



Parent/Guardian Handbook

Working together to provide quality and convenient child care in your community

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Program Information

Community Home Child Care Staff, the Provider, all adults who are normally resident at the home, any adult who is regularly on the premises, students, volunteers, and parents/guardians will use the Program Purpose and Program Statement to guide their actions in service delivery and while interacting within a provider's home.

Program Purpose

The purpose of the Huron County Community Home Child Care program is to provide and support licensed, county wide, rural, home-based child care services. The Community Home Child Care program is licensed by the Ministry of Education and is operated by the County of Huron. Child care for children 0-12 years is provided in safe, welcoming, and caring environments that offer a variety of learning opportunities for children. Approved homes and Providers are monitored regularly by qualified Community Home Child Care Staff. Child care can be offered for a variety of hours including day, evening, overnight and weekends and for both full and part-time schedules. Home child care is affordable with fee subsidy being available for families who qualify and when funding permits.

Program Statement

The Huron County Community Home Child Care program believes that positive experiences in early childhood will set the foundation for lifelong learning, health and well-being. We value children and view them as being competent, capable of complex thinking, curious, and rich in potential. Authentic, caring and responsive relationships between families, children, Providers, and Community Home Child Care Staff are the foundation of the program.

Goals:

1. To promote the health, safety, nutrition and well-being of children.

Providers are capable and competent individuals who are committed to the healthy development of children and families and deserve support and guaranteed, fair remuneration for their work. Providers will be screened and selected based on their experience, skills and abilities. They must be able to offer quality child care which includes a safe physical and emotional environment as well as healthy meals and snacks. Sedentary activities, including screen time (television, computers, tablets and video games) will be limited. Provider selection will be done through interviews, reference checks, home visits and home safety inspections.

Child guidance is used to foster children's problem solving skills, self-regulation, and independence. Child guidance can include but is not limited to the expectations, rules, limits, and guidelines that help children grow and develop. Providers will support children's development through positive and consistent interactions, practices appropriate to the developmental level of the child, timely and proactive interventions when required, activities and interactions designed to promote children's problem solving skills, autonomy, and self-regulation.

The following forms of guidance will not be used:

- Corporal punishment of the child (e.g., spanking, hitting, shoving, or shaking)
- Physical restraint of the child such as confining the child to a high chair, car seat, stroller, or other device, for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and used only until the risk of injury is no longer imminent
- Locking the exits of the premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as a part of the emergency procedure in that home
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity or self-worth
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm including making children eat or drink against their will

2. To support positive and responsive interactions among children, families, Providers and Community Home Child Care Staff. This includes ongoing communication with families about the program and their children.

Providers will greet families and children upon arrival and welcome them into their home. Providers will be encouraging and nurturing to children throughout the day by using positive language, affectionate interactions and empathetic language. Providers will welcome families into their home anytime their children are in care and communicate with families about their children. Provider will look for opportunities to connect with children one on one during daily routines (e.g., meals, diaper changes, dressing). Providers will foster healthy relationships among the children in care by modeling and encourages positive interactions and play. Community Home Child Care Staff will be available to consult with families and home child care providers on any questions or concerns they have regarding interactions. Open and honest communication will be encouraged with all parties involved.

Families are experts on their children and as such, their contributions and unique perspectives are valued. Community Home Child Care Staff will communicate with families as needed through face to face meetings, phone calls, email or regular mail. No Provider (or other person) at an approved premise may prevent a parent/guardian from entering the premises while their child (ren) is in care. The only exceptions are if the Provider has reasonable grounds to believe that; the parent/guardian doesn't have a legal right to their child, the parent/guardian could be dangerous to the child, or if the parent/guardian is behaving in a disruptive matter.

3. To encourage children to interact and communicate in a positive way and support their ability to self-regulate.

Every child is seen as an individual and care will be responsive to their needs. Providers will use the information families provide to them about their child along with the child's cues and language, to accommodate care practices for each child. Providers will communicate positively with all children throughout the day. Communication can take place through a number of means including but not limited to language, gestures, repeating sounds or following children's gazes. Providers will help children find the words they are looking for rather than speaking for them. Providers will keep written record of any specific requests or requirements from families, Huron County Home Child Care, other agencies or professionals regarding individual care and support plans for children.

4. To foster children's exploration, play and inquiry through child-initiated and adult-supported experiences.

Providers will recognize that learning occurs best when children are fully engaged. Providers will have open-ended play materials available for the children at all times. They will design indoor and outdoor spaces with intent to spark curiosity, invite inquiries and provide provocations or challenges. This will be evident each day in their environment. Further evidence of this will be the children's interactions with the materials that are provided, if the materials are open ended children will be engaged and learning for longer periods of time.

5. To plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans.

The Ministry of Education Document, How Does Learning Happen?, will be used to guide practice. All home child care providers will be given a copy and encouraged to read it and then engage in continuous self-reflection practices on how to continue to support children and families using the guiding document. Community Home Child Care Staff will use this document to guide their interactions with home child care providers, children and families; this will be evident in written documentation of home visits. How Does Learning Happen? will guide all Professional Learning Opportunities provided by County of Huron, Children's Services.

6. To 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 children receiving child care.

Indoor and outdoor child care environments act a second teacher and will be safe and include materials that will support children's curiosity and promote physical literacy as well as provide opportunities for inquiry based learning and investigations. Providers will be attuned with children's interests and needs and consider those when planning the environment and routines. Providers will consider arranging their environments to offer an element of manageable risk (appropriate for each child's developmental level), while still keeping children safe.

7. To involve local community partners and allow those partners to support the children, their families and staff.

Providers will welcome and seek partnerships with local community agencies to better serve children and families. Providers are encouraged to attend publicly funded Early

Year Programs in their community (including but limited to those provided by Ontario Early Years Centers, Library's, or other Family Support Programs). Providers are encouraged to access support and services from other publicly funded programs including, but not limited to Libraries and Public Health. Community Home Child Care Staff will aim to continually educate Providers about services available in the community and Providers will pass this information on to families when applicable. If a Provider, parent/guardian, or Community Home Child Care Staff has a question or concern about a child's development they will (with parent/guardian consent) consult the Growing Together, Early Learning Resource Consultant Program. From there further referrals may be made.

8. To support home child care providers in relation to continuous professional learning.

Providers and Community Home Child Care Staff are committed to their professional development including keeping up to date on current, evidence-based best practices in the field of early childhood education. We believe that learning occurs best through a variety of means and environments including but not limited to; self-reflections, professional reading, group sessions and communities of practice. Huron County Community Home Child Care staff will assist in providing professional development opportunities to all home child care providers.

Canada Wide Early Learning and Child Care System (CWELCC)

Huron County Community Home Child Care is enrolled in the Canada-Wide Early Learning and Child Care System, and funding agreement between the province of Ontario and the Government of Canada. The purpose of this agreement is to provide affordable, high quality, child care for children and families, and reduce child care fee to an *average* of \$10 per day by 2025 for children under the age of 6. As of July 1, 2022, home child care fees have been reduced by 25%, with an additional 25% reduction scheduled for January 1, 2023. Those previous enrolled in Huron County Home Child care received a rebate for child care fees from April 1, to June 30, 2022. More information on the CWELCC initiative please follow this link: <https://www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement>

Registration

Community Home Child Care Staff will refer interested parents/guardians to the Home Child Care Providers available in the requested community. Parents/guardians interview and select the most appropriate Provider for their family. A completed registration package, payment and/or confirmation of fee subsidy, and immunization records, are then to be submitted to the Home Child Care office by the parent/guardian. All required documents and information must be returned to the Community Home Child Care office prior to the child attending the approved home. Start dates must be confirmed with Community Home Child Care Staff and the Provider. All changes to the child's registration file must be reported to Community Home Child Care Staff including updated immunization records, any changes to the child's health, as well as any changes of address, phone number, employment, family status, emergency contact information, etc.

Licensing Inspections

The Ministry of Education conducts an annual licensing inspection of all licensed child care programs in Ontario including the Huron County Community Home Child Care Program. All licensed programs are required to publicly post the results of each inspection. The Home

Child Care Program has received an inspection summary showing compliance on the date of the inspection. This inspection summary is posted in the Community Home Child Care office. Parents/guardians should feel free to speak with Community Home Child Care Staff for an explanation of the inspection findings.

More information about child care and licensing is available on the Ministry of Education website at www.ontario.ca/childcare.

Home Capacity

The maximum number of children a Provider can care for at any one time is six under the age of 13 years. This figure includes all of the Provider's own children who are under four years of age and meet other requirements as stipulated in the *Child Care and Early Years Act, 2014* and its regulations. At any time, a Provider may only care for three children who are under 2 years of age (including the Provider's own children) within the maximum of six children.

Notification of a Serious Occurrence

All Providers will post a Serious Occurrence Notification Form in a visible location in the home for ten (10) business days after a report is filed. A serious occurrence does not necessarily mean that the Community Home Child Care Program is out of compliance with licensing requirements or that the children are at risk in the Provider's home. Please contact the Community Home Child Care Staff should you have any questions regarding serious occurrences.

Concerns or Complaints

Parents/guardians are encouraged to take an active role in the Huron County Community Home Child Care program, and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, providers and home child care staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

All issues and concerns raised by parents/guardians are taken seriously by Huron County Community Home Childcare and will be addressed. 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. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Parents are asked to first address any concerns with their provider. Providers should attempt to address issues relating to their program with families. If necessary the providers or parents will contact the home child care staff to address concern with the agency, policy and procedures or concerns with the home child care provider service.

An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process. All concerns will be documented and should include:

- the date and time the issue/concern was received;
- the name of the person who received the issue/concern;
- the name of the person reporting the issue/concern;
- the details of the issue/concern; and

- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.

Program Policies

Medication

When possible, parents/guardians are encouraged to administer all required medication to their child either before or after child care. If your child requires medication while at a Provider's home please ensure that medications are in the ORIGINAL container as purchased or supplied by the pharmacist and clearly labelled with:

- The name of the child
- The name of the drug
- Instructions on the dosage and how to administer
- Instructions for storage

Give the medication directly to your Provider and complete the Medication Consent and Dispensing Record. This form will be provided by the Provider and medication will only be given when it is completed. The Provider will follow the written instructions on the Medication Consent and Dispensing Record. Medications will be stored in accordance with instructions on the label and stored so that it is inaccessible to the children. Any unused, outdated medications will be returned to the parent/guardian.

Anaphylactic Action Plans

Huron County Community Home Child Care Staff and the parent/caregiver will develop an Individualized Anaphylactic Plan (Appendix CRP-11) and Anaphylactic Safety Plan (Appendix PF-7) for each child enrolled with the Huron County Community Home Child Care, with an anaphylactic allergy. This plan will be developed in consultation with the child's primary care practitioner.

The Provider will develop an Individualized Anaphylactic Plan and Anaphylactic Safety Plan for each privately placed child in their program, with an anaphylactic allergy in consultation with the child's parent and primary care practitioner.

Anaphylactic means a severe, systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock.

Procedure

A strategy to reduce the risk of exposure to anaphylactic causative agents will be established at each home if required, based on residents and current children and families enrolled. In some circumstances, families may be asked to bring in all or portions of their child's lunch/snacks from home. These circumstances include children with anaphylactic food allergies, children with special diets, infants that require specific foods. Before bringing food into the home, families are first asked to engage in conversations with the home provider and/or HCC coordinator to discuss the specifics. Any food sent to the home by a parent/guardian should follow Canada's Food Guide. Food and drink that is brought from home is to be labeled with the child's name.

The Individualized Anaphylactic Plan (Appendix CRP-11) will include:

- A description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic allergy
- The emergency procedures to be undertaken by the Provider in the event the child has an anaphylactic reaction
- Strategies to reduce exposure to the anaphylactic causative agent
- Parental consent using the Medication Consent and Dispensing Record (Appendix PF-6) that allows the Provider to administer the allergy medication in the event the child has an anaphylactic reaction
- Emergency contact information for the parent and their alternate emergency contact

The Individual Anaphylactic Plan (Appendix CRP-11) for each child enrolled with the Huron County Community Home Child Care, shall be reviewed before the child is placed at the residence and annually thereafter by Community Home Child Care Staff, the Provider, any adult who is ordinarily resident in the home, any adults who are regularly on the premises and students and volunteers.

An Anaphylactic Safety Plan (Appendix PF-7) indicating the life threatening allergy, will be created and updated as needed and posted at all entrances to the home. This plan will be visible to all families and visitors entering the home.

The Provider will receive training from the Parent or a primary care practitioner on the procedures to be followed in the event of a child having an anaphylactic reaction. This training will include how to recognize signs and symptoms of anaphylaxis and how to administer medication. This training will be provided prior to the child attending the home and will be recorded on the Anaphylactic Training Record (Appendix CRP-12).

Parents will advise the Provider if their child develops an allergy and requires medication, as well as any changes to the child's Anaphylactic Action/Safety Plan or if their child has outgrown an allergy and no longer requires medication.

The Provider will ensure that the allergy medication is accessible and taken on all excursions. If the child is permitted, as indicated on the Medication Consent and Dispensing Record (Appendix PF-6), to carry their own emergency allergy medication, the Provider will ensure that the medication is in the child's possession prior to leaving the Provider's home for any and all reasons.

Illness

If your child is going to be absent due to illness please notify your Provider as soon as possible. Providers cannot care for children who are ill. Parents/guardians must keep a child at home if he or she has an infectious or illness which could infect other children in the Provider's home. Please do not send your child to the Provider's home if he or she has one or more of the following symptoms:

- A high fever of (higher than 38 degrees Celsius when measured orally or 37.5 degrees Celsius when taken under the arm)
- Has more than two loose bowel movements (watery diarrhea) in a day
- Vomiting (within the last 24 hours)

- Is unable to function normally in the Provider's program due to illness e.g., severe cold, cough, flu, coloured nasal discharge
- Is unable to go outdoors with the other children due to illness
- Is infected with a communicable disease or condition e.g., measles, lice, pink eye, strep throat, etc

Any unexplained rash should be examined by a primary care practitioner.

If your child develops any of these symptoms while at the Provider's home you will be contacted to pick up your child. Parents/guardians must respect the Provider's request and if they are unable to pick up the child, alternate arrangements for pick up must be arranged by the parent/guardian.

Please report any communicable diseases that your child has been diagnosed with to your Provider as soon as possible.

Immunization

Before a child who is not in attendance at a school or private school (within the meaning of the *Education Act, 1990*) is placed with a Provider, the child must be immunized as recommended by the local Medical Officer of Health. If a parent/guardian of a child objects to immunizations on the grounds that they conflict with the sincerely held convictions of the parent/guardian's religion or conscience or if a legally qualified primary care practitioner gives medical reasons as to why the child should not be immunized, then a child may be placed without the recommended immunization having been completed. These objections shall be submitted in writing using either the Statement of Conscience or Religious Belief or the Statement of Medical Exemption forms that are available from the Home Child Care Staff. Costs that may incur from this process are the parent/guardian's responsibility.

Please provide your child's updated immunization record to the Home Child Care office as they receive new immunizations.

Changes to Health or Well-Being

If your child has any changes to their health or well-being (including health conditions or allergies) after initial enrollment please report these changes to Community Home Child Care Staff and to your Provider as soon as possible.

Nutrition

Children are to be provided with nutritious meals and snacks in accordance with Health Canada's Eat Well Live Well: Canada Food Guide. www.Canada.ca/foodguide

Infants under one year of age are to be fed according to the written Infant Feeding Instructions (Appendix CRP-9) completed by parents. These instructions will be updated as necessary, by the parents.

Where the child is present at meal time, a meal must be supplied and provided by the Provider, except where otherwise approved by Huron County Community Home Child Care Staff in case of a child who is 44 months or older.

Between-meal snacks must be supplied and provided by the Provider, except where otherwise approved by Huron County Community Home Child Care Staff in case of a child who is 44 months or older.

Providers must complete an Infant Care Record (Appendix PF-9) for every infant under one year of age for each day they attend. These records will be accessible to parents upon request.

Food and drink that is brought from home is to be labeled with the child's name.

All food and drink must be stored to maintain maximum nutritive value.

When a child is in care for more than six hours, the Provider shall ensure that the total food offered includes two nutritious snacks in addition to meals.

Meal requirements must be in keeping with Health Canada's Eating Well with Canada's Food Guide.

Drinking water is available to children at all times. Sugar sweetened beverages should be avoided.

Menus are to be planned in consultation with parents and Community Home Child Care Staff and recorded. The Daily Log (Appendix PF-10) may be used record all food provided.

Special dietary arrangements are to be carried out according to written instructions of parents on the Application for Child Care (Appendix CRP-3). Parents will provide any food or beverages that would be substituted in the menu (e.g., soy milk, gluten free products).

Infants 12 months and younger

Parents/guardians of children 12 months or younger, are required to complete an Infant Feeding Instructions form. You may need to provide food and drink for your child depending on their feeding requirements. This form is available from Community Home Child Care Staff. Providers must follow all instructions on this form with no deviations.

Please label all food and drink that you send to the Provider's home with your child's name. Parents/guardians are required to keep the Infant Feeding Instructions updated with any changes as they occur. All changes must be initialed by the parent/guardian.

Special Diet

Special dietary arrangements are to be carried out according to written instructions of parents on the Application for Child Care (Appendix CRP-3). Parents will provide any food or beverages that would be substituted in the menu (e.g., soy milk, gluten free products).

Please label all food and drink that you send to the Provider's home with your child's name.

Accident Reports

If your child has an accident, incident or injury that affects his or her health, safety or well-being while in child care, an Accident Report will be completed by the Provider.

Parents/guardians will be asked to review and sign the Report and then a copy of this Report will be provided to the parent/guardian. Please inform the Community Home Child Care office and your Provider immediately if there are any changes to your child's condition as a result of the accident, injury, or incident.

Clothes, Diapers and Wipes

Please send at least one set of spare clothes for your child. Parents/guardians must supply all diapers and wipes. Diaper creams should be clearly labeled with your child's name.

Over-the Counter Products

Children should arrive each day wearing sunscreen when applicable. The Provider will administer certain over-the-counter products, as necessary throughout the day according to your signed consent. Including: sunscreen, moisturizing skin lotion, lip balm, insect repellent, hand sanitizer, and diaper cream. Providers may ask you to provide these products for your child.

Excursions

Your signature on the Consent and Permission Form 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 the Highway Traffic Act, 1990 using appropriate safety restraints.

Outdoor Play and Supervision

Outdoor activities will be provided for a minimum of two hours each day (depending on the weather). Your child should be dressed in clothing that is appropriate for the season and weather conditions.

Each child enrolled in the Huron County Community Home Child Care program must be supervised in accordance with the Outdoor Play Supervision Plan and Consent Form that will be filled out by each parent/guardian. With parent/guardian consent, some children will be permitted to walk independently to and from school.

Release of Your Child

If you or your listed emergency contact person is unable to pick-up your child, notify your Provider immediately and name the alternate person who will pick up your child. Please have them bring photo identification with them. If the Provider has not been informed of the pick-up arrangement they will not release your child until they hear from you or your emergency contacts.

Alternate Child Care

If your Provider is unavailable to offer child care due to illness, family emergency or holidays and you require alternate child care arrangements, notify Community Home Child Care Staff immediately. In this case Community Home Child Care Staff will try to find alternate care within the agency but pre-arranging alternate back-up care is recommended.

Sleep

Children under 18 months will rest according to their individual needs and development. Children over 18 month, who receive care for six hours or more in a day, will have a rest period each day not exceeding two hours in length. All children will be properly supervised during rest periods. For children over 18 months, the rest period may include rest, sleep or engagement in quiet activities based on the child's individual needs. Each

child under 2 years of age in care will be assigned a crib or playpen that complies with the standards for cradles, cribs, and playpens in the regulations made under the *Canada Consumer Product Safety Act, 2010*.

Each child over 2 years of age sleeping for less than 2 hours a day will be assigned a bed or cot appropriate to the child's size. The term "bed" shall include a futon, lower bunk bed (upper bunks are not permitted to be used), or pullout bed. All bedding will be laundered regularly and beds and cots that are shared will be properly cleaned between children using them. Children should start transitioning from a crib or playpen to a cot or bed at around 18 months old. No child shall sleep in an unfinished attic or unfinished basement.

Upon registration, using the Consents and Permission Form and at any other appropriate time, Providers will consult with parents regarding their child's sleeping arrangements and routines. If a parent of a child over 18 months wishes their child to sleep for over 2 hours this instruction will be indicated on the Consents and Permission Form.

Children will be properly supervised while sleeping/resting. Adequate supervision will include direct visual checks for each sleeping child. The Provider will be physically present during these checks and look for indicators of distress or unusual behaviors. Providers will ensure there is sufficient light in the sleeping area to conduct these checks. Direct visual checks will occur at least one time while a child is sleeping (within the first hour) and more if required. In determining the matters in this procedure the provider and Home Child Care Staff will consider the parents input, the proximity of sleeping area and the sleep environment to determine specific sleep supervision for each child. Any observance of significant change to a child's sleep pattern or behavior will be communicated to parents by the provider in a timely manner and may result in changes to that child's sleep supervision. When electronic monitors are used they will be placed so that they detect the sounds of the children sleeping/resting. Monitors will be checked daily to ensure they are working properly. Providers will ensure they are monitoring the receiver of the unit while the children rest/sleep. Monitors are not a replacement for required direct visual checks.

In the case of overnight care, sleep supervision will be age appropriate and indicated on the Overnight Sleeping Arrangements Consent and at minimum will include the provider doing a physical, visual check on the child before the provider goes to bed at night and when they wake up in the morning.

Student and Volunteers

Huron County Community Home Child Care may accept volunteers or students into the program. All volunteers and students will have adequate background checks complete and will receive an orientation prior to beginning their placement. Volunteer and students will be directly supervised at all times by Community Home Child Care Staff or the Provider. Volunteers and students will not be permitted to be alone with children. Your provider will inform you if they have a student or volunteer in their home. All students will have a health assessment and immunization.

Financial Polices

Waitlist

The Huron County Community Home Care Agency utilizes an electronic waitlist (OneHSN). There is no fee to be placed on the waitlist.

Parents who inquire about Huron County Community Home Child Care will be directed to apply on the OneHSN waitlist (<https://onehsn.com/huron>).

As spaces in Provider's home become available, Community Home Child Care Staff will contact parents/guardians who are on the waitlist and who require care within a time frame similar to space becoming available and within a requested proximity of the provider's home.

Providers are encouraged to refer families to apply on the OneHSN waitlist (<https://onehsn.com/huron>).

Parents who are on the wait list are invited to call Huron County Community Home Child Care at any time to get an update on child care availability.

Providers are encouraged to fill spaces based on when parents/guardians called and the proximity to when the care is required, as well as other considerations including but not limited to, hours and days care is required.

Staff will retain this record until the parent/guardian has found care, until they no longer require care, or if attempts to contact the parent/guardian are not successful.

Withdrawal from Child Care

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

Early and Late Pick Up

When parents/guardians pick their child up earlier than anticipated the rate billed is for the time that was originally booked. If you know you will be late picking up your child please inform your Provider as soon as possible. You will be billed for the length of day used should it exceed your original booking.

Absent Days

Absent days are always paid to the Provider when a minimum of two weeks of notice is not given. When a child is absent on any scheduled day, for any reason including illness, the day will be billed to the Parent/guardian.

Vacation and Days Off

Vacation and days off must be booked in writing and submitted to the Provider two weeks in advance to avoid regular billing. Parents/guardians are entitled to three weeks of vacation per year at a minimum. Parents/guardians may be responsible to pay for any vacation time taken over this allotment in order to maintain their child care space.

Providers are required to give parents/guardians and the Community Home Child Care office two weeks of written notice when they plan vacations or days off and will be unavailable to provide child care. Parents/guardians are not billed and Providers are not paid for these days. If a Provider has to cancel child care due to illness or emergency, the parent/guardian will not be charged and the Provider will not be paid.

Scheduling

If a family uses a Provider on the same days each week they are considered a 'regularly attending family'. A 'regularly attending family' does not have to submit a schedule as the Provider already has them booked in for the days that they regularly attend.

Families whose schedules vary from week to week are considered a 'booking family'. 'Booking families' must submit a written schedule to the Provider as soon as they are able to do so as these spaces are filled on a first come first serve basis. Parents/guardians will be billed according to the written schedule unless two weeks of notice is given to the Provider.

Schedule Changes

If a parent/guardian wishes to change a schedule with less than two weeks of notice, it is subject to the following stipulations:

- If the Provider agrees and is willing and able to accommodate the child for the schedule change
- If the hours are the same or greater than what was previously scheduled
- If the change is accepted by the provider the parent/guardian will not be charged for the original shift

Enrolment Changes

If the requirements of days or hours of child care change for a parent/guardian they must speak with their provider and/or Community Home Child Care staff to ensure the new days can be accommodated at the home. Two weeks of notice is required if the care requested is less than originally scheduled. Providers may not be able to accommodate schedules that differ from what was originally agreed upon.

Payment

- Three months of payment, Pre-Authorization Debit (PAD) with a Payment Schedule, or post-dated cheques for child care services **must** be on file prior to that start date.
- If a family is a 'booking family' an estimated number of days should be used for post-dated cheques or PAD schedule on file.
- Providers record the child's daily attendance on an Attendance Sheet provided by Community Home Child Care Staff.
- Monthly reconciliation statements for the previous month of child care will be mailed to parents/guardians and will include any credits or debits. Outstanding accounts are due **immediately**.
- Parents/guardians who are in arrears will receive written notice from the County of

Huron and child care may be terminated with or without notice. In these cases Community Home Child Care Staff will discuss payment arrangements. Unresolved, overdue accounts will be sent to a collection agency.

- Any cheques returned non-sufficient funds (NSF) will be subject to an administration fee in an amount determined by the Huron County Treasury Department (approx. \$35.00). A replacement cheque or PAD or credit card payment (which includes the administration fee) must be provided within seven (7) days.
- Providers are considered closed on Statutory Holidays and therefore parents/guardians 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 fee for that day.

Recognized Statutory Holidays are:

New Year's Day
Family Day
Good Friday
Easter Monday

Victoria Day
Canada Day
Civic Holiday
Labour Day

Thanksgiving
Christmas Day
Boxing Day

Additional rates may apply if:

- Child care falls between the hours of 6:30 p.m. and 6:30a.m. - see *Fee Schedule for 'extra hours' rate.*
- Child care is provided on a Saturday or Sunday - see *Fee Schedule for Weekend Fees.*

Families who qualify for partial fee subsidy are responsible to pay their daily contribution for each day they have booked according to the above policies. These families will not be charged extra for Statutory Holidays, weekends or extra hours.



Huron County Community Home Child Care Parent Fees as of July 1, 2022 Updated - Fee Reduction Rates

Length of Day	Fee per child (Child is under 2 years)	CWELCC Rates with a 25% reduction (Child is under 2 years)	Fee per child (Child is over 2 and Under 6 years)	CWELCC Rates With a 25% reduction (Child is over 2 years)	Fee per child (Child is over 6 and under 12)
12-18 hours Extended Day	\$49.00	\$36.75	\$47.00	\$35.25	\$47.00
12 hours Long Day	\$42.00	\$31.50	\$40.00	\$30.00	\$40.00
5 – 9 hours Full Day	\$37.00	\$27.75	\$35.00	\$26.25	\$35.00
2 – 5 hours Half Day	\$26.00	\$19.50	\$24.00	\$18.00	\$24.00
Anything two hours or less 2 Hour Minimum	\$12.00	\$12.00	\$11.00	\$11.00	\$11.00

Parental contribution of families in receipt of fee subsidy will be calculated based on eligible children under the Canada Wide Early Learning and Care Agreement.

Additional Information:

CWELCC – refers to the Canada Wide Early Learning and Child Care Agreement.

This agreement, starting April 1, 2022, provides a 25% fee reduction for eligible children and building to a 50% reduction in average parent costs for licensed early learning and child care by the end of 2022. More information on the [Ontario -Canada Wide Early Learning Agreement can be found here.](#)

Please note that school-age before and after school rates and split-shifts follow the above rate schedule and are charged separately unless otherwise discussed with Huron County Community Home Child Care office.

Huron County Social Services - Children's Services

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