

Child Care & Early Years  
Division



545 Pembroke Street W.  
Pembroke, ON Canada  
K8A 5P2  
Phone: 613-732-4100  
Fax: 613-732-4437  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

# County of Renfrew Licensed Home Child Care Parent Handbook



Dear Parents/Guardians,

Thank you for showing an interest in Licensed Home Child Care. We sincerely hope that the services offered and the child care arrangements facilitated by the County of Renfrew Licensed Home Child Care will meet the needs of you and your family.

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#### Location

545 Pembroke Street West  
Pembroke, ON K8A 5P2  
613-732-4100

#### Office Hours

Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday. The office will be closed during all statutory holidays. The hours of operation for each Child Care Provider are dependent upon the individual Child Care Provider's availability.

## **Licensing**

The County of Renfrew Licensed Home Child Care Agency is licensed by a Director who is an employee of the Ministry of Education. The County of Renfrew Licensed Home Child Care Agency contracts with individual Child Care Providers who use their own homes to provide care to children. The County of Renfrew Licensed Home Child Care Agency screens, approves, and monitors the Home Child Care Providers using the legislation of the Child Care and Early Years Act, 2014.

The Licensed Home Visitor is the person appointed by the County of Renfrew who is responsible for the management of each Licensed Home. The Licensed Home Visitor inspects the home using a checklist provided by the Ministry of Education prior to any children being placed in the home at least quarterly afterwards.

## **The Waitlist Policy/ Intake Process**

To protect families from charges for placing children on wait lists for unsecured spots and to ensure that waitlists are transparent and available to parents in a way that maintains the privacy and confidentiality of children on the wait list:

- Waitlists will be created at no cost to families
- Waitlists will be created on a first-come, first serve basis, with the date of contact/ date of application as the determining factor
- If Child Care Fee Subsidies are involved, The County of Renfrew Child Care Fee Subsidy Program will determine eligibility of those children on their waitlist and the wait list of this agency
- Information shared with families on the waitlist will only consist of numbers (the position of the child on the list) and never the identity of other children and families
- County of Renfrew Child Care & Early Years Division will keep an up to date wait list for children waiting for admission to an approved Licensed Home, confidentially at the Child Care office.

The Licensed Home Visitor will arrange an intake visit with interested parents/guardians. Forms will be completed if parents/guardians have decided to commit to the County of Renfrew Licensed Home Child Care Agency.

The Licensed Home Visitor selects potential Child Care Providers based on the individual needs of the family. The length of time this process takes varies and depends on the needs of the family and the availability of a Child Care Providers to meet those needs. Children can be admitted to the child care program within a particular home when all necessary forms and/or subsidy approvals are complete and returned to the Licensed Home Visitor.

## **Pre-Placement Visits**

The Licensed Home Visitor will give parents/guardians the name and phone numbers of a Child Care Provider. An initial visit and interview will then be arranged by the parent in the Child Care Providers home. The parents/guardians will be encouraged to tour the child care setting and can then assess the various criteria he/she feels most important to the success of the arrangement.

We suggest discussing the following with the Child Care Provider:

- Hours of care (discuss late policy)
- Behavior management/ prohibited practices
- Sleeping habits, menus, toilet training
- Daily routines
- Activities offered including outdoor play
- Allergies, medication, children's special needs
- Outings/field trips

**\*\*\*The most important factor “Will my child be happy with this caregiver?”\*\*\***

Once a Child Care Provider is chosen, the parent notifies the County of Renfrew Licensed Home Child Care Agency of their choice and agreements are signed to finalize the arrangement.

**Withdrawal**

We regret the withdrawal of any family from the County of Renfrew Licensed Home Child Care Agency. If you and your child are experiencing any difficulties, consult with the Child Care Provider and the Licensed Home Visitor. If you ultimately decide to withdraw, submit 2 weeks’ notice in writing to the Licensed Home Visitor.

If the Child Care Provider and/or Licensed Home Visitor identify difficulties, parents will be contacted to assist in seeking solutions. If difficulties cannot be resolved, the family may be requested to withdraw the child from the program.

**Discharge of a Parent or Child**

To protect the wellbeing of those at the County of Renfrew Licensed Home Child Care Agency, the Licensed Home Visitor with the support from the Child Care Provider, and the Manger of Child Care & Early Years Division, may discharge any parent/guardian or child using the following procedures:

- Situations involving a child parent/guardian will be identified by the Child Care Provider or Licensed Home Visitor
- The Child Care Provider and/or Licensed Home Visitor will meet with the family to address the situation
- If the situation cannot be resolved, or, if the policies and procedures are not followed through with by the family, the Licensed Home Visitor will inform the Manger of Child Care Services.
- The family may be asked to withdraw from the program
- The family will be given a written notice of required withdrawal
- Pending the severity of the situation, immediate withdrawal may be required
- If possible a two week notice will be given

**Fees and Payments**

\$43.00	Full Day up to 10 hours
\$22.75	Half Day (less than six hours in a morning OR afternoon)
\$50.00	Full Day 10 hours and up
\$62.00	Full Day infants birth to 6 months of age

Parents/Guardians pay the County of Renfrew Licensed Home Child Care Agency directly for monthly child care fees and will be billed for child care on the 23rd of the following month. Parents will be expected to complete a Pre-Authorized Debit Agreement where the fees accumulated for care provided in the prior month will be debited directly from your account.

Subsidies may be available for families who qualify through the County of Renfrew Child Care Subsidy Assessment office. Parents are encouraged to reference the Fee Subsidy Estimator at <http://www.countyofrenfrew.on.ca/departments/social-services/child-care/subsidy-estimator/> Any documents and/or approvals from the subsidy assessment office must be completed and submitted to the Licensed Home Visitor prior to the child being placed in care in a home.

Parents sign an Agreement with the Agency reserving that specific space on approved days. If the child is ill or simply taking the day off, you will still be billed, as the space is available.

### **Home Capacity**

Care for children from infancy through 12 years of age can be arranged for a specific number of hours a day Monday through Friday.

The County of Renfrew Licensed Home Child Care Agency is required to be advised of all children receiving care at the home, including the Child Care Provider's own children. The number of children cannot exceed 6 children at one time with the following provisions:

- The group cannot include more than two children who are younger than two years old
- Providers own children under the age of 6 are required to be counted in the group

Sometimes the Child Care Provider and the Licensing Agency may set a maximum capacity of children lesser than 6 which takes into account the ages and/or special needs of the children, experience & qualifications of the Child Care Provider, and physical environment.

### **Child Care Provider Requirements**

It is mandatory for all Child Care Providers to have a current and clear Criminal Background Check, and a Family and Children's Services background character check prior to children being placed in the home. The Child Care Provider must also have a current Standard First Aid and CPR certificate. Child Care Provider's are made aware of Professional Development and Training throughout the year offered by County of Renfrew and other community agencies and are encouraged to participate to increase their knowledge and skills. The County of Renfrew Licensed Home Child Care Agency will provide various resources to enhance the caregiving environment.

**Please note that it is required that the Child Care Provider supervise children in care at all times.**

Child Care Providers are expected to demonstrate their ability to provide quality care to young children. They should possess the ability to meet the individual needs of each child in their care.

Each Child Care Provider in conjunction with the Licensed Home Visitor must provide daily programming that aligns with the Program Statement (see page 11) to promote the health, safety, nutrition, and well-being of each child. Each child who receives child care for six hours or more per day has a sleep/ rest period, time outdoors for at least two hours each day, a meal and two snacks.

### **Supervision of Students and Volunteers**

There may be times when persons in addition to the Child Care Provider may be present in the child care setting. These persons may be placement students, volunteers, or other people who reside in the home. The County of Renfrew has policies and procedures put in place to provide direction regarding the supervision of these persons.

- Persons will be introduced to all parents/ guardians
- They are not permitted to be alone with any child
- Prohibited practices, emergency procedures, and individual plans will be reviewed prior to their interactions with any children
- Current and clear criminal/ Vulnerable Sector Checks are required prior to having direct contact with children within County of Renfrew Licensed Home Child Care
- The Licensed Home Visitor will mentor the agency Child Care Provider in regards to their responsibilities as a student placement supervisor.
- All students and volunteers must sign and adhere to a confidentiality agreement.

### **Prohibited Practices**

Child Care Providers are required to sign an agreement that they will adhere to the policies and procedures of the County of Renfrew Licensed Home Child Care Agency and the Child Care and Early Years Act, 2014.

Child Care Providers will practice positive forms of behavior guidance with leadership from the Licensed Home Visitor. The following are prohibited practices:

- Corporal punishment
- Physical restraint (i.e confining a child to a highchair, car seat, stroller, or other device for the purpose of discipline or in lieu of supervision)
- Locking the exits of the home child care premises for the purpose of confining a child
- Use of harsh or degrading measures or threats or use of derogatory language that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm on children including making children eat or drink against their will.

Policies are reviewed and discussed on a regular basis with the Child Care Providers. The policies are reviewed and signed annually by Child Care Providers and managers of the agency. For the protection of the children, any caregiver/person violating the policy will be discharged from the program immediately.

An investigation by Family and Children's Services may be warranted, depending on the severity of the situation and conducted at the discretion of Manager of Child Care Services.

### **Incident Reports**

Occasionally an incident or injury may happen. In this event, parents/guardians will be contacted immediately after the child has been given proper care. An Incident Report will be filled out by the Child Care Provider and signed by the parent/guardian. A copy of the report will then be given to the parent/guardian and the Licensed Home Visitor. If the incident is deemed serious, a Serious Occurrence Report will be filled out by the Licensed Home Visitor and this report will be sent to the Ministry of Education.

### **Fire Regulations**

An initial fire inspection is performed by the local fire department and any recommendations are met prior to any child being placed in the home. A yearly inspection will be conducted to ensure the health, safety and ongoing quality of care in the homes. Each home is required to have a written and posted FIRE EVACUATION PLAN approved by the local fire department.

Monthly fire drills will be conducted to ensure the children understand the procedure. Emergency lighting, smoke detectors, fire extinguishers, a fully stocked first aid kit and first aid manual are mandatory requirements.

In addition to these requirements, deep-frying and/or open flames are **not** permitted while agency children are on premises.

### **Administration of Drugs and Medication**

A drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug

A Medication Authorization and Administration form will be filled out and signed by the parent prior to any medication (including ointments) being administered to any child.

Only the Child Care Provider is to administer the medication. The Child Care Provider has the choice not to administer the medication and will discuss this with the parent.

All drugs and medications on the premises must be:

- Stored in accordance with the instructions for storage on the label
- Administered in accordance with the instructions on the label
- Inaccessible at all times to children
- Administered only from the original package which is clearly labeled with the child's name, the name of the drug/medication, the dosage, the date of purchase and expiration.

**\*Please note...**Do not store medication in diaper bags where it is easily accessible to children! The parent is responsible for giving the medication directly to the Child Care Provider upon arrival.

### **Attendance Records/Children's Records**

Attendance records must be completed by the Child Care Provider on a daily basis and submitted to the agency on the last day of the month. Parents will also be required to sign their child in and out on each scheduled day.

Current and accurate records and information (including parents home & work contact information, written instructions concerning diet, rest, or physical activity) are required for each child enrolled in the program.

### **Confidentiality**

Upon acceptance and approval into the agency, each Child Care Provider will agree not to discuss any child or family's private information with their own family members, friends, neighbors, visitors or other Parents/Guardians. Child Care Providers will ensure that all other persons in the home are informed of and comply with the **Confidentiality Policy**.

During the course of their duties, Child Care Providers will have access to information of a personal and private nature regarding the children in their care. This information will be kept confidentially in a private lockable cabinet.

Concerns in regards to the children in care may be discussed with the Licensed Home Visitor who in turn may seek guidance from the Manager of Child Care Services or Program Advisor.

A Child Care Provider breach of confidentiality could result in a verbal and/or written warning at the discretion of the Licensed Home Visitor and the governing agency. Child Care Providers will sign a **Confidentiality Policy** form stating that they understand that a breach of the confidentiality policy could also result in the termination of the Child Care Provider Agreement.

### **Parent Issues and Concerns**

Parents/guardians are encouraged to take an active role in our Licensed Home Child Care Agency and regularly discuss what their child(ren) are experiencing with our programs. As supported by our Program Statement, we support positive and responsive interactions among the children, parents/guardians, Home Child Care Providers and Licensed Home Visitor, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

All issues and concerns raised by parents/guardians are taken seriously by County of Renfrew Licensed Home Child Care and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward either to the Child Care Provider or the Licensed Home Visitor verbally or in writing. The Manager of Child Care and Early Years Division may be included in the discussions. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, Child Care Providers, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

If still not satisfied, parents may phone the Ministry of Education at 1-855-457-5478 for further assistance. If families ultimately decide to withdraw, submission of a 2 weeks notice in writing to the Licensed Home Visitor is required.

### **Concerns about the Suspected Abuse or Neglect of a child**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*. For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaaid/reportingabuse/index.aspx>

### **Release of Children**

Parents must provide their Child Care Provider with names of persons to whom the child may be released. Child Care Providers will **not** release any child in their care to anyone other than the approved persons. The Child Care Provider is required to ask for picture identification of the person picking up the child.

### **Smoke-Free Policy**

All Child Care Providers must adhere to the Smoke Free Ontario Act. This means that any place where home child care is provided within the meaning of the *Child Care and Early Years Act, 2014*, the place must be smoke-free at all times — **even if children are not present**. This includes any outdoor spaces used by the children.



### **Sunscreen**

Parents/Guardians are to provide a sunscreen that has been approved by the Canadian Dermatology Association with an SPF of 30 or higher. Parents/Guardians are encouraged to provide sunglasses for their child with 100% UV protection as well as a wide brimmed hat that covers their ears and neck.

The Child Care Provider will adhere to the following guidelines:

- Child Care Providers will apply sunscreen 15-20 minutes before going outdoors
- Child Care Providers will encourage children to play in shaded areas and will schedule inside activities during the hottest part of the day (10:30 a.m. – 3:00 p.m.) whenever possible
- Child Care Providers will observe the children closely for signs of heat exhaustion
- Children will have drinking water available to them while outside
- Child Care Providers will act as role models by practicing Sun Smart behavior

### **Health & Safety**

- Each Child Care Provider is given a copy of the Sanitary Practices created in conjunction with the Renfrew County & District Health Unit. They must also have their home inspected by a Renfrew County & District Health Inspector.
- In the case of an emergency, an ambulance will be called and the child will be transported to the hospital in the ambulance. The Child Care Provider will remain in the home with the other children and make the necessary phone calls to the Parents/Guardians and the agency.
- All children entering a home must be immunized as directed by the Renfrew County and District Health Unit (RCDHU). Exceptions may be made if declarations are made in regards to health, religious, or conscience beliefs. All RCDHU guidelines will be followed in this type of situation. A copy of the Daycare Immunization Program Questionnaire and a copy of your child Immunizations (or Valid Exemption) will be sent to the local Health Unit as per direction from the local medical officer of health.
- A list of each child's previous immunizations (or Statement of Conscience or Religious Beliefs declaration) and previous communicable diseases must be present in each child's file
- Parents/Guardians are required to notify the Child Care Provider as soon as possible if their child will be absent due to illness, injury, medical appointment or any other reason. Information in regards to illness is required according to the Child Care and Early Years Act and/or Health Unit to protect other children and adults from potential contagious diseases.

# **SICK CHILDREN GUIDELINES**

***When is a child too sick or contagious to be brought to the Child Care Provider's home?***

**KEEP YOUR CHILD AT HOME IF YOU OBSERVE ANY OF THE FOLLOWING SIGNS OR SYMPTOMS:**

1. Temperature of over 100.4F (38c)
2. Conjunctivitis (pink eye) is a common eye infection which is highly contagious; the eye is generally red with yellowish whitish secretions draining from the corners.
3. Bronchitis or Croup – slightly elevated temperature, dry hoarse cough, general malaise
4. Unidentifiable rash – not diagnosed by a physician, therefore they may be contagious to others in care.
5. Impetigo of the skin-red pimples that usually appear around moist areas; blister group together and when they burst they weep liquid
6. Diarrhea – loose watery/greenish stool much more frequent than usual.
7. Vomiting – more than the usual spit up in infants
8. Severe cold with fever, sneezing and nasal drainage; overall feeling of malaise.

### **CONTAGIOUS ILLNESSES**

Measles      Chicken pox      Mumps      Roseola

If a child develops an infection and antibiotics are required, the child should be kept at home for a minimum of 24 hours from the time of taking the first dosage of medication.

All reportable contagious conditions will be reported to the County of Renfrew Licensed Home Child Care Agency.

As per regulations from the Child Care Early Years Act, 2014 all Child Care Provider's must perform a daily visual check of all children as they enter the premises in order to detect possible symptoms of ill health. Should any of the above signs or symptoms be present, the Child Care Provider will advise that the child needs to return home.

Throughout the day, Child Care Providers will be mindful of any sudden or gradual changes to your child's health and will notify parents as soon as possible if the above signs or symptoms are present and that the child will need to be picked up from care in order to prevent the spread of disease. If the parent cannot be reached, contact the emergency person(s) and request that she/he pick up the ill child(ren). Isolate the sick child from the other children in a comfortable area. Before the child can be readmitted to the Child Care Provider's home after a contagious or unidentifiable illness, a medical certificate of good health may be required.

### **HEAD LICE**

Children identified with head lice are to be removed from the Child Care Provider's home until their head is free of all nits. The caregiver will follow the cleaning procedure outlined in the Head Lice Information Fact Sheet

**Payment for childcare is required during these times.**

### **Activities off the Premises**

The Child Care Provider will notify the parents/guardians of any upcoming field trips and obtain parental permission for the field trip 1 week in advance. The parent/guardian will sign a Field Trip form.

### **Back Up Child Care**

It is the parent's responsibility to secure back up care arrangements when their Child Care Provider is unavailable. The parent may contact the Licensed Home Visitor to arrange backup care when available.

Child Care Providers are required to give two weeks notice of any time off. However, we do understand that they have families and priorities of their own and they do get sick.

### **Parent Responsibilities**

1. It is the parent's responsibility to provide suitable clothing for their children according to the weather. For winter outside play, Parents/Guardians will provide a snowsuit, hats, boots, mittens etc. For wet weather please provide a rain suit and rubber boots. Please provide your Child Care Provider with a few supplies to leave at the home a full change of clothes, a hat, a sweater and sunscreen. These items should be labeled with the child's name.
2. For infants, the parent will provide all the necessities: baby food, formula or breast milk, bottles, sippy cups, diapers and a change pad that can be disinfected after each use. These items should be labeled with the child's name.
3. Parents/Guardians are to familiarize themselves with the Parent Handbook and Program Statement and adhere to the regulations, policies, procedures and guidelines.
4. The Parents/Guardians are responsible for providing the morning and evening meals. Please remember only a light snack is provided mid-morning so breakfast should provide sufficient nutrition and sustenance.
5. It is the parent's responsibility to inform the County of Renfrew Licensed Home Child Care Agency if any emergency information changes ie. work phone numbers, emergency contact numbers, pick up people, health concerns, etc.
6. Please show respect for your Child Care Provider by giving as much notice as possible for ANY of the following situations:
  - the child is absent due to illness, appointments, lateness
  - if any changes occur at home that would affect the behavior of your child
  - vacations, absent days
7. To provide a minimum two weeks written notice to the Child Care Provider & Licensed Home Visitor when further child care is no longer required.



## Program Statement

### **Our View of Children**

County of Renfrew (COR) Licensed Home Child Care (LHCC) believes children are competent, capable of complex thinking, curious and rich in potential. Children are intrinsically motivated to learn and when provided with enriched environments, nurturing adult interactions, support and the freedom to explore, they can become self-motivated learners.

Our understanding of children is influenced by ongoing research, experience, collaboration with families and community partners. The ability to adapt and change will allow COR LHCC to be responsive and flexible with program opportunities for children, families, and child care providers.

We believe that supporting children's social and emotional growth and ability to self-regulate leads to positive outcomes in relation to children's learning, development, health, and well-being. Our caring, trained and nurturing child care providers role model, fully engage in children's play, and create learning environments that foster the children's exploration, play and inquiry.

We strive to ensure that families feel like they belong as they are the first and most powerful influence on children's learning, development, health, and well-being. We believe in forming strong and respectful, relationships with families. We value their unique and diverse characteristics and the communities in which they live. Parents are invited to share their ideas, perspectives, and experiences with COR LHCC.

As providers of high quality licensed home childcare in Renfrew County, we strive to achieve high levels of quality above and beyond licensing standards. We are governed by the Ontario Ministry of Education and regulated by Child Care and Early Years Act, 2014. COR LHCC has embraced and is working with the Ministry of Education's *How Does Learning Happen?* (HDLH) framework. At the core of our framework are relationships with families and community partners such as First Nations, francophone communities, Ontario Early Years Child & Family Centers, members of the Canadian Armed Forces, and other community agencies. We strive to involve local community partners and allow those partners to support the children, families, and Child Care Providers within our agency.

The foundations of *How Does Learning Happen?* includes: Belonging, Well-Being, Engagement and Expression. The Ministry of Education has named HDLH as the common provincial framework to guide programming and pedagogy (the understanding of how learning takes place) in licensed home child care. This framework is the inspiration for our program statement.

## **Foundation: Belonging**

**Goals for Children** - Every child has a sense of belonging when he or she is connected to others and contributes to their world.

### **Approaches/ Actions**

Licensed Home Child Care Programs cultivate authentic caring relationships and connections to create a sense of belonging among children, adults, and the world around them.

**Support positive and responsive interactions among the children, parents, child care providers and staff. Foster the engagement of parents and ongoing communication about the program and their children.**

- Staff connects with children and parents upon arrival and departure times to share information about the children's experiences and participate as co-learners with families and children to build responsive relationships.
- Staff engages actively in children's play activities to extend their learning, to support their development, and challenge their thinking.
- Children are encouraged to make contributions within group activities so that their individual experiences can be valued.
- Educators share their professional knowledge and experience, as well as seek out the knowledge and perspectives of families.

**Incorporate indoor play, outdoor play, active play, rest and quiet time into the day. Give consideration to the individual needs of the children receiving child care.**

- Each licensed Home Child Care site is required to provide at least two hours of outdoor play daily. When weather does not permit outdoor play, gross motor activities are provided indoors.
- Child Care Providers will incorporate daily active structured and unstructured group times which are developed with the individual needs and abilities of each child in mind.
- Each child is permitted to sleep, rest, or engage in quiet activities based on the individual child's needs.
- Quiet time is available throughout the day when needed (quiet cozy areas).
- Child Care Staff respect the wishes of the parents and, when possible, provides alternatives or modifications when requested e.g. a special dietary request, physical adaptations, etc.

## **Foundation: Well-Being**

**Goals for Children** - Every child is developing a sense of self, health, and well-being.

### **Approaches/ Actions**

Licensed Home Child Care Programs nurture children's healthy development and support their growing sense of self.

#### **Promote the health, safety, nutrition and well-being of the children.**

- Health checks/ daily observations of children are completed upon arrival and throughout the day in order to detect possible symptoms of ill health.
- Regular indoor and outdoor environmental checks are completed on all toys, equipment and the home for hazards and cleanliness.
- To reduce the transmission of illness, Child Care Providers and children wash their hands upon arrival into the premises, before and after snacks and meals, after toileting, before and after water play and other times as needed.
- Varied and nutritious snacks and lunches are provided in accordance with Canada's Food Guide – see menus posted on parent boards.
- Drinking water is available for children at all times.

#### **Encourage the children to interact and communicate in a positive way, and support their ability to self-regulate.**

- Child Care Providers guide children through transitions by providing cues and/or prompts to prepare children ahead of time. Using cues/prompts at transition times helps prepare children so they know what to expect, which helps make them feel safe and secure.
- Children are encouraged to question and explore, share their ideas and co-learn with their Child Care Providers.
- Child Care Providers model appropriate behaviours and support positive child to child interactions when conflicts arise. Child Care Providers seek to understand more deeply what children are expressing through their behaviours and help them to communicate their feelings and meet their needs.
- Individual attention is provided when children need comforting and nurturing.
- Children's self regulation is encouraged and supported through interactions and guidance from staff. Quiet cozy areas of the room are provided for children to go to foster and support self-regulation.
- Child Care Providers aid children in beginning to show concern and empathy and taking action to assist others. They also will help children to learn how to recognize feelings in themselves and others and learn strategies that can help them to calm their emotions and find appropriate ways to express themselves. These are all essential skills that contribute to future success in school, work and relationships.

## **Foundation: Engagement**

**Goals for Children** - Every child is an active and engaged learner who explores the world with body, mind and senses.

### **Approaches/ Actions**

Licensed Home Child Care Programs provide environments and experiences to engage children in active, creative, meaningful exploration, play, and inquiry.

#### **Foster the children's exploration, play and inquiry.**

- Child Care Providers are expected to utilize the HDLH document as a professional learning resource to cultivate self-reflection of their programs to ensure optimal learning and healthy development for all children.
- Child Care Providers will view their environment as the third teacher so that it mirrors the ideas, values, attitudes, and cultures of those who use the space.
- Child Care environments will be rich with materials and resources for children to use as they construct ideas, try out hypothesis, and explore new and interesting materials.

#### **Provide child-initiated and adult-supported experiences.**

In the program, children will find:

- Open-ended materials and a variety of activities are available that allow for exploration and discovery, as well as opportunities for room exploration as play is children's work.
- Child Care Providers who will listen to and observe children to develop a deeper understanding of the individual child's interests and perspectives.
- Group times and individual interactions that allow for discovery of areas of child's interest which leads into further opportunities of discovery.
- They are invited to share their ideas and interests with staff and peers. Interests and ideas are documented and explored by staff and children together.
- The role of adults in children's play is multidimensional. They extend the children's experiences by getting involved in their play without taking over or determining the direction of the play. Adults support idea's, provide resources and materials, emotional support and encouragement, and help children to reflect on what they know and think. Child Care Providers support language development by modeling and expanding language.

#### **Plan for and create positive learning environments and experiences in which each child's learning and development will be supported.**

- As a result of our view of children as competent, curious and capable; our staff work as partners with children in the learning process. Great things are possible when staff and children are able to see themselves as both student and teacher.
- Children will learn through inquiry, open-ended questions, exploration, provocation and hands on experiences during play; while the Child Care Provider extends children's learning and challenges their thinking.
- The pedagogical documentation of children's learning will occur in order to understand how children think and learn through ongoing reflective practice. Since pedagogical

documentation makes learning visible it allows for children, parents, and Child Care Providers to revisit their ideas as well as encourages further exploration of their knowledge.

- Staff will observe children's areas of interest to gain a deeper understanding of their developing skills and reflect upon it in order to provide ongoing experiences that will encourage the children to explore and ask questions.
- Staff refers to the *Early Learning for Every Child Today* (ELECT) document, which provides a shared language and common understanding of children's learning and development.
- Through the use of program postings, monthly reflections and pedagogical documentation, staff will offer insight and feedback about children's learning and activities while participating in the program.
- Children with special needs who are referred to Renfrew County Integration Services will have individual goals established in conjunction with the parents as per the Child Care and Early Years Act, 2014.
- Child Care Providers will have opportunities for collaborative inquiry with the Licensed Home Visitor and fellow Child Care Providers to share their observations, reflect, and plan for the creation of positive learning environments.



## **Foundation: Expression**

**Goals for Children-** Every child is a capable communicator who expresses himself or herself in many ways.

### **Approaches/ Actions**

Licensed Home Child Care Programs foster communication and expression in all forms.

### **Provide support to Licensed Home Child Care Providers who interact with the children at COR LHCC in relation to continuous professional learning.**

- Child Care Providers will be invited to attend the County of Renfrew Annual Professional Early Childhood Education Day full day training and conference.
- On-going training opportunities will be available and offered throughout the year.
- Through ongoing information shared in the child care community, information is provided to Child Care Providers on a regular basis.
- All staff has completed a Criminal Reference Check including the Vulnerable Sector Screen and is required to have a valid certificate in standard first aid with infant and child CPR.
- With the agreement of the individual Child Care Provider, community agencies can support staff and children through in house consultation for children with special needs.

### **Document and review the impact of the strategies set out above on the children and their families.**

- Parents will have an opportunity to provide feedback regarding the agency and services provided.
- Reflective observations about the program are discussed amongst Child Care Providers and Licensed Home Visitor on a continual basis and discuss plans for how to build on what the children are interested in and doing. The Licensed Home Visitor will ensure approaches set out in this statement are implemented and observed.
- Policies and procedures are reviewed at least annually.
- This program statement will be reviewed annually by all Child Care Providers and County of Renfrew staff. Child Care Providers, parents, students and volunteers are notified in writing of any revisions to this program statement.
- The COR LHCC Handbook is reviewed annually and shared with parents and Child Care Providers.
- All new Child Care Providers, students and volunteers will review this program statement prior to interacting with children and when the program statement is modified.