

METCALFE HOME DAY CARE
 BOX 75, METCALFE, ONTARIO K0A 2P0
 613 821-2899

Taken from: Ministry of Community and
 Social Services
 Ontario

APPLICATION TO PROVIDE SUPERVISED PRIVATE HOME DAY CARE

Name _____

Address _____ Telephone _____

Village/City/Area _____ Is Applicant over 18 years _____ Social Ins. Number _____

Yes _____ No _____

Others in Household - Name	Age if under 18 years	Relationship	At home during hours care will be Provided
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Email: _____

Nearest Elementary School	Distance from home	Languages other than English that service can be provided in	Days of care available ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat. ___ Sun.
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Nearest Playground/Park and Library _____	Hours _____
	Part time _____
	Full time _____

Reason for wanting to provide Private Home Day Care	Private home Day Care provided in your home previously? No _____ Yes _____ Privately _____ Under supervision of _____ (Agency, Municipality, etc.)
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Application to Provide Supervised Private Home Day Care (Continued)

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Children in care privately
(List all names and ages)

School and Grade

Hours of care

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Related Work Experience History

References (Please give 3)

1. _____
2. _____
3. _____

Substitute in case of Emergency or Illness Address

Telephone

Do you have a car available during the day? yes____ No____

I agree to provide Medical Information as required by Regulation 760/83, and criminal investigation check. Each private home day care provider and each person normally resident or present at the home must have a health assessment and immunization record as recommended by the local medical officer of health unless exempt based upon individual written objection or medical grounds. A Medical Report form can be provided for this purpose.

Applicant's signature

Date

Initial Visit by: _____

Date _____

Are you aware of our other programs? Live and Learn Resource Centre, and Metcalfe Cooperative Nursery School also serve the Ottawa South Rural Communities. We are all part of:



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CONTRACT

In accordance with the terms of my agreement with **Metcalf Home Day Care**, hereafter known as the daycare agency,

I hereby acknowledge that:

1. I am independently (self) employed and willing to provide services to the daycare agency as a Home Child Care Provider.
2. I am not termed an employee or agent of any party.
3. I will receive support from the daycare agency and can expect monthly visits from a representative of the daycare agency. I am aware that a representative from the Ministry of Community and Social Services and Ministry of Children and Youth Services may also visit my home. These visits may be unannounced.
4. The daycare agency will endeavor to refer children to my home, but that it may not always be possible to do so.
5. The daycare agency will be informed before a new child is enrolled privately and that all children are subject to the policies of the daycare agency and this agreement.
6. I am aware of and will abide by the stipulations of the Day Nurseries Act as outlined by the daycare agency in the Provider Information Package with respect to: Records, Number of Children, Supervision of Children, Health, Administration of Drugs, Premises, Nutrition, Rest and Outdoor Play.
7. I am aware of the daycare agency's policies as outlined in the Provider Information Package with respect to: Criminal Reference Check, Medical Report, Equipment Loans, Sanitary Practices, Serious Occurrences, Enhanced Serious Occurrence, Behavior Management, Training and Development, and the Administration of Drugs.
8. I have been advised that a policy of insurance which includes adequate comprehensive general liability coverage and personal injury coverage, during operating hours, would be good business practice.
9. The daycare agency is absolved of any and all liability due to any accident or injury which may occur to me during the course of providing care in my home.
10. The daycare agency's written Program Statement will be reviewed with the parents before the enrollment of their child and whenever the daycare agency notifies me of a revision.
11. The parent / provider agreement given by the daycare agency will be signed by a parent of each child in my care.
12. There will be a written agreement between a parent and myself for a child who walks to school during the hours of care.

Contract (Continued)

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13. Children are to be released only to those persons authorized on the enrollment form, unless there is written notification from a parent.
14. I will remit required attendance records, parent consent forms, as outlined in the Provider Information Package when requested by the daycare agency to do so.
15. Equipment and toys may be borrowed from the daycare agency.
16. In the event of an emergency, the children will be removed from the home in accordance with my written fire evacuation plan.
17. I am aware that the daycare agency will offer activities, workshops, and information sessions to help further my professional development.
18. I will call the agency with my invoice according to the schedule. Reimbursement for care provided will be made on the 10th of the month. No deductions will be made (ie. Income tax, CPP, EI)

The above agreement is personal and will commence _____

This agreement can be terminated with one month's notice by the Provider or the daycare agency. The daycare agency may terminate this agreement without notice in the event of concern over the safety and welfare of the children in my care.

Signature of Provider _____

Date _____

Signature of Home Visitor _____

Date _____

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MEDICAL REPORT FOR DAY CARE PROVIDER
(CONFIDENTIAL)

Name: _____

Address: _____

Telephone Number: _____

Has applied to our agency to become a Home Child Care Provider, caring for children from 6 weeks to 12 years of age in her own home on a daily basis. Do you have any concerns about the patient working in this capacity?

How long have you known this patient? _____

To the best of your knowledge, is this patient in good health?

A. Physical: _____

B. Immunization Current: _____

C. Emotional: _____

Date of examination: _____

Signature of Physician: _____

Address: _____

Telephone Number: _____

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TRANSPORTATION POLICY

The Ontario Government is now making it mandatory for anyone transporting children to make sure children are properly secured in either an infant seat, child seat, or booster seat. Children under 13 years of age are safest in the back seat away from all active air bags.

A field trip consent form will be signed before each excursion.

I _____ give permission for _____ to transport _____
Parent caregiver child(ren)
in her vehicle. I am responsible for supplying the appropriate car seat/booster in accordance with the legislation.

Parent's signature

Date

Caregiver signature

Date

For more information about child car seat safety contact: Ministry of Transportation:
www.mto.gov.on.ca/safety. MTOINFO 1-800-268-4686.

OR

Transport Canada: www.tc.gc.ca. 1-800-333-0371

POLICE RECORD CHECK PROCEDURES

METCALFE CO-OPERATIVE NURSERY SCHOOL
METCALFE HOME DAY CARE
LIVE AND LEARN RESOURCE CENTRE

The following is a requirement for all:

- Volunteers,
- Duty parents,
- Child care providers,
- Teaching staff,
- Resource workers,
- Administrative staff, and
- Management staff

With Metcalfe Co-op Nursery School, Metcalfe Home Day Care, and Live and Learn Resource Centre.

Please visit your closest Ottawa Police establishment:

4561 Bank St. (Gloucester)	613 236-1222 ext. 3703, or 3704
245 Greenbank Rd.	613 236-1222 ext. 2313, or 2333

OR go online at www.ottawapolice.ca , download and complete pages, and take them along with \$13.00 to one of the above mentioned locations.

You will require 2 pieces of identification along with \$13.00 to give consent for a police record check. The check is for: criminal convictions, outstanding charges, and pardoned sex offenses.

These checks are necessary before you begin your role with one of the above agencies. If you have any questions with regards to acceptable identification (Ontario Health cards are not acceptable) please call directly to the police division.

Please hand in the clearance form to the Director of the above programs.

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PROVIDER AGREEMENT

METCALFE HOME DAY CARE and _____
agree to the following fee schedule.

(name of child)

(name of child)

This amount will be paid to the provider according to the pay schedule each month. This cheque will be delivered or mailed. Payment will be made for Stat. holidays as long as the provider has given care for at least half of the days in the month. Statutory holidays include: New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, 2 days at Christmas. Payment is made on an enrollment basis (whether the child is in attendance or not) except if the provider cannot give care. Notice of cancellation of services will be given one (1) month in advance if possible.** Notice of fee changes will be given two (2) months in advance. Notice of holidays will be given one (1) month in advance whenever possible. Parents must pay for any vacation time used, unless the provider is unavailable to provide care.

Time of arrival : _____

Time of pick-up : _____

Child may only be released to : _____

unless otherwise arranged : _____

****Parents must give two (2) weeks notice when withdrawing a child from the program.**

****Providers must give (2) weeks notice of cancellation of services.**

Additional information : _____

(signature of provider) (date)

(signature of home visitor) (date)

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DIRECTOR: MARIA CROSBY 613 821-9169
HOME VISITOR: MARLENE SHEPHEARD 613 821-3139
OFFICE MANAGER: LEIGH POTTS 613 826-0972

PROGRAM STATEMENT

PHILOSOPHY

This is a community based family support service. The main objectives of this service are: (1) To provide an enjoyable home atmosphere for children while parents are working or attending school; (2) To encourage each child to build trusting relationships with children and adults; (3) To help all children reach their potential; and, (4) To serve parents so they can feel comfortable and have confidence in the care their child is receiving.

Activities are patterned on a home environment to provide opportunities for growth and development in the following areas: (1) Physical, (2) Social, (3) Emotional, and (4) Intellectual. The day care will attempt to match parents and children with providers within the child's own neighborhood.

PROGRAM DEVELOPMENT

The children are placed in carefully selected and supervised homes. The program offers each child a daily schedule to meet his or her needs. This will include active and quiet play as well as indoor and outdoor play.

The program offers to parents the opportunity to discuss their children's development with both the home day care provider and the home visitor. The parents can use the provider and the visitor as a resource and support system.

The program will be re-evaluated regularly to reflect changes in the regulations under the Day Nurseries Act. The providers will be made aware of early childhood education skills through workshops, meetings, newsletters and regular visits by the home visitor.

ADMISSION AND DISCHARGE POLICY

Upon enrollment at a home close to the parent's home or workplace, a child will require a registration and medical form. An interview with the home visitor will be arranged with the parent and child to determine the needs of the child, then a provider will be matched with the child and his or her parents. An opportunity for meeting the provider will be offered before placement in the home. Payment arrangements for private or subsidized fees should be completed before admission.

If parents wish to withdraw their children from the program, notice is required. The home visitor or the day care supervisor should be notified when vacations are to be taken. All vacation time is paid vacation for the providers, unless she is unavailable. Parents and providers should advise each other one month before their holidays. Providers receive pay for the following statutory holidays on New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, civic holidays, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. Care may be provided on these days for an additional fee.

ARRIVAL AND PICKUP

Hours could be from 7:30 a.m. to 5:30 p.m., 52 weeks a year, depending on the needs of the individual children. The agency will attempt to find an alternate when the provider is unable to give care.

A written agreement will be signed between the provider and the parents as to the fixed hours to drop off and pick up children. This arrangement is for the child's own security and for the establishment of a regular routine, which is an important learning process for your children.

Unless otherwise arranged, children will not be released to any person other than those specified on the admission form. Please inform the provider of any emergency that will delay the pickup of the child. Please provide an alternate person to be responsible for the pickup if such an emergency occurs. Please phone the provider if your child is to be absent or to arrive later than the agreed time.

NUTRITION

Children will receive nutritious morning and afternoon snacks. A midday meal will be provided in accordance with nutrition requirements set out in the Day Nurseries Act.

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BEHAVIOR MANAGEMENT POLICY

GUIDELINES FOR PROVIDERS

Corporal punishment is not permitted by anyone, including the provider, another child or group of children.

Any measure that is deliberately harsh or degrading that would tend to humiliate a child or undermine his or her self-respect is also not permitted. Providers will ensure that the children will not be deprived of basic needs, such as food, shelter, clothing or bedding. Children shall not be placed in a locked room, restrained, or physically held back.

Providers shall rely on positive reinforcement for appropriate behavior and encourage the children to develop control within themselves. Providers shall develop a stimulating and interesting environment to encourage constructive play.

Providers shall ensure that the children have adequate opportunities to engage in gross motor activities and outdoor play so the children's level of energy has an appropriate outlet.

The provider shall use positive and consistent discipline techniques which shall be designed to assist the child to learn appropriate behavior.

CONTRAVENTION OF BEHAVIOR MANAGEMENT GUIDELINES

Any contravention of the behavior management policy shall result in a meeting involving the provider and the home visitor.

The purpose of this meeting is to resolve the problem. If this is not successful, disciplinary action shall be managed by the Metcalfe Home Day Care Board. The Board shall consider the seriousness of the offense, the actual or potential risk or harm to the child, past performance of the provider in general, recent performance, frequency of occurrence and previous disciplinary action taken.

PARENT DISCUSSION

Providers shall discuss disciplinary methods with each parent to ensure that the methods used will encourage child co-operation, provide adequate guidance and ensure continuity between the parent's and provider's homes.

HOME VISITOR COMMUNICATION

Providers shall contact the home visitor if they have questions regarding behavior management or required suggestions for dealing with particularly difficult situations.

Meetings between the provider and the parents of the child may be arranged by the home visitor if this seems appropriate.

MONITORING BEHAVIOR MANAGEMENT

1. The behavior management philosophy of Metcalfe Home Day Care shall be discussed with the provider in the initial screening to ensure compatibility.
2. The provider shall be clearly aware of Metcalfe Home Day Care's permitted and prohibited practices. This can be implemented in a positive way through workshops and group discussions of policy.
3. If any unusual disciplinary problem arises, the provider shall discuss these with the home visitor.
4. Regular visits by the home visitor to observe children with the provider shall occur.

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INFORMATION FOR PROVIDERS

PROVISION OF EQUIPMENT

1. A start-up kit will be given to all providers. This could include arts and crafts materials, first aid manual, behavior management, or nutrition information.
2. Large equipment such as playpens, highchairs, will be supplied by the day care agency for the period of time needed. This agreement will be reviewed every three months as to the availability of equipment.
3. An equipment inventory will be kept in the day care offices. The home visitor will keep track of all equipment (large) by recording who has the equipment, the length of time required (approximately), the date. The provider will sign out this equipment.
4. Any equipment that is lost or damaged through misuse or neglect is the provider's responsibility. This does not include normal wear and tear of equipment.
5. Toys may be borrowed from the day care.

FIRE EVACUATION PLAN

The provider will have regular fire drills with the children in her care. This emergency procedure must be easily understood by the children. There must be an alternate escape route by practicing evacuation from different rooms in the house.

Once the children are outside in a safe area, all persons must be accounted for. A neighbor or friend's home can be used as an appropriate temporary shelter where the fire department can be called; where parents can pick up children if the home is unsafe; where the home visitor can come to assist the provider if necessary.

Providers in apartments should check with the owner of the building to see if the safety plan is approved by the Fire Department. This plan should include whether to leave or stay in the building if the alarm sounds.

Providers must assist children in leaving the home immediately in event of a fire. ***DO NOT DRESS THE CHILDREN IN OUTERWEAR***. Smoke detectors should be installed on each level of the home. Fireplaces should be insulated. Screens or frontguards should be in place to check sparks. Fireplaces should be cleaned yearly.

STORAGE OF COMBUSTIBLE MATERIALS

All flammable liquids and gasoline should be stored out of children's reach (in an area of the house not in use for day care purposes). It would be best in a locked storage area.

ELECTRICAL WIRING AND PLUGS

1. Ensure that house wiring additions or replacements comply with Ontario Hydro requirements.
2. There should be no cords or plugs with taped or broken wires.
3. There should be no multiple outlets.
4. All installations and plugs should be covered to prevent children from putting toys or tools inside.
5. Providers should have a flashlight in working order in case of a power blackout. Please do not use candles or open fire lamps.
6. Hallways leading to exits should be clear at all times.
7. Cigarettes, lighters, matches should be inaccessible to children.
8. When doing cooking activities with the children, it is preferred that children do not stand at the stove.

SANITARY PRACTICES

WASHING

The provider will either use disposable toweling or individual labeled washcloths and towels. Liquid soap in replaceable dispensers is recommended over bar soap. Children will wash their hands after using the toilet.

INDOOR CLEANLINESS

Floors, bathrooms and all areas used for day care purposes should be swept and cleaned daily. Toys and play equipment should be washed and disinfected as necessary. Dishes should be washed and rinsed in hot water.

CHILDREN'S PERSONAL BELONGINGS

All children should have one or two changes of clothing. Personal labeled blankets may be brought for naps. Children may not sleep under the covers in a provider's bed. Separate linen must be used by each child on top of the family bed. A separate cot is preferred if space allows.

Plastic coverings on infant's mattresses and carriages could be cleaned and disinfected as necessary (at least once a week).

Individually labeled combs, toothbrushes and drinking containers should be stored separately from the family's bathroom supplies.

SLEEP TIME

Young children must have a crib or playpen. Clean bedding is to be used. Each child is to have their own sheets. Areas where children sleep must have adequate ventilation.

DIAPERING

All disposable diapers and training pants will be provided by the parent. A diaper pail or sealable garbage can must be used for soiled diapers. Each child will have his or her own labeled diaper accessories (Vaseline, baby oil, powders). This will include all substances used for the prevention and/or treatment of diaper rash. If a substance is a prescription medication, then it must be administered according to a doctor's written instructions.

WHEN DIAPERING A CHILD

1. Wash hands.
2. Each child should have his or her own labeled change pad. If a change pad is not used, the change table should be disinfected after each use. Wipe or spray with a solution of 1tbsp. (15ml) Javex and 1 gal. (3.785 L) water.
3. All soiled diapers should be placed in a sealed container.
4. Wash the child's diaper area with a warm soapy washcloth, rinse and dry thoroughly with a cloth or towel.
5. Wash hands.
6. Infants should not be changed in their playpens where they sleep but should be taken to a change table close to a sink. The kitchen sink should not be used. A portable basin may be used, provided that it is disinfected after use.

INFANT FEEDING

1. Formula and baby food are provided by the parent and must be kept refrigerated until use.
2. Formula bottles, nipples and caps should be thoroughly rinsed after use. Babies are to be held when bottle fed.
3. Hands should be washed before and after each feeding. Soap and disposable towels are preferred.

CARE OF EQUIPMENT

High chairs, tables and floor should be cleaned after each meal. Some high chair trays may be washed in the dishwasher.

Toys should be kept clean and disinfected particularly toys that an infant may place in his or her mouth.

Potty chairs should be cleaned and disinfected after each use.

ILLNESSES

A back-up provider will be used when the permanent provider is ill. Parents must be informed immediately if the child has been exposed to or is suffering from a communicable disease. The provider should keep the child as isolated as possible, preferably in a separate room. Exposed children should be observed during the incubation period for any signs of the disease.

Providers should be familiar with and aware of the following signs and symptoms of infectious illnesses, reactions or infections:

1. Red or discharging eyes or ears.
2. Undiagnosed skin rashes or infections.
3. Lice. May return when lice and nits are gone.
4. Impetigo. Treatment is an appropriate ORAL antibiotic for at least 48 hours.
5. An elevated temperature, flushing, pallor or listlessness.
6. An acute cold, nasal discharge or coughing.
7. Vomiting or diarrhea.
8. Unusual irritability, fussiness and restlessness.

MEDICATION

The provider is only permitted to administer prescription drugs and non-prescription medication if accompanied by a signed permission form from the parent.

Medication must be in the original container, clearly labeled with the child's name, name of drug, dosage and date of purchase. It should also include instructions for storage and administration of the drug.

DISCIPLINE

Children are disciplined in a positive manner. Learning internal control should be a goal of discipline. Spanking and other forms of corporal punishment are prohibited. Parents and providers should communicate any behavioral problems to help the child foster a positive self-image. These behavioral problems should be worked out on a day-to-day basis. Parents should inform the provider of techniques that foster positive reinforcement of acceptable behavior in their own homes.

PARENTAL INVOLVEMENT

Daily contact between parent and provider is encouraged to foster a positive learning environment for the child. Spend some time at the beginning or end of each day to discuss the child's progress. A communications book could be passed back and forth. Parents are responsible for providing a change of clothing, blankets, diapers and doing their children's laundry. In the winter, children must be dressed warmly. Extra mittens, socks and long pants must be given to the provider in case a change is necessary.

FIELD TRIPS

The child may go with the provider on local errands, i.e. library, grocery store, bank. A consent form must be signed allowing these outings. If more extensive trips occur, a consent form will be signed for each outing, i.e. museum, movie, concert, etc.

ANIMALS

Pets should be handled carefully. Appropriate hygiene, knowledge of animal care and common sense will protect both animals and children.

GUIDELINES FOR PROVIDERS WITH PETS

1. All pets should be purchased from a responsible dealer. Please isolate the animals from children for 2 weeks before children are permitted to handle them.
2. Buy commercial pet foods, as they are processed enough to be free of disease.
3. Do not keep turtles as salmonella is common among them.
4. Dogs and cats must be immunized against rabies and have an annual check-up.
5. Children should wash their hands after handling pets.
6. Keep animal's homes clean.
7. If the animal dies, separate it from its cage and disinfect and clean surrounding area.
8. Fish tanks should have lids. Bird cages could have guard rails to keep dust from falling out and to discourage children from putting hands inside.
9. Discourage children from kissing pets.

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PROVIDERS RESPONSIBILITIES

1. Will provide care for the child, giving consideration to activities appropriate to the child's age or development and will report to the parent any changes in the child's development or behavior which would be of interest.
2. Will provide morning snack/lunch/afternoon snack/after school snack (whichever are applicable).
3. Will have concern for the child's physical safety.
4. Will be responsible for the child only after the child has arrived at her home. If children walk alone to and from the provider's home, the parents are responsible for them during this time.
5. Will consult with the home visitor about any problems which may arise in connection with the children in her care.
6. Records the child's attendance.
7. Will give two (2) weeks notice if she can no longer provide care and will also notify the parent as soon as possible if illness prevents her from looking after the child.
8. Will report any children being cared for privately.
9. Attends meetings for providers held by the Metcalfe Home Day Care.
10. Cannot provide medication without signed medical authorization form.
11. No corporal punishment.
12. Child not to be left unsupervised (supervision must be with an adult 18 years or older).
13. Room temperature to be at least 20 degrees Celsius.
14. Equipment in safe, clean state of repair.
15. Playpen for each infant, crib, cot or bed for child over 18 months with individual bedding.
16. Refrigerator to be kept below 40 degrees Fahrenheit with indicating thermometer.
17. To require from parent written feeding instructions regarding children or infants with special dietary needs.
18. Full day children sleep or play outdoors at least two hours per day, weather permitting.

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PARENT'S RESPONSIBILITIES

1. Takes the child to the provider's home and picks the child up at the specified time.
2. Gives to the provider as much notice as possible for any of the following:
 - (a) if the child will not be attending because of illness or for any other reason.
 - (b) if working hours change.
 - (c) if someone else is picking up the child (child will not be released to anyone other than parent without authorization).
 - (d) change of address or phone number (work or home).
 - (e) holidays. Any family vacation time is paid to the provider, unless the provider is unavailable to provide care. Parents should give one month notice before taking holidays.
3. Will give two (2) weeks notice of withdrawing child for moving or any other reason.
4. Will arrange day care subsidy - please check with day care office for phone numbers and procedures.
5. Signs attendance forms prepared by the provider.
6. Provides extra clothing for the child to cover changes in weather or for other purposes.
7. If infant, will provide infant food, formula, diapers (labeled with child's name if cloth).
8. If school age children, will inform the school of their provider's name, address, and phone number, and will inform their provider of professional development days.
9. Will telephone provider if parent is going to be more than 15 minutes past scheduled time and will arrange to pay day care office \$4.50 per hour overtime.
10. Will report to provider any concerns about child's development, health or behavior so that provider may be able to watch and report on progress.
11. Will provide medical form for child to home visitor, and authorization for emergency treatment and medication.
12. If medication is required, parents are to sign authorization form and provide medication in it's original container.
13. Gives provider written instructions regarding children and infants with special dietary needs.
14. Arranges for payment to be received by day care office at the 6th of each month. (see pay procedure for additional details).

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HOME VISITOR'S RESPONSIBILITIES

1. Visits provider's home once a month, notice of this visit may or may not be given.
2. Conducts a safety inspection every three (3) months.
3. Is available for discussion with parent on any concerns about the child's development.
4. Introduces child or children and parent to provider to familiarize them with the home before placement and to discuss responsibilities.
5. Will meet the provider and parent, if any difficulties concerning the placement should arise.
6. Is ready to help provider or parent with any behavioral difficulties.
7. Is aware of numbers and ages of all children in the provider's home.
8. Supplies ideas and some materials appropriate for the age of the children being cared for.



THE WAGE SUBSIDY GRANT

Purpose

The Ministry of Community & Social Services, and Ministry of Children's Services, through the administration of the Wage Subsidy Grant, offers ongoing and supplementary direct funding to licensed child care programs in Ontario. The purpose of this grant is to enable licensed programs to enhance staff salaries and benefits and/or provider payments without raising fees to parents.

Eligibility

The following child care programs are eligible to receive Wage Subsidy Grant – programs licensed by the Ministry of Community & Social Services, Ministry of Children's Services in accordance with the regulations and standards of the Day Nurseries Act of Ontario; and which are legally incorporated as non-profit, commercially operated programs and/or spaces licensed as of December 7, 1987. After this date, only non-commercial new programs have been funded.

General Conditions

The following general conditions apply to all licensed child care programs in receipt of Wage Subsidy Grants – each program must determine the distribution of grant funds between staff salaries and benefits; all employed program staff must receive a portion of the grant. For licensed Private Home Day Care, all employed program staff and contracted providers must receive a portion of the grant.

Funding Formula

Providers will receive a separate cheque dated the 10th working day of the month following each quarter (see pay schedule sheet). This will be included at the end of March, June, September and December.

Monitoring and Reporting

All licensed child care programs in receipt of Wage Subsidy Grants are subject to reviews, reports and/or audits as required by the Ministry. A Wage Subsidy Grant utilization form, verified by the authorized signing authority, must be completed and returned to the Area Office at the beginning and end of each year. It is the program's responsibility to ensure that planned significant changes (i.e. operating capacity, program duration) are reported to the area office.

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MULTIPLE SMOKE ALARMS

SMOKE-FREE ONTARIO ACT

Two pieces of legislation have recently become laws which affect private home day care. They are:
Multiple Smoke Alarms – effective March 1, 2006 every home in Ontario must have a working smoke alarm on every storey and outside all sleeping areas.

Smoke-Free Ontario Act – effective May 31, 2006 a new provincial law replaces the Tobacco Control Act. The essence of the law is to protect children and the non-smoking public, not to punish smokers. Toxic chemicals in smoke are absorbed into surfaces, furniture, walls and carpet. Over time, these toxins are emitted back into the air through *off-gassing*. Children in these environments inhale and consume the off-gassed toxins. There is no safe level of exposure to second-hand smoke. Second-hand smoke causes cancer, asthma and many other health problems. Dangerous chemicals are still present even when you can no longer smell smoke in a room. Exposure to second-hand smoke in childhood is correlated with youth smoking.

Smoking and/or holding lighted tobacco will be banned in private home day care, as defined in the Day Nurseries Act, **whether children are present or not**.

Enforcement will be carried out by public health units and enforcement is likely to be complaint-driven. Home child care agencies are not responsible for enforcement. Tickets will be issued to individual child care providers, not agencies. Maximum fine has been set at \$5,000.

This law was created to protect children and adults from the harmful effects of exposure to second-hand smoke. Public Health Unit staff are here to support you in any way they can, and are available to help make the transition as smooth as possible.

Contacts: Ottawa Public Health Information 580-6744 ext. 23953, Katie Rutledge-Taylor (Early Years Health Program) or ext. 23446, Krista Oswald (Tobacco Control Program)

www.smokefreeeast.ca

METCALFE HOME DAY CARE
BOX 75, METCALFE, ONTARIO K0A 2P0
613 821-2899

SUN EXPOSURE POLICY

Health experts agree that excessive exposure to the sun, whether cumulative or in intense short periods, is hazardous to human health. Skin cancers (such as fatal melanomas), cataracts and suppression of the body's immune system are the most serious consequences of over-exposure to the sun. Other effects include sunburn, increases aging of the skin, and heat-related conditions such as dehydration and related symptoms, rashes and heat stroke.

It should be noted that even in the shade, harmful effects may result from rays reflected off nearby water, snow, sand or cement. The sun's rays can also penetrate light cloud cover, fog and haze.

Providers need to protect the children in their care, and teach them sun safety. Research shows 80% of a person's lifetime damage from ultraviolet (UV) rays from sun occurs before the age of 18, so these are lessons which need to be taught early.

Commercially sold sunscreens carry a sun protection factor (SPF) number, which indicates how much longer you can safely take sun than you could with no protection. The higher the SPF number, the greater the protection from UV rays.

If your burn time without sunscreen is 10 minutes, an SPF of 15 will allow you to stay outside 15 times longer (10 minutes X SPF 15 = 150 minutes, or 2 1/2 hours.) In order to maximize the protection of your sunscreen, apply it liberally 15 to 30 minutes before going outside, preferably before dressing to ensure thorough coverage. Re-applying it every 2 to 4 hours will help assure coverage, but will not extend the total time you can spend in the sun. If water play is in the day's plans, try to use a waterproof or water-resistant sunscreen, but do read the label to see how long these products remain effective in water.

The Canadian Dermatology Association (CDA) recommends sunscreen of at least SPF 15 for adults, and suggests SPF 30 for children and fair-skinned people. CDA has evaluated a number of products for their effectiveness - look for the CDA'S seal of approval.

Any sunscreen is inappropriate for babies under 6 months, who are more likely to absorb the chemicals into their skin. Keep young babies out of the sun at all times. Keep children of all ages out of the sun from 11 a.m. to 3 p.m. and always provide shade for children's play areas.

Protection is improved by wearing light-weight (but not see-through) long-sleeved shirts, long pants, and a wide-brimmed hat. Sunblocks such as zinc oxide reflects UV rays away from the body and may be a good choice for sensitive areas such as noses and the tops of ears.

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The Interview

Introduction

Talk about you and your day care home! These points should be covered:

- How long you've been providing care.
- How many children you care (yours included).
- Previous experience and special training (courses, workshops, CPR, First Aid).
- Describe your daily routine (this will provide the parent with your style of childcare).
- Share your discipline techniques.
- List the types of food you serve for snacks and lunch.
- Describe any field trips you normally might take.
- How do you communicate with your parents (book, page, conference phone call).

The parents should share the following information:

- Child's age and number of siblings.
- Previous group care experiences.
- Basic daily routine, including favourite foods and activities.
- Any health concerns, bedtime routine, toileting/diaper concerns.
- Hours and days care is needed.
- Starting date.
- Drop-off and pick-up person.

The perfect interview:

- Look presentable !!! Well groomed with clothes suitable for working with the children.
- Kitchen clean and tidy. Floor clean!
- Bathroom clean.
- Make sure there are toys available for this potential child in care.
- Offering a coffee, tea, juice helps put everyone at ease.
- Offer a tour of the house – at least the parts the children will use.

Business Matters:

These are usually discussed with the parents by the daycare home visitor or director. But here is a brief list:

- Rates, frequency of payment, payment procedure.
- Overtime, vacations, statutory holidays.
- Policies regarding sick children.
- Releases to sign medication, field trips.
- Emergency procedures.
- No smoking policy, transportation policy
- Termination/notice policy.

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FEE SCHEDULE

Dear Providers,

As of Jan. 1, 2011, full fee rates are below.

<u>TYPE OF CARE</u>	<u>FULL FEE PER DIEM</u>
A	29.05
B	19.94 "This amount does not reflect
D	10.38 the subsidy grant"
E	6.43
F	29.05

- A. Full day (up to 10 hours) with lunch and snacks as required for infants, toddlers, preschoolers and 4 year old kindergarten children.
- B. Part day (up to 7 hours) or 2 episodes of care with lunch and snacks as required for kindergarten, preschoolers, toddlers and infants.
- D. Part day (up to 4 hours) with snacks as required for school age children (before and after school).
- E. Part day (up to 2 hours) for school age children, with snacks as required (before or after school).
- F. Full day (up to 10 hours) with lunch and snacks as required for 5 year old kindergarten and school age children.

OVERTIME

"Overtime" is time over your regular contracted day not time over the 10 hours or 7 hours.

\$4.50 an hour will be charged for each overtime occurrence/child.