



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: INTRODUCTION & PHILOSOPHY**

**Policy Number: Section A**

**Policy: Overview**

**Date Approved: September 24 2003**

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Family Space Quinte Inc. established the Licensed Home Child Care Program in 1985. This program provides licensed child care in a Provider's home for children birth to twelve (12) years. The Licensed Home Child Care program operates within the legislative framework of the Child Care and Early Years Act, 2014 and County of Hastings Purchase of Service Agreement. The Home Visitors ensure compliance through regular and quarterly home visits comprised of scheduled and unscheduled visits.

### **PHILOSOPHY**

Family Space Quinte Inc. feels it is important for parents to have access to the type of flexible, reliable and inclusive childcare that they require. The Home Visitor considers the specific needs of each family and matches them to the Provider that best meets their needs. This arrangement allows for siblings to be accommodated in the same setting if possible, within their own family's neighbourhood. By interacting in a warm intimate environment, the Provider 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. Providers 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 Provider, parent(s), and child have had a chance to meet. The final decision as to the selection of the Provider to be engaged will be that of the parent(s). It is the decision of the Providers registered with Family Space Licensed Home Child Care Program which children they will provide care for and at which times. The Providers are independent contractors who are self-employed.

### **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 supports 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.



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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 Providers with the Licensed Home Child Care Program, staff, volunteers, and students who are on an educational placement, 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;**

Parents will provide infant feeding schedules for children up to the age of 12 months that Providers will follow. The diverse backgrounds of the families and their traditions are respected, as well as ensuring food allergies for individual children are supported. Providers are required to follow Canada's food guide, First Nations, Inuit and Métis or "Nutrition for Healthy Term Infants", and the requirements of the Child Care and Early Years Act. Providers will limit serving processed foods. Children are offered many food choices, and the acquisition of independent skills are encouraged and fostered by the Provider. Established sanitary practices are to be followed to ensure the well-being of all children and Providers. Families accessing extended care beyond 6pm will complete and sign an extended care plan to promote health, safety and wellbeing with their Provider.

- **support positive and responsive interactions among the children, parents, and Providers**

Children are given opportunities to explore their individuality in a warm nurturing environment which allows for open communication for children and their Providers. Parents and their role in their child's life are respected at all times. Parents can enter the Provider's home at any time that their child is present. Communications between parents and Providers are essential to creating a family centered experience for the children in care.

- **encourage the children to interact and communicate in a positive way and support their ability to self-regulate;**

Providers play an essential role in self-regulation by providing safe, stimulating environments for children to explore. Allowing children to take safe risks, encouraging self-help skills and independence allows children to make steps towards self-regulation. For instance, if a child is upset, that they are able to give consideration to how they feel and how to best resolve the situation without a great deal of adult intervention.

- **foster the children's exploration, play and inquiry;**

A variety of materials are available for children to explore throughout the day including indoor and outdoor experiences. Family Space will ensure through observation on home visits that the play materials, equipment and furnishings are maintained in a safe condition and kept in a good state of repair. Children are allowed to make manageable risks in their daily play which fosters their ability to explore and question things in their environment. Children are given the opportunity through materials, and interactions with Providers to develop their problem solving and critical thinking skills. Providers offer experiences which allow children to foster their creativity, language, and imagination skills.



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- **provide child-initiated and adult-supported experiences;**

When Providers allow children to initiate their own play in a resource rich environment, there is a role for Providers to help children enhance and enrich their learning. This is accomplished by allowing the children time for uninterrupted play, by asking questions to extend their learning.

- **plan for and create positive learning environments and experiences in which each child's learning and development will be supported;**

It is important that Providers create the environment for children but allow the children to experience it on their own. Providers need to follow the lead of the child and assist them to expand their learning. For example, if a child is interested in insects, the Provider may include insects in the sand table, look for insects on a walk, have books available for the children to explore. In addition, the Provider needs to be present and available to discuss the topic of interest to that child and follow their lead.

- **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;**

Connecting children to our natural world is essential to a child's development. A variety of activities are offered daily which include a balance of active play, quiet activities, indoor, outdoor experiences for each child in care. Providers offer opportunities for rests and naps for children when these are needed. The individual needs of children are taken into consideration regularly in such small intimate home settings.

- **foster the engagement of and ongoing communication with parents about the program and their children**

Parents are the most important adults in a child's life. Communicating with parents on a daily basis is critical. Engaging parents in their children's learning is communicated face to face; through daily journals, social media where parent approved, phone calls, e-mails, etc. and documenting their learning.

- **involve local community partners and allow those partners to support the children, their families and staff;**

Family Space in addition to licensed home child care is also the Ontario EarlyON Centre for Hastings and Prince Edward County, and the Special Needs Resourcing Agency supporting children with exceptionalities in licensed childcare. Providers are encouraged to explore the community through the many early learning opportunities offered, libraries, markets, etc. Providers are a wealth of information for parents and are encouraged to share the community events and opportunities for parents to enjoy with their children as well.



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- **support staff, home child care Providers or others who interact with the children in relation to continuous professional learning;**

Family Space is a leader in providing professional learning to early learning practitioners throughout Hastings County. These experiences, including communities of practice are open to Providers to participate, and are encouraged to do so. A community of practice has been established to be a direct support and learning opportunity for them specifically. The Home Visitors through regular visits, e-mails, discussion boards, social media, etc ensure that Providers are provided with opportunities for continuous professional learning.

- **document and review the impact of the strategies set out in the above goals;**

Through the continuous professional learning offered to Providers, strategies to document the above goals are continually being explored and expanded upon. Currently, Providers are documenting the above goals through: Observations, reflections, utilizing approved social media for posting pictures, learning stories, etc. There is an expectation that documentation be done weekly.

### **Belonging**

Family Space, Licensed Home Child Care programs strives to ensure that there is a genuine connection between the children, Providers, parents, and the world around them. Providers 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 Provider. Parents, as the most important person in a child’s life are welcome in the Provider’s home at any time. Providers 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 the Provider 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 Provider’s daily interactions. Providers support emotional and physical well-being of children in care.

### **Engagement**

The Provider’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.





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### **Expression**

The relationship between the Provider 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 the program statement prior to interacting with children and at any time when the program statement is modified.

### **The Role of the Home Visitor in Supporting Pedagogy and Ensuring Compliance**

The Home Visitors will ensure that the approaches set out in the policy statement are implemented in the operation of its program at each Provider's home. The focus of the visit will be to assist the Providers 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 Provider. The Home Visitors will utilize exploratory questions with each Provider to assist them to reflect upon their practice with children and parents. Ideas will be shared through regular visits by the Home Visitor, communications sent via e-mail, and sharing amongst Providers on the Family Space Facebook group, through social media, and annual policy review. Program statement will be reviewed and signed by the Home Visitors, Providers, approved alternates and those over 18 living in the home. Documentations or contravention will be kept in the Provider's file to demonstrate compliance.

### **INCLUSION**

Inclusion means children are welcomed, supported and valued. It means that the activities of playing, learning and growing happen in a way in which all children feel that they belong. It does not mean that there are no challenges, rather it means that the child is in the best environment to experience success. It does not mean that every child does exactly the same thing at exactly the same time. All children have different abilities and aptitudes; an inclusive setting accommodates and builds on those. Effective inclusion is a process. (Source: Supported Child Care: Province of British Columbia). Family Space Quinte Inc. Licensed Home Child Care Program offers inclusive settings in all homes.

In 1984, Family Space Quinte Inc. was incorporated as a non-profit child care resource centre. One year later the Home Child Care Program was established. Over the years the Resource Centre Programs developed and expanded. The Resource Consultant Programs in Hastings County were consolidated, and Family Space Quinte Inc. became the sponsor agency in 1998. In 2002, Family Space Quinte Inc. was designated as the lead agency for the Ontario Early Years Centre in South Hastings and Prince Edward Counties. The official opening of the Ontario Early Years Centre was in April 2002, the OEYC then became an EarlyON Centre in 2018. Family Space Quinte Inc. promotes and provides for inclusive environments in all the programs which include Licensed Home Child Care, Ontario Early Years Centre, and Resource Consultant Program.





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### **DIVERSITY EQUITY INCLUSION-**

**“Diversity** focuses on representation and who is present. It is relational and shows up in groups. People alone aren’t diverse: the communities they belong to are.

**Inclusion** addresses the quality of the experience that people in a group have. It is the degree to which someone can fully benefit from and participate in what the group is offering.

**Equity** acknowledges that different people have had different experiences and have different needs. Equity seeks to even the playing field and disrupts the idea that fairness means equal.” P. 28. Coughlin & Baird (2022)

### **Family Space Organizational Commitment statement**

*Family Space is committed to a diverse equitable environment where all feel respected and valued equitability. The dimensions of diversity include but are not limited to ancestry, culture, ethnicity, gender, gender identity, language, physical & intellectual ability, race, religion, sex, sexual orientation, and socio-economic status.*

We’re committed to being non-discriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work

We respect the value that diverse life experiences bring to our organization through governance, leadership and education and we strive to listen to their views and give them value.

We’re committed to modelling diversity, inclusion, and equity and maintaining fair and equal treatment for all.

**OUR “WHY” STATEMENT** – our statement that expresses our program’s distinctive contribution and impact.

“To support, educate and inspire Providers to offer safe, quality child care for families.”



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| <b>Policy:</b>  | <b>Terms and Definitions</b>         | <b>Date Approved:</b> | <b>September 24 2003</b> |
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### FAMILY SPACE QUINTE INC.: PROGRAMS

#### FAMILY SPACE QUINTE INC.

Licensed Home Child Care      Resource Consultant Program      EarlyON Centre

Family Space Quinte Inc. provides the above programs for children, families, Providers and community child care programs.

#### LICENSED HOME CHILD CARE PROGRAM

The Licensed Home Child Care Program is licensed for up to 50 homes. Providers registered with Family Space Licensed Home Child Care Program provide care for children in their homes. The Home Visitors are responsible for the selection, ongoing support, inspection and monitoring of each of the homes to ensure compliance with the Child Care and Early Years Act, County of Hastings Purchase of Services Agreement, applicable bylaws, Fire Department and Hastings and Prince Edward County Health Unit. Copies of inspection issued by Health Unit on the premises will be uploaded in CCLS. Financial assistance in the form of a government subsidy may be available for parents who cannot afford to pay full fees. Care is provided by self-employed Providers registered with Family Space Quinte Licensed Home Child Care Program. The Licensed Home Childcare Program is an inclusive program. Program policies will be reviewed annually by Providers, residents over 18, alternates and staff.

#### Child Care and Early Years Act, 2014

Provincial legislation that provides regulations and standards for centre-based care and licensed home child care programs under its jurisdiction in the Province of Ontario.

#### Fee Subsidy

Fee subsidy is a form of financial assistance to families to help pay for their child's care in a child care centre or in home care administered by a home child care agency. Parents with demonstrated financial need may receive financial assistance toward the cost of licensed child care services. Subsidy eligibility is income based.

The Canada Wide Early Learning and Child Care Strategy is a national program to offer financial relief to families in the form of a reduction to child care fees within licensed child care programs. Family Space Licensed Home Child Care program has opted into this program.



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### **Duty to Report**

Responsibility to report a child in need of protection CFSA s.72(1) The Ontario Child and Family Services Act states the persons must report directly to a Children's Aid Society if they have reasonable grounds to suspect that a child is or may be in need of protection. The individual must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf.

### **E.C.E. Qualifications**

Qualifications in Early Childhood Education (E.C.E.) means that the educator has graduated from a two-year community college program or equivalent. In order to be recognized as having an ECE diploma, the individual must be a member in good standing with the College of ECE's. All permanent Early Childhood Educators who are staff of Family Space must maintain a membership in good standing with the College of ECE's.

### **Family**

A fundamental social group in society typically consisting of one or two parents (guardian) and their children (Source: Webster's Dictionary)

### **Family-Centred Approach**

Collaborative relationship between families and professionals in the continual pursuit of being responsive to the priorities and choices of families. (Source: Kennedy Institute on the Family)

### **Child with Special Needs**

A child with special needs means a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

### **Hastings County Purchase of Service Agreement**

Signed contract between Family Space Quinte Inc and the funding body for licensed child care (County of Hastings). This Agreement stipulates the terms and conditions by which an organization can receive fee subsidy for the provision of childcare in the County of Hastings.

### **Home Child Care Agency**

An agency approved by the Ministry of Education to operate a licensed home child care program. Financial assistance in the form of a government subsidy may be available for parents who cannot afford to pay full fees as stipulated in the Hastings County purchase of service agreement

### **Home Visitor**

An employee of Family Space Quinte Inc. is designated to ensure that the Licensed Home Child Care program is in compliance with the Child Care and Early Years Act, 2014 and the County of Hastings purchase of service agreement



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### **How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)**

It 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 year's programs.

### **Provider registered with Family Space Quinte Inc. Licensed Home Child Care**

Refers to the person who provides direct care for children who are self-employed and are registered with Family Space Quinte Inc. Licensed Home Child Care Program.

### **Licensing**

Licensing refers to a method of regulation whereby a minimum standard of care is established by a regulatory agency and a potential Provider.

### **Licensed Home Child Care**

Licensed Home Child Care is the temporary care of children under 13 years of age, where such care is provided in a private residence by a self-employed individual registered with Family Space Licensed home Child Care Program. The regulations of the Child Care and Early Years Act, 2014 governs Licensed Home Child Care. The care provided is in a location other than the home of a parent or guardian of any such child, for a continuous period not exceeding 24 hours. The number of children permitted to be cared for is in accordance with the Child Care and Early Years Act, 2014. Only Licensed Home Child Care Agencies are deemed potentially eligible to receive fee subsidies for families and wage subsidies through a purchase of service contract with the County of Hastings.

### **Outcomes**

The intended result of an intervention.

### **Pedagogy**

Pedagogy is "the understanding of how learning takes place and the philosophy and practice that support that understanding of learning".

### **Policy**

Policy, as the term is used here, refers to a definite course or method of action, selected among alternatives and in the light of given conditions, to guide and (usually to) determine present and future developments.

### **Procedures**

Procedures are statements related to specific policies of the organization that specify who does what, how and in what order (Source: Voluntary Sector Leadership)

### **Purchase of Service Agreement**

Formal legal funding arrangement for the provision of services.



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### **Quality Child Care**

Quality child care is the provision of a safe, healthy, nurturing environment that provides opportunities for growth, interaction, independence and development. It is responsive to the needs and uniqueness of each child and to the values and needs of the parents.

### **Regulation**

Regulation refers to any uniformly applied system of quality control. Regulations are generally comprised of three components: the establishment of standards, the application of standards to programs, and the use of sanctions or incentives to ensure that programs meet the standards.

### **Resource Consultant**

The role of a Resource Consultant is a combination of hands-on support, adult education and service coordination. The key functions of the Resource Consultant include support to families in the development of their Family Service Plan, provision of information and support to families and child care settings as well as provision of information and training to the community to strengthen their understanding and share responsibility in the acceptance of all children. Resource Consultants are in good standing of the College of Early Childhood Educators and have completed a post-secondary program of studies approved by a director that is both theoretical and practical and that relates to the needs of children with special needs. Resource Consultants have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board (WSIB).

### **Serious Occurrence**

A serious occurrence is defined by provincial and municipal governments.



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| <b>Policy:</b>  | <b>Goals &amp; Child Development: Looksee Checklist &amp; Individual Service Plans</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

All children with Special Needs will have either a Family Service Plan from a Resource Consultant, an Anaphylaxis Plan, Individual Health Care Plan, or Individualized Service Plan. Individualized Service Plans are utilized for children who do not have a Family Service Plan, Anaphylaxis Plan, or Individual Health Care Plan, but require extra medial support or measures to be taken to ensure safety. Where appropriate, these plans will be utilized in the Provider's home, on outings, and part of evacuation plans.

### Procedures

The Home Child Care Program complies with the Child Care and Early Years Act, 2014 and is licensed on an annual basis.

1.0 The Home Child Care Program complies with the regulations set forward by the County of Hastings in the Purchase of Service Agreement

### Child Development: Looksee Checklist

Family Space Quinte Inc. provides information to parents and Providers 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 Looksee Checklist available to all parents and Providers. Parents and Providers 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

Provider's Home

Online: [www.lookseechecklist.com](http://www.lookseechecklist.com)

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



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|                 |                                |                       |                      |
|-----------------|--------------------------------|-----------------------|----------------------|
| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM</b> | <b>Policy Number:</b> | <b>1.2</b>           |
| <b>Policy:</b>  | <b>Guiding Principles</b>      | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |                                | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### **Policy**

Family Space Quinte Inc. is committed to providing family-centred quality child care services and these values are reflected in the guiding principles of the organization.

### **Procedures**

1.0 The mission statement of Family Space Quinte Inc. is as follows:

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

The core values of the organization include the following:

All children are presented with the opportunity to have experiences which foster growth, development and learning.

All children and families will have barrier-free access to services.

We accept the challenge of providing high risk children with those early experiences which will enhance their life prospects.

Quality service is important. Indicators of quality will be used to evaluate the organization.

Services will be provided by qualified individuals in a professional manner.

A range of services will be provided which are responsive to community needs and changing conditions.

Board, staff and volunteers will work cooperatively and collaboratively with parents, Providers and other members of organizations in our community.





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|                 |                                |                       |                      |
|-----------------|--------------------------------|-----------------------|----------------------|
| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM</b> | <b>Policy Number:</b> | <b>1.3</b>           |
| <b>Policy:</b>  | <b>Mandate</b>                 | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |                                | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

The mandate of the Licensed Home Child Care Program operated by Family Space Quinte Inc. is to provide supports to Providers registered with Family Space Licensed Home Child Care Program and families based on the following criteria:

- (i) *Children and Families*  
Families with children from birth to twelve years are eligible to apply to the Home Child Care Program.
- (ii) *Providers*  
Providers who meet the criteria set forth by the Child Care and Early Years Act, 2014 and the Purchase of Service Agreement from the County of Hastings for licensed Home Child Care are eligible to participate in the licensed Home Child Care program.
- (iii) *Geographic Area of Service*  
The geographic area of service of the Home Child Care Program is Hastings County.
- (iv) *Type of Care Available – These definitions are set out by the Purchase of Service Agreement from the County of Hastings.*  
In order to meet the needs of families, Family Space Quinte Inc. offers care, which is flexible to parent's schedules. Care is available in the following ways:
  - 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: 6 to 10 hours (public holidays, weekends, or if the majority of care used falls before 7:00 a.m. or after 6:00 p.m.)

Providers registered with Family Space Licensed Home Childcare Program are independent contractors and self-employed. As such they set their own schedules and the hours and days they wish to provide care.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|                 |  |                       |                      |
|-----------------|--|-----------------------|----------------------|
| <b>Section:</b> | <b>ROLES AND RESPONSIBILITIES</b>  | <b>Policy Number:</b> | <b>2.1</b>           |
| <b>Policy:</b>  | <b>Providers Registered with Family Space Licensed Home Child Care Program</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>January 2023</b>  |

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### Policy

The Provider registered with Family Space Licensed Home Child Care Program is deemed to be an independent contractor who must comply with conditions and expectations specified in the Child Care and Early Years Act, 2014, Purchase of Service Agreement with the County of Hastings, Hastings and Prince Edward Counties Health Unit, Fire Departments, Zoning Departments and Family Space Quinte Inc. Agency/Provider contractual agreement. Providers represent Family Space and should always conduct themselves in a professional manner.

### Procedures

1.0 The expectations of Providers are specified in a contractual agreement and include the following:

Vulnerable sector check for the Provider and everyone 19 or older living in the home and any alternate Providers. No person under the age of 18 is required to obtain a Vulnerable Sector Check. However, within one month after the person turns 18 years old, they are required to provide a statement that discloses every previous finding of guilt under the Youth Criminal Justice Act (Canada), if the person received an adult sentence.

Vulnerable sector screening checks every 5 years. An offence declaration in every calendar year after previous vulnerable Sector Screening Check and shall be current to within 15 days of the original vulnerable sector check or most recent offence declaration and shall address the period since the most recent offence declaration or vulnerable sector check. This is for the Provider and anyone 19 or older living in the home and any alternate Providers or anyone who visits regularly.

Will ensure that WSIB Standard First Aid including infant/child CPR is completed before providing childcare and must remain current. Failure to maintain current First Aid and Infant/Child CPR will result in the termination of the agency/Provider agreement.

Will comply with the program statement including self-regulation and prohibitive practices developed by Family Space Quinte Inc.

Provide daily activities which support the goals of the pedagogy statement found in the Family Space Licensed Home Child Care policies.

Will provide programming of activities which are varied and flexible and is to include:

1. group and individual activities
2. activities designed to promote gross and fine-motor skills, language and cognitive, social and emotional development
3. active and quiet play
4. activities which provide experience with problem-solving and decision-making situations.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: ROLES AND RESPONSIBILITIES**

**Policy Number: 2.1**

**Policy: Providers Registered with Family Space Licensed Home Child Care Program**

**Date Approved: November 2002**

**Date Reviewed: January 2023**

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Will provide care for the children, plan and implement daily activities appropriate to the child's age or development and provide any snacks or meals agreed upon with the parent, according to Ministry and Health Unit Guidelines, and Canada's Food Guide, First Nations, Inuit and Metis, or Nutrition for Healthy Term Infants.

Will record each child/ren's attendance and follow policies and procedures outlined in the Current Fee Policy. Will give TWO WEEKS' written notice for an interruption in care (i.e. vacation, appointments, etc.) and also notify the parents and the Agency as soon as possible if illness, etc. prevents them from looking after the children. Will also notify all parents when any children in care have been exposed to a communicable disease.

Will notify parents in writing of any accidents or incidents involving their children.

Will allow parents access and welcome them into their home at any time that the parents have their children in care. The Provider may seek out persons who may be used for alternate care when needed and ensures that their name and a copy of their criminal reference check, and vulnerable sector screening check and WSIB approved First Aid/CPR according to policy is on file at Family Space Quinte Inc. before providing care. The alternate care will take place in the Provider's home. The Child Care and Early Years Act, 2014, its regulations, Ministry guidelines, and the Family Space Quinte Inc. policies will apply to the Provider and alternates. This includes the capacity regulations. Parents and Family Space Quinte Inc. will be notified if any alternate person will be providing care.

Will report any child cared for privately.

Will comply with Child Care and Early Years Act, 2014, Ministry of Education guidelines, Purchase of Service Agreement with the County of Hastings, Fire Department Regulations, Municipal Bylaws, The Hastings and Prince Edward Health Unit, and Family Space Quinte Inc. policies. This includes inspections by the Fire Department, Ministry of Education and The Hastings and Prince Edward Health Unit when requested.

Children are not to start care until the Provider receives approval from staff of Family Space to ensure that all required paperwork is submitted by parents.

Will care for no more than five or six (at the discretion of the Home Visitor) children in her/his home at any time.

Must agree to keep confidential all forms of information on both children in care and their families.

Providers will allow parental access during those hours that care is being provided at the parent's discretion into their home.

Any Provider who does not have children in their care under this Agreement is no longer considered to be a Provider with the Agency, and the Agreement is deemed to be terminated.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|-----------------|--|-----------------------|----------------------|
| <b>Section:</b> | <b>ROLES AND RESPONSIBILITIES</b>  | <b>Policy Number:</b> | <b>2.1</b>           |
| <b>Policy:</b>  | <b>Providers Registered with Family Space Licensed Home Child Care Program</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>January 2023</b>  |

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Ensure that at no time while providing care for children they are under the influence of alcohol, marijuana, or illegal drugs.

Any contravention of Family Space Policies, standards of quality including safety of children and families, Child Care and Early Years Act, 2014, County of Hastings, Health Unit, Fire, Police, etc. could result in the immediate termination of the agency/Provider agreement.

Final remuneration to Provider will be withheld by Family Space until the licensing green sign is returned. Provider must have a printer and be responsible for all printing costs.

### **Family Space Quinte Inc.** **Covid-19 Immunization Disclosure Policy**

**Reviewed and updated:** April 8, 2022

#### **PURPOSE:**

The purpose of this policy is to outline the expectations of Family Space Quinte Inc. with regards to COVID-19 immunization disclosure.

Contingent upon vaccine availability, all eligible individuals, are strongly encouraged to receive a COVID-19 vaccine, unless there is a medical reason to not receive a vaccine.

**Child care Providers registered with Family Space are not required to be vaccinated against COVID-19 but it is strongly recommended.**

Effective September 22, 2021 all new hires as a condition of employment are required to be fully vaccinated subject to the Ontario Human Rights Code.

Effective October 27, 2021, all employees not fully vaccinated by December 31, 2021 will be placed on an unpaid leave of absence to take effective January 1, 2022.

#### **BACKGROUND**

Vaccines provide the best protection against COVID-19. Family Space Quinte Inc. recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect children, staff, providers, families, volunteers and students.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

### **APPLICATION OF THE POLICY**

The Immunization Disclosure Policy will apply to the following groups of individuals:

- All employees of Family Space Quinte Inc.
- Students on an educational placement
- Any licensee who regularly interacts with children, staff or providers
- Any person who provides other services to a child who received child care (ie: Resource Consultants)

### **All individuals covered by this policy must provide one of the following:**

1. Proof of full vaccination against COVID-19; (fully vaccinated is defined as two doses of a two dose vaccine or one dose of a single-dose vaccine); and having received the final vaccine dose at least 14 days ago. An attestation will need to be provided as well.
2. A medical reason for not being vaccinated against COVID-19. This proof must be provided by either a physician or a nurse practitioner that sets out:
  - a. That the person cannot be vaccinated against COVID-19; and
  - b. The effective time period for the medical reason (ie: permanent or time-limited) The note should indicate how long it is expected to last.
  - c. If a medical exemption is time-limited, within 30 days of the expiration the individual must
    - i. provide proof of vaccination,
    - ii. a medical exemption extension

### **Submitting Proof of COVID-19 Vaccination**

Acceptable proof of vaccination is the receipt provided by the Ministry of Health to the person who was vaccinated. Proof of vaccination and attestations must be submitted to staffs direct supervisor, or Executive Director.

Family Space Quinte Inc. will provide supports for people subject to this policy to receive a vaccine such as: assistance with booking vaccine appointment, peer to peer support.

### **Confidentiality Statement**

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, Family Space Quinte Inc. is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

### **Privacy**

All information submitted as with all existing personnel information is kept in a confidential manner. See policy 3.17 personnel/payroll records in Personnel Policies. The confidential staff database indicating only the dates and the completion of required information is accessible by the Executive Director, and Coordinators. Written verification as with all personnel policy information is kept in the locked filing cabinet. For providers and other adults residing in the home, the Home Child Care confidential storage of records will continue to be followed.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: PROVIDER AGENCY AGREEMENT**

**Policy Number: 2.1**

**Policy: Providers Registered with Family Space Licensed Home Child Care Program**

**Date Approved: November 2002**

**Date Reviewed: April 26, 2023**

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### PROVIDER/AGENCY AGREEMENT

BETWEEN:

**HOME CHILD CARE PROGRAM**

**FAMILY SPACE QUINTE INC.**

(Referred to as the “Agency”)

and

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(Referred to as the “Provider”)

The parties agree that Providers are deemed to be independent contractors of Family Space Quinte Inc. for the duration of this agreement.

This Agreement shall remain in effect unless either party gives the other thirty (30) days written notice that it desires to terminate the Agreement. The policies will be reviewed annually.

#### THE PROVIDER:

- 1.0 Will comply with the program statement including self-regulation and prohibitive practices developed by Family Space Quinte Inc.
- 2.0 Will provide care for the children, plan and implement daily activities appropriate to the child’s development that support Ontario’s Pedagogy for the Early Years. Providers will provide any snacks or meals agreed upon with the parent, according to Canada’s Food Guide, First Nations, Inuit and Metis or Nutrition for Healthy Term Infants.
- 3.0 Will record each child/ren’s attendance including arrival and departure time. Will complete and submit an invoice to the office by 4:30p.m on the 1<sup>st</sup> and 16<sup>th</sup> of every month.
- 4.0 Will give TWO WEEKS’ written notice for an interruption in care (i.e., vacation, appointments, etc.) and notify the parents and the Agency as soon as possible if illness, etc. prevents her/him from looking after the children. Will also notify all parents when any children in care have been exposed to a communicable disease.
- 5.0 The Provider may seek out persons who may be used for alternate care when needed and ensures that their name and a copy of their Vulnerable Sector check, policies sign off and certification in WSIB First Aid/level C CPR is on file at Family Space Quinte Inc. before providing care. The alternate care will take place in the Provider’s home. The Child Care and Early Years Act, Ministry regulations, County of Hastings Policies, Health Unit Policies, Fire, and Bylaw regulations and Family Space Quinte Inc. policies including enhanced health and safety policies will apply to the Provider and alternates. This includes the capacity regulations. Parents and Family Space Quinte Inc. will be notified if any alternate





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: PROVIDER AGENCY AGREEMENT**

**Policy Number: 2.1**

**Policy: Providers Registered with Family Space Licensed Home Child Care Program**

**Date Approved: November 2002**

**Date Reviewed: April 26, 2023**

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person will be providing care. Alternate care is only for emergency use and appointments, not for long term use, cannot transport children, and can only administer lifesaving medication.

- 6.0 The Provider has the option of providing care to A) only children registered with the agency B) a mixture of children registered with the agency and privately placed children C) only children that are privately placed. All regulations, policies and procedures are consistent regardless of which model providers choose. Providers with privately placed children will set and collect private fees. Providers will give a receipt for payment to a person who pays privately for child care, free of charge. Family Space will not provide administrative services regarding fee collection for privately placed children.
- 7.0 Start up support is an available option for new Providers during the application process. This support is considered a deposit on future invoices. Family Space will issue \$250 upon approval of required vulnerable sector checks and Highland Shores Children's Aid Society reports. An additional \$250 may be deposited when all other registration requirements have been met. If, for any reason, child care arrangements do not proceed before care begins, or a Provider agreement is terminated before full repayment has been made, any money received from Family Space must be returned immediately. Once the Provider is actively providing child care the agency will deduct \$21.00 from each invoice deposit for 11 months for a total of \$462.00. The final month the agency will deduct \$21.00 for the first invoice deposit and \$17.00 for the final payment which will accommodate the bimonthly \$500.00 payback. If a provider leaves before the total is paid back, the amount owing is due in full back to the agency by the end of the final pay period. This can be done by e transfer or deduction from final payment.
- 8.0 Will report any child being cared for privately.
- 9.0 Providers, residents over 18 years and alternate Providers will review all Family Space policies annually. Will attend the annual Licensed Home Child Care Policy Review conducted by Family Space Quinte Inc.
- 10.0 Will submit a Vulnerable Sector Screening check every 5 years to the agency. An offence declaration will be submitted in every calendar year after initial vulnerable Sector Screening Check and shall be current to within 15 days of the anniversary date of the previous Offence Declaration or Vulnerable Sector check and shall address the period since the most recent offence declaration or vulnerable sector check. This is for the Provider and anyone 19 years or older living in the home any alternate providers and regular visitors.
- 11.0 No person under the age of 18 is required to obtain a Vulnerable Sector Check. However, within one month after the person turns 18 years old, they are required to provide a statement that discloses every previous finding of guilt under the Youth Criminal Justice Act (Canada), if the person received an adult sentence.
- 12.0 Will ensure that WSIB approved Standard First Aid including infant/child CPR is completed before providing childcare and must remain current. Failure to maintain current First Aid and Infant/Child CPR will result in the **IMMEDIATE** termination of the Agency/Provider agreement with no notice.
- 13.0 Will comply with the Child Care and Early Years Act, Ministry of Education regulations, County of Hastings Policies, Health Unit Policies, Fire, and Bylaw regulations and the Family Space Quinte Inc.





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

policies including enhanced health and safety policies. This Provider is approved to provide care for a maximum of \_\_\_6\_\_\_ children at any given time.

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**Section: PROVIDER AGENCY AGREEMENT**

**Policy Number: 2.1**

**Policy: Providers Registered with Family Space Licensed Home Child Care Program**

**Date Approved: November 2002**

**Date Reviewed: April 26, 2023**

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- 14.0 This Provider requires Agency approval to provide extended care. An extended care plan must be submitted to the Agency.
- 15.0 Will adhere to the Ministry of Education regulation related to the ages and number of children allowed in care at any one time.
- 16.0 Must agree to keep confidential all forms of information on both children in care and their families.
- 17.0 Any Provider registered with Family Space Licensed Home Child Care Program who does not have children in their care under this Agreement is no longer considered to be a Provider registered with the Agency, and the Agreement is deemed to be terminated.
- 18.0 Family Space may terminate this Agreement at any time and without notice if the conditions of the Agreement are not met or the Provider is found to have contravened the Child Care and Early Years Act, Ministry of Education regulations, County of Hastings Policies, Health Unit Policies, Fire and Bylaw regulations and the Family Space Quinte Inc. policies. Any contravention of Family Space Policies, standards of quality including safety of children and families, Child Care and Early Years Act, County of Hastings, Health Unit, Fire, Police, etc. could result in the immediate termination of the Agency/Provider agreement.
- 19.0 Providers equipment is assessed regularly, and condition is noted. However, damaged, lost or missing parts of the equipment are the Providers financial responsibility. Ministry of Education signage must be returned to Family Space in good condition within 7 days of the termination of the Agency/Provider agreement. Final remuneration to Provider will be withheld by Family Space until the signage is returned.
- 20.0 Termination of this Agreement without notice may also occur in the event of the Provider or other adult residing in the home being charged with a criminal offence. The children in care will be placed in other homes if possible.
- 21.0 If a Provider wishes to appeal a decision, a meeting may be arranged with the Board of Directors. All requests for appeals must be submitted in writing to the Board within 30 days of termination of Agreement. The decision of the Board of Directors is final.

### THE AGENCY:

- 1.0 Recognizes Providers registered with Family Space Licensed Home Child Care as members of the Family Space Quinte Inc. Corporation and therefore entitles voting privileges at the Annual General Meeting once you have completed the Membership Form.
- 2.0 Will offer a Community of Practice through Family Space Quinte Inc. on a regular basis and advise the Provider of upcoming community workshops through newsletters and bulletins.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

- 3.0 Will advertise the availability of Providers registered with Family Space Licensed Home Child Care Program and pass the Providers name and contact information to families requiring care.

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| <b>Section: PROVIDER AGENCY AGREEMENT</b>  | <b>Policy Number: 2.1</b>            |
| <b>Policy: Providers Registered with Family Space Licensed Home Child Care Program</b> | <b>Date Approved: November 2002</b>  |
|  | <b>Date Reviewed: April 26, 2023</b> |

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- 4.0 Will visit the Providers home at least quarterly to monitor adherence to the Child Care and Early Years Act, Ministry of Education regulations, County of Hastings Policies, Health Unit Policies, Fire and Bylaw regulations and the Family Space Quinte Inc. policies including enhanced health and safety policies.
- 5.0 Will provide administrative services regarding fee collection for families registered with Family Space. Government grants received from the County of Hastings will be issued to Providers while they are available.
- 6.0 Will facilitate an orientation session that covers all policies and review of Agreements and necessary forms. Providers must attend this orientation session before receiving children in their home.
- 7.0 Reserves the right to enter the home of a Provider to investigate any claim of an incident, which may be deemed to be a serious occurrence, or of a serious nature.

### Signature:

|                         |       |
|-------------------------|-------|
| _____                   | _____ |
| Provider                | Date  |
| _____                   | _____ |
| Home Child Care Visitor | Date  |



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

A copy of this contract will be provided to the Provider and a copy will remain on file at the agency.

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|-----------------|--|-----------------------|----------------------|
| <b>Section:</b> | <b>APPLICATION AND ENROLLMENT</b>                                    | <b>Policy Number:</b> | <b>3.1</b>           |
| <b>Policy:</b>  | <b>Application for Enrollment, and<br/>privately placed children</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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### Policy

Parents interested in licensed home child care must complete an online registration form. All records must be current for all agency children, and privately placed children. All child records must be retained for 3 years after the date of discharge.

### Procedures

- 1.0 A child care request form is available online for initial child care enquiries at [www.familyspacequinte.com](http://www.familyspacequinte.com). A Home Visitor will assess the needs of the family and give parents the names of any Providers available in the geographic area where they are looking for care. The parent contacts the prospective Providers to set up an interview time that is agreeable to all parties.
- 2.0 After the interviews the parent contacts the Home Visitor to advise which Provider has been chosen to provide care for the child(ren).
- 3.0 In some cases, the parents contact the Provider first, and in other cases the parents ask the Home Visitor to contact the Provider who has been chosen.
- 4.0 Both the parent and Provider have the option of changing their mind before care begins. In this circumstance, as much notice as possible should be given so the parents can make alternate arrangements. The Provider must receive approval from Family Space for the family to begin and have a signed contract if they wish to charge the parents 2 weeks notice.
- 5.0 A spot is not considered confirmed until all necessary paperwork has been submitted. If a parent withdraws at least 2 weeks before the scheduled commencement of child care, the parent will not be charged.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>APPLICATION AND ENROLLMENT</b>                                    | <b>Policy Number:</b> | <b>3.1</b>           |
| <b>Policy:</b>  | <b>Application for Enrollment, and<br/>privately placed children</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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### Children's Records

Providers will be have access to children's files and emergency cards in SharePoint for each child in care, including privately placed children.

Records will include:

1. An online registration form
2. The name, date of birth and home address of the child.
3. The names, home addresses and telephone numbers of the parents of the child.
4. The address and telephone number at which a parent of the child or other person can be reached in case of an emergency during the hours when the child receives child care.
5. The names of persons to whom the child may be released.
6. The date of admission of the child.
7. The date of discharge of the child.
8. The child's previous history of communicable diseases, conditions requiring medical attention and, in the case of a child who is not in attendance at a school or private school within the meaning of the Education Act, immunization or required form completed by a parent or legally qualified medical practitioner as to why the child should not be immunized.
9. Any symptoms indicative of ill health.
10. A copy of any individualized plan.
11. Written instructions signed by a parent of the child for any medical treatment or drug or medication that is to be administered during the hours the child receives child care.
12. Written instructions signed by a parent of the child concerning any special requirements in respect of diet, rest or physical activity.
13. A copy of any written recommendation referred to in subsection 33.1 (1) from a child's physician regarding the placement for sleep.

The children's records shall be accessible at the Providers home and at the home child care office.

Family Space will ensure that children's records will be kept for at least three years from the date the child is discharged from the agency.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|-----------------|--|-----------------------|----------------------|
| <b>Section:</b> | <b>APPLICATION AND ENROLLMENT</b>                                    | <b>Policy Number:</b> | <b>3.1</b>           |
| <b>Policy:</b>  | <b>Application for Enrollment, and<br/>privately placed children</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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Family Space ensures that the medical officer of health or his or her designate, upon producing proper identification, is permitted to inspect the records and that copies are provided upon request.

If information is not available, either because a certain section is not applicable to a given child or a parent does not wish to provide the information, Family Space and/or Providers must record the reason the information is not available by indicating “not applicable (N/A)” or “parent did not wish to provide.” This makes it clear to the Ministry of Education that the agency has made an effort to collect the information.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|                 |                                   |                       |                      |
|-----------------|-----------------------------------|-----------------------|----------------------|
| <b>Section:</b> | <b>APPLICATION AND ENROLLMENT</b> | <b>Policy Number:</b> | <b>3.2</b>           |
| <b>Policy:</b>  | <b>Parent/Agency Contract</b>     | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |                                   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

The expectations of the parent and Family Space Quinte Inc. regarding the Licensed Home Child Care Program are specified in a contractual agreement.

### Procedures

- 1.0 The parent will complete and sign the Parent/Agency Contract prior to the commencement of licensed home child care.
- 2.0 Each family will receive a copy of the Home Child Care Parent Handbook.

## 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 Providers 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 Providers, 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 Provider.

Also, I understand that an alternate Provider selected by my Provider in the case of an emergency or other special circumstance may not necessarily be a Provider 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 Provider 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 Signature: \_\_\_\_\_ Home Visitor 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 1<sup>st</sup> to 15<sup>th</sup> of the month will be debited on the 28<sup>th</sup> of the same month. Child care used from the 16<sup>th</sup> to end of the month will be debited on the 14<sup>th</sup> of the following month.

### Subsidy Parents with a required monthly contribution:

I would like my monthly contribution debited:

☐ Once per month on the 28<sup>th</sup> of the month

☐ Split between two payments on the 28<sup>th</sup> of the month and the 14<sup>th</sup> of the following month.

An invoice will be emailed to parent (s) with the amount to be debited prior to due date. A \$30 NSF applies.

Email invoice to: \_\_\_\_\_

I have read and understood the terms of this authorization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|                 |                                   |                       |                      |
|-----------------|-----------------------------------|-----------------------|----------------------|
| <b>Section:</b> | <b>APPLICATION AND ENROLLMENT</b> | <b>Policy Number:</b> | <b>3.3</b>           |
| <b>Policy:</b>  | <b>Provider/Parent Agreement</b>  | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |                                   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### PROVIDER/PARENT AGREEMENT

#### Policy

The role and responsibilities of the parent and the Provider registered with Family Space Licensed Home Child Care Program will be specified in a contractual agreement.

#### Procedures

- 1.0 Prior to a child being placed with a Provider, the parent and Provider are required to complete and sign the Provider/Parent Agreement. All Family Space policies will be reviewed annually by providers.
- 2.0 The responsibility for ensuring that the parent/Provider agreement is the primary responsibility of the Provider, with support from the Home Visitor.
- 3.0 The Provider and the agency will have a copy of the signed agreement. The agency will send parents a copy of the agreement
- 4.0 Two weeks written notice is required if either a parent terminates child care with their Provider, or a Provider terminates child care with the parent. This notice must also be given to the Agency. Two weeks termination starts on the day the notice is given regardless of the time of day it was given. For example, if notice is given on Monday, Monday counts as day 1.
- 5.0 A family that doesn't start on the agreed upon date will not be charged for the absence unless a signed contract with a start date has been submitted and approval has been given by Family Space.
- 6.0 When a Provider is notified of 2 weeks' notice they are required to contact the agency by email as soon as possible to advise of final charges.





# Family Space Quinte Inc.

## Licensed Home Child Care Program

Section: APPLICATION AND ENROLLMENT Policy Number: 3.3

Policy: Provider/Parent Agreement Date Approved: November 2002

Date Reviewed: March 2020

### Provider/Parent Agreement per Child

Parent Name: [Click or tap here to enter text](#)

Provider Name: [Click or tap here to enter text](#)

- ☐ Child is Registered with Agency
- ☐ Child is Private

Fee Schedule: **for agency registered families only.**

Please use the parent fee codes approved by Family Space and indicate which codes are scheduled for the child.

Parents and providers understand that two weeks written notice will be required for termination or an interruption of care. The home visitor will be notified of any change in care. Parents will be billed for the 2 weeks.

Start Date: [Click or tap to enter a date](#)

Child Name: [Click or tap here to enter text](#)

| Days of Week | Code  | Drop off Time (HH.MMam/pm)                      | Pick up Time (HH.MMam/pm)                       |
|--------------|---|---|---|
| Monday       | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> |
| Tuesday      | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> |
| Wednesday    | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> |
| Thursday     | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> |
| Friday       | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> |
| Saturday     | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> |
| Sunday       | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> | <a href="#">Click or tap here to enter text</a> |

Other Fee Schedule Details “for the agency and privately registered families” (including withdrawal procedures, holidays, sick time)

[Click or tap here to enter text](#)

#### Meals and Snacks:

Meals will be served by the provider in accordance with the scheduled hours:

A.M. snack: [Click or tap here to enter text](#) P.M. snack: [Click or tap here to enter text](#)

Lunch: [Click or tap here to enter text](#) Other (specify) [Click or tap here to enter text](#)

When a child is on infant food it will be provided by the parent until the child is on table food. For a child on infant food, a separate feeding schedule must be completed and updated monthly for children up to 1 years of age. Any food or drink containers provided by the parent must be labeled with the child's name.

Provider/Parent Agreement per Child  
July 11, 2022

Phone: (613) 966-9427  
Email: [childcare@familyspace.ca](mailto:childcare@familyspace.ca)

Page | 1  
[www.familyspacequinte.com](http://www.familyspacequinte.com)



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

### Indoor Supervision:

The provider is required to remain with children at all times while providing care. The supervision for indoor care for children shall be agreed upon by the parent and the provider. The provider must know the whereabouts of the children at all times and must have appropriate contact with them. I agree to the following indoor supervision plan for my child: [\[Click or tap here to enter text\]](#)

- ☐ A) Constant Physical Supervision
- ☐ B) Within Ear/Eyeshot

### Outdoor Supervision:

The provider is required to remain with children under the age of six at all times during outdoor play. The supervision of outdoor play for children ages six and older shall be agreed upon by the parent and the provider. A separate outdoor supervision plan must be completed and submitted to the Agency before indoor or outdoor play without constant physical supervision can take place. The provider must know the whereabouts of the children at all times and must have appropriate contact with them. I agree to the following outdoor supervision plan for my child: [\[Click or tap here to enter text\]](#)

- ☐ A) Constant Physical Supervision
- ☐ B) Within Ear/Eyeshot
- ☐ C) Other (Complete Outdoor Supervision Plan)

### Escorting children:

This child(ren) under 9 years of age will be escorted to and from school or bus stop by:

[\[Click or tap here to enter text\]](#)

This child(ren) 9 years of age or older may walk unescorted to school.

[\[Click or tap here to enter text\]](#)

Name of School [\[Click or tap here to enter text\]](#) Phone # [\[Click or tap here to enter text\]](#)

---

### Section is completed by Provider:

The provider [\[Choose an item\]](#) administer prescription medications.

The provider [\[Choose an item\]](#) have an Emergency Alternate Provider

Alternate Provider Name: [\[Click or tap here to enter text\]](#)



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

If any of the terms and conditions agreed upon by parents and providers change, a new agreement must be executed. The agency must be informed of any changes in this agreement and a new agreement must be completed and forwarded to Family Space by the Provider.

X  
\_\_\_\_\_  
Parent signature:

X  
\_\_\_\_\_  
Provider Signature:

Date: [Click or tap to enter a date]

Date: [Click or tap to enter a date]

X  
\_\_\_\_\_  
Home Visitor Signature

Date: [Click or tap to enter a date]



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING**

**Policy Number: 4.0**

**Policy: Inclusive Child Care Model**

**Date Approved: January 1, 2021**

**Date Reviewed: January 1, 2021**

---

### Policy

Individuals interested in providing licensed home child care with Family Space have options as to which model of care they choose to provide.

Providers will advise Family Space of all children in care and whether they are registered or private children.

Providers will advise Family Space of changes in children in their care as they happen to ensure accurate record keeping, stats, attendance, billing and compliance with regulations and policies including ratios.

All CCEYA regulations and Family Space policies regarding children and families are applicable to all children and families whether they are registered with the agency or private.

### Procedures

Family Space Quinte Inc. Inclusive child care model offers 3 options.

**1) All Agency children. All children placed in the home are registered through Family Space.**

- Providers can care for a maximum of 6 children
- Family Space determines both parent and Provider fees
- Family Space collects parent fees
- Providers comply with all Ministry of Education regulations in CCEYA and Family Space policies including attendance reporting
- Provider receives Ministry required quarterly inspection and supportive monthly visits
- Provider receives General Operating Grant (GOG) and Wage Enhancement Grant (WEG)
- Family Space will provide opportunities for professional development and team building
- Income tax receipts issued to Providers and families
- \$0 monthly fee paid to Family Space for services and administration costs
- Fee subsidy available for families



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.0

**Policy:** Inclusive Child Care Model

**Date Approved:** January 1, 2021

**Date Reviewed:** January 1, 2021

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### 2) Agency and Private children

- Providers can care for a maximum of 6 children
- Family Space determines parent and Provider fees for agency registered children. Family Space collects parent fees from agency registered families
- Provider sets and collects fees for private families and must issue a receipt free of charge. Family Space will not provide administrative services regarding fee collection for privately placed children and will not aid in any payment discrepancies with Providers in a private arrangement.
- Providers comply with all Ministry of Education regulations in CCEYA and Family Space policies including attendance reporting
- Provider receives Ministry required quarterly inspection and supportive monthly visits
- Provider receives General Operating Grant (GOG) and Wage Enhancement Grant
- Family Space will provide opportunities for professional development and team building
- Income tax receipts issued to Providers and agency registered families.
- \$0 monthly fee paid to Family Space for services and administration costs
- Fee subsidy available for families registered with Family Space

### 3) Private Children Only

- Providers can care for a maximum of 6 children
- Provider sets and collects fees for private families and must issue a receipt free of charge. Family Space will not provide administrative services regarding fee collection for privately placed children and will not aid in any payment discrepancies with Providers in a private arrangement.
- Providers comply with all Ministry of Education regulations in CCEYA and Family Space policies including attendance reporting
- Provider receives Ministry required quarterly inspection and supportive monthly visits if requested or Home Child Care team deems necessary
- Provider receives Wage Enhancement Grant
- Family Space will provide opportunities for professional development and team building
- Income tax receipts issued to Provider
- \$250 monthly fee paid to Family Space for services and administration cost.
- Fee subsidy not available for private families



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.1

**Policy:** Application

**Date Approved:** November 2002

**Date Reviewed:** January 27, 2023

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### Policy

Individuals interested in providing home child care with Family Space Licensed Home Child Care Program will be required to complete an application.

### Procedures

- 1.0 Potential Providers with the Licensed Home Child Care Program are required to complete the Application to Provide Home Child Care which is available Family Space website
- 2.0 A Home Visitor will meet in the home of any potential Provider and ensure compliance with the Child Care and Early Years Act, 2014, County of Hastings Purchase of Service Agreement, all relevant bylaws, fire and health recommendations
- 3.0 Existing Providers who recruit new Providers are eligible for a Provider Referral Bonus. A \$200 gift card will be issued to the Provider who referred a new Provider once the new child care Provider has been working for one pay period.
- 4.0 Family Space offers a \$500 start up support for new Providers during the application process. This support is considered a deposit on future invoices. Family Space will issue \$250 upon approval of required vulnerable sector checks and Highland Shores Children's Aid Society reports. An additional \$250 may be deposited when all other registration requirements have been met. If, for any reason, child care arrangements do not proceed before care begins, or a Provider agreement is terminated before full repayment has been made, any money received from Family Space must be returned immediately. Once the Provider is actively providing child care the agency will deduct \$21.00 from each invoice deposit for 11 months for a total of \$462.00. The final month the agency will deduct \$21.00 for the first invoice deposit and \$17.00 for the final payment which will accommodate the bimonthly \$500.00 payback. If a provider leaves before the total is paid back, the amount owing is due in full back to the agency by the end of the final pay period. This can be done by e transfer or deduction from final payment.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.1

**Policy:** Application

**Date Approved:** November 2002

**Date Reviewed:** January 27, 2023

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### APPLICATION TO PROVIDE LICENSED HOME CHILD CARE

*Please complete all questions.*

#### A. provider personal information

**Name:**

**Address:**

**City:**  **Province:**  **Postal Code:**

**Telephone (Home):**  **Email address:**

Are you 18 years of age or older? ☐ Yes ☐ No

Are there any adult(s) (18 years of age and over) living in your home? ☐ Yes ☐ No

If "Yes", please indicate the name of the adult and his/her relationship to you.

| Name                 | Relationship         |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Are there any children (under 18 years of age) living in your home? ☐ Yes ☐ No

If "Yes", please indicate the name of the child and his/her date of birth

| Name                 | Date of Birth        |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Are you currently privately caring for children in your home? ☐ Yes ☐ No

If "Yes", please indicate name of the child and his/her date of birth.

| Name                 | Date of Birth        |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

### B. Age category and number of children preferred

Please indicate the age category and number of children you would prefer.

☐

Infants (up to 2 years)

☐

Preschoolers (2 years and up)

(Maximum: 3 children under age of 2)

Indicate schools and addresses within bussing and walking distance of your home.

| School                 | Address              |
|------------------------|----------------------|
| • <input type="text"/> | <input type="text"/> |
| • <input type="text"/> | <input type="text"/> |
| • <input type="text"/> | <input type="text"/> |

### C. Please describe your Experience with children.

### D. Q1) As a provider what do you think a child needs from you each day?

### E. Your perspective on caring for children

Q2) How would you go about meeting these needs?

Q3) How do you view the relationship between you and the Home Visitor of Family Space Quinte Inc.?

Q4) Describe your reasons for wanting to become a provider registered with our licensed home child care program?



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

### F. Emergency replacement (optional)

During times of an emergency or personal/medical appointments, an alternative person, known to you, may be available to come to your home to care for the children. The adult you name should, in your opinion, be capable of providing appropriate care have Level C First Aid/CPR and a vulnerable sector check. Please identify the alternate provider.

Name of Alternative Person:

Address:

City:

Province: ON



Telephone (Home):

Postal Code:

### G. Information.

I certify that all the information provided in this application is accurate and complete to the best of my knowledge, and I understand that intentionally providing false information could result in refusal of my application or termination of my Licensed Home Child Care contract with Family Space Quinte Inc.



H. Tell us how you heard about us.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:**    **PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING**

**Policy Number:**    **4.1**

**Policy:**    **Application**

**Date Approved:**    **November 2002**

**Date Reviewed:**    **March 3, 2023, 2023**

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### **CONDITIONS TO BE MET TO BECOME A PROVIDER**

- [ ] Application to Provide Care
- [ ] Initial Home Evaluation
- [ ] Complete immunization including for adults in the home that are present on an ongoing basis while children are in care or involved with the direct preparation of food.
- [ ] Submit proof of immunization for own and privately cared for children
- [ ] Submit vulnerable sector check for Provider and anyone 19 years of age and over
- [ ] Within one month after the person turns 18 years old, they are required to provide a statement that discloses every previous finding of guilt under the Youth Criminal Justice Act (Canada), if the person received an adult sentence.
- [ ] Pass fire inspection.
- [ ] Submit proof of home liability insurance
- [ ] Submit proof of vehicle insurance
- [ ] Submit proof of pet's current rabies vaccination
- [ ] Must provide a smoke-free environment.
- [ ] Water sample if using well water
- [ ] Submit proof of WSIB approved Standard First Aid and infant/child CPR/Level C certification before care can commence
- [ ] Submit VOID cheque or bank form for direct deposit
- [ ] Provide contact information for 3 individuals to submit written references
- [ ] Highland Shores disclosure forms submitted and received
- [ ] Attend orientation session which includes review of entire Home Child Care Policy Manual.
- [ ] Search of affiliated College public register
- [ ] Sign Oath of Confidentiality form
- [ ] Provider/Agency Agreement signed.
- [ ] Policy Sign off by Providers and other individuals regularly on the premises
- [ ] Sign Notice with Respect to the Collection of Personal Information
- [ ] Photo/video release
- [ ] Has a working printer



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.2

**Policy:** Initial Home Evaluation

**Date Approved:** November 2002

**Date Reviewed:** August 16 2022

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### Policy

An initial evaluation of any potential Provider's home, who wishes to be part of Family Space's Licensed Home Child Care Program will be conducted by a Home Visitor.

### Procedures

- 1.0 A Home Visitor will contact the potential Provider to arrange a convenient time to conduct an initial home evaluation.
- 2.0 A Home Visitor will conduct the evaluation and review any recommendations with the Provider.
- 3.0 A Home Visitor will approve the home when all recommendations have been addressed.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.2

**Policy:** Initial Home Evaluation

**Date Approved:** November 2002

**Date Reviewed:** August 16 2022

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### INITIAL HOME ASSESSMENT

Home Visitor: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Type of Dwelling: \_\_\_\_\_

City Water: ☐ Yes ☐ No

Phones: ☐ Yes ☐ No      Boarders: ☐ Yes ☐ No

### INDOORS

Smoke Detectors (one on each level) ☐ Yes ☐ No

Carbon Monoxide Detectors (one near each sleep area) ☐ Yes ☐ No

Fire Extinguisher ☐ Yes ☐ No Follow up with Fire Inspector at time of inspection

First Aid Kit and manual x 2: ☐ Yes ☐ No \_\_\_\_\_

Laundry products inaccessible: ☐ Yes ☐ No \_\_\_\_\_

Windows with locks and screens: ☐ Yes ☐ No \_\_\_\_\_

Stairways clear of obstruction & railings: ☐ Yes ☐ No \_\_\_\_\_

Where are gates required? \_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

Chest Freezer: ☐ Yes ☐ No \_\_\_\_\_ Locked: ☐ Yes ☐ No

Adequate & Accessible Exits Locations: ☐ Yes ☐ No \_\_\_\_\_

Garbage covered indoors and disposed of in a sanitary manner: ☐ Yes ☐ No \_\_\_\_\_

Home is clean – counters, tables, floors, bathroom, carpets: ☐ Yes ☐ No \_\_\_\_\_

Outlets Covered: ☐ Yes ☐ No \_\_\_\_\_

Do you have any firearms on the premises including BB guns, and crossbows ☐ Yes ☐ No  
(If Yes, **complete this section**).

Locked: ☐ Yes ☐ No \_\_\_\_\_

Key (inaccessible) ☐ Yes ☐ No \_\_\_\_\_

Ammunition (stored separately) ☐ Yes ☐ No \_\_\_\_\_

Do you have a fireplace/woodstove/electric heater? ☐ Yes ☐ No \_\_\_\_\_

Which one: \_\_\_\_\_ Location: \_\_\_\_\_ Screen: \_\_\_\_\_

### Indoor Play Area

Designated Creative Area: ☐ Yes ☐ No \_\_\_\_\_

Family Room: ☐ Yes ☐ No \_\_\_\_\_

Living Room: ☐ Yes ☐ No \_\_\_\_\_

Basement: ☐ Yes ☐ No \_\_\_\_\_ Number of exits: \_\_\_\_\_ Windows:

Any Rooms Off Limits: \_\_\_\_\_

Where do you envision children playing in your home \_\_\_\_\_

Where will children be resting and sleeping in your home? \_\_\_\_\_

Is there sufficient lighting for visual sleep checks? ☐ Yes ☐ No

If you are interested in caring for children overnight, describe where the child will sleep, where you will sleep?  
\_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

Do you have an outdoor light for families (for overnight care?) ☐ Yes ☐ No

Where would you isolate a sick child until parents can pick them up? \_\_\_\_\_

Where will children be eating in your home? \_\_\_\_\_

What would you typically feed children for lunch and snacks? \_\_\_\_\_

Describe how you would provide a stimulating & **engaging** environment for children:

What kids of toys, resources, creative materials, loose parts do you feel children need to have available to ensure their learning potential?

Describe what you have now, and your plans to acquire more.

How would you go about creating an environment that allows both children and parents to communicate and **express** themselves in all forms?

How would you create a sense of **belonging** for both children and parents?

An early childhood program that promotes **well- being** nurtures children's healthy development and supports their growing sense of self.

Describe how you would accomplish this: \_\_\_\_\_

Self-regulation is defined as the ability to monitor and control our own behavior, emotions, or thoughts, altering them in accordance with the demands of the situation.

Describe how you help children develop their ability to self-regulate \_\_\_\_\_

Tell us about a time where there was conflict between children. What did the children do? What did you do?



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

### Kitchen- safety and cleanliness

Is the kitchen clean – counters, tables, floors, bathroom, carpets: ☐ Yes ☐ No

---

Storage of cleaning supplies: \_\_\_\_\_

Storage of dangerous objects (knives, matches, etc.) \_\_\_\_\_

Storage of Medications/Vitamins: \_\_\_\_\_

### Bathrooms- safety and cleanliness

Is the bathroom clean – sinks, toilets, floors: ☐ Yes ☐ No \_\_\_\_\_

Storage of cleaning supplies: \_\_\_\_\_

Storage of medications & vitamins: \_\_\_\_\_

Liquid soap: ☐ Yes ☐ No

### Storage of Tools/Paints/Gardening Supplies/Flammable Liquids

---

### Pets

Dog: ☐ Yes ☐ No ☐ Number

Ferret: ☐ Yes ☐ No ☐ Number

Cat: ☐ Yes ☐ No ☐ Number

Location of litter box: \_\_\_\_\_

Other: ☐ Yes ☐ No

Temperament of Pet:

### Outings

Will you be taking children on outings? ☐ Yes ☐ No if yes, where, and for what purpose \_\_\_\_\_

---

How will you be travelling with the children? \_\_\_\_\_





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

Own Car: ☐ Yes ☐ No \_\_\_\_\_

### Outdoor

Describe how you incorporate learning outdoors for children. \_\_\_\_\_

Outdoor space is safe, tidy and free of garbage and hazards: ☐ Yes ☐ No \_\_\_\_\_

Yard adequate in size to allow for gross motor development: ☐ Yes ☐ No \_\_\_\_\_

If no, what are you strategies for ensuring that outdoor time is an opportunity for learning and physical exercise \_\_\_\_\_

Fenced: ☐ Yes ☐ No \_\_\_\_\_

Gate: ☐ Yes ☐ No \_\_\_\_\_ Lock: ☐ Yes ☐ No \_\_\_\_\_

Pool: ☐ Yes ☐ No \_\_\_\_\_

Fenced Separately: ☐ Yes ☐ No \_\_\_\_\_

Life Saving Equipment: ☐ Yes ☐ No \_\_\_\_\_

### Balcony/Deck

Enclosed: ☐ Yes ☐ No \_\_\_\_\_

Rails close enough to protect child: ☐ Yes ☐ No \_\_\_\_\_

Tell us about your family \_\_\_\_\_

Tell us what you like to do with your family? \_\_\_\_\_

Who is typically in your home when you would be providing childcare. Visitors, family, friends. \_\_\_\_\_

Tell us why you want to provide home child care with a licensed agency? \_\_\_\_\_

Tell us about your experience caring for children. \_\_\_\_\_



# Family Space Quinte Inc.

---

## Licensed Home Child Care Program

Have you ever worked in a licensed child care program? Which one and why did you leave?

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We believe professional learning is essential. What topic would you be interested in exploring to increase your knowledge of caring for children and working with families?

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How would you like to explore these topics ie: online, in groups, reading & resources, home visitor

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### Children in Care Privately

| Full Names & Ages | School & Grade | Days & Hours of Care |
|-------------------|----------------|----------------------|
|                   |                |                      |
|                   |                |                      |
|                   |                |                      |
|                   |                |                      |
|                   |                |                      |

### Potential Provider has been advised of:

- ☐ Responsibilities and working relationship-submit necessary forms when required
- ☐ Varying needs of parents (i.e. flexible hours, extra meals)
- ☐ Training Opportunities – Workshops, Orientation, Meetings
- ☐ Medical Requirements - Caregivers, Partner, and family info
- ☐ Attendance/Invoice Schedule & Procedure
- ☐ Income Tax – Keep all receipts, Revenue Canada,
- ☐ EarlyON Services, Resource Consultant Program Services
- ☐ Home Visits alternate scheduled & unscheduled (usually monthly)
- ☐ \$500 Deposit toward future invoices (\$250 after VS/CAS checks & \$250 after all other registration is completed)
- ☐ \$21.00 deducted for 11 months. On month 12, 1 payment of \$21.00 & 1 payment of \$17.00
- ☐ Affiliation with a College/ Membership (ECE, SSW, Ontario College of Teachers)?

Family Space Quinte has the right to not accept an applicant depending on the results of the Reference Checks, Vulnerable Sector Check and Highland Shores Children's Aid Society record checks. This includes results for family members, alternate caregivers or other residents living in the home 19 years of age or older. Any expenses already incurred by the applicant will not be refunded by Family Space.

Providers are eligible to receive \$250 after all required CAS and Vulnerable Sector checks have been approved as a deposit towards future invoices. An additional \$250 may be deposited when all other registration requirements have been met. If, for any reason, child care arrangements do not proceed before care begins, or a Provider agreement is terminated before full repayment has been made, any money received from Family Space must be returned immediately.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.3

**Policy:** Compliance with Provider  
Requirements & Monitoring

**Date Approved:** November 2002

**Date Reviewed:** March 2020

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### Policy

All Providers, alternates, individuals living in the home over the age of 18, and others who interact in the home with children must read, agree to abide by, and sign off on all Home Child Care policies. Others living in the home between the ages of 13-17 are encouraged to read the policy manual as well. Staff, volunteers and students involved in the Licensed Home Child Care Program must also read, agree to abide by, and sign off on all Home Child Care Policies.

The policy sets out how compliance and contraventions (non-compliance) with the policies, procedures and individualized plans will be monitored, recorded and addressed.

### Procedures

#### 1. Monitoring and Observations

- Family Space Quinte Inc. will monitor each home child care agency staff, Provider, student, volunteer and other person regularly present or ordinarily resident at a premises is to assess whether policies, procedures and individualized plans are being implemented, as follows:
- Home Visitor will observe and monitor the home child care Provider
- Family Space EarlyON Educator will observe and monitor placement students;
- Providers will observe and monitor volunteers; and
- Providers will observe and monitor the other persons regularly present or ordinarily resident in a home child care premises.
- Monitoring and observations will be conducted on an ongoing basis through various means including, but not limited to:
- participating regularly and informally in the program at a home child care premises;
- collecting feedback provided from families; and
- reviewing written documentation (e.g. medication administration forms, daily written record, attendance records, etc.).
- Home child care agency staff, students, volunteers, home child care Providers and other persons regularly present or ordinarily resident at a home child care premises are encouraged to raise questions or concerns to the Home Visitor about their own observations of others in order to encourage ongoing learning and constructive feedback.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.3

**Policy:** Compliance with Provider  
Requirements & Monitoring

**Date Approved:** November 2002

**Date Reviewed:** March 2020

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- Monitoring will be conducted at different times of the day (e.g. morning, afternoon, periods of arrival/departure, rest periods, meal times, outdoor play periods, transitions, etc.) to observe that policies, procedures and individualized plans are being implemented as required for different parts of the program and daily routines.
- 2. Documentation and Records**
- Monitoring and observations will be recorded. Records of monitoring and observations will be stored at the Agency.
  - Documentation of observations will be completed at the time the observations are made or at least 4 times a year and will include concrete examples of observed compliance and non-compliance.
  - All records will be stored at the Agency for at least three years from the date they are created.
- 3. Follow-Up**
- Any areas of concern with an individual's ability to comply with policies, procedures and individualized plans will be brought forward to the other Home Visitors and/or Executive Director.
  - Home Visitor and/or Executive Director will address their observations through a review and discussion with the individuals observed and will seek to or provide them with supports to achieve compliance as needed (e.g. additional training).
  - Providers will receive a copy of the quarterly checklist upon completion.
- 4. Dealing With Contraventions Of Policies, Procedures Or Individualized Plans:**
- Family Space Quinte will make every effort to clarify expectations, and encourages home child care agency staff, students, volunteers, home child care Providers and other persons regularly present or ordinarily resident at a home child care premises to raise their questions and concerns about implementing policies, procedures and individual plans on an ongoing basis. However, these individuals need to understand that all non-compliances will be recorded and addressed.
  - Progressive discipline, up to and including dismissal or agreement termination, may be used to address observed non-compliance with policies, procedures and individualized plans, taking into consideration the nature and severity of the incident, and the individual's history of previous non-compliances.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** **PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING**

**Policy Number:** **4.3**

**Policy:** **Compliance with Provider  
Requirements & Monitoring**

**Date Approved:** **November 2002**

**Date Reviewed:** **March 2020**

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Where a home child care visitor, student or volunteer is observed to be non-compliant, the child care agency will take one or more of the following actions:

- Inform the individual that a non-compliance was observed, including the review of records or documentation that provide evidence of the non-compliance
- Re-review the relevant policies, procedures, and/or individualized plans with the individual
- Issue a verbal warning
- Issue a written warning
- Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.); and/or
- Report violations with the College of Early Childhood Educators' Code of Ethics to the College.

Where a Provider and/or a person regularly present and/or ordinarily resident at a premise is observed to be non-compliant, the home child care agency will take one or more of the following actions:

- Inform the individual that a non-compliance was observed, including the review of records or documentation that provide evidence of the non-compliance;
- Re-review the relevant policies, procedures, and/or individualized plans with the individual;
  - a. Issue a verbal warning;
  - b. Issue a written warning;
  - c. Temporarily close the home child care premises for a period of time based on the severity
  - d. Terminate the active agreement with the home child care Provider; and/or
  - e. Inform any relevant parties (e.g. College of Early Childhood Educators, College of Teachers, College of Social Work and Social Services, the contact person for the program from which a student has been placed, CAS, police, etc.);

Where an observed non-compliance meets the criteria for a reportable serious occurrence (e.g. an allegation of abuse or neglect), the serious occurrence policy and procedures will be followed.

Where appropriate, the home child care agency will follow up with the family of a child in accordance with our policies and procedures on parent issues and concerns.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.4

**Policy:** Orientation

**Date Approved:** November 2002

**Date Reviewed:** June 2 2022

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### Policy

Providers registered with the Licensed Home Child Care Program of Family Space Quinte Inc. will be required to attend an orientation session.

### Procedures

1.0 The Home Visitor will provide an orientation session, which is mandatory for all new Providers.

2.0 The orientation session will include the following topics:

Overview of the Home Child Care Program

Role and Expectations of the Provider

Quality Home Child Care

Home Child Care Program Operations including alternative Providers, home visits, attendance, payment, emergency procedures, health and safety, fire drills, menu planning, serious occurrences, posting of emergency numbers, first aid and outings, Covid 19 protocol

Effective Parent/Provider Communications

Training for tablets on loan from Family Space

3.0 Electronic copies of Family Space Licensed Home Child Care policies are available on Family Space website. These documents contain Home Child Care Program policies and procedures and forms. Policy changes will be updated on the website as they occur.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING

**Policy Number:** 4.5

**Policy:** Provider/Agency Agreement

**Date Approved:** November 2002

**Date Reviewed:** March 2020

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### Policy

Providers registered with the Home Child Care Program of Family Space Quinte Inc. are deemed independent contractors and expectations will be specified in a contractual agreement.

### Procedures

- 1.0 A Home Visitor will complete the Provider/agency agreement with the Provider.
- 2.0 A Home Visitor will ensure that the Provider receives a copy of the signed agreement.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: PROVIDER RECRUITMENT,  
SELECTION, ORIENTATION AND  
TRAINING**

**Policy Number: 4.6**

**Policy: First Aid/CPR**

**Date Approved: November 2002**

**Date Reviewed: March 2020**

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### **Policy:**

The Licensed home child care agency shall ensure that Providers, emergency alternates and Home Visitors have a valid certification in standard first aid, including infant and child CPR Level C, issued by a training agency recognized by the Workplace Safety and Insurance Board (WSIB)

### **Procedures:**

1. Providers, alternates and Home Visitors must have valid certification in standard first aid and infant/child CPR Level C issued by a training agency recognized by the WSIB before employment commences for Home Visitors, and
2. Before Providers begin to provide childcare on behalf of Family Space Quinte Inc.
3. Providers, alternates and Home Visitors are not permitted to allow their first aid and infant child CPR to lapse at any time.
4. A copy of valid certification must be submitted to the office at Family Space for Providers and alternates and be kept in the personnel file for Home Visitors.





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>  | <b>Policy Number:</b> | <b>5.1</b>          |
| <b>Policy:</b>  | <b>Criminal Reference Check, Vulnerable Sector Check &amp; Child Welfare Screen</b> | <b>Date Approved:</b> | <b>Feb 24, 1999</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>   |

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### **Purpose**

The purpose of this policy and the procedures outlined is to provide clear and transparent rules and processes for regularly collecting and using information in police record checks and offence declarations for home child care agency staff, students, volunteers, home child care Providers and other persons who may interact with children at a home child care premises.

This policy is intended to help protect the health, safety and well-being of children, families and those involved with the home child care agency by setting out measures to verify that individuals involved in providing child care in positions of trust are not prohibited doing so under the *Child Care and Early Years Act, 2014* (CCEYA) and do not have a criminal history that may put children in care at risk.

No Provider commences care until all Criminal Reference Checks, Vulnerable Sector Checks and CAS checks are completed.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for staff screening and police record checks for a home child care agency.



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## Licensed Home Child Care Program

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| <b>Policy:</b>  | <b>Criminal Reference Checks,<br/>Vulnerable Sector Checks &amp; Child<br/>Welfare Screen</b> | <b>Date Approved:</b> | <b>Feb 1999</b>   |
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### Policy

#### Vulnerable Sector Checks (VSCs)

- ☐ Family Space Quinte/ Home Visitor/ Executive Director is responsible for obtaining a VSC from the following individuals in accordance with the timelines indicated below and the regulations of your local police department.

| Individual   | Timeline   |
|--|--|
| Employees, volunteers, and students who interact with children   | <ul style="list-style-type: none"><li>• Before beginning employment or otherwise interacting with children;</li><li>• On or before the 5<sup>th</sup> anniversary after the date the most recent VSC;</li><li>• After any break in the relationship with the licensee that has lasted 6 or more months, <u>before the relationship resumes</u>; and</li><li>• After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, <u>before the relationship resumes</u>.</li></ul>                         |
| Providers<br>Every person ordinarily resident at the premises<br>Every person regularly present at the premises                | <ul style="list-style-type: none"><li>• Before the home child care agency enters into an agreement with a new home child care Provider;</li><li>• On or before the 5<sup>th</sup> anniversary of the date of the most recent VSC;</li><li>• After any break in the relationship with the licensee that has lasted 6 or more months, <u>before the relationship resumes</u>.</li><li>• After any break in the relationship with the licensee that has lasted less than 6 months, only if a VSC would have been required during the break, <u>before the relationship resumes</u>.</li></ul> |
| Every person who intends to become ordinarily resident at the premises<br>A person who intends to be regularly at the premises | <ul style="list-style-type: none"><li>• Before the person becomes a resident or begins to be regularly present at the premises</li><li>• Before the person begins interacting with children receiving care at the premises.</li></ul>  |



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>  | <b>Policy Number:</b> | <b>5.1</b>          |
| <b>Policy:</b>  | <b>Criminal Reference Checks,<br/>Vulnerable Sector Checks &amp; Child<br/>Welfare Screen</b> | <b>Date Approved:</b> | <b>Feb 24, 1999</b> |
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- ☐ All VSCs will be reviewed by Home Visitor and/or Executive Director to ensure that they are:
- conducted by a police force from the city or town in which the person lives, where applicable;
  - prepared no earlier than six months before the day it was obtained by the home child care agency (see exception below for students and volunteers);
  - the original documents (i.e. not a photocopy, see exception below for students and volunteers)
  - not altered;
  - clear and legible;
  - provided in English or French (otherwise a certified translated copy into [English and/or French] must be provided);
  - complete (i.e. no information missing or cut off);
  - inclusive of all information required about Criminal Code (Canada) convictions as required set out in section 9 of the CCEYA.
- ☐ The following exceptions will be applied to volunteers and students only:
- VSCs for volunteers and students that are performed more than six months before the day they are provided to the home child care agency will be accepted as long as the VSC is less than 5 years old from the date it was performed. In these cases, the volunteer/student will also be required to provide the home child care agency with an offence declaration addressing the period since the day the VSC was performed.
  - The home child care agency will accept a photocopy of a VSC from a volunteer or student as long as it is less than 5 years old from the date was performed.



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- ☐ A criminal record check (CRC) will only be accepted in the place of a VSC where:
  - any statute of Ontario or Canada prohibits the disclosure of information contained in a VSC in respect of a person (e.g. information about persons under 18 years of age, pardoned offences, etc.);
  - a police service will only issue a CRC, not a VSC, for an individual; and/or
  - a licensee is a corporation and the director or officer does not interact with children at home child care premises.
- ☐ A Criminal Record and Judicial Matters Check will be accepted in place of a CRC but will not be accepted in place of a VSC
- ☐ Any person who turns 18 while in a position where they interact with children receiving care at a home child care premises will be asked by Home Visitor provide a statement disclosing every previous finding of guilt under the Youth Criminal Justice Act (YCJA) if the person received an adult sentence. Where the individual confirms that there are no such findings, Home Visitor will document the request and the individual's confirmation in their file.
- ☐ Any person who turns 19 while in a position where they interact with children receiving care at a home child care premises will be asked by to apply for a VSC within one month after their 19<sup>th</sup> birthday. That person must provide the home child care agency with evidence that they have submitted a VSC application.
- ☐ VSCs provided to the home child care agency must be intended for the position that the individual will hold (i.e. employee and volunteer positions). Where the VSC has not been provided for the correct position, it will not be accepted. There will be no exceptions made for individuals to obtain a criminal reference check (e.g. for medical reasons).



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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>  | <b>Policy Number:</b> | <b>5.1</b>          |
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### OFFENCE DECLARATIONS (ODS)

Home Visitor and/or Executive Director Is responsible for obtaining an OD from the following individuals in accordance with the timelines indicated below.

| Individual  | Timeline   |
|---|--|
| Employee<br>Volunteer<br>Students (including international students) Providers<br>Persons ordinarily resident or regularly present at the premises who are over the age of 18 years | <ul style="list-style-type: none"><li>• Annually, no later than 15 days after the anniversary of the most recent VSC or OD;</li><li>• Where a VSC has been provided by a student or volunteer that is more than 6 months old and less than 5 years old before the individual starts interacting with children; and</li><li>• After any break in the relationship with the licensee that has lasted less than 6 months, only if an OD would have been required during the break, before the relationship resumes.</li></ul> |

- ☐ ODs will be obtained from the individuals mentioned above every calendar year except if the individual has to provide a VSC that year.
- ☐ Any person from whom the home child care agency is required to obtain a VSC must provide ODs to Home Visitor and or Executive Director at the home child care agency as soon as reasonably possible any time they are convicted of any offence under the Criminal Code (Canada).
- ☐ Home Visitor and/or Executive Director will ensure that every OD includes all of the following information:
  - the name of the individual who is making the offence declaration;
  - the date of the last VSC or OOD or date of 18<sup>th</sup> birthday (whichever is most recent);
  - a list of all of the individual's convictions for offences under the Criminal Code (Canada), if any, from the date of the last VSC or OD (whichever is most recent), or a statement that the individual has not been convicted of any offences under the Criminal Code (Canada);



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- the date the OD was made; and
  - the signature of the individual who is making the offence declaration.
- ☐ Home Visitor and/or Executive Director who received an OD from an individual will review it and keep it on file at the home child care agency in a secure location for three years after it was created.

### Using Information Revealed in a VSC or OD and Confidentiality

No individual will be hired as an employee, accepted as a volunteer or student, contracted with to provide home child care, or be allowed to otherwise interact with children at the home child care agency or at any home child care premises if their VSC or OD reveals any of the following findings:

- Any conviction for an offence under the CCEYA;
  - Any conviction under the following sections of the *Criminal Code* (Canada):
    - Section 151 (sexual interference);
    - Section 163.1 (child pornography);
    - Section 215 (duty of persons to provide necessities);
    - Section 229 (murder); and/or
    - Section 233 (infanticide);
- ☐ In addition, a person with other convictions under the Criminal Code (Canada) for offences that pose a high risk to the health, safety and well-being of children, families and other persons involved with the home child care agency may not be hired or retained as an employee, contracted with or kept as a home child care Provider, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at a home child care premises.
- ☐ These include, but are not limited to:
- Physical or sexual abuse or assault;



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- Manslaughter;
  - Indictable criminal offences for child abuse;
  - Convictions for any violent offence, whether it involved weapons;
  - Offences which indicate a pattern of behavior which could create risk in terms of the role the person is expected to fill in providing child care; and
  - Current prohibitions or probation orders forbidding the individual to have contact with children under 16 years of age.
- ☐ Any person with a work permit or work visa that indicates that the individual is not permitted to work with children will not be hired or retained as an employee, contracted with or kept as a home child care Provider, accepted or kept as a volunteer or student, or be allowed to otherwise interact with children at a home child care premises.
- ☐ Information about an individual's criminal record and history will be treated confidentially and every effort will be made to protect the privacy of employees, Providers, students, volunteers, and any other person mentioned in this policy except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).
- ☐ All hard copies of CRCs, VSCs, ODs, and statements of findings of guilt under the YCJA will be kept in a locked filing cabinet at Family Space. Electronic copies will be stored in Providers electronic files.



# Family Space Quinte Inc.

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**Procedures:** In the event that an existing Provider, student, volunteer or employee or any resident over 18 or alternate's in the Provider's home requires a new (renewed) PRC the following procedures will be applied if there is a delay in receiving the PRC.

| Action   | Process and Responsibilities   |
|--|--|
| A) Obtaining a PRC (i.e. VSC or CRC as applicable) | <ol style="list-style-type: none"><li>1. The person from whom a PRC is required must:<ol style="list-style-type: none"><li>i. apply for a PRC from the local police department where the individual resides, submit the required fee for a PRC; and</li><li>ii. provide the evidence of application (where there is a delay in processing the application) to Home Visitor; or Executive Director</li><li>iii. provide the original PRC to Home Visitor and or Executive Director for review prior to starting the position or otherwise interacting with children, or within [time period] if the person has been allowed to start interacting with children.</li></ol></li><li>2. Upon receipt of a PRC, Home Visitor and/or Executive Director must:<ol style="list-style-type: none"><li>i. confidentially review the PRC to ensure that it meets the requirements outlined in this policy;</li><li>ii. where the individual needs to keep their original PRC, create a true copy of the document to keep on file at the home child care agency for three years after the true copy was created; and</li><li>iii. place the PRC (original or true copy, where applicable) in a secure location at the home child care agency with limited access.</li></ol></li><li>3. 6 months before a new VSC is required, Home Visitor and /or Executive Director must:<ol style="list-style-type: none"><li>i. notify the individual(s) who need to provide a new VSC in writing and require them to apply for a new VSC; and</li><li>ii. obtain a new VSC from the individual(s) no later than 15 days after the 5- year anniversary date of the most recent VSC.</li></ol></li></ol> <p><b>How to create a true copy of a PRC:</b></p> <ol style="list-style-type: none"><li>1. Make a complete and legible photocopy of the original PRC;</li><li>2. Make a true copy statement on the photocopy by:</li></ol> |





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

|                                      |  |
|--------------------------------------|--|
|                                      | <ul style="list-style-type: none"><li>i. Writing “Original received and reviewed by:” and printing the full name of the individual who received and reviewed the original PRC;</li><li>ii. Writing “Date received and reviewed:” and printing the full date the PRC was received and reviewed; and</li><li>iii. Signing the true copy statement (the signature must be that of the individual who received and reviewed the PRC).</li></ul>  |
| B) Submitting an Offence Declaration | <ul style="list-style-type: none"><li>1. Home Visitor and or Executive Director must:<ul style="list-style-type: none"><li>i. Provide copies of the OD template at each home child care premises to support access to the document for individuals who are required to complete an OD; and</li><li>ii. When the anniversary date for a previous OD is approaching provide a reminder to the individual in writing and the OD template.</li></ul></li><li>2. The individual who is required to provide an OD must:<ul style="list-style-type: none"><li>i. Complete either the template available online or at the home child care agency, or complete their own OD that contains all the required information;</li><li>ii. Provide the completed OD to Home Visitor and or Executive Director no later than 15 days after the anniversary date of the most recent OD.</li></ul></li><li>3. Upon receipt of an OD, must:<ul style="list-style-type: none"><li>i. confidentially review the OD to ensure that it meets the requirements outlined in this policy; and</li></ul></li><li>2. place the OD in a secure location at the home child care agency with access limited.</li></ul> |



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| <b>Policy:</b>  | <b>Criminal Reference Checks,<br/>Vulnerable Sector Check<br/>Screening and Past Conduct &amp;<br/>Child Welfare Checks</b> | <b>Date Approved:</b> | <b>Feb 24, 1999</b> |
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Where the immediate health and safety of the children are a concern (e.g. a PRC, OD or attestation reveals that an individual has been convicted of child pornography), the licensee or designate will:

- follow the serious occurrence policies and procedures;
- notify the local Children’s Aid Society immediately in accordance with “duty to report” obligations under the Child and Family Services Act or subsequent legislation; and
- notify other authorities (e.g., College of Early Childhood Educators, Consolidated Municipal Service Manager/District Social Services Administration Board, local police service, local public health, etc.), as applicable.
- Child Welfare (CAS) will be contacted in writing to provide the history on potential Providers, and any residents in the home over the age of 18 to determine if there is any previous involvement with child welfare, and/or child protection concerns.



# Family Space Quinte Inc.

## Licensed Home Child Care Program



Ontario

Ministry of  
Education

### Offence Declaration

#### 1. Instructions

This form is intended for use by child care programs licensed under the *Child Care and Early Years Act, 2014*, to meet the following requirements:

- Licensees must obtain offence declarations from all individuals from whom they have previously obtained a vulnerable sector check. The offence declaration must be obtained in every calendar year, except a year in which a vulnerable sector check is obtained, and dated to 15 days before or after the anniversary date of the previous offence declaration or vulnerable sector check, whichever is most recent.
- Licensees must obtain a statement from any person who turns 18 years old while in a position where he or she interacts with children receiving care, within one month after the person turns 18 years old. The statement must disclose every previous finding of guilt of the person under the *Youth Criminal Justice Act (Canada)*, if the person received an adult sentence.
- Where a licensee has accepted a copy of a vulnerable sector check from a volunteer or student, instead of the original documents, the volunteer or student must provide an offence declaration that addresses the period since day the vulnerable sector check was performed if more than six months but less than five years have passed since the day the vulnerable sector check was performed.
- Any person from whom a licensee is required to obtain a vulnerable sector check is required to provide the licensee with an offence declaration, as soon as reasonably possible, any time he or she is convicted of an offence under the *Criminal Code (Canada)*.

This form must be completed and signed by the individual from whom an offence declaration is required. The form must also be signed by the licensee or designate to confirm receipt. This form must be retained for ministry review.

#### 2. Declaration

Child Care Program Name: \_\_\_\_\_

I, \_\_\_\_\_, declare that,

First Name, Last Name

since \_\_\_\_\_

Date of last vulnerable sector check or last offence declaration, whichever is most recent, or date of 18th birthday (yyyy/mm/dd)

(Check all that apply.)

- ☐ I have not been convicted of an offence under section 151 (sexual interference) of the *Criminal Code (Canada)*.
- ☐ I have not been convicted of an offence under section 163.1 (child pornography) of the *Criminal Code (Canada)*.
- ☐ I have not been convicted of an offence under section 215 (duty of persons to provide necessities) of the *Criminal Code (Canada)*.
- ☐ I have not been convicted of an offence under section 229 (murder) of the *Criminal Code (Canada)*.
- ☐ I have not been convicted of an offence under section 233 (infanticide) of the *Criminal Code (Canada)*.
- ☐ I have been convicted of the following offences under the *Criminal Code (Canada)*:

Add Item (+)

I declare that the above discloses all of my convictions under the *Criminal Code (Canada)* since the date specified above.

In addition, I am aware of my duty to provide the licensee of the child care centre or home child care agency, as the case may be, with an offence declaration as soon as reasonably possible, any time that I am convicted of an offence under the *Criminal Code (Canada)*.

#### 3. Signature (For completion by the employee/volunteer/student/provider/person who is ordinarily a resident or regularly at a home child care premises.)

| First and Last Name | Signature | Date (yyyy/mm/dd) |
|---------------------|-----------|-------------------|
|                     |           |                   |

#### 4. Signature (For completion by the licensee/designate.)

| First and Last Name | Signature | Date (yyyy/mm/dd) |
|---------------------|-----------|-------------------|
|                     |           |                   |

Print Form

Clear Form



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|                 |                                |                       |                     |
|-----------------|--------------------------------|-----------------------|---------------------|
| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b> | <b>Policy Number:</b> | <b>5.2</b>          |
| <b>Policy:</b>  | <b>Reference Checks</b>        | <b>Date Approved:</b> | <b>Feb 24, 1999</b> |
|                 |                                | <b>Date Reviewed:</b> | <b>March 2020</b>   |

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### Policy

All prospective Home Child Care Providers will submit to a Home Visitor reference checks outlining their previous employment and/or work with children. Authorization form must be completed by the potential Provider before references are contacted.

#### **Potential Provider registered with Family Space Licensed Home Child Care Program Reference Checks – to be completed**

Date: \_\_\_\_\_

Reference Check for \_\_\_\_\_

Name of person being contacted as a reference: \_\_\_\_\_

In what capacity do you know the individual?

Can you tell us the experience that this individual has had working with children and families?

Can you give us examples of how this individual works with children when there are behavior challenges?

Can you give us examples of activities this individual does with children to help enhanced their learning?

Overall how would you rate this individual on a scale from 1-5 with (1 being not very good, to 5 being great) their experiences working with children?

Any concerns regarding this person's past experience working with children and families?

Anything you would like to add in summation regarding this individual's ability to be a Provider?

### **Reference Checking Consent and Authorization Form**

I have applied to be a Provider registered with Family Space Licensed Home Child Care.

I authorize Family Space Quinte Inc. to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, and work with children and families.

**Name:** \_\_\_\_\_ (please print)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The following people may be contacted:

Name: \_\_\_\_\_

Phone number (s): \_\_\_\_\_

Relationship to potential Provider: \_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>    | <b>Policy Number:</b> | <b>5.3</b>          |
| <b>Policy:</b>  | <b>Automobile Car Seat Safety</b> | <b>Date Approved:</b> | <b>Feb 24, 1999</b> |
|                 |                                   | <b>Date Reviewed:</b> | <b>March 2020</b>   |

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### Policy

It is the responsibility of Providers registered with Family Space Licensed Home Child Care Program to ensure that children in their care are safe while they are in the Provider's automobile. This is a requirement of the Ministry of Transportation.

### Procedures

- 1.0 Providers will provide the appropriate car seats and seat belts for the safe transport of children in care and ensure they are properly secured and used.
- 2.0 Providers must ensure the car seats meet the requirements specified in provincial law.
- 3.0 Providers must ensure forward facing car seats are tethered in.
- 4.0 Providers are encouraged to attend a "Car Seat Safety Clinic".



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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|-----------------|--|-----------------------|---------------------|
| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>                 | <b>Policy Number:</b> | <b>5.4</b>          |
| <b>Policy:</b>  | <b>Communicable Diseases and HIV Infection</b> | <b>Date Approved:</b> | <b>Feb 24, 1999</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 2020</b>   |

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### Policy

Family Space Quinte Inc. has an obligation to provide a safe and healthy environment for children, parents, Providers registered with Family Space Licensed Home Child Care Program, and the Family Space Home Visitor.

### Procedures

#### A. Communicable Diseases

- 1.0 Providers need to contact the Home Visitor immediately if they or any person residing in their home, a family member, or a child placed in their care becomes ill with a communicable disease. Parents must notify the Provider if their child has been exposed to a communicable disease. As well, Providers must notify the parents if they or a member in their household has been exposed to a communicable disease. The ill child(ren) will be excluded from care during the contagious period and may be readmitted when no further symptoms of ill health are exhibited. Providers will record symptoms of ill health.
- 2.0 Family Space will notify the Health Unit in the case of communicable diseases when required.
- 3.0 Covid-19 – Providers and parents will complete daily Covid-19 screening and follow associated protocol as directed by Hastings Prince Edward County Public Health. Providers will post proper handwashing and diapering information where hands are washed and diapering is done. Providers will have individual paper towels and a garbage bin with lid where handwashing occurs.

#### B. HIV Infection

To ensure protection from an HIV infection, the following “Universal Precautions” will be practiced by Providers registered with the Licensed Home Child Care Program of Family Space Quinte Inc.

##### (i) Children who are HIV Positive

- (a) HIV antibody testing is not required for enrollment with Family Space Quinte Inc.
- (b) Children infected with HIV have the right to attend child care, as long as they comply with the policy regarding illness and communicable disease.
- (c) The child and his/her family have the right to privacy and confidentiality.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>                 | <b>Policy Number:</b> | <b>5.4</b>          |
| <b>Policy:</b>  | <b>Communicable Diseases and HIV Infection</b> | <b>Date Approved:</b> | <b>Feb 24, 1999</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 2020</b>   |

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### **(ii) Providers who are HIV Positive**

- (a) HIV antibody testing is not required as a condition of acceptance as a Provider.
- (b) Providers and the staff have the right to continue providing child care and working for as long as their health permits.
- (c) Confidentiality will be maintained

If a Provider is going to have contact with blood, semen, vaginal fluid or other body fluids/stools, then the following should be implemented:

- (i) Wear gloves
- (ii) Wash hands – Hands should be washed with soap and water as soon as possible after touching blood or body fluids or after taking off your gloves.
- (iii) Clean spills – Put on gloves. Wipe up the blood or body fluid with a paper towel. Wash the area with soap and water, then wipe it with a freshly made solution of 1 part chlorine bleach, to 9 parts water and allow to air dry for 10 minutes. Placed soiled gloves, towels, etc., in a plastic bag into a second plastic bag. Then place it in the garbage.
- (iv) Wash hands.

Educational materials on HIV infections are available from the Hastings and Prince Edward County Health Unit.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.5

**Policy:** Fire Safety and Evacuation

**Date Approved:** Feb 24, 1999

**Date Reviewed:** March 2020

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### Policy

The Provider registered with Family Space Licensed Home Child Care Program shall ensure that a written procedure is established and posted with respect to evacuation in the event of fire as required by the Fire Department. The Fire evacuation plan must include critical indicators such as, evacuation paths indicated by red arrows to stairs and doorways.

### Procedures

- 1.0 The Provider must have a fire extinguisher as recommended by the fire department and must also have their home inspected by the fire department.
- 2.0 The fire department will then send notification of the satisfactory inspection to Family Space Quinte Inc. or to the Provider who will submit it to the agency.
- 3.0 If there are actions that need attention, a Home Visitor will follow up with the Provider to ensure completion.
- 4.0 Providers are required to practice a fire evacuation monthly. Drills are to be recorded in the daily written log.. Each Provider shall have an emergency shelter previously arranged. The Provider will notify the parents of the children in care as soon as possible in the event of a fire.
- 5.0 A fire is a serious occurrence and the serious occurrence procedures must be followed. Providers must submit to Family Space Quinte Inc. the record of their monthly fire drill with their program and menu plans.
- 6.0 The arrangement and cost incurred for the inspection is the responsibility of the Provider.





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b> | <b>Policy Number:</b> | <b>5.6</b>               |
| <b>Policy:</b>  | <b>Illness: Children</b>       | <b>Date Approved:</b> | <b>February 24, 1999</b> |
|                 |                                | <b>Date Reviewed:</b> | <b>March 3, 2023</b>     |

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### Policy

Providers registered with Family Space Licensed Home Child Home Child Care Program are not expected to provide care for a child whom they feel is too ill to attend home child care. The Ministry of Education requires that all recommendations by the Medical Officer of Health and the Child Care and Early Years Act are followed.

### Procedures

- 1.0 Alternate care for sick children must be arranged by the parent. If a child becomes ill during the day, Providers must contact the parents to arrange for the child to be picked up as soon as possible. If a Provider is unable to reach the parent, they will need to contact the parent's emergency backup person. In some cases, the Provider may have to isolate a sick child from other children, but not out of view.
- 2.0 A routine check each day upon arrival to detect symptoms of ill health may prevent exposure of other children to what could be a serious illness. Should a Provider detect any symptoms, they must complete the Symptoms of Ill Health Daily Observations form or email Symptoms of Ill Health to the Home Visitor.
- 3.0 Symptoms indicative of ill health may include: - Ministry Requirement
  - elevated temperature defined by the Health Unit as a body temperature of 38 degrees Celsius that persists for 30 minutes or more, pallor, flushing
  - vomiting, diarrhea
  - redness, tearing, sensitivity to light discharge or puss from the eyes
  - undiagnosed skin rashes
  - an acute cold, nasal discharge, nasal discharge that is thick with mucus or coughing
  - unusual irritability, fussiness or listlessness
  - lice (pediculosis and scabies) itching, nits visible on hair shafts close to scalp
- 4.0 Anyone who is sick or has any new or worsening symptoms of illness should stay home until their symptoms are improving for 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and should seek assessment from their health care provider if needed.

Similarly, if the Provider's own child(ren) display symptoms of ill health the Provider should immediately notify the parents of children in her care to enable those parents to arrange for alternate care through the agency or privately.

Symptoms of ill health and absence for day care children will be recorded in the daily journal by the Provider.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.7

**Policy:** Illness: Provider

**Date Approved:** February 24, 1999

**Date Reviewed:** March 3, 2023

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### Policy

Providers registered with Family Space Quinte Inc. licensed home child care program need to inform the parents and the Home Visitor if they are unable to provide care.

### Procedures

- 1.0 Providers will inform parents immediately if they are unable to provide care due to illness.
- 2.0 A Home Visitor of Family Space Quinte Inc. is to be informed of the Provider illness.
- 3.0 **A Provider will not receive payment from parents if** they are unavailable to provide care for any reason.
- 4.0 If a resident of the Provider's home fails COVID-19 screening as per Hastings Prince Edward Public Health's screening tool, and is old enough to self isolate away from day care space, the Provider can remain open. If a parent chooses not to bring their child to care in this situation, the parent will be charged for the absence without proper notice.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.8

**Policy:** Immunizations: Children

**Date Approved:** February 24, 1999

**Date Reviewed:** March 2020

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### Policy

Parents must ensure that the Licensed Home Child Care Program of Family Space Quinte Inc. has a copy of their child's immunization record as outlined by the Ministry of Education and the Medical Officer of Health.

When exemptions from immunization requirements are being sought, a standardized, ministry-issued form must be completed. There will be **two types** of standardized forms that would need to be completed, depending on the type of exemption being sought:

1. A **medical exemption** form that would need to be completed and signed by a medical professional.
2. A form for **objections to immunization based on religious/conscience grounds**. These forms need be sworn or affirmed before a "commissioner for taking affidavits" (e.g. justice of the peace, lawyer, etc.). Both the parent of the child / adult seeking the exemption and the commissioner would be required to sign the ministry-issued form.

### Procedures

- 1.0 Children enrolled in the Home Child Care Program must be immunized to protect all parties involved.
- 2.0 Parents are responsible to forward an up-to-date immunization record for their child to a Home Visitor. This form can be obtained from the Health Unit.
- 3.0 The immunization record needs to be submitted before a child begins care and before approval on file expires.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>                                  | <b>Policy Number:</b> | <b>5.9</b>               |
| <b>Policy:</b>  | <b>Health Assessments, Immunizations and TB Tests: Provider</b> | <b>Date Approved:</b> | <b>February 24, 1999</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>        |

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### Policy

Providers and each person over the age of 18 years who is ordinarily a resident of the premises or regularly at the premises must have a health assessment and provide up-to-date immunization record including Tetanus/diphtheria/pertussis (TDP) and Mumps/ Measles/Rubella (MMR).

A TDP booster is required every 10 years.

A 2 step TB test is required for persons over 18 if they are at high risk of active tuberculosis as per the Canadian TB standards.

When exemptions from immunization requirements are being sought, a standardized, ministry-issued form must be completed. There will be two types of standardized forms that would need to be completed, depending on the type of exemption being sought:

1. A medical exemption form that would need to be completed and signed by a medical professional.
2. A form for objections to immunization based on religious/conscience grounds. These forms need be sworn or affirmed before a "commissioner for taking affidavits" (e.g. justice of the peace, lawyer, etc.). Both the parent of the child / adult seeking the exemption and the commissioner would be required to sign the ministry-issued form.

### Procedures

- 1.0 An up-to-date immunization and health record must be completed for every adult (over 18 years).
- 2.0 These completed forms are to be submitted before child care can commence.
- 3.0 At high risk for TB as per Canadian TB standards include people that have lived and/or travelled outside of Canada to a country where TB is common and lived and/or worked in a first Nations Community.
- 4.0 If a 2 step TB test has been completed previously and written verification can be provided, only a 1 step test is required.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: QUALITY HOME CHILD CARE**

**Policy Number: 5.10**

**Policy: Medication Administration**

**Date Approved: February 24, 1999**

**Date Reviewed: January 2023**

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### Policy

Providers registered with Family Space Licensed Home Child Care Program make the choice whether to assume the responsibility to administer prescription or emergency medication. **Over the counter medication may not be administered unless prescribed by a physician and approved by Family Space. Providers should contact a Home Visitor when considering the administration of Dr. prescribed over the counter medications.**

### Procedures

**If the Provider assumes the responsibility to administer *prescription* medication, then the following procedures are followed as required by the Child Care and Early Years Act:**

- 1.0 Medications are supplied by the parent and have written authorization prior to administration. The time for administration, signs and symptoms to watch for, reason/diagnosis for medication, any special instructions and side effects must be documented on the Medication Authorization Form.
- 2.0 Written medication authorization must accompany any anaphylaxis or medical plans requiring medication. For example, if a child requires use of an epi-pen or inhaler, a medication authorization form authorizing administration of the epi-pen or inhaler must be completed and submitted along with the anaphylaxis or medical plan.
- 3.0 The Provider completes the Medication Authorization Form and submits a copy to the agency. The Medication Authorization Form has been developed to include the additional information required by the Child Care and Early Years Act for recording the administration of narcotics. This includes:
  - The date the medication is received by the Provider
  - The name and address of the person from whom the Provider received the medication.
  - The name of the Provider who received the medication.
  - The name and quantity of medication received.
  - The amount given each time the medication is administered.
- 4.0 The Provider may only give the Prescribed medications in the original container with the legible pharmacist's label with:
  - i. Child's name
  - ii. The name of the medication
  - iii. The dosage
  - iv. The date the medication was dispensed
  - v. Instructions for storage and administration



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: QUALITY HOME CHILD CARE**

**Policy Number: 5.10**

**Policy: Medication Administration**

**Date Approved: February 24, 1999**

**Date Reviewed: January 2023**

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Physician prescribed over the counter medications to be used only for that child for that specific condition. Medications must be in original container, marked with child's name and expiry date.

Record all medications given on the Medical Authorization Form and Administration record. Use one sheet for each medication for each child.

Before giving each dose the Provider will check the following:

- The right medication (not expired)
- The right child
- The right dose (use measuring spoon)
- The right time
- The right route (administration e.g. oral, rectal, etc.)

Report at once to the parent any conditions, which might be a side effect of a medication.

Never give ASA (e.g. Aspirin) unless you are certain that its use has been recommended by a physician.

For long term medications, have the parent/guardian check with the doctor to see if the medication schedule can be arranged to allow the medication to be given at home.

Parents who wish their children to have sunscreen at the Providers should provide them with sunscreen with the child's name and expiry date written on it. If there is not an expiry date, discard after one year.

If a Provider is requested to administer a narcotic (some prescribed cough syrups may contain a narcotic) Providers must ensure the Medical Authorization Form and Administration Form is completed.

It is recommended that separate medication containers be used at child care and at home when possible.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: QUALITY HOME CHILD CARE**

**Policy Number: 5.10**

**Policy: Medication Administration**

**Date Approved: February 24, 1999**

**Date Reviewed: January 2023**

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The parent/guardian might request the pharmacist to dispense the medication in two containers.

Medications must be kept in a locked container or inaccessible and stored according to their instructions. Nothing except current medications should be in the containers.

Any unused medications must be returned to the parent/guardian.

School age children can administer self-administered medications such as epi-pens and inhalers with written permission from the parent and supervision from the Provider. The parent and Provider must sign the written permission.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

### MEDICATION AUTHORIZATION AND ADMINISTRATION FORM

*To be completed by a parent before any medication is administered by a Provider.*

I authorize the administration of \_\_\_\_\_  
(Type of Medication)

to \_\_\_\_\_ by \_\_\_\_\_  
(Name of Child) (Family Space Provider)

Time of Administration: \_\_\_\_\_

Signs and Symptoms: \_\_\_\_\_

Dosage: \_\_\_\_\_

Relevant side effects to be observed, if any: \_\_\_\_\_

The authorization is in effect until: \_\_\_\_\_  
(Date)

Medication is to be stored: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### ADMINISTRATION RECORD

| Date Given | Time Given | Amount Given | Provider Signature | Comments |
|------------|------------|--------------|--------------------|----------|
|            |            |              |                    |          |
|            |            |              |                    |          |
|            |            |              |                    |          |
|            |            |              |                    |          |
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# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b> | <b>Policy Number:</b> | <b>5.11</b>              |
| <b>Policy:</b>  | <b>Non-Smoking Environment</b> | <b>Date Approved:</b> | <b>February 24, 1999</b> |
|                 |                                | <b>Date Reviewed:</b> | <b>March 2020</b>        |

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### Policy

Family Space and Providers are required to comply with the requirements under the *Smoke-Free Act*, 2017 that prohibits smoking tobacco, holding lit tobacco, smoking medical/recreational cannabis and the use of electronic cigarettes in a place where home child care is provided whether or not children are present.

All staff, Providers and persons who are ordinarily residents or who are regularly at the premises or any other person at the premises must be notified that smoking and the use of electronic cigarettes is prohibited.

### Procedures

#### Responsibility of Providers Registered with Family Space Licensed Home Child Care Program

- Ensure that everyone is aware that smoking is prohibited.
- Remove ashtrays and any object that serves as one.
- Ensure a person who does not comply does not remain on the premises.
- Post No Smoking signs at the main entrance that families use.

### Enforcement

The Hastings and Prince Edward Health Unit will carry out inspections and investigate complaints in day nurseries and places where licensed private home day care is provided in order to enforce the act.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.12

**Policy:** Food & Menu Planning

**Date Approved:** February 24, 1999

**Date Reviewed:** March 2020

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### Policy

Providers registered with Family Space Licensed Home Care Program are expected to provide nutritious meals, snacks and beverages that meet the recommendations set out in the Health Canada documents “Eating Well with Canada’s Food Guide – First Nations, Inuit and Métis” or “Nutrition for Healthy Term Infants”, and the requirements of the Child Care and Early Years Act.

### Procedures

- 1.0 Where the child is present at mealtime, a meal must be supplied and provided by the Provider.
- 2.0 Where a child receives child care for six hours or more, the licensee or Provider shall ensure that the total food offered to the child includes, in addition to any meals provided, two snacks. Water is always to be made available.
- 3.0 Each Provider must develop menus in consultation with parent(s) of the child(ren) and the Home Visitor. These menus are to be available to parents by the end of each day.
- 4.0 For infants under 1 year old, a completed Infant Feeding Schedule signed by the parent is required including the type of food, feeding times, and quantities. The schedule should be reviewed monthly by the Provider and parent.
- 5.0 For infants and children who are not yet able to eat regular table foods, parents must supply the foods and liquids for bottles with written instruction regarding the feeding and scheduling. Formula shall be stored in the refrigerator until feeding time and where more than one infant is being cared for; the formula shall be individually labeled.
  - (i) Written instructions from a parent are required for any children under one year and any child who requires special dietary and/or feeding arrangements.
  - (ii) The container of food and/or drink supplied by a parent must be labelled with the child’s name.
  - (iii) All food or drink must be stored, prepared and delivered so as to retain maximum nutritive value and prevent contamination.
- 6.0 Nutritious meals, snacks and beverages must meet the recommendations set out in the Health Canada documents “Eating Well with Canada’s Food Guide”, “Eating Well with Canada’s Food Guide – First Nations, Inuit and Métis” or “Nutrition for Healthy Term Infants”, and the requirements of the Child Care and Early Years Act.
- 7.0 A daily Menu Plan must be completed, shared with parents and Home Visitors.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.12

**Policy:** Food & Menu Planning

**Date Approved:** February 24, 1999

**Date Reviewed:** March 2020

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### INFANT FEEDING SCHEDULE

| Child's Name: _____ Birth Date: _____ Date: _____  |   |                       |
|--|---|-----------------------|
| Name of Provider: _____  |   |                       |
| The Child Care and Early Years Act require that all children under 12 months of age have a written feeding schedule completed by parents. Please give the schedule to your Provider and update regularly as you and your doctor decide to add new foods. |   |                       |
| Food/Liquid  | Kind, Amount and Time                       | Observations/Comments |
| <b>Formula or Milk</b>   | Kind: _____<br>Amount: _____<br>Time: _____ |                       |
| <b>Juice</b>   | Kind: _____<br>Amount: _____<br>Time: _____ |                       |
| <b>Cereal</b>  | Kind: _____<br>Amount: _____<br>Time: _____ |                       |
| <b>Meat</b>  | Kind: _____<br>Amount: _____<br>Time: _____ |                       |
| <b>Vegetable</b>   | Kind: _____<br>Amount: _____<br>Time: _____ |                       |
| <b>Fruit</b>   | Kind: _____<br>Amount: _____<br>Time: _____ |                       |
| <b>Other</b>   | Kind: _____<br>Amount: _____<br>Time: _____ |                       |

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.12

**Policy:** Food & Menu Planning

**Date Approved:** February 24, 1999

**Date Reviewed:** March 2020

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### SAMPLE MENU PLAN/ FIRE DRILL RECORD

|                        |        |                       |  |
|------------------------|--------|-----------------------|--|
| <b>Provider:</b> _____ |        | <b>Week of:</b> _____ |  |
| <b>Monday:</b>         | Snack: |                       |  |
|                        | Lunch: |                       |  |
|                        | Snack: | Extra Meal:           |  |
| <b>Tuesday:</b>        | Snack: |                       |  |
|                        | Lunch: |                       |  |
|                        | Snack: | Extra Meal:           |  |
| <b>Wednesday:</b>      | Snack: |                       |  |
|                        | Lunch: |                       |  |
|                        | Snack: | Extra Meal:           |  |
| <b>Thursday:</b>       | Snack: |                       |  |
|                        | Lunch: |                       |  |
|                        | Snack: | Extra Meal:           |  |
| <b>Friday:</b>         | Snack: |                       |  |
|                        | Lunch: |                       |  |
|                        | Snack: | Extra Meal:           |  |

**FIRE DRILL COMPLETED ON:** \_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.13

**Policy:** Pets

**Date Approved:** February 24, 1999

**Date Reviewed:** March 2020

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### Policy

To ensure a safe and healthy environment for children, guidelines for pets in a Provider's home who is registered with Family Space Licensed Home Child Care Program have been determined by the Child Care and Early Years Act, Hastings and Prince Edward Health Unit, and applicable bylaws.

### Procedures

- 1.0 The Hastings and Prince Edward Health Unit requires that all dogs, cats and ferrets kept on the Provider's premises must be inoculated against rabies either annually or on a veterinary recommended vaccination schedule. A record of these inoculations needs to be submitted to the agency.
- 2.0 Due to external regulations, all banned animals as determined by the Hastings and Prince Edward Health Unit, and applicable bylaws are prohibited from being kept in the home where child care is provided.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:**    **QUALITY HOME CHILD CARE**

**Policy Number:**    **5.14**

**Policy:**    **Poisonous and Hazardous Products**

**Date Approved:**    **February 24, 1999**

**Date Reviewed:**    **March 2020**

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### **Policy**

The Child Care and Early Years Act states that all poisonous and hazardous substances are inaccessible to children in attendance.

### **Procedures**

- 1.0 All cleaning materials, medicines, vitamins, poisonous, hazardous products, matches and lighters etc. must be kept in a locked cabinet or cupboard or out of reach.
- 2.0 Sharp knives and alcohol must be inaccessible.
- 3.0 Toxic substances which are stored or transported in a vehicle (i.e. windshield washer fluid) must be kept locked either in the trunk or in a lockable container in the car.
- 4.0 All firearms must be locked up and the key kept inaccessible to children as stated in the Child Care and Early Years Act. Ammunition must be stored separately according to Ontario Hunting Regulations.
- 5.0 Any items with a DIN (Drug Identification Number) must always be kept inaccessible to children ie. Diaper creams, sunscreen, etc.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.15

**Policy:** Sanitary Practices

**Date Approved:** February 24, 1999

**Date Reviewed:** May 16, 2022

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### Policy

The Provider registered with Family Space Licensed Home Child Care Program shall ensure that sanitary practices are implemented in each home. Sanitary practices and procedures are set out by the Child Care and Early Years Act and the Hastings and Prince Edward Health Unit.

### Procedures

#### A. Hand Washing

- 1.0 Hand washing is of particular importance for Providers and children during the following times.
  - i Immediately after use of the toilet
  - ii Prior to handling, preparing or eating food
  - iii Before and immediately after diaper changing
  - iv Before and after toileting a child
  - v After contact with nasal or oral secretions (such as wiping noses, sneezing and coughing)
  - vi After playing, especially if contact has been made with soil (including sand boxes)
- 2.0 Each person is to have their own hand towel. The use of paper towels is encouraged. Liquid soap is preferable to bar soap. These guidelines apply to Providers as well as to the children in care. Towels to be replaced with clean laundered towels daily.
- 3.0 Providers will implement the following hand washing procedures
  - i. Wet hands, using warm running water
  - ii. Soap (from a dispenser; bar soap should not be used as it can harbour bacteria)
  - iii. Rub hands vigorously, including the back of the hand, wrist, between the fingers and under the fingernails. (For approximately 15 seconds)
  - iv. Rinse well
  - v. Towel dry using a clean disposable or personal hand towel
  - vi. Turn off the taps using a disposable or personal hand towel. Do not use your bare hands to turn off hand controls.



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**Section: QUALITY HOME CHILD CARE**

**Policy Number: 5.15**

**Policy: Sanitary Practices**

**Date Approved: February 24, 1999**

**Date Reviewed: May 16, 2022**

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### B. Diaper Changing

- 4.0 Diapering must take place on a hard surface that can be disinfected.
- 5.0 Providers will set up a change area that is separate from the children's activity and food preparation area. A clean individual washcloth or commercial moist towelette shall be used for each diaper change and used only for diapering purposes. The change pad/ hard surface should be cleaned immediately after each diaper change with hot soapy water and disinfected with a solution such as 1-tablespoon bleach or a comparable product to one quart of water to safeguard against the spread of bacteria. After these procedures the Provider should wash her hands.
- 6.0 Diaper pails should be emptied every day and thoroughly sanitized using a solution such as one tablespoon of bleach to 1 quart of water.
- 7.0 Providers will implement the following diaper changing procedures:
- (i) Wash hands before each change and assemble supplies within easy reach.
  - (ii) Hold child away from your clothes as you place child on the clean change pad. Remove diaper. If pins are used, close immediately and place out of child's reach.
  - (iii) Clean child's skin with moist disposable cloth, wiping front to back. Remove all soil.
  - (iv) Wipe hands on clean disposable cloth and place in waste container.
  - (v) Diaper and dress the child.
  - (vi) Wash the child's hands.
  - (vii) Dump soil from diaper into the toilet. Avoid splashing. Place all disposable items in waste container lined with a plastic bag.
  - (viii) Place any soiled clothing in a plastic bag, and return to parent, daily. This includes soiled cloth diapers. Do not wash items soiled by stool if supplied by the parent.
  - (ix) Clean change surface with soap and warm water. Wipe dry. Apply sanitizer and allow to air dry.
  - (x) Wash hands with soap and warm water.

NOTE: Use skin care products only if requested by parents, and only for the designated child. Be sure supplies are labelled with the child's name.

### C. Facial and Hair Hygiene

- 8.0 Disposable tissues should be used for cleaning noses. The tissue should be disposed of as soon as it is used. Combs and brushes should not be shared among the children. Ensure that each child has a toothbrush (recommended by Health Unit) provided by the parent and labelled accordingly. These are to be stored separately. Store toothbrushes so that they do not come in contact with one another.





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## Licensed Home Child Care Program

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**Section: QUALITY HOME CHILD CARE**

**Policy Number: 5.15**

**Policy: Sanitary Practices**

**Date Approved: February 24, 1999**

**Date Reviewed: May 16, 2022**

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### D. Dishwashing Procedure

9.0 Wash dishes in hot soapy water, rinse in warm clear water, soak for one minute, air dry. If a dishwasher is used, a chlorinated dishwashing detergent is to be used.

### E. Food Preparation and Food Handling

- (i) Providers will ensure that food preparation safety guidelines as recommended by the Health Unit are practiced when preparing meals and snacks. I.e: temperature of fridge, avoiding food cross contamination, proper food storage, etc.

### F. Cleaning and Disinfecting Surfaces

10.0 Providers will implement the following cleaning procedures

- Clean all surfaces and articles first with soap and water.
- Rinse with clear water.
- Follow with a sanitizer (see mixture below) or follow manufacturer's recommendations.

#### Mixture Amounts for Bleach Solution

1/4 cup household bleach in 1 gallon of warm water

1 tablespoon household bleach in 1 quart of warm water

\* make fresh solution daily

\* store ready for use in spray bottle, clearly labelled

\* store out of reach of children

- To be effective, sanitizer must remain in contact with the surface for at least two minutes.
- Rinse with clear water.

### G. Toys, Furniture and Equipment

11.0 The floor is to be kept clean and carpets vacuumed regularly. Infant seats and eating surfaces should be cleaned thoroughly, daily after each use.

12.0 Toys that are mouthed by infants or toddlers need to be cleaned, disinfected and air-dried daily. Ensure that all children have their own sheet and bedding. Bedding used by children must be cleaned and disinfected weekly and kept in good condition.

13.0 All sandboxes must be covered when not in use.

14.0 Water retaining toys should not be used.



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## Licensed Home Child Care Program

**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.15

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**Date Approved:** February 24, 1999

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## Child Care Centre Cleaning & Disinfection Schedule

Listed are the minimum frequencies.

Clean and disinfect surfaces immediately if they become contaminated or are visibly soiled.

| Area/Item  | What to Do                  | Each Use | Daily | Weekly | Monthly               |
|--|-----------------------------|----------|-------|--------|-----------------------|
| <b>Infant / Toddler Rooms</b>                      |                             |          |       |        |                       |
| Cloth/plastic bibs                                 | Launder / Clean & Disinfect | X        |       |        |                       |
| High chair trays/table tops                        | Clean & Disinfect           | X        |       |        |                       |
| Mouthed toys                                       | Clean & Disinfect           | X        |       |        |                       |
| Diaper change mat                                  | Clean & Disinfect           | X        |       |        |                       |
| Diaper hand wash sink                              | Clean & Disinfect           |          | X     |        |                       |
| <b>Washrooms</b>                                   |                             |          |       |        |                       |
| Cloth towels                                       | Launder                     | X        |       |        |                       |
| Potty Chair  | Empty, Clean & Disinfect    | X        |       |        |                       |
| Hand wash sinks/toilets/floors                     | Clean & Disinfect           |          | X     |        |                       |
| Garbage containers                                 | Empty & Clean               |          | X     |        |                       |
| Toothbrush storage unit                            | Clean & Disinfect           |          |       | X      |                       |
| <b>General Child Care Rooms</b>                    |                             |          |       |        |                       |
| Absorbent materials (dress-up clothes, plush toys) | Launder / Clean             |          |       | X      |                       |
| Carpet/floors                                      | Vacuum / Sweep              |          | X     |        | (steamed X4 per year) |
| Fabric upholstered furniture                       | Vacuum                      |          |       | X      |                       |
| All Toys/shelving                                  | Clean & Disinfect           |          |       | X      |                       |
| Sensory play                                       | Clean & Disinfect           |          |       | X      | X (sand)              |



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|                           |                   |   |   |   |  |
|---------------------------|-------------------|---|---|---|--|
| Water Play Table          | Clean & Disinfect | X |   |   |  |
| Play dough (store bought) | Discard           |   |   | X |  |
| Play dough (homemade)     | Discard           |   | X |   |  |
| Natural Items             | Discard           |   |   | X |  |
| Cribs cots                | Clean & Disinfect |   |   | X |  |
| Bedding/blankets          | Launder           |   |   | X |  |



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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>                | <b>Policy Number:</b> | <b>5.16</b>          |
| <b>Policy:</b>  | <b>Sleep Period/Extended Care/Supervision</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>April 3, 2023</b> |

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### Policy

Providers must periodically perform a direct visual check of each sleeping child aged 2 and under. A direct visual check requires Providers to go over to the sleeping child and look for indicators of distress or unusual behaviour. This requirement applies to naptime or children who are in care overnight.

The Provider registered with Family Space Licensed Home Child Care Program will ensure that each child has an appropriate space such as a bed, cot, etc., which includes a washable sheet and blanket. Couches cannot be used for sleep.

### Procedures – Supervision

1. Daytime naps need to have a visual check performed at least once every hour for children 2 and under. This check must be documented with the date, time and observations. This will be recorded and available for the Home Visitors during quarterly inspections. For overnight care, a visual check needs to be performed a minimum of three times while the child is in bed ie: at the child's bedtime, when the provider goes to bed, and in the morning. The check must be documented with the date, time, and observations of when children fall asleep, when checks are completed and what time children wake up.
2. Children sleeping overnight/extended care will have an extended care plan completed and approved by the Provider, parent and Home Visitor. Consideration will be given to emergency evacuation, sleep furniture and supervision. When overnight care is provided, children 6 and older will sleep in a room with children of the same gender. Mixed genders of children over 6 yrs of age is permitted for siblings with written authorization from parents.
3. Sleep monitoring devices are to be checked daily to make sure they work. These monitors cannot be used in place of the visual checks.
4. Children 0-12 months are placed for sleep in a manner consistent with recommendations set out in the most current version of the **Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada**, a document endorsed by Health Canada. Parents must be advised of this requirement, and it can only be waived if a note from a medical doctor is submitted to the licensee and kept in the child's record.
5. There must be sufficient lighting in the sleeping area or room to conduct these direct visual checks.

### Procedures: Sleep Period

6. Children will be assigned to individual cots or cribs (or mats where a director approval has been granted for children 18 months to 5 years old). A playpen or crib which complies with the standards of the Hazardous Products Act (Canada) and Consumers Protection Act shall be provided for each child under eighteen months of age.
7. Cots, beds or sleep mats will be provided for children 2 – 5 years
8. In the case where a child aged 5 years or less unexpectedly falls asleep, the provider is expected to move the child to a sleep furnishing that meets the regulatory requirements according to the child's age.



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9. For children aged 6 years or older, there are no requirements in the Regulation regarding the type of furniture on which such a child may sleep or rest.
10. Air mattresses are not approved for children younger than 6 years old to sleep/rest on.
11. There must be separate bedding for all children. Bedding must be laundered at least weekly. When soiled, bedding must be laundered daily.
12. Parents are responsible for providing and laundering their children's bedding.
13. Parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's requests.
14. Parents of children younger than 12 months will be advised of the licensee's obligation to ensure that children under 12 months old are placed for sleep in a manner consistent with the recommendations set out in the Joint Statement of Safe Sleep (i.e. placed on their backs)
15. Parents of children who sleep at the provider's premises will be advised of the agency's policies and procedures regarding children's sleep, including recorded observations of them during sleep and may result in changes in which the child is supervised during sleep.
16. The Canadian Dental Association recommends that children not be put to bed with baby bottles (with milk, formula or juice) to prevent early childhood tooth decay



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| <b>Policy:</b>  | <b>Sleep Period/Extended Care/Supervision</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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### **JOINT STATEMENT ON SLEEP SAFETY**

#### **PREVENTING SUDDEN INFANT DEATHS IN CANADA**

The Public Health Agency of Canada recognizes Sudden Infant Death Syndrome (SIDS) and other infant deaths that occur during sleep as major public health concerns. The Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada is part of the Government of Canada's continuing commitment to raise awareness of sudden infant deaths and safe sleeping environments. The purpose of this statement is to provide health practitioners with current evidence-based information so they may offer parents and Providers information and support to prevent deaths due to SIDS and unsafe sleeping practices, in Canada.

SIDS is defined as the sudden death of an infant less than one year of age, which remains unexplained after a thorough case investigation, including the performance of a complete autopsy, an examination of the death scene, and a review of the clinical history. Current medical and scientific evidence, explains SIDS as a multifactorial disorder arising from a combination of genetic, metabolic, and environmental factors. Terms such as sudden unexplained infant death (SUID) and sudden unexpected death in infancy (SUDI) have emerged in an attempt to group all infant deaths possibly related to the infant sleeping environment. Definitions of these terms have not been consistent enough to make them universally acceptable.

The actual cause or causes of SIDS is unknown. In 2004, SIDS accounted for 5% of all infant deaths (0 to 1 year of age) and 17.2% of post neonatal deaths (28 days to 1 year of age). SIDS can occur at any time during the first year of life but peaks between 2 and 4 months, with fewer SIDS deaths occurring after 6 months. Infants who are male, premature, or of low birth weight, as well infants from socio-economically disadvantaged and Aboriginal populations have a higher incidence of SIDS. Further research is necessary to increase our understanding of the biological causes and mechanisms that predispose some infants to sudden infant deaths relative to non-affected infants in seemingly comparable circumstances.

Large scale epidemiological studies over the last two decades have increased our understanding of SIDS and identified certain modifiable risk factors. The most important modifiable risk factors for SIDS are infants sleeping in the prone position and maternal smoking during pregnancy.

In 1993, the Government of Canada, along with other international organizations, recommended that infants be placed on their backs to sleep and in 1999, reinforced this message by launching the Back to Sleep campaign. The rate of SIDS has been declining since the late 1980's, but between 1999 and 2004, Canada observed a 50% decrease in the rate of SIDS. This decline may be attributable, in part, to changes in parental behaviour such as placing infants on their backs to sleep and decreasing maternal smoking during pregnancy.



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Other causes of death that occur while an infant is sleeping may be difficult to distinguish from SIDS. While studying SIDS, researchers have identified additional risk factors in the infant sleeping environment that may contribute not only to SIDS, but to deaths from unintentional suffocation due to overlaying or entrapment. Factors associated with unsafe sleeping environments include infants sharing a sleeping surface with an adult or another child, and the presence of soft bedding.

### **PRINCIPLES OF SAFE SLEEP AND MODIFIABLE RISK FACTORS INFANTS PLACED ON THEIR BACKS TO SLEEP, FOR EVERY SLEEP, HAVE A REDUCED RISK OF SIDS.**

Prone and lateral sleeping positions are linked to increased rates of SIDS, even for infants who regurgitate. Infants who normally sleep on their backs and are then placed to sleep on their stomachs are at a particularly high risk. This reinforces the importance to consistently place infants on their backs to sleep at home, in child care settings, and when travelling. Sleep positioners or any other infant sleep positioning devices should not be used as they pose a risk of suffocation. Once infants are able to roll from their backs to their stomachs or sides, it is not necessary to reposition them onto their backs.

Infants will benefit from supervised tummy time, when they are awake, several times every day, to counteract any effects of regular back sleeping on muscle development or the chance of developing plagiocephaly, commonly referred to as flat head.

### **PREVENTING EXPOSURE TO TOBACCO SMOKE, BEFORE AND AFTER BIRTH, REDUCES THE RISK OF SIDS.**

Maternal smoking during pregnancy is an important risk factor for SIDS. The more a woman smokes during pregnancy, the higher the risk of SIDS. Women who reduce the amount of cigarettes smoked during pregnancy can reduce the risk of SIDS for their infants, and women who stop smoking can further reduce the risk. It is estimated that one third of all SIDS deaths could be prevented if maternal smoking was eliminated.

Infants who are exposed to second-hand smoke after birth are also at a greater risk of SIDS, and the risk increases with the level of exposure.

### **THE SAFEST PLACE FOR AN INFANT TO SLEEP IS IN A CRIB, CRADLE, OR BASSINET THAT MEETS CURRENT CANADIAN REGULATIONS.**

When infants sleep on surfaces that are not designed for them, such as adult beds, sofas, and armchairs, they are more likely to become trapped and suffocate, in particular when the surface is shared with an adult or another child. Other than a firm mattress and a fitted sheet, there is no need for any extra items in a crib, cradle, or bassinet. Soft bedding such as pillows, duvets, quilts and comforters, as well as bumper pads increase the risk of suffocation.



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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.16

**Policy:** Sleep Period/Extended  
Care/Supervision

**Date Approved:** February 24, 1999

**Date Reviewed:** March 3, 2023

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Overheating is a risk factor for SIDS. Infants are safest when placed to sleep in fitted one-piece sleepwear that is comfortable at room temperature and does not cause them to overheat. Infants do not require additional blankets as infants' movements may cause their heads to become completely covered and cause them to overheat. If a blanket is needed, infants are safest with a thin, lightweight, and breathable blanket.

Strollers, swings, bouncers, and car seats are not intended for infant sleep. When sleeping in the sitting position, an infant's head can fall forward, and their airway can be constricted. This risk reinforces the importance to move an infant to a crib, cradle, or bassinet to sleep, or when the destination is reached.

### INFANTS WHO SHARE A ROOM WITH A PARENT OR PROVIDER HAVE A LOWER RISK OF SIDS.

Room sharing refers to a sleeping arrangement where an infant's crib, cradle, or bassinet is placed in the same room and near the parent or Provider's bed. Infants who share a room have a lower risk of SIDS and will benefit from

room sharing for the first 6 months during the period of time the risk of SIDS is highest. Room sharing facilitates breastfeeding and frequent contact with infants at night.

Bed sharing describes a sleeping arrangement where an infant shares a sleeping surface such as an adult bed, sofa, or armchair with an adult or another child. Sharing a sleeping surface increases the risk of SIDS and the risk is particularly high for infants less than 4 months of age. Sharing a sleeping surface with an infant also increases the risk of entrapment, overheating, overlaying, and suffocation. The risk of SIDS and other unintentional deaths that occur during sleep increase further when an infant shares a sleeping surface with a parent or Provider who smokes, has consumed alcohol, is under the influence of sedating drugs, or is overly tired.

### Instructions:

As per the CCEYA, the Provider will perform direct visual checks hourly for children 24 months and younger while children are sleeping and record the times. Children sleeping overnight will be checked a minimum of 3 times. Each child who is 18 months or older but younger than 6 years old and who receives child care for six or more hours has a rest period not exceeding two hours in length.

Visual sleep checks will be documented in in the daily journal.





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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>      | <b>Policy Number:</b> | <b>5.17</b>          |
| <b>Policy:</b>  | <b>Supervision: Provider's Home</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |                                     | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

The Ministry of Education requires that every child in attendance is supervised by an adult at all times. An adult is defined as a person 18 years of age or older. Providers who are registered with Family Space Licensed Home Child Care Program must ensure that children are appropriately supervised at all times while in their care.

### Procedures

#### A. Supervision in Provider's Home

- 1.0 The adult dropping the child off at the Provider's home must ensure that the child is released directly to the Provider.
- 2.0 At time of pickup, the Provider can only release the child directly to the adult authorized on the parent/Provider agreement.
- 3.0 Providers are responsible to ensure that a child(ren) in their care is never left with anyone under the age of 18 years of age.
- 4.0 Providers are not permitted to visit other Provider's homes.
- 5.0 Children will not be left in the car without an adult present.
- 6.0 Children are not to be on a balcony at any time.

#### B. Outdoor Supervision

- 7.0 A Home Visitor will review all outdoor supervision requests made.
- 8.0 Healthy children are to play outside for a minimum of two hours per day under the supervision of the Provider. The Provider is always required to remain with children under the age of six during outdoor play. The supervision of outdoor play for children ages six and older shall be agreed upon by the parent and the Provider and the Home Visitor. The Provider must always know the whereabouts of the children and must have appropriate contact with them as indicated by the parent.
- 9.0 Outdoor play for children is to be supervised in accordance with the Outdoor Supervision Plan agreed upon by the Provider, a parent and a Home Visitor



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**Section:** QUALITY HOME CHILD CARE

**Policy Number:** 5.17

**Policy:** Supervision: Provider's Home

**Date Approved:** November 2002

**Date Reviewed:** March 2020

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### OUTDOOR SUPERVISION PLAN

I agree to the following outdoor supervision plan for my child(ren):

Child Name: [\[Click or tap here to enter text\]](#)

Age: [\[Click or tap here to enter text\]](#)

Infants and toddlers must be seen; preschoolers seen or heard, School-Age – supervision for children 6 and older may be discussed and documented with the parent and Home Visitor.

| Supervision                      | Activities |
|----------------------------------|------------|
| Within Visual and Audio Distance |            |
| Other: Detailed Explanation      |            |

X

Parent Signature

X

Provider Signature

Date: [\[Click or tap to enter a date\]](#)

Date: [\[Click or tap to enter a date\]](#)

X

Home Visitor Signature

Date: [\[Click or tap to enter a date\]](#)

Outdoor Supervision  
July 11, 2022

Phone: (613) 966-9427  
Email: [childcare@familyspace.ca](mailto:childcare@familyspace.ca)

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[www.familyspacequinte.com](http://www.familyspacequinte.com)



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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b>                 | <b>Policy Number:</b> | <b>5.18</b>          |
| <b>Policy:</b>  | <b>Supervision: Walking To and From School</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

The parent is ultimately responsible for the child during the time that the child walks herself/himself to and from school. Children up to the end of their eighth year of birth must be supervised.

### Procedures

- 1.0 An Escorting Children Consent Form must be filled out by the parent for all children who walk to and from school to the Provider's home.
- 2.0 A Home Visitor will review the Escorting Children Consent Form.
- 3.0 Parents must have requested and consented to children walking (or riding) unattended by an adult in writing prior to the child being allowed to do so.
- 4.0 The Provider and Home Visitor must sign the consent form indicating that they support the consent form.
- 5.0 The Provider is responsible for the children only after they arrive into the Provider's home or as agreed upon by both parties in the Provider/parent agreement.

### ESCORTING CHILDREN CONSENT FORM

#### A. Children Eight Years of Age or Younger

This/these child(ren) will be escorted to and from school or bus stop as follows:

|                       |                           |
|-----------------------|---------------------------|
| Child's Name: _____   | Telephone: ( ____ ) _____ |
| Name of School: _____ | Telephone: ( ____ ) _____ |
| Escort: _____         | Telephone: ( ____ ) _____ |
| Child's Name: _____   | Telephone: ( ____ ) _____ |
| Name of School: _____ | Telephone: ( ____ ) _____ |
| Escort: _____         | Telephone: ( ____ ) _____ |
| Child's Name: _____   | Telephone: ( ____ ) _____ |
| Name of School: _____ | Telephone: ( ____ ) _____ |
| Escort: _____         | Telephone: ( ____ ) _____ |



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### B. Children nine years of age and older

☐ \_\_\_\_\_ does not require an escort.  
(Insert Child(ren)'s Name)

☐ \_\_\_\_\_ does require an escort as follows:  
(Insert Child(ren)'s Name)

|                       |                           |
|-----------------------|---------------------------|
| Child's Name: _____   | Telephone: ( ____ ) _____ |
| Name of School: _____ | Telephone: ( ____ ) _____ |
| Escort: _____         | Telephone: ( ____ ) _____ |
| Child's Name: _____   | Telephone: ( ____ ) _____ |
| Name of School: _____ | Telephone: ( ____ ) _____ |
| Escort: _____         | Telephone: ( ____ ) _____ |

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Visitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b> | <b>Policy Number:</b> | <b>5.19</b>          |
| <b>Policy:</b>  | <b>Equipment</b>               | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |                                | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

Equipment in the Provider's home will be safe and promote healthy child development. Providers registered with Family Space Licensed Home Child Care Program are required to utilize equipment necessary to providing care for children.

### Procedures

- 1.0 The Child Care and Early Years Act requires that all indoor and outdoor toys and equipment for children in the Provider's home are required to be clean and in good repair.
- 2.0 A Home Visitor will, as part of the home visit conducted, will include addressing the safety of all equipment both indoors and outdoors through inspection.
- 3.0 All equipment for children (i.e. car seats, cribs) is required to meet approved standards and any government regulations. It is the Provider's responsibility to ensure that all toys and equipment meet the required safety standards.
- 4.0 Baby walkers are not permitted to be used in the Provider's home.
- 5.0 Providers are to ensure there are adequate developmentally appropriate toys to serve the number of children receiving care to support the learning and development of each child. There must be of sufficient variety to allow for the rotation of the play materials in active use, and available and accessible to the children throughout the day. They must be of such type and design to allow the children to make choices and to encourage exploration, play and inquiry. Family Space will ensure through observation on home visits that the play materials, equipment, and furnishings are maintained in a safe condition and kept in a good state of repair.
- 6.0 For each infant who receives home child care at the premises, a cradle or crib or playpen that complies with the standards for cradles, cribs and playpens in the regulations made under the *Canada Consumer Product Safety Act*, and bedding.
- 7.0 For each child 18 months old up to and including five years old who receives home child care at the premises for six hours or more, a cot or bed and bedding is available.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:**    **QUALITY HOME CHILD CARE**

**Policy Number:**    **5.20**

**Policy:**    **Trips**

**Date Approved:**    **November 2002**

**Date Reviewed:**    **March 2020**

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### **Policy**

Providers registered with Family Space Licensed Home Child Care must discuss with parents plans for outings and trips that may involve their child.

### **Procedures**

Permission to travel with children in the Provider's vehicle is given by the parent on the registration form.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>QUALITY HOME CHILD CARE</b> | <b>Policy Number:</b> | <b>5.21</b>          |
| <b>Policy:</b>  | <b>Water Quality</b>           | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |                                | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### **Policy**

Providers registered with Family Space Licensed Home Child Care in rural settings must test the quality of their water seasonally. The Hastings Prince Edward Health Unit states that well water is susceptible to pollution from numerous sources.

### **Procedures**

- 1.0 All rural well water must be tested before a Provider begins providing care with the Licensed. Home Child Care Program of Family Space Quinte Inc.
- 2.0 All rural well water must be tested seasonally at the Provider's expense.
- 3.0 Water bottles can be obtained from any Hastings and Prince Edward Health Unit Office.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: QUALITY HOME CHILD CARE**

**Policy Number: 5.22**

**Policy: Water Safety**

**Date Approved: November 2002**

**Date Reviewed: March 2020**

### Policy

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) **on the Providers premises.**

Children may have access to a pool off the Provider's premises only, as long as someone who meets the qualifications for a lifeguard set out in Ontario Regulation 565 (Public Pools) is present. Providers are responsible for following the safety rules and regulations at the recreational facility.

Children who are six years old and over are permitted to swim at beaches with their Provider where water quality is monitored, and lifeguards are present.

### Procedures

1.0 If water facilities are used there must be a reaching tool near the water and measures need to be put in place to ensure children do not slip or fall. Swimming authorization forms need to be signed by parents and parents need to give authorization in the parent/Provider agreement/contract outlining details regarding supervision.

2.0 A phone needs to be within reach of the pool at all times.

3.0 The Provider needs to have a written agreement with a Home Visitor to ensure the safety of all children before the pool can be used for children .

4.0 All Provider homes that have standing bodies of water/swimming pools are in compliance with local by-laws requiring private residences with standing bodies of water/pools etc. in their catchment area to have an enclosure (e.g., fence and a latched gate).

5.0 Children 6 and older may only have access to a pool on a Providers premises if someone who meets the qualifications for a lifeguard set out in Ontario Regulation 565 (Public Pools) is present.

### **Water Safety Best Practices for all licensed child care operators.**

1) The Ministry of Education supports play-based learning and sensory exploration and encourages the use of **on-premise splash pads, sprinklers, hoses or water tables**, under close supervision of adults at all time, as safer alternatives during cooling or play/sensory activities.

2) Parents/guardians are advised of the field trip and have signed a consent form.





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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>                               | <b>Policy Number:</b> | <b>6.1</b>           |
| <b>Policy:</b>  | <b>Emergency Alternate Providers, Volunteers, Students &amp; Others</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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### Policy

Emergency alternate Providers can be used on a short and infrequent basis when the Provider has an emergency or an appointment. The Provider must ensure compliance with established guidelines for the use of emergency alternate Providers. Parents must sign an agreement with the Provider stating all emergency alternate Providers that may be used. All emergency alternate Providers, students, volunteers, residents over the age of 18, and any adults who may have interaction with children in the Provider's home must review policies annually. Persons who are used as emergency alternate Providers must have WSIB approved First Aid /and Level C CPR. Providers are responsible for reviewing policies with all emergency alternate Providers, residents over the age of 18, and regular visitors annually. A Home Visitor will ensure sign off from students and volunteers.

### Procedures

- 1.0 The use of an emergency alternate Provider is to be for very short periods of time and is to be on an infrequent basis i.e. medical appointments, when the Provider walks children to and from school while younger children are sleeping, emergencies. In special circumstances, when it is for a non-emergency, a Provider may make a request to the Home Visitor to use an emergency alternate Provider.
- 2.0 Emergency alternates may not transport children into their vehicle at any time. The intent is if an emergency alternate has to be utilized, it is the emergency alternate who stays in the Provider's home while the Provider provides the transportation of children. I.e.: picking up children from school.
- 3.0 No child is supervised by a person less than 18 years of age.
- 4.0 Providers should have procedures for emergency evacuation and supervision that they review frequently. Providers can contact Family Space for emergency supervision when necessary.
- 5.0 Vulnerable sector screening checks every 5 years and statement Vulnerable Sector Screening Check – completed every 5 years. An offence declaration in every calendar year after initial vulnerable Sector Screening Check and shall be current to within 15 days of the anniversary date of the previous offence declaration or vulnerable sector check and shall address the period since the most recent offence declaration or vulnerable sector check. This is for the Provider and anyone 19 years or older living in the home and any emergency alternate Providers.
- 6.0 No person under the age of 18 is required to obtain a Vulnerable Sector Check. However, within one month after the person turns 18 years old, they are required to provide a statement that discloses every previous finding of guilt under the Youth Criminal Justice Act (Canada), if the person received an adult sentence.
- 7.0 Emergency alternate Providers and others over the age of 18 years living in the Provider's home must submit to the agency proof of current immunization or objection.



# Family Space Quinte Inc.

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### 7.0 Emergency alternate Providers must have current WSIB approved First Aid and Level C CPR

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>           | <b>Policy Number:</b> | <b>6.1</b>           |
| <b>Policy:</b>  | <b>Alternate Providers, Volunteers and Students</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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8. The individual plan (Family Service Plan) for a child with exceptionalities and/or anaphylaxis and the emergency procedures are reviewed and signed off by alternate Providers or volunteers or others who will be providing care or guidance in the Provider's home before they begin providing care and annually afterwards. These policies and procedures will be reviewed with alternate Providers or volunteers or others by the Provider registered with Family Space Licensed Home Child Care program. Family Service plans will not contain medical information without written consent from parents.
9. Students placed in the home of a Provider will attend orientation with the Home Visitor before beginning placement. Orientation will include review of all Family Space policies and procedures, program philosophy and the needs of individual children. During orientation students will review and sign off on Alternate Providers, Volunteers and Students policy as well as program statement including self-regulation and Anaphylaxis policies before placement in a Provider's home begins and annually afterwards. Students will receive a Parent Handbook during orientation.
10. Students will not be left unsupervised by the Provider or alternate Provider with any child.
11. Alternate care must be provided in the Provider's home that has been approved by Family Space Quinte Inc.
12. Alternate Providers are not to administer medication to a child unless in the case of a life-threatening emergency.
13. Alternate Providers or volunteers and students are expected to comply with all policies and procedures in the Provider policy manual, review annually
14. All parents who could be potentially affected on the given days must give written approval of the use of the alternate Provider.
15. If parents do not approve of the alternate Provider and choose not to bring their child to care on that day, the parent will not be charged for that day.
16. Parents must be notified in advance of all potential short-term Providers. They must give written agreement authorizing the alternate Provider to provide childcare to their child. These names will be listed on the Parent/Provider Agreement and must be updated by the Provider when names are added or deleted. These authorization forms must be completed and signed by the parent when any new alternate Providers are added.



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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b>           | <b>Policy Number:</b> | <b>6.1</b>           |
| <b>Policy:</b>  | <b>Alternate Providers, Volunteers and<br/>Students</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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17. Family Space Quinte Inc. does not have to be notified each time a short-term alternate Provider is used.
18. Family Space will review the Alternate Provider, Volunteer and Students policy annually.
19. The Alternate Provider, Volunteer and Student policy will be reviewed and signed with alternate Providers by the registered primary Provider before alternate care is provided. Alternate Providers will review policies annually afterwards.
20. The Parent Handbook is available on the Family Space website.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b> | <b>Policy Number:</b> | <b>6.2</b>           |
| <b>Policy:</b>  | <b>Attendance and late arrivals</b>       | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>June 3 2022</b>   |

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### Policy

Providers registered with Family Space Quinte Licensed Home Child Care Program will record the daily attendance of children as required by the Child Care and Early Years Act, and Purchase of Service Agreement with the County of Hastings.

### Procedures

- 1.0 Providers will record the daily attendance of children on two separate forms:
  - 1.1 **Provider Invoice** – verifying the days and times care is utilized. These are to be filled out daily and are submitted twice per month according to the provided submission schedule once it has been completed.
  - 1.2 **Attendance Record** – to be filled out each day immediately as soon as children arrive, and immediately upon departure. The time of arrival and departure is to be accurately recorded.
- 2.0 Hastings County Children’s Services dictates that the following codes must be used monthly to indicate funding requirement in order to accurately calculate client attendance.
- 3.0 Sick, absent, withdrawal, holidays, and vacation days are to be recorded in the following manner by Providers:
  - a) The code “S” is used to indicate if a child is sick from the daycare.
  - b) The code “A” is used when the child is absent for an unknown reason.
  - c) The code “w” notice of withdrawal (two week waiting period) is entered on the invoice as “w” not an absent day. In using this method, the day is not deducted from the client’s allotted yearly absent days.  
The code “V” is used to indicate when the child is on vacation from the daycare and payment is required.

**\*\* Providers must report any absences of 3 consecutive days to Family Space. \*\***

**SAFE ARRIVALS** – Family Space considers the safety of all children, and families including at arrival and departure. Providers will contact families of any children by phone or text who are 30 minutes late for a scheduled arrival or pick up if they have not been notified. For older children who leave the Provider’s house by themselves - if going to school and the child does not arrive on time, the school will implement their own Late Arrival policy. For children leaving the Provider’s house by themselves and going home – an individual agreed upon by Provider and parent will contact the Provider to ensure safe arrival home.



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>      | <b>Policy Number:</b> | <b>6.3</b>           |
| <b>Policy:</b>  | <b>Care Capacity and Placement Limitations</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

The maximum capacity of children in the care of a Provider will be in compliance with the Child Care and Early Years Act.

A Provider registered with a Family Space licensed home child care Provider can care for a maximum of 6 children under the age of 13 at any one time.

Providers must count their own children under the age of 4.

Providers may care for a maximum of only 3 children under the age of 2 (including their own children). A request form for caring for 3 children under 2 must be completed and submitted to the Agency for approval.

A Provider's own children are counted in the maximum allowable care capacity if they are under 4 years of age.

The Provider/Agency agreement will establish a maximum capacity in accordance with the Act for each Provider registered with Family Space Licensed Home Child Care Program.

**It is at the Home Visitor's Discretion (with consultation from the Executive Director) the number and ages of children each Provider may have enrolled at any one given time.**

The overall safe accommodation for the children in care will be the primary consideration when determining the number and ages of children a Provider may have. Other considerations include:

1. The ages of the children in the group.
2. Any medical or special needs of the children in the group.
3. The ability of each child to evacuate independently in an emergency.
4. The experience and qualifications of the home child care Provider.
5. The physical environment of the premises, including the total amount and distribution of space in the premises



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>      | <b>Policy Number:</b> | <b>6.4</b>           |
| <b>Policy:</b>  | <b>Premium Care &amp; Premium Billing Days</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

Providers registered with Family Space Licensed Home Child Care Program, as self-employed contractors, may use their own discretion with regard to providing care on statutory holidays or premium days. The County of Hastings through the Purchase of Service Agreement determines which days can be charged as premium days and as such Providers are able to charge a higher rate. The regulations of the Child Care and Early Years Act are to be followed when a Provider chooses to provide care which the County of Hastings deems as “premium” care.

### Procedures

\*\* Providers are required to complete and maintain an accurate Parent/Provide Agreement. A copy of this agreement needs to be submitted to the agency.

- 1.0 The public holidays/ or premium days identified in the Province of Ontario and/or the County of Hastings are as follows:
- 2.0 New Year’s Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day and Family Day
- 3.0 Premium child care rates are charged if Providers provide care on these days. Premium child care rates are also charged if care is provided on a Saturday or Sunday, or if the majority of care occurs before 7:00 a.m. or after 6:00 p.m.
- 4.0 Parents are not required to give two weeks’ notice if they do not require care on a statutory holiday. It is assumed they will not be using care unless they let their Provider know otherwise.
- 5.0 The Ministry of Education requires that when care is provided overnight, beds and mattress are to be provided for the children.
- 6.0 Fire evacuation plans need to be discussed with a fire inspector to ensure they are adequate for extended hours of care.
- 7.0 When abnormalities outside of Family Space general billing structure arise, the home childcare team will decide on each situation. This may apply to multiple drop off and pick-ups in a given day.



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>                 | <b>Policy Number:</b> | <b>6.5</b>            |
| <b>Policy:</b>  | <b>Late Fees and Billing During Uncontrolled Closures</b> | <b>Date Approved:</b> | <b>September 2019</b> |
|                 |   | <b>Date Reviewed:</b> | <b>November 2022</b>  |

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### **Purpose:**

To give Providers registered with Family Space Licensed Home Child Care the ability to charge late fees to parents should they wish to implement and collect.

### **Policy:**

Providers can charge late fees to families to ensure that their time with their own family is respected. The Providers set their own individual rules related to time charged, when charged and fee charged. The Providers must collect the fees directly from the parents. It is not related to Family Space billing for care used.

### **Procedures:**

5. Providers may consider developing and signing a separate contract, aside from the Family Space Parent/Provider agreement outlining their late fee policy including fees and conditions.
6. Providers will distribute a receipt for late payment fees to parents.
7. There will be no charge for the receipt.
8. Effective November 14, 2022, in the event of an uncontrolled closure such as a pandemic, natural disaster, school strike etc., 2 weeks notice of an interruption in care from families is not required. Providers will receive compensation for one week from the beginning of the interruption according to their children's scheduled contract. The situation will be re-evaluated after one week and on an ongoing basis.
9. Family Space will seek funding from Hastings County Children's Services to support parent fees during this time.



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>                     | <b>Policy Number:</b> | <b>6.6</b>           |
| <b>Policy:</b>  | <b>Fees, No wait List, Provider Payment Policy and CWELCC</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 23 2023</b> |

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### Policy

Providers registered with Family Space Licensed Home Child Care Program are required to submit attendance and billing information based on the defined process to ensure accurate and timely compensation for child care services provided.

Parents with Family Space Licensed Home Child Care Program are required to pay fees based on the defined process to ensure continuity of childcare without disruption as per our NSF policy. For any NSF payments, a two-week notice of termination of care will be given to the parents and providers. It is the parent's responsibility to ensure that they pay by e-transfer to [childcare@familyspace.ca](mailto:childcare@familyspace.ca) the amount owing plus \$30.00 NSF fee before the two weeks has lapsed to ensure that there is no interruption of care. If care is terminated, you will need to confirm space is still available before you can return to care.

Flexibility is offered through Licensed Home Child Care to families. As independent contractors, Providers 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.

### Procedures for Providers Invoices:

- 1.0 A schedule of invoices, due dates, and payment dates, will be issued on an annual basis by Family Space to Providers registered with the licensed home child care program.
- 2.0 All Providers must ensure invoices are submitted on time or they will not be paid on the scheduled day. Providers will be charged a \$25.00 administrative fee to have their payment issued individually after the due date.
- 3.0 The rate for the next age group (Infant to Preschool) will come into effect as of the first day of the month following a child's birthday.

### Procedures for Administration:

- 1.0 Invoices will be received on the 2<sup>nd</sup> working day following the end of the invoice period.
- 2.0 Providers will be paid on the 10<sup>th</sup> and 25<sup>th</sup> of the identified invoice period. If these dates fall on a weekend or holiday, they will be paid the day prior.





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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>                     | <b>Policy Number:</b> | <b>6.6</b>            |
| <b>Policy:</b>  | <b>Fees, No wait List, Provider Payment Policy and CWELCC</b> | <b>Date Approved:</b> | <b>November 2002</b>  |
|                 |   | <b>Date Reviewed:</b> | <b>March 23, 2023</b> |

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### Procedures for Parent Fees:

1. Upon enrollment fee paying parents must provide to the Family Space office the following:
  - A void cheque or bank form for direct debit payment of fees.
2. Child care used from the 1<sup>st</sup> to the 15<sup>th</sup> of the month will be debited on the 28<sup>th</sup> of the same month. Child care used from the 16<sup>th</sup> to end of the month will be debited on the 14<sup>th</sup> of the following month. An invoice will be emailed to parents with amount to be debited prior to due date.
3. For any NSF payment, a two week notice of termination of care will be given to the parents. In order to ensure that there is no interruption in care, it is the parent's responsibility to ensure that they pay the amount owing + \$30.00 NSF fee before the 2 weeks has lapsed.

### Procedures for Administration:

1. Invoices from Providers registered with Family Space Licensed Home Child Care program are due to Family Space office as specified on an annual basis.
2. Invoices will be received on the 2<sup>nd</sup> working day following the end of the invoice period.
3. Providers will be paid on the 10<sup>th</sup> and 25<sup>th</sup> of the identified invoice period. If these dates fall on a weekend or holiday, they will be paid the day prior.

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



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>               | <b>Policy Number:</b> | <b>6.7</b>             |
| <b>Policy:</b>  | <b>Canada Wide Early Learning and Child Care system</b> | <b>Date Approved:</b> | <b>August 18 2022</b>  |
|                 |   | <b>Date Reviewed:</b> | <b>October 14 2022</b> |

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### **Policy**

#### **CWELCC – Canada Wide Early Learning and Child Care system**

Family Space has opted in for the Canada Wide Early Learning and Child Care System. The CWELCC system will offer financial support for families accessing care within our program.

In April 2022 the Ministry of Education put a fee freeze on licensed child care. Parents registered with Family Space, who pay fees to Family Space are paying the same rates as they were when the fee cap was put in place.

Parents that have a private arrangement with their provider (all financial arrangements including fees and payments are between parent and provider, no financial involvement with the agency) should be aware that their private child care fees must be capped at the providers rate as of March 27, 2022.

If the provider joined the agency after March 27 2022 the fee charged for this private arrangement must be capped at the agency rate.



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>   | <b>Policy Number:</b> | <b>6.8</b>           |
| <b>Policy:</b>  | <b>Wage Enhancement/Home Child Care Enhancement Grant (HCCEG) &amp; General Operating Grant (GOG)</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>June 7 2022</b>   |

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### Policy

Wage Enhancement/ Home Child Care Enhancement Grant (HCCEG) and General Operating Grant (GOG) is provided by the County of Hastings and their policies and procedures will be followed.

### Procedures for Wage Enhancement Grants & General Operating Grants:

#### Providers

1.0 Wage Enhancement Funding (HCCEG) is granted through the County of Hastings and General Operating Grant policies and procedures will be followed.

2.0 Wage enhancement Funding (HCCEG) will be issued to Providers with each invoice based on the following:

In order to be eligible to receive the HCCEG, home child care Providers must:

- Hold a contract with a licensed home child care agency and provide services to one child or more (excluding Provider's own children).

To be eligible to receive the **full HCCEG of \$20 per day**, home child care Providers must:

- Provide on average **full-time services** (6 hours or more hours per day); and
- Receive less than \$250.70 per day in base fees – (eligible for partial HCCEG if between \$250.70 and \$270.70 per day in base fees and ineligible for HCCEG if at \$270.70 or greater in base fees)

To be eligible to receive the **partial HCCEG of \$10 per day** home child care Providers must:

- Provide on average **part-time services** (less than 6 hours per day); and
- Receive less than \$152.42 per day in base fees – (eligible for partial HCCEG if between \$152.42 and \$162.42 per day in base fees and ineligible for HCCEG if at \$162.42 or greater in base fees)

If at any point a home child care Provider stops serving children or earns more than the cap, the home child care agency must terminate the transfer of HCCEG funds to the Provider.

GOG is included in base rates to Providers. Each Provider invoice payment outlines the breakdown between base funding, GOG funding and HCCEG Funding. 80% of the agency's GOG funding is distributed to Providers. Lump sum payments are discouraged; however, if at year end, there are excess GOG funds, they will be distributed to any Providers who provided care with Family Space Quinte Inc. during that fiscal year based upon the care provided during the year



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Every time Providers are paid they will see three separate lines of their total payment that are outlines in their Telpay remittance details as follows:

1. HCCEG – this is the Provincial Home Child Care Enhancement Grant, \$20 per day.
1. GOG- this stands for general operating grant and is displayed separately from the total daily earnings
1. The bi-weekly Provider fees amount is the rate of earnings without the GOG included.

Family Space is required by our funders to display these amounts separately for Providers. If further GOG funding is distributed at year end it would be labeled 2022 GOG top up.

For example:

|   |                  |
|---|------------------|
| <b>Total Provider Payment:</b>              | <b>\$2122.00</b> |
| HCCEG                                       | \$220.00         |
| Provider Invoice Total                      | \$1902.00        |
| 12 % GOG included in Provider Invoice Total | \$203.79         |
| Provider Fees before GOG                    | \$1698.21        |



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b> | <b>Policy Number:</b> | <b>6.9</b>           |
| <b>Policy:</b>  | <b>Provider Records</b>                   | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

Family Space Quinte Inc. will maintain a record of each Provider in the Home Child Care Program.

### Procedures

- 1.0 The Provider record will contain the following information:
  - Application to Provide Home Child Care
  - Initial Home Evaluation
  - Fire Department Inspection
  - Immunization
  - Criminal Reference Check/ Vulnerable Sector Screening (every 5 years)
  - Offence Declaration
  - Immunization Record of Provider's Own Children
  - Written Proof of General Liability and Automobile Insurance
  - Written Proof of Pet Inoculation
  - Signed Oath of Confidentiality
  - Policy Sign Off for anyone over the age of 18, alternate Provider, regular & visitors.
  - Agency/Provider Agreement
  - Proof of current First Aid/CPR
  - Equipment release waiver
  - Highland Shores Child welfare check
  - Alternate Provider
  - Void cheque
  - Notice with respect to the collection of personal information
  - Home Visit Reports, Quarterly Home Visit Reports, Communications/Correspondence
  - Water sample records
  - Photo/video release
  - Reference Checks
- 2.0 Provider records are the property of Family Space Quinte Inc.
- 3.0 Provider records are confidential and are kept locked in a filing cabinet or securely stored in Family Space data base, on the server. Provider records are the property of Family Space Quinte Inc. These records will be maintained for three years after the Provider has left the agency.
- 4.0 Providers may review the contents of their record in the presence of the Home Visitor. Information may not be removed from the record. A copy of information in the Provider record will be provided to Provider upon request.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b> | <b>Policy Number:</b> | <b>6.10</b>          |
| <b>Policy:</b>  | <b>Extended Care</b>                      | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

Extended hours of care may be available. Providers and Parents will develop a plan for extended hours, considering health, safety and supervision. Consistent with the Child Care and Early Years Act, continuous care beyond 23 hours and 59 minutes requires Ministry of Education approval.

### Procedures

- 1.0 Each parent requesting care beyond 23 hours and 59 minutes will be reviewed on a case to case basis and will be requested from the Ministry individually.
- 2.0 Each home operating extended hours has an evacuation plan that includes the extended hours portion of the program.
- 3.0 Local fire departments will be advised of any homes operating extended hours and local protocols will be followed.
- 4.0 Anaphylaxis -Individual extended hours plans will be created by a Provider and the parents including after hours contact information for children with life threatening allergies.
- 5.0 Bedtime/rest time routines
  - Children will engage in quiet activities to settle for bedtime.
  - Infants will be provided with cribs/playpens: toddlers, preschool and school age children will be provided with a mattress/bed/cot.
  - Children who change from clothing to pajamas independently will be given privacy in a bedroom or bathroom.
  - Children will brush their teeth in a bathroom before bed.
  - Toothbrushes will be stored separately.
  - Individual face cloths, towels, bedding and pillowcases will be used. A new face cloth and towel will be used daily and bedding washed at least weekly or more often if necessary.
  - All bedding including pillowcases will be washed/changed between children
  - Males and females over the age of 6 will sleep in separate rooms unless a parent provides written consent for male and female siblings over the age of 6 to sleep in the same room.
  - Visual sleep checks will be done according to Family Space sleep check policy.
- 6.0 Maximum hours of care
- 7.0 Providers can sleep during the night shift and be available to provide care during the day
- 8.0 Building and accommodation



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: HOME CHILD CARE PROGRAM  
OPERATIONS**

**Policy Number: 6.10**

**Policy: Extended Care**

**Date Approved: November 2002**

**Date Reviewed: March 2020**

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- 9.0 Entrance and exit areas must have adequate lighting
- 10.0 Family Space record of active homes will identify those in which extended hours of care is being provided.
- 11.0 Family Space's insurance company is aware that care is provided during extended hours
- 12.0 Contact information for the Agency is available during extended hours
- 13.0 Children's emergency records must always include information about how to reach a parent/guardian, including during the extended hours portion of the program.
- 14.0 Attendance records must confirm the actual hours of care of each child including AM or PM.  
Emergency phone numbers including poison control, EMS and a taxi service is available during extended hours
- 15.0 Home Visitor - In addition to quarterly visits made during regular hours additional quarterly visits will be made by a Home Visitor during the extended hours while children are in care.
- 16.0 The checklist used by the Home Visitor will be inclusive of any additional requirements for extended hours care.
- 17.0 Supervision - If the Provider will be sleeping during the night while providing care, a supervision plan must be established between the Provider, the parents and a Home Visitor that considers the location of where children are sleeping and the process for monitoring children overnight.
- 18.0 Nutrition- Meals will be supplied if child attends mealtime.  
Menus will be planned in consultation with Home Visitor and parent and available for review.
- 19.0 Program Outdoor play for children participating in extended hours of care will take place during daylight hours.  
Consideration will be given to seasonal conditions, time of day and adequate lighting for appropriate supervision.
- 20.0 Health and Medical – Secure storage for medical supplies and medication, as well as a first aid kit and manual, must be readily accessible to the Provider during extended hours program.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>         | <b>Policy Number:</b> | <b>6.11</b>          |
| <b>Policy:</b>  | <b>Home Visits and Communication with Parents</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>June 7, 2022</b>  |

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### Policy

The Child Care and Early Years Act requires that the Provider's Home including outdoor play space is inspected by a Home Visitor employed by Family Space Quinte Inc. These inspections are carried out without prior (unscheduled) notice to the Provider's home at least one in every quarter of each calendar year.

Home Visitors review all Family Space Licensed Home Child Care policies annually.

Family Space Home Visitors strives to make additional visits to each Provider's home at a frequency of once per month. These visits will be a combination of scheduled and unscheduled visits.

### Procedures

- 1.0 On a regular basis, a Home Visitor will conduct scheduled and unscheduled visits to a Provider's home. A conscientious effort will be made to visit each home monthly. A checklist provided by the Ministry of Education will be utilized to ensure that an accurate record is made of each inspection.
- 2.0 While children are being cared for, it is necessary for the Provider to allow Home Visitors access to her home.
- 3.0 Parents will receive quarterly newsletters from the Licensed Home Child Care program.





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b> | <b>Policy Number:</b> | <b>6.12</b>          |
| <b>Policy:</b>  | <b>Inactive Providers</b>                     | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>April 3 2023</b>  |

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### Policy

Providers registered with Family Space Licensed Home Child Care Program that have completed registration and given approval to begin but are not currently providing care are considered “inactive” Providers.

### Procedures

- 1.0 Family Space Quinte Inc. considers a Provider approved by the agency who is not currently providing care as inactive. This includes Providers that are not providing care as they have had a baby and are taking some time off, other personal or medical time off or approved to begin but do not have children started yet.
- 2.0 Inactive Providers are still on the Family Space roster of Providers.
- 3.0 Home Visitors and Executive Director of Family Space Quinte Inc. reserve the right to determine who may return to the agency as a Provider.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b> | <b>Policy Number:</b> | <b>6.13</b>           |
| <b>Policy:</b>  | <b>Insurance</b>                          | <b>Date Approved:</b> | <b>November 2002</b>  |
|                 |   | <b>Date Reviewed:</b> | <b>April 18, 2023</b> |

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### Policy

Family Space Quinte Inc. maintains an insurance policy that includes comprehensive general liability coverage and abuse coverage.

Family Space Quinte Inc's Insurance Broker requires that Providers registered with Family Space Quinte Inc. Licensed Home Child Care Program acquire and maintain home/tenant/condo insurance policy to cover their personal liability, personal contents and building structure (if required). Providers should also let their insurance company know that they are operating a daycare out of their home. Providers will submit appropriate automobile insurance to the agency before travelling in their vehicles with day care children.

### Procedures

- 1.0 The Provider must provide to a Home Visitor written proof from an insurance agency/broker of the specified insurance coverage.
- 2.0 Automobile liability insurance submitted to a Home Visitor.
- 3.0 It is the Provider's responsibility to provide written proof to a Home Visitor of the annual renewal of the specified insurance coverage.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b> | <b>Policy Number:</b> | <b>6.14</b>          |
| <b>Policy:</b>  | <b>Interruption of Care &amp; Vacation</b>    | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

Written notice must be given by the Provider registered with Family Space Licensed Home Child Care Program and/or parents to Family Space Quinte Inc. two weeks prior to any interruption of care.

Providers as independent contractors can determine how many weeks vacation a parent may take annually.

### Procedures

1. The Provider and parents both must give two weeks written notice to the agency and each other prior to taking vacation, a day off, moving, terminating service, or any other reason that would result in an interruption of care.
2. Failing to give two weeks written notice will result in the parent being charged for two weeks from the day that written notice is received.
3. The Providers may set their own individual rules related to the maximum vacation time a family is allowed. The Providers must collect the fees for vacation time used beyond their agreed upon limit directly from the parents if they choose to bill the parents. It is not related to Family Space billing for care used.
4. Providers may consider developing and signing a separate contract, aside from the Family Space Parent/Provider agreement outlining their maximum vacation policy.
5. Providers will issue a receipt for these fees and will not charge a fee for the distribution of a receipt related to vacation charges.



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b> | <b>Policy Number:</b> | <b>6.15</b>          |
| <b>Policy:</b>  | <b>Private Care</b>                           | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 3, 2023</b> |

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### Policy

The Hastings and Prince Edward Health Unit requires immunization records for all children not yet enrolled in school. A Provider registered with Family Space Quinte Licensed Home Child Care Program must inform the Home Visitor of any private children already in care to ensure compliance with Health Unit regulations.

### Procedures

- 1.0 Before children are placed into the Provider's home, copies of private children's Immunization Assessment records must be provided to a Home Visitor of Family Space Quinte Inc.
- 2.0 Children being cared for privately must be counted in the Ministry of Education ratios.
- 3.0 Children cared for privately, must complete and submit the following to the Agency:
  - A registration form
  - immunization record
  - Any medical or individual service plans
  - Providers must submit any incident reports, serious occurrences, and attendance



# Family Space Quinte Inc.

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>               | <b>Policy Number:</b> | <b>6.16</b>          |
| <b>Policy:</b>  | <b>Termination of Provider Agreement Appeal Process</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

A Provider/Agency Agreement may be terminated for failure to comply with the conditions and/or the policies/procedures of Family Space Quinte Inc.

### Procedures

- 1.0 The Provider/agency must inform the other party that the agreement is terminated and the reasons for the termination
- 2.0 A Provider can appeal a decision made by the Home Visitor or Executive Director, to terminate the Agency/Provider Agreement, the appeal must be made in writing to the Board of Directors within thirty (30) days of termination of agreement.
- 3.0 The name, address and telephone number of the president of the Board of Directors of Family Space Quinte Inc. is available to those Providers who wish to appeal a decision to terminate the Agency/Provider Agreement.
- 4.0 In the written appeal, the Provider can request to meet the Board of Directors or a Board designated committee.
- 5.0 The Board of Directors will respond to the written request for a meeting within seven (7) business days. The Executive Director will be part of this process.
- 6.0 After meeting with the Board, there will be a written response within seven (7) business days.
- 7.0 The decision of the Board of Directors is final.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b> | <b>Policy Number:</b> | <b>6.17</b>          |
| <b>Policy:</b>  | <b>Quality Control Measures</b>               | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### **Policy**

The County of Hastings through the Purchase of Service Agreement has requirements that must be met related to Quality Control.

### **Procedures**

A Service Provider is required to maintain a clear License with the Ministry of Education. Any revision to the Service Provider's license status due to a contravention of the Child Care and Early Years Act may lead to the termination of the Purchase of Service Agreement.



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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>                                     | <b>Policy Number:</b> | <b>6.18a</b>         |
| <b>Policy:</b>  | <b>Confidentiality of Information, Borrowed Technology &amp; Social Media</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>April 3 2023</b>  |

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### Policy

This policy offers guidance for Providers use of technology loaned to them by Family Space and to ensure that professionalism and safety are maintained.

All staff, volunteers and Providers registered with Family Space Licensed Home Child Care Program are required to complete an oath of confidentiality.

### Procedures

The following principles apply to professional and personal use of technology and social media when referring to Family Space Quinte.

- 1.0 Providers, emergency alternates and staff should maintain professional and ethical standards in posting material that is neither inappropriate nor harmful to Family Space Quinte, its caregivers, employees, families or participants.
- 2.0 Comments, expressions, and other postings on social media must be honest and respectful of others, respect confidentiality, personal information, and comply with applicable local, provincial, and federal laws and Family Space Policies.
- 3.0 Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, or that can create hostility.
- 4.0 Release of family/child information is done only with the written consent of the child's parent/guardian
- 5.0 Access to a child's records without parental consent may only be given to officials of the following jurisdictions: Coroner's Office, Courts, in response to a warrant or court order, Ombudsman Authorities vested in Provincial or Federal statutes (e.g. Public Health Nurse), minister of Education, and officials to whom she/he has delegated the authority (i.e. program advisor)
- 6.0 All Providers must ensure that the parents have completed a Photo/Video/Social Media/Testimonial Release form before utilizing their child's picture (i.e: Family Space Provider closed Facebook group) It is recommended that Providers obtain their own written permission from parents to post children's photos/videos in the Providers own social media groups.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b>                                     | <b>Policy Number:</b> | <b>6.18a</b>            |
| <b>Policy:</b>  | <b>Confidentiality of Information,<br/>Borrowed Technology &amp; Social Media</b> | <b>Date Approved:</b> | <b>November 2002</b>    |
|                 |   | <b>Date Reviewed:</b> | <b>January 26, 2021</b> |

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### **Confidentiality Form**

Providers will observe and hear many things of a confidential nature at Family Space. Care must be taken to ensure that these matters remain confidential. Personal information about clients or their families must be held in strictest confidence. Care must be taken regarding conversations in the home and in the community. Where confidentiality has been breached, serious action will result.

#### **Confidentiality Agreement**

I understand that all information about the Licensed Home Child Care Program as it pertains to families is confidential.

I will not divulge confidential agency information or material from clients' records to any individual or agency.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date





# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b>                | <b>Policy Number:</b> | <b>6.18a</b>         |
| <b>Policy:</b>  | <b>Confidentiality of Information &amp; Social<br/>Media</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |  | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Photo/Video/Social Media/Testimonial RELEASE FORM

I hereby grant *Family Space Quinte Inc.* permission to use my likeness/testimonial in a Family Space Quinte Inc. photograph/video/social media website, without payment or any other compensation.

If the participant is under 21, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent/guardian of (Child(ren)'s Name):

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_,

and do hereby give my consent without reservation to the foregoing on behalf of this person

\_\_\_\_\_.

(Patent/Guardian Print Name)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)

I am 21 years of age and am competent to contract on my own behalf. I have read this release form before signing below, and I fully understand the contents, meaning, and impact of this release.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b> | <b>Policy Number:</b> | <b>6.18b</b>            |
| <b>Policy:</b>  | <b>Borrowed Technology</b>                | <b>Date Approved:</b> | <b>November 2002</b>    |
|                 |   | <b>Date Reviewed:</b> | <b>January 26, 2021</b> |

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### Policy

Home Child Care Providers will use technology on loan by Family Space to assist with documentation and paperwork expectations. Careful use of borrowed technology will be a priority.

### Procedures

- 1.0 Home Child Care Providers will use technology provided by Family Space Quinte to assist in their daily documentation, program planning and research to effectively create quality early learning programming.
- 2.0 Technology will be used to maintain accurate record keeping and submit required paperwork.
- 3.0 Technology equipment is provided in good repair. It is expected the equipment will be returned upon request or at the termination of your agreement with Family Space.
- 4.0 It is expected that the equipment be used solely for work purposes and maintained in good working order.
- 5.0 There is an agent installed on all Family Space owned and maintained computers and electronic devices. This agent also allows the ability to remote in without consent. This agent also can provide MicroAge – Family Space IT company, at a glance, applications on computers and electronic devices internally and remotely. Software records all copies of email messages sent or received by addresses within the agency.
- 6.0 If technology is broken or in need of repair, Providers will contact a Home Visitor to discuss next steps.

1. Item of technology borrowed \_\_\_\_\_

2. Date the technology was issued \_\_\_\_\_

Provider Signature

Home Visitor Signature



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM<br/>OPERATIONS</b> | <b>Policy Number:</b> | <b>6.19</b>          |
| <b>Policy:</b>  | <b>Substance Abuse by Providers</b>           | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

No Provider registered with Family Space Licensed Home Child Program will provide care for children while under the influence of alcohol, recreational cannabis or illegal drugs.

### Procedures

- a. Family Space Quinte Inc. may terminate the Agency/Provider agreement even if substance abuse does not result in a clear impairment but the consumption is noticeable while children are in care.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b> | <b>Policy Number:</b> | <b>6.20</b>          |
| <b>Policy:</b>  | <b>Child Protection: Duty to Report</b>   | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

Any staff, Provider registered with Family Space Licensed Home Child Care Program, volunteers and students of Family Space Quinte Inc. have a legal responsibility to report if a child appears to be in need of protection.

### Procedures

#### Home Child Care Program: Duty to Report

- 1.0 Persons must report directly CFSA s.72 (3) the person who has the reasonable grounds to suspect that a child is or may be in need of protection must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf.
- 2.0 Upon suspicion of maltreatment the Provider registered with Family Space Licensed Home Child Care Program is to report the incident directly to the Children's Aid Society.
- 2.0 CAS guidelines state that you do not need to be sure that a child is or may be in need of protection to make a report to a children's aid society. "Reasonable grounds" are what an average person, given his or her training, background and experience, exercising normal and honest judgement, would suspect.
- 3.0 If a parent suspects a Provider registered with Family Space Licensed Home Child Care Program of maltreatment it is their responsibility to contact the Children's Aid Society. Parents are requested to also inform the Home Child Care Visitor of Family Space Quinte Inc. If a Home Visitor suspects a Provider registered with Family Space Licensed Home Child Care Program of maltreatment it is their responsibility to contact the Children's Aid Society, and the Executive Director of Family Space Quinte Inc.
- 4.0 Parents are asked to report the incident to the Home Visitor.
- 5.0 The Home Visitor and Executive Director of Family Space Quinte Inc. will support both parties involved until the Children's Aid Society has completed their investigation of the allegations. All children in the Provider's home will be immediately removed; the Provider and the parents of the children will be notified concurrently if any allegation or investigation takes place. Children will not be placed back into care until the investigation is complete and all allegations have been cleared. The Provider will not receive pay during the investigation period, since the parents will not be paying fees for that Provider to provide care.
- 6.0 Legal counsel shall be consulted in cases where the suspected maltreatment occurred while the child was in the care of an individual affiliated with the licensed home child care agency
- 7.0 The Executive Director will complete a serious occurrence report and submit to the Ministry of Education and/or the County of Hastings.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:**    **HOME CHILD CARE  
PROGRAM OPERATIONS**

**Policy Number:**    **6.21**

**Policy:**    **Safety, Protection and Abuse**

**Date Approved:**    **February 6 2023**

**Date Reviewed:**    **February 6 2023**

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### **Policy**

Family Space has zero tolerance for any form of abuse to a child by any Provider, alternate Provider, resident, volunteer or staff member.

### **Definition**

The term “child abuse” refers to the violence, mistreatment or neglect that a child may experience while in the care of someone they trust such as a child care provider, alternate provider, volunteer, parent or staff. Abuse is defined as emotional, physical, sexual or neglect.

Any individual suspecting a child may be in need of protection must report their concerns to Highland Shores CAS. If allegations of abuse by a Provider, alternate Provider, volunteer or staff are reported, a Program Co-Ordinator and the Executive Director of Family Space will be made aware of the report and events will be documented in detail. Legal consultation will be obtained and followed.

Any allegations of abuse by a Provider, alternate Provider, volunteer or staff will be reported to Family Space Insurance company promptly.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: HOME CHILD CARE  
PROGRAM OPERATIONS**

**Policy Number: 6.22**

**Policy: Self-Regulation**

**Date Approved: November 2002**

**Date Reviewed: March 2020**

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### **Policy**

Staff, and Providers registered with Family Space Licensed Home Child Care Program will promote positive approaches to managing behaviour that comply with the stated standards and requirements in provincial government legislation and regulations. Staff and Providers 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.

### **Definition**

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**

1. Child guidance used by Providers registered with Family Space Licensed Home Child Care Program, during program operation should be:
  - (i) related to the nature of the troublesome behaviour;
  - (ii) appropriate to the development levels of the child;
  - (iii) used in a positive and consistent manner;
  - (iv) designed to assist the child to learn appropriate behaviour;
  - (v) implemented as soon as possible after the troublesome behaviour; and
  - (vi) discussed with a parent(s) if a difficult situation arises with a child.
2. Providers registered with Family Space Licensed Home Child Care Program are expected to give children in their care the skills and abilities to learn self-regulation. Some examples of practices to assist Providers during stressful times for children are as follows:
  - (i) channelling the child's energy to another area – diversion
  - (ii) ignoring inappropriate behaviour
  - (iii) positive verbal reminders regarding inappropriate behaviour
  - (iv) redirection to a closely supervised activity
  - (v) positive reinforcement of desired behaviour - both verbal and non-verbal
3. An environment filled with opportunities for exploration, ample resources, and positive interactions with adults reduces the need for intervention by the Provider.



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: HOME CHILD CARE  
PROGRAM OPERATIONS**

**Policy Number: 6.22**

**Policy: Self-Regulation**

**Date Approved: November 2002**

**Date Reviewed: March 2020**

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### **Prohibited Practices**

Providers registered with Family Space Licensed Home Child Care Program, staff, volunteers, students who are on an educational placement, or any persons who have interactions with a child during program operation shall NOT be permitted to inflict:

- (a) corporal punishment of the child;
- (b) 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;
- (c) 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;
- (d) 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;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will.
- (g) time out



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: HOME CHILD CARE  
PROGRAM OPERATIONS**

**Policy Number: 6.22**

**Policy: Self-Regulation**

**Date Approved: November 2002**

**Date Reviewed: March 2020**

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### Monitoring of Practices

The following practices are in place to help ensure that Providers understand the ongoing goal of assisting children to build their self-regulation skills. Communication with parents is a key piece of the successful acquisition of these skills for children:

- (i) A comprehensive discussion with Providers registered with Family Space Licensed Home Child Care Program before the agency/Provider contract is signed to ensure compatibility with the Child Care and Early Years Act requirements. These discussions will be ongoing, and reviewed at each home visit, and at annual policy review at a minimum.
  - (ii) Providers registered with Family Space Licensed Home Child Care Program will be made aware of the agency's policies and procedures through the review and sign off procedure on the program statement, of which self-regulation is a key component.
  - (iv) After reviewing the policies and procedures, each Provider registered with Family Space Licensed Home Child Care Program and all persons living in their home that are over the age of 18, and alternate Providers must sign and date the program statement annually.
  - (v) Parents are made aware of the policies regarding self-regulation and are expected to not use prohibited practices during the operation of the program.
  - (vii) All complaints regarding self-regulation and prohibited practices made by anyone including Providers registered with Family Space Licensed Home Child Care Program will be investigated and acted upon by the Home Visitor, Executive Director and if necessary, the Board of Family Space. Serious occurrence procedures will be followed when required.
- 4. The Home Visitor will discuss with new Providers registered with Family Space Licensed Home Child Care Program accepted and prohibited practices before signing the agency/Provider contract, during quarterly visits, and at annual policy review at a minimum.
  - 5. All records related to the review and sign off program statement including self-regulation policy will be kept on file at the Family Space Quinte Inc. for three years after the provider agency contract is terminated.





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**Section: HOME CHILD CARE  
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**Policy Number: 6.22**

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### Contravention of Practices

6. For Providers 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:
  - (i) Termination of Agency/Provider Agreement
7. For others including parents:
  - (i) A verbal warning.
  - (ii) Written warning
  - (iii) Other action as deemed appropriate by the Executive Director/Board including, but not limited to, the person not being permitted on the premises
8. Failure of Providers to comply with the requirements of the Child Care and Early Years Act with respect to the program statement, including self-regulation and prohibited practices may result in termination of Agency/Provider Agreement. Various criteria will be considered when determining the disciplinary measures to be taken. The criteria may include:
  - (i) Seriousness of the offence;
  - (ii) Actual or potential risk, or harm to the child;
  - (iii) Past performance of staff or Provider in general;
  - (iv) Recent performance;
  - (v) Frequency of occurrence; and
  - (vi) Previous compliance issues



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section:** HOME CHILD CARE  
PROGRAM OPERATIONS

**Policy Number:** 6.23

**Policy:** Incident/Accident Reporting

**Date Approved:** November 2002

**Date Reviewed:** March 3, 2023

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### Policy

Any incident or accident involving children/families/Providers registered with Family Space Licensed Home Child Care Program, will be documented. It is recognized that incidents may result in a serious occurrence that is defined by the Ministry in the Child Care and Early Years Act.

### Procedures

1. An incident/accident is defined as an occurrence in which a child/parent/Provider is injured and/or behaviour which presents either an immediate or potential threat to the safety and welfare of children/families/Providers registered with Family Space Licensed Home Child Care Program.
2. The Providers registered with Family Space Licensed Home Child Care Program who witnessed the incident/accident takes immediate action to handle the situation, ensuring safety and wellbeing of the parties involved. Action that could be taken includes providing immediate medical attention when warranted; taking steps to address any continuing risks to the individual's or to other's health/safety. In cases involving death the police are immediately notified.
3. The Provider registered with Family Space Licensed Home Child Care Program informs a Home Visitor.
4. The individual ensures that the person witnessing the incident/accident or having the most knowledge of the situation completes an incident report and the incident is documented in the daily journal.
5. The Executive Director or designate will review incident reports to determine if any additional information and/or action is required.
6. In situations of a serious incident, then the Serious Occurrence procedures are followed.
7. Incident reports are maintained on file by the organization for a minimum of three years after the termination of the Provider/agency contract or the withdrawal of the child. Parents, will receive a copy of the incident report. Providers and Home Visitors have access to incident documentation in SharePoint.



# Family Space Quinte Inc.

## Licensed Home Child Care Program

**Section:** HOME CHILD CARE  
PROGRAM OPERATIONS

**Policy Number:** 6.23

**Policy:** Incident/Accident Reporting

**Date Approved:** November 2002

**Date Reviewed:** March 3, 2023

### Incident Report

|  |                                   |
|--|-----------------------------------|
| <b>Date:</b>   | <b>Time:</b>                      |
| <b>Provider registered with Family Space Licensed Home Child Care Program:</b> |                                   |
| <b>Date of Incident/Accident:</b>  | <b>Time of Incident/Accident:</b> |
| <b>Location:</b>   |                                   |
| <b>Description of Incident/Accident:</b><br>_____                              |                                   |
| <b>Person(s) Witnessing Incident:</b>  |                                   |
| • _____<br>• _____   | • _____<br>• _____                |
| <b>Precipitating Factors:</b><br>_____   |                                   |
| <b>Action Taken:</b><br>_____  |                                   |
| <b>Further Action Recommended:</b><br>_____                                    |                                   |

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Please Print

\_\_\_\_\_  
Date



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>                                 | <b>Policy Number:</b> | <b>6.24</b>          |
| <b>Policy:</b>  | <b>Serious Occurrence Reporting:<br/>Licensed Home Child Care Program</b> | <b>Date Approved:</b> | <b>November 2002</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>    |

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### Policy

#### SERIOUS OCCURRENCE

Any serious occurrence that occurs during participation in the *Licensed Home Child Care Program* operated by Family Space Quinte Inc., must be reported to the *Ministry of Education* within twenty-four (24) hours on the Child Care Licensing System (CCLS). This includes any serious occurrence on the premises of the home of the Provider registered with the Licensed Home Child Care Program including children who are deemed private. Providers must notify the agency as soon as possible and the agency will provide help as needed. Annual review of serious occurrences will be conducted by Family Space with the intent to minimize the chance that incidents will occur again in the future.

#### REPORTING PROCEDURES ON CCLS

- Within 24 hours, Home Visitor (s)/ Executive Director or designate will file a report on the Child Care Licensing system (CCLS) website using the One-key identification for our account.
- Instructions can be found in All on Server – Home Child Care – Licensing and Serious Occurrence Reporting. Please follow the step-by-step instructions.
- If the individual cannot access the CCLS, they must notify their program advisor via telephone or e-mail within 24 hours of becoming aware of the incident and complete a Serious Occurrence report in the CCLS as soon as the system becomes available.

#### ONGOING MONITORING

Serious Occurrence Procedures are reviewed at orientation, and again annually by all childcare Providers, employees, volunteers, and students. Family Space will monitor our performance on an ongoing basis with respect to reporting, management, and follow-up of serious occurrences. Compliance will be reviewed at licensing renewal time.



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### **A SERIOUS OCCURRENCE IS DEFINED UNDER THE CCEYA AS:**

- 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**;
- 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 including symptoms of COVID19.

### **PROCEDURES**

**Serious Occurrence Response** - Actions to be taken if a serious occurrence has occurred or is suspected include the following:

- a) The child will be provided with immediate medical attention when warranted.
- b) Appropriate steps will be taken to address any continuing risks to the child's and/or other children's health or safety.
- c) If there is a reason to suspect that a child has been abused and/or is in need of protection, it is the person who has reasonable grounds to be suspicious who is legally obligated to make a report to the CAS and/or police.
- d) If there is reason to suspect that a child has been abused and/or is in need of protection, as a result of maltreatment by a Provider registered with Family Space licensed home child care program, the Home Visitor/Director or designated person will ensure immediate contact with the Children's Aid Society, and/or police.
- e) In all cases involving death, regardless of the location or circumstances, the local Coroner is notified immediately.



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## Licensed Home Child Care Program

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- f) The Provider or any other person witnessing or having knowledge of the occurrence shall report the matter to the Home Visitor/Executive Director or the person designated by the Executive Director to conduct a serious occurrence inquiry
- g) The Home Visitor/Director or designated person shall immediately begin a serious occurrence inquiry, in accordance with the following steps. The purpose of the inquiry is to gather information regarding actual or alleged occurrence(s).
- h) The inquiry information gathered by the designated person will form the basis of the *Serious Occurrence and follow up in the CCLS website*. The inquiry should include as many of the following details as possible at this time:
- Description of the occurrence
  - Person's allegation (if applicable)
  - Date, time, place where it occurred
  - Time occurrence was reported
  - Reason for the occurrence (if known)
  - People involved- The summary would not include identifying information (ie: names and ages of children, staff, Provider) and will contain gender neutral language.
  - Action taken
  - Current status
  - Parties notified (Chairperson, police, CAS, Coroner, parents/others as appropriate)
- Further action recommended: Specific to the immediate situation; and/or related to potential underlying factor (e.g. review of particular internal policy/procedure, review of program, staff training need, modification of physical environment etc.)



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If the preliminary inquiry is conducted by a designated person, the Executive Director or Home Visitor should be notified immediately.

### **UNDER NO CIRCUMSTANCES IS THE PROVIDER REGISTERED WITH FAMILY SPACE HOME CHILD CARE PROGRAM TO LEAVE CHILDREN UNSUPERVISED.**

Providers should always have an emergency back-up person to help supervise other children and to provide support following a serious occurrence. (If the Provider's own child is injured or ill and must go to the hospital, the emergency back-up person will remain with the other children)

Where maltreatment by a Provider registered with Family Space Quinte Inc. licensed home child care program, is alleged, the possible termination of their Provider/agency agreement is to be reviewed by the Executive Director and the Board of Directors.

### **STAFF/PROVIDER TRAINING**

These procedures will be reviewed with staff upon employment and at least annually thereafter and with Providers during orientation and at annual policy review.

Providers must contact one of the following to report a serious occurrence as soon as possible so that it may be reported on CCLS. In the event that the serious occurrence happens outside of normal business hours, the Home Visitor/ED will ensure that staffs of Family Space are trained on CCLS to ensure reporting requirements are met.

|                                    |  |
|------------------------------------|--|
| <b>During Business Hours Call:</b> | Lisa Elliot, Home Visitor 613-966-9427 Ext. #223<br>Tracey Wells, Home Visitor 613-966-9427 Ext. #238<br>Nicole Whyte, Home Visitor 613-966-9427 Ext. #225<br><b>or</b> Kelly Allan, Executive Director at Ext. #221<br>or press 0 and speak to any Family Space Staff |
| <b>After Business Hours Call:</b>  | (C) 613-848-8290 - Lisa Elliot, Home Child Care Coordinator<br>(C) 613-885-4208 – Tracey Wells, Home Visitor<br>(C) 613-242-6293 – Nicole Whyte, Home Visitor<br>(C) 613-885-7248 – Kelly Allan, Executive Director  |



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| <b>Policy:</b>  | <b>Serious Occurrence Reporting:<br/>Licensed Home Child Care Program</b> | <b>Date Approved:</b> | <b>August 2016</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>  |

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### POSTING SERIOUS OCCURRENCE

Serious Occurrences need to be posted in the Provider's home and in the office of Family Space, Home Child Care in a conspicuous space within 24 hours of being reported. The Home Visitor will fill out the form and ensure that it is posted for a minimum of 10 business days in each location. The form is part of this policy. If there are updates with additional information such as additional actions taken by the operator, the form remains posted for 10 days from the date of the update with the updated information. The form must be kept for at least three years from the date of the occurrence and the forms are available for current and prospective parents, licensing and the County of Hastings upon request.

#### Serious Occurrence Notification Form

**Program name/Nom du programme:** [Click here to enter text.](#)

---

**Date:** (yyyy/mm/dd)/(aaaa/mm/jj) [Click here to enter text.](#)

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**Date of occurrence:** (yyyy/mm/dd) **Date de l'incident :** (aaaa/mm/jj) [Click here to enter text.](#)

---

**Type of serious occurrence:** [Click here to enter text.](#)

---

#### Description:

[Click here to enter text.](#)

---

#### Action taken by Licensee/Outcome:

[Click here to enter text.](#)

---

**Name/Nom:** [Click here to enter text.](#)

---

**Date:** (yyyy/mm/dd)/(aaaa/mm/jj) [Click here to enter text.](#)

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**Signature**

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# Family Space Quinte Inc.

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**Section:** HOME CHILD CARE PROGRAM  
OPERATIONS

**Policy Number:** 6.25

**Policy:** Parent Issues

**Date Approved:** August 2016

**Date Reviewed:** March 2020

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### Policy

Family Space encourages parents/guardians to take an active role with their Provider, and regularly discuss their child's experiences. All issues and concerns raised by the parents/guardians are taken seriously by Family Space and will be addressed.

### Procedure

- a) Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. Issues/concerns from either parent/guardian, Provider, or staff which cannot be resolved through open communication that has not been successful the following steps may be taken:
- b) The person who raised the issue/concern will be kept informed throughout the resolution process verbally and if requested in writing. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.
- c) A Home Visitor is contacted, and the issue is discussed. A Home Visitor, if necessary, can convene a meeting between the two parties if not initially resolved through phone or face to face contact. A Home Visitor will respond to the complaint made by a parent or Provider within five (5) working days. The action taken detailing the resolution, or if no resolution is found is recorded in the Daily Written Record at the office by the Home Visitor, and the Daily Written Record at the Provider's home if applicable. The parent/Provider involved will be verbally updated and e-mail resolution sent to all parties if deemed appropriate.
- d) If resolution is not achieved, the Executive Director, or designate will be engaged to assist in the resolution of the issue within five (5) working days if the Home Visitor has not successfully resolved the issue. This outcome is recorded in the Home Visitor's Daily Written Record and the resolution, or of no resolution is found, is e-mailed to the Home Visitor, and the parent/Provider if deemed appropriate.
- e) If resolution is still not achieved, a complaint, or appeal, in writing can be submitted to the Board of Directors of Family Space. The appeal must be made within thirty (30) days of meeting with the Executive Director or designate. The Board Chair shall convene a meeting of all parties to review the concern (within 10 working days). A decision shall be rendered within five (5) working days from the date on which the meeting was convened. Failing settlement:
- f) The complainant shall request a hearing of his/her appeal before the Board of Directors. This hearing shall be held no later than the next scheduled Board of Directors meeting. The decision will be recorded in the board minutes. The decision, which will be final and binding, shall be rendered within ten (10) days of the completion of the hearing, and will be submitted in writing to the parties involved, including Executive Director, and Home Visitor. The final resolution will be recorded in the Home Visitor's Daily Written Record as well.



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| <b>Section:</b> | <b>HOME CHILD CARE<br/>PROGRAM OPERATIONS</b> | <b>Policy Number:</b> | <b>6.25</b>        |
| <b>Policy:</b>  | <b>Parent Issues</b>                          | <b>Date Approved:</b> | <b>August 2016</b> |
|                 |   | <b>Date Reviewed:</b> | <b>March 2020</b>  |

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Confidentiality will be maintained, and every effort will be made to protect all involved except when the information must be disclosed for legal reasons (i.e.: MOE, College of ECE, CAS, Law Enforcement). Positive communication & interactions will guide the process. Harassment and discrimination will not be tolerated from any party. If anyone in this process feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Home Visitor and/or Executive Director.

If at any time during this process, a complaint about service standard falls into the category of serious occurrence, or child protection issues, the policies will be followed for reporting. For issues related to compliance requirements set out in CCEYA the Ministry of Education Child Care Quality Assurance and Licensing Branch should be contacted. Other concerns/issues can be reported to other relevant regulatory bodies.

Issues/concerns related to compliance with requirements set out in CCEYA should be reported to Ministry of Education Child Care Quality Assurance and Licensing branch.



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| <b>Section:</b> | <b>HOME CHILD CARE PROGRAM OPERATIONS</b>   | <b>Policy Number:</b> | <b>6.26</b>             |
| <b>Policy:</b>  | <b>Individualized plans for children with medical needs, Anaphylaxis Plan, Dietary Restrictions and allergies</b> | <b>Date Approved:</b> | <b>November 2002</b>    |
|                 |   | <b>Date Reviewed:</b> | <b>February 6, 2023</b> |

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### Dietary Restrictions and Other Allergies

Providers will post any children's dietary restrictions and other allergies in their kitchen and playroom. They will also be recorded on emergency cards. Providers will check with all families regularly to confirm if there have been any changes or new restrictions/allergies.

### Overview - Anaphylaxis

In our Licensed Home Child Care Program, we have at times 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.

Providers registered with Family Space Licensed Home Child Care Program are expected to create an "allergy-safe" environment. It is unrealistic, however, to expect an "allergen-free" environment.

Family Space Licensed Home Child Care Program anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and Providers registered with Family Space Licensed Home Child Care Program are trained to respond in an emergency situation.

### Signs and Symptoms of an Anaphylactic Reaction

**A child having an anaphylactic reaction might have ANY of the following signs and symptoms:**

- **Skin:** Hives, Swelling, Itching, Warmth, Redness, Rash
- **Respiratory (breathing):** Wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay-fever like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing.
- **Gastrointestinal (stomach):** Nausea, pain/cramps, vomiting, diarrhea.
- **Cardiovascular (heart):** Pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock.
- **Other:** anxiety, feeling of "impending doom", headache.



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| <b>Policy:</b>  | <b>Individualized plans for children with medical needs and Anaphylaxis Plan</b> | <b>Date Approved:</b> | <b>November 2002</b>     |
|                 |  | <b>Date Reviewed:</b> | <b>February 23, 2023</b> |

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### **Anaphylaxis - Identification of Children at Risk**

At the time of registration, parents are asked about medical conditions, including whether children are at risk of anaphylaxis and asthma. Home Child Care Staff, Providers and their families must be aware of these children.

It is the responsibility of the parent to:

1. Inform a Home Visitor and Provider of their child's allergy (and asthma).
2. Before the child attends the program complete medical forms and the Anaphylaxis Emergency Plan which includes a photograph, description of the child's allergy, emergency procedure, contact information, and consent to administer medication. The Anaphylaxis Emergency Plan will be posted in the Provider's kitchen and in an easily visible location in rooms used for play. A copy will be attached to the child's emergency cards.
3. Ensure that updated medications are provided to the Provider before existing medications reach their expiry date. Children with expired medication will not be accepted into care. Any child with an epi pen prescribed by a doctor will not be accepted into care without the epi pen.
4. Parents are required to advise their Provider and Family Space in writing if their child has outgrown an allergy or no longer requires an epinephrine auto-injector. (A note from the child's allergist or physician is also required.) An auto-injector is a medical device designed to deliver a single dose of a particular lifesaving drug.
5. Parents should be encouraged to have their child wear medical identification (e.g. Medic Alert ® bracelet). The identification could alert others to the child's allergies and indicate that the child needs or carries an epinephrine auto-injector. Information accessed through a special number on the identification jewelry can also assist first responders, such as paramedics, to access important information quickly.

### **Availability and Location of Epinephrine Auto-injectors**

1. Store out of reach of children but make easily accessible to Providers (i.e. not locked). Providers working directly with the child may carry the auto-injector in a "fanny pack." All Providers must know the location of the auto-injectors. When participating in outdoor play, the Provider must bring the EPIPEN outdoors. It should ideally be stored in a cool dark place at room temperature- 15 to 25 degrees Celsius (ie. Thermos)



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2. If appropriate, a school-aged child may carry their own asthma medication or emergency medication as long as procedures established in the Child Care and Early Years Act is followed.
3. Posters which describe signs and symptoms of anaphylaxis and how to give an epinephrine auto-injector will be posted in the Provider's kitchen and in an easily visible location on every floor of the Provider's home that is used for child care. A copy will be attached to the child's emergency cards.
4. Additional auto-injectors should be brought on field trips. If the location is remote, it is recommended that the Provider carry a cell phone and know the location of the closest medical facility

### Emergency Protocol

1. An individual anaphylaxis emergency Plan must be signed by the child's parent and parents have the option to consult a physician. A copy of the Plan will be posted in the Provider's kitchen and in an easily visible location on every floor of the Provider's home that is used for child care. A copy will be attached to the child's emergency cards.
2. The individual Anaphylaxis Emergency Plan must be developed, signed and dated by parent or guardian before a child begins at the centre, or at the time the child is diagnosed with anaphylaxis. The plan may be made in consultation with the child's physician, The plan must be reviewed, updated where applicable, and signed again by the parent or guardian at least annually. Where changes (other than the expiry date of the epinephrine or the emergency contact information) are made to the individual anaphylaxis Emergency Plan it must be signed and dated by the parent or guardian of the child.
3. Providers need to listen to the concerns of the child at risk, who usually knows when a reaction is occurring, even before signs appear. A copy of the individual anaphylaxis plan and epi-pen must be taken on all outings and are part of an evacuation plan.
4. To respond effectively during an emergency, a routine has been established and will be practiced, similar to a fire drill.

### During an emergency:

- The Provider stays with the child.
- Before administering epinephrine check for;
  - the right medication
  - the right dose
  - the right route of administration



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Administer epinephrine at the first sign of reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.

- Call 911. Have the child transported to an emergency room even if symptoms have subsided. Symptoms may recur hours after exposure to an allergen. If the child has a back-up epinephrine auto-injector it should also be taken along.
- Contact the child's parents.
- The Provider or alternate Provider must stay with the child until a parent or guardian arrives.

### Training

- Providers registered with Family Space Licensed Home Child Care Program, persons living in their home that are over the age of 18 years, volunteers, students, and the Home Visitor will review and sign the anaphylactic policy before commencing care and at least annually thereafter.
- When a child with an anaphylactic allergy is attending a Provider's home, there will be training provided for that Provider, persons living in their home that are over the age of 18, and the Home Visitor. This training will provide a review of the child's individual anaphylaxis Emergency Plan which includes monitoring and avoidance strategies for the child, signs and symptoms of an anaphylactic reaction, the emergency procedures to be followed in the event of an anaphylactic reaction, and a demonstration on the administration of epinephrine for the child.



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The training will be provided by the parent of the child with an anaphylactic allergy, an individual having received the train the trainer model from Anaphylaxis Canada, a physician, a designate from the health unit or another individual who has certification as an epinephrine auto-injector instructor. It must be provided to the Provider. Providers will in turn, provide this training to persons living in their home that are over the age of 18, and the Home Visitor who have not received training in the administration of epinephrine by one of these individuals within the past year.

- **The two components of training are;**
  - a) A review, with the Provider of the child's Individual Anaphylaxis Emergency Plan by the child's parent or physician:** This plan provides information on signs, symptoms and responses to an anaphylactic reaction. This training will be provided by the parent or physician of the child with an anaphylactic allergy, who in turn will provide training to the Provider, persons living in their home over the age of 18 and the Home Visitor.
  - b) The demonstration of the administration of epinephrine:** As there are standard methods of administering epinephrine, this training may be provide by the parent of a child with an anaphylactic allergy, and individual having received the train the trainer model from anaphylaxis Canada, a physician, a designate from the health unit, or and individual who has certification as an epinephrine auto-injector instructor. It must be provided to the Provider, all persons living in the home that are over the age of 18 years, and the Home Visitor, if they have not received training in the administration of epinephrine by one of these individuals within the past year.
- When a child with an anaphylactic allergy is receiving care in the home of a Provider registered with Family Space Licensed Home Child Care Program the training outlined above will be provided for the Provider and persons living in their home over the age of 18, and the Home Visitor before care commences and at least annually thereafter. A training sign -off sheet will be signed when training is received by Providers, persons living in their home over the age of 18, and the Home Visitor.
- All Providers and alternate Providers who provide or may provide care for a child with an anaphylactic allergy for any period of time will review the anaphylaxis policy and be provided with training in the details of children's individual Anaphylaxis Emergency Plan by the parent of the child with the anaphylaxis allergy, a physician, a designate from the health unit or other individual who has certification as an epinephrine auto-injector instructor. They will also be provided with training in the administration of epinephrine to be able to respond in the event that a child has an anaphylactic reaction.
- Providers registered with Family Space Licensed Home Child Care Program who are providing alternate care for a child who is at risk for potentially life-threatening allergy must be aware of the child's Anaphylaxis Emergency Plan. They must follow Family Space Anaphylaxis Policy.





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- Parents are responsible for ensuring that alternate Providers have sufficient copies of the Anaphylaxis Emergency Plan
- Providers will have opportunities to practice using an auto-injector trainer, (i.e. device used for training purposes) and are encouraged to practice with the auto-injector trainer throughout the year, especially if they have a child at risk in their program.
- Each parent enrolling their child in Family Space Licensed Home Child Care Program will receive a parent handbook which includes information regarding life-threatening allergies including anaphylactic allergies.
- Parents will be made aware if a child with anaphylactic allergies is in attendance in their Provider's home and receive information to promote an "allergy-safe" environment.

### Creating an Allergy-Safe Child Care Environment

Special care is to be taken to avoid exposure to allergy-causing substances. Parents are asked to consult with the Provider before sending food to the Provider's home. The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, children with a food allergy must be highly supervised and encouraged to follow certain expectations:

1. Wash their hands before and after eating
2. Not to share food, utensils or containers
3. To place food on a napkin, wax paper or plate rather than in direct contact with a table.

Each parent enrolled in any home of a Provider registered with Family Space Licensed Home Child Care Program that has a potentially life-threatening allergy will receive a letter which includes information regarding life threatening allergies including anaphylaxis allergies.





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### ANAPHYLACTIC COMMUNICATION PLAN

Date:

Dear Parent/Guardian:

Within our Licensed Home Child Care Program there is a child who has a potentially life-threatening allergy (anaphylaxis) to foods, predominantly \_\_\_\_\_.

We feel the best way to reduce the risk of accidental exposure to this child is to ask for the cooperation of the parents/guardians within our program.

Please avoid sending \_\_\_\_\_ or products with \_\_\_\_\_ listed in the ingredients. All parents are asked to advise their Provider in advance of sending in food to celebrate a child's birthday or other special occasion.

We have attached our program's anaphylaxis policy which will help us provide an "allergy-safe" environment for children at risk of anaphylaxis. Please read the policy carefully.

If you have any questions, please feel free to contact Family Space. Your cooperation and understanding in this matter is greatly appreciated.

Thank you,



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### INDIVIDUAL ANAPHYLAXIS PROVIDER TRAINING REVIEW

I have reviewed the individual Anaphylaxis Emergency Plan for \_\_\_\_\_  
And have been provided with training on the procedures to be followed in the event of this child having an anaphylactic reaction, including the administration of epinephrine.

| Name (please print) | Signature | Date | Training Provided By |
|---------------------|-----------|------|----------------------|
|                     |           |      |                      |
|                     |           |      |                      |
|                     |           |      |                      |
|                     |           |      |                      |
|                     |           |      |                      |



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### Family Space INDIVIDUALIZED PLAN AND EMERGENCY PROCEDURES FOR A CHILD WITH AN ANAPHYLACTIC ALLERGY

**Child's Name:**

**Child's Date of Birth (dd/mm/yyyy):**

**List of allergen(s)/causative agent(s):**

Photo of Child  
(recommended)

**Asthma:** ☐ Yes (higher risk of severe reaction) ☐ No

**Location of medication storage:**

**Epinephrine auto-injector brand name:**

**Epinephrine auto-injector expiry date (dd/mm/yyyy):**

**Other emergency medications\*:**

**Emergency Services Contact Number:** 911

**A child having an anaphylactic reaction might have ANY of these signs and symptoms:**

- **Skin:** Hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** Wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay-fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal (stomach):** Nausea, pain/cramps, vomiting, diarrhea
- **Cardiovascular (heart):** Pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock
- **Other:** Anxiety, feeling of "impending doom", headache

**CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A NON-LIFE THREATENING ANAPHYLACTIC REACTION:** *(specific to the child, e.g. wheezing and itchy skin)*

**CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A LIFE THREATENING ANAPHYLACTIC REACTION:** *(specific to the child, e.g. inability to breathe, sweating)*

**DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A NON-LIFE THREATENING ANAPHYLACTIC REACTION:**

**DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A LIFE THREATENING ANAPHYLACTIC REACTION:**

*Early recognition and immediate treatment could save a child's life.*

**Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly. A copy of this plan and epi-pen must be taken on all outings and part of an evacuation plan.**

**1. Give epinephrine auto-injector** – at the first sign of a reaction occurring in conjunction with a known or suspected contact with



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allergen. Give a second dose in 10 to 15 minutes or sooner IF the reaction continues or worsens.

**2. Call 911.** Tell them someone is having a life-threatening allergic reaction. Ask them to send an ambulance immediately.

**3. Call contact Parent**

**STEPS TO REDUCE RISK OF EXPOSURE TO CAUSATIVE AGENT/ALLERGEN:** (e.g. nut-free environment)

**ADDITIONAL NOTES (if applicable):** (e.g. use of other emergency allergy medication(s) to implement the emergency procedure)

### Parental Statement

I \_\_\_\_\_ (parent/guardian) hereby give consent for my child \_\_\_\_\_ (child's name) to (check all that apply):

- ☐ carry their emergency allergy medication in the following location (e.g. blue fanny pack around their waist):
- ☐ self-administer their own medication in the event of an anaphylactic reaction

### AND/OR

I \_\_\_\_\_ (parent/guardian) hereby give consent to any person with training on this plan at the home child care premises to administer my child's epinephrine auto-injector and/or asthma medication and to follow the procedures set out in my child's individualized Anaphylaxis Plan and Emergency Procedures.

Parent/Guardian initials: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

| Contact Name | Relationship to Child | Primary Phone Number | Additional Phone Number |
|--------------|-----------------------|----------------------|-------------------------|
|--------------|-----------------------|----------------------|-------------------------|

### HEALTHCARE PROFESSIONAL CONTACT INFORMATION: (optional)

| Contact Name | Primary Contact Number |
|--------------|------------------------|
|--------------|------------------------|

### SIGNATURE OF HEALTHCARE PROFESSIONAL (optional)

Signature:

Date:

### SIGNATURE OF PARENT/GUARDIAN (required)

Print Name:

Relationship to Child:

Signature:

Date:



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### SIGN OFF FOR THE ADMINISTRATION OF EMERGENCY MEDICATION

*Sign off for each medication given to child.*

|                                      |  |
|--------------------------------------|--|
| Child's<br>Name                      |  |
| Date and Time<br>Administered        |  |
| Name of Medication<br>And Dose Given |  |
| Symptoms                             |  |

---

Provider's Name Printed

---

Provider's Signature

|                                      |  |
|--------------------------------------|--|
| Child's<br>Name                      |  |
| Date and Time<br>Administered        |  |
| Name of Medication<br>And Dose Given |  |
| Symptoms                             |  |

---

Provider's Name Printed

---

Provider's Signature

**\*\*\*After administration of medication, child must go to hospital immediately.\*\*\***



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### **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, or an Individualized plan for children with medical needs.

#### **Procedures:**

- 1.0 When a child with special needs has been identified by either the parent or the Provider, 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, Provider, 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 Provider'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 must be completed. A copy will be kept at the Provider's home, and at the Home Child Care office. These plans must be reviewed on an annual basis.
- 4.0 In the case of evacuation, the Provider will ensure individual plans for a child with medical needs and service plans should be close to the door for easy retrieval if possible.



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### INDIVIDUALIZED PLAN FOR A CHILD WITH MEDICAL NEEDS

*This form must be completed for a child who has one or more acute\* or chronic\*\* medical conditions such that he or she requires additional supports, accommodation or assistance.*

---

**Child's Full Name:** [Click here to enter text.](#)

**Child's Date of Birth:** [Click here to enter text.](#)  
(dd/mm/yyyy)

**Date Individualized Plan Completed:** [Click here to enter text.](#)

**Medical Condition(s):**

- ☐ Diabetes ☐ Asthma  
☐ Seizure ☐ Other: [Click here to enter text.](#)

Photo of Child  
(Recommended)

### PREVENTION AND SUPPORTS

**STEPS TO REDUCE THE RISK OF CAUSING OR WORSENING THE MEDICAL CONDITION(S):** *[Include how to prevent an allergic reaction/other medical emergency; how not to aggravate the medical condition (e.g. Pureeing food to minimize choking)]*  
[Click here to enter text.](#)

**LIST OF MEDICAL DEVICES AND HOW TO USE THEM** (if applicable): *(e.g. feeding tube, stoma, glucose monitor, etc.; or not applicable (N/A))*  
[Click here to enter text.](#)

**LOCATION OF MEDICATION AND/OR MEDICAL DEVICE(S)** (if applicable): *(e.g. glucose monitor is stored on the second shelf in the program room storage closet; or not applicable (N/A))*  
[Click here to enter text.](#)

**SUPPORTS AVAILABLE TO THE CHILD** (if applicable): *(e.g. nurse or trained staff to assist with feeding and/or disposing and changing of stoma bag; or not applicable (N/A))*  
[Click here to enter text.](#)

### SYMPTOMS AND EMERGENCY PROCEDURES

**SIGNS AND SYMPTOMS OF AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY:** *[include observable physical reactions that indicate the child may need support or assistance (e.g. hives, shortness of breath, bleeding, foaming at the mouth)]*  
[Click here to enter text.](#)

**PROCEDURE TO FOLLOW IF CHILD HAS AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY:** *[Include steps (e.g. Administer 2 puffs of corticosteroids; wait and observe the child's condition; contact emergency services/parent or guardian, parent/guardian/emergency contact information; etc.)]*  
[Click here to enter text.](#)



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**PROCEDURES TO FOLLOW DURING AN EVACUATION:** (e.g. ice packs for medication and items that require refrigeration; how to assist the child to evacuate)

[Click here to enter text.](#)

**PROCEDURES TO FOLLOW DURING FIELD TRIPS:** (e.g. how to plan for off-site excursion; how to assist and care for the child during a field trip)

[Click here to enter text.](#)

### Additional Information Related to the Medical Condition (if applicable):

[Click here to enter text.](#)

☐ This plan has been created in consultation with the child's parent / guardian.

### Parent/Guardian Signature:

|   |  |
|---|--|
| <b>Print name:</b><br><a href="#">Click here to enter text.</a> | <b>Relationship to child:</b><br><a href="#">Click here to enter text.</a> |
| <b>Signature:</b>   | <b>Date:</b> (dd/mm/yyyy)<br><a href="#">Click here to enter text.</a>     |

The following individuals participated in the development of this individual plan (optional):

| First and Last Name                       | Position/Role                             | Signature |
|---|---|-----------|
| <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> |           |

Frequency at which this individualized plan will be reviewed with the child's parent/guardian:

**Individual plan will be reviewed at least annually**

### Special Instructions:

- \*Acute: a condition that is severe and sudden in onset that, if left untreated, could lead to a chronic syndrome.
- \*\*Chronic: a long-developing syndrome that can develop or worsen over an extended period of time.
- Each child with medical needs requires their own individualized plan. If significant changes and updates are required to this individualized plan, a new individualized plan must be completed.
- An additional individualized plan is not required for a child with an anaphylactic allergy, if the child does not otherwise have a medical need, as these children must already have an individualized plan under the anaphylactic policy.
- Children's personal health information should be kept confidential.

### EXAMPLES

#### Family Space Resource Consultant Program – Family Service plan

Referral made to Resource Consultant Program, and a consultant is actively involved with the family

#### Individualized Plan for a child with medical needs- Ministry form

Children with: diabetes, seizures asthma, other acute or chronic medical conditions such that he/she requires additional supports, accommodation or assistance.

\*\* Anaphylactic forms are separate





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**Section:** HOME CHILD CARE PROGRAM  
OPERATIONS

**Policy Number:** 6.27

**Policy:** Signage

**Date Approved:** August 2015

**Date Reviewed:** Oct 20, 2022

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### Policy

The Ministry of Education provides signage to be distributed to all Providers registered with Family Space Licensed Home Child Care Program. This signage is to indicate that the Provider is with a licensed agency.

### Procedure:

The signage is to be posted in a conspicuous place in the Provider's home at the front entrance of their home. The sign may never be duplicated or published.

### Return of signage

A license or signage that was provided to a person for the purposes of the Act shall be returned, as required, in the following circumstances:

- Family Space shall return the license and signage within 30 days after the day the home child care license expires and is not renewed;
- the license is revoked; or
- Family Space voluntarily ceases operating the agency in respect of which the license was issued.

A home child care Provider shall return signage to Family Space before final remuneration for care provided is completed or within 30 days of termination of the contract with the agency, whichever comes first.



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**Section: HOME CHILD CARE PROGRAM  
OPERATIONS**

**Policy Number: 6.28**

**Policy: Administrative Penalties**

**Date Approved: October 2018**

**Date Reviewed: March 2020**

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### **\*Subsection 13.2 – Administrative Penalties**

#### **Child Care and Early Years Act, 2014 Notice of**

#### **administrative penalty**

39(1) A director or inspector may issue a notice in writing requiring a person to pay an administrative penalty in the amount set out in the notice if the director or inspector is of the opinion that the person has contravened this Act or the regulations.

#### **Content of notice of administrative penalty**

39(6) A notice of administrative penalty shall,

- (a) contain or be accompanied by information setting out the nature of the contravention including, if relevant, the date on which and location where the contravention occurred;
- (b) set out the amount of the penalty to be paid and specify the time and manner of the payment; and
- (c) inform the person of his, her or its right to request a review of the notice by a designated senior employee.

#### **Ontario Regulation 137/15**

#### **Amount of administrative penalty**

**78.** (1) The administrative penalty for the first contravention of a provision set out in an item of Table 1 or Table 2 to this section is the amount set out for that item in Column 3 of the Table.



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**Section: HOME CHILD CARE PROGRAM  
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**Policy: Administrative Penalties**

**Date Approved: October 2018**

**Date Reviewed: March 2020**

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- (2) If, within three years after the first contravention of a provision set out in an item of Table 1 or Table 2, a subsequent contravention of the provision occurs, the administrative penalty is,
- (a) for the second contravention, twice the amount set out for that item in Column 3 of the Table;
  - (b) for the third contravention, three times the amount set out for that item in Column 3 of the Table; and
  - (c) for each contravention after the third, four times the amount set out for that item in Column 3 of the Table.
- (3) If a contravention of a provision set out in an item of Table 1 continues for two or more successive days, the administrative penalty is the amount determined under subsection (1) or (2) multiplied by the number of successive days that the contravention continues.
- (4) If the amount of an administrative penalty calculated under this section for the contravention of a provision set out in an item of Table 1 or Table 2 exceeds \$100,000, the amount is deemed to be \$100,000, subject to any reduction of the amount under subsection 39 (4) of the Act.



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**TABLE 1**

| Item | Column 1<br>Contravened provisions                   | Column 2<br>Description of contravention  | Column 3<br>Amount of administrative penalty, in dollars              |
|------|--|---|---|
| 1.   | Act, s. 6 (1), read with s. 6 (3) subparagraph 1 i   | Prohibition – provision of home child care, total number of children                  | 2000 × number of children that exceed the number specified in the Act |
| 2.   | Act, s. 6 (1), read with s. 6 (3) subparagraph 1 iv  | Prohibition – provision of home child care, number of children younger than two       | 2000 × number of children that exceed the number specified in the Act |
| 3.   | Act, s. 6 (1), read with s. 6 (3) subparagraph 1 iii | Prohibition – provision of home child care, advising home child care agency           | 1,000   |
| 4.   | Act, s. 6 (1), read with s. 6 (3) subparagraph 2 i   | Prohibition – provision of unlicensed child care, total number of children            | 2000 × number of children that exceed the number specified in the Act |
| 5.   | Act, s. 6 (1), read with s. 6 (3) subparagraph 2 iii | Prohibition – provision of unlicensed child care, number of children younger than two | 2000 × number of children that exceed the number specified in the Act |
| *6.  | Act, s. 7  | Prohibition – operation of home child care agency                                     | 2,000   |



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|      |                    |  |  |
|------|--------------------|--|--|
| 7.   | Act, s. 8          | Prohibition – operation of multiple unlicensed premises            | 2,000  |
| *8.  | Act, s. 9          | Prohibition – past conduct, child care Providers, etc.             | 2,000  |
| 9.   | Act, s. 10         | Prohibition – preventing parental access to the child and premises | 1,000  |
| 10.  | Act, s. 11         | Prohibition – use of terms re licensing                            | 750  |
| 11.  | Act, s. 12         | Duty to disclose if not licensed                                   | 750  |
| 12.  | Act, s. 14         | Duties re posting, returning and copying licences                  | 750  |
| 13.  | Act, s. 15         | Duty to provide receipt for payment                                | 500  |
| *14. | Act, s. 31 (4)     | Obligation to produce and assist                                   | 2,000  |
| 15.  | Act, s. 35         | Obligation to provide criminal reference checks                    | 2,000  |
| 16.  | Act, s. 76         | Prohibition – obstruction of inspector                             | 4,000  |
| 17.  | Regulation, s. 8   | Ratios and maximum group sizes, child care centre                  | 2000 × number of children that exceed the number specified in s. 8   |
| 18.  | Regulation, s. 8.1 | Licensed family age groups   | 2000 × number of children that exceed the number specified in s. 8.1 |



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|     |                   |                                   |   |
|-----|-------------------|-----------------------------------|---|
| 19. | Regulation, s. 9  | Home child care group sizes       | $2000 \times$ number of children that exceed the number specified in s. 9 |
| 20. | Regulation, s. 11 | Supervision by adult at all times | 2,000   |



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**TABLE 2**

| Item | Column 1<br>Contravened provisions                          | Column 2<br>Description of contravention             | Column 3<br>Amount of administrative penalty,<br>in dollars |
|------|---|--|---|
| *0.1 | Regulation, s. 11.1(1)                                      | Supervision of volunteers and students at all times  | 1,000   |
| *0.2 | Regulation, s.15(2)   | Designated spaces and items inaccessible to children | 1,000   |
| *0.3 | Regulation, s. 30.1(1) and (2) (a)                          | Bodies of water                                      | 1,000   |
| *0.4 | Regulation, s. 31   | Hazards  | 1,000   |
| 1.   | Regulation, clause 38 (b)                                   | Reporting of serious occurrence                      | 2,000   |
| 2.   | Regulation, subclause 40 (1) (b) (ii) and clause 40 (1) (d) | Administration of drugs or medications               | 2,000   |
| 3.   | Regulation, s. 48(1)  | Prohibited practices, licensee                       | 2,000   |
| *3.1 | Regulation, s. 60, 61.1 and 63                              | Duty to obtain reference check                       | 1,000   |
| 4.   | Regulation, s. 72 (1), (2), (3)                             | Records re children                                  | 750   |
| 5.   | Regulation, s. 74   | Records re home child care Providers                 | 750   |
| 6.   | Regulation, s. 75   | Copies of agreements                                 | 750   |



# Family Space Quinte Inc.

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## Licensed Home Child Care Program

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**Section: HOME CHILD CARE PROGRAM  
OPERATIONS**

**Policy Number: 6.28**

**Policy: Administrative Penalties**

**Date Approved: October 2018**

**Date Reviewed: March 2020**

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### **Intent**

As per the Act, administrative penalties are intended to encourage compliance and prevent individuals from deriving economic benefit from contravening the Act or the regulations.

### **Special Instructions**

An administrative penalty can be issued to any person, including the licensee, home child care Provider, Home Visitor or others.

### **Subsection 13.3– Right to Review**

### **Child Care and Early Years Act, 2014 Right to**

#### **review**

39 (7) A person who receives a notice of administrative penalty may require a designated senior employee to review the notice by applying to the designated senior employee for a review in a form approved by the Minister,

(a) within 15 days after the notice is served; or

(b) within a longer period specified by the designated senior employee, if he or she considers it appropriate in the circumstances to extend the time for applying.

#### **If no review requested**

(8) If a person who has received a notice of administrative penalty does not apply for a review, the person shall pay the penalty within 30 days after the day the notice was served.





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### **If review requested**

- (9) If a person who has received a notice of administrative penalty applies for a review, the designated senior employee shall conduct the review in accordance with the regulations.

### **Designated senior employee's decision**

- (10) Upon a review, the designated senior employee may,
- (a) find that the person did not contravene the provision of this Act or regulations specified in the notice of administrative penalty, and rescind the notice;
  - (b) find that the person did contravene the provision of this Act or regulations specified in the notice of administrative penalty and affirm the notice; or
  - (c) find that the person did contravene the provision but that the penalty is excessive in the circumstances or is, by its magnitude, punitive in nature having regard to all the circumstances, and in that case the employee shall amend the notice by reducing the amount of the penalty.

### **Decision final**

- (13) The designated senior employee's decision is final.

### **Intent**

To provide a fair process, an individual or licensee has a legislated right to request a review of the notice of administrative penalty.



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### **Subsection 13.4 – Notice to Parents**

#### **Child Care and Early Years Act, 2014 Notice**

**to parents, etc.**

39(10) Within 30 days after serving a notice of administrative penalty, a director shall,

- (a) post a summary of the notice of administrative penalty, in a manner approved by the Minister, at the premises where the child care is provided; or
- (b) provide a summary of the notice of administrative penalty to the parents of the children for whom the care is provided.

#### **Removal of posted notice**

39(11) No person, other than a director or inspector, shall remove a notice posted under clause (10) (a) unless the person is authorized to do so by a director or inspector or the circumstances prescribed by the regulations exist.



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### Intent

This requirement provides transparency for parents and access important information regarding the child care program.

### Subsection 13.5– Protection Orders

#### Child Care and Early Years Act, 2014

#### Protection orders

37(1) If, upon conducting an inspection, a director or an inspector believes on reasonable grounds that there is an imminent threat to the health, safety or welfare of any children for whom child care is provided, the director or inspector shall make a protection order as follows:

1. If the child care is provided at a child care centre, the order,
  - i. shall order the licensee to stop operating the child care centre until the director is satisfied that the order has been complied with,
  - ii. shall order the licensee to eliminate the threat by taking any steps set out in the order, and



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### **Intent**

- iii. shall suspend the licence.
- 2. If the child care is home child care or an in-home service, the order,
  - i. shall order the child care Provider to stop providing the child care until the director is satisfied that the order has been complied with,
  - ii. shall order the child care Provider and the home child care agency to eliminate the threat by taking any steps set out in the order,
  - iii. may order the home child care agency to stop operating until the director is satisfied that the order has been complied with, and
  - iv. may suspend the home child care agency's licence.
- 3. If paragraphs 1 and 2 do not apply, the order,
  - i. shall order the child care Provider to stop providing the child care that is the subject of the order until the director is satisfied that the order has been complied with, and
  - ii. shall order the child care Provider to eliminate the threat by taking any steps set out in the order.

The purpose of this provision is to eliminate the threat to the health, safety, or welfare of the children; or to protect the children from such threat. A protection order requires that the provision of child care cease immediately until such time as the Ministry is assured that the threat is resolved.



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**Date Approved: August 2015**

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### **\*Subsection 13.6– Offences**

#### **Child Care and Early Years Act, 2014**

##### **List of offences**

78(1) Every person who contravenes or fails to comply with any of the following provisions of this Act is guilty of an offence:

1. Subsection 6 (1) (Prohibition re operation of child care centre).
2. Section 7 (Prohibition re operation of home child care agency).
3. Section 8 (Prohibition re operating multiple premises).
4. Subsection 9 (1) or clause 9 (3) (a) (Prohibition re past conduct of Provider).
5. Subsection 10 (1) or (2) (Prohibition re preventing parental access).
6. Subsection 11 (1), (3) or (4) (Prohibition re use of licensing terms, etc.).
7. Subsection 14 (6) (Duty to return licence and signage).
8. Section 16 (Accrediting programs and services).
9. Subsection 17 (1) or (3) (Prohibition re use of accreditation terms, etc.).
10. Subsection 73 (1) (Prohibition re Ontario education numbers).
11. Section 76 (Prohibition re obstruction of inspector).
12. Subsection 77 (1) or (2) (Prohibition re false or misleading information).
13. Any other provision of this Act or the regulations prescribed by the regulations.



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### **Penalties for offences**

79 A person convicted of an offence under this Act is liable to a fine of not more than \$250,000, imprisonment for a term of not more than one year, or both.

9 (1) No individual shall provide child care, operate a premises where child care is provided or enter into an agreement described in section 7 if:

1. The individual has been convicted of any of the following offences:

i. An offence under this Act.



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### **Ontario Regulation 137/15**

#### **Prescribed Offences**

\*88.1 The following provisions are prescribed for the purposes of paragraph 13 of subsection 78 (1) of the Act:

1. Section 12 of the Act (Duty to disclose if not licensed and to retain record of disclosure).
2. Section 15 of the Act (Duty to provide receipt for payment).
3. Section 8 of this Regulation (Ratios and maximum group sizes, child care centre).
4. Section 11 of this Regulation (Supervision by adult at all times).
5. Section 48 of this Regulation (Prohibited practices).
6. Section 60 of this Regulation (Duty to obtain initial reference check). O. Reg. 126/16, s. 48
7. Subsection 31 (4) of the Act (Obligation to produce and assist).
8. Section 35 of the Act (Criminal reference checks).

#### **Intent**

The purpose of offences is to provide the Ministry with additional tools apart from the revocation of a licence to protect the health safety and well-being of children in all child care settings.