



Be an explorer.

BRUCE COUNTY CHILDREN'S SERVICES

Home Child Care Policy and Procedures





Be an explorer.

This is our story.

We are the explorers. The dreamers who take roads less travelled. Those who turn alternatives into sustainable choices. Those who see tried and true as an invitation to try something new. Here's to children who look under rocks. And parents who help with the lifting. Here's to active, inquiring minds, and those with the vision to look beyond obstacles. Here's to celebrating business innovation – and just as important, to exploring farm life in the morning, beach life in the afternoon and bright starry skies all night long. Here's to the explorers – here's to us. Bruce County is where those roads less travelled become a journey: In life, in our work, in our communities, and in how we spend our days together.



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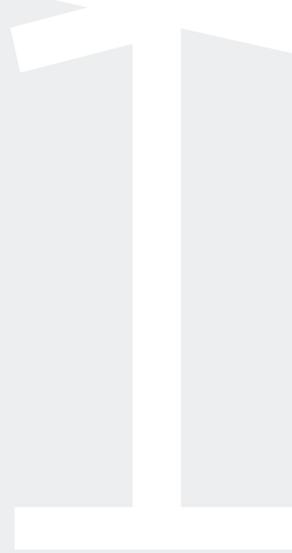
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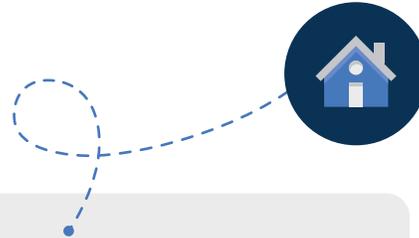
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Introduction



3.1.1 Welcome

Welcome



Welcome to the Bruce County Children's Services Home Child Care Program. We are pleased to welcome you as a Home Child Care Provider to the Bruce County Home Child Care Program.

The Corporation of the County of Bruce has operated the Home Child Care Program since October 1977. Over the years this program has expanded significantly, enhancing the lives of families, children and Home Child Care Providers.

As a Home Child Care Provider under contract with the Corporation of the County of Bruce – Home Child Care Program you are now part of a large and comprehensive child care system. You are an important part of our child care team.

Together with parents and the Bruce County Home Child Care staff, you and your family play an important role in the provision of quality child care to the families of Bruce County.

Providing Licensed Home Child Care is a valuable experience with many challenges and rewards. The care you provide is an important contribution to the quality of family life for the clients you serve.

Bruce County Home Child Care Program follows all regulations set out in the Child Care and Early Years Act. You can find the act as well as a lot of valuable information regarding child care in Ontario on the Ministry of Education website. www.edu.gov.on.ca/childcare

Bruce County Home Child Care also ensures all Health and Safety regulations regarding Home Child Care are being followed. We encourage you to visit the Grey Bruce Public Health Unit website to find valuable information. The website also posts information regularly for your viewing. www.publichealthgreybruce.on.ca

Thank you for your commitment to the Bruce County Home Child Care Program!

3.1.2 Program Statement

County of Bruce Child Care Program Statement

The intent and use of this program statement:

The Child Care and Early Years Act requires that each licensed child care program develop a Program Statement that is consistent with the Ministry of Education's policy statement on programming and pedagogy. This Program Statement must form a part of the program's Parent Handbook that is available to parents considering enrolling their child in the program and to parents who have enrolled their child in the program.

Providers, students and volunteers must review the Program Statement prior to interacting with the children and at any time that the Statement is modified.

The Program Statement will be reviewed by County of Bruce Home Child Care annually as it forms part of the Ministry of Education's Home Child Care licensing checklist.

The positive experiences provided to children enrolled in County of Bruce Home Child Care set the foundation for their lifelong learning, behaviour, health and well-being. As competent, capable, curious and rich in potential, children flourish in the home-like settings that our Program offers.

The children are the central focus of our Program. For that reason, the unique identity and perspectives of each child are recognized, valued and respected.

County of Bruce Home Child Care also values and celebrates the strengths of families and Providers. Authentic caring relationships between the child, the family and the Home Child Care Provider contribute to a sense of belonging, well-being, engagement and expression for all concerned.

As a licensed Home Child Care Operator, the County of Bruce meets and exceeds all health and safety requirements of the Ministry of Education and local government by-laws.

We offer a learning program that is consistent with Ministry of Education policies, pedagogy and curriculum. Some of the Ministry documents we reference in our Program include the following:

- *How Does Learning Happen?* Ontario's Pedagogy for the Early Years
- Ontario Early Years Policy Framework
- Think, Feel, Act: Lessons from Research About Young Children
- Early Learning for Every Child Today

Reference

Home Child Care Licensing Manual - Subsection 6.3



3.1.3 Program Goals

Program Goals

- To encourage an active partnership between Parents and Providers;
- To assist Parents in choosing appropriate placements for their children in a supervised home environment which respects all cultures and family values;
- To serve Parents so that they may feel comfortable and confident with the care that their child is receiving;
- To select and monitor Providers and their homes to ensure that they continue to meet County of Bruce Home Child Care policies and *Child Care and Early Years Act* legislation;
- To facilitate and encourage the professional development of Providers;
- To provide a home atmosphere that responds to the needs of infants, toddlers, preschool and school age children;
- To encourage each child to build trusting relationships with adults and other children;
- To help each child reach his or her full potential and assist families in accessing community resources; and
- To help children develop a positive attitude towards play and learning in a home environment.

In support of our goals and values, we have adopted the following approaches to ensure that children who attend our Program “...experience immediate and long-term positive outcomes...”

A. Health, Safety, Nutrition and Well-Being of Children

WE VALUE the health, safety, nutrition and well-being of children. We have a detailed set of policies and procedures in place that are regularly reviewed with the Providers (and updated as necessary). Home Child Care Providers ensure they are making healthy snacks and meals in accordance with Canada’s Food Guide are examples of two such policies. Both Providers and Parents are provided with copies of all of the policies and procedures. That way we ensure that Providers and families have a shared understanding and are consistent in what they say and do to foster each child’s healthy development.

B. Relationships Among Children, Families, Staff and Community Partners

WE VALUE positive and responsive relationships between the children, their families and the Providers. In fact, it is our single most important priority. This priority is evident by our appreciation of the diversity, inclusion and uniqueness of each child, family and Provider. For example, various cultural backgrounds bring richness to our Program through the celebration of religious holidays, the preparation

Program Goals (cont'd)

of 'traditional' foods, the sharing of stories and songs, etc. In addition, the County of Bruce Resource Program makes it possible for children with special needs to participate in our Program by providing support to the child, his or her family and their Provider. Given the rural nature of Bruce County, our Program is also fully aware of the unique challenges that seasonal employment places on the need for child care.

C. Positive Self-Expression, Communication and Self-Regulation

WE VALUE children as powerful communicators who initiate and respond to communication in many ways. As such, our Program emphasizes listening, responding to and building on child-initiated communication and conversation. With books, stories and songs our Providers promote each child's literacy and language development. We also support appropriate communication between children by helping them to listen to and express themselves to each other. We encourage conversation among children rather than speaking for the child, guiding them to find the right words. We also help each child develop a sense of self.

This is done by assisting them to identify their emotions and to communicate those emotions in a manner that is appropriate for their stage of development. Through such problem-solving activities, self-regulation skills are encouraged.

The Program's quarterly newsletter, which contains numerous articles and activity suggestions, serves as one way of supporting Providers and families in encouraging positive communication and self-regulation.

D. Exploration, Play and Inquiry

WE VALUE children as active learners who explore the world around them with body, mind and senses. We therefore make sure that the children in our Program have plenty of opportunities each day for active, meaningful exploration and playful inquiry. We know that these types of experiences will enhance their social, emotional, physical, creative and cognitive development in a holistic way.

Our Providers are flexible in their daily routines and build on children's natural curiosity about the world around them. Age appropriate play is encouraged by the Providers. For infants and toddlers, opportunities to explore the world around them are made available. Preschoolers tend to engage in imaginative play, playing with dolls, dressing up, or pretending they are helping Dad cook supper. School age children, on the other hand, are more likely to be interested in cooperative play such as board games or team sports.

E. Child-Initiated and Adult-Supported Experiences

WE VALUE a child-initiated learning environment where adults respond and nurture their interest. We know children are thriving in our Program when they are comfortable in expressing themselves, feel that they belong, and have opportunities to use their natural curiosity and exuberance to explore the world around them. Providers are aware that children may maintain their interest in a topic for days, weeks or sometimes months. The curriculum for each day or week is therefore kept flexible enough to accommodate continued interests.

Program Goals (cont'd)

Our Providers make sure that the children's experiences are reflective of their interests. With food, stories, songs, activities and materials, Providers can support the topics that capture the children's interests. For instance, the children may be interested in a nearby construction project. The Provider would then ensure that building materials and buckets, wagons, etc. are available for the children to play with which may prompt conversations about counting, the concept of measurement, or the types of jobs that people have.

F. Positive Learning Environments

WE VALUE environments and experiences where each child is learning and development is supported. Our home-like environments allow for flexibility based on child's strengths, abilities and interests. Research tells us that when we provide long periods of uninterrupted play with few transitions, children are calmer and more engaged in the activity. This is true for children of all ages and abilities and for that reason; this is something our Providers do their utmost to build in to each day. Our Providers also arrange their space in such a way that an invitation is extended to the children to play with the safe, age-appropriate materials that are present.

G. Indoor and Outdoor Play, Rest and Quiet Time

WE VALUE natural environments that support children's well-being, and healthy growth and development. Our Providers use both their indoor and outdoor space as places for the children to investigate, imagine, think, create and make meaning of their experiences. Weather permitting, at least two hours of outdoor time is provided each day. Providers view their outdoor spaces as

places where bodies, minds and senses can learn and discover. In other words, in addition to being a place for gross motor activities, a backyard can be a place to discover earthworms, grow healthy foods or to watch each season's population of birds. Similarly, playground equipment whether it be at the Provider's home or in a nearby park, is seen as just one more tool to encourage create problem-solving, foster imagination and a sense of mastery.

WE VALUE having time each day for active play, rest and quiet time. Parents know their child better than anyone else does. We therefore look to Parents to assist our Providers in learning each child's unique physiological and biological rhythms. For example, whether or not on any given day, a child needs a sleep or a quiet time.

H. Parent Engagement and Communication

WE VALUE the strengths and resiliency of families and the love they have for their children. Families are the experts when it comes to their children. For that reason, we encourage and make opportunities available for families to be actively involved in their child's early learning and care. Gaining knowledge about each child helps the Provider ensure that daily programs value and respect the unique and diverse characteristics of each child's family and the communities in which they live. This may take the form of sharing a family holiday tradition or problem solving a developmental concern together, for example. Regardless of how families choose to be engaged, their contributions and unique perspectives are welcomed and very much appreciated.

Program Goals (cont'd)

'Quality' care builds connections between the child's family and the Provider through open, honest and regular two-way conversations. Frequently such conversations are verbal in nature and occur during drop-off and pick-up times. Communication may also occur via telephone, email or via photographs or journals that capture the child's developmental milestones or successes. These various types of communication help make stronger connections with families and allow Providers to understand the child's home life and daily experiences.

I. Community Partners

WE VALUE the wealth of knowledge and opportunity that our community partners bring to the Program. It is important therefore to strengthen the partnerships that already exist and by building new ones. If we do this, the children in our Program will develop a sense of belonging and of contributing to the community and world, they live in. Whether it is through visits to the local library, park or recreation centre or through participation in programs at an EarlyOn program, our children are provided with opportunities to explore the world around them and to form a meaningful connection with their peers and with other adults. The partnerships we have with various local service providers such as Grey Bruce Public Health, Keystone Child Youth & Family Services, Resource Program, Speech Language Pathologist, Community Living (to name but a few) also provide invaluable support to our children and families.

Both community and service provider partnerships also offer opportunities for our Providers to develop relationships and collaborate with others. This fosters their own, as well as the children's, learning and development.

J. Continuous Professional Learning

WE VALUE continuous learning and professional development for our Providers, Child Care Caseworkers and all others who interact with the children and families in our Program. Not only do we view children as competent and capable, curious and rich in experience, but we also view our Providers this way. Coupled with the knowledge gained through their relationship with the children, families and others in the community, our Providers are able to create engaging experiences and environments in their complementary roles of caregiver and educator. Given these vital roles, it is important that our Providers are knowledgeable, caring, reflective and committed to continuous professional learning.

Providers are encouraged to access the professional learning opportunities and networking that occur in the community. Providers are also made aware of on-line learning resources such as those posted on the Ministry of Education website. Our Program's quarterly newsletter also contains information about various workshops being held locally or in neighbouring communities. The annual Provider Appreciation Event also serves as an opportunity for Providers to network with and learn from their peers. Lastly, County of Bruce Child Care Caseworkers provides professional growth and development support available to Providers through their monthly visits.

Program Goals (cont'd)

K. Documentation and Review of Impact

WE VALUE the importance that we document and review the impact of the strategies we mentioned on the children and their families. The best way for us to do this is to invite parents to provide their feedback on their child's learning and development. This might be done by creating an on-line and/or paper survey for parents to complete which includes questions about each of the various strategies. Alternately, a verbal 'structured' service review could be undertaken at prescribed intervals such as at the six and eighteen months' point after care began. The Child Care Caseworker would conduct the service review with the parent using a structured interview format. A third and more frequently utilized option is likely to occur through regular ongoing dialogue with the parents.

These approaches would not only elicit the experiences of parents but would also provide insight into the children's experiences through the purposeful asking of specific questions related to the child's nutrition, well-being, vocabulary, social skills, etc.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 6.3

3.1.4 Being a Home Care Provider

Being a Home Child Care Provider

What is Approved Home Child Care?

Home Child Care is childcare provided by an “Approved Provider” for up to a maximum of six placed children. The ages of the children can range from 0–13 years of age. The Bruce County Home Child Care Program contracts approved Providers.

Home Child Care is a program licensed by the Ministry of Education. This program provides care for children of parents choosing Home Child Care as a care giving option.

Bruce County’s Home Child Care Program was established in 1977 to:

- Offer parents the unique option of home-based licensed childcare.
- Ensure that all children receive quality childcare that promotes healthy, social, emotional and physical development.
- Assist parents in choosing care for their children in a home environment that respects all cultures and family values.
- Encourage an active partnership between Parents and Providers.
- Identify children’s strengths and needs and to assist families in accessing community resources.
- Support Providers to ensure that they continue to meet program policies and procedures, as well as the Regulations of the Child Care and Early Years Act.

- Offer resources and provide guidance for Providers in the areas of child development, behaviour guidance, nutrition, health, safety and other child-related topics.
- Facilitate and encourage the professional development of Home Child Care Providers and the Bruce County Children’s Services Child Care team.

Bruce County Children’s Services Division operates under regulations set out in the Child Care and Early Years Act of the Province of Ontario.

Why Choose to be a Home Child Care Provider?

You will have:

- An opportunity to have your own home-based business.
- An opportunity to provide a valuable community service.
- On-going support from a Child Care Caseworker.
- Telephone support and home visits by Child Care Caseworkers to offer support and share program ideas.
- The expertise of Bruce County Children’s Services staff in assisting with planning or referral process for parents with children with the developmental needs.

Being a Home Child Care Provider (cont'd)

- Personal and professional development opportunities, such as workshops and presentations, including Infant-Child CPR training.
- Information about community events for caregivers, families and children.

We are proud of the wonderful team of Providers contracted by Bruce County. We look forward to having you as part of our team!

Who is Eligible to Become a Home Child Care Provider?

The potential provider must be eighteen years of age or older.

Must meet all requirements outlined in the Policy and Procedure manual to be an approved Home Child Care Provider.

Everyone in the home who is over the age of nineteen must provide a completed and clear criminal reference and “Vulnerable Sector” check.

Who is not Eligible to Become a Home Child Care Provider?

- Any person having information on file with “Canadian Police Records Information System” indicating that they have a criminal record.
- Any person not meeting all the requirements of the Bruce County Home Child Care Program.
- Any person not meeting the requirements of the Ontario Fire Code under the Fire Protection and Prevention Act, 1997 as well as the local Municipal Bylaw requirements.

Licensee Responsibility





3.2.1 Access to Child & Premises

Policy

No person providing child care, or operating a premise at which child care is provided, shall prevent a parent from having access to his or her child except,

- a. if the person believes on reasonable grounds that the parent does not have a legal right of access to the child; or
- b. in the circumstances prescribed by the regulations.

No person providing child care at a premise, or operating the premises, shall prevent a parent from entering the premises while child care is provided there for his or her child except,

- a. if the person believes on reasonable grounds that the parent does not have a legal right of access to the child;
- b. if the person believes on reasonable grounds that the parent could be dangerous to the children at the premises;
- c. if the parent is behaving in a disruptive manner; or
- d. in the circumstances prescribed by the regulations.

Procedure

This provision requires that a Home Child Care Provider not prevent a parent from having access to their child at a child care setting or from accessing the premises when their child is in care.

In situations where access is prevented, as listed above, Home Child Care Providers must contact their Child Care Caseworker immediately.

References

- Home Child Care Licensing Manual
- Child Care and Early Years Act, 2014-Subsection 1.4



Effective Date: September 2017

Revised Date: September 1, 2024

3.2.2 Implementation of Policies, Procedures & Individualized Plan

Policy

The Bruce County Home Child Care Program shall ensure that the policies, procedures and individualized plans as required by the Child Care and Early Years Act, 2014 are implemented at each premises where it oversees the provision of Home Child Care.

Procedure

Licensees are required to develop the following policies and procedures to support the delivery of care to children:

- Policies and Procedures for Monitoring Compliance and Contraventions
- Supervision of Volunteers and Students Policy
- Sanitary Practices Policy
- Sleep Supervision Policy
- Serious Occurrence Policy
- Anaphylactic Policy
- Medication Policy
- Provision of Equipment Policy
- Program Statement Implementation Policy
- Staff and Provider Training and Development Policy

- Criminal Reference Check /Vulnerable Sector Check Policy
- Standing Bodies of Water Policy
- Written Fire Safety/Evacuation Procedures
- Waiting List Policy
- Parent Issues and Concerns Policies and Procedures
- Arrival and Dismissal Policy

Policies, Procedures and Individual Support Plans will be reviewed with the Provider and everyone in the home over 18 yrs.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 1.2



3.2.3 Monitoring Compliance & Contraventions of Policy

Policy

The Bruce County Home Child Care Program shall have written procedures that set out,

- a) how compliance with the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed; and
- b) how contraventions of the policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed.

Procedure

The Bruce County Home Child Care Program must ensure that the written policies and procedures that set out how compliance and contraventions with all required policies, procedures and individualized plans will be monitored on an ongoing basis, recorded and addressed by Home Child Care Providers, volunteers and students, persons who are ordinarily residents of the premises or regularly at the premises, Home Child Care visitors and employees of Bruce County and are monitored for compliance and contraventions.

All Home Child Care Providers, spouses, children over 18 yrs. of age, and other persons ordinarily residents of the Providers premises or regularly at the premises, and families where applicable, will adhere to all Bruce County Home Child Care policy and procedures including but not limited to:

- Anaphylaxis
- Home Capacity
- Medication
- Sanitary Practices
- Sleep Supervision
- Serious Occurrence
- Prohibited Practices
- Supervision of Students and Volunteers
- Criminal Reference Check and Vulnerable Sector Check
- Fire safety/evacuation
- Individual Support Plan
- Provision of Equipment
- Standing Bodies of Water
- Staff and Provider Training and Development
- Program Implementation
- Back Up Care Policy
- Waiting List

Compliance of Policy

Prior to becoming an approved Home Child Care Provider, policies will be reviewed by the provider and the Child Care Caseworker. Policies will be reviewed annually thereafter.

Polices and Individual Support Plans will be reviewed with the Provider and everyone in the home over 18 yrs.

To monitor, the Child Care Caseworkers will visit a minimum of once a month, to all active homes and quarterly to inactive homes. Documentation for each visit will be provided. Provider files and case notes will be reviewed by the Child Care Caseworker Supervisor/Manager on a regular basis.

Child Care Caseworkers will use their recorded observations, and any applicable feedback from the Provider to monitor Provider compliance of all goals and approaches in the Program Statement.

Child Care Caseworkers will complete Quarterly Ministry of Education Home Visitor Checklist with every Home Child Care Provider.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014
Monitoring Compliance and Contraventions-Subsection 1.3

3.2.4 Measures to Deal with Contraventions of Policy

Policy

Should a contravention occur, or has been reported to have occurred, related to practices that do not align with any policy set forth by the County of Bruce Home Child Care Program, the following may occur depending on the severity of the contravention;

- In person meeting with the individual in contravention to discuss the understanding of the expectation. Meetings will be documented which will set out actions required for the Home Child Care Provider.
- Reflective exercises that align with the Program Statement goals and approaches.
- Parents will be directed to discuss any concerns that they have with their Provider directly with them.
- Should the concerns be outstanding once the parent has discussed with the Provider, the parent will be asked to meet with the Child Care Caseworker and Provider together.

If at any time a contravention to prohibited practices is determined, immediate removal of any children in care will occur and the Provider agreement will be terminated.

Procedure - Supervision of Home Child Care

Under the Child Care and Early Years Act requirements, the Bruce County Home Child Care Program must ensure that every child who is in attendance in a location where Home Child Care is provided is supervised by an adult **AT ALL TIMES**.

An adult is a person 18 years of age or older.

This provision protects the safety and well-being of children in care.

The Child Care and Early Years Act stipulates that each Home Child Care Provider must be made aware that children, under the age of six, are not to be left without direct adult supervision both indoors and outside.

Procedure - Supervision

Home Child Care Providers must comply with the Child Care and Early Years Act Regulation by encouraging children to play:

- Near the centre of activity of the household.
- In areas that are visibly connected so activities can be supervised in more than one area at a time.

Policy (cont'd)

NOTE: Indoor and outdoor play materials and equipment must be sufficient in number and suitable to meet the needs of children receiving care (Child Care and Early Years Act, section 18). All equipment and furnishings (both indoor and outdoor) must be maintained in a safe and clean condition and kept in a good state of repair (Child Care and Early Years Act, section 16).

Procedure - Home Capacity

A Home Child Care Provider may care for up to six placed children in accordance with the Child Care and Early Years Act and Municipal Zoning Bylaws.

Child Care and Early Years Act Regulations state that a Home Child Care Provider can care for 3 children under 2 years of age.

Bruce County Home Child Care Policy states:

A Home Child Care Provider contracted through Bruce County can care for;

- 2 children under 18 months, or
- 3 children under 24 months.
- No more than 6 placed children which includes the Provider's own children who are under four years of age at the premises.

Bruce County as a Licensed Home Child Care agency must take into consideration the individual characteristics of the home child care premises, provider and children. This approach ensures safety well-being of children receiving care.

Special circumstances will be considered to allow 3 children under 18 months for a short period of time where mitigating factors are in place to ensure safety and well-being of children in care. Total number of children in care will be a consideration. Approval will be from the Children's Services Supervisor or Manager.

To promote the safety and well-being of children, Bruce County must consider the following prior to placing a child within the premises of a contract home:

1. The ages of all children on the premises.
2. One of the children under 2 years must be walking independently on their own.
3. Any special needs of the children in the home
4. The ability of each child to evacuate independently in an emergency. Home Child Care Providers must provide a written fire evacuation plan.
5. The experience and qualifications of the home child care provider.
6. The physical environment of the premises, including the total amount and distribution of space in the premises.
7. Special circumstances will be considered when dealing with multiple births.

Procedure - Provider's Own Children 4 & 5 year old's

Providers must include their own children under the age of four, for the purpose of counting the total number of children at a premise. If the child care is provided on or after September 1 in a calendar year, any of the provider's own children who will turn the age of four in that year do not have to be counted in the total number of children at a premises, when they start school in September of that year.

Daily attendance records must indicate that, at any given time, there are no more than six children receiving care, including the Home Child Care Provider's own children who are younger than 4 years of age.

Policy (cont'd)

Agreement

The Bruce County Home Child Care Program enters into agreements with approved Home Child Care Providers once they have met the regulations under the Child Care and Early Years Act as well as all requirements for Home Health and Safety, Fire Safety, Nutrition, Child Development and Behaviour Management.

The length of your commitment, as a Home Child Care Provider, varies according to the need for care in your area and your continued interest in being a Home Child Care Provider. The agreement between the Bruce County Home Child Care Program and The Provider is renewed annually if either party has not terminated it earlier.

The Bruce County Home Child Care Program is obligated to “terminate” a Home Child Care Provider’s agreement if the regulations of the Child Care and Early Years Act are violated. This is generally the exception as our Home Child Care Providers are to be very conscientious about their work.

At times, you may be classified as an inactive Home Child Care Provider due to the change in child care in your area. A record is kept of inactive Home Child Care Provider’s. This list is then referred to when a new family match is being considered.

Procedure - Daily Log Books

It is a requirement under the Child Care and Early Years Act, that every approved Home Child Care Provider keep a Daily Log Book. Every day you provide care for subsidy or private children, you must record daily drop off and picks up times of each child in your care. You are also required to document any illness that occurs, any visitors that attend, any incident that occurs and any special activity that has taken place in your home. Direct Visual Checks when children are sleeping must be documented each time. Bruce County Home Child Care Program will provide you with a daily logbook. Child Care Caseworkers will review your logbooks during the monthly visit.

Procedure - Back Up Care

On occasion, (not a regular basis) a Provider may be unavailable to provide child care. The Backup Provider must be a resident of the home and is able to provide child care in the Provider’s absence to avoid a disruption to the child and the family. The backup care would be offered in the Provider’s home. It is the parent/guardian’s decision to use the services of a backup provider.

Prior to interacting with the children, the backup Provider must have a satisfactory vulnerable sector check on file, current Standard First Aid and Infant-Child CPR certificate, medical form with up to date immunizations, review and sign Bruce County Policy & Procedures and sign the backup Provider Agreement. Every Home Child Care Provider may have ONE person designated to be their back up provider.

Policy (cont'd)

Providers must contact their Home Insurance Provider to ensure coverage of the backup person.

The Provider must review the children's files with the backup Provider prior to providing child care. Information on the back up Provider will be stored in Bruce County Administration office in Walkerton.

All Parents and Bruce County Home Child Care staff must be informed in advance to approve this arrangement, should it be necessary. In the event that a backup Provider is used; Bruce County will document the occurrence in the Provider's file. The Provider must document the occurrence in their daily logbook.

Procedure - Emergency Care

All Bruce County Home Child Care Providers are required to have an emergency person to provide care in their Home when a medical emergency occurs to one of the children in their care, as per the Child Care and Early Years Requirement. This person is to be listed on your application form. Please keep your Child Care Caseworker updated of any change.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 1.3



Effective Date: September 2017

Revised Date: September 1, 2024

3.2.5 Duty to Provide Receipt for Payment

Policy

Upon request, any licensee or child care provider shall provide a receipt for payment to a person who pays the licensee or child care provider for child care, and the receipt shall be provided free of charge and in accordance with the regulations.

Procedure

This provision provides a person who pays the licensee for child care to have documentation of the payment and supports greater licensee accountability and transparency for parents.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 1.5

Group Size and Supervision





3.3.1 Number of Children Maximum Capacity, Counting Provider's Own Children

Policy

A Home Child Care Provider may care for up to six placed children in accordance with the Child Care and Early Years Act and Municipal Zoning Bylaws.

Child Care and Early Years Act Regulations state that a Home Child Care Provider can care for 3 children under 2 years of age.

Bruce County Home Child Care Policy states:

A Home Child Care Provider contracted through Bruce County can care for;

- 2 children under 18 months, or
- 3 children under 24 months.
- No more than 6 placed children which includes the Provider's own children who are under four years of age at the premises.

Maximum number of children will be no more than 6 placed children which includes the Provider's own children who are under four years of age at the premises.

Special circumstances will be considered to allow 3 children under 18 months for a short period of time where mitigating factors are in place to ensure safety and well-being of children in care. Total number of children in care will be a consideration. Approval will be from the Children's Services Supervisor or Manager.

Bruce County as a Licensed Home Child Care agency must take into consideration the individual characteristics of the Home Child Care premises, provider and children. This approach ensures safety well-being of children receiving care.

To promote the safety and well-being of children, Bruce County must consider the following prior to placing a child within the premises of a contract home:

1. The ages of all children on the premises.
2. One of the children under 2 years must be walking independently on their own.
3. Any special needs of the children in the home.
4. The ability of each child to evacuate independently in an emergency. Home Child Care Providers must provide a written fire evacuation plan.
5. The experience and qualifications of the Home Child Care Provider.
6. The physical environment of the premises, including the total amount and distribution of space in the premises.
7. Special circumstances will be considered when dealing with multiple births.

Policy (cont'd)

Provider's Own Children

Providers must include their own children under the age of four, for the purpose of counting the total number of children at a premise. If the child care is provided on or after September 1 in a calendar year, any of the providers own children who will turn the age of four in that year do not have to be counted in the total number of children at a premises, when they start school in September of that year.

For example if a provider's child turns 4 years old in March, they will remain in the count until they start school in September of that year.

Attendance records must indicate that, at any given time, there are no more than six children receiving care, including the Home Child Care Provider's own children who are younger than 4 years of age.

Procedure

This provision supports the safety and well-being of children enrolled by limiting the number of children in care at any one time to six and placing limits on the number of very young children.

The provision also requires The County of Bruce to ensure it is advised of all children at the premises. This requirement supports agencies to make informed decisions when they are placing children.

References

Home Child Care Licensing Manual

Child Care and Early Years Act, 2014-Subsection 2.1, 2.2 & 2.3



Effective Date: September 2017

Revised Date: September 1, 2024

3.3.2 Resource Consultants

Policy

Bruce County has a Resource Program. Resource Consultants may visit and assist in planning and implementation of individual and small group experiences for children with special needs who receive child care at a premise where the licensee oversees the provision of Home Child Care.

Procedure

Specialized and/or individualized support for children with special needs is often offered in addition to regular programming with the intent of providing one to one support or small group experiences. A Resource Consultants primary responsibility is support for children with special needs.

Resource Consultants will set up visits and provide a declaration form to each Home Child Care Provider that they visit.

Resource Consultants will provide an Individual Support Plan for every child on their program. A copy of the support plan must be kept on the premises.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 2.4



Effective Date: September 2017

Revised Date: September 1, 2024

3.3.3 Volunteer & Student Policy

Policy

Home Child Care Providers must ensure that all volunteers and students on a Home Child Care premises must be supervised at all times and is not permitted to be alone with any child who receives child care at the Home Child Care premises.

All volunteers and students will be required to have a current criminal reference check with vulnerable sector screen, at their expense.

All volunteers and students are required to read the County of Bruce Home Child Care Program Statement and all Policy and Procedures as outlines in the Home Child Care manual. They will then sign off on all policy and procedures with the Child Care Caseworker, before any placement with a Provider commences.

Procedure

Volunteers and students play an important role in supporting Home Child Care Providers in the daily operation of the Home Child Care Program.

Criminal reference check with vulnerable sector screen must be obtained and a copy provided to the Child Care Caseworker prior to placement.

Volunteers and students will be directly supervised by the Home Child Care Provider and will not be alone with any child in the Home Child Care Providers home.

Child Care Caseworkers will review the Home Child Care Policy & Procedures with each volunteer and/or student initially and annually thereafter.

All parents that have their children placed in the Home Child Care Provider's home will be informed, prior to placement, that a volunteer or student will be in the home.

Home Child Care Provider's will post a sign daily when a volunteer or student is in the home to make all parents and visitors are aware of the volunteer or student is on site. The Home Child Care Provider will also document this in their daily log book.

The Home Child Care Provider can review roles and responsibilities with the volunteer and/or student initially and then daily thereafter as tasks come up.

References

Home Child Care Licensing Manual

Child Care and Early Years Act, 2014-subsection 2.6

Building, Equipment, Playground





Effective Date: September 2017

Revised Date: September 1, 2024

3.4.1 Compliance with Local By-Laws

Policy

The Bruce County Home Child Care Program must confirm that each home complies with the requirements of the local authorities that relate to health and safety, fire protection and building and zoning before children are enrolled in the home.

The laws affecting the health of inhabitants of the municipality or of the reserve of a First Nation.

Procedure

As local by-laws vary among municipalities and First Nations, licensees must contact their local municipal offices for more information on processes and information on any other by-laws which may be applicable (e.g., fire protection in relation to smoke detectors, zoning in relation to number of children permitted in a Home Child Care setting).

This provision helps protect the safety of children while attending Home Child Care. County of Bruce Home Child Care Program must ensure that each Home Child Care Provider complies with the requirements of the local authorities that relate to health and safety, fire protection and building and zoning before children are received into care.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 3.1



Effective Date: September 2017

Revised Date: September 1, 2024

3.4.2 Inspections by Child Care Caseworkers

Policy

Bruce County Home Child Care shall ensure that before a premise is used for Home Child Care, the premises, including the outdoor play space, is inspected by a Bruce County Home Child Care Caseworker to ensure compliance with the Child Care and Early Years Act.

Further inspections will be carried out without prior notice to the Home Child Care Provider, at least once in every quarter of each calendar year, and other times as required.

Procedure

The County's responsibility for monitoring compliance with the regulations is fulfilled through the Caseworker's initial inspection prior to enrolling children in the home and on an ongoing basis through unscheduled inspections of the premises. Using a standard home visitor checklist provided by the Ministry will support consistency in interpretation and compliance with the regulations. The Home Child Care Caseworker shall ensure that a record is made of each inspection conducted.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 3.2



3.4.3 Play Materials & Equipment and Furnishings

Policy

Play Material

Home Child Care Providers are required to ensure that play materials in the home are:

- Adequate in quantity to serve the children in care.
- Sufficient in variety to allow for rotation of the play materials being used.
- Available and accessible throughout the day.
- Allow the children to make choices and encourage exploration, play and inquiry.
- Appropriate for the learning and development of each child.
- Play materials, equipment and furnishings are maintained in clean and safe condition and kept in good state of repair.

Equipment and Furnishing – Procedure

Bruce County Home Child Care Providers shall ensure that the following equipment and furnishings are on each premises where Home Child Care is provided:

- For each child 18 months old up to and including five years old who receives Home Child Care at the premises for six hours or more, a cot or bed and bedding, unless otherwise approved by the Child Care Caseworker and parent.

- For each infant who receives Home Child Care at the premises, a crib or playpen and bedding.
- Every licensee shall ensure that the play materials, equipment and furnishings in each premises where the licensee oversees the provision of Home Child Care are maintained in a safe and clean condition and kept in a good state of repair.

Procedure

Home Child Care Providers must provide all children with the opportunity to engage in exploration, play and inquiry using materials that spark their curiosity and promote learning and development in all areas.

The Home Child Care premises must have appropriate equipment and furnishings necessary for the ages and abilities of children in attendance, and that it is safe and sufficient for the number, ages and abilities of children in care. This includes equipment and furnishings to be used during rest periods, as well as equipment that may be necessary during meal and snack times.

The intent of the provision of bedding (crib or cots) is so that each child rests comfortably and bedding is not shared between children.

References

- Home Child Care Licensing Manual
- Child Care and Early Years Act, 2014– Subsection 3.4 & 3.5



Effective Date: September 2017

Revised Date: September 1, 2024

3.4.4 Temperature

Policy

Each Home Child Care premise must maintain a temperature of at least 20 degrees Celsius/ 68 degrees Fahrenheit.

Procedure

The temperature requirement must be warm enough for the health and comfort of children to support the safety and well-being of each child enrolled.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 3.6



Effective Date: September 2017

Revised Date: September 1, 2024

3.4.5 Balconies

Policy

No child who receives care at a Bruce County Home Child Care premises is permitted to play on a balcony, high porch or deck.

Procedure

The Home Child Care Provider must comply that no children are allowed to play on a balcony, high porch or deck while under their care.

Home Child Care Providers must ensure balconies are clear of equipment/furniture and other objects that children could climb. Balcony railing are checked regularly to ensure they are secure and balcony doors are kept locked at all times.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 3.7



Effective Date: September 2017

Revised Date: September 1, 2024

3.4.6 Outdoor Play Supervision

Policy

Home Child Care Providers providing care for children in their home must ensure that children who receive child care for six hours or more in a day spends time outdoors for at least two hours each day, weather permitting.

All children under the age of six must be supervised at ALL times while outdoors.

School age children are supervised in accordance with the procedure outlined in the “Outdoor Play Supervision Consent” section of the consent and permission form.

The child’s Parent, The Provider and the Child Care Caseworker must sign an the “School Transportation Consent form”, prior to a child starting school.

Procedure

It is important to remember that the extent of supervision of outdoor play is usually based upon the maturity of the individual child in care, the physical environment, and in some cases, the Parent and/or the Provider’s preference.

If a child is unable to go outdoors at the Home Child Care Provider’s, he/she should not be in care in order to ensure that the other children in care have the opportunity to be exposed to fresh air and outdoor exercise.

The Home Child Care Provider must know the whereabouts of the children at all times and must have appropriate contact with them while they are under her/his supervision.

The Child Care and Early Year Act states that “the Outdoor Supervision Plan” must be agreed upon by the Provider, Parent/Guardian of the child as well as the Child Care Caseworker. The three parties must read and sign an Outdoor Supervision Plan and School Transportation for each child prior to entering school every year.

To ensure that a shared understanding of the level of outdoor supervision exists all parties must agree and sign the respective child’s outdoor supervision form.

Outdoor play equipment must be in good repair and checked regularly. i.e sandboxes, climbers, swings.

Trampolines are permitted with Direct Supervision at all times and approved for use under your home insurance policy.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 6.5



3.4.7 Bodies of Water

Policy

No child under six-years-old who receives Home Child Care at the premises is permitted to use or have access to any standing or recreational body of water on the premises (i.e. in ground and above ground pools, kiddie pools, hot tubs, or any standing body of water, rivers, ponds, lakes etc.).

If a Home Child Care Provider provides care for children six years or older at the premises the children can have access to the body of water as long as the following conditions are met:

- 1) A lifeguard is present;
 - a. The lifeguard must be at least 16 years of age and hold a current lifeguard certificate that is not dated more than two years prior to the date on which they are acting as a lifeguard.
- 2) Written policies and procedures regarding children's use of and access to the body of water have been reviewed and signed consent provided by the parent.

If a Home Child Care Provider has a backyard pond, the Provider must directly supervise children at all times.

Procedure

Home Child Care Providers must ensure that while providing care to children that the safety and well-being of children is a priority of Bruce County Home Child Care Program.

Home Child Care Providers may consider lower risk alternative water opportunities such as splash pads, sprinklers or water tables, under direct supervision at all times. At any time, children are exposed to water, Home Child Care Providers must provide direct supervision.

Swimming with children 6 years and older you are required to provide direct adult supervision and keep a ratio of 1 adult to 3 children. You are only allowed to swim in a pool that has a lifeguard present at all times, and the pool must have available lifesaving equipment. Parents must provide written consent each time the child is at the pool, parent are required to put in writing any directions, comments regarding life jackets and/or any other life saving devices the child may require.

Swimming is not allowed in lakes, ponds, hot tubs, beaches or any other privately owned pool.

Septic beds must be completely inaccessible at all times; children are not permitted to access or play near them. Home Child Care Providers are required to ensure children are kept away from septic beds at all times and must provide direct supervision when children are in areas adjacent to septic systems.

References

- Home Child Care Licensing Manual
- Child Care and Early Years Act, 2014-Subsection 3.9

3.4.8 Hazardous Materials

Policy

Home Child Care Providers must maintain their home free from hazards including but not limited to:

- All poisonous and hazardous substances are inaccessible to children.
- All firearms and ammunition are locked up and the key if any is inaccessible to children. The term firearm includes but is not limited to rifles, handguns, paintball guns, pellet guns, bow and arrows etc.

Procedure

Child Care Caseworkers will inform Home Child Care Providers regarding product safety information as available i.e. Safety Recalls. Providers are required to follow the direction of the safety recall if they have the affected item or product.

- Gas shall be stored in an approved container in a garage or outdoor storage shed.
- All fireplaces and or woodstoves must be installed and maintained in accordance with manufacturer's instructions and if used or hot when children are in care, must have a gate or screen.
- Safety gates are required when children under the age of 2 are in care or as required by the Child Care Caseworker. Gates located at the top of a stairway must be secured to the wall (cannot be pressure mounted).

- Flammable and combustible materials must be kept away from mounted electric heating including baseboard or wall mounted units.
- Barbecues may not be used by a Home Child Care Provider while children are in care. (Another adult may utilize the barbecue while the Provider supervises the children in a separate area).
- Trampolines are only permitted with Direct Supervision at all times and approved for use under your home insurance policy.
- Alcohol must be inaccessible.
- Sharp knives, scissors and razors must be inaccessible.
- No smoking or use of cannabis in or outdoors allowed on the premises.
- Outdoor play area, walkways and equipment are, clean and free from hazards and free from animal feces.
- Sandboxes are lightly covered or raked prior to use.
- Tools and yard equipment are inaccessible both in and outdoors.

During monthly home visits, Child Care Caseworkers will advise of any changes or significant issues regarding the home or property to ensure continued compliance with the Child Care and Early Years Act.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 3.10

Health and Medical

5



3.5.1 Sanitary Practice Policy

Policy

Every licensee shall ensure that there are policies and procedures with respect to sanitary practices in each premises where it oversees the provision of Home Child Care.

The Bruce County Home Child Program must ensure that the policies and procedures relating to sanitary practices must be implemented by Home Child Care Providers, volunteers, students and persons who are ordinarily residents of the premises or regularly at the premises, Home Child Care visitors and employees of the Home Child Care Agency and are monitored for compliance and contraventions.

All approved Bruce County Home Child Care Providers and their respective homes must meet the health and safety requirements as set out in the Grey Bruce Health Unit Standards of Practice and the related policies and procedures of the Bruce County Home Child Care Program as well as those stated under the Child Care and Early Years Act. All Providers must ensure that they follow any recommendations or instructions from the Medical Office of Health, Fire Inspector or any other inspection authority.

The Child Care and Early Years Act Requires that:

- All residents of the household must be free from communicable disease and have their required immunization records updated regularly.
- If a person (child or adult) objects in writing on the grounds that the immunization conflicts with religious or personally reasons, they must submit the Ministry of Education form provided by the Child Care Caseworker.

- Prior to admission to the Bruce County Home Child Care Program, all children must be immunized as recommended by the Grey Bruce Medical Officer of Health. The Bruce County Home Child Care Program must have, on file, an up-to-date immunization record for each child enrolled. This record will confirm a complete series of immunizations.
- Parents must notify the Home Child Care Caseworker each time his/her child receives a new or an updating vaccination. Our records are inspected annually by the Ministry of Education's Program Advisor to ensure compliance with the Child Care and Early Years Act in regards to immunization records.
- Each Home Child Care Provider should keep her own, as well as privately placed children's immunization information and records in the Provider's home file.
- Home Child Care Providers must observe the children daily for changes in a child's regular physical and emotional health.
- Proper attention and care of the sick child, including awareness of contagious diseases, is essential.
- A Home Child Care Provider must ensure that all persons residing in her home or who visit the home are free of communicable diseases as defined in the Health Protection and Promotion Act R.S.O., 1990, C.H.7, as amended.

Procedure

Infection Control

Research shows children who attend child care have a higher incidence of illness than children who do not. Diapering infants and toddlers is the most important factor associated with high rates of intestinal infection in child care settings. Emphasis on hand washing is very important because it is the most effective way to prevent the spread of infection.

Susceptibility of Young Children to Infection

Infants and toddlers are more susceptible to infections than older children and adults. Younger children have immune systems that are not fully developed. Certain physical features of young children also make them more prone to some infections. For example, ear infections are most common in children 10 - 18 months of age due to the size and shape of their immature ear canal.

Spread of Infection in Child Care Settings

Germs are readily spread among children and adult care givers in child care settings for a variety of reasons. Coughing and sneezing at close range is common, along with the sharing of toys. Everything goes into a toddler's mouth. Some researchers have noted that toddlers were found to put a hand or object in their mouth every three minutes. Other studies have found that contamination of toys with fecal bacteria (bacteria from a bowel movement) is frequent due to the differing abilities of young children to correctly wash their hands. Viruses that cause respiratory and diarrhea illnesses may remain infectious on nonporous surfaces, such as toys, for hours to days at a time.

Spread of Infection

Infections spread through the interaction of three basic elements:

- 1. Infectious Agent (i.e. Germ)**
- 2. Host (i.e. Person)**
- 3. Means of Transportation (i.e. Environment)**

To reduce the spread of infection in your home, you must maintain certain procedures (i.e. Hand washing, sanitizing and exclusion).

1. Infection Agent (i.e. Germ)

Germs include bacteria, viruses, parasites and fungi. Germs are usually so small you can only see them through a microscope. Bacteria and viruses are the most common germs. Sometimes it takes just a few germs to cause an infection. Not all germs cause infections and illnesses. Antibiotics kill bacteria but are not effective against viruses. Some germs can survive for hours, or even days or weeks, living on toys and other surfaces.

2. Host (i.e. Person)

The host is the person who has the infection (i.e. The Home Child Care Provider or the child).

The host does not have to be severely ill for germs to spread.

Sometimes the infected person may not show signs of illness but may be infectious (i.e. contagious).

Immunization is an effective way to prevent the host from being susceptible to the germ (i.e. prevent measles by vaccination).

The host naturally acquired immunity to the germ also may offer protection to an infection (i.e. the host may develop a natural immunity to chickenpox as a result of a previous infection).

Procedure (cont'd)

3. Means of Transmission (i.e. the environment)

The germ can spread through:

- Contact between children and between a child and the Home Child Care Provider (i.e. touching).
- The air (i.e. coughing, sneezing).
- Touching stool or fecal matter (i.e. diaper changing).
- Contact with blood (i.e. cuts, wounds).
- Eating contaminated foods and drinking unsafe water (i.e. food not refrigerated properly).
- Contact with vectors, such as animals and insects (i.e. dogs, cats and fleas).
- Touching contaminated objects (i.e. toys, cots, cribs).

Strategies for Infection Control

You must be familiar with some basic infection control practices. This knowledge helps protect children, as well as yourself from infections.

Hand washing is the single most effective way to prevent infections from spreading. Practicing proper hand washing yourself and with the children helps ensure a safe and healthy environment.

To help control infections:

- Communicate with parents regularly.
- Observe children daily.
- Ensure immunizations are up to date for all the children you are caring for.
- Follow proper hand washing procedures.
- Follow proper diapering, toileting and other general hygienic procedures.
- Follow proper environmental sanitation and animal handling procedures.
- Follow proper food safety procedures.

Universal Precautions

The following guidelines were adapted for use in child care settings.

Universal precautions apply for protection from body fluids such as blood, semen and vaginal fluids. In child care settings the body fluid most commonly encountered where universal precautions need to be applied is blood.

Universal Blood and Body Fluid Precautions are measures intended to protect you from such exposure. Contact with blood, semen and vaginal fluids and any other body fluids containing visible blood should be avoided. The risk of HIV or HBV infection from other body substances (such as tears or feces) is extremely low or non-existent.

Procedure (cont'd)

Five Steps of Universal Precautions

1. **Education**
2. **Hand Washing**
3. **Cleaning Contaminated Surfaces**
4. **Wearing Gloves**
5. **Disposal of Contaminated Articles**

1. Education

Know how to implement Universal Precautions in your child care setting:

- Identify situations in which you may be at risk.
- Educate yourself and others.
- Follow the principles of Universal Precautions.

2. Hand Washing

Hand Washing is your best defense against any infection, including HBV and HIV. Wash your hands thoroughly before and after exposure to blood or body fluids containing blood and following the removal of gloves.

3. Cleaning Contaminated Surfaces

Immediately wipe up spills of potentially infected material with disposable towels. Wash area with hot water and a household cleaner. Rinse. Apply a freshly made solution of household bleach (1 part household bleach to 9 parts water) to the area. Let stand for 10 minutes, then rinse well.

4. Wearing Gloves

Protective barriers reduce your risk of exposure to potentially infectious material on broken skin or mucous membranes. Always wear a protective barrier when there will be contact with blood, or fluids with visible blood and for wiping up contaminated surfaces. Do not reuse or wash cloths. Wash hands thoroughly following the removal of gloves. Disposable gloves are not a substitute for hand washing, but they do provide some protection for the Home Child Care Provider.

Gloves are not recommended for every diaper change but can be useful:

- If a Home Child Care Provider has dermatitis, cuts, or open sores on the hands if there is a risk of exposure to blood and / or body fluids.
- During outbreaks of an enteric / diarrhoeal disease.
- If dealing with diarrhoeal stool, to prevent fecal material from gathering under fingernails.

Disposable latex or vinyl gloves must never be washed and reused. Hands must be washed prior to gloving and after removing gloves as bacteria can multiply on the hands in the warm, moist environment of the glove. Care must be taken when removing soiled gloves. The outside of the glove may contain microorganisms. Avoid touching the outside of the glove with your bare hand.

5. Disposal of Contaminated Articles

Contaminated Waste: Dispose of articles other than clothing soiled with blood or body fluids in plastic bags tied at the top. If the first bag is visibly soiled or leaking, double bag the article before discarding in the trash.

Procedure (cont'd)

Laundry: Handle bloodstained laundry as little as possible. Place in bags that prevent leakage. Rinse the laundry in cold water using gloves and then machine wash in hot water using regular laundry detergent. Soiled clothing should be sent home with parents.

Sharps: Any object that could break, cut or puncture the skin can be considered a sharp. Examples are needles, blades, knives, or broken glass. Any sharp may carry infectious materials and should be handled with caution.

Proper Hand Washing Procedures

Whenever there is any chance of coming into contact with germs, you must wash your hands thoroughly. Failure to wash your hands properly, even once, can result in the spread of germs that can cause illnesses. To prevent spreading illnesses, teach young children to wash their hands properly. If children are too young to wash their hands for themselves, you must do it for them.

Proper Hand Washing Procedure for Infants

- Clean the infant's hands thoroughly with damp paper towel, moistened with liquid soap.
- Rinse the infant's hands (from wrists to fingertips) using a fresh paper towel, moistened with clear water.
- Dry the infant's hands with a fresh paper towel.
- Turn off the faucet using a paper towel and throw out the towel.
- Wash your own hands.

Proper Hand Washing Procedure for Toddlers and Preschoolers

- Have the child wet his/her hands.
- Squirt a drop of liquid soap onto the child's hands.
- Help wash all areas of the child's hands for about 15 seconds.
- Rinse the child's hands (from wrists to fingertips) under running water.
- Dry the child's hands using fresh paper towel.
- Turn off the faucet using paper towel and throw out the towel.
- Wash your own hands.
- Proper Hand Washing for Home Child Care Providers.
- Moisten hands with water and apply a lather of liquid soap.
- Wash all hand surfaces for about 15 seconds, including:
 - a. Back of wrists
 - b. Wrists
 - c. Between fingers
 - d. Fingers and under finger nails
- Rinse hands under running water (from wrists to fingertips).
- Use fresh paper towel to dry hands.
- Turn off the faucet using a paper towel and throw out the towel.

Procedure (cont'd)

Hand washing is the best way to prevent transmission of most types of infections. Hands, more than any other part of the body, are in contact with the environment and are prone to picking up many types of organisms. Microorganisms can be carried on hands to spread infections from person to person.

Never wash a child's or your hands in the kitchen sink. Always use a bathroom sink.

You Must Wash Your Hands Before

- Reporting for work.
- Preparing food or eating.
- Feeding an infant or toddler.
- Changing an infant or toddler's diaper.
- Applying first aid.

You Must Wash Your Hands After

- Changing a diaper.
- After using the toilet or taking a child to the toilet.
- Caring for an ill child.
- Contact with body fluids (blood, mucous, vomit, etc.).
- Removing gloves.
- Contact with nasal or oral secretions.
- Removing soiled clothes (i.e. Boots, coats etc.).
- After sneezing or coughing.
- After handling or caring for animals.

Diapering and Toileting

Diapering and toileting routines should foster positive, caring, nurturing and responsive interactions. Wash your hands before beginning and ensure that you have all items required before bringing the child to the washroom or changing area. A change pad or single use cover is required when changing diapers. Once complete, ensure that the change pad is disinfected, all items are disposed of accordingly and you wash your hands. In addition, providers must ensure that:

- Toileting equipment (i.e. potty seats) are disinfected after each use.
- All creams, wipes must be kept out of reach of the children and must be labelled with the child's name.
- Children must never be left along on the change table.
- Children and providers must wash their hands in the bathroom sink after toileting routine rather than the kitchen.
- Washrooms must have hand soap and towels intended to reduce germ transfer accessible to the children for hand washing; towels could include paper towels, single use towels that are labelled for each child and washed daily.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.2



Effective Date: September 2017

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3.5.2 First Aid Kit and Manual

Policy

The Bruce County Home Child Care Provider must ensure that there is a first-aid kit and first-aid manual readily available for first-aid treatment in each premise where it oversees the provision of Home Child Care. Home Child Care Providers must complete and maintain their standard first aid including, Infant and Child CPR every three (3) years.

Procedure

Every child care provider will deal with an emergency requiring first aid treatment at some time. Even in settings that seem safe, accidents and injuries can happen. Children may receive minor injuries as they engage in active exploration and play, learn about their environment and develop fine and gross motor control.

It is critical to be prepared always to respond quickly and effectively when an emergency does occur. A well-stocked and accessible first-aid kit helps Home Child Care Providers in providing the necessary care for minor injuries as quickly as possible while waiting for emergency medical help, if required.

It is recommended that you take your first aid kit for each outing you attend with the children in your care, i.e. field trips, visits to park.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.3



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3.5.3 Immunization of Children

Policy

The Child Care and Early Years Act requires an immunization record for each child in the care, for children ages 0- school entry, prior to admittance and annually thereafter. The child is immunized as directed by the local medical officer of health.

Procedure

Immunization records and/or records of parental objection must be kept as part of children's files.

Parents of children who object to immunization due to religious/conscience or medical reasons must complete form provided by the Ministry of Education.

Child Care Caseworkers can provide parent(s) with the form. Home Child Care Providers must retain these forms in children's records and have these forms available for review by your Child Care Caseworker and Ministry of Education- Program Advisor if a visit occurs.

As per the CCEYA, Home Child Care Providers must keep record of all children who are attending the premises. The records for children who are in the Home Child Care but not in school must contain documentation regarding immunization.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.4

Related Documents

Statement of Conscience or Religious Belief
Statement of Medical Exemption



Effective Date: September 2017

Revised Date: September 1, 2024

3.5.4 Daily Observation of Children

Policy

Each Home Child Care provider shall ensure that a daily observation is made of each child receiving child care in the home before the child begins to associate with other children in order to detect possible symptoms of ill health.

Procedure

The daily observation is an important step in preventing the spread of disease or infection is early detection so that children who may be ill can be separated from other children.

Home Child Care Providers should be mindful of any sudden or gradual changes to a child's behaviour, sleeping or eating patterns, or signs that a child has lost some previously acquired skill(s) (e.g., stopped being able feed him/herself, stopped using language). Home child care providers are strongly advised to communicate any such changes to parents immediately, as atypical behaviour could be a sign of something more serious.

Home Child Care Providers must document any daily observation of any changes in children in their daily log book.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.5



Effective Date: September 2017

Revised Date: September 1, 2024

3.5.5 Incident Reporting

Policy

Each Home Child Care Provider shall ensure that when a child receiving child care at a premises where it oversees the provision of Home Child Care is injured an incident report is made describing the circumstances of the injury and any first aid administered a copy of the report is provided to a parent of the child.

Procedure

Incident records and/or records of parental incident reports should be signed by the Home Child Care Provider and Parent and, at a minimum, contain the following information:

- Child's name
- Home child care provider's name
- Date and time of accident
- Location of accident
- Description of accident
- Nature of injury
- Home child care provider response and first aid
- Copy of form provided to parent (e.g., hard copy, email, etc.)

The intent is to require Home Child Care Providers to keep a record of incidents and injuries and notify parents when their child receives an injury.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.7

Related Documents

Incident Report Form



Effective Date: September 2017

Revised Date: September 1, 2024

3.5.6 Daily Written Record

Policy

Each Home Child Care Provider shall ensure that a daily written record (daily log book) is maintained that includes a summary of any incident affecting the health, safety or well-being of any child receiving, or person providing, child care at the premises.

All children must have daily drop off and pick up times recorded. Direct visual sleep checks are documented each time.

Procedure

Each premises must maintain a daily written logbook.

The daily logbook must contain a dated entry for each day the program operates. You must record daily drop off and pick up times for all children in your care. You are also required to document any illness that occurs, any visitors that attend, any incident that occurs and any special activity that has taken place in your home. Direct Visual sleep checks are required to be completed and documented every 45 minutes.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.8

Related Documents

Daily Log Book



3.5.7 Serious Occurrences

Policy

Home Child Care Providers must report all serious occurrences as defined below to a Child Care Caseworker.

It is the responsibility of the Bruce County Home Child Care Program Staff to report any Serious Occurrence to the Ministry of Education within 24 hours. The Child Care Caseworker must submit all Serious Occurrences online on the Child Care Licensing System.

A Serious Occurrence is defined as:

1. The death of a child who receives child care at an approved Home Child Care.
2. Abuse, neglect or allegation of abuse or neglect of a child while receiving child care at an approved Home Child Care.
3. A life-threatening injury to or a life-threatening illness of a child who receives child care at an approved Home Child Care.
4. An incident where a child who is receiving child care at an approved home premises goes missing or is temporarily unsupervised.
5. An unplanned disruption of the normal operations of an approved Home Child Care premises that poses a risk to the health, safety or well-being of children receiving care at a Home Child Care premises, examples would be Fire, Flood, Gas leak, Detection of Carbon Monoxide, Outbreak, Lockdown, or any other Emergency relocation or temporary closure.

Procedure

How to Identify a Serious Occurrence?

Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:

1. Death of a child
2. Allegation of abuse and/or neglect
3. Life-threatening injury or illness such as injury, illness
4. Missing or unsupervised child(ren)
i.e. child was found, child is still missing
5. Unplanned disruption of normal operations
i.e. Fire, flood, gas leak, detection of carbon monoxide, outbreak, lockdown or any other emergency relocation or temporary closure

How to Respond to a Serious Occurrence

In any serious situation, a common sense approach is necessary. Try to stay calm while following the procedure below:

1. In the case of a Serious Occurrence, take immediate action to assist the child.
2. Call 911 if the injury is serious enough to warrant assistance from the police, ambulance, fire, or other emergency service.
3. Notify the parent by phone of the incident as soon as possible. If assistance is needed to supervise the other children, call your emergency person.

Procedure (cont'd)

How to Report a Serious Occurrence?

1. Notify Bruce County Children's Services office of the accident/occurrence immediately following the above procedures. If your Child Care Caseworker is not available, ask to speak to another Child Care Caseworker, the Home Child Care Program Supervisor or the Children's Services Manager. The information required for reporting a Serious Occurrence Report includes:
 - a. The nature of the occurrence.
 - b. The time of the occurrence.
 - c. The child's initials.
 - d. When parents were contacted.
 - e. The action taken.
 - f. The current status of the child.
2. Remember that clear, concise notes are important.
3. If the Bruce County Children's Services office is closed, follow all directions as per the Emergency Contact Information sheet provided to you.
4. It is a requirement that Home Child Care Providers post a Serious Occurrence notification form for 10 business days after reporting. Your Child Care Caseworker will provide this. You must post in a place that is visible and accessible to parents. The summary must not include any personal or identifying information and shall be updated as new information is obtained.

NOTE: As of January 1, 2017, new administrative penalties came into effect, including a \$2,000 penalty when a serious occurrence is not reported as prescribed by the Regulation.

Duty to Report

If a person has a reasonable grounds to suspect that a child is or may be in need of protection, that person has an obligation to report promptly to the Children's Aid Society (CAS).

Providers do not need to be sure that a child is or may be in need of protection to make a report. "Reasonable grounds" are what an average person, given his or her training, back ground and experience, using normal and honest judgement would suspect.

The person who has the reasonable grounds to suspect a child is or may be in need of protection must make the report directly to the Children's Aid Society (CAS). The person must not rely on anyone else to report on his/her behalf. Home visitors or the program supervisor will support providers through the reporting process as requested.

Providers should document the following in their log book and discuss any concerns they have regarding a child/family with their home visitor immediately:

- Date and time the provider became aware of a concern.
- Full name of child.
- Include any direct quotes or scenarios.
- Description of specific concern i.e. physical, sexual, emotional harm or neglect.

Duty to Report (cont'd)

The Child and Family Services Act recognizes that each of us has a responsibility for the welfare of children. It states clearly that members of the public including professionals who work with children, have an obligation to report promptly to the Children's Aid Society if they suspect that a child is or may be in need of protection.

Call Bruce Grey Child and Family Services to report or discuss any concerns at 1-855-322-4453 or visit their website at www.bgcfs.ca

Any Professional or official who fails to report a suspicion that a child is or may be in need of protection where the information is obtained in the course of his or her professional or official duties is liable on conviction to a fine of up to \$1,000. For more information visit: www.children.gov.on.ca/htdocs/English/childrensaids/reportingabuse/index.aspx

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.9
Child and Family Services Act



3.5.8 Anaphylactic Policy

Policy

Bruce County Home Child Care Program must ensure that every Home Child Care Provider has an anaphylactic policy that includes the following:

1. A strategy to reduce the risk of exposure to anaphylactic causative agents.
2. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies.
3. Development of an individual plan for each child with an anaphylactic allergy who,
 - a. Is enrolled with a Home Child Care Provider and receives child care at a premises.
4. Training on procedures to be followed in the event of a child having an anaphylactic reaction.

The individual plan shall be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation.

Include a description of the procedure to be followed in the event of an allergic reaction or other medical emergency.

"Anaphylaxis" means a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock, and "anaphylactic" has a corresponding meaning.

Procedure

Anaphylaxis is a serious allergic reaction and can be life-threatening. The requirement for an anaphylaxis policy is intended to help support the needs of children with anaphylactic allergies and provide relevant and important information on anaphylaxis to parents, Home Child Care Providers, volunteers, students, person who are ordinarily residents, and person regularly at the premises at a Home Child Care premises.

The Home Child Care Provider, Child Care Caseworker and parent will complete the "Individualized Plan for a child with Medical Needs" to ensure the necessary steps are completed to support the child's medical needs and emergency procedures.

The plan should identify the general information of the life-threatening allergies, a description of the child's allergy, steps to reduce risk of exposure to causative agent/allergy, signs and symptoms of an anaphylactic reaction, action to be taken by the Home Child Care Provider in the event the child has an anaphylactic reaction, whether parent/guardian consent for the Home Child Care Provider to administer the allergy medication.

Procedure (cont'd)

The plan shall include:

- Steps to be followed to reduce the risk of exposure to anaphylactic causative agents in the Home Child Care premises.
- What foods, if any will be avoided on the menu and in materials used for craft and sensory programming; and
- The strategy and information above will be revised as necessary depending on the life threatening allergies of the children enrolled.
- Emergency contact information.

A parent may train the Home Child Care Provider and students, volunteers, backup person, or persons who are ordinarily residents at the premises.

Medications must be kept inaccessible to children. However, in the case of emergency allergy medication, Home Child Care Providers may allow school age children to carry their own medication in accordance with a parent's permission.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.10



Effective Date: September 2017

Revised Date: January, 2026

3.5.9 Individual Plans for Children with Medical Needs Policy

Individual Plans for Children with Medical Needs Policy

As per the Child Care and Early Years Act, Bruce County Home Child Care Providers are required to have an individual plan for each child with medical needs. Medical needs are defined as, but not limited to diabetes, asthma, seizures, an anaphylaxis reaction, feeding tubes, etc.

The individual plan shall be developed in consultation with the parent, and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation, the Home Child Care Provider and the Child Care Caseworker.

Medical plans will be reviewed annually or updated sooner if there are any changes to the child's medical condition.

The Individual Plans for Children with Medical Needs must include the following:

- Strategy to reduce risk
- Communication plan
- Emergency procedures
- Documented training if applicable

Procedure

Anaphylaxis Reactions

Some allergic reactions range in severity from uncomfortable to severe. Some allergies can be fatal. These severe reactions are called anaphylaxis reactions. Anaphylaxis reactions may begin mildly with itching around eyes and mouth, flushing, hives or a cough. However, in some cases, symptoms can increase quickly to include swelling of the mouth and throat, difficulty breathing, nausea, vomiting, weakness and confusion. A drop in blood pressure may deprive the heart and brain of oxygen, leading to unconsciousness or death. All of this can occur in minutes and immediate medical relief is necessary.

Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person /child has suffered an anaphylaxis reaction in the past. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously. When a reaction begins, it is important to respond immediately.

The individual "Medical Plan" outlines the symptoms of the child's allergic reaction and steps, which must be followed if a reaction occurs. This plan must be posted in a location near the serving/eating area.

Providers will make every attempt to minimize the risk of exposure to identified anaphylactic allergens in the home and areas they may visit with the children.

Procedure (cont'd)

Anaphylaxis Reactions (continued)

Children with extreme allergies that the Home Child Care Provider cannot accommodate will be asked to bring their own food from home. This food to be labelled with the child's name.

The Child Care Caseworker will review the anaphylaxis policy and children's individual medical plan and strategies intended to reduce the risk of exposure to life threatening allergies with the provider, approved back up provider, all adults normally resident in the Provider's home, volunteers and students before care begins and at least annually after their first review and at any other time when substantive changes are made to the policy, plan or procedure.

The Home Child Care Provider and the Child Care Caseworker must receive training from the child's parent/guardian regarding the procedures to be followed, including the use of the Epi-pen in the event of a child having an anaphylaxis reaction. Verification of training must be documented.

The Child Care Caseworker and the Home Child Care Provider will review, during the quarterly safety inspection, all medications, Epi-pens and inhalers to ensure all dates on prescribed medications are current and have not expired.

The Plan shall include:

- Steps to be followed to reduce the risk of the child being exposed to any causative agent or situations that may exacerbate a medical condition or cause an allergic reaction or other medical emergency.
- A description of any medical devices used by the child and any instructions related to its use.

- A description of the procedures to be followed in the event of an allergic reaction or other medical emergency.
- A description of the supports that will be made available to the child in the home or premises where the licensee oversees the provision of Home Child Care or in-home services; and
- Any additional procedures to be followed when a child with a medical condition is part of an evacuation or participating in an off-site field trip.

The provision requires that an individualized plan be developed for each child with medical needs that licensees take all necessary steps to support the child's medical needs to ensure his or her inclusion in the program.

The implementation of each individualized plan supports the child's ability to participate in the Home Child Care Program, and gives providers with all necessary information to deal with any medical situation pertaining to the child.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.11

Related Documents

Individual Medical Plan Form



Effective Date: September 2017

Revised Date: September 1, 2024

3.5.10 Administration of Medications Policy

Policy

Home Child Care Providers may administer prescription medication only to child(ren) in their care.

Medications must be prescribed and in the original container supplied by the pharmacist.

Procedure

A written procedure must be established for the administration of medication to a child and the keeping of records with respect to the administration of medication.

Parents of children receiving care with a Home Child Care Provider must provide written authorization for a child to receive medication at a Home Child Care Provider's home.

The Bruce County Home Child Care Program policy in regards to the administration of medication is determined by the Child Care and Early Years Act requirements and the Grey Bruce Medical Officer of Health.

1. Home Child Care Providers may administer prescription medications only to the child(ren) in his or her care. Tylenol, teething gel, or vitamins are not considered to be prescription medications.
2. Medications must be prescribed and in the original container supplied by the pharmacist. This container must be clearly labelled with the child's name, the name of the medication, the dosage, the date of purchase, and the instructions for storage and administration. Prescription diaper ointments, allergy Epi-Pens and inhalers are included in this requirement.
3. If a child's physician is prescribing Tylenol, decongestants, Orgel, or similar over-the-counter medications, then these items must be accompanied by a prescription note in which the date of issue, the child's name, the dosage, and specific dates and times of administration are clearly stated. This ensures the Home Child Care Provider is only administering prescribed medications with specific directions from a physician.
4. Home Child Care Providers may refuse to administer medication if they choose due to the risks and the liability involved. Parents will be informed of the Provider's intent to administer or not to administer medications prior to arranging care in his or her home.
5. Home Child Care Providers must store all medications in an inaccessible location. Medications that require refrigeration must be stored in a container in an inaccessible place in a fridge.

Procedure (cont'd)

6. The Home Child Care Provider are the only persons who may administer medication to the child in the respective Home Child Care Provider's care. Providers must inform parents if the child exhibits side effects from the medication.
7. Home Child Care Providers will not administer outdated medications and are expected to return unused containers to parents when the medications are no longer required. The latter must be documented on the existing Medication Authorization form. Any change in medication, dosage, new expiry date and the times that the medication is to be administered, must be documented on a new Medication Authorization form.
8. Parents must complete a Medication Authorization form to consent for prescribed medication to be administered by the Home Child Care Provider. For medications to be given for more than one day, the parent can indicate the start and end date. It would then be the Home Child Care Provider's responsibility to administer the medication each day, sign the form for verification, and then indicate the date and time that the medication was administered.
9. Use of Epi-Pens or emergency allergy medications must be recorded and verified by the Home Child Care Provider on the Medication Administration form as a record of times administered (see Individual Plans for Children with Medical Needs Policy).
10. For children who require medication on an "as needed" basis, please discuss this with your Child Care Caseworker.
11. A review of medications which are administered on a long-term basis or as needed must be conducted and signed by the parent/guardian every six months.
12. On a regular basis, (monthly) Medication Administration forms must be returned to the Bruce County Home Child Care office for placement in the respective child's file.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014 -subsection 4.12

Related Documents

Medication Form



Effective Date: September 2017

Revised Date: September 1, 2024

3.5.11 Pet Policy

Policy

Every Home Child Care Provider shall ensure that every dog and cat that is kept on the premises is inoculated against rabies. Pet policy will be signed annually.

Procedure

If an animal is living on your premises, it is recommended that caregivers follow these procedures:

- All pets, whether kept indoors or outside, should be in good health, show no evidence of disease, and are friendly towards children.
- Ensure only adults clean and maintain the animal's living quarters.
- Home Child Care Providers should always be present when children play with pets.
- Litter boxes must be inaccessible to children.
- Children should not be allowed to kiss pets or to put their hands or other objects into their mouths after handling animals.
- Ensure children and Home Child Care Providers wash their hands after handling pets.
- Make sure pets receive rabies shot and provide a copy of the certificate to the your Child Care Caseworker.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.13

Related Documents

Parent Pet consent form
Home Child Care Pet Policy form



3.5.12 Sleep and Supervision

Policy

Every Home Child Care Provider will ensure that the following equipment and furnishings are provided:

1. For each infant who receives home child care, a cradle or playpen, and bedding.
2. For each child 18 months old up to and including five years old who receives home child care for six hours or more, a cot or bed and bedding, unless otherwise approved by a director.

Direct visual sleep checks will be completed and documented with all children every 45 minutes.

Children 0-12 months will be placed for sleep in a manner consistent with the most current version of the *Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada*.

For children over 18 months, the rest period may include rest, sleep or engagement in quiet activities based on the child's individual needs.

Children should start transitioning from a crib/playpen to a cot or bed at around 18 months' old.

Each child over 2 years of age sleeping for less than 2 hours a day will be assigned a bed or cot appropriate to the child's size. The term "bed" shall include a futon, lower bunk bed (no upper bunks to be used), or pullout bed.

Upon registration, using the "Sleep Time Consent form" and at any other appropriate time, Providers will consult with parents regarding their child's sleeping arrangements and routines.

No child shall sleep in an unfinished attic or unfinished basement.

Electronic Sleep Monitoring Devices are not a replacement for required direct visual checks.

If a Home Child Care Provider uses an Electronic Monitoring Device; they must ensure.

- a) Each electronic sleep monitoring device is able to detect and monitor the sounds and, if applicable, video images of every sleeping child.
- b) The receive unit of the electronic sleep monitoring device is actively monitored by the Home Child Care Provider at all times.
- c) Each electronic sleep monitoring device is checked daily to ensure it is functioning properly.

Procedure

The Sleep and Supervision Policy and Procedures will be reviewed and signed annually by every Home Child Care Provider.

This policy and related procedure will also be reviewed with volunteers, students and anyone in the home over 18 years of age.

Procedure (cont'd)

Children will be properly supervised while sleeping/resting.

Adequate supervision will include direct visual checks for each sleeping child. The Provider should be physically present during these checks and look for indicators of distress or unusual behaviours.

Direct Visual Sleep checks will be **completed & documented every 45 minutes**. The Provider and Child Care Caseworker will consider the parents input, the proximity of sleeping area and the sleep environment to determine specific sleep supervision for each child.

Any observance of significant change to a child's sleep pattern or behaviour will be communicated to parents by the Provider in a timely manner and may result in changes to that child's sleep supervision.

These provisions have been added to the regulations to reduce risk of harm and injury, including death, when children under 12 months of age are sleeping.

Overnight Sleeping

The Bruce County Home Child Care Program's provision for overnight includes policies as outlined by the Ministry of Education's Child Care and Early Years Act:

These procedures are intended to ensure the health and safety of children receiving overnight care:

- In all cases, the Parent and the Child Care Caseworker must approve the child's sleeping arrangements.
- No rooms without windows shall be used as bedrooms.
- No child shall sleep in a building detached from the Provider's home, an unfinished attic, unfinished basement, a hall way or a stairway.
- Each child in overnight care of over 2.5 hours of sleep time must have a bed appropriate to his age, a clean mattress and clean bedding, appropriate for the weather and climate.
- The term "bed" can include a futon or lower bunk of a bunk bed. Upper bunks must not be used for children under six years of age.
- Siblings of the same sex may, with parental consent, share a double or larger bed.
- No child over the age of six may share a bedroom with a child of the opposite sex.
- Each infant/toddler in overnight care of over 2.5 hours of sleep time, shall have a crib (child of 0-18 months of age), or a bed if the child is over 19 months of age and is deemed ready to sleep in a bed with parental and agency approval.
- All cribs must meet the safety standards as set out by Consumer and Corporate Affairs Hazardous Products Act (1973).
- No child shall share a bed or the sleeping room with any adult couple or an adult of the opposite sex.

Procedure (cont'd)

- The plan for emergency evacuation of the home must include evacuation plans from the sleeping rooms.
- Direct Visual Check of each child sleeping must occur once before the Provider goes to bed and then as soon as they get up in the morning unless required for special circumstances. These checks will be documented in the Daily Log Book and note any changes to regular sleep patterns
- Home Child Care Caseworkers are to ensure that a number of the home visits take place at the time that care is provided during the overnight periods.
- Fire officials must be made aware extended child care hours.

NOTE: Overnight care refers to care being provided outside the hours of 7:00am to 6:00pm.

References

Home Child Care Licensing Manual

Child Care and Early Years Act, 2014-Subsection 4.14, 4.15 and 6.4

Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada

3.5.13 Smoke-Free & Cannabis Act

Policy

Home Child Care Providers must comply with the requirement under the Smoke-Free Ontario Act, 2017 that prohibits smoking tobacco and use of any cannabis and the use of electronic cigarettes in a place where Home Child Care is provided, whether or not children are present.

Ontario's Smoke-Free Act, 2017 prohibits smoking or holding lit tobacco or cannabis and the use of electronic cigarettes in a place where Home Child Care is provided, whether or not children are present. The Act is part of a comprehensive strategy to reduce illness and premature death linked to tobacco use and second-hand smoke exposure.

Ontario Cannabis Act came into force on October 17, 2018. This Act prohibits the smoking of medical and recreational cannabis in the same places where smoking tobacco and the use of electronic cigarettes is prohibited.

Under the Smoke-Free Ontario Act, and Ontario Cannabis Act all homes where licensed Home Child Care is provided and Regulated by the Child Care and Early Years Act, must always be smoke and cannabis free whether children are present or not.

Procedure

Home Child Care Providers, other household members, students, volunteers and visitors are prohibited from smoking in the home, whether children are present or not.

Smoking and cannabis is also prohibited in the Home Child Care Providers home's garage, the front or back yard and the driveway when children are present.

Home Child Care Providers are required to:

- Ensure that all parents and visitors not smoke (or hold lit tobacco) on the premises, including inside the home at any time, whether children are present or not.
- Post no smoking signs at all entrances and exits to their home.
- Remove all ashtrays from their home.

The Grey Bruce Health Unit is responsible for ensuring compliance with the Act. Should you have any questions, please contact their office at (519-376-9420).

You may also visit the Grey Bruce Health Unit website at www.healthunit.com or www.publichealthgreybruce.on.ca

For other information, including the regulations, visit the Smoke-Free Ontario government website at www.ontario.ca/smokefree

Alcohol

During the hours when children are in care, the use of alcohol is strictly forbidden by Home Child Care Providers or any other individual on the premises. Failure to comply will result in termination of your contract.

References

- Home Child Care Licensing Manual
- Child Care and Early Years Act, 2014-Subsection 11.1

3.5.14 Arrangements for Ill Children

Policy

Every Home Child Care Provider must ensure when a child appears ill, the child is separated from other children and the symptoms of the illness noted in the daily log book.

When a child is separated from other children a parent of the child must be contacted and the child taken home.

Procedure

As required by the Child Care and Early Years Act, if a child becomes ill while in the Home Child Care Provider's home, the parent will be contacted as soon as possible. The Provider will seek emergency assistance if she/he judges it necessary.

Home Child Care Providers will provide visual check for ill health daily on every child upon entering the provider's home.

In the event of an accident or illness requiring medical attention, the parent/guardian must authorize, in writing, the administration of any medical procedures deemed necessary by the child's physician or by the attending physician as stated on the medical form.

A Home Child Care Provider, looking after more than one related child, cannot care for a child who is clearly ill. In order to stop the spread of communicable disease or illness, a parent must pick up the child immediately if he/she:

1. Has a fever of over 101.3 F or 38.5 C (under armpit).
2. Has an unexplainable rash.
3. Has a more than 2 bowel movements of watery diarrhea in a day.
4. Is unable to go outdoors with the other children.

5. Is unable to function normally in the Home Child Care Provider's program due to illness, such as: severe cold, cough or stomach flu.
6. Is infected with a communicable illness or condition.

If a child shows signs of any of these symptoms or has any other health concerns while at the Home Child Care Provider's home the parent will be contacted as soon as possible so that arrangements can be made to pick the child up.

Home Child Care Providers should pay particular attention to:

- Elevated temperatures, flushing, pallor or listlessness
- An acute cold, nasal discharge or coughing
- Vomiting or diarrhea
- Red or discharging eyes or ears
- Undiagnosed skin rashes or infections
- Unusual irritability, fussiness and restlessness

Home Child Care Providers should be especially vigilant with younger children whose language skills are emerging and children with special needs as such children may have difficulty communicating that they are not feeling well.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 4.6
Public Health Grey Bruce -
www.publichealthgreybruce.on.ca | 1-800-263-3456
Telehealth at 1-866-797-0000

Nutrition



3.6.1 Nutrition Requirements Policy

Policy

Each child under one-year-old who receives child care at a premises where it oversees the provision of Home Child Care is fed in accordance with written instructions from a parent of the child.

Where the child is present at meal time, a meal must be supplied and provided by the provider.

All meals, snacks and beverages must meet the recommendations set out in the Health Canada documents “Eating Well with Canada’s Food Guide”, “Eating Well with Canada’s Food Guide – First Nations, Inuit and Métis” or “Nutrition for Healthy Term Infants”, as amended from time to time, as the case may be.

Drinking water must be available at all times.

Procedure

Adequate and appropriate nutrition is vital to the health, development, and growth of all children. The amount and scheduling of nourishment must accommodate the needs of each individual child.

Children under one year must be fed in accordance with written instructions from a parent as patterns of eating and food tolerance are highly individual in children of this age.

Each Home Child Care Provider shall ensure that where food or drink or both are supplied by a parent the container for the food or drink is labelled with the child’s name; all food or drink is stored, prepared and served so as to retain maximum nutritive value and prevent contamination.

Providers may consult with Grey Bruce Public Health for additional information on safe food storage, preparation and service procedures, including correct temperatures for fridge and freezer, premises of food within the fridge and sanitation/ dish washing procedures.

Careful menu planning is essential to meet children’s nutritional needs and to offer a wide variety of foods.

Planning menus in consultation with parents and caseworkers ensures that the food served at each Home Child Care premises will meet the nutritional needs of the children receiving care.

Where a child receives child care for six hours or more, the provider shall ensure that the total food offered to the child includes a meal and 2 snacks.

Children who are in attendance for a full day will be given nutritious snacks that do not interfere with their regular meals. All meals must be nutritious in content.

The Home Child Care Provider must record the kind and amount of food and drink consumed by the infant.

Child Care Caseworkers will inform Home Child Care Providers of workshops and professional development opportunities to provide new ideas for menu planning and up-to-date nutrition information.

Home Child Care Providers will plan meals and snacks that are appropriate for the children’s ages and developmental levels.

Procedure (cont'd)

The Bruce County Home Child Care Program requires that menu plans be posted in a location easily accessible to parents. Ask for a sample menu planning form or a calendar on which to post your menus, if needed.

Healthy eating is important for children to:

- Provide the energy and essential nutrients they need to grow, develop and be active.
- Develop their sense of taste, acceptance and enjoyment of different foods.
- Contribute to their sense of well-being and feeling good about themselves.
- Instil attitudes and practices which form the basis for lifelong health; promoting eating and activity patterns.

References

Home Child Care Licensing Manual

Child Care and Early Years Act, 2014-Subsection 5.1, 5.3, & 5.4



3.6.2 Food Storage & Preparation

Policy

Every Home Child Care Provider must ensure that where food and drinks are supplied by a parent of a child receiving child care, the food and/or drink must be labelled with the child's name.

All food and/or drinks are stored, prepared and served so as to retain maximum nutritive value and prevent contamination.

Procedure

Parents may choose to supply food and/or drinks for their child for a variety of reasons, including religious observance and severe allergies or intolerances. Labelling food or drink, including children's bottles and bags/other containers of breast milk, milk or formula, supplied by a parent enables children to receive the correct milk/drink, meals and snacks.

Food or drinks that require refrigeration or to be kept frozen is kept in the fridge or freezer at a temperature directed by the Grey Bruce Health Unit.

No food or drink is observed beyond its expiry date.

Home Child Care Providers are observed to use proper food handling techniques in accordance with the direction of the local medical officer of health.

Home Child Care Providers are encouraged to consult with the Grey Bruce Health Unit for additional information on safe food storage, preparation and service procedures, including correct temperatures for fridge, freezer, premises of food within the fridge and sanitation/dish washing procedures.

Adequate and appropriate nutrition is vital to children's health, growth, development and well-being.

Meals should be served at regular mealtimes. Home Child Care providers can create environments to support children's health and well-being by providing healthy meals and snacks and establishing positive eating environments that are responsive to children's cues of hunger and fullness.

Home Child Care Providers need to encourage nutritionally adequate meals and snacks, opportunities for children to develop a positive attitude toward a wide variety of foods, opportunities for children to prepare and serve food and opportunities to develop and enhance socialization skills, self regulation and language skills.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 5.2



Effective Date: September 2017

Revised Date: September 1, 2024

3.6.3 Special Dietary & Feeding Arrangements

Policy

Home Child Care Providers must ensure where special dietary and feeding arrangements have been made for any child receiving child care at the premises, the arrangements are carried out in accordance with the written instructions from a parent of the child.

Procedure

Parents may wish to make special dietary and feeding arrangements with the Home Child Care Provider regarding food/drink in order to meet the individual needs of their child. This may include arrangements where the parent chooses to provide meals and/or snacks for the child, or the parent supplements the meals and snacks provided by the Home Child Care Provider.

Where a child requires special food and/or feeding arrangements at meal times and/or snack times, it is important that the expectations and responsibilities of both Home Child Care Provider and parent are clearly set out in writing.

Any instructions set out in a child's anaphylactic plan that may impact food handling/storage must be followed at all times.

The Home Child Care Provider must record the kind and amount of food and drink consumed by an infant on the "Infant Feeding Schedule" form.

Child Care and Early Years Act Requirements Pertaining to Food Allergies:

1. Home Child Care Providers are required to post the children's allergies in the food preparation area of their home. The Bruce County Home Child Care Program has a form that can be used for this purpose.
2. In cases where a child has an allergic reaction to food or other allergens, the Child Care Caseworker, parent and Home Child Care Provider will develop an "Emergency Plan", which outlines the appropriate action to be taken by the Home Child Care Provider should a reaction occur.
3. If medication needs to be administered, if applicable, Home Child Care Providers are required to fill in the Bruce County Home Child Care "Medication Administration form".

For children with special dietary, allergies or feeding arrangements, some things to consider specifying when developing the written instructions may include:

- Whether a parent will be providing all between-meals snacks for the child or if the child may choose a snack offered by the Home Child Care Provider.
- Whether the parent will be providing an ingredient list to help ensure that allergens are not brought into the Home Child Care premises.

Procedure (cont'd)

- Whether the Home Child Care Provider will still offer drinks, other than water, to the child.
- An arrangement if the child is still hungry after consuming the lunch and/or snacks from home; and
- A contingency arrangement if the lunch and/or snacks from home are forgotten.

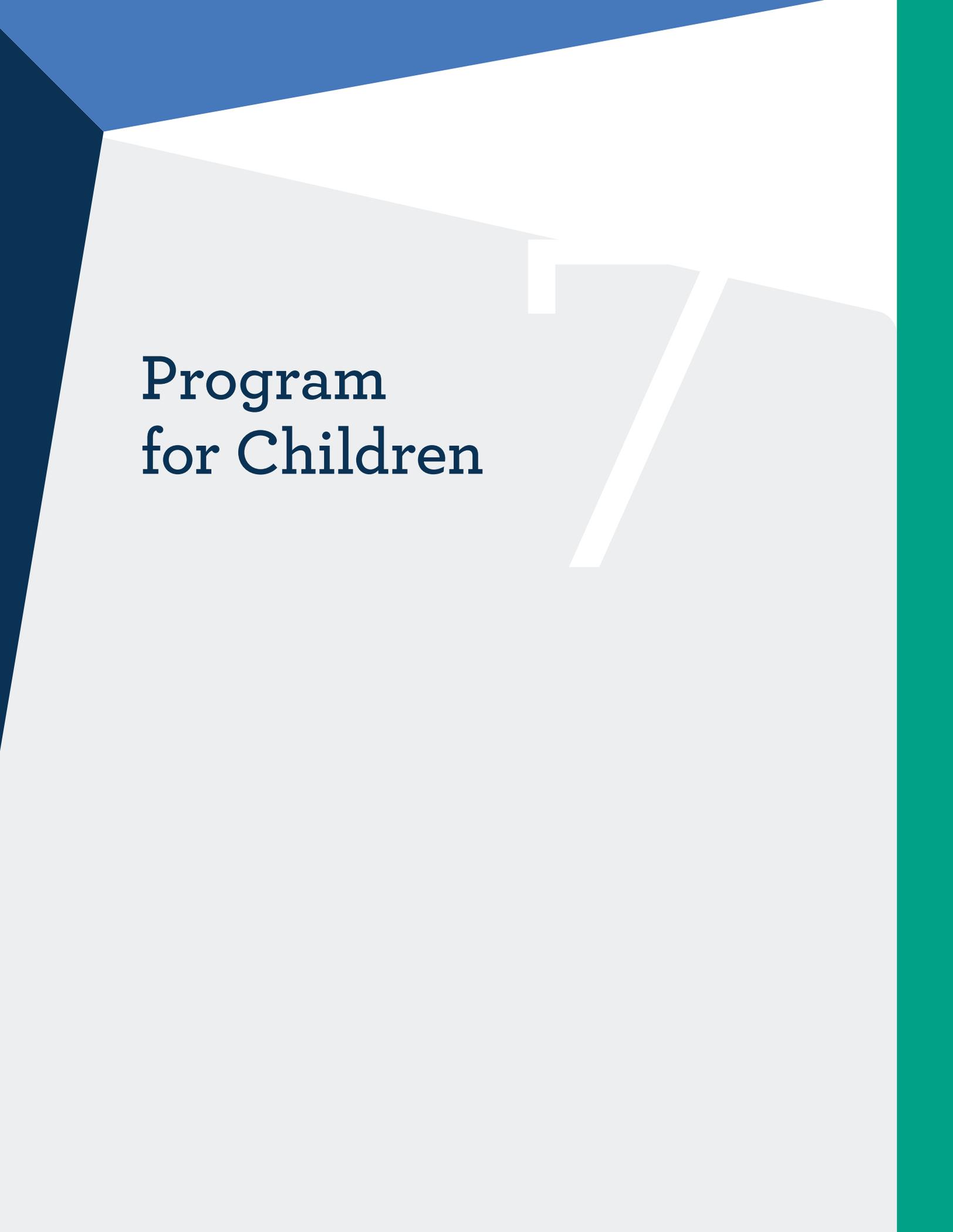
Parents should be advised that they need to let the Home Child Care Provider know of any changes to the written instructions.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-subsection 5.5

Related Documents

Special Feeding/Allergy Form



Program for Children



3.7.1 Parent Issue & Concern and Termination Policy

Policy

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

Issues/concerns may be brought forward verbally or in writing. 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 five (5) business days. The person who raised the issue/concern will be kept informed of the resolution process if appropriate.

Investigations of issues and concerns will be fair, impartial and respectful to all parties involved.

Termination

Childcare providers and children in their care have the right to a safe, secure, happy environment, completely free from any form of violence, abusive behaviour or harassment (verbal, physical or mental).

The termination policy recognizes that Home Child Care is not always appropriate for all children.

The following situations would be considered cause for termination of childcare:

- Parents or children who exhibit abusive behaviour toward the Provider, other children, and families.
- Refusal by a parent to access additional services to help support the child if required.
- Nonpayment of fees
- Consistent late pick up

A two-week termination notice will be given.

In extreme circumstances termination of care may be immediate.

Procedure

Confidentiality

Every issue and concern will be treated with confidentiality and every effort will be made to protect the privacy of parents/guardians, children, Home Child Care Providers, other persons in the Home Child Care premises and Child Care Workers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement or Bruce Grey Child & Family Services).

Procedure (cont'd)

Conduct

Our agency maintains high standards for positive interaction, communication and role modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, Home Child Care Provider or Child Care Caseworker feels uncomfortable, threatened, abused or belittled; they may immediately end the conversation and report the incident to Bruce County Children's Services Supervisor and/or Manager.

Suspected Abuse or Neglect of a Child

Everyone, including members of the public and professionals who work closely with children are 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 Bruce Grey Child & Family Services.

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: www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx

Escalation of Issues or Concerns

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern in writing to the Manager of Children's Services.

Issues/concerns related to compliance with requirements set out in the Child Care and Early Years Act., 2014 and Ontario Regulation 137/15 must be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. public health, police, fire department, College of Early Childhood Educators) where appropriate.

Contact Information:

Ministry of Education, Licensed Child Care Concerns/Complaints:

Phone: 1-877-510-5333

Email: childcare_ontario@ontario.ca

Ministry of Education, Unlicensed Child Care Concerns/Complaints:

Phone: 1-844-516-6263

Bruce Grey Child and Family Services

Phone: 1-855-322-4453

Grey Bruce Public Health Unit

Phone: 1-800-263-3456

Email: publichealth@publichealthgreybruce.on.ca

Bruce County Children's Services

Phone: 1-800-265-3022

References

Home Child Care Licensing Manual

Child Care and Early Years Act, 2014- Subsection 6.2

Procedure (cont'd)

NATURE OF ISSUE OR CONCERN	STEPS FOR PARENT AND/OR GUARDIAN TO REPORT ISSUE/ CONCERN	STEPS FOR PROVIDER, STAFF AND/ OR LICENSEE IN RESPONDING TO ISSUE/CONCERN
<p>Program-Related</p> <p>E.g.: schedule, toilet training, indoor/outdoor program activities, menus, etc.</p>	<p>Raise the issue or concern to</p> <ol style="list-style-type: none"> 1. the Home Child Care Provider directly, then 2. Child Care Caseworker 	<ol style="list-style-type: none"> 1. Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within five (5) business days. 2. Document the issues/concerns in detail.
<p>General, Agency- or Operations-Related</p> <p>E.g.: fees, placement, etc.</p>	<p>Raise the issue or concern to</p> <ol style="list-style-type: none"> 1. Child Care Caseworker, then 2. Licensee 	<ol style="list-style-type: none"> 3. Documentation should include: <ul style="list-style-type: none"> • the date and time the issue/ concern was received; • the name of the person who received the issue/concern; • the name of the person reporting the issue/concern; • the details of the issue/ concern; and • Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>Provider-, Staff- and/or Licensee-Related</p> <p>E.g.: conduct of provider, home visitor, agency head office staff, etc.</p>	<p>Raise the issue or concern to</p> <ol style="list-style-type: none"> 1. the individual directly, then 2. Licensee <p>All issues or concerns about the conduct of the provider or staff that puts a child's health, safety and well-being at risk should be reported to the agency head office as soon as parents/guardians become aware of the situation.</p>	<ol style="list-style-type: none"> 4. Provide contact information for the appropriate person if the person being notified is unable to address the matter.
<p>Related to Other Persons at the Home Premises</p>	<p>Raise the issue or concern to</p> <ol style="list-style-type: none"> 1. the Home Child Care Provider directly, then 2. Child Care Caseworker <p>All issues or concerns about the conduct of other persons in a Home Child Care premises that puts a child's health, safety and well-being at risk should be reported to the agency head office as soon as parents/guardians become aware of the situation.</p>	<ol style="list-style-type: none"> 5. Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. 6. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.



Effective Date: September 2017

Revised Date: September 1, 2024

3.7.2 Program Statement Implementation

Policy

It is a requirement that every Home Child Care Provider read the County of Bruce Home Child Care Program Statement and how Home Child Care Providers, volunteers, back up person, students will implement the approaches specified in the program statement.

Prohibited practices are being followed. Measures in place to deal with contraventions of the policy and procedures with the commission of prohibited practice.

The Child Care and Early Years Act requires that each licensed childcare program develop a Program Statement that is consistent with the Minister of Education's policy statement on programming and pedagogy.

Procedure

Providers, students and volunteers must review the Program Statement prior to interacting with the children and at any time the Statement is modified. A sign off sheet with each Provider, student and volunteer will be kept on file indicating the date of review initially and annually.

The Program Statement will be reviewed by County of Bruce Home Child Care at least annually as it forms part of the Ministry of Education's home childcare licensing checklist. If a Home Child Care Provider requires support, then an "Action Plan" will be put together.

Every Home Child Care Provider will document regularly on how they encourage children in their care to develop a positive attitude towards play and learning in a home environment and how they respond

to the needs of infants, toddlers, preschool and school age children using the four foundations, Belonging, Well-Being, Engagement and Expression.

Child Care Caseworkers will provide documentation during monthly visits through observation and discussion with each Home Child Care Provider, which will be kept on file. Child Care Caseworkers will provide time, mentoring and support for each Provider to engage in ongoing reflective practices and collaborate inquiry with the Home Child Care team.

Should concerns regarding contravention of the Program Statement occur, or has been reported to have occurred, related to practices that do not align with our Program Statement goals and approaches, the following may occur depending on the severity of the contravention.

The Home Child Care Provider and the Child Care Caseworker will discuss understanding of the expectations. Child Care Caseworker will set out actions required for the provider to come into compliance with the Program Statement goals and approaches. These will be recorded on the Action Plan form. If the Home Child Care Provider requires more support, the Early Learning Coordinator will follow up in a home visit with the Child Care Caseworker.

Bruce County Child Care Caseworkers will respond immediately to any concerns of prohibited practices observed or reported to this Department.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 6.7

3.7.3 Prohibited Practices

Policy

No Home Child Care Provider while providing child care at a premise where it oversees the provision of child care, shall permit

- a) Corporal punishment of a child;
- b) Physical restraint of a child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting him or herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- c) Locking the exits of the Home Child Care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the emergency management policy & procedures;
- d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- f) Inflicting any bodily harm on children including making children eat or drink against their will.

No person in the home, volunteer, student, back up person or Home Child Care Provider at a premises providing child care shall engage in any of the prohibited practices set out above with respect to a child receiving child care.

Procedure

These provisions forbid physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. They set out clear direction regarding prohibited practices to support the overall well-being of children.

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

Participation in any forms of punishment constitutes abuse and could have serious implications for the person (s) involved. It is the legal responsibility of the Home Child Care Provider and the Child Care Caseworker to report instances of abuse to the proper authorities.

Bruce County Home Child Care Program has ZERO TOLERANCE policy when it comes to the neglect and physical, emotional and sexual abuse of any child.

If an allegation of abuse is made against the Home Child Care Provider, Bruce County Children's Services will follow recommendations from Bruce Grey Child and Family Services and/or Zaag'idiwin Naaknigewin. Home Child Care will not be provided pending investigation and subsequent verification and decision by Bruce Grey Child and Family Services.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 6.6

Related Documents

Home Child Care Parent Handbook



Effective Date: September 1, 2024

3.7.4 Home Child Care Safe Arrival Policy

Policy

Bruce County Home Child Care Providers will ensure that any child receiving child care at their home child care is only released to the child's parent/guardian or an individual that the parent/guardian have listed on the enrolment forms or have provided in writing authorization of who the child (ren) may be released to. The person who a parent provides authorization to that their child may be released to **MUST** be at least 14 years old.

Purpose

This policy and the procedures support the safe arrival and dismissal of children receiving care.

This policy will provide Home Child Care providers, staff (e.g., home child care visitor, home child care agency administrators, etc.), students and volunteers with a clear direction as to what steps are to be taken when a child does not arrive at the home child care premises as expected, as well as procedures to follow to ensure the safe arrival and dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Procedure

Accepting a Child into Care

The Home Child Care Provider is responsible for documenting children in the log book as children arrive at the home premises where care is provided.

The Home Child Care Provider is responsible for ensuring any communication from parents/guardians related to drop-off or absences is noted in the log book.

Parents are required to communicate hours of care to their Home Child Care Providers. Parents are required to notify the Home Child Care Provider if the child will be absent or changes to arrival or pick up times.

Where a child has not arrived in care as expected

Where a child does not arrive at the home child care premises and the parent/guardian has not communicated a change in arrival time or that the child will be absent (e.g., left a text/voice message) the Home Child Care Provider must:

- Contact the child's parent/guardian by phone/text no later than 30 minutes after the expected time of arrival.
- If the parent has confirmed the child's absence, the Home Child Care Provider is required to document the child's absence and any additional information about the child's absence in the log book.
- If there is no response within 15 minutes, the Home Child Care Provider will contact the other parent listed on the enrolment form or the Emergency Contact listed.

Procedure (cont'd)

- If the Home Child Care Provider is unable to make the contact with the parent/guardian or emergency contact the Home Child Care Provider must contact the local police department.
- The Home Child Care Provider will notify Bruce County Children's Service Department by text/email to advise that the safe arrival policy has been followed.

Releasing a Child from Care

The Home Child Care Provider will only release the child to the child's parent/guardian or another individual that the parent/guardian has provided written authorization or is listed on the enrolment forms completed by parent/guardian.

Where the Home Child Care Provider does not know the individual picking up the child, the Home Child Care Provider must ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization provided by parent/guardian.

Where a child has not been picked up as expected

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 15 minutes after the expected pick-up time the Home Child Care Provider will contact the parent directly by phone to advise the child is still in care and to determine when the parent will arrive.
2. Where a parent/guardian or authorized individual who was supposed to pick up a child from care has not arrived by 30 minutes and no contact has been made the Home Child Care Provider will contact the other parent or the emergency contact person.
3. Where the Home Child Care Provider is unable to reach the parent/guardian or any other authorized individual listed on the child's file (emergency contacts) after one hour of the expected pick up time, the Home Child Care Provider will proceed with contacting the local Bruce Grey Child and Family Services (CAS) 519-372-4453 for further direction.
4. The Home Child Care Provider will notify Bruce County Children's Services by phone/text that the child was not picked up and CAS has been contacted.

The Home Child Care Provider will document details of the occurrence in their daily log book.

Dismissing a child from care without supervision procedures

Home Child Care Providers will only release children from care to the parent/guardian or other authorized adults listed on the enrolment forms. Under NO circumstance will children be released from care to walk home alone.

Procedure (cont'd)

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

- (a) provides that a child may only be released from the child care centre or home child care premises,
 - (i) to individuals indicated by a child's parent, or
 - (ii) in accordance with written permission from a child's parent to release the child from the program at a specified time with supervision; and
- (b) sets out the steps that must be taken if,
 - (i) a child does not arrive as expected at the centre or home child care premises, or
 - (ii) a child is not picked up as expected from the centre or home child care premises.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection

Related Documents

Qualifications





3.8.1 Provider Training & Development

Policy

All Home Child Care Providers are required to obtain a Standard First Aid Course, which includes Infant and child CPR prior to being an approved Home Child Care Provider. This First Aid Course must be renewed every 3 years or when it expires. The Standard First Aid must meet WSIB (Workplace Safety and Insurance Board) standards.

Additional training and development will be encouraged by all Home Child Care Providers.

Procedure

Home Child Care Providers have varying levels of knowledge, skill and experience. Providers are encouraged to access the professional learning opportunities and networking that Bruce County provides. Providers will work with Child Care Caseworkers on the “*How Does Learning Happen*” document as a resource. Providers are also made aware of on-line learning resources such as those posted on the Ministry of Education website. Home Child Care Providers are encouraged to improve their professional skills, knowledge and practices. Home Child Care quarterly newsletters contain information about various workshops being held locally or in neighboring communities. All providers are encouraged to attend the local EarlyOn locations. The Annual Provider Appreciation event serves as an opportunity for Providers to network with and learn from their peers. County of Bruce Child Care Caseworkers provides professional growth and development support available to Providers through their monthly visits.

The Child Care Caseworker will discuss educational opportunities with you and will record those in which you participate. Resources are available for you to borrow from the Bruce County Home Child Care Program as well as from an EarlyON program in your area. Please ask your Child Care Caseworker for more information about these resources.

Home Child Care Providers are to keep an up to date list of professional development opportunities in which they have participated.

Community Learning Library

The Community Learning Library is a multi-agency initiative created to provide learning opportunities for families, caregivers and professionals who care or work with children and youth in the areas of Bruce, Huron and Smicoe Counties and York Region.

CLL houses an extensive selection of courses including:

- Child development
- Personal and professional learning opportunities
- Clinical knowledge

The CLL is convenient, user friendly, includes relevant content in a variety of online courses. To view the full list of courses your Child Care Caseworker will get you started.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 7.4

Screening Measures





3.9.1 Criminal Reference Check with Vulnerable Sector Screen

Policy

It is a requirement of “The Child Care and Early Years Act” that all persons over the age of 19 years living in the Home Child Care Providers residence must complete a “Criminal Reference Check with Vulnerable Sector Screen” prior to the Home being approved with the local Police force or OPP. The Child Care Caseworker must verify the original document. A copy is then provided for your file, which is kept confidential at the Bruce County Administration Office.

Any individual who comes into the home on a reoccurring basis and interacts with children will require a criminal reference check with a vulnerable sector check: this includes individuals who may be family members, friends or who visit the home regularly and interact with the children.

Students and volunteers will be required to have a current criminal reference check, with vulnerable sector check: prior to placement in the Home Child Care Provider’s home.

An annual Criminal Offence Declaration, including a current Vulnerable Sector Check, is required for all persons residing in the home who are 19 years of age or older. This requirement also applies to any visitors to the home, as well as all students and volunteers who may be present while children are in care.

A new vulnerable sector check must be obtained by each person **every 5 years**. This must be completed on or before every fifth anniversary after the date of the most recent vulnerable sector check.

It is a requirement that criminal reference check that come up for renewal start the process 6 months prior to the anniversary date.

No individual or home will be approved if they have been convicted of any of the following offences under any of the following sections of the Criminal Code of Canada:

- a. Section 151 (sexual interference)
- b. Section 163.1 (child pornography)
- c. Section 215 (duty of persons to provide necessities)
- d. Section 229 (murder)
- e. Section 233 (infanticide)

Procedure

When entering into a Home Child Care Provider-Agency agreement is at the discretion of the County of Bruce in consultation with the Children’s Services Manager.

Should knowledge of an offence by a Provider, Provider’s spouse or other person ordinarily resident or normally present in the home, be obtained by the County of Bruce, through the criminal reference check, vulnerable sector screening or annual offense declaration process, this information may result in the immediate suspension/termination of the Provider/Agency agreement.

Home Child Care Providers are required to verify that persons who are employed by or contracted with outside organizations or individuals (i.e. a psychiatrist contracted with a parent) have completed background screening prior to interacting with children in their program.

Procedure (cont'd)

If individuals visiting the home have not completed a Criminal Reference Check with Vulnerable Sector Screen, they are not permitted to be on the premise while child care is occurring. Bruce County will not approve a home for any visitor to attend while children are in care unless a Criminal Reference Check with Vulnerable Sector Screen has been completed and approved prior to visit.

All situations wherein there is knowledge of an offence or pending charge under the Criminal Code of Canada, not covered under Bruce County Home Child Care policy 3.9.1, or a delay in receiving the criminal reference check will be reviewed by the Child Care Supervisor and Children's Services Manager (or her/his designates). Following an assessment of the charge and current situation, a determination will be made whether the person can be approved as a visitor or resident of the home and/or if any risk mitigation strategies are required to be implemented.

Visitors Regularly at the Premises

An individual who is present at the premises during hours in which care is provided often enough that children in care are able to recognize the individual. This would include persons who are present frequently during a short period (e.g. visiting family members) or repeatedly (e.g. the provider's friend who visits the premises once a week, or a neighbour or person who visits the premises every other month to provide tutoring to the providers own child).

Examples of individuals employed by or contracted with outside organizations include, but are not limited to Special Needs Resource Consultants, Speech and Language Pathologists, or other professionals.

The Licensee is responsible to ensure that the individual's file contains:

- an offence declaration OR
- an attestation from the person's employer or from the person or entity who retained the person's services that indicates that:
 - the employer, person or entity has retained and reviewed a vulnerable sector check from that person; AND
 - the vulnerable sector check was performed within the last five years; AND
 - the vulnerable sector check did not list any convictions for any offences under the Criminal Code (Canada) listed in subparagraph 1 ii of subsection 9 (1) of the Child Care and Early Years Act, 2014.

There must be documentation to support that the offence declaration or attestation was obtained:

- Before the person began interacting with children at the Home Child Care; AND
- Every year thereafter, no later than 15 days after the anniversary date of the most recent offence declaration or attestations, if the person continues to provide such services.

Annually everyone in the home over 18 years of age are required to complete a Criminal Offence Declaration form except in the year in which a new one is obtained. Child Care Caseworkers will provide the form.

No person under 18 years of age are required to provide or obtain a vulnerable sector check or offence declaration.

Procedure (cont'd)

If a person turns 18 years old and is living in the same residence as the Home Child Care Provider where care is being done, the 18 year old must within one month after turning 18 years old, sign a declaration form and provide in writing any previous finding of guilt of the person under the (YCJA) Youth Criminal Justice Act or indicate that there were no such findings of guilt.

This 18-year-old must obtain a criminal reference check with a vulnerable sector check within one month after the person turns 19 years old.

Timing for New Criminal Reference Check and Offence

A new vulnerable sector check is required on or before every fifth anniversary after the date of the most recent vulnerable sector check.

Home Child Care Providers, everyone on the premises over 18 years old, volunteers and students shall complete an offence declaration, in every calendar year except a year in which a vulnerable sector check is obtained. Each offence declaration shall be current to within 15 days of the anniversary date of the previous offence declaration or vulnerable sector check and shall address the period since the most recent offence declaration or vulnerable sector check.

Confidentiality

All vulnerable sector checks and offence declaration forms are stored and locked in a cabinet at County of Bruce Administration Building in Walkerton. Access is only permitted to the County of Bruce employees only in accordance with County of Bruce Policy, Provincial and Municipal Freedom of Information and Protection of Privacy Acts.

Bruce County Children's Services Home Child Care Program has **ZERO TOLERANCE** policy when it comes to the neglect and physical, emotional and sexual abuse of any child.

Your contract will be terminated immediately should any forms of abuse of any child by you or a family member be suspected.

Obtaining a vulnerable sector check, offence declaration or attestation is a measure that is used to help Bruce County Children's Services, determine whether individuals involved in the provision of child care are suitable to hold these positions of trust. Considering a person's relevant criminal history helps determine whether individuals who will be participating in the Home Child Care Program have been convicted of any offences that prohibit them from participating in child care or may put children at risk.

References

Home Child Care Licensing Manual-Subsection 8.1
Child Care and Early Years Act, 2014

Emergency Preparedness

10

3.10.1 Fire Safety / Evacuation

Policy

The Child Care and Early Years Act requires that a written procedure be established with respect to evacuation in the event of fire for each location where licensed Home Child Care is provided.

Procedure

Basic Requirements

The local Fire Department has set out the following requirements. These conditions must be met before a home can be used for child care:

1. Smoke Alarms - Smoke alarms must be installed on each level of a house, townhouse or apartment including where bedrooms are located. (Ontario Building Code 2006). Smoke alarms may be battery operated but must be C.S.A. approved.
 - a. The Bruce County Home Child Care Program requires that a smoke alarm be placed on every level of each home as required by the local Fire Department. Smoke alarms shall be either electrically operated or battery operated but must be C.S.A. approved.
 - b. All smoke alarms must be tested monthly.
 - c. Batteries must be changed every six months. It is recommended that in homes with an electrical smoke alarm system, that a battery-operated smoke alarm be installed on the sleeping level.
2. The Bruce County Home Child Care Program requires that a CO₂ detector be installed in each residence/home.

3. All houses or housing units call for all floors higher than the second level above ground to have a fire escape to the ground if the Home Child Care Provider does overnight child care.
4. Fire Extinguishers - Every home should have an approved portable fire extinguisher, which shall be stored in an accessible location to the kitchen. It is recommended that the extinguisher should be visually checked by the Provider monthly and by a professional yearly.
 - a. Only try to extinguish small cooking fires. Keep the children away from the extinguisher and the flame. Otherwise, call the Fire Department.

Fire Evacuation Plan

Home Child Care Providers are required to have a Written Fire Evacuation Plan to follow in case of a fire.

1. An alternate exit must be part of your plan.
2. A designated place of emergency shelter is required. Note this location on your posted fire plan.
3. Exits must not be locked for confining a child.
4. The Fire Evacuation Plan must be posted at an exit of the home used for the children in care.

Fire Drills

According to the Child Care and Early Years Act, Bruce County Home Child Care Providers are required to:

1. Practice fire drills with children entrusted to their care on a monthly basis.
2. This drill must be practiced monthly and recorded in your daily logbook, provided by your Child Care Caseworker.

Procedure (cont'd)

3. Fire drills should be practiced at different times of the day and when children are in different locations of the house.
4. In the event of a fire emergency, assist the children in exiting immediately. Do not wait to dress the children in cold weather.
5. It is important to bring the children's Emergency Information Cards with you, have them available in a location at an exit- perhaps in the first aid kit.
6. Try to isolate the burning area by closing doors as you go out of the building. Never re-enter the building for any reason. When the Fire Department arrives, inform them of the location of the fire and any other information required.
7. The Bruce County Home Child Care Program recommends that every house have a flashlight in working order in case of power failures.
8. Hallways and exits should be clear of all items at all times and not have an excess of combustible materials on the walls (for example artwork). A rule of thumb is no more than 20% of wall surface area is to be covered.
9. Candles and flammable decorations should be used with caution (for example candles on birthday cake).
10. No deep-frying should be done while children are on the premises.
11. Use extra precautions if using a live dry Christmas tree.
12. Furnace areas, wood stoves and water heaters must be kept clear of combustible materials.
13. House numbers must be easily visible from the street.
14. Fireplaces must have a screen. Gas and wood stoves must be installed according to the manufacturer's instructions. We recommend that fireplaces and woodstoves not be used while the children are in care, unless they are a primary source of heat. In some cases, a guard framework will be needed at the fireplace, gas or wood stove.
15. Propane must be stored outside and at least 3 feet from a door or window.
16. Gasoline must be stored in an approved container in a locked garage or storage shed. No more than 2 gallons or 10 litres shall be in storage.
17. Combustible materials must not be allowed to accumulate in any part of the house. Exits shall always be accessible and free of clutter.
18. Use of portable heaters is not allowed during child care hours.

The Child Care Caseworker will provide each Home Child Care Provider with a Fire Safety Inspection form to be completed by the local Fire Department prior to time of approval of the home.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 9.2



Effective Date: September 2017

Revised Date: September 1, 2024

3.10.2 Emergency Contact Information

Policy

Every Home Child Care Provider must ensure that there is an up to date list of telephone numbers for each child enrolled in the event of an emergency and that includes all contact information. Bruce County will supply an Emergency Contact form which must be completed and posted in the home.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 9.3

Procedure

Basic Requirements

You must post emergency numbers for all children enrolled as well as;

- Emergency services
- The nearest poison control centre
- A taxi service and
- Bruce County Human Services contact numbers in case of an emergency

Administrative Issues





3.11.1 Children's Records

Policy

Every Home Child Care Provider shall ensure that up to date records are available for inspection by an inspector or program advisor at all times and are kept of the following matters in respect of each child receiving child care at a Home Child Care location operated by the County of Bruce Home Child Care Program.

Once a child's care has been terminated, all records and forms for children who have received child care will be kept electronically on file with Bruce County Children's Services for a period of three (3) years.

Procedure

The following records must be on the home child care premises for each child enrolled:

1. An application for enrolment signed by a parent/guardian of the child.
2. The name, date of birth and home address of the child.
3. The names, home addresses and telephone numbers of the parents of the child.
4. The address and telephone number of which a parent of the child or other person can be reached in case of an emergency during the hours when the child receives child care.
5. The names of persons to whom the child may be released.
6. The date of admission of the child.
7. The date of discharge of the child.
8. Up to date immunization record, for those children not yet enrolled in school. If family chooses not to have child immunized a form will be supplied to complete.

9. Any symptoms indicative of ill health.
10. A copy of any individual plan.
11. Written instructions signed by a parent of the child for any medical treatment, or medication that is to be administered during hours the child receives childcare.
12. Written instructions signed by a parent of the child concerning any special requirements in respect of diet, rest or physical activity.
13. A copy of any written recommendation referred by a child's physician regarding the placement of sleep.

Each Home Child Care Provider must have an Emergency Card for every child enrolled. The following information must be up to date and readily accessible in the event of an emergency;

- Child's Name and Date of Birth
- The telephone numbers and address of each parent at home, and work, including cell phone numbers
- Emergency Contact person name listing home and work address and phone numbers
- Dr's Name, phone number and address
- Any allergies/medical conditions

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 10.2

Related Documents

Home Child Care Provider Handbook



Effective Date: September 2017

Revised Date: September 1, 2024

3.11.2 Photographs

Policy

Photographs of children in care is only permitted with written consent from the parent/guardian.

Procedure

On occasion providers or County of Bruce staff may choose to photograph the children during play either within the Home Child Care or while at special events in the community. This is only permitted with written consent from the parent/guardians. A photograph consent form is included with the child's registration package and must be completed by the parent/guardian. Consent is not required for children to be registered in care. Posting on any social media site is prohibited.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014



3.11.3 Child's Attendance

Policy

Every licensee shall ensure that a record is kept of the daily attendance of each child receiving care. In each premises where it oversees the provision of Home Child Care showing the time of arrival and the time of departure of each child or if a child is absent.

Procedure

Providers must maintain accurate attendance records at all times. Attendance Record must be recorded daily with the time of drop off and pick up of each enrolled child in their daily logbooks. This is a requirement of the Child Care and Early Years Act. Child Care Caseworkers will check logbooks during their monthly visit.

Child Care Fee Subsidy

Providers will receive a notice of eligibility letter for all children approved to be in receipt of fee subsidy. This letter will confirm the effective date that care is approved to begin and the days and hours that the child is approved to use. It is the provider's responsibility to collect the parent's daily contribution on the schedule agreed upon with the parent (weekly, bi-weekly or monthly). Should the parent not pay the fees on the agreed upon schedule or not pay the fees owing in full, please contact your Child Care Caseworker to discuss.

If a family would like to begin using care before the notice of eligibility letter has been received, or they require care that is greater than that which is approved in the letter, it will be at the parent's expense unless approval is received from the Child Care Caseworker.

Providers are not eligible to be paid for time when they are unable to provide care, i.e. sick, family emergency, vacation. They are also not eligible to be paid when they are unavailable for a full shift of care required by a family.

On statutory holidays, PD days and school holidays, providers will be paid at the child's regularly scheduled code. For example, on statutory holidays, before and after school children are not scheduled to be in care, therefore the provider may only bill the regular code that would have been used. If a child uses full day care the week in which the holiday falls, the provider will be eligible to bill the statutory holiday at the same full day code. If a child requires care on a statutory holiday and the provider is not available, the provider will not be paid for this day.

Payment of Statutory Holidays

Home Child Care Providers will be paid for the following statutory holidays:

- New Years Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Monday
- Christmas Day
- Boxing Day

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014



Effective Date: September 2017

Revised Date: September 1, 2024

3.11.4 Waiting List

Policy

No licensee shall charge or collect a fee or deposit for the placement of a child on a waiting list for admission to a Home Child Care agency.

Procedure

When Bruce County identifies the need to establish a wait list for Child Care Fee Subsidy, families who have been approved for child care fee subsidy, will be categorized based on family income. Within each respective income grouping, each applicant will be treated on a first come, first served basis.

Eligibility will be confined to supporting full or part-time employment, attendance in a school or training institution, and internal referrals from the Resource Program.

Where possible, Ontario works participants will be prioritized particularly to ensure continuity of child care support when the participant is transitioning from social assistance to employment.

While in a waitlist situation no external referrals will be accepted. These will include, but are not exclusive to, Bruce Grey Child & Family Services, Public Health and Speech Language Services.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 10.7



3.11.5 Insurance

Policy

In response to the Child Care and Early Years Act, Bruce County requires that every licensed Home Child Care Provider purchase and provide proof of Home Insurance including general liability and personal injury and extended liability coverage granted for Child Care purposes.

A COI (Certificate of Insurance) must be provided to the County of Bruce and provide copies as renewals are issued. The County of Bruce must be added as **an additional insured**. It must state it is to provide child care in the home for a maximum of 6 children. Home Child Care Providers are required to provide verification of current automobile insurance if they transport children.

Procedure

As per the Child Care and Early Years requirement, it is the responsibility of the Home Child Care Provider and their Insurance Broker to review all potential operations and exposures to determine if the coverage and limits noted below are sufficient to address all insurance related exposures presented by the specifications of the Services required to be performed by the Provider. The Home Child Care Provider shall insure its undertaking, business and equipment under the following coverage so as to protect and indemnify and save harmless the County of Bruce:

Commercial General Liability Insurance: The Home Child Care Provider shall maintain a Commercial General Liability Insurance Policy that is acceptable to the County of Bruce throughout the term of this agreement. The County of Bruce must be added as an additional insured. Coverage must consist of an amount of not less than \$2,000,000 per occurrence.

Automobile Liability Insurance: If a Home Child Care Provider, with the permission of the parent uses either an Owned or Leased Automobile to transport a child under their care throughout the term of this Agreement, then Automobile Liability Insurance in the minimum amount of \$2,000,000 per occurrence shall be maintained on the automobile.

Provisions: Any insurance or self-insurance maintained by the County of Bruce shall be considered excess of the Home Child Care Provider's insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Home Child Care Provider's obligation to fully indemnify the County of Bruce under this Agreement.

Abuse Liability: Home Child Care Providers must have Abuse Liability Insurance for a limit of no less than \$100,000.

Back Up Person: If you choose to have a back up provider as per the policy, this person must be **a resident of the home**.

Please be advised, it is important that Home Child Care Providers consult with their own insurance agents to confirm the coverage under their current home insurance policy and determine if additional coverage is required under their home or automobile insurance.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 10.1



Effective Date: September 2017

Revised Date: September 1, 2024

3.11.6 Confidentiality

Policy

The Home Child Care Provider acknowledges that the provisions of the Municipal Freedom of Information and Protection of Privacy Act bind the County. As an Approved Bruce County Home Child Care Provider, you are required to hold in confidence all information pertaining to all the children and families within your care. This includes all information shared with you or by you.

Procedure

*A breach of confidentiality will result in the immediate termination of your contract. **The County of Bruce has a ZERO tolerance for a Breach of Confidentiality.***

As part of your annual contract review, you will be required to sign an “Oath of Confidence”.

All information including gossip, subjective interpretation, and information from an unreliable source and sharing personal information, other than your own is a breach of confidentiality.

The information given to the Provider under this Agreement shall not be released by the Provider to any third party unless the parent and the County consent in writing or unless law requires the release.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014



3.11.7 Required Documentation

Policy

Bruce County Children’s Services must maintain up to date files of the required documentation for each Home Child Care Provider as per the Child Care and Early Years Act requirement.

Procedure

The potential provider must complete all of the following requirements prior to being approved:

- Complete a “Criminal Reference” and “Vulnerable Sector” check on everyone in the home who is over the age of 19 years, which must be updated every 5 years.
- Every visitor to the home who is known to the children must have a Criminal Reference and Vulnerable Sector screen.
- Once a year everyone in the home over the age of 19 years and visitors to the home will be required to sign off on a Criminal Declaration form.
- Have a fire inspection completed by the local Municipal Fire Department.
- Submit to the Child Care Caseworker and post a completed written fire plan.
- Submit Food Handlers Certificate.
- Complete the Bruce County Home Child Care Provider Application Form.
- Provide three references either personal or professional.

- Ministry home safety Checklist completed with your assigned Child Care Caseworker.
- Provide confirmation of home and vehicle insurance- must be \$2,000,000 liability and Abuse Liability coverage for \$100,000.
- Confirmation that your Insurance Company will cover your back up person.
- Provide up to date Rabies Certificates for all pets in the household.
- Provide a signed Pet Policy form annually.
- Home Child Care Providers and each person who is ordinarily a resident of the home must have immunization records as directed by the local medical officer of health.
- Home Child Care Provider must provide the date of their last health assessment. This is updated annually.
- Review and sign the Policy & Procedures every year and must understand all polices and procedures.
- Know what a Serious Occurrence is and what to do when you need to report.
- Post a No Smoking sign and ensure NO smoking/cannabis is allowed on the premises.
- Water test results if on a well. This must be updated every 3 months.
- Post a Daily Program schedule.

Procedure (cont'd)

- Post an Emergency Contact Information Sheet.
- Read the County of Bruce Home Child Care Program Statement annually.
- Complete Standard First Aid including Infant and child CPR that must be complete prior to being approved. Your back up person is required to have their Standard First Aid before being allowed to stay with the children. Standard First Aid must be renewed every 3 years. The Standard First Aid must meet WSIB (Workplace Safety and Insurance Board) standards.
- Must have up to date First Aid Kit with manual.
- Ensure Daily Log requirements are completed daily.
- Post the Ministry of Education Child Care decal during business hours.
- A signed agreement with the County of Bruce outlining responsibilities of the Home Child Care Provider. You have an expectation to follow all policy and procedures and abide by the Child Care and Early Years Act.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 1.3, 3.3 & 7.3



3.11.8 Expectations

Policy

Home Child Care Providers must follow the expectations listed below to a licensed Home Child Care Provider with the County of Bruce. If the expectations are not met, the agreement may be terminated.

Procedure

Daily

- **Record in Daily Logbook- ensuring documentation of drop off and pick up of each child in care. Document visual sleep checks.**
- Ensure all Policy and Procedures are being followed.

Monthly

- Complete monthly attendance in OCCMS (Ontario Child Care Management System).

Quarterly

- Complete Ministry of Education Standard Home Visitor Checklist with your Child Care Caseworker.

Yearly

- Sign off that all County of Bruce Home Child Care Policy and Procedures are being followed and you understand them. These will be reviewed on an annual basis with your Child Care Caseworker.

- Annual declaration form must be completed on everyone in the home and regular visitors over 19 years of age.
- Update any rabies vaccinations for pets and yearly pet policy sign off.
- Confirmation of vehicle and home insurance policy with a \$2,000,000 liability and Abuse Liability coverage for \$100,000.
- Complete Bruce County Home Child Care annual Licensing requirements.

Every 3 yrs.

- Must obtain and renew Standard First Aid Certificate.

Every 5 yrs.

- Must obtain New Criminal Reference Check with Vulnerable Sector Screen on everyone in the home over 19 years.
- Every regular visitor to the home must also obtain new Criminal Reference Check with Vulnerable Sector Screen.
- Update Food Handlers Certificate.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014-Subsection 1.1



3.11.9 Provider Supports

Policy

As an approved Home Child Care Provider with the County of Bruce, you will be supported by your Child Care Caseworkers, Resource Consultants and the Early Learning Coordinator.

Procedure

Child Care Caseworker

Your Child Care Caseworker is a valuable resource person to you. Your caseworker is available on weekdays by telephone for consultation or help with immediate problems (you may have to leave a message). Your caseworker will also come to see you and the children approximately once a month. These visits will be both scheduled and unscheduled.

When a Child Care Caseworker comes to your home, they are interested in observing the children – seeing how they are developing and how they are interacting with each other and with you. Your Child Care Caseworker will also want to spend time with you to talk about the children in your care. This is the time to discuss problems you may be having with the children or family. If your Child Care Caseworker is not available and you have a problem that you would like to discuss immediately, please ask to speak to another Child Care Caseworker, the Child Care Caseworker Supervisor, or the Children’s Services Manager. Your Child Care Caseworker is also a good resource for nutrition information, community activities, child development and their related topics.

Resource Program and Community Partners

The County of Bruce provides Special Needs Resourcing services through the Resource Program. The intent of the program is to assist children with special needs to maximize their learning opportunities by providing individual programs, supports and services.

Infant Development workers, Speech Language Pathologists, Occupational Therapist, Physiotherapist, and Resource Consultants will on occasion request visits in Home Child Care Providers homes to provide support and programming for children on their caseloads. Child Care Caseworkers will ensure there is an Individual Support Plan on the premises. Home Child Care Providers will be encouraged to support the child’s program plan. All visitors to the home are required to provide a declaration form confirming they have an up to date criminal reference with vulnerable sector screen.

References

- Home Child Care Licensing Manual
- Child Care and Early Years Act, 2014-Subsection 7



Effective Date: September 2017

Revised Date: September 1, 2024

3.11.10 Car Seat Safety

Policy

Home Child Care Providers must ensure that if they choose to transport children in a motor vehicle, they are required to have the children in secured appropriate child restraint system.

They must follow the Ontario Ministry of Transportation guidelines-Choosing the Right Car Seat. ontario.ca/carseats

Home Child Care Providers must have written permission from the parents and have liability insurance of \$2,000,000 on their vehicle insurance policy.

Procedure

The requirements of the Highway Traffic Act are intended to enhance the safety of children being transported in a vehicle.

References

Home Child Care Licensing Manual
Child Care and Early Years Act, 2014- Subsection 11.2

Related Documents

Choosing the Right Car Seat- Ontario Ministry of Transportation
Install a Car Seat-Ontario Ministry of Transportation
Keep Kids Safe- Transport Canada



Effective Date: September 2017

Revised Date: September 1, 2024

3.11.11 Posting of License Decal

Policy

Every Home Child Care Provider shall post signage prescribed by the regulations in a conspicuous place at the premises where Home Child Care takes place.

The Home Child Care Provider decal only needs to be displayed within the premises during the hours child care is provided.

Procedure

The decal is intended to be posted within the Home Child Care premises and is not to be posted in a window or door that is visible to the public. The decal must include Bruce County Children's Services as the agency whom the provider has an active agreement with.

The Home Child Care Provider shall return the decal to Bruce County Children's Services within 30 days after the provider's agreement expires or otherwise terminated.

References

Home Child Care Licensing Manual

Child Care and Early Years Act, 2014- Subsection 10.10

Enforcement

12



3.12.1 Administrative Penalties

Policy

Where non-compliances identified in an inspection are not rectified by a Home Child Care Provider with the required timeframe, the matter may be referred to enforcement for further action.

A director or inspector for the Ministry of Education may issue a notice in writing requiring a Home Child Care Provider to pay an administrative penalty in the amount set out in the notice if the director or inspector is of the opinion that the Home Child Care Provider has contravened the Child Care and Early Year Act or the regulations.

References

- Home Child Care Licensing Manual
- Child Care and Early Years Act, 2014- Subsection 13.2

Procedure

As per the Child Care and Early Years Act- the following administrative penalties can apply;

DESCRIPTION	POTENTIAL FINE
Prohibition-provision of Home Child Care, number of children	\$2,000 x number of children that exceed the number specified in the Act
Prohibition-provision of Home Child Care, number of children younger than two	\$2,000 x number of children that exceed the number specified in the Act
Duty to provide receipt for payment	\$500
Use of Bodies of Water	\$1,000
Reporting of a Serious Occurrence	\$2,000
Administration of drugs or medications	\$2,000
Prohibited practices	\$2,000
Duty to obtain record check	\$1,000
Records re children	\$750
Supervision of children	\$2,000
Preventing Parental Access to the child and premises	\$1,000

To see more visit www.ontario.ca/page/administrative-penalties-child-care-providers#section-1

CWELCC

13

3.13.1 Canada Wide Early Learning and Child Care

Policy

All Home Child Care Providers approved through Bruce County Home Child Care Program will be part of the Canada Wide Early Learning & Child Care Program. (CWELCC). All funding will be flowed through Bruce County OCCMS (Ontario Child Care Management System).

All families with children 0-6 years of age will sign consents and be eligible to receive CWELCC reduction.

Home Child Care Providers can have children under the CWELCC program as well as the Child Care Fee Subsidy program.

Bruce County Home Child Care Providers will follow all policies and procedures as outlined in the Home Child Care Policy & Procedure manual as well as ensure that all Parents follow all policy & procedures in the Parent Handbook.

Procedure & Information

In March 2022, the Federal and Provincial governments signed the Canada-Wide Early Learning Child Care Agreement (CWELCC) which aims to make child care more affordable for families. This agreement is part of the Federal Government's commitment to deliver \$10 per day child care.

Home Child Care Providers licensed under the County of Bruce Home Child Care Program will be part of this program, families of children aged 6 or younger will receive a reduction on their fees, retroactive to April 1, 2022, building to a 50% reduction in average parent costs for all licensed

home child care by the end of calendar year 2022, and reaching an average parent fee of \$10 a day by 2025-2026.

The Ministry of Education and Bruce County recognize that 2022, the initial year of roll-out for the CWELCC System, will be a year of transition and adjustment for the child care and early years sector. Further, the Ministry of Education and Bruce County recognize that the implementation of the CWELCC System will require change, flexibility, and the implementation of new approaches for both Bruce County and Home Child Care Providers.

Accordingly, a phased approach to implementing CWELCC will be utilized, with a focus on the immediate objectives of affordability for families and system stability, before moving on to addressing the objectives of increasing accessibility and inclusion over the longer-term.

Due to the evolving nature of CWELCC, and with 2022 being considered a transition year for the CWELCC program, changes can be expected to this program. As a result, this policy & procedure should be considered a living document and will be updated by Bruce County, as further information is received and clarified.

Fee reduction funding for all parents will be flowed to the Home Child Care Provider who will then credit parents accounts or reimburse parents for fees paid.

To learn more about the CWELCC, visit www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement

Procedure & Information (cont'd)

Financial Receipts

Home Child Care Providers will provide financial receipts to all child care parents enrolled in your program. Child Care Caseworkers will check to ensure compliance and accountability related to the requirements of the CWELCC system.

Child Care Fees

All children enrolled in the Home Child Care premises will be charged the rate established by the Bruce County Home Child Care program.

Consents From Parents/Guardians

All parents/guardians must provide consent to participate in the CWELCC system. Bruce County will provide consents for families to sign.

Attendance and Payment

OCCMS (Ontario Child Care Management System) will be used to complete attendance and billing for all children enrolled 0-6 years for the CWELCC program.

Please confirm with your Child Care Caseworker prior to the end of each month that all placements are up to date in OCCMS.

Children who turn 6 years old will still be covered under CWELCC until the end of the month they turn 6. If a child turns 6 years between January 1 and June 30 and enrolled in Licensed Home Child Care they will remain eligible until June 30.

Children over 6 years will be included on an attendance sheet but not part of the CWELCC program. Child Care Fee Subsidy is still available for those families wishing to apply.

References

Child Care and Early Years Act, 2014

[CWELCC](#)



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BRUCE county

Be an explorer.

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