



## Parent/Guardian Handbook

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

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County of Huron Social and Property Services

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## Programming 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, 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, depending on the provider's availability. 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 will be kept to a minimum and based on the child's needs. Screen time (e.g. television, computers, tablets and video games) is not recommended for children under the age of 2 and will be limited to no more than 1 hour per day for children over the age of 2. Provider screening 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. The use of time out is not*

*recommended. 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 highchair, 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 their 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. Providers 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 encouraging 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 to this are if: the parent doesn't have a legal right to their child; the parent could be dangerous to the child; or if the parent is behaving in a disruptive manner.*

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 the care they receive will be responsive to their physical, mental, and social-emotional well-being. Providers will use the information families provide to them to create a sense of belonging for all. Providers will engage positively with all children throughout the day. Providers will keep a written record of any specific requests or requirements from families, Huron County Community Home Child Care, and other agencies or professionals, regarding the 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 always have open-ended play materials available for the children. They will design indoor and outdoor spaces with intent to spark curiosity, invite inquiries and provide provocations or challenges. Further evidence of this will be in 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. Providers will engage in continuous self-reflection practices on how to continue to support children and families using the guiding document. Huron County 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 the 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 consider the individual needs of children receiving child care.

*Indoor and outdoor child care environments act as 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 to 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 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 and access support from publicly funded family support programs in their community. Huron County 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 or guardian, or Huron County Community Home Child Care Staff has a question or concern about a child's development they will (with parent/guardian consent) consult with 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, which is a 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 fees to an average of \$10 per day for children under the age of 6. As of July 1, 2022, home child care fees have been reduced by 25%, with an additional 37% reduction on January 1, 2023. Those previously enrolled in Huron County Home Child Care received a rebate for childcare fees from April 1 to June 30, 2022. Starting in January 2025, we will cap fees at \$22 per day for children under the age of six. The goal of the CWELCC agreement is to lower licensed childcare fees to an average of \$10 per day by March 2026.

For more information on the CWELCC agreement, please follow this link:  
<https://www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement>

## Home Child Care 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 the 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](http://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 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 within our program. We support positive and responsive interactions amongst children, parents/guardians, providers and home child care staff. We promote engagement and ongoing communication with parents/guardians about the program and their children.

1. All parent/guardian issues and concerns, whether verbal or in writing, are taken seriously by Huron County Community Home Childcare (HCCHCC) and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties as quickly as possible.
2. Parents are asked to first address any concerns with their provider. Providers should attempt to address issues relating to their program with families and inform the home child care agency.
3. All concerns and complaints received by the home child care provider will be documented in the daily log, or on an additional sheet of paper and kept with the daily log, and will include, where applicable:
  - the date and time the issue/concern was received.
  - the name of the person who received the issue/concern, if not the provider.
  - 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 the next steps or referral.
4. If necessary, the parents can contact the Home Child Care Staff to address their concerns. An initial response to an issue or concern will be provided to parents/guardians within 2 business days.
5. All issues or concerns about the conduct of the home child care services provider other adults on-premises, home child care staff, students, and volunteers that put a child's health, safety and well-being at risk should be reported to the agency head office at 519-482-8505 or email: [childservices@huroncounty.ca](mailto:childservices@huroncounty.ca) as soon as parents/guardians become aware of the situation. Home Child care agency staff will investigate the concern to determine if the issue is in contravention of the policies and procedures and is reportable to the Ministry of Education or another agency, such as CAS or the police. All concerns and complaints received by the agency will be documented (date, time, person receiving, details and next steps) and stored in the appropriate secure file.

6. Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, home child care providers, other persons in the premises, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).
7. Huron County Community Home Child Care maintains high standards for positive interaction, communication, and role modelling for children. Harassment and discrimination will therefore not be tolerated by any party. If at any point a parent/guardian, home child care provider, in-home services provider and/or staff feel uncomfortable, threatened, abused, or belittled, they may immediately end the conversation and report the situation to the home child care agency head office.
8. Concerns about the Suspected Abuse or Neglect of a child  
Everyone, including members of the public and professionals who work closely with children, is required, by law, to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act. For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>
9. Escalation of Issues or Concerns: Where parents/guardians 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 Children's Service manager or designate at [childservices@huroncounty.ca](mailto:childservices@huroncounty.ca). Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act, 2014 and Ontario Regulation 137/15 must be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch. Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

## Parent Communication

Huron County Community Home Child Care staff will ensure that all communications and informational materials provided by the Ministry of Education for distribution to parents/guardians of children receiving licensed child care are shared with the parent/guardian of each child in care. This ensures families have access to accurate and timely information, in accordance with Ontario Regulation 137/15 under the Child Care and Early Years Act, 2014 (CCEYA).

1. All communication will be distributed via email to each parent or guardian. Alternative formats, such as print, can be made available upon request.

2. The content of the communications or material will be shared with parents without revision.
3. The communication will be shared within the timeframe specified by a director with the Ministry of Education.
4. The Ministry communication or material will also be shared with each home child care provider via email or an alternative format.
5. If a parent/guardian has not received the email, they may contact Huron County Home Child Care staff at [childservices@huroncounty.ca](mailto:childservices@huroncounty.ca) or call the office at 519-482-8505.

## Program Policies

### Medication

Providers may only administer medication for which a parent has signed a Medication Consent and Dispensing Record.

### Procedure

1. The Medication Consent and Dispensing Record (Appendix PF-6) must be completed and signed by parents before the Provider can administer any prescription or non-prescription medications.
2. The Provider will store the medication in a manner that is inaccessible to children at all times and in accordance with storage instructions on the label.
3. All medications must be in the **ORIGINAL** container and labeled with the child's name. The parents must specify the dosage to be given on the medication authorization form.
4. In the case of "as required" medications the parents will indicate specific instructions for use on the Medication Consent and Dispensing Record (Appendix PF-6), including signs and symptoms to look for prior to administering medication.
5. The Provider will be the only person to administer medication in accordance with the instructions on the label and the parent's written instructions on the Medication Consent and Dispensing Record (Appendix PF-6) (unless it is an emergency medication, and it's otherwise indicated).
6. The Provider will record each dosage administered to the child on the Medication Consent and Dispensing Record (Appendix PF-6). Once the medication is no longer required, the completed Medication Consent and Dispensing Record (Appendix PF-6) will be submitted to Huron County Community Home Child Care Staff for retention in the child's file.

7. The Provider may refuse to administer any medication which is causing an adverse reaction. Parents and Huron County Community Home Child Care Staff must be notified as soon as possible.
8. Any outdated or unused medication will be returned to the parent.
9. Children may be permitted to carry and administer their own emergency and allergy medication if written consent to do so is given on the Medication Consent and Dispensing Record (Appendix PF-6). In this case Providers still must record the times the child self-administered the medication and indicate that it was self-administered.
10. The Provider will ensure that all non-medicated items such as sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are:
  - Administered to a child only if a parent of the child has given written authorization for the administration of the item;
  - Stored in accordance with the instructions for storage on the label and **the container or package is clearly labelled with the child's name and the name of the item;** and
  - Administered to a child only from the **original container or package** and in accordance with any instructions on the label and instructions provided by the parent of the child

## 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.

*Anaphylaxis 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 the 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, and infants who 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 labelled 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.

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 all reasons.

## **Illness**

We aim to keep illness out of the childcare premises by making sure sick children stay home

and following health policies that follow local guidelines to prevent the spread of illness. Therefore, the Provider will observe each child daily to detect possible symptoms of ill health, prior to the child associating with other children.

The parent must keep a child at home if he or she has an infectious or serious illness which could infect other children in the Provider's home. Children should be sent home if they become ill while in the care of the Provider, following this procedure:

## Procedure

1. If a child becomes ill while in the Provider's care, the Provider should identify the illness and take immediate action to assist the child.
2. If an ill child may be considered infectious, he or she should be isolated from the other children.
3. If a child becomes ill while in the Provider's care, parents should be contacted as soon as possible. Ill children will be separated from the other children in such a way where all children can still be supervised. To stop the spread of communicable disease or illness, a parent must pick up the child immediately if the child has one or more of the following symptoms:
  - has a high fever (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
  - has vomited
  - is unable to function normally in the Provider's program due to illness e.g., severe cold, cough, flu
  - is unable to go outdoors with the other children
  - is infected with a communicable illness or condition e.g., measles, lice, pink eye, strep throat, etc.
4. Any unexplained rash should be examined by a primary care practitioner.
5. If the parent cannot pick up the child, alternate arrangements for pick-up must be made by the parent. The Provider must be informed of the person picking up the child.
6. If a child becomes ill while in the care of the Provider, the Provider must fill out the Symptoms of Ill Health Record (Appendix PF-8) and submit it to Huron County Community Home Child Care Staff.
7. A summary of all incidents affecting a child's health, safety, or well-being is recorded on the daily log sheet (Appendix PF-10) each day.
8. In the event of an accident or illness requiring medical attention, the parent must authorize the administration of any medical procedures deemed necessary by the child's primary care

practitioner, using the Consent and Permission Form (subsection Medical) (Appendix CRP-5).

9. The symptomatic child can return to child care when symptoms have been improving for 24 hours (48 hours for nausea, vomiting, and/or diarrhea), whichever is longer.
10. A child with head lice can return to the Provider's home after the lice has been treated and all the nits have been picked. Providers should encourage parents to check the child's head for a minimum of two weeks after the lice has been treated to ensure it is all gone.
11. Parents are encouraged to inform the Provider when a child is absent due to a communicable illness or disease.
12. If a child is diagnosed with a reportable communicable disease as defined in the School and Child Care Centre Guide to Communicable Diseases (Appendix PF-14), the Provider will report this to Huron County Community Home Child Care Staff and the Staff will report this to the Huron Perth Public Health.
13. Huron County Community Home Child Care providers will be required to carry out any direction of a medical officer of health or designate, with respect to any matter that may affect the health or well-being of a child receiving care.

## Immunization

Before a [child starts with Huron County Community Home Child Care](#), children are required to have up-to-date immunizations as recommended by the Medical Officer of Health (Huron Perth Public Health) under the authority of the Child Care and Early Years Act (CCEYA). The following [immunizations are required for children attending licensed childcare](#):

- Diphtheria
- Haemophilus influenzae type b (Hib)
- Measles
- Meningococcal disease
- Mumps
- Pertussis (whooping cough)
- Pneumococcal disease
- Polio
- Rubella
- Tetanus
- Varicella (chickenpox)

## Providing Immunization Records

Parents must provide [proof of immunization](#) before a child starts care. To access and report immunizations to Huron Perth Public Health go to the Immunization Records and Reporting website ([www.hp-ph.ca/icon](http://www.hp-ph.ca/icon)).

Acceptable documentation includes:

- a copy of the child's completed immunization card showing age-appropriate immunizations, or
- a signed note from a licensed primary care practitioner listing the child's immunizations and dates according to Ministry of Health standards.

## Immunization Exemptions

Children may be admitted without the required immunizations if a licensed medical practitioner provides a medical reason why the child should not be immunized, or if a parent objects based on sincerely held religious or conscience beliefs.

If a child is not immunized due to medical reasons or sincerely held religious or conscience beliefs, parents must provide the appropriate Ministry of Education-approved forms before care begins. This can include:

- a [Medical Exemption Form](#) completed by a licensed physician or nurse practitioner outlining which vaccines should not be given, or
- a [Religious or Conscience Exemption](#) completed as a commissioned affidavit, along with the [Child Care and Early Years Act Exemption Letter](#).
- Parents wishing to exempt their child from specific vaccines while continuing with others must complete both the [Statement of Conscience or Religious Belief](#) for Child Affidavit and the [Partial Exemption Request portion of the CCEYA Exemption Letter](#).

**All immunization records or completed exemptions forms must be submitted before the child begins care.** Exemptions remain in effect for the duration of the child's enrollment. Copies of all forms and records are sent to Huron Perth Public Health and may be reviewed by Ministry of Education officials upon request. All records are stored securely and treated as confidential.

Children attending school in Ontario do not need to provide proof of immunization for child care as they meet this requirement through the *Immunization of School Pupils Act*.

## 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](http://www.Canada.ca/foodguide)

Infants under one year of age are to be fed according to the written Infant Feeding Instructions 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 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 labelled with the child's name.

All food and drink must be stored to maintain maximum nutritional 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 to record all food provided.

Special dietary arrangements are to be carried out according to the written instructions of parents on the Application for Child Care (Appendix CRP-3). Parents will provide any food or beverages that would be substituted on 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 labelled 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.

## Accepting a child into care

The home child care provider is responsible for signing children in on the attendance record as children arrive and depart 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 on the daily written record.

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide home child care providers, staff (e.g., home child care visitor, home child care agency administrators, etc.), students and volunteers with a clear direction as to what steps are to be taken when a child does not arrive at the home child care premises as expected, as well as procedures to follow to ensure the safe arrival and dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

#### When a child has not arrived in care as expected:

1. Where a child does not arrive at the home child care premises 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 **30 minutes after expected drop-off**.
  - a. Home child care provider shall text or call the parent/guardian(s) once (minimum) and leave a message if unavailable.
  - b. If the parent/guardian cannot be reached, the home child care provider will contact the home child care visitor (or designate). The home child care visitor (or designate) will text and call the parent/guardian in attempt to confirm absence and will leave a voicemail if unavailable.
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.

#### **Release of Your Child**

The home child care provider shall only release the child to the child's parent/guardian, emergency contact or another individual that the parent/guardian has provided written authorization for.

Where the home child care provider does not know the individual picking up the child, the home child care provider must ask for photo identification and confirm the individual's information

The child may have permission to walk independently to and from school or may have permission to walk to and from school with individuals over or under age 17 if specified on the parent registration form (CRP-7.). The child is not under the care and supervision of the provider after they leave the provider's home in the morning or until they arrive after school. The school will implement their safe arrival policy if the child does not arrive at school.

#### 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 the time indicated on the child's registration form or the provider's closing time the home child care provider shall proceed with contacting parent/guardian or authorized individual.
2. Where the home child care provider is the person contacting the parent/guardian and they have been unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the home child care provider shall contact the home visitor (or designate) to inform them that they are unable to reach

parent/guardian or authorized individual. The home child care provider will then continue to contact emergency contacts.

3. Where the home child care provider is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g. emergency contacts) by one hour after the child's pick-up time as indicated on their registration form, or the providers closing time, the child care provider shall proceed with contacting the local Children's Aid Society (CAS) (Phone: 519-271-5290 / 519-524-7356). The home provider shall follow CAS's direction with respect to the next steps. The home child care provider shall also advise the home child care visitor.

#### Dismissing a child from care without supervision procedures

Home child care provider will only release children from care to the parent/guardian or other authorized adult.

### **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.

### **Rest and Sleep Supervision**

Children under 18 months will rest according to their individual needs and development. Children 18 months or older, but younger than 6 years, 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.

Parents/guardians will be informed of this policy through the Parent Handbook (Appendix CRP-15), Overnight Sleeping Arrangements Consent (Appendix CPR-10), and the Consent and Permission Form (Appendix CRP-5).

### **Procedure**

For children 18 months or older, but younger than 7 years, 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, 2- 5 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.

Resting/Sleeping arrangements for children 6 years and older will be discussed with Huron County Community Home Child Care Staff.

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.

Children 0-12 months will be placed for sleep in a manner consistent with the most current version of the [Joint Statement on Safe Sleep: Reducing Sudden Infant Deaths in Canada](#).

## **Students and Volunteers**

Huron County Community Home Child Care may, on occasion, accept volunteers or students into the program.

### **Procedure**

All volunteers and students will require a recent (within the last six months) Vulnerable Sector Check that must be completed at their expense. Students (under the age of 19 years) who participate in the cooperative education course may not be required to have a Vulnerable Sector Check completed; rather, a police or criminal record check may be required.

Students and volunteers will be required to submit a copy of their current immunization record and complete a health assessment form.

Volunteers and students will receive an orientation from Huron County Community Home Child Care Staff and/or the Provider and will review and sign off on all policies required under 10.7, Initial and Ongoing Home Approval Process.

Volunteers and students will be directly supervised at all times by Huron County Community Home Child Care Staff or the Provider.

No students or volunteers will be permitted to be alone with any child who attends the approved home.

Providers will review this policy upon initial approval and annually thereafter. If a Provider accepts a volunteer in their home, they will discuss it with Huron County Community Home Child Care Staff before the placement begins.

Volunteers and students working with Huron County Social and Property Services will have an additional orientation provided by Huron County Social and Property Services Staff.

Roles and responsibilities of students and volunteers will vary and will be established prior to each placement.

## **Financial Policies**

### **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 the 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 the requested proximity of the provider's home.

Providers are encouraged to refer families to apply on the OneHSN waitlist.

Parents who are on the waitlist 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 or Termination of Child Care**

Parents registered with the agency are responsible for providing two weeks of notice to withdraw services from a Home Child Care Provider. The notice must be given in writing to the Provider or Huron County Community Home Child Care Staff. If two weeks' notice is not provided, parents are responsible for payment of the daily fee for those two weeks. Providers will be paid for any scheduled care for a period of two weeks after withdrawal.

Providers must allow parents at least two weeks of notice when terminating an agency-placed child for any reason. Notice must be given in writing to the Parents and Huron County Community Home Child Care Staff.

### **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 the day used, should it exceed your original booking.

### **Absent Days**

Absent days are always paid to the Provider when a minimum of two weeks' 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**

Vacations and days off must be booked in writing and submitted to the Provider two weeks in advance to avoid regular billing. Providers must offer agency-placed families two weeks (10 days) of vacation per year, which the parents aren't billed for, and the Provider is not paid for. Parents must book these days in writing at least two weeks in advance. Parents/guardians may be responsible to pay for any vacation time taken over this allotment 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 must 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-served 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.

## Base Fees

- Base fee items are mandatory costs that families must pay to receive child care. This includes programs or services that are part of the core day programming and are included as part of the regular child care fee paid by families.
- Non-base items are optional services that typically incur an additional fee. Huron County Community Home Child Care does not charge families for non-base fees, except for Not Sufficient Funds (NSF) fees, as outlined in the agreement between the parent and licensee. Providers may charge a late fee if a child is picked up outside of regular hours. Late fees may start at \$5.00 and increase based on the duration of the lateness. Providers will inform parents of any non-base fees when care begins. **Parents are responsible for covering the full cost of any non-base fees charged by their home child care provider.**

## Payment

- Pre-Authorization Debit (PAD) with a Payment Schedule, 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 the 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.

- Non-sufficient funds (NSF) will be subject to an administration fee at 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

Recognized Statutory Holidays are:

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

*Families who qualify for partial fee subsidy are responsible for paying their daily contribution for each day they have booked according to the above policies.*



## Huron County Community Home Child Care Parent Fees

UPDATE: January 1, 2026 CWELCC Fee Reduction Rates

Length of Day	CWELCC Base Rate (Child is under 2 years)	CWELCC Base Rate (Child is over 2 years)	Base Rate (Child is over 6 & under 12)
12-18 hours <i>Extended Day</i>	\$22.00	\$22.00	\$47.00
9-12 hours <i>Long Day</i>	\$19.85	\$18.90	\$40.00
5 – 9 hours <i>Full Day</i>	\$17.48	\$16.54	\$35.00
2 – 5 hours <i>Half Day</i>	\$12.29	\$12.00	\$24.00
Two hours or less <i>2 Hour Minimum</i>	\$12.00	\$11.00	\$11.00

### Additional Information:

CWELCC – refers to the Canada-Wide Early Learning and Child Care Agreement. On March 28, 2022, a childcare fee reduction was announced of up to 25% for children under age 6, retroactive to April 1, 2022. By December 31, 2022, further reduction of child care fees up to 37% bringing the provincial average fee to \$23 per day (50% of 2020 fees). Starting in January 2025, we will cap fees at \$22 per day for children under age 6. The plan is to lower licensed childcare fees to an average of \$10 per day by March 2026, subject to funding agreements.

More information on the [Ontario -Canada Wide Early Learning Agreement can be found here.](#)

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

### Huron County Social Services - Children's Services

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