

Family Home Child Care Society, Pictou County

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POLICIES AND RESPONSIBILITIES OF PARENTS, CAREGIVERS, & STAFF

This is intended to list in short form the policies of Staff, Caregivers and Parents involved with the Family Home Child Care Program.

Parents Shall....

- **All parents must complete application & other forms** (i.e. Confidentiality, Play/Emergency Authorization, Liability) prior to entrance into program.
- **All parents must attend a Match Meeting** with the caregiver to discuss beliefs, attitudes, values, etc. Parents should make caregivers aware of **any custody issues** at this time.
- **Parent will complete a Contract with Caregiver & both each receive a copy. It cannot be changed without a two-week notice and all parties must agree to any changes.**
- **There is a two-week trial period in which either party may end the match with 24 hours notice.**
- **Parent must keep caregiver informed of any changes in their address & phone number.**
- **Provide Caregiver with the name and phone number of a contact in the event of emergency, if you are not available.**
- **Parents with school age children must inform school of Caregivers name and phone number.**
- **Parents must provide adequate clothing in line with the seasons and provide a change of clothing for each child.**
- **In the case of infants parents must complete an Infant Feeding Plan. Parents must provide formula, baby food, a few changes of clothing & a supply of diapers and other necessary items (i.e. wipes).**
- **Children who are not in school are required to lie down for a period of quiet time of at least 30 minutes per day. Caregivers have a right to give any child a nap.**
- **If parent wishes children to brush their teeth while they are in care, they must provide toothbrushes with covers and toothpaste for each child.**
- **Parents must bring children into the home and ensure that the caregiver is aware of their arrival. Children at not to be left at the door.**
- **Advise caregiver within one hour of the agreed upon arrival time if the child is going to be late or is not attending. Caregivers may leave the home if she has not heard from the parent.**
- **Parent or whoever drops off & picks up the child sign a time-in/time-out sheets.**
- **Advise caregiver if someone else is picking up your child, they must be at least 16 years old and caregiver is required to ask them for identification.**
- **Children must be picked up by the time designated on the contract. Advise caregiver if you are going to be late picking up your children. There is a surcharge if it goes beyond agreement due immediately.**

- Complete & Sign Medication Authorization Form if you wish Caregiver to administer any medication.
- Meet with Caregiver to discuss child care arrangement and child progress as requested.
- Be prepared to pick up child if contacted by the caregiver if child is ill or has an accident. Caregivers are not to care for sick children (Regulation).
- Maintain confidentiality (if you overhear something about another parent & child you must keep it confidential).
- Attend parent meetings when possible. Caregivers will post Notice on bulletin board.
- Parent may visit the Caregivers home while their child is in care; we have an open door policy.
- Pay weekly rate at the agreed upon time/ arrangement made with caregiver which must be in writing on the contract .
- If parent is more than 2 weeks in arrears they will lose their space.
- Pay for days when child is sick, absent, on vacation & holidays.
- Caregivers are not available for any holidays.
- For parents receiving subsidy, a child can have 3 absent & 5 sick days per month 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. It is the parents responsibility to keep track of sick/absent days.
- Subsidized parents must sign bi-weekly time sheets & ensure there accuracy, (attendance record of child(ren)) so caregiver can submit to office to acquire her subsidy fee portion of payment.
- Advise caregiver at least two weeks in advance when you are taking vacation. Caregiver must be available in order to be paid. Subsidized parents are entitled to the equivalent of three weeks' vacation per year (April 1st – March 31st) and subsidy will still pay. Subsidy also pays for Holidays.
- Notify the Caregiver at least two weeks in advance of termination (if you are leaving the program). Parents of subsidized children must also contact the subsidy worker.

NOTE: Care Providers are not required to hold spaces open for parents. In most cases they will not hold a space for more then two weeks.

Caregivers Shall...

- Must have criminal records vulnerable sector check, child abuse registry check and home must pass inspection. (Agency Pays)
- Have no more than 6 children physically at a time, including their own under the age of 13. No more than 3 under the age of three and no more than 2 of these can be infants. A caregiver can have 8 school age children but no other age group.
- Must report all child care arrangements to the Agency & keep files on each child with all the required forms and documentation. These files must be kept for two years after child leaves program.
- Have a registry of children available which includes emergency numbers . This should be taken with caregiver on outings in first aid kit & when practicing fire drills .
- 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. Never take food from a child as punishment. Must review & give a copy of behavior policy to parent.

- **Must be aware of child's diet and allergies. Ensure any formula/infant food is labeled with child's name & date, & kept refrigerated.**
- **Post the names of children with allergies in the food preparation area.**
- **Post menus which must provide 2 nutritional snacks and a lunch for children in her care & must follow the Day Care Nutritional Regulations. Any substitutions must be noted on menu & menus must be kept on file for one year.**
- **Provide a program that is developmentally appropriate for the children in care. Complete evaluations on children under school age twice a year & keep in their file.**
- **Keep a Daily log to record info about absences/sick days & any special events i.e. walk to park, child learned something new, etc.**
- **Caregiver must record any special occurrences for infants/toddlers on the proper form which will be made available to parents to record any special instructions.**
- **Administer medication only with written authorization of parent or doctor. Medication must be in original container with readable label. Complete forms when medication is administered & keep on file for one year.**
- **Maintain the bulletin board, children's files, bookkeeping records, and have accessible at all times.**
- **Ensure home meets Health & Safety Standards. For infants & toddlers it requires daily cleaning. High chairs, diapering area, toys, floors, etc. are sanitized regularly.**
- **No smoking by anyone while children are in care, either inside or outside.**
- **Adhere to Home Safety Policies, e.g.. Store cleaning supplies, insecticides, medicines, etc. & in a safe place & out of children's reach, locks on basement/balcony doors, safety covers on electrical outlets, etc.**
- **Safety gates where required; safety belts on high chairs, strollers, car seats, etc. are being used. Agency has Equipment lending Library.**
- **Have fire extinguishers & smoke detectors. Must display exit plan and procedures for parents and children at exits. Keep home fire safe a & practice monthly fire drills and record on proper form.**
- **Have 2 first-aid kits , one for the home and one for outings. Must have First Aid Training upon approval and keep up to date. (Agency pays)**
- **Ensure adequate liability insurance on home and auto (if using) & provide proof to the Agency before approval & annually.**
- **Must never leave the children in her home alone. Provide direct supervision for children while they are outside. Must have written permission for field trips or extracurricular activities from parent.**
- **Never use a substitute except in the case of emergencies or appointments that can only be done during the day; i.e. doctor's appointment. Substitute must be 18 or older, & must be approved by parent. Substitute must have current criminal records vulnerable sector check, child abuse registry check and first aid training. Caregiver must also make note of substitute on her time sheet.**
- **Advise parent in advance, whenever possible, if they are not going to be available.**
- **Submit completed signed time sheets (attendance record) to office bi-weekly for subsidized parents to receive the subsidized portion of the fee.**
- **Caregivers set their own rates and collect the fees from each parent. We suggest a week in advance.**
- **Complete Level I Training within the first year of becoming a caregiver.**
- **After first year attend at least 5 hours of workshops/training per year from a recognized training course. Agency will pay for any external workshops caregiver wishes to take.**

- **Attend Resource Day** whenever possible (once a month) or participate in a play date with another caregiver & staff from Agency.
- **Retain receipts** for income tax purposes; **Provide parents with written receipts for payment.**
- **Provide at least 2 weeks notice** to parent if they are **terminating the contract with the parent.**
- **Bulletin Board must** have the following things posted: a copy of their last inspection, Parent Meeting Minutes, Menu, Discipline Policy, The Day Care Act & Regulations, and a copy of Policies.

Agency Shall.....

- **Be responsible** for implementation of the program.
- **Be available** to assist Parents and Caregivers.
- **Assess and approve** Caregivers and their Homes.
- **Orientates** Caregivers and Parents in program.
- **Match** Parents with Caregivers.
- **Prepare for and attend Resource Morning** once a month.
- **Visit** the homes regularly & keep record.
- **Organize caregiver workshops.**
- **Prepare and attend Parent Advisory Committee.**
- **Maintain confidentiality.**
- **Keep Caregivers and Parents informed** of programming events.

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

New Webpage careforchildfromhome.com