



PRIVATE HOME CHILD CARE PROGRAM

INFORMATION FOR THE PARENT



COMMUNITY SERVICES
MUNICIPAL CHILD CARE

The Private Home Child Care Program

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-40 YEARS-
1974-2014
LICENSED SINCE 1984

“A PLACE WHERE CHILDREN COME FIRST”

Philosophy

To promote a balance of stimulation and relaxation which provides the basis for a nurturing environment focusing on belonging, engagement, expression & well being.

Remember: *Children must be valued as individuals. Parents and providers must simultaneously and consistently respect each other and each child as important individuals. As parents you are the most important persons in your child's life.*



COMMUNITY SERVICES
MUNICIPAL CHILD CARE

The Private Home Child Care Program

PROGRAM STATEMENT

The pedagogical document from How Does Learning Happen will be used to promote a balance of stimulation and relaxation that provides the basis for children's learning, development, health, and well-being. Children must be valued as individuals that are competent, capable, curious, and rich in potential. Goals focused on children's learning around belonging, engagement, expression, and well-being will keep our focus on children first and foremost.

GREETINGS

The City of Thunder Bay Private Home Child Care Program invites you to read over our Information Handbook. Private Home Child Care means child care for not more than six children 6 weeks to 12 years of age in a private residence for a continuous period not exceeding twenty-four hours.

The Private Home Child Care Program is a supervised program licensed by the Ministry of Education. Each provider and their home are assessed by the supervisor and/or Private Home Child Care worker before being approved.

The purpose of the booklet is to provide information to our families. We firmly believe that open lines of communication between families, providers and the Private Home Child Care worker make a good working relationship. The intent of this booklet is to provide information regarding both family and program responsibilities as outlined in our policies, which are directed by the Child Care and Early Years Act 2014. We hope it serves as a valuable resource for reference.

The Private Home Child Care Program has proven to be very successful. It can fulfill many needs, providing care for the day, evening, weekend and overnight. The hours and days of operation vary with every provider.

A child care registry is held and managed by the DSSAB office for Municipal Child Care.

The online Registry will be referred to when pulling children to fill available spaces.

www.thunderbaychildcare.ca

The Private Home Child Care worker maintains flexibility over the management of the wait list, by offering available spaces to current families using care in the program for siblings needing child care. The Private Home Child Care Worker will then offer remaining available spaces to families registered on the child care registry. All child care spaces will be filled in a fair and equitable process while considering a manageable mix.

HOURS AND STATUTORY HOLIDAYS

The following statutory holidays will be observed by the City of Thunder Bay Programs; however providers set their own operation schedule. Please check with your provider to see if they are open on any statutory holiday.

New Year's Day	Canada Day	Christmas Eve Day
Family Day	Civic Holiday	Christmas Day
Good Friday	Labour Day	Boxing Day
Easter Monday	Thanksgiving Day	
Victoria Day	Remembrance Day	

When any of the above named statutory holidays fall on a Saturday or Sunday and are not proclaimed as being observed, the following Monday or Tuesday shall be deemed to be holidays.

Parents are responsible for finding alternate care for their children on the day their providers are closed due to statutory holidays. Check with the Private Home Child Care worker for any alternate care available.

ENROLLMENT CONTRACTS

An enrollment schedule must be completed for each child attending child care indicating the hours and days of care required. A copy of the parent's school timetable is required, if applicable. The charges will be based on your child's enrollment schedule. If you use care over and above the contracted hours you will be charged accordingly. The client is required to give 10 days' notice to change the enrollment contract, or to terminate care. Failure to give notice could result in the client being charged.

The attendance register for your child(ren) at the provider's home is to be signed at the end of each month. Please review to ensure it is correct before signing. Subsidized child care is only available as approved by the child care worker. A thirty (30) minute travel time will be allowed before and after your work/school schedule and as approved by the child care worker. Subsidized care can only be used while working or attending school unless otherwise approved. For example: vacation or study time can be granted by the Private Home Child Care worker in consultation with the child care worker, parent and provider depending on availability of space.

It is the parent's responsibility to pick up their child(ren) on time, as noted in their enrollment schedule or to make alternate arrangements for pick up. If you are unable to comply with the hours of operation, care will be discontinued.

It is the responsibility of the parent to inform the Private Home Child Care worker and the child care workers at DSSAB regarding any changes. For example: a change in your work hours, school schedule, pick up persons, address or phone number etc.

PAYMENT METHOD

HOW DO I PAY FOR THESE SERVICES?

PAYMENT MAY BE MADE AT THE FOLLOWING OUTLETS:

1. Victoriaville Mall, 111 Syndicate Avenue, S, Thunder Bay, Ontario P7E 6S4

- City Cashier
- Mail box in mall (accessible during mall hours)
Monday-Friday 8 am-6 pm Saturday 9 am-5 pm

2. Remittance by mail should be sent to the City of Thunder Bay and made payable to same.

Pre-authorized Payments can be made by credit card on the due date of each month. Credit Card information will be collected by the child care accounts clerk through our main office.

Overdue accounts will be dealt with in regular collection manner. Overdue accounts can result in termination of your child care. During the initial

interview DSSAB will determine eligibility regarding subsidized child care. It is the parent's responsibility to have the proper documentation available at their office appointment or subsidy cannot be determined.

* It should be noted that it is the parent's responsibility to notify their child care worker immediately regarding changes to their financial status, as it may affect their subsidized rate.

* In order to obtain your Notice of Assessment call Canada Revenue Agency 1-800-959-8281 or go to **www.cra-arc.gc.ca**

ABSENCE ALLOWANCE

- The parent will be given absence days in accordance with their child's enrollment. The number of days you receive are calculated and pro-rated for the calendar year. If your enrollment changes during the year your absence allowance may change accordingly.
- These absences include any vacation time, sick day, etc.
- When you receive your statement it will show absences used and your remaining absences.
- Daily rates are applied on all absence days allotted.

PARENTS' RESPONSIBILITIES

ARRIVAL/DEPARTURE

- Phone the provider if you will be late in dropping off or picking up your child according to the enrollment schedule.
- Phone the provider if your child will be absent.
- Bring your child to the provider each day-do not leave outside the door.
- Be sure the provider knows of any special care needed for that particular day.
- When alternate arrangements for drop off or pick up of children is required you must inform the provider.

CUSTODIAL PARENTS

It is advisable to provide the Private Home Child Care worker with a copy of the custody papers that outline the non-custodial parent's right to visitation if applicable. The Private Home Child Care worker will uphold the information contained in the custodial agreement. Your provider will be given a copy for the file. This will allow the provider to deny access of the child to the non-custodial parent, if necessary. This procedure is established to protect the child and custodial parent. However, if the custodial parent requests that the non-custodial parent have access to the child then this will also be upheld.

CONTACTING PARENTS OR EMERGENCY BACK UP CONTACTS

Once your child is registered in the Private Home Child Care Program, parents/guardians must leave the following information with the provider:

- Telephone number(s) at work, school, training centre where parents can be contacted daily.
- Parents attending school (College, University, High School) must leave the provider with:
 - A copy of current time table with classroom numbers clearly marked.
 - The Program Coordinator's name and extension number.
 - Name of building where classes are held (i.e. College–Shuniah; University – Agora).
- Schedules, dates and location name of field placements.

Any changes to ANY OF THE ABOVE information must be given to the Private Home Child Care worker and provider as soon as they happen.

Two (2) additional contact names and numbers must also be made available to the provider in case you cannot be reached. We suggest you use someone who is reliable and fairly stationary during the day. Please be sure to notify the backup contacts that you will be giving us their name and telephone number to use as an emergency backup contact. They should also be prepared to attend to your child at the hospital if necessary if you cannot be reached.

TRANSPORTATION

Parents are responsible for transporting their children to and from the provider's home as well as arranging transportation to and from school. You are to give the provider the school bus schedule, the times of arrival and departure and destination to ensure that your child is placed on the appropriate bus at the correct time. When your child is going to be absent from school you must inform the bus company and the provider of any changes.

Children who are scheduled to arrive off a bus from school who do not arrive at the provider's home are assumed to be missing.

Please ensure that you do not cause undue anxiety to your child, the provider, the school, and the bus company by forgetting to let us know of any changes in your child's daily bussing schedule. (i.e. parent picks child up early from school; the child did not go to school that day, or the bus schedule has changed).

Junior Kindergarten and Senior Kindergarten children will be placed on a bus and received off the bus by an adult. Children in Grade One and over do not necessarily require adult assistance.

In the event that you need your child to go home by taxi, you must make all the necessary arrangements with the cab company, including the child's name and the destination where the child is to be taken. The provider will not make arrangements and they will not give any particulars to the cab driver. Children under 40lbs must be transported in an approved car seat. Please call Ministry of Transportation for more details.

**IT IS THE GOAL OF THE CITY OF THUNDER BAY
PRIVATE HOME CHILD CARE PROGRAM
TO PROMOTE HEALTH, SAFETY, NUTRITION AN WELL-BEING OF THE
CHILDREN:**

PRIVATE HOME CHILD CARE SAFETY

Each home location:

- The Private Home Child Care worker provides ongoing monitoring by doing unscheduled and scheduled home visits to ensure the proper standards of care for the children are met in the provider's home.
- A renewal is completed yearly by the Private Home Child Care worker with the provider to ensure all regulations are being met.
- Follows a fire safety plan developed in conjunction with the City of Thunder Bay Fire Rescue. The Thunder Bay Fire Rescue service can do an inspection at any time, upon request or for an annual update.
- A day care manual from the Thunder Bay District Health Unit is followed
- Inspected by the Ministry of Education for licensing purposes

ACCIDENT AND EMERGENCY POLICY

FIRE

A plan of evacuation in case of fire is posted at each provider location at each exit with the emergency location noted on the bottom. In the event of a fire, the provider will leave everything and quickly and quietly guide the children in an orderly manner through the nearest safe exit according to their specific floor plan. Once evacuated, a head count of children will be taken to ensure everyone is out. The provider will not leave to call in an alarm until all children are safe and accounted for. Fire practices will be held quarterly to prepare the children for emergency evacuations.

STANDING & RECREATIONAL BODIES OF WATER POLICY

Use and access to standing bodies of water are prohibited where the provider resides. Use of splash pads, sprinklers, hoses, water tables and public pools are allowed.

BLIZZARDS

To ensure the health and safety of the children, a Private Home Child Care location may be closed in the event of dangerous weather. Parents will be expected to pick their children up early. Parents should also keep abreast of changing weather conditions and listen to the local radio announcements. In the event of school bus cancellation and school closures the parent must check with the provider to ensure there is available space and arrange own transportation.

UTILITY FAILURES

In case of failure of electricity, water supply or heat the supervisor shall use her discretion in determining cancellation based on health and safety needs of the children.

ILLNESS/PANDEMIC

In the event of a communicable disease such as H1N1 Influenza, all precautions and best practices for infection prevention and control to reduce the risk of transmission are followed. The Ministry of Health and Long-Term Care Guidelines for Schools/Childcare Facilities are followed. As with all illness/communicable diseases, parents will be informed about the potential exposure and symptoms to watch for.

A decision regarding a Private Home Child Care Program closure would be made in close consultation with the local Public Health Unit. Parents should ensure they have alternate child care arrangements.

ACCIDENTS AND SEVERE ILLNESS

Standard First Aid Training and Infant and Child CPR training are ongoing for all providers and Private Home Child Care worker.

Minor accidental injuries (minor cuts, bumps, abrasions, etc.) shall be treated immediately by the provider as necessary and documented on an Accident Report.

In the case of more serious injury or illness (hard blows to the head; cuts that may need stitches, sudden high fever, question of broken bones, etc.) the provider will notify parents as soon as possible. If unable to contact the parent the emergency backup person will be contacted.

In case of a serious illness or accident that threatens life or the immediate well-being of the child, an ambulance shall be called. The provider should accompany the child to the hospital if possible and remain there until the parents arrive. If this is not possible due to ratios and supervision requirements at the home, the child will go with the ambulance and the parent/emergency person will be notified.

Serious Occurrences will be completed online and submitted to the Child Care Licensing System. **Providers will post a high-level Serious Occurrence Notification Form at the home location when a serious occurrence has happened.**

HEALTH AND SAFETY

HEALTH REGULATIONS

For your child's well-being and the protection of others, your child must be kept at home if he/she has any of the following symptoms:

consistent cough	fever	toothache	diarrhea
impetigo	vomiting	earache	red, runny, crusty eyes

The provider must be informed if your child contracts any illness.

When a child appears ill on arrival and is too ill to participate, he/she is not to be accepted into the program in accordance with the Child Care and Early Years 2014 Act 10.1.102.

It is important for parents to have alternate care arrangements in the event their child cannot remain in the program.

COMMUNICABLE DISEASES

If your child has a communicable disease, he/she should not attend the Private Home Child Care Program until the condition is under control or cleared. Your child must be well enough to participate in all areas of the program, including outdoor play.

The provider will notify parents if a contagious disease among the children has been reported to us.

Should you have any concerns or doubts about diseases, notification or readmissions please contact the Health Unit at 625-5900.

RULES FOR GIVING MEDICATION

Parents are expected to administer medications at home. If scheduling is impossible the provider will give medications under the following regulations; as outlined in the Child Care and Early Years Act.

- If your child is using any special medication be sure to inform the provider.
- All medication must be given directly to the provider.
- All medication must be stored in locked containers or inaccessible as per the Child Care and Early Years Act 2014, to ensure the safety of all children.
- Parents will be required to sign an authorization for medication to be given during child care hours. Please ensure all areas are completed. The authorization for medication can only be completed for a 3 month time period and then must be reevaluated.
- Medications must be kept in their original containers bearing the original label with legible information stating:
 - a) prescription number
 - b) name of drug
 - c) strength and quantity of drug
 - d) expiry date
 - e) directions of use
 - f) child's name
 - g) physician's name
 - h) date of issue
 - i) name of pharmacy
- If the medication is a controlled substance the pills are counted when they are brought into the home. (i.e. Ritalin).

NUTRITION

The Child Care and Early Years Act 2014 require meals to meet The Canada Food Guide Nutritional Standards.

The menu can be viewed in the provider's planning binder.

Accommodation may be made to provide special diets for children. The diet requirement of your child should be discussed with the Private Home Child Care worker and provider. If special foods are required which are not maintained in the home, the parent would be required to provide this.

Parents are to provide formula, filled bottles and baby food. Parents must provide written feeding instruction for the provider for an infant under one year of age regarding feeding. Instructions are to be dated and signed. Any changes/additions are to be dated and initialed by the parent.

Snacks are provided twice daily, usually consisting of fruits, juices and nutritional foods. Snacks are served at mid-morning and mid-afternoon. Times for meals and snacks will be supplied by the provider.

Evening and overnight enrollments will consist of a supper, bedtime snack and breakfast.

Sample menu for a day:

SNACK-Waffles and Bananas

LUNCH-Hamburger, Mashed Potatoes, Salad, Mixed Fruit & Milk

SNACK-Yogurt and Raw Vegetables

Sample menu for evening/overnight:

SUPPER-Chicken Strips, Spanish Rice, Cucumber Slices, Apples & Milk

EVENING SNACK-Cheese and Crackers

BREAKFAST-Oatmeal & Blueberries

ALLERGIES

It is the parent's responsibility to notify the private home child care worker and provider of any allergies that your child has. These will be recorded on your child's enrollment form and kept in the child's file. The provider will ensure all residents and alternate caregivers are aware of any allergies.

Anaphylactic Allergy

When a child has a life threatening allergy, parents are responsible for ensuring that a valid EpiPen is provided for the child. This is mandatory for the child to attend the child care program. As stated in the Child Care and Early Years Act 2014, an Individual Plan will be completed by the child care program and the parent.

Training from a physician or parent will be part of this plan. The provider, residents and alternate caregivers review this policy and training requirements on an annual basis.

OUR CHILD CARE PROGRAMS SUPPORT POSITIVE AND RESPONSIVE INTERACTIONS AMONG THE CHILDREN, PARENTS, PROVIDERS AND PRIVATE HOME CHILD CARE WORKER

CODE OF ETHICS

Obligation to Children:

As persons working with and for young children, we are committed to promoting developmental care and education for each child in cooperative relationships with the family and the community. The programs enable children to participate fully in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical, and cognitive areas of development. A person working with young children is obligated to:

1. Maintain and promote each child's self-esteem.
2. Recognize and respect the uniqueness and the potential of each child.
3. Be accepting of all children, respecting race, belief system, gender, national origin and socio-economic status.
4. Accept and integrate into regular programs the child with special needs when such integration is advisable and sufficient support is available.
5. Create and maintain a safe and healthy setting that supports the positive growth and welfare of children.
6. Refrain from physical punishment, verbal abuse (e.g. sarcasm, ridicule) and psychological abuse (e.g. threats, encouraging fear) of children in interactions with them.
7. Maintain the confidentiality of information obtained in the course of professional dealings with children and families. However, when concerned about a child's welfare, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.
8. Recognize symptoms of child abuse and know and act on law pertaining to child abuse.
9. Involve all individuals (colleagues and parents) in decisions concerning the child.

10. Report in a responsive manner and through the appropriate channels instances of non-compliance with laws and regulations to those who will take corrective action.
11. Advocate and contribute to the extension of public information and education about children's needs for quality services.
12. Advocate for policies and laws that promote the well-being of children and their families.

Obligation to Families:

Families are of primary importance in children's development. Providers working with families are obligated to:

- Develop relationships of mutual trust with families they serve.
- Respect the dignity of each family.
- Respect families' child rearing values and their right to make decisions for their children.
- Interpret each child's progress to parents within the framework of a developmental perspective and help families understand and appreciate the value of developmentally appropriate programs.

WHO'S WHO?

All providers, residents 18 years of age or older and alternate caregivers undergo a Police Vulnerable Sector Check Search before children are placed in the home.

The Supervisor and Private Home Child Care worker undergo a Police Vulnerable Sector Check before they are hired, as required by the Child Care and Early Years Act 2014.

The Private Home Child Care Program has a:

Supervisor

- Is a Registered Early Childhood Educator.
- Oversees the operation of the program.

Private Home Child Care Worker

- Is a Registered Early Childhood Educator.
- Responsible for the overall operation including administration of the program and providers.
- Provides ongoing monitoring, support and guidance.
- Provides creative and educational supplies.

Providers

- Daily operation of their program-self-employed.
- Plans and implements the daily program.
- Plans and prepares meals and snacks.

Resource Teacher - Special Needs Resource Program Children's Centre Thunder Bay

- Plans and participates in programs for children with special needs.
- Coordinates/directs families to community supports.

**WE ENCOURAGE THE CHILDREN TO INTERACT AND
COMMUNICATE IN A POSITIVE WAY AND SUPPORT
THEIR ABILITY TO SELF-REGULATE**

CODE OF BEHAVIOUR

The Private Home Child Care Program & the provider need to provide a safe and comfortable environment for all children to learn and grow. In guiding children, our goals are to help children feel good about themselves, to help children develop self-discipline and to consider the needs and desires of others. In order to accomplish this goal we need to work together.

Providers are expected to:

- State rules as clearly as possible in a positive way.
- Give choices only when a choice exists.
- Step in before a problem occurs and redirect the children to an alternate activity.
- Treat all children with dignity and respect.
- Set and consistently apply limits that are appropriate to the development level of each child.

Children are expected to:

- Behave in a non-violent manner that is non-disruptive, non-threatening or dangerous to themselves, other children, providers, alternate caregivers and residents of the home or guests.
- Use proper and polite conversation, verbal abuse or use of foul language is not acceptable.
- Respect the provider's property and the property of others.

Most children will follow this code of behaviour without any difficulty. In the event that a child contravenes these expectations, the following may occur:

1. Provider will meet with the family concerning appropriate behaviour and request assistance in resolving the conflict.
2. Supervisor, parent and Private Home Child Care worker may consult further to develop strategies and to seek out resources.
3. When contravention to the code occurs and the behaviour is not resolved or cannot be resolved after ongoing efforts, the child care will be suspended or terminated by the supervisor.

If you have any questions, please feel free to discuss our Prohibited Practices Policy with your provider, Private Home Child Care worker or supervisor.

ONTARIO REGULATION 137/15

- 48 No licensee shall permit, with respect to a child receiving child care at a child care it operates or at a premises where it oversees the provision of child care.
- a) corporal punishment of a child;
 - b) deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect;
 - c) depriving the child of basic needs including food, shelter, clothing or bedding;
 - d) locking the exits of the child care centre or home child care premises for the purpose of confining the child; or
 - e) using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

Indicators

The following practices are not observed in the program;

- a) corporal punishment of a child;
- b) deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect;
- c) depriving the child of basic needs including food, shelter, clothing or bedding;
- d) locking the exits of the child care centre or home child care premises for the purpose of confining the child; or
- e) using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

And

Providers confirm that these practices are not allowed and do not occur in the program.

**OUR FOCUS & GOAL IS TO FOSTER EACH CHILD'S
EXPLORATION, PLAY AND INQUIRY**

TOYS AND BELONGINGS

The provider is in no way responsible for lost or broken items. Children are encouraged to leave toys at home, as all of our programs are well equipped with resources.

Electronic devices should not be brought to the program.

FIELD TRIPS

Field trips outside of the premises of the provider's home will occur from time to time to enhance the regular programming. The consent form is required to be signed when you fill out the paper work with the Private Home Child Care worker.

The provider will inform you of any field trips in advance with destination, time of departure and return and the mode of transportation.

Exception: Neighbourhood walks can occur without prior notification.

**WE PLAN & PROVIDE A BALANCE OF CHILD-INITIATED
AND ADULT SUPPORTED EXPERIENCES**

ROUTINES

Daily schedules are kept in the provider's planning binder. Toileting, eating, sleeping and activity times are incorporated into the daily schedule. Although times and schedules are set, they are used as guidelines to ensure consistency for the children. These schedules are adjusted, flexible and seasonally adjusted based on weather and children's interest.

Parents will be responsible for providing diapers, wipes and necessary creams for their child's diapering needs. Please inform the provider of any creams/medications as an authorization form is to be completed.

REST TIME

The Child Care and Early Years Act 2014 acknowledge that children require some rest/relaxation time to balance their active play. The children attending the Private Home Child Program rest/relax for at least one hour per day to a maximum of two hours per day.

Providers must perform direct visual checks of sleeping children by being physically present and checking for indicators of distress or unusual behaviors. Infants, 12 months and under, are placed for sleep in a manner consistent with the recommendations set out in the Joint Statement of Safe Sleep, http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance_0-2/sids/jsss-ecss-eng.php

The children are provided with cots/mats with sheets and blankets. The parent may supply their child(ren) with their own blanket and pillow. The provider will send bedding home to be laundered weekly. The provider will launder the bedding weekly if supplying the bedding. Please discuss with your provider. Children may also bring something for comfort i.e., stuffed animals, etc. Children unable to sleep are offered alternative activities.

Exception: Children of school age have a quiet time over this mid-day rest period.

**EACH CHILD'S LEARNING AND DEVELOPMENT WILL
BE SUPPORTED THROUGH CREATIVE POSITIVE
LEARNING ENVIRONMENTS AND EXPERIENCES**

GOAL OF THE PRIVATE HOME CHILD CARE PROGRAM

The Private Home Child Care Program is designed not only to provide for the health and safety of the children entrusted to its care, as well as promote the total development of the child, mentally, physically, emotionally and socially. This goal is reached through a carefully planned program of indoor and outdoor activities. Every program has an abundant supply of play materials suited to the needs of the children. This is achieved with a program of stimulation and relaxation, providing the basis for a nurturing, happy environment.

The City of Thunder Bay provides Childcare Services:

- To provide quality child care programs to assist parents to attend school or work.
- To be a resource to the family unit in areas of parenting, child guidance and child development.

CURRICULUM PLAN

The Private Home Child Care Program will provide an Emergent Curriculum which will promote self-esteem, self-help, social/behavioural, cognitive and physical development in a safe, comfortable environment.

- The provider will plan and implement the program based on individual strengths, needs and interests.
- Age appropriate toys will be provided and various activities to stimulate the development of the child.
- The program will be flexible and offer alternate play.
- Activities and materials will be varied on an ongoing basis.
- Both group and individual activities will be encouraged.
- Activities which promote both fine and gross motor skills are offered.
- Provisions will be made for both quiet and active play.
- The program will allow for problem solving and decision making situations.
- Television time is limited and the type of programming is monitored.
- Outdoor play will be an important component of the program.

The daily program plan and timetable is kept in the provider's planning binder for viewing. Any variations will be noted each day.

The program is evaluated regularly to reflect changes in the Child Care and Early Years Act 2014, and Early Learning.

**OUR PROVIDERS WILL 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 CARE**

THE ENVIRONMENT

The environment including the physical setting and equipment are set-up with children in mind. Great attention is given to displaying the materials to encourage participation of the child. In addition, emphasis is placed on having the environment “self-service” for the child so that he/she can manage all routines and the use of materials with a minimum of help.

The outdoor play area is an essential part of your child’s day. The area is set up to promote a healthy, active outdoor experience.

CLOTHING REQUIREMENTS

Dressing and undressing is a learning process. You can help it be a happy experience by dressing your child in suitable clothing which they can manage independently.

The Child Care and Early Years Act 2014 stipulates that each Private Home Child Care provider must schedule **outdoor play** into the daily routine at least 2 hours per day. Parents must dress children appropriately for indoor and outdoor play.

- Assist your child with his/her outdoor clothing prior to you leaving him at the provider’s. Encourage independence.
- An extra change of clothing is required in case of accidents.
- In Spring, rubber boots are a must. Splash suits or pants would be an asset.
- In Winter, snow suits and boots with extra socks and mitts and hats. **No scarves please, only neck warmers.**
- Sun hats and protective clothing are recommended for summer (see Sunscreen Policy).
- Your child’s name should be clearly marked on all belongings.
- A pair of shoes is required for indoor use.
- Remove all drawstrings from the head and neck area of children’s outerwear.

- Make sure all drawstrings remaining at the bottom of outerwear is only 8 cm or 3 inches when fully stretched.
- Make sure the end of the drawstring is free of knots, loops, or toggles, as they can get caught in equipment.
- Ensure that new purchases of children’s clothing have alternative closures to drawstrings like elastics, buttons, velcro, or snaps.
- For summer fun, bathing suits/towels may be required.

For the comfort and well-being of your child(ren) we hope these tips will be kept in mind when preparing your child for child care.

“Messy Moments” are often teachable moments.

SUNSCREEN

It is the policy of the Children’s Services Section that all children playing outside and exposed to UVA and UVB rays (from early spring to late fall) must wear sunscreen.

Parental Responsibility:

It is the parent’s responsibility to apply a waterproof, long lasting sunscreen with a sun protection factor (SPF) of at least 15 on their child. The sunscreen must be applied daily prior to your child entering the provider’s home.

It is also recommended that the parents provide the provider with a sunscreen (SPF 15 or more) in case the children remove their clothing (i.e. warmer weather, water play, etc.). The provider will reapply sunscreen in the event that your child requires it. Please label the sunscreen container clearly with your child’s name.

The provider will provide at least two days notice for you to replenish the supply when necessary.

The Children’s Services Section strongly recommends that protective clothing be worn. (i.e. wide brimmed hats, long sleeved, loose, light clothing.)

**WE PLAN TO FOSTER THE ENGAGEMENT OF AND
ONGOING COMMUNICATION WITH PARENTS ABOUT
THE PROGRAM AND THEIR CHILDREN**

PARENT INPUT

Parent input into the program is valued. There are many ways you can be involved in the child care program such as:

1. Home visit.
2. Ongoing communication.
3. Written notices.
4. Participation in special events.
5. Surveys.
6. Individual interview can be arranged upon request.
7. Participating in our program.
8. Community resource information is available at provider's home or by contacting the Private Home Child Care worker.
- 9. Ongoing communication is imperative for a child care placement to be successful.** It's important that the parent, provider and Private Home Child Care worker communicate with each other about any problems or concerns they may have.

Please speak to the provider, Private Home Child Care worker or supervisor if you have a suggestion, question or concern.

The Private Home Child Care worker is responsible to provide ongoing monitoring by doing unscheduled and scheduled home visits to ensure the proper standards of care for children are met in the provider's home.

The Ministry of Education licenses the programs. The license & summary report is posted at the Private Home Child Care office. The summary report and the ministry provided decal is displayed at each home location to identify the home for families and visitors.

Please see the booklet "An Introduction to How Does Learning Happen? Ontario's Pedagogy for the Early Years" kept in the provider's binder for the Ministry website.

Online licensing inspection findings are available at <http://www.ontario.ca/ONT/portal61/licensedchildcare>.

LINES OF COMMUNICATION

The Municipal Child Care programs value hearing from you as a parent. It is essential to the delivery of quality education and care for your child/ children. We encourage you to address your suggestions and concerns in the following manner.

Step 1: Talk with your provider. Let them know you have a suggestion or concern.

Step 2: If your concerns have not been addressed, please speak with your Private Home Child Care worker or Private Home Child Care supervisor at:

Private Home Child Care Worker.....623-1767

Private Home Child Care Supervisor.....625-3810

The Private Home Child Care worker/ supervisor will assist all involved in reaching an appropriate resolution. This process will ensure that you and your child receive satisfactory results.

We firmly believe that open lines of communication between families, the provider and the Private Home Child Care Program make a good working relationship.

**WE WELCOME COMMUNITY PARTNERS AND ALLOW
THOSE PARTNERS TO SUPPORT THE CHILDREN,
THEIR FAMILIES AND STAFF**

SERVICE COORDINATION IN CHILD CARE

We are pleased to offer a variety of supports and resources to our families and their children while in our child care program. These supports are offered through agreements and protocols with a number of agencies from within our community.

These supports may include service coordination, program observations, consultation regarding the child's development, parenting supports, intervention services and case management. Some of the agencies that are involved with our program are (but not limited to):

- Thunder Bay District Health Unit
- Children's Centre Thunder Bay
- Dilico Anishinabek Family Centre
- Children's Aid Society
- George Jeffrey's Children's Treatment Centre
- Thunder Bay District Social Services Administration Board
- Ministry of Education
- Lakehead Public School Board
- Thunder Bay Catholic District School Board
- Thunder Bay Multicultural Association

In the event that a child requires further specific and individualized services, permission from the child's parent or legal guardian is required and confidentiality will be maintained.

THE CITY OF THUNDER BAY SUPPORTS PROVIDERS & THE PRIVATE HOME CHILD CARE WORKER WITH CONTINUOUS PROFESSIONAL LEARNING OPPORTUNITIES

Providers and the Private Home Child Care worker enter employment with varying levels of knowledge, skill and experience. They must understand what is required of their work, and also need opportunities to acquire new information and support to upgrade and continue to improve their skills, knowledge and approaches. Ontario Regulation 137/15.

Training and development opportunities are made available to the providers and the Private Home Child Care worker on a regular basis. Training modules are available through internal, external, online and paper formats.

EXAMPLES OF TRAINING FOR PROVIDERS: (BUT NOT LIMITED TO)

- Regular training schedule—First Aid
- Regular review of policies— Epi Pen, Anaphylaxis procedures
- Ongoing professional learning opportunities—How does Learning Happen? & Continuous Learning opportunities.

EXAMPLES OF TRAINING FOR THE PRIVATE HOME CHILD CARE WORKER: (BUT NOT LIMITED TO)

- Regular training schedule—First Aid, Epi Pen, Anaphylaxis procedures
- Qualification upgrades—Ex: Certification AECEO, Registration with College of ECE
- Ongoing professional learning—How Does Learning Happen, Continuous
- Professional Learning (CPL)
- External tools and resources—Leadership in ECE, Confederation College & City of Thunder Bay, CCEYA Licensing Standards Test

The Private Home Child Care worker is a member in good standing with the **College Of Early Childhood Educators**.

All Early Childhood Educators must be registered with the College of Early Childhood Educators. Visit www.collegeofece.on.ca or call toll free 1-888-961-8558.

The Code of Ethics and Standards of Practice is available on the College of Early Childhood Educators website: <http://collegeofece.on.ca> and http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_080223_e.htm.

AECEO

Early Childhood Education is a profession that relies on a team approach.

The relationship of colleagues within a profession influences the status of the profession and the quality of service provided. Colleagues in Early Childhood Education must act with integrity in supporting one another and adopting professional attitudes and behaviours in their work as models and teachers for young children. The Private Home Child Care worker who is an Early Childhood Educator is obliged to:

OBLIGATIONS TO PROFESSIONAL COMPETENCE

Early Childhood Educators have committed to ensure their own continuing professional competence and to further the field of Early Childhood Education.

Early Childhood Educators are obliged to:

1. Keep professional knowledge up to date.
2. Recognize critical self-reflection as an important part of professional development.
3. Engage in self-care activities which help to avoid conditions (e.g. burnout, substance abuse) that could result in impaired judgment and interfere with their ability to benefit others.
4. Further the professional development of the field of Early Childhood Education and to strengthen its commitment to realizing its core values as reflected in this Code.
5. The Private Home Child Care worker supports the providers and the Private Home Child Care program in all these area.

OUR PROVIDERS USE PEDAGOGICAL DOCUMENTATION AS A MEANS TO LEARNING ABOUT HOW CHILDREN THINK AND LEARN

“Children are the world’s most valuable resource and its brightest hope for the future”

Research has shown that early learning experiences of children are reflected in their later development and ability to learn. Basically, children are eager, curious, inquisitive and fascinated with the world of discovery. The emphasis is on providing opportunities for children to make discoveries and broaden their knowledge and experience. We know that children learn through play. We recognize that an early childhood education program is a valuable part of child development.

Providers in our programs will:

- Create a sense of belonging by fostering authentic, caring relationships between children, adults and the world around them.
- Create a sense of well-being by nurturing children’s healthy development while supporting their growing sense of self.
- Create a sense of engagement by providing environments and experiences rich in active, creative, meaningful and explorative play.
- Create a sense of expression by fostering communication and expression through a variety of formats.
- Reflect on observations, and children’s conversations: what children know what they wonder about, and their working theories about the world around them.
- Inform and include families, the Private Home Child Care worker and children in what and how the learning is growing and developing. We are all co-learners, constructing knowledge together.

These strategies will provide and validate the How Does Learning Happen pedagogy.

Additional information can be found on the following resources:

Early Years Portal

Minister’s Policy Statement on Programming and Pedagogy

How Does Learning Happen?

Think, Feel, Act: Lessons from Research About Young Children Child Care