

# Home Child Care



child care  
algoma



# Parent Handbook

Revised June 2025

## **Program 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**

<b>FOUNDATIONS</b>	<b>GOALS FOR CHILDREN</b>	<b>EXPECTATIONS FOR PROGRAMS</b>
<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 [childcarealgoma.ca](http://childcarealgoma.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.

## **Membership**

We offer you the opportunity to become a Member of the  
Corporation of Child Care Algoma. Members are  
individuals interested in furthering the Agency's purpose.  
It allows you to exercise voting privileges on matters that  
affect Child Care Algoma at our Annual General  
Meeting and opportunities to apply to become a  
volunteer member of the Board of Directors. There is no  
membership fee required. Employees may not be  
members of the Corporation. We will require written  
notice of your interest in becoming a member of the  
Corporation.

# 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 13 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 register at [www.saultchildcare.ca](http://www.saultchildcare.ca). The Home Child Care office will email you an application and the enrollment information. 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. Early Years Services at (705) 759-5266.

## Fee Payment

For specific fee schedule please visit our website at [www.childcarealgoma.ca](http://www.childcarealgoma.ca) – Home Child Care

### **Payment Methods**

- Pre-authorized exact payment through your bank or credit card by completing the payment authorization form provided by the HCC office
- Online banking - electronic bill payment through your bank – upon registering, please indicate and you will receive an email verifying your email address. Once confirmed, the business office will email you an account # to make online payments

**Invoices are sent monthly. Payment is due within 30 days.**

For more information on payment options  
call (705)945-8898 Ext 241

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

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

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

As a result of the Canada-Wide Early Learning & Child Care System (CWELCC) funding model, regular charges **will** apply for statutory holidays if your child is normally scheduled to attend care on the day of the week the holiday falls on. Child Care Algoma programs will be closed on the following holidays.

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. Licensed Home Child Care Providers have the ability to choose children based on the fit for their program as well as from the waitlist.

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.

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>6 to 9 hours</b>
<b>FDI</b>	<b>Full Day Infant</b>	<b>6 to 9 hours</b>

<b>HD</b>	<b>Half Day</b>	<b>Less than 6 hours</b>
<b>HDI</b>	<b>Half Day Infant</b>	<b>Less than 6 hours</b>
<b>HR</b>	<b>Hourly</b>	<b>Hourly</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 (Parent is charged)</b>
<b>EH</b>	<b>Extended Hours</b> (Cost is NOT covered by subsidy)	<b>Extended hours and <i>Stat Holidays (if care is received)</i></b>
<b>H</b>	<b>Statutory Holiday</b>	<b>Regular Charges</b>
<b>X</b>	<b>Not Scheduled</b>	<b>No Charge</b>

***The caregiver's Attendance Record requires your signature at the end of each period.*** Please check it carefully before signing. Parents / guardians can take a picture of the attendance, or request a digital copy for their records.

## **The Approved Home**

The Child Care and Early Years Act states that a maximum of six children under the age of thirteen years may attend an approved Home Child Care location.

Only three of the children can be under the age of 2 years. This number includes the caregiver's own children under the age of four years.

## **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). If 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 can 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. As per the Child Care and Early Years Act we follow the recommendations from the Algoma Public Health in regards to communicable diseases and when children can return to care.

Home child care providers 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.

### **Attendance & Pick Up Process**

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

Please let the caregiver know if your child will not be in attendance. Your child must 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.

**Emergency contacts will be contacted, and agency procedures will be implemented if your child is not picked up at the specified time or if you do not let your provider know the child will not be attending that day.**

Communication with your caregiver is important. Taking a few minutes at drop off or pick up to discuss any changes or updates with your child will contribute to a successful day.

### **Arrival & Departure**

This policy and the procedures will help support the safe arrival and dismissal of children in Licensed Home Child Care. This policy will provide Licensed Home Child Care Providers, Home Child Care Visitors, and Child Care Algoma with a clear direction as to what steps are to be taken when a child does not arrive at the home child care premise as expected, as well as procedures to follow to ensure the safe arrival and dismissal of children.

The Licensed Home Child Care Provider is responsible for signing children in on the attendance record as children arrive at the home premises where care is provided. The Home Child Care Provider is responsible for ensuring any communication from parents/guardians related to drop-off or absences is noted daily on the written record.

### **Accepting a child into care**

Where a child has not arrived in care as expected

1. Where a child who is enrolled with the Agency does not arrive at the home child care premise and the parent/guardian has not communicated a change in drop-off or that the child will be absent

(e.g., left a voice message or advised the home child care provider at pick-up) the Home Child Care Provider must:

- Contact the child's parent/guardian no later than one hour past the scheduled drop off time. The Home Child Care Provider shall call and leave a voice message or send a text message, at least once.

If the Home Child Care Provider is not able to reach anyone to confirm the child's absence from care a second attempt will be made when possible.

Or

Where a child who is not enrolled with the Agency does not arrive at the home child care premise and the parent/guardian has not communicated a change in drop-off or that the child will be absent (e.g., left a voice message or advised the home child care provider at pick-up) the Home Child Care Provider must:

- Contact the child's parent/guardian not later than one hour past the scheduled drop off time. The Home Child Care Provider shall call and leave a voice message or send a text message.
2. The Home Child Care Provider shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

## **Releasing a child from care**

The Home Child Care Provider shall only release the child to the child's parent/guardian or another individual that the parent/guardian has provided written authorization that the child may be released to.

Where the Home Child Care Provider does not know the individual picking up the child, the Home Child Care Provider must ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization provided by the parent/guardian.

### **Where a child has not been picked up as expected**

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by one hour past the regular scheduled pick up time, The Home Child Care provider shall ensure that the child is given a snack, if needed, and an activity, while they await their pick-up.
2. The Home Child Care Provider shall contact the parent/guardian to advise that their child is still in care and inquire about their pick-up time. If the Home Child Care Provider can not contact the parent/guardian, they will then proceed to contact the authorized individual responsible for pick-up.
3. Where the Home Child Care Provider can not reach the parent/guardian or authorized individual who was responsible for picking up the child, the Home Child Care Provider shall contact the Home Child Care Office.
4. Where the Home Child Care Office is unable to reach the parent/guardian or any other authorized individual listed on the child's file by one and a

half hour past the regular scheduled pick up time, or as advised by the Home Child Care office, the Home Child Care Provider shall proceed with contacting the local Children's Aid Society (CAS) 705-949-0162. The Home Child Care Provider shall follow CAS's direction with respect to next steps. The Home Child Care Provider shall also advise the Home Child Care Office of CAS's direction.

### **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 needs 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. Despite all 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.

### Fee Schedule (effective Dec 31<sup>st</sup>, 2022)

Age Group	Full Day	Half Day	Before And After School		
			Before school	After school	Before & after
Infant under 18 months	\$19.85	\$11.35			
Toddler/ Preschool	\$17.95	\$12.00			
JK/SK 4-5 years	\$17.95	\$12.00	\$11.40	\$11.40	\$12.00
School age 6-12	\$38.00	\$21.60	\$11.40	\$11.40	\$21.60
Hourly rate (per hour)					\$6.00

Child care fees also posted on [www.childcarealgoma.ca](http://www.childcarealgoma.ca)



## 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>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><b>Student/Volunteer Related</b></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>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.

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It is expected that providers be treated with respect and kindness. Behaviour or language that is disruptive, abusive or threatening will not be tolerated and may directly affect your child care service.

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



Children From birth to 12 years

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Quality Care ● Flexible hours  
Year Round ● Family Atmosphere

**We...**

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

[www.childcarealgoma.ca](http://www.childcarealgoma.ca)