



Corporation of the  
**COUNTY OF HURON**  
Jacob Memorial Building  
77722D London Road, RR5  
Clinton, Ontario N0M 1L0



# Parent Handbook

## Huron County Community Home Child Care

Huron County Children's  
Services  
519-482-8505

*Updated February 2011*

## **Mission Statement**

To provide and support a County wide home-based Child Care Service for families licensed by the Ministry of Children and Youth and operated by the County of Huron.

## **Goals**

- ✓ To provide high quality care for children from infancy to age twelve.
- ✓ To offer hours of care that meet the needs of families including; day, evening, overnight and weekend care.
- ✓ To assist full and part-time families.
- ✓ To provide child care in the rural and urban areas.
- ✓ To support subsidized and non-subsidized families.
- ✓ To assist each child in developing as a unique individual with positive attitudes toward learning and play while building trusting relationships with adults and other children.
- ✓ To provide stimulating programs that are enjoyable and individual to each child's needs.
- ✓ To assist private home businesses with guaranteed payment, referral of families, support through training, information, equipment lending and opportunities to network with other Providers.
- ✓ To provide Resource Consultant services to meet the needs of children with developmental delays.

## **Providers**

Providers are selected because they are warm, caring individuals who wish to provide a stimulating environment for young children. The Providers are screened by the County of Huron Community Home Child Care Staff and are private contractors. They provide the County of Huron with Criminal Reference Checks for all adults living in the home. The Provider's home is safety inspected every three months and at the time of approval. Home visits, both scheduled and unscheduled, are made on a monthly basis by the Huron County Community Home Child Care Staff. During home visits behaviour management, sanitary practices, and policies and procedures are reviewed. Providers carry out monthly fire drills, daily programming, and follow Canada's food guide when serving meals and snacks.

## **Registration**

Huron County Community Home Child Care Staff will refer interested families to the Home Child Care Providers available in the requested community. Families interview and select the most appropriate Provider for their family. A registration package is then completed, including payment requirements. All registration forms must be returned to the Huron County Community Home Child Care staff prior to the child attending the approved home. Confirmation of start dates must be confirmed with the Home Child Care staff and the Provider. All changes to your child's registration file must be reported to the Huron County Community Home Child Care Staff including any change of address, phone number, employment etc.

## **Home Capacity**

Regulations in the Day Nurseries Act stipulate that an approved Home Child Care Provider may care for a maximum of five children. The five children include the Provider's own children if they are under the age of six years. The Ministry regulations also specify that there can be no more than two children under the age of two and three children under the age of three up to a total of five children. The Staff of the Huron County Community Home Child Care Program has the discretion to limit the capacity of a home to less than five.

## Medication Policy

### In accordance with the Day Nurseries Act:

1. **Medications** must be in the **ORIGINAL CONTAINER** as purchased or supplied by the pharmacist and clearly labelled with:
  - a) the name of the child
  - b) the name of the drug
  - c) start date and finish date
  - d) instructions on the dosage and how to administer
  - e) instructions for storage
2. Please give the medication directly to your Provider and complete the **Medication Consent Form**. The Form will be provided by the Provider and medication will be given when it is completed.
3. The Provider will follow the parent's written instructions on the Medication Consent Form and mail the completed medication form to Huron County Community Home Child Care Office to be added to your child's registration file.
4. Medications must be stored in accordance with instructions on the label and stored inaccessible to the children.
5. Any unused, outdated medications will be returned to the parent.

## Emergency Action Plans

If your child has an identified health concern/anaphylactic allergy that may require emergency medical treatment you will be required to complete an Emergency Action Plan Form (please request this form from Home Child Care Staff). Huron County Community Home Child Care must be informed of any changes in your child's health.

## Illness Policy

If your child is going to be absent due to illness, notify your Provider as soon as possible. Providers cannot look after children who are clearly sick. Out of respect for all families using the approved home and the local Ministry of Health children with communicable disease or illness should not be in care. **Do not take your child to the Provider's home if he or she shows any signs of the following symptoms:**

1. a fever of 101°F (38.5°C) or higher
2. any contagious disease (i.e. conjunctivitis)
3. diarrhea (more than two loose bowel movements)
4. vomiting (within the last 24 hours)
5. a severe cold accompanied by severe coughing or coloured nasal discharge
6. If your child develops any of these symptoms or other health concerns while at the Provider's home you will be contacted to pick up your child. Parents must respect the Provider's request and if they are unable to pick up must find an alternate pick up.

## Alternate Child Care

If your Provider is unavailable to provide child care due to illness, family emergency or holidays and you require alternative child care arrangements, notify the Huron County Community Home Child Care Program immediately. Huron County Community Home Child Care will try to find alternate care but private back up arrangements are recommended.

**Nutrition**

Providers follow Canada's Food Guide when providing meals and snacks. If you wish to see what your child is being served ask your Provider to make the menu available to you.

Parents of infants (children 12 months or younger) are required to supply all food, formula, juice and milk and will complete a form called the Infant Feeding Schedule (please request this form from Home Child Care Staff. Providers must follow all instructions on the Infant Feeding Schedule with no deviations. The Day Nurseries Act requires you to label all food and drink with the child's name. Parents are required to keep the Infant Feeding Schedule updated with any changes as they occur and must initial all changes.

**Clothing**

Your child should be dressed in clothing that is appropriate for the season and weather conditions. Extra clothing should be brought to the Provider's home. Ensure your child has an adequate supply of diapers, training pants and outdoor clothing. Outdoor clothing should include: boots, coats, snow pants, hats and mittens (Neck warmers rather than scarves). The Day Nurseries Act requires that your child play outside daily.

**Excursions**

Your signature on the consent form for excursions will allow the Provider to take your child on walks and periodic trips in the car. Vehicle travel is intended for child based activities and Providers are encouraged to notify you if they will be transporting your child by vehicle. Providers ensure that the children are transported according to regulations using appropriate safety restraints.

**Diapers and Wipes**

Parents must supply all diapers, wipes and an individual change pad. Diaper creams should be clearly labeled with your child's name.

**Release of Your Child**

If you are unable to pick your child up notify your Provider immediately and name the alternate person picking up. If the Provider has not been informed of the pickup arrangement they will not release your child until they hear from you or your emergency contacts.

**Sun Safety**

Children should arrive each day wearing sunscreen. The Provider will re-apply sunscreen as necessary throughout the day according to your signed consent. Providers may ask you to provide sunscreen for your child.

**Behaviour Management**

Communication with your Provider is essential on a daily basis. Communication provides the opportunity to discuss any behavioural concerns and the Behaviour Management methods used by the Provider to deal with them. The Huron County Community Home Child Care Behaviour Management Policy States:

In accordance with the Day Nurseries Act the following forms of punishment shall not be used:

1. Corporal punishment; including striking a child directly or with any physical object, shaking, shoving, spanking or other forms of aggressive contact.
2. Requiring or forcing the child to repeat physical movements (including forcing a child to eat).
3. Confinement to a locked room.
4. Harsh, humiliating belittling or degrading responses of any form including verbal, emotional or physical.
5. Deprivation of a child's basic needs, including food, shelter or clothing.

Contact Huron County Community Home Child Care if you have any concerns about behaviour management.

### **Withdrawal**

Parents are responsible to give 2 weeks notice to withdrawal services from a Home Child Care Provider. Notice must be given in writing to both the Provider and the Home Child Care office. If 2 weeks notice is not given, parents will be charged full fees for any scheduled care for a period of 2 weeks after withdrawal.

### **Enrolment Changes**

If the days or hours of care change for a family they must notify the Huron County Community Home Child Care Staff in writing as well as notify the Provider. 2 weeks notice may be required if the care requested is less than originally scheduled.

### **Leaving Early**

When parents are able to pick their child up earlier than anticipated the rate billed is what was originally booked.

### **Lateness**

If you know you will be late picking up your child, telephone your Provider. You will be billed for the length of day used should it exceed your original booking.

### **Absent**

Absent days are always paid to the Provider. When a child is absent on any scheduled day, for any reason, the day will be billed to the parent. Your Provider is present and willing to work and therefore will receive pay.

### **Vacation**

Vacation periods of up to fifteen calendar days per calendar year for 5 day/week families, 12 calendar days per calendar year for 4 day/week families, 9 calendar days per calendar year for 3 day/week families, 6 calendar days per calendar year for 2 day/week families, and 3 calendar days per calendar year for 1 day/week families can be booked without charge. The vacation must be booked in writing and submitted to the County of Huron and the Provider two weeks in advance to avoid regular billing. Any days over the allotted vacation time, will be the parent's responsibility to pay to maintain your child care space.

Providers are required to give parents and the Huron County Community Home Child Care Staff two weeks written notice when they plan vacations and will be unavailable to provide care. Parents are not billed when Providers are unavailable. Providers are not paid when they are not available to provide care. Families seeking alternate care can call the Huron County Community Home Child Care Staff for information regarding other Providers who may be available to provide care. Families may have to seek private care at this time if alternate care is unavailable with Huron County Home Child Care Providers.

### **Booking Families**

Providers follow strict regulations regarding the number of children they care for. Spaces are limited according to age. Families who do not use regular days may not find space available in the home if they do not book their Provider in advance. Providers are encouraged to take children on a first come, first booked basis. **Booking a Provider must be done in writing as soon as you receive your schedule. You will be billed according to the written schedule unless two weeks notice is given to the Provider.**

### **Shift Changes**

1. **Schedules that are being adjusted are subject to the following stipulations.**
2. If a parent is offered to “switch” a shift it is the parents responsibility to determine the following **prior** to accepting the shift change.
  - a. Is the provider willing and able to accommodate the child for the shift change?
  - b. Is the provider willing to accept it as a “switch”?
3. Providers are not obligated to accept a switched shift.
4. Parents are not encouraged to switch shifts on a regular basis.

## Payment Policy

### **Full Fee Paying Families:**

Families who do not apply for/or are ineligible for the Child Care Subsidy Program are considered Full Fee Paying Families.

1. Based on the parent's hours of work or school and transportation needs, an enrolled rate for child care will be established by the County of Huron.
2. A start date is established and all registration documents and post dated cheques must be on file prior to that start date.
3. Post dated cheques are required on file for a three month period. Each cheque will cover a two week period of care and will be cashed at the start of the care period.
4. If a parent's hours are by schedule, they will be required to submit a written schedule to the Provider at minimum on a weekly basis. **All scheduling must be done in writing by the parent.** (Estimated number of days will be used for post dated cheques required on file.)
5. When Providers are unavailable to provide care due to illness or for any other reason families will **not** be billed for those days.
6. Providers record the child's daily attendance on an attendance sheet provided by Huron County Community Home Child Care Program. Parents must verify their child's attendance and absence by signing the attendance sheet on the fifteenth of the month and the last day of the month.
7. Monthly reconciliation statements will be provided to the families. They include any credits or debits. Outstanding accounts are due immediately.
8. Parents who are in arrears will receive three written notices. The County of Huron may terminate child care with or without notice when accounts are in arrears. Overdue accounts will be sent to a collection agency. The Children's Service Manager may meet with you and discuss payment options. Please contact the County of Huron, Children's Services Manager at 482-8505 to make payment arrangements.
9. Vacation periods of up to fifteen calendars days per calendar year for 5 day/week families, 12 calendars days per calendar year for 4 day/week families, 9 calendars days per calendar year for 3 day/week families, 6 calendars days per calendar year for 2 day/week families, and 3 calendars days per calendar year for 1 day/week families can be booked. The vacation must be booked in writing and submitted to the County of Huron and your Provider two weeks in advance. Any days over allotted vacation time, will be the parent's responsibility to pay to maintain your child care space.
10. Providers are considered closed on Statutory Holidays and therefore parents do not have to pay for these days. If you do require care on a statutory holiday you may request the care from your provider in writing and if they agree you will be charged regular fees plus the statutory bonus for that day. Recognized Statutory Holiday's are New Years Day (January 1), Family Day (February), Good Friday (Friday before Easter Sunday), Easter Monday (Monday after Easter), Victoria Day (May), Canada Day (July1), Civic Holiday (August), Labour Day (September), Thanksgiving (October), Christmas (December 25), Boxing Day (December 26).
11. Supplements are charged to the family if the hours of care fall between the hours of 6:30 pm and 6:30 am. This supplement rate is an hourly rate in addition to the base rate. A weekend supplement is also charged if you book a Saturday or Sunday.

**Payment for Families Receiving Assistance:**

Families can apply for Child Care Subsidy through the Huron County Children Services Department. Eligibility for child care subsidy is determined under the guidelines set by the Ministry of Children and Youth under the Day Nurseries Act. A letter of confirmation will be provided to the Huron County Community Home Child Care Staff PRIOR to starting in an approved home.

1. Based on the parent's hours of work or school and transportation needs, an enrolled rate for each child's care is established by the County of Huron.
2. A start date and a term of eligibility are established by the County of Huron based on the parent's work or school commitment.
3. If it is determined that your family will pay a "partial fee" for children care, post dated cheques are required on file for a three month period. Each cheque will cover a two week period of care and will be cashed at the start of the care period.
4. Appropriate Registration Forms must be completed (separate from Subsidy application) prior to starting in a Home Child Care Home.
5. Subsidized care is for approved activities only. Child care used for any other reason will be paid for by the parents as billed by the County. Misuse of subsidized child care may result in the care being terminated with or without notice.
6. If a parent's hours are by schedule, they will be required to submit a written schedule to the Provider at minimum on a weekly basis. **All scheduling must be done in writing by the parents in advance.**
7. Providers will record the child's daily attendance on an attendance record. Parents must verify their child's attendance and absence by signing the attendance register at the end of each month. Should your child exceed the allowed sick or absent days the family is responsible for payment to the County.
8. Vacation periods of up to fifteen calendar days per calendar year for 5 day/week families, 12 calendar days per calendar year for 4 day/week families, 9 calendar days per calendar year for 3 day/week families, 6 calendar days per calendar year for 2 day/week families, and 3 calendar days per calendar year for 1 day/week families can be booked. The vacation must be booked in writing and submitted to the County of Huron and your Provider two weeks in advance. Any days over allotted vacation time, may be the parent's responsibility to pay (full fees) to maintain your child care space.
9. Providers are considered closed on Statutory Holidays and therefore parents do not have to pay for these days. If you do require care on a statutory holiday you may request the care from your provider in writing. Recognized Statutory Holiday's are New Years Day (January 1), Family Day (February), Good Friday (Friday before Easter Sunday), Easter Monday (Monday after Easter), Victoria Day (May), Canada Day (July1), Civic Holiday (August), Labour Day (September), Thanksgiving (October), Christmas (December 25), Boxing Day (December 26).