

**Family Home Child Care Society, Pictou County**

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P.O. Box 351  
281 Foord Street  
Stellarton, NS  
B0K 1S0

Phone: 902-928-2211  
Fax: 902-928-2253  
Email: t.e@eastlink.ca

**POLICIES AND RESPONSIBILITIES OF PARENTS AND STAFF**

This is intended to list in short form the policies of Staff and Parents involved with the FDC Afterschool Program. Current rates : \$12 for afterschool & \$25 for full day (summer)

Parents....

- All **parents must complete application & other forms** (Confidentiality, Play/Emergency Authorization, Liability) prior to entrance into program.
- All **parents must attend an orientation** with staff to **review policies, discuss beliefs, attitudes, values, etc.** Please make staff aware of any **custody issues**.
- **Parent must** keep Agency informed of any **changes** in their address & phone #.
- Parents **must inform school** of Agency's name and phone number.
- Provide us with the name and phone number of a **contact** in the event of **emergency**, if you are not available.
- Parents **must provide inside shoes** and adequate clothing, etc. in line with the seasons, i.e. sunscreen.
- Day care **may be open for full day service in the summer**.
- A child **should bring a lunch** when they are in care **full days** (please check with staff **regarding allergies** of children in care).
- Staff is **not responsible** for any items that are **lost**.
- Parents must **sign time-out sheets** daily. For children in the **summer program**, they must **sign children in** as well.
- **Advise** Agency staff if the **child is going to be late or is not attending**. On full days if staff has **not heard** from parent **by 9:30** she will assume child is not attending and **may leave the premises**.
- **Advise** Staff if **someone else** is picking up your child, staff have the right to **ask for identification** and the person should be **listed** on the application form.
- Sign **Medication Authorization Form** if you wish staff to administer any medication.
- Keep staff informed if child is **out of sorts, ie. not sleeping the night before**, so that we can anticipate and deal with changes in behavior.
- Be prepared to **pick up child** if contacted by the Agency **if child is ill** or has an accident. Agency Staff **cannot** care for sick children (Regulation).
- If child is **sick** & not attending, **notify** staff of their **condition**.
- For **parents receiving subsidy**, a child can have 3 absent & 5 sick days and subsidy will pay; any days over and above that time will not be covered by subsidy and parents will have to **pay full fee**.
- **Pay** for days when child is **sick, absent or on vacation**.
- To ensure we have the funds to operate, **parents pay two weeks in advance** of care taking place.
- If parent is **more than 2 weeks in arrears** they will **lose their space**.
- Day Care is **closed on storm & in-service days, & all Holidays; parents do not pay**.

- Parents cannot be late picking up your children. There is a surcharge of \$1 for every minute a parent is late and it must be paid to Executive Director immediately.
- Notify the Agency staff at least two weeks in advance of termination (if you are leaving the program). Parents of subsidized children must contact the subsidy office (893-6167).
- Parent will be charged an extra fee on any N.S.F. checks.
- Attend parent meetings & special events when possible.
- Maintain confidentiality (if you overhear something about another parent & child you must keep it confidential).

NOTE: the Society will not hold spaces open for parents. In most cases we will not hold a space for more then two weeks.

The Agency ...

- Have no more than 20 school age children in the day care at any given time.
- Ensure day care meets licensing standards.
- Have fire extinguisher mounted in day care, & inspected or replaced annually.
- Must display exit plan and procedures for parents and children at exits.
- Practice monthly fire drills and record on proper form.
- Have first-aid kits .
- Must have First Aid Training.
- Post emergency numbers by phone.
- Ensure adequate liability insurance.
- Provide nutritional snack(s) including either a fruit or vegetable with each.
- Be aware of child's diet and allergies. Post snack menu.
- Administer medication only with written authorization of parent.
- Complete forms when medication is administered & keep on file.
- Must never leave the children alone.
- Provide direct supervision for children while they are outside.
- Store cleaning supplies, insecticides, medicines, etc. & in a safe place & out of children's reach.
- Never use corporal punishment as a means of discipline – e.g. no slapping, shaking, spanking, etc. – no shouting or screaming; it is threatening to a child. Must display discipline policy. Never use food as punishment or reward.
- Advise parent in advance, whenever possible, if day care will be closed.
- Provide a substitute teacher when regular teacher is sick, etc.
- Maintain the parent bulletin board and children's files & have accessible at all times.
- Provide parents with written receipts for payment.
- Provide a program that is developmentally appropriate for the children.
- Be responsible for implementation of the program.
- Orientates Parents to the program.
- Prepare and attend Parent Meetings.
- Maintain confidentiality.

Everyone's co-operation and communication will make the child care arrangement more effective for all concerned and in particular for the children.

Updated: Feb.11/15