



## **HOME CHILD CARE PROGRAM FAMILY GUIDE**

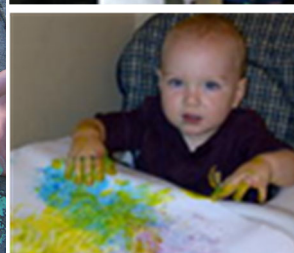


### **HOME CHILD CARE PROGRAM**

**BOX 239  
SOUTH RIVER, ON  
POA 1X0  
(705)386-2967  
1-800-563-4201 EXT. 5460/5431**

**1 BEECHWOOD DR.  
PARRY SOUND, ON  
P2A 1J2  
(705)746-9522  
1-800-461-4464 EXT. 4361/4362**

**[www.psdssab.org](http://www.psdssab.org)  
E-mail: [homechildcare@psdssab.org](mailto:homechildcare@psdssab.org)**



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Dear Parents:

Welcome to the Home Child Care Program. This booklet has been prepared especially for you and contains important and helpful information to make you feel comfortable in placing your child in Home Child Care. In light of the current COVID-19 pandemic, you'll also find references to the enhanced screening and health and safety measures each Provider is embracing. We are working diligently to minimize the risks of transmission while continuing to provide your child with a quality child care experience.

Please read the contents of this booklet thoroughly and keep it for future reference. Feel free to contact our office should you have any questions or concerns.

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P.O. Box 239  
South River, ON  
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705-386-2967 (ext. 5431)  
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### **Approved Home Child Care**

Home Child Care is an alternate form of child care where the learning process takes place in an approved, supervised, friendly home environment. Home Child Care is legislated by the *Child Care and Early Years Act of Ontario, 2014*.

Quality child care is delivered by a Provider (person providing care) within their own home. Providers must be 19 years or older and are carefully screened, approved, and supervised by Registered Early Childhood Educators. Providers are self-employed sub-contractors.

Provider's homes are inspected quarterly for fire/health/safety and suitability. Insurance coverage must be provided and anyone residing in the home over the age of nineteen must agree to a routine Vulnerable Sector Check and Children's Aid Society background check. A medical is required of the Provider and immunization information on all members of the Provider's family is collected. Every Provider and Approved Back-Up Provider must have successfully completed a Standard First Aid and CPR course which will be renewed biennially.

Training sessions are arranged for Providers on a regular basis. The Home Visitor will strive to do one unplanned pop-in visit per month. The Home Visitor monitors the home for safety features, program implementation and also acts as a resource.

### **Our 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 Educations' 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. We believe that children are competent, curious, capable of complex thinking and rich in potential.

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 POLICIES**

### **Admission of a Child**

An application, medical form, photocopy of the immunization record with the Health Unit form, payment deposit (if applicable) and payment in advance must be completed and returned to the office **before** care can begin.

### **Waitlist Management**

There is no fee to be placed on our waitlist. In order to maintain privacy and confidentiality parents can confirm waitlist status by calling the Home Child Care Program. Please note: Providers are independent contractors and as such maintain the right to accept children into care that are not from the agency waitlist.

### **Priority List for Home Child Care Spaces:**

Children will be offered admission based on the child's age, days and hours of care required, and the chronology in which the child was placed on the waiting list. Priority for a child care space will be given in the following order:

- a) Children who are currently enrolled and need to increase days or change care settings.
- b) Siblings of children currently enrolled
- c) Full-time or some combination thereof
- d) Part-time depending on space availability
- e) Half-day and/or Irregular scheduled care as space allows and must meet age criteria as determined by the license for each program.

Note: Children in emergency or crisis situations may be enrolled immediately as space is available.

### **Financial Arrangements**

The Home Child Care Program office is responsible for overseeing all financial arrangements and responding to any parent questions or concerns. Fee paying parents will receive an invoice bi-weekly for days enrolled and are to pay *in advance* of care with payment in full. Receipts will be issued for income tax purposes. If the parent is behind more than 30 days with payment, the child may be discharged from the Home Child Care Program. Fee paying parents are required to pay a **Deposit on Account** to be held until discharge from the Home Child Care Program.

Financial assistance to offset child care costs is available to those who qualify. Parents are encouraged to contact the Child Care Fee Subsidy office prior to admission by calling 1-800-461-4464 ext.5277.

### **Maximum Capacity of Group Size**

The maximum group size for HCC is six children in care.

The Provider's own children will no longer count in the program numbers on or after September 1 of the year that they are eligible to start school.

### **Age Requirements**

Care is provided for children from 6 weeks to 13 years of age.

### **Arrival and Departure**

Transportation to and from the Provider's home is the responsibility of the parent. Children must be escorted into the Provider's home and assisted with transitioning into the program. Children should arrive at the Provider's home clean and suitably dressed for play.



### **Payment Options**

Home Child Care payments can be made by:

**Cheque and debit card. Transactions are accepted at these locations:**

PSDSSAB, South River Administrative Office  
16 Toronto Ave., South River (705-386-2358)

PSDSSAB, Parry Sound Administrative Office  
1 Beechwood Dr., Parry Sound (705-746-7777)

Waubee Early Learning & Child Care Centre  
66 Waubee St., Parry Sound (705-746-8332)

Highlands Early Learning & Child Care Centre  
Emsdale (705-636-0202)

Fairview Early Learning and Child Care Centre  
Powassan (705-724-5462)

**Telephone and On-line Banking:**

Parents receive a 9-digit Home Child Care account number upon enrolling their child for care. Telephone and online banking are available with the following banking institutions: RBC, TD, CIBC, BMO, Scotia Bank, and Credit Union. Payee details for each are as follows:

1. Telephone Banking: *Parry Sound District Social Services Administration Board*
2. Online Banking: *Parry Sound DSSAB*

Payments can also be mailed to:

Home Child Care Program  
1 Beechwood Drive  
Parry Sound, ON  
P2A 1J2

***\*Please do not leave payments with Providers.***

Official Income Tax receipts will be mailed out the end of February.

### **Days and Hours of Care**

Both full and part-time care is available. Providers set their own hours; there is a wide range of days and hours offered through the program. The program will attempt to accommodate the number of days and hours of care needed for each child.

The Providers' homes will be closed for a maximum of four **Provider Professional Activity Days per year**. Parents will be notified of these days well in advance. It is the parent's responsibility to find alternate care for these days.

Agency approved back-up providers are available at some homes. They may be used if, for any reason, a Provider is not available (i.e. illness, holiday, family emergency). As it is not always possible to obtain a backup provider the parents **must** have their own person to provide back up care.

\*Note, only pre-approved back-up providers residing in the home may be used at this time due to COVID-19 protocols.

Parents will comply with the contracted days and hours per week unless otherwise approved by the Home Child Care Program and the subsidy office, if applicable.

The Home Child Care Program recognizes the following holidays as STATS. If you require care on any of the days listed below, you **must** notify the office prior to care:

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

### **Absenteeism**

The parent will inform the Provider the night before, if possible, that the child will not be present the next day or at least one hour prior to normal arrival time for the child. As of September 1, 2020, if your child is directed by your local COVID-19 Assessment Centre to undergo COVID-19 testing and has to be excluded from attending child care while awaiting a negative test result, or alternately you choose to quarantine at home with your ill child, you will need to follow the direction of the local Health unit before your child returns to care.

If a child does not attend care for 10 consecutive business days and no contact has been made with either the provider or the program, child care will be terminated without notice.

### **Discontinuation of Services**

The Program requires two weeks written notice of termination of service. Parents may be responsible for the full fee if the child is removed without notice. Services may be terminated at the discretion of the Home Child Care Program Supervisor for failure to abide by the policies of the Program. Two weeks written notice for discontinuation of service will be given.

### **Clothing and Belongings**

At this time, personal belongings transferred between home and child care should be minimized. Please pack a bag that can remain at the Provider's home that contains duplicates of your child's home essentials, such as a change of weather appropriate clothing and accessories, sunscreen and sun hat. Each Provider will ensure the parent is updated should items need to be replenished. The children are required to play outdoors, weather permitting, so parents are asked to supply suitable outerwear given the season. Parents are responsible for doing laundry for their child.

### **Release of Child**

It is the parent's responsibility to stipulate by name and in writing the person or persons to whom the child may be released. Unless otherwise arranged, the child will not be released to any person other than those specified on the admission form. If the parent is unavoidably delayed or if an emergency occurs, it is the parent's responsibility to inform the Provider as soon as possible and designate which person will be responsible for the child at that time.

**It is essential for the protection of the child that children are released only to those persons authorized by a parent.**

If the child is not picked up at the designated time, the Provider will call the emergency numbers provided by the parent. If the Provider is unable to contact a responsible person to care for the child and the parent has not contacted the provider, the Home Visitor will be called. The Home Visitor will then make provisions for the child. The Children's Aid Society may be contacted.

### **Supervision**

All children under the age of 6 years will be supervised by the Provider or an Approved Back-Up Provider at all times. Students on placement and volunteers are never left alone with the children and children over the age of 6 years **may** play outdoors within pre-established boundaries and limits without direct supervision. Written permission from the parent, Provider and Home Visitor is required prior to this taking effect. Infant voice and video monitors may be used, however, these aids will not replace direct supervision of children and parents will be notified prior to usage.

### **Infant Care**

It is the responsibility of the parent to provide baby food and formula (**clearly labeled with the child's name and date of arrival**). Children under 1 year of age are fed in accordance with written instructions which must be supplied by the parent. When the child begins eating table food the Provider will supply the food unless it is substantially different from food normally served in the home. This transition is to be discussed amongst the parent, Provider and Home Visitor.

It is also the parent's responsibility to supply adequate diapers, necessary creams, lotions etc., which all must be clearly labeled with the child's name. Several changes of clothes must be supplied and labeled for a child being toilet trained.

### **Behaviour Management**

A Provider will support children's sense of well-being while providing opportunities to learn appropriate ways to interact with others. The development of self-regulation follows a sequence from birth to adulthood. With this in mind, Providers are encouraged to use the Six Steps to Problem-Solving with children in their care. These steps include approaching children in a calm manner, acknowledging the children's feelings, gathering information, restating the problem for the children using appropriate language for their age, asking the children for solutions, and offering support while they work through their difficulties.

Providers are **never** permitted to use: corporal punishment; harsh or degrading measures that would humiliate or undermine a child's self-respect; deprivation of a child's basic needs including clothing or bedding; locked exits of the premises for the purpose of confining a child or using a locked or lockable room or structure to confine a child that has been separated from other children; physically restraining a child; or inflicting any bodily harm including making a child eat or drink against their will. Providers are monitored during visits by the Home Visitor to ensure that techniques being used are age and developmentally appropriate.

### **Confidentiality**

All information (verbal and written) on both children and families is of a confidential nature and is made available to the Provider to help care more effectively for the needs of each child. Approved Provider's sign an Oath of Confidentiality annually.

### **Parent Involvement**

Daily communication with the Provider is essential. Regular contact between parents and Providers ensures that parental expectations and Provider concerns are shared and addressed promptly.

#### **Parents are encouraged to:**

1. Share the types of activities that their child enjoys.
2. Spend a few minutes at arrival time to discuss the events which may impact on their child's day, i.e. no breakfast, late night.
3. Spend a few minutes at pick-up time to discuss the child's day.
4. Have open communication with the Provider. The Provider can share their valuable experience and information.
5. Call the Home Child Care Program to clarify any questions that may arise.

\*Note\* Contact between Providers and Parents may look different during this time of COVID-19 protocols.

### **Sleep/Rest Time**

Infants will have a designated rest space so that they can nap following their natural daily rhythm. All children less than 12 months of age will be placed on their backs unless the child's physician recommends otherwise in writing. The Provider will enter the nap room to check on sleeping children every 15 –30 minutes. Infants, toddlers and preschoolers will be encouraged to self-soothe and supported how to do this. Baby bottles will **NEVER** be given to children in cribs. Toddlers and preschoolers will sleep/rest no longer than 2 hours on beds with their own linen or mats on the floor . They are not permitted to sleep on couches. Providers are encouraged to increase the distance between resting mats or playpens at sleep time. If space is limited, children will lie "head-to-toe" or "toe-to-toe" as appropriate.

### Illness

1. A Provider who is looking after more than one unrelated child may not provide care for a child who is clearly sick. The Provider will determine if a child's health is acceptable and if decided not, the parent will have to make other arrangements. Please see your copy of the **Home Child Care/Pandemic Child Care Protocols – Version 7**(Pg 3) for potential COVID-19 symptoms exclusion guidelines.
2. If a child becomes ill during the day the parent will be contacted to make arrangements to take their child home. ***The Provider must therefore know where to reach the parent at all times and a back-up Emergency Contact person must be available to pick the child up within 30 minutes of Provider phone contact.*** An ill child will be separated from the other children until they are picked up.
3. In an emergency the Provider will immediately contact the parent by phone. For this reason **it is important to inform the Provider and Program of any change in phone number or place of employment.** If necessary the Provider will initiate suitable action (i.e. call an ambulance). The Provider needs to be supplied with at least one emergency phone number on the admissions form in case the parent cannot be reached.
4. Head Lice: We strive to be a nit free environment and will periodically check for nits. If any nits are found on a child's head, the parent will be contacted immediately to formulate a treatment plan.

### Serious Occurrences

The Ministry of Education defines a "Serious Occurrence" as:

- (a) A confirmed case of COVID-19 for a child/Provider/HCC Program staff, a resident of the home or a regular visitor to the home OR the local district health unit deems an HCC program must be temporarily closed due to COVID-19.
- (b) The death of a child who received child care at a home child care premise
- (c) Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home child care premise
- (d) A life-threatening injury to or a life-threatening illness of a child who receives child care at a home child care premise
- (e) An incident where a child who is receiving child care at a home child care premise goes missing or is temporarily unsupervised
- (f) An unplanned disruption of the normal operations of a home child care premise that poses a risk to the health, safety, or well-being of children receiving child care at the home child care premise

When a Serious Occurrence has been determined, the Home Visitor is immediately notified and a serious occurrence report is filed with the Ministry of Education within 24 hours. A Summary Report will be posted at the premises for at least 10 business days outlining any action taken as a result.

### **Medication**

Providers can administer only prescription medications in accordance with provincial regulations. The parent must sign a Medication Administration form for the Provider before medications can be administered. Medication must be in the original container, clearly labeled with the child's name, name of drug, the dosage, the date of purchase and instructions for storage and administration of the drug.

All medications will be stored in an inaccessible location in a locked storage box. Children will be permitted to carry Epi-pens and Asthma Inhalers in a fanny pack with them through-out the day.

### **Transportation**

Children will be transported in CSA approved child car seats suitable for their weight, height and age as legislated. Parents may be asked to supply child car seats. During the COVID-19 pandemic, Providers are actively planning outdoor activities in their own communities, rather than traveling to other areas. All transportation to and from school (e.g. school bus or any other means) is the responsibility of the parent and the Provider must be kept informed of any changes in the child's schedule. Home Child Care program children are **not permitted** on any recreational vehicle.

### **Nutrition**

Children will receive nutritious food following the "Eating Well with Canada's Food Guide." Any special dietary needs of a child will be met with consultation between the parent, Provider and Home Visitor. 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. At this time, families will not be able to provide food to the program (i.e. a celebratory birthday cake). The only exception is if a child is required to follow a unique diet and/or special precautions are in place for the handling and serving of the child's food.

### **Daily Routines**

Daily routines will include active and quiet play indoors and at least 2 hours of outdoor play (weather permitting) . Please send adequate outdoor clothing.

Young children need a regular nap or quiet time each day. In accordance with the Child Care and Early Years Act, Providers will ensure that children between 18 months and 5 years have a rest period not exceeding 2 hours following the mid-day meal. Children unable to sleep will be permitted to engage in quiet activities. Prior to placement and as appropriate thereafter, discussions between the parent and Provider will determine a specific supervision plan (with a current signed parental agreement in place) for outdoor play for children over the age of 6 years.

### **Standing Bodies of Water**

The Ministry of Education prohibits the use of, and access to, all standing bodies of water (e.g.. ponds) and recreational in-ground and above-ground pools including portable/kiddie/inflatable wading pools on the premises where a Home Child Care Provider resides. The program encourages the use of sprinklers, splash pads and water tables as safe supervised water-based activities. Children over the age of 6 years are permitted to use a standing or recreational body of water on the premise if a valid certified lifeguard over the age of 16 years is present.

### **Outings**

Typically, children may accompany the Provider on local errands and excursions (i.e. EarlyON sites, library, park) as part of their regular day. The Provider will inform the parent of any outings taking place during the day before drop-off or at the time of arrival. Parents wishing their children not participate in field trips are asked to discuss this with their Provider. If alternate arrangements cannot be made, parents will not be charged for an absent day.

**\*Note:** Within the pandemic, Home Child Care Providers are maintaining physical distancing by focusing on play in their own outdoor play spaces , taking community walks and possibly accessing public parks while maintaining a play distance of 2 metres from others for the children in their care. As provincial restrictions are gradually lifted and the Ministry of Education and PHU update program guidelines, the type and range of outings may be expanded.



**PARENT HOME CHILD CARE PROGRAM**  
**PARENT FEE SCHEDULE \* as of January 1, 2022**

CODE	DESCRIPTION	RATE
I - Infant	Under 18 months of age	\$48.00
F - Full Day	5—10 Hours	\$43.00
H - Half Day	3—5 Hours	\$27.00
P - Part Day	Under 3 Hours	\$14.50
E - Extended Care	Over 10—24 Hours	\$58.50
BS- Before School		\$13.50
AS - After School		\$14.50

**Meals:**

Day and evening meals are included in Full Day and Extended Care Codes. Snacks are included in the Half Day Care Code. No meals are **included** in the Under 3 hour Care Code.

An Infant Full Day (I Code) will become a Full Day (F Code) the first day of the following month of the child's 18<sup>th</sup> month birth date.

Any changes to the contracted care codes must be pre-approved by the Home Child Care Program and the subsidy office, if applicable.

**Please note:**

1. If a meal is Provided (lunch, dinner) it will increase a Half Day (H) code to a Full Day (F) code.
2. An Infant (I) code will be billed for all infants regardless of their hours in care excluding an extended care code.

## How Does the Learning Happen?

**Belonging- Every child has a sense of belonging when they are 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 relationships among the children, families, and child care providers.
- The Program staff and the Providers will involve local community partners and allow those partners to support the children and their families.

**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.
- The Program staff and the Providers will provide child-initiated and adult-supported experiences.
- The Program staff and the Provider will foster the engagement of and ongoing communication with parents about the program and their children.
- The Program staff and the Provider will support staff, Home Child Care Providers or others who interact with the children at a home child care premise in relation to continuous professional learning.

**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.
- 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.

**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.

The Four Foundations



The Four Foundations ensure optimal learning and development. These foundations inform the goals for children and expectations for programs.

#### **Program Activities and the Emergent Curriculum**

Emergent curriculum is a way of planning curriculum that is based on the children's interest and passion at a certain point in time. Planning emergent curriculum requires observation, documentation, creative brainstorming, flexibility and patience on the part of the Early Childhood Educator. Rather than starting with the lesson plan which is repeated every year regardless of the age, developmental level, or interests of the children, emergent curriculum starts with the children's interest. In short, it is a child-directed and teacher facilitated approach to planning the curriculum.

## **PARENT RESOURCES**

Subsidy Office: 1-800-461-4464 ext. 5277

Home Child Care Program  
Cindy Dove, Supervisor: Parry Sound  
705-746-9522 Ext.4361  
1-866-850-8855  
South River  
705-386-2552 Ext 5460  
1-800-563-4201

Sherri-lynn Stevenson-Calhoun,  
Home Visitor: 705-386-2967 Ext.5431  
1-800-563-4201

Melissa Whitman, Home Visitor: 705-746-9522 Ext. 4362  
1-866-850-8855

Parry Sound COVID-19 : 705-746-4540 ext. 5030  
Assessment Centre

North Bay COVID-19 : 705-474-8600 ext. 4110  
Assessment Centre or 705-474-1400 ext. 6

Ministry of Education Child Care Division:  
[www.edu.gov.on.ca/childcare/](http://www.edu.gov.on.ca/childcare/)

How Does Learning Happen? Ontario's Pedagogy for the Early Years:  
<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

Public Health Agency of Canada: Joint Statement on Safe Sleep:  
[http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance\\_0-2/sids/jsss-ecss-eng.php](http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance_0-2/sids/jsss-ecss-eng.php)

## **Parent Issues and Complaint Policy**

### **INTENT:**

To provide a transparent process for parents/guardians, to bring forward any issues or concerns they wish to have addressed. *Child Care and Early Years Act s. 45.1*

### **POLICY:**

#### **General**

1. Parents/guardians are encouraged to take an active role in the Home Child Care Program and regularly discuss their child(ren's) experiences with providers. We support positive and responsive interactions among the children, parents/guardians, providers, back-up providers, regular visitors and residents over 18, students and volunteers and foster the engagement of ongoing communication with parents/guardians about the program and their children.
2. All issues and concerns raised by parents/guardians are taken seriously. We believe in an open door policy and invite families to express a concern as soon as they arise so that a resolution is found in a timely manner. The following process is encouraged in this order:
  - a. Speak to the provider directly clearly and calmly explaining the concern;
  - b. Speak to the Home Visitor
  - c. Speak to the Supervisor;
  - d. Speak to the Program Manager;
  - e. Speak to the CAOEvery effort will be made to address and resolve issues for all parties concerned and as quickly as possible.
3. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.
4. An initial response to an issue/concern will be provided to parents/guardians within a reasonable timeframe and no longer than 5 days. The person who raised the issue/concern will be kept informed throughout the resolution process.
5. Investigations of issues/concerns will be fair, impartial and respectful to parties involved.

### Confidentiality

Every issue/concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, home child care providers, other persons in the home child care premises, and home child care staff, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### Conduct

1. Our agency maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.
2. If at any point a parent/guardian, home child care provider and/or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Home Child Care Program Supervisor.

### Concerns About Suspected Abuse or Neglect of a Child

1. Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.
2. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.
3. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.  
For more information, visit: <http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.asp>

#### Escalation of Issues/Concerns

1. Where parents/guardians are not satisfied with the response or outcome of an issue/concern, they may escalate the issue/concern verbally or in writing to the Program Supervisor.
2. Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 must be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.
3. Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Ministry of Education, Licensed Child Care Help Desk:  
1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

## CHOOSING SAFE CHILD CARE

Please take this checklist with you when you visit the Provider's home and ask questions. This is only a guide, you will have many more of your own to add.

### General:

- ☐ Are there 6 children or fewer?
- ☐ Received and checked references? Does the list include parents of children currently in care?
- ☐ Is there daily communication with parents?
- ☐ Are unannounced visits allowed?
- ☐ Is there an ill child policy in place?
- ☐ Do I agree with behaviour guidance methods?
- ☐ Am I satisfied with the safety of any pets?
- ☐ Does the Provider have liability insurance?

### Setting - Indoor:

- ☐ Is the home clean, bright and well maintained?
- ☐ Is there space for safe, active play?
- ☐ Is furniture in good repair; free of sharp edges, splinters, pinch points?
- ☐ Does infant equipment meet current standards, good repair, clean?
- ☐ Are there safety gates at top and bottom of stairs?
- ☐ Are stairs well lit with hand rails?
- ☐ Are windows inaccessible to climbing toddlers?
- ☐ Are all poisonous and hazardous materials locked away?
- ☐ Are plants nontoxic?
- ☐ Are all cords fastened out of reach?
- ☐ Are electrical outlets covered?
- ☐ Are there working smoke detectors and CO2 detectors on each level?
- ☐ Are fire extinguishers available? Serviced?
- ☐ Are storage, workshop and laundry areas inaccessible?

### Setting - Outdoor:

- ☐ Is the area fenced or have natural boundaries?
- ☐ Is it free of hazardous materials and plants?
- ☐ Are gardening tools and chemicals locked away?
- ☐ Is play equipment safe and in good repair?
- ☐ Is the sandbox covered; sand changed annually?
- ☐ Are play structures properly anchored?
- ☐ Is standing water (pools, ponds,) fenced?

### Sleeping:

- ☐ Do cribs, playpens and cots meet current CSA standards?
- ☐ Are sleeping areas well ventilated and clean?
- ☐ How often is the bedding changed?
- ☐ Does each child have their own blankets?
- ☐ Is there a nursery monitor being used?



**Meals:**

- ☐ Are menus, special diets, and allergies posted?
- ☐ Do children and adult sit together while eating?
- ☐ Are hard or round foods grated or cut into thin strips?
- ☐ Does the highchair or booster seat have a safety strap and stable base?
- ☐ Is the highchair located away from appliances, windows, walls?

**Bathroom:**

- ☐ Is the hot water temperature set below 54°C?
- ☐ Are all medications, cosmetics, cleaning products and grooming appliances locked away?
- ☐ Are step stools stable?
- ☐ Are toilet training seats disinfected between uses?
- ☐ Is there individual washcloths available? Soap pump bottle?
- ☐ Is a change table or changing pad disinfected between uses?
- ☐ How often are children encouraged to wash their hands?

**Toys:**

- ☐ Are all toys and play equipment age-appropriate?
- ☐ Are toys regularly disinfected and in good repair?
- ☐ If a toy box is used, is the lid secured from closing suddenly?
- ☐ Are toys stored on low shelves and secured?
- ☐ Are craft supplies safe and non-toxic?

**Safety Behaviours:**

- ☐ Are safety straps on highchairs, change tables, etc used every time?
- ☐ Are children directly supervised at all times?
- ☐ Is a properly installed, approved car seat used for outings? Who supplies the car seats?
- ☐ Are matches, lighters stored out of children's reach?
- ☐ Are No Smoking signs clearly posted?
- ☐ Is there a separate diapering area away from food sources?
- ☐ Are diapering supplies out the children's reach?
- ☐ Is a regular maintenance check done on all child related equipment?

**Emergency Procedures:**

- ☐ Does the caregiver have a current First Aid certificate?
- ☐ Is the caregiver trained in infant/child CPR?
- ☐ Is there a well-stocked first aid kit accessible to adults but not children?
- ☐ Are parent contact numbers and emergency information taken on outings?
- ☐ Are emergency numbers posted by a telephone?
- ☐ Is a fire drill practiced monthly?
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## **PROGRAM CONSIDERATIONS FOR COVID– 19**

To reduce the risk of the transmission of cold or flu, as well as potential cases of COVID-19, if any of your family members are sick please make every effort to keep your child at home until the symptoms present in your home have resolved. Another example : If you have multiple children attending an HCC program and only one has symptoms of illness, it is appreciated that each child remains at home until the presenting symptoms are resolved.

If your child becomes unwell at any point in their day while attending Home Child Care, it is essential that you have designated an Emergency Contact that is available to pick up your child within 30 minutes of phone contact.

As per Ministry of Education Guidelines, parents/adults dropping off or picking up a child from the interior of the Provider's home are expected to wear a face mask. This also applies if you will be closer than 2 metres to the Provider or other children in care while outdoors. Children in grades 1 and up are required to wear a non- medical or cloth mask while inside the child care premises. This includes children attending care for Before and After school hours. All younger children, (aged 2 to SK) are encouraged but not required to wear a non-medical mask or face covering while inside the child care setting. Parents/guardians are responsible for providing their child(ren) with the required mask(s).

You will find the majority of your COVID-19 questions as they relate to your child's attendance in Home Child Care answered within the **Home Child Care Pandemic Protocol , Version 7-October 2021** reference and the HCCP –19 Family Guide Addendum included in this package.

An overview of the topics covered are as follows:

- Daily COVID-19 screening for Providers, children and family at drop-off and pick-up times and for visitors in the Home Child Care setting.
- When your child will need to be excluded due to symptoms of ill health based on the Ministry of Health, North Bay Parry Sound District Health Unit and the Ministry of Education's current guidelines.
- Expectations on the Provider/parent/school aged child's use of face masks, face shields and PPE in general.
- Cleaning and disinfecting procedures within the Home Child Care setting
- Outdoor play guidelines

**COVID-19 Immunization**

Vaccinations help to create a safe environment for children, families, staff, and child care providers, which will support the learning, development, and well-being of children. To find more information and read our policy on COVID-19 Immunizations, please visit <https://www.psdssab.org/index.php/covid-19-child-care-info/>

