

## **REVIEW- The Program staff and the Provider will document and review the impact of the strategies set out in CCEYA clauses 46-3a-j on the children and their families by;**

1. Reviewing the policy statement at each Home Child Care Provider's annual visit. Discussion surrounding the statement and the Providers understanding of the statement will take place.
2. Home Visitors ensuring that all statement guidelines are being followed during monthly visits and quarterly inspections. Documentation will be recorded and stored in the Provider's current year's Travel File.
3. The Home Child Care team, consisting of Program supervisor and Home Visitors, meeting annually to review the Program Statement and make any changes to the document keeping it as current and relevant as possible. Revisions will be dated and signed by all parties.
4. All Home Visitors, Program Supervisor, Providers (incl. Back-Up Providers and Persons Over 18 Years), Volunteers and Students signing a current Program Statement Implementation Policy prior to work beginning and annually thereafter.

## Home Child Care Program **Program Statement Implementation Policy**

I \_\_\_\_\_ agree that I have read and reviewed the  
(Print Name)

Program Statement for The Home Child Care Program. I agree to comply with the guidelines and regulations within the Program Statement and am aware of the following process if I am found not in compliance:

A first non-compliance will result in receiving a verbal warning from the Home Child Care Program. The date of the verbal warning will be recorded and added to the Provider's file.

A second non-compliance will result in receiving a written warning from the Home Child Care Program which will be copied and placed in my file.

A third non-compliance will result in the cancelation of my Purchase of Service Agreement with the Home Child Care Program.

The Home Child Care Program has the right to withdraw the Purchase of Service Agreement at any time with just cause.

The Home Child Care will monitor my compliance and understanding of the Program Statement by, but limited to:

- Regular program observation during monthly program visits
- Regular Provider observation during monthly home visits
- Consultation with parents through Parent Satisfaction surveys

Date: \_\_\_\_\_

Employee/Volunteer/Student/Provider/Back-Up Provider/Resident Over 18 Years  
Signature: \_\_\_\_\_

Employee/Volunteer/Student/Provider/Back-Up Provider/Resident Over 18 Years  
Print Name: \_\_\_\_\_

Agency Representative Signature: \_\_\_\_\_  
Agency Representative Print Name: \_\_\_\_\_

## **PROGRAM STATEMENT REVIEWS**

Revised October, 2016