

# Home Child Care



## Parent Handbook



child care  
algoma

# Program Statement

## Overall Statement

The “How Does Learning Happen”, Ontario’s Pedagogy (*referred to as HDLH*) for the early years document is used for the purpose of guiding all licensed child care programs and early years support programs.

Children attending our programs will be given many opportunities to build on their competencies, capabilities and will be exposed to activities to foster their thinking. Our programs are designed to encourage curiosity for children to build on their potential.

The goals that are used to guide our programs are intended to be used by our educators in the planning and in the creating of environments, experiences and the context for children’s learning and development across all the domains of learning.

## Foundation Goals for Learning Chart

FOUNDATIONS	GOALS FOR CHILDREN	EXPECTATIONS FOR PROGRAMS
<b>Belonging</b>	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 amongst and between children, adults, and the world around them.
<b>Well-Being</b>	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.
<b>Engagement</b>	Every child is an active 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.
<b>Expression</b>	Every child is a capable communicator who expresses himself or herself in many ways.	Early childhood programs foster communication and expression in all forms.

*For our complete program statement,  
visit our website at [childcarealgonia.ca](http://childcarealgonia.ca)*



## **Mission Statement**

Child Care Algoma is a non-profit agency  
dedicated to being a leader  
in providing quality programs  
which support healthy early childhood development.

## **Vision Statement**

It is our vision to play a critical role  
in strengthening the foundation for learning,  
behaviour and health of children for future success.  
Through environments that foster  
active learning, autonomy and  
a sense of responsibility and security,  
Child Care Algoma will provide children  
with opportunities that support social competence,  
cognitive development, language development, physical  
health and well being,  
communication and general knowledge.  
Through education and resources we will provide parents  
and caregivers  
of young children the necessary skills  
to promote positive parent / child relationships  
within the family and the community.

# Home Child Care

## Introduction

Child Care Algoma holds licenses to provide child care services in a number of ways, one of which is the provision of Home Child Care.

Independent contractors or “caregivers/providers” provide their own home as a location where they will care for children under a three-way agreement with Child Care Algoma, the parents and themselves.

Home Child Care provides quality care for children from birth to 12 years of age in a home atmosphere.

The caregiver plans daily activities to ensure that each child enjoys active and quiet time, indoor and outdoor play and a routine that enhances the development of the child.

Caregivers are visited regularly by the Child Care Algoma Home Consultant who provides support, resources and guidance.

Caregivers are free to control the environment in which they provide child care, subject to the duties and obligations set out in the Child Care and Early Years Act., 2014.



## Admissions Procedure

A parent or guardian who is interested in enrolling a child in Home Child Care must complete an application form. A Child Care Algoma Home Consultant will refer the parent or guardian to an available caregiver and will assist in arranging a meeting between the parent and the caregiver. The choice of caregiver is entirely at the discretion of the parent or guardian.

Parents of children enrolled who access fee subsidy must be working or attending school. Should your situation change, it is important that you notify the Subsidy Office. In Sault Ste. Marie contact Early Years Services at (705) 541-7321, in the Algoma District call (705) 842-5808 extension 212.

## Membership Fee

A one-time \$10.00 membership fee is charged to each new family on the first invoice after the child is enrolled. This fee entitles parents to use Child Care Algoma programs and services, take part in scheduled parent meetings, and eligible to apply to participate on the Board of Directors.

## Fee Payment

For specific fee schedule please visit our website at [www.childcarealgoma.ca](http://www.childcarealgoma.ca) – Home Child Care  
A paper copy will be supplied upon request

**Please sign up for paperless billing** by emailing your full name and your child's name from your preferred email address to [ccaparents@outlook.com](mailto:ccaparents@outlook.com)

Billing periods are from the 1<sup>st</sup> to the 15<sup>th</sup> and the 16<sup>th</sup> to the end of each month. Payment is due within 30 days. Payment can be made electronically or by pre-authorized exact payment banking or credit card. Cash, cheque, credit, or debit payments are accepted at the Administration Office, 148 Dacey Road.

*Overdue accounts may result in the loss of your child care space.*

### **Sick/Vacation/Holidays**

Regular charges **will** apply for any days missed including sick, vacation and absent days.

Child Care Algoma is closed on the following statutory holidays, however Home Child Care caregivers may choose to work on these days at their own discretion (\*an additional charge applies).

New Year's Day ~ Family Day ~ Good Friday ~  
Easter Monday ~ Victoria Day ~ Canada Day  
Civic Holiday ~ Labour Day ~ Thanksgiving  
Christmas Day ~ Boxing Day

### **Waitlist & Enrolment Policy**

Priority for enrolment will be in the following order. Please note that special circumstances may be considered at the direction of the Executive Director.

1. Children currently enrolled in a Child Care Algoma program for a partial week, who have requested or are waiting for full week.
2. Children of full-time, permanent part-time or long term contract staff or member of the Board of Directors may be given priority.
3. Siblings of children already enrolled in the program.
4. Transfers from one program to another.
5. Transfers from private client to Child Care Algoma enrolled family.
6. Children on application site based on application date and the age of the child in respect to the next available day care space, and the location in which they live/work in relation to the licensed Home Child Care.

Child Care Algoma will not charge or collect a fee or deposit for the placement of a child on the waiting list for admission in our child care centres or home child care agency.

Note: For all Sault Ste. Marie programs, all families must register on the Sault Ste. Marie Child Care Application Site ([www.saultdaycare.ca](http://www.saultdaycare.ca)). In Central Algoma families must register with Program Coordinators and/or Site Supervisor.

Information contained on the application site will be shared with all child care agencies selected by the applicant, for the purposes of placing children in an available space. If a child has attended a child care centre in the past, information regarding outstanding child care fees may be shared between child care operators before a child is placed again. Information collected on this application form is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### **Types of Care and Attendance Record**

The hours and days of care are determined by the parent in conjunction with the caregiver. The caregiver is free to set his or her own hours of work and the following types of care may be available.

Fees are based on the following categories:

<b>Code</b>	<b>Type of Care</b>	<b>Description</b>
<b>FD</b>	<b>Full Day</b>	<b>5 ½ to 8 ½ hours</b>
<b>FDI</b>	<b>Full Day Infant</b>	<b>5 ½ to 8 ½ hours</b>
<b>HD</b>	<b>Half Day</b>	<b>3 ½ to 5 ½ hours</b>
<b>HDI</b>	<b>Half Day Infant</b>	<b>3 ½ to 5 ½ hours</b>
<b>HR</b>	<b>Hourly</b>	<b>Up to 3 hours</b>
<b>S</b>	<b>Sick</b>	<b>Regular Charges</b>
<b>V</b>	<b>Vacation</b>	<b>Regular Charges</b>
<b>ED2</b>	<b>Before or After School</b>	<b>Up to 2 hours</b>
<b>ED3</b>	<b>Before or After School</b>	<b>Up to 3 hours</b>
<b>ED5</b>	<b>Before or After School</b>	<b>Up to 5 Hours</b>

<b>NP</b>	<b>Not Present</b>	<b>Child not present</b> (Parent is charged)
<b>EH</b>	<b>Extended Hours</b> (Cost is NOT covered by subsidy)	<b>Before 6:30 am / After 6:30 p.m. and Stat Holidays</b>
<b>H</b>	<b>Statutory Holiday</b>	<b>No Charge</b>
<b>X</b>	<b>Not Scheduled</b>	<b>No Charge</b>

Please note that weekend care may be provided at the discretion of the caregiver.

***The caregiver's Attendance Record requires your signature at the end of each period.*** Please check it carefully before signing. Parents / guardians will receive a copy of the Attendance Record.

## **The Approved Home**

The Child Care and Early Years Act states that a maximum of six children under the age of thirteen years may be in attendance at an approved Home Child Care location. Only two of the children can be under the age of 2 years. This number includes the caregiver's own children under the age of six years. However, during the school year providers can exclude their own 4 and 5 year old children from the total number allowed providing the child(ren) are attending full-day kindergarten in a publicly-funded school. Provider cares for no more than one child under the age of 2, and the provider has no record of convictions under the Day Nurseries Act or the Child Care and Early Years Act,2014.

## **Children's Clothing**

Please leave at least one complete change of clothing for your child at the caregiver's home. Caregivers are not responsible for doing children's laundry. Children will be playing outdoors as well as indoors; during the winter months, please ensure your child has warm clothing including boots, snow pants, mittens and a hat. During the summer months your child will need a hat and sunscreen.



## Standing Bodies of Water

**The use of and access to** all standing bodies of water (e.g., ponds) and recreational in-ground/above ground swimming portable/"kiddie"/inflatable wading-type and hydro-massage pools, hot tubs and spas located on the premise of where the provider resides are **prohibited**, to the children under 6 years of age while under supervision during the provider's operating hours.

## Field Trips

Upon consent, caregivers are permitted to take children on supervised field trips and outings (for example, a walk in the neighborhood). In the event that a field trip is planned where alternate transportation is required, parents will be informed in advance and a separate authorization form must be completed.

## Meals

Morning and afternoon snacks as well as lunch are provided for each child in attendance. If an additional meal is required, a fee may be charged at the discretion of the caregiver.

## Infants and Toddlers

The parent / guardian is responsible for providing formula, cereals, fruit juice and other nutritional requirements for children not eating table foods. When a child is able to eat table food, the caregiver will supply the appropriate meals and snacks.

The parent / guardian is also responsible for supplying the caregiver with adequate supplies of diapers, wipes, change pad and toilet training items for their infant or toddler.



## **Immunization**

The Child Care and Early Years Act regulations stipulate that prior to admission each child must be immunized as recommended by Algoma Public Health.

## **Health and Medication Administration**

If a child becomes ill during the day, temporary care will be provided until the parent or guardian can be contacted, and the child can be taken home.

We ask that you please keep your child home if he/she is unable to function properly due to illness. It is not our intent to allow children who are truly sick to stay at the home, but it is also not our intent to exclude children who are mildly ill (common cough or cold).

We rely on parents to make good decisions regarding their child's health, so please do not send them to child care if they are sick.

Home child care caregivers will administer medication to children in accordance with Agency policy. This requires that parents complete a medication administration form, provide medication in the original container clearly labelled with the child's name, name of the drug, dosage, expiry date and detailed instructions for administration and storage of the medication.

The caregiver can administer drugs and medication **only** when the parent / guardian has given detailed written authorization including the times and dosage to be given.

## **Behaviour Management**

When children are disciplined at a home child care approved through Child Care Algoma the following guidelines will be followed in the development of Behaviour Management policies and practices.

- Discipline will be related to the nature of the troublesome behaviour

- Appropriate to the developmental level of the child
- Used in a positive, consistent manner
- Designed to assist the child to learn appropriate behaviour
- Discussed with the parent(s) if a difficult situation arises with a child.

**Child Care Algoma shall NOT permit:**

- Corporal punishment of a child, including but not limited to
- Striking, shaking, shoving, spanking
- Requiring that a child maintain an uncomfortable position
- Forcing the consumption of food
- Deliberate harsh or degrading measures to be used on a child that would humiliate or undermine a child's self-respect.
- Deprivation of a child's basic needs including food, shelter, clothing or bedding.
- Use of a locked room or structure to confine a child who has been withdrawn from other children
- Physical restraints

**Individualized Program Plans**

An individualized plan is a written plan that indicates how the licensed home child care programs will support a child with special needs (developmental or medical) that is developed in consultation with parents and other professionals.

**Students/Volunteers**

Child Care Algoma volunteers and students will **not** have unsupervised access to children.

## **Picking up Your Child**

The caregiver is not permitted to release your child to anyone you have not authorized.

It is recommended that your child be picked up at the regular scheduled time. Please call the caregiver if you know you will be late. Parents arriving later than their scheduled pick up time may be charged late fee at the discretion of the caregiver.

Daily communication with the caregiver is recommended. When picking up your child take a few minutes to talk to the caregiver to hear about how your child spent his or her day, and be sure to review the parent board.

## **Change of Enrolment**

If your child's enrolment requirements change, please notify the Child Care Algoma Home Consultant at least two weeks in advance.

## **Emergency Contact Information**

Please inform the caregiver of any changes in your telephone number(s) or emergency contact information.

## **Duty to Report**

Child Care Algoma provides services to children and their families and therefore also has roles and responsibilities with respect to child abuse and neglect. The Child and Family Services Act requires that everyone who has reasonable grounds to suspect that a child is in need of protection, should immediately report the suspicion and the information on which it is based to the Children's Aid Society.

## **Serious Occurrence Posting**

As an operator of a Licensed Home Child Care Agency, Child Care Algoma works diligently to ensure home child care locations provide a safe, creative, and

nurturing environment for each child. In spite of all of the best precautions, serious occurrences can sometimes take place. The Ontario government requires Licensed Home Child Care locations to post information about serious occurrences that happen at each home child care location.

### **Emergency Procedures**

In the event of an emergency evacuation and the necessity to relocate the Caregiver, Home Consultant, Site Supervisor, or Program Co-ordinator will notify parents.

### **Termination of Services**

Two weeks notice of termination is required. Failure to give two weeks notice will result in a two week charge to your final invoice. Membership is no longer effective when a child is terminated.

## Parent Issues and Concerns Policy

Nature of Issue or Concern	Steps for Parent/Guardian to Report Issue or Concern	Steps for Provider, Home Consultant or Site Supervisor in responding to Issue or Concern
<p><b>Program Related</b> (schedule, sleep routine, toilet training, indoor/outdoor play, feeding arrangements, hours, menus)</p> <p><b>General, or Home Child Care or Operations Related</b> (fees, hours, staffing, waiting list)</p> <p><b>Staff, Parent, Supervisor and/or Licensee related</b></p>	<p>Raise the issue or concern to the Provider or Home Consultant directly</p> <p>Raise the issue or concern to the Home Consultant, Site Supervisor or Program Coordinator directly</p> <p>Raise the issue or concern to the individual directly or the Home Consultant, Site Supervisor or Program Co-ordinator</p> <p>All issues or concerns about the conduct of the Provider, parents that put a child’s health, safety and well-being at risk must be reported to the supervisor as soon as parents/guardians become aware of the situation</p> <p>Raise the issue or concern to the staff responsible for supervising the volunteer or student or the Program Co-ordinator</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk must be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Address the issue or concern at the time it is raised, or arrange for a meeting with the parent/guardian within 2 business days.</p> <p>Document the issues or concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>• Date and time the issue or concern was received</li> <li>• Name of person who received the issue/concern</li> <li>• Name of person reporting the issue/concern</li> <li>• Details of the issue/concern</li> <li>• Steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the Home Consultant, Site Supervisor or Program Coordinator if the person being notified is unable to address the matter</p> <p>Provide a resolution or outcome to the parent/guardian who raised the issue/concern</p>
<p><b>Student/Volunteer Related</b></p>	<p>Raise the issue or concern to the staff responsible for supervising the volunteer or student or the Program Co-ordinator</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk must be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the Home Consultant, Site Supervisor or Program Coordinator if the person being notified is unable to address the matter</p> <p>Provide a resolution or outcome to the parent/guardian who raised the issue/concern</p>

### Escalation of Issues or Concerns

Where the parent/guardian are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Executive Director.

Issues or concerns related to compliance with requirements set out in the Child Care and Early Years Act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education’s Child Care Quality Assurance and Licensing Branch.

Issues or concerns may also be reported to other relevant regulatory bodies (e.g. Ministry of Labour, Fire Department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

For update program and agency contact information visit our website [www.childcarealgonia.ca](http://www.childcarealgonia.ca) or contact our administration staff at (705) 945-8898.





BLOCK PLAY IS IMPORTANT BECAUSE.....  
it fosters creativity and builds self-esteem.

***“We Care for What Really Matters!”***



**We...**

**teach** and **mentor**,  
**promote** safety and healthy eating,  
**follow** high standards,  
**provide** quality activities,  
active engagement, observations, experimentation, and  
self-regulation.