

Services sociaux et à la famille ❖ Social and Family Services

Services de garde / Child Care Services

We are happy that you are interested in our Home Day Care program. Private Home Day Care is a service provided by the United Counties of Prescott and Russell's Social Services Department.

The Goal of the Prescott and Russell Home Child Care Agency is to provide warm loving care for children, security for working parents and assistance to Day Care Providers.

The supervised Private Home Day Cares must adhere to the standards and regulations of the *Day Nurseries Act*, which ensures that the setting is safe, healthy, staffed and equipped to meet the children's needs.

Therefore, the number of children in a Day Care Home is limited to five (5) children under ten (10) years of age, during a period not exceeding twenty-four (24) hours.

You may want to offer child care because:

- a. You enjoy the company of children;
- b. You want playmates for your children;
- c. You want to help out a friend or neighbour;
- d. You want to supplement the family income without having to work outside the home.

The Providers will enjoy many benefits when they become a member of the Private Home Day Care program.

1. A regular pay since Providers do not receive payments for care from parents, but from the Agency who will receive payments from parents. Wages can not be guaranteed, as payment depends upon enrolment and attendance;
2. An extra insurance premium paid by the Agency.
3. A signed agreement stating hours of care, the specific needs of the child, fee schedules and any other pertinent information needed to create a friendly relation between parents and providers;
4. Equipment provided by the Agency such as: playpens, high chairs, gates, toys (within budgetary limits);
5. Workshops, documentation and crafts' kits distributed by the Agency;

6. Access to the Resource Centre program and play groups;
7. Professional support: the child care worker is there to introduce the parents and children to the provider to acquaint the child(ren) with the provider and his home and to discuss the responsibilities of everyone involved; the worker is a resource person for parents and providers; he makes scheduled and unscheduled visits to the provider's home; he provides support in areas of child development, behaviour and nutrition, he is available to discuss any problems the provider may have with the child or his parents. The child care worker will find another home for a child who cannot adjust to a provider's home;
8. A service that is recognized;
9. The Agency provides income tax receipts to parents and a T-4A to the provider which indicates his earnings. Providers are allowed to deduct reasonable expenses to determinate their net taxable income. These expenses include such items as food, play materials, cleaning expenses, repairs, telephone, etc... You will receive more information on the subject from the Agency.

Many factors are involved in deciding which child and which day care provider will be compatible; for example, the hours of care required, the distance between the provider's home and the school or the child's home, the child's compatibility with your own children, the number and age of the children already in your home, the amount of space that is allowed for play activities in your home, etc... Your childcare worker will consider these factors and discuss the placement with you prior to the "match visit".

A "match visit" is an introductory visit, a chance for you to meet the new day care child(ren) and their parents. It is an opportunity for you to see how comfortable you will be working with the parent(s) and the child(ren) as well as a time to go over details of the arrangements so that everyone understands their responsibilities.

You, as a caregiver, are an extremely important person to the parents and their child(ren). A safe and reliable day care arrangement is essential for parents to be able to concentrate at work and for their child to develop and grow.

Parents have many questions to ask you since they are naturally anxious about a new arrangement. The "match visit" is an appropriate time for you to get information you require to help the child adjust as quickly as possible.

It goes without saying that the tasks of a provider are demanding and that many responsibilities are linked to child care. The provider must therefore:

1. Always follow security measures in the home and elsewhere; attend to the welfare of

the children and the cleanliness;

2. Supply healthy and nutritional food according to the Canadian Food Guide, therefore, provide nourishing meals and snacks for the children and plan menus that you will then be posted. Parents provide baby food until the child is one (1) year old and after the parents provide a list of the food they have already introduced to the child.
3. Offer activities that will stimulate the child's development and provide a program of daily activities corresponding with the ages and needs of individual children and shall include: active and quiet play, indoor and outdoor play;
4. Respect the child care schedule outlined in the agreement. The provider will inform the parents and the Agency as soon as possible when he (or his children) is ill or unable to care for the child(ren), when he plans holidays (written notice one (1) month ahead, minimum two (2) weeks a year, without pay), when he plans to move, when any other person will be caring for the child(ren), when he plans to care for another child privately;
5. Supply parents with all pertinent information concerning their child during hours of care;
6. No corporal punishment, harsh, hurtful and/or degrading verbal responses are to be administered to children under your care;
7. Administration of medication must be authorized in writing by parents (forms are provided by the Agency);
8. Consult with the child care worker when any problems arise in connection with the children in your care;
9. Respect, without judging, that all information regarding the child and his family is confidential;
10. Agree to work in conjunction with the child car worker to provide educational activities for the children placed in her care.
11. Keep posted by the phone: an emergency consent form (medical consent) for each child under your care and all emergency phone numbers where you may need to call in case of emergency;
12. Ensure that there is a capable Agency approved adult (18 or over) in attendance during hours of care in order to ensure liability insurance coverage in case of an accident. (A child may not be left with a friend or a neighbour not approved by the Agency.) A capable adult of eighteen (18) years old or over must be supervising the

children at all times.

13. Children three (3) months to five (5) years old must be supervised at all times when playing outside according to the agreement by the parent and the child care worker at the “match visit”. For children five (5) to ten (10) years old, the amount of freedom to be given to the child must be discussed and agreed upon by the parents, the provider and the child care worker. The child must be aware of any restrictions and limits to his freedom. An adult must be in attendance at all times if children play on a balcony.
14. If an incident or illness occurs and requires treatment or the attention of a doctor or a parent, the provider agrees to seek medical assistance. Once medical assistance has been obtained, the provider will then notify the parent(s) and the child care worker. An Agency form to describe the incident will then be filled out by the provider (the incident/accident report form) and return it to the child care worker.
15. Record the children’s activities each day on an Agency form entitled “provider’s invoice” and every two (2) weeks, after signing it and obtaining the parent(s)’s signature, send this information to the Agency’s office.
16. The provider will be responsible for and take care of any equipment borrowed from the Agency. In case of lost or damage to the equipment borrowed, the borrower will pay the price of the article. The Agency will take into consideration the normal wear and tear of these articles.
17. Before providing care through a private agreement for children already placed by the Agency, the provider must consult and have the child care worker’s agreement.
18. The provider will give the Agency two (2) weeks notice in writing (fourteen (14) days), when terminating the agreement with the Agency.
19. Children eighteen (18) months and under must sleep in either a car seat, crib or playpen depending on the child’s size.

It is important to recognize and support the Child Care providers. Their role is of the uppermost importance in a child and his parents’ lives, for, they depend on the provider every day.

The Agency will contact you when there is a need for services in your area.

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