



Things Required Before Care Can Begin:

- Registration Forms
- \$10.00 Registration Fee
- Copy of Immunization Record if child is **not** in school
- Deposit
- Void cheque or bank debit form
- Subsidy approval if eligible



LICENSED HOME CHILD CARE PARENT HANDBOOK

**FAMILY SPACE QUINTE INC.
HOME CHILD CARE AGENCY
613-966-9427 EXT 238**

APRIL 23, 2018

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PARENT HANDBOOK

PHILOSOPHY

Family Space Quinte Inc. has been established to provide Licensed Home Child Care for children ages birth to twelve years, who require quality care in convenient locations throughout Belleville, Trenton, Centre Hastings, Deseronto and Tyendinaga Township in Hastings County. Family Space Quinte Inc. is a non-profit organization that is governed by a volunteer board of directors elected by the membership of the organization.

The agency feels it is important for parents to have access to the type of flexible and reliable child care that they require. The Home Visitor considers the specific needs of each family and matches them to the caregiver who best meets their needs. This arrangement allows for siblings to be accommodated in the same setting and if possible, within their own family's neighbourhood. By interacting in a warm intimate environment, the caregiver develops a continuous caring relationship with each child.

Through a variety of daily experiences and with the guidance of a trained Home Visitor, Family Space seeks to foster the child's physical, emotional, social, and intellectual development. Caregivers are carefully screened to establish their views on such topics as nutrition, discipline, and child activities.

A child is placed by the Agency only after the caregiver, parent(s), and child have had a chance to meet.

The final decision as to the selection of the caregiver to be engaged will be that of the parent(s). It is the decision of the caregivers registered with Family Space Licensed Home Child Care Program which children they will provide care for and at which times. The caregivers are independent contractors who are self-employed. Parents have the right to enter the caregiver's home at any time that their children are in care.

MISSION STATEMENT

To provide a variety of quality services and supports to enhance the well-being, development and education of all children in partnership with caregivers, parents, and community.

POLICY STATEMENT ON PROGRAMMING AND PEDAGOGY

How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014) is the document to be used for the purpose of guiding programming and pedagogy in Family Space Licensed Home Child Care. It is a professional resource guide about learning through relationships for those working with young children and families. It is intended to support pedagogy and curriculum/program development in early years programs. Pedagogy is "the understanding of how learning takes place and the philosophy and practice that support that understanding of learning". Curriculum and pedagogy in early years settings are shaped by views about children, the role of educators and families, and relationships among them. Educators refer to all who work with children and families in Licensed Home Child Care.

This policy statement, together with the regulations that guide program development, pedagogy and practice in licensed child care settings, is intended to strengthen the quality of programs and ensure high quality experiences that lead to positive outcomes in relation to children's learning, development, health and well-being. Children are viewed as being competent, capable, curious and rich in potential. Family Space Quinte Inc. is utilizing How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014) to assist Early Years Practitioners, including caregivers with the Licensed Home Child Care Program to plan and implement programming for children in their care to maximize their learning and development.

The goals of the program are to:

- promote the health, safety, nutrition and well-being of the children;
- support positive and responsive interactions among the children, parents;
- encourage the children to interact and communicate in a positive way and support their ability to self-regulate;
- foster the children’s exploration, play and inquiry;
- provide child-initiated and adult-supported experiences;
- plan for and create positive learning environments and experiences in which each child’s learning and development will be supported;
- 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 the children receiving child care;
- foster the engagement of and ongoing communication with parents about the program and their children;
- involve local community partners and allow those partners to support the children, their families and staff;
- support staff, home child care providers or others who interact with the children in relation to continuous professional learning;
- document and review the impact of the strategies set out in the above goals;

Belonging

Family Space, Licensed Home Child Care programs strives to ensure that there is a genuine connection between the children, caregivers, parents, and the world around them. Caregivers interact with each child on an individual basis and ensure that each child is given the opportunity to “belong” in the home environment provided by the caregiver. Parents, as the most important person in a child’s life are welcome in the caregiver’s home at any time. Caregivers communicate with each parent on a daily basis verbally, or through written communications about their child, which include child development, meals and nutrition, activities, etc.

Well-Being

Each home where care is provided and each caregiver ensures that children are encouraged to interact and communicate in a positive way to support their ability to self-regulate, and develop to his/her optimum potential. The well-being of the child is the primary focus of the caregiver’s daily interactions.

Engagement

The caregiver’s home as the early learning environment is set up to ensure meaningful exploration, play and inquiry. Through play, children are given the opportunity to explore through materials that support an increased awareness and understanding of concepts associated with literacy and numeracy.

Program planning reflects a variety of activities which are a combination of group and individual, active and quiet activities, indoor and outdoor, while keeping in mind the interests of the children in care.

Expression

The relationship between the caregiver and the child is the most important one in Licensed Home Childcare. Children are encouraged to use varied forms of creative expression to communicate feelings, experiences, ideas, and understanding of the world around them. Children are given the opportunity to build communication skills with an ultimate goal of self-regulation. Through self-regulation, the need for behaviour management intervention naturally declines.

All new staff, home child care providers, students and volunteers must review and sign off indicating compliance with the program statement including self-regulation and prohibited practices prior to interacting with children, at least annually, and at any time when the program statement is modified.

The Role of the Home Visitor in Supporting Pedagogy

The home visitor will ensure that the approaches set out in the policy statement are implemented in the operation of its program at each caregiver's home. The focus of the visit will be to assist the caregivers to explore their interactions with children and parents. This will be through the exploration of "How Does Learning Happen", and "Think Feel Act" with each caregiver. The home visitor will utilize exploratory questions with each caregiver to assist them to reflect upon their practice with children and parents. Ideas will be shared through monthly visits by the home visitor, communications sent via e-mail, and sharing amongst caregivers on the Family Space Licensed Home Child Care closed Facebook group, through social media, annual policy review and communities of practice.

AGENCY SERVICE

The program will be re-evaluated by the Executive Director, the Home Visitor, and the Board of Directors regularly to reflect changes in the Child Care and Early Years Act and to incorporate new ideologies on early childhood education and development. An orientation session will be arranged for the caregivers before children are placed in their home. Caregivers are visited regularly by the Home Visitor, who acts as a resource and support person. Caregivers are encouraged to seek alternate caregivers for emergency back-up purposes.

Workshops are offered through Family Space which are open to all caregivers and parents. Newsletters to inform parents and caregivers about workshops, child activities, agency news and special events will be emailed on a monthly basis. Please feel free to contribute to the newsletter with any topic of interest.

CAREGIVER SELECTION

All caregivers are screened through standards set by regulatory bodies such as the Ministry of Education, County of Hastings, Fire Departments, Hastings and Prince Edward County Health Unit, and Municipal Governments. Criminal reference checks and vulnerable sector checks are conducted prior to children being placed in the caregiver's home. Criminal reference checks and vulnerable sector checks are also conducted on any adult residing in the home who is 18 years of age or older. In addition, both the agency and the fire department inspect the home prior to the placement of children. The vulnerable sector check is completed every five years, and an offence declaration must be completed every year.

ALTERNATE CAREGIVERS

Alternate care may be provided in the caregivers home by someone 18 years of age or older who has been approved by Family Space. Alternate caregivers have reviewed and signed off on the program statement including self-regulation and prohibited practices, Anaphylaxis and Alternate Caregiver policies and submitted a criminal reference check & vulnerable sector check. Alternate caregivers can be used on a short and infrequent basis i.e. emergencies, medical appointments, and when the caregiver walks children to and from school while younger children are sleeping. Alternate caregivers are not permitted to administer medication, nor transport children in a vehicle. The vulnerable sector check is completed every five years, and an offence declaration must be completed every year. The caregiver must ensure compliance with established guidelines for the use of alternate caregivers. Parents must give written authorization in advance of all potential short-term caregivers. If parents do not approve of the alternate caregiver and choose not to bring their child to care on that day, the parent will not be charged for that day.

VOLUNTEERS AND STUDENTS

Volunteers or students are not permitted to be alone with any child in care.

TYPE OF CARE AVAILABLE

In order to meet the needs of families, Family Space offers care which is flexible to parent's schedules. Care is available in the following ways as set out in the Purchase of Service Agreement with the County of Hastings:

- Full days - 6 to 10 hours of care

- Half days - 3 up to 6 hours of care

- Hourly

- Before School

- After School

- Before & After School

- Premium Care - public holidays, weekends or if the majority of care used falls before 7:00 a.m. or after 6:00 p.m.

Flexibility is offered through Licensed Home Child Care to families. As independent contractors, caregivers are able to determine whether or not they will take children who are looking for care. As a result, there is no waiting list for services.

REGISTRATION

Families looking for care can submit the child care request form online or contact the Home Visitor directly to enquire about space availability. If space is available to meet the required child care needs the home visitor will refer caregivers to the family. Parents are encouraged to visit the caregiver's home and ensure that they and their child are comfortable before care begins.

Once a family has confirmed a space with a caregiver, the parent must contact the agency and complete the required documentation. Parents will read the Parent Handbook and complete the required forms found in the handbook. Parents will submit a copy of their child's immunization history to Family Space if their child is not in school, to be approved by the Health Unit.

CONFLICT RESOLUTION

Communication between parents and caregivers and the Home Visitor is essential to ensure that the children in care receive the optimum experience. If an issue arises that cannot be resolved between the caregiver and parent, or the parent has any concerns, the Home Visitor can be contacted at any time to assist with communication. Family Space strives to offer the best customer services to families, caregivers, and staff. The purpose of a conflict resolution policy is to support open discussions between the home child providers and parents through a fair and transparent process. Complaints from either the parent, or the caregiver should first be resolved through open communication between these two parties. If this is not successful, or either party does not feel comfortable discussing with each other, the home visitor, executive director, or board of directors can be available to support a mutually satisfactory resolution. The Home Visitor will respond to the initial complaint within five (5) working days.

SELF REGULATION

Staff, students, volunteers and caregivers will promote positive approaches to managing behaviour that comply with the stated standards and requirements in provincial government legislation and regulations. Staff and caregivers interact with children in a way which will encourage them to interact and communicate positively and assist them to increase their ability to self-regulate. Self-regulation defines how a child is able to deal effectively with stressors. When children are involved calmly in activities which engage their attention, they are much better equipped to deal with stressors which could result in negative behaviour. The acquisition of self-regulation skills for a child allows them to manage their emotions, pay attention, ignore distractions, and exhibit impulse control. This allows them to increase empathy for others which in turn allows them to assess the consequences of their actions, and understand what others are thinking and feeling.

Procedures - Preferred Practice

Child guidance used by caregivers registered with Family Space Licensed Home Child Care Program, during program operation should be:

- related to the nature of the troublesome behaviour;
- appropriate to the development levels of the child;
- used in a positive and consistent manner;
- designed to assist the child to learn appropriate behaviour;
- implemented as soon as possible after the troublesome behaviour; and
- discussed with a parent(s) if a difficult situation arises with a child.

Caregivers are expected to give children in their care the skills and abilities to learn self-regulation. Some examples of practices to assist caregivers during stressful times for children are as follows:

- channelling the child's energy to another area – diversion
- ignoring inappropriate behaviour
- positive verbal reminders regarding inappropriate behaviour
- redirection to a closely supervised activity
- positive reinforcement of desired behaviour - both verbal and non-verbal
- An environment filled with opportunities for exploration, ample resources, and positive interactions with adults reduces the need for intervention by the caregiver.

Prohibited Practices

Caregivers registered with Family Space Licensed Home Child Care Program, or any persons who have interactions with a child during program operation shall NOT be permitted to inflict:

- corporal punishment of the child;
- 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 himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the child care centre or home child care 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 part of the licensee's emergency management policies and procedures;
- 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; or
- inflicting any bodily harm on children including making children eat or drink against their will.
- Time out

Contravention of Practices

- For caregivers registered with Family Space Licensed Home Child Care Program, failure to comply with the program statement, including self-regulation and prohibited practices could result in:
Termination of Agency/Caregiver Agreement
- For others including parents:
A verbal warning.
Written warning
Other action as deemed appropriate by the Executive Director/Board including, but not limited to, the person not being permitted on the premises

CAREGIVER/PARENT AGREEMENT

Parents and caregivers complete a written agreement together which covers such things as: hours of work for caregiver, rest times, likes and dislikes of children, emergency contact numbers for parents, emergency backup numbers for caregivers, authorization for vehicle transportation, use of pool and swimming facilities, supervision, etc. Permission to travel with children in the caregiver's vehicle is given by the parent in writing on the parent/caregiver agreement. Children are to be supervised by an adult at all times while in care. Caregivers fill out Child Care Invoices according to caregiver/parent agreement. Fees charged for day care will be taken directly from the parent/caregiver agreement. Any changes in the caregiver/parent agreement need to be made in writing by filling out a new agreement.

THINGS TO BE LEFT AT CAREGIVERS HOME:

- a complete change of clothing labelled with the child's name (more clothing for infants)
- bedding for each child who rests or sleeps (it is the parent's responsibility to ensure that their child's bedding is laundered regularly)
- for infants, diapers in a package/box labelled with the child's name, a change pad and wipes
- a toothbrush, toothpaste(if meals are served to that child) and sunscreen labelled with the child's name

SLEEP

The caregiver will ensure that each child has a safe crib/cot/playpen or bed in which to sleep. It is the parent's responsibility to supply clean bedding for their child. Parents are consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, or upon a parent's request. Children younger than 12 months will be positioned when sleeping according to *the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada*. (ie: placed on their backs) A copy of this statement is available to parents upon request, or is available on the Ministry of Education Website. Caregivers periodically perform direct visual checks, by being physically present and checking for indicators of distress or unusual behaviours & document their findings for all children who may sleep in their home. There is sufficient lighting in the sleep area to allow caregivers to conduct these visual checks.

FEE POLICIES

PROCEDURES FOR PARENTS

Upon registration parents must provide to the Family Space office the following:

- A void cheque or bank form for direct debit
- Payment of a deposit based on an estimate of an average two weeks of care or the amount of your monthly contribution outlined in your subsidy approval, whichever is less. This deposit will be kept on your account and will be used towards your final weeks of care
- Payment of \$10.00 non-refundable registration fee
- The deposit and registration fee can be paid by cash, cheque or e-transfer. E-transfers can be sent to childcare@familyspace.ca / Password: family

Parents must sign the attendance sheets/invoices to give written authorization to confirm the days and types of care they have used. For full fee parents, child care used from the 1st to the 15th of the month will be debited on the 28th of the same month. Child care used from the 16th to end of the month will be debited on the 14th of the following month. For parents with subsidy with a monthly contribution, the amount will be debited once on the 28th of the month **or** split between two payments on the 28th of the month and the 14th of the following month. An invoice will be emailed to parents prior to the debit date.

For any NSF payments, a two week notice of termination of care will be given to the parents. It is the parent's responsibility to ensure that they pay in cash or by e-transfer the amount owing plus \$30.00 NSF fee before the two weeks has lapsed to ensure that there is no interruption of care.

Receipts for income tax purposes are issued by the end of February for the preceding year.

WRITTEN NOTICE/INTERRUPTION OF CARE NOTICE

Parents must give two weeks written notice to both the caregiver and the agency for the termination of care or for any interruption of care. Parents are responsible to pay for days a child is absent due to illness, vacation or withdrawal when this notice has not been given. If the caregiver is unable to provide care, the parent will not be charged for that time.

PUBLIC HOLIDAYS/PREMIUM BILLING DAYS

Listed below are the Public Holidays identified in the Province of Ontario and/or the County of Hastings Purchase of Service Agreement. Caregivers, as they are self-employed, may use their own discretion with regard to providing care on these days. A premium rate will be charged. Two weeks notice is not required for interruption of care for a public holiday. If care is needed by parents for these days the parent must negotiate their need with their caregiver in advance.

New Years Day	Family Day	Good Friday	
Easter Monday	Canada Day	Civic Holiday	Labour Day
Thanksgiving Day	Christmas Day	Boxing Day	

SUBSIDY

Subsidized spaces are available. For more information on child care subsidy, please contact the County of Hastings Children's Services at 613-771-9630 OR 1-866-414-0300 Ext. 2396. For Prince Edward and Lennox and Addington please call 613-354-3364 Ext. 281.

Fees Effective September 1, 2017

Infant/Toddler (Under 3 years of Age)

Type of Care	Fee	Description
Full Day	\$41.00	6 to 10 hours of care with one meal
Part Day With Meal	\$35.00	3 up to 6 hours of care with one meal
Part Day No Meal	\$33.00	3 up to 6 hours of care with no meal
1 Hour	\$11.50	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
2 Hours	\$23.00	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
Premium Full Day	\$47.00	6 to 10 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
2 Premium Full Days	\$94.00	16 to 20 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With Meal	\$39.00	3 up to 6 hours of care with two meals on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With No Meal	\$35.00	3 up to 6 hours of care with no meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am

Preschool (3 years of age and over) & School Age (any child in school)

Type of Care	Fee	Description
Full Day	\$39.00	6 to 10 hours of care with one meal
Part Day With Meal	\$33.00	3 up to 6 hours of care with one meal
Part Day No Meal	\$31.00	3 up to 6 hours of care with no meal
1 Hour	\$11.00	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
2 Hours	\$22.00	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
Premium Full Day	\$45.00	6 to 10 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
2 Premium Full Days	\$90.00	16 to 20 hours of care with two meals on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With Meal	\$37.00	3 up to 6 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With No Meal	\$33.00	3 up to 6 hours of care with no meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Before and/or After School	\$22.00	2 up to 3 hours of care before and/or after school

*no half hour rates can be charged. Please round up or down to the closest hour. For example, if 1 hour 20 minutes of care is provided charge 1 hour or if 1 hour and 30 minutes of care is provided charge 2 hours.

N.B. The rate for the next age group (Infant to Preschool) will come in to effect as of the first day of the month following a child's birthday.

SICK DAY POLICY

For the well-being of all children in the caregiver's care, the Health Unit and the Ministry of Education state that parents may not bring ill children to the caregiver. Parents will be charged for days that their children are absent due to illness. Parents must inform the caregiver of any communicable disease that their child may have been exposed to. The child may return to the caregiver's home when the contagious period is over, or as permitted by the Health Unit. The caregiver is not expected to provide care for a child whom they feel is too ill to attend day care. If the child is displaying symptoms of ill health including nasal and eye discharge, chest congestion, open sores, fever, vomiting, diarrhea, undiagnosed skin rash, acute cough, unusual irritability, fussiness or listlessness, head lice, nits and scabies, parents are notified and expected to pick up their child. Caregivers are not responsible for picking up sick children from school. It is the parent's responsibility to ensure that the school has an emergency back-up person who can pick up the child if they are ill.

HEALTH POLICIES

Immunization approval from the Hastings and Prince Edward Counties Health Unit is required prior to the child being admitted to the caregiver's home. The parent must complete and submit the "Day Nursery Immunization History" form for any children attending care that do not yet attend school. This form must be submitted with a copy of the child's immunization record.

The agency will fax immunization information to the Health Unit for approval. Exemptions are permitted if: the parent does not have their child immunized on the grounds that the immunization conflicts with the parent's religion, conscience or a legally qualified medical practitioner determines that the child should not be immunized. If a **parent decides** to not have their child immunized, they must have an affidavit signed by one of the following: MP, Justice of the Peace/Attorney General, paralegal or lawyer. If a **medical practitioner** determines your child will not be immunized, a statement of medical exemption is signed by that medical practitioner. Forms are available on the Family Space website or at the home child care office.

Parents are responsible for keeping all information up to date. This includes a record of the child's accidents, or illnesses. Caregivers have the option of administering medication or not. If medication is to be administered, it must be in the original container bearing the child's name, dates, times and method of administration. The parent must complete and sign the "Medication Authorization" form in order for any medication to be administered to their child. Caregivers have a copy of the Administration of Medication policy and they must adhere to it.

ANAPHYLAXIS POLICY

In our Licensed Home Child Care Program there may be children who are at risk for potentially life-threatening allergies. Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications, latex or other substances. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are key to keeping children with potentially life-threatening allergies safe.

Our Licensed Home Child Care Program's anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure and caregivers are trained to respond in an emergency situation. Family Space Licensed Home Child Care Program can be expected to create an "allergy-safe" environment. It is unrealistic, however, to expect an "allergen-free" environment. Parents will be made aware if a child with anaphylactic allergies is in attendance in their caregiver's home and receive information to promote an "allergy-safe" environment.

NUTRITION

Parents must negotiate with the caregiver about the meal and two snacks that the caregiver is required to serve. For infants, a signed written feeding schedule including the type of food, time and quantities must be provided for the caregiver to follow. The schedule should be reviewed at least monthly with the caregiver in case changes need to be made. For children on table food, the caregiver is required to plan their menus following the Health Canada documents “Eating Well with Canada’s Food Guide – First Nations, Inuit and Metis” or “Nutrition for Healthy Term Infants”. All infant foods including formulas and cereals must be provided by the parent(s) until the child is one year old or eating table food. All food bottles and boxes must be labelled with the child’s name. The parent(s) must provide full written instructions to the caregiver and agency if the child requires a special diet. This includes listing allergies. Caregivers are required to have menu plans available for parents, the Home Visitor, and the Ministry Program Advisor to review.

CHILD DEVELOPMENT: NIPPISING DEVELOPMENTAL SCREEN

Family Space Quinte Inc. provides information to parents and caregivers to ensure that all are aware of developmental milestones that children should be reaching. The most effective way to ensure this happens is to make the Nippising District Developmental Screen available to all parents and caregivers.

Parents and caregivers can access all of the Screens: 1 month, 4 month, 6 month, 9 month, 12 month, 15 month, 18 month, 2 year, 30 month, 3 year, 4 year, 5 year, and 6 year in the following locations:

- Home Child Care Office
- Caregiver’s Home
- Online: www.ndds.ca

Families are encouraged to complete the age appropriate Developmental Screen on their child and discuss any findings with their caregiver or Home Visitor.

SPECIAL SERVICES

Family Space offers a Resource Consultant Program to assist children with special needs to actively participate in licensed child care programs. They provide information about children with special needs as well as resources, program suggestions or hands on assistance to facilitate the participation of a child with special needs into a licensed child care setting.

Family Space Quinte Inc. operates Early Learning Programs for South Hastings. Early Learning Programs are offered in 9 different locations weekly at varying hours. They offer programs and supports to parents, caregivers and children. The programs offered include: Early Learning Playgroups, Parent/Caregiver Courses, Conferences, Workshops, Information and Discussion Groups and Newsletters.

For more information please visit our website at

www.familyspace.ca

Facebook: [Family Space](#)

GENERAL SAFETY

For the safety and well-being of your child(ren) the following guidelines are strictly enforced.

PARENTS MUST:

- inform the caregiver who will deliver and pick up the child & provide written permission if anyone else is to pick the child(ren) up
- give written permission for any school age child over the age of 8 years to walk unescorted to and from school. Children under the age of nine must be escorted to and from school as per the contract with the agency
- agree that the caregiver is responsible for the child only after arrival and up to departure from the caregiver's home, unless the contract states caregiver provides transportation
- be contacted in case of accident. This will enable a parent to be present when medical assistance is required
- sign a permission form for transportation in the caregiver's vehicle
- inform the caregiver of pertinent information regarding their child's school (school name, address, telephone number and child's grade). They must supply the school calendar and bus schedule where applicable
- give written notice to both the caregiver and the agency of any change regarding place of employment, residence, telephone numbers and vacation plans
- agree not to leave their car running when they drop off or pick up their child(ren) at the caregiver's home
- give written authorization for caregivers to utilize lifeguard supervised pools or any swimming facilities with their child (who is 6 years of age or older)

OUTDOOR PLAY AND SUPERVISION

All children who are at the caregiver's home for six or more hours in a day will be taken outside daily. Parents must agree upon a plan with the caregiver and Home Visitor.

WATER SAFETY

Ministry of Education requires that **no child under six years old** in licensed home child care is permitted to use or have access to any standing or recreational body of water. (ie: pools, ponds, hot tubs, beaches, etc)

Children who are **six years old and older** may have access to a pool or other body of water, as long as someone who meets the qualifications for a lifeguard set out in Ontario Regulation 565 (Public Pools) is present. The parent/caregiver agreement must be completed outlining details regarding authorization and supervision of children six and older utilize bodies of water.

LICENSING INSPECTION SUMMARY MINISTRY OF EDUCATION

Licensed child care programs in Ontario are required to publicly post the results of annual licensing inspections. A licensing inspection is conducted for Family Space Licensed Home Child Care on an annual basis. The inspection summary is available in the office of Family Space - 100 Station Street, Belleville. The inspection summary is in graph form and shows how well Family Space Home Child Care did on the date of inspection. If the level shown on the graph is less than 100 percent, it means the licensing requirements were not fully met on the date of inspection. The agency has been given instructions on how to correct this situation and meet the requirements. Parents are encouraged to speak to the Home Visitor or Executive Director of Family Space for an explanation of the inspection findings. More information about child care and licensing is available on the Ministry of Education website at : www.edu.gov.on.ca

SERIOUS OCCURRENCES IN LICENSED CHILD CARE PROGRAMS

Family Space caregivers work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

A serious occurrence could include:

- a. The death of a child who receives child care at a licensed home premises or child care centre;
- b. Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home premises or child care centre;
- c. A life-threatening injury to or a life-threatening illness of a child who receives child care at a home premises or child care centre;
- d. An incident where a child who is receiving child care at a home premise or child care centre goes missing or is temporarily unsupervised, or
- e. An unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre

Family Space is required to report serious occurrences to the Ministry of Education, which is responsible for child care licensing.

Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

This policy supports the government's efforts to increase access to information about licensed child care programs in Ontario. This includes the recent launch of child care licensing inspection findings on the Licensed Child Care Website which is available at: www.ontario.ca/ONT/portal61/licensedchildcare

INDIVIDUALIZED PLANS FOR CHILDREN WITH MEDICAL AND/OR SPECIAL NEEDS

Policy

All children who have an identified special need or require extra support to be included in a licensed child care setting must have adequate documentation to ensure that the health care and developmental needs of the child are met. The documentation will be either a Family Service Plan – developed in coordination with Family Space Resource Consultant Program, an individualized plan for children with medical needs and/or a Health Care Plan which has been signed off by the child’s physician.

Procedures:

1.0 When a child with special needs has been identified by either the parent or the caregiver, a referral (with the parent’s consent) is made to the Family Space Resource Consultant Program.

2.0 A Family Service Plan is developed within 3 months of the child being referred to the Resource Consultant Program in coordination with the family, caregiver, resource consultant and Home Visitor. The Family Service Plan must be updated at least every 6 months and a copy of the plan needs to be in the caregiver’s home and in the child’s file at Family Space.

3.0 For children who have an identified medical or other exceptional need and the family is not involved in the Resource Consultant Program, an individualized plan for a child with medical needs or an individual health care plan signed off by the child’s physician must be completed. A copy will be kept at the caregiver’s home and at the Home Child Care office. These plans must be reviewed on an annual basis.

EXAMPLES

Family Space Resource Consultant Program – Family Service plan	Individual Health Care Plan – signed off by physician	Individualized Plan for a child with medical needs- Ministry form (sign off by physician not required)
Referral made to Resource Consultant Program and a consultant is actively involved with the family	Children with: diabetes, seizures, etc.	Children with: asthma

** Anaphylactic forms are separate

OTHER RESOURCES

LOOKING FOR A SERVICE?

Call 211 or visit www.211ontario.ca. This free, non-emergency, information and referral service is open 24 hours a day, every day of the year, and is available in more than 150 languages.

CHILD PROTECTION—If anyone has concerns about a child’s welfare, call Highland Shores Children’s Aid at 613-962-9291 or 1-800-267-0570 immediately.

EARLY LEARNING PROGRAM/PLAYGROUPS

Family Space - 613-966-9427 - www.familyspace.ca

North Hastings Children’s Services - 613-332-0179 - www.nhcs.ca

The HUB - 613-476-8142 - www.thehubcentre.ca

Trenton Military Family Resource Centre - 613-965-3575

Gateway - 613-478-1211 - www.gatewaychc.org

INFORMATION ABOUT SERVICES IN HASTINGS & PRINCE EDWARD COUNTY

www.hpechildrenandyouth.ca

HEALTH UNIT CHILD HEALTH CARELINE AND HEALTHY BABIES HEALTHY CHILDREN

613-966-5500 – www.hpepublichealth.ca



REGISTRATION FORM

APPLICANT INFORMATION

Parent 1:	Parent 2:
Address:	Address:
City:	City:
Postal Code:	Postal Code:
Phone:	Phone:
Employer/School:	Employer/School:
Employer/School Address:	Employer/School Address:
Employer/School Phone:	Employer/School Phone:

YES! Email me the Family Space monthly newsletter which contains all upcoming events & information on our Licensed Home Child Care.

Email: _____

CHILD/REN INFORMATION

Name: (First & Last)	
Date of Birth:	M [] F []
Name: (First & Last)	
Date of Birth:	M [] F []
Name: (First & Last)	
Date of Birth:	M [] F []

EMERGENCY CONSENT

I authorize the caregiver to seek emergency medical attention, and treatment for the child/ren named in this agreement in the event that I am unable to be contacted immediately.

Family Doctor:	Phone:	
Doctor address:		
Is child regularly on medication? Yes No	Any Allergies? Yes No	
Has child had any communicable diseases?		
Does your child have any medical conditions?		
Person to contact in an emergency if parents cannot be reached, and to whom child may be released.		
Name:	Phone:	Relationship:
Name:	Phone:	Relationship:
Name:	Phone:	Relationship:



REGISTRATION FORM

PARENT-AGENCY CONTRACT

I have read the PARENT HANDBOOK of Family Space Quinte Inc. and I agree to abide by the agency's policies and procedures.

I understand that the caregivers registered with Family Space Licensed Home Child Care Program are self-employed independent contractors.

I understand that although the agency conducts regular home visits and offers child care workshops to caregivers, it is impossible for the Home Visitor to know the situation of all homes at all times. As a parent I will be aware of my child/ren's environment and discuss issues with the caregiver.

Also, I understand that an alternate caregiver selected by my caregiver in the case of an emergency or other special circumstance may not necessarily be a caregiver registered with the Family Space Licensed Home Child Care Program.

I understand that if my child is experiencing difficulty with the program I will be notified by the caregiver registered with Family Space Licensed Home Child Care. I also understand that discharge of a child from Family Space could result if any of the following conditions exist:

*Parent voluntarily withdraws child from Licensed Home Child Care

*Non-payment of fees.

Parent

Home Visitor

Signature: _____ Signature _____

DIRECT PAYMENT SERVICE ENROLLMENT AUTHORIZATION

If you are a fee payer please submit a void cheque or bank form and complete this authorization.

Full Fee Parents:

Child care used from the 1st to 15th of the month will be debited on the 28th of the same month. Child care used from the 16th to end of the month will be debited on the 14th of the following month.

Subsidy Parents with a required monthly contribution:

I would like my monthly contribution debited:

Once per month on the 28th of the month

Split between two payments on the 28th of the month and the 14th of the following month.

An invoice will be emailed to parents prior to the debit date.

Email invoice to: _____

I have read and understood the terms of this authorization.

Signature:

Date:

Do not complete if your child is enrolled in school



Child Care Centre Immunization History

TO BE COMPLETED AT TIME OF REGISTRATION & WHEN IMMUNIZATIONS UPDATED

Child Care operators are required by the *Child Care and Early Years Act, 2014, Reg 137/15, s.35* to ensure that all infants and children attending a child care centre are fully immunized as recommended by the local Medical Officer of Health, or have documentation in writing of the parent/guardian’s reason why the child is not immunized. [Please note that once your child attends school, additional documentation is required under the *Immunization of School Pupils Act* if you choose not to immunize. Please contact Hastings Prince Edward Public Health (HPEPH) to discuss your options.]

Complete the following section and attach a copy of your child’s immunization record (ensure child’s name and date of birth are on the record). A copy of this information will be given to and kept on file by HPEPH. Public Health staff will review immunization information on each child enrolled in a Child Care program. If your child’s immunizations are not complete you will be contacted by either your Child Care Centre or HPEPH.

Immunization records and updates are **NOT** automatically provided to public health by your doctor. There are three options available to update HPEPH with your child’s immunization records:

- Phone: 613-966-5500 ext. 221
- Fax: 613-966-8145
- Email: CDCI MM@hpechu.on.ca

Child’s Information (Please Print)

Date: _____
year / month / day

Indicate: New Registration Updated Information

Last Name:		
First Name:	Middle Name:	
Date of Birth:	/ /	<input type="checkbox"/> M <input type="checkbox"/> F
year	month	day
Ontario Health Card Number:		
Phone (Cell):	(Home):	(Other):
Mailing Address:		
City:	Postal Code:	
Name of Child Care Centre:		
<input type="checkbox"/> Mother:	Last Name	First Name
<input type="checkbox"/> Father:	Last Name	First Name
<input type="checkbox"/> Guardian:	Last Name	First Name → Relationship

Public Health is committed to providing accessible programs and services to all. To request this or any other publication in an alternative format, please contact us by phone at 613-966-5500 or by email at accessibility@hpeph.ca

This information is collected under the authority of the Health Protection and Promotion Act R.S.O. 1990 c.H.7., s.4 and the Child Care and Early Years Act, 2014 Reg 137/15, s.35. The personal health information collected on this form will be used to maintain immunization records and to monitor the use of vaccines for public health purposes. Questions regarding the collection and use of personal health information should be directed to the FDI Coordinator, Hastings Prince Edward Public Health, 179 North Park St., Belleville, ON K8P 4P1, 613-966-5500 or 1-800-267-2603.