



Parent Handbook

Who We Are

Program Statement

Our agency office is located in Stirling Ontario with partnering Child Care Providers residing in many areas of Hastings County. We are happy to offer our expertise in Licensed Home Child Care to the communities we serve. Our ever-evolving Pedagogy is based on years of cumulative experience (staff, child care providers, community partners) and research-informed practices. We pride ourselves on supporting the children who attend our programs by viewing each child as capable, competent of complex thought, curious contributors to their environment, and rich in potential. By focussing all of our business energy on the singular focus of "Home Child Care" we can confidently apply our expertise where we truly feel it matters the most.

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Our Team,

Founder/Executive Director,

Kristina Schwartz, RECE

Phone/Text/Fax: 613-827-1441

Email: littlelambshomedc@gmail.com

Role and Responsibilities:

- Management of day-to-day operations, staff, and child care programs
- Liason to community connections/partnerships, Ministry of Education, and other professional affiliations
- Conduct Ministry Mandated Home Inspections (unnnanounced), ensuring ministry & agency compliance at all child care programs
- Customer Service
- Marketing, and business development
- Initial Contact, interview and onboarding of new home child care providers
- Create and Revise Policies & Procedures, submit application for funding and reconciliations, and ensure all formal reporting requirements are met

Pedegogical Leader/Home Childcare Mentor

Kari Dailey, RECE

Phone: 613-885-4753

Email: LLHDC.rece@gmail.com

Role and Responsibilities:

- Management of Curriculum Philosophy and Program implementation
- Address and support individual needs including referrals, individualized plans, and additional training as may be appropriate
- Professional Development for group and individual learning opportunities
- 1:1 Mentoring and Support
- Supply Coverage
- Conflict resolution

Financial Coordinator, Bookkeeping

Janice MacLennan

Phone: (289) 928-3623

Email: receipts.llhdc@gmail.com

Role/Responsibilities:

- Bookkeeping and Financial Administration
- Invoicing and Client Relations concerning finance
- Scheduling and Attendance Review
- Liaison to Hastings County & Service Partners concerning financial matters.

Contracted Home Child Care Providers

Little Lambs is proud to support incredible independent contractors who provide high quality inclusive, developmentally appropriate and caring child care services. Providers are our neighbours and community members who have opened their homes to provide child care. Through their partnership with Little Lambs they show their commitment to continued professional learning, quality child care and business ethics. Providers are encouraged to use the professional resource developed by the Ministry of Education, How does learning happen? Ontario's pedagogy for the early years to plan activities that facilitate learning through play and provide a balanced program that supports children's optimal development.

Parents/Guardians as Partners

At Little Lambs, we believe mutual respect is key to developing healthy relationships with our families. We encourage and strive to make regular connections in person or by other means (e.g., HiMama child care software, notes, posting information on bulletin boards, emails, social media updates). Each child's success in our program is important. Our providers will share information with parents/guardians regularly. We are eager for parents/guardians to share your knowledge about their child's learning strengths and preferences and day-to day

experiences. We invite parents/guardians to collaborate and work together with us to ensure we are providing the best possible learning experience for each child.

Help us to be Environmentally Friendly,

In an effort to cut down on the paper communications we provide our families, we are requesting that families provide an email address to which we can send our information (if internet access is available). This request is easily completed when submitting the child care registration form. We respect and appreciate the fact that we all receive many emails each day, the communication from us will follow anti-spam policies. An attempt will always be made to keep emails direct and to the point. Staff email information is found in the “Our Team” section of this handbook. Families are encouraged to use phone and email services as a means of communication whenever necessary or wanted. If internet access is not available, we will continue to provide hard copies of any communication/information to those families who request this service. .

Resources for Parents/Guardians

If you wish to obtain information on a particular topic, we will attempt to provide what you require. We may inform you of a person, agency, or service that may be of assistance to you if we are not directly able to do so. We have access to a number of resources that may be of interest to you. When you enrol your child with us, we accept the responsibility of assisting with special/individual needs in relation to your child's adjustment, growth and development. If you wish to arrange meetings with any of the providers and/or agency staff, we will do so upon request. Your child will be given maximum consideration as an individual. Programs are planned to meet the developmental and educational needs of children and families we serve.

Parental Issues and Concerns Policy

As a first step Parent's/Guardians are encouraged to take an active role in our home child agency and regularly discuss what their child(ren) are experiencing with our staff and home child care providers. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff and foster engagement of and ongoing communication with parent's/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.



Parents guardians should:

- schedule a time to speak with their child care provider about their concerns (that waym both the parent/guardian and the staff or child care provider will be ready to talk.
- Be prepared with notes ahead of the initial meeting
- Be clear about what's being said (if clarification is needed or there are concerns about the providers/staffs response, parents/guardians should ask for clarification and/or further explanation).
- Arrange a follow-up meeting (if necessary)

All issues and concerns raised by parents/guardians are taken seriously by Little Lambs and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Formal Issues/concerns may be brought forward verbally or in writing. Responses to 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 1 business day. The individual whom raised the issue/concern will be kept informed throughout the resolution process. Investigation of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

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

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, provider or staff feels uncomfortable,

threatened, abused or belittled, they may immediately end the conversation and report the situation to Kristina Schwartz, owner/Director Little Lambs Home Daycare (613-827-1441). If misconduct is witnessed by parents/guardians and they do not feel comfortable speaking with their child care provider/agency staff or they feel a complaint or concern was not resolved to their satisfactions they are welcome to submit a licensed child care complaint to the Ministry of Education.

Telephone: 1-877-510-5333 email: childcare_ontario@ontario.ca

we pride ourselves on the service we provide along with our professionalism. We would hope that no one ever feels the need to make a licensing complaint, however we recognise the importance of having the option available.

What to Expect,

Who We Welcome to our Programs

Our home child care program is available to all children who may benefit from our service who are between 16 weeks to 12 years of age. Our partnering child care providers will discuss schedule needs and their ability to accommodate during the interview process. We recognise the importance of flexibility, including; extended, evening, and weekend care. However these hours are not guaranteed in all of our licensed child care programs.

Waitlists

Due to the extreme volume of waitlist submissions, combined with the administrative burden of maintaining a “traditional waitlist” we decided to suspend our previous waitlist protocol/policy. Any family/guardian who submitted a waitlist request prior to July 24, 2022 was grandfathered and continues to hold their place on our formal waitlist (following policies as outlined within our new Waitlist Subscription Protocols). Any requests for care that we are not immediately able to support will be directed to join our "waitlist email subscription list." Full policy can be found by visiting: www.littlelambshdc.com/waitlist

No fee is charged to have a child added to the waitlist subscription list



Application Process & Current Information

At Registration

For the safety of your child/ren, we must be aware of all pertinent information relating to your child/ren. BEFORE a placement is arranged and a child may begin care, the following information must be supplied to the agency office:

- Completed application form available on our website. If required a physical copy can be provided.
- A copy of each child's up-to-date immunization card, a copy may be made for you at the agency office.
- A copy of all documents relating to the custody of the child/ren being enrolled, if applicable.
- Any applicable individualised plans and authorization forms as may be applicable.
 - Individualized medical plan for a child with medical needs: anaphylactic allergy, asthma, or medical condition that could impact their health and well-being while in care.
 - Individualized Service Plan for a child with developmental, neural, gross motor, behavioural differences that require accommodations or additional support/resources.
 - Medication Administration and Authorization forms if the child requires life saving medication to be kept at the child care premises.

We strive to meet the individual needs of all children and families within our programs. We will work in conjunction with your family and support services to ensure that if applicable your child's special needs are accommodated.

Note: the original application (detailed form) is automatically emailed to the email address provided at the time of completion. In addition a copy is uploaded to the child's HiMama profile which the child care provider and agency staff may access at anytime through the cloud software.

Information Changes

We must ensure that all information remains up-to-date and valid. A revised Parent Handbook will be distributed with application update forms on or around July 1st annually.



HiMama allows parents to login and make changes to their child's information anytime necessary. Potential changes include: address, phone numbers, emergency contact info etc. Parents are encouraged to update their child's information through HiMama. If required Little Lambs can complete updates per parental request. An email from the address on file with required changes is acceptable. Parents are not able to upload or remove files, edit providers notes, or otherwise change daily documentation.

Days of Closure

Municipal

In conjunction with the Municipal government for this area, Little Lambs recognizes the following days as "Days of Closure" and will be closed for said days:

New Year's day (Jan 1st)	Family Day (Feb)	Good Friday (Mar or Apr)
Victoria Day (May)	Canada (July 1st)	Civic Holiday (Aug)
Labour Day (Sept)	Thanksgiving Day (Oct)	Christmas Eve and New Year's Eve early closure (2:00pm)
Christmas Day (Dec 25th)	Boxing Day (Dec 26th)	

Regular fees are billed for the indicated above if they fall on a regularly scheduled day-no exceptions. For STAT holidays that fall on a nonbusiness day the STAT will be recognised and billed on the closest proceeding or preceding business day. When a child is enrolled with Little Lambs Home Daycare, this condition is accepted as part of the payment policies.

Provider

There may be days when your provider is not available (illness, appointments, vacation time). As much notice as possible will be given. Providers are encouraged to submit their intended holidays by Feb 1st annually. In consideration to our parents/guardians any change to a providers extended holidays should be made with at least 4 week's notice. Parents/guardians are encouraged to have back-up care for these occasions. Little Lambs will make every attempt to provide back-up care at the parents/guardians request but no guarantee can be made.

Hours of Operation

Providers offer flexible hours of care with the standard range being 7am-5:30pm. They may choose to adjust their availability to meet the needs of their own family and their child care clients. All children placed through Little Lambs are billed according to our set fee guide.

Providers while licensed by Little Lambs Home Daycare Inc. remain by legal definition “independent contractors”. While they are required to follow Little Lambs policies and procedures their hours of care are independent to their home child care premises.

Parents/guardians are responsible for ensuring their required hours are accepted by their prospective child care provider prior to completing an application/registration form. If a parent/guardian has concerns with their providers “hours of care” they are requested to contact Little Lambs staff to discuss if another child care program might be a better fit. .

Care *may* be available for: extended hours (more than 12 hours/day), during evening hours (including overnight care), or weekends to try and meet the needs of all our families.

Hours of care (arrival and departure times) are contracted with our providers before care begins. The required hours of care are to be indicated on the monthly CHILD CARE SCHEDULE REQUEST FORM available on our website. Any deviation from this schedule needs to be discussed with the child care provider prior to making a change. Being late to pick up your child following your submitted schedule could result in additional fees being payable directly to your provider.



Financial Matters and Schedules

Fees

Little Lambs operates on a fee-for-service basis. Parent/guardian fees are reviewed annually by the Director and the County of Hastings. Parent/Guardian fees help to cover the expenses for children (equipment, supplies), provider wages, provider resources (including professional development) and administrative expenses. Parents/guardians must sign their acknowledgement to all financial policies on the Parent/Guardian Agreement found on the registration form, accepting responsibility BEFORE we will accept your child/ren's enrollment. A copy of the current fee guide is provided in the back of this handbook.

Canada Wide Early Learning and Child Care system [CWELCC]

Little Lambs is happy to support families through this Federal/Provincial Agreement to reduce child care fees payable by parents/guardians for children less than 6 years of age. The fee guide below shows the parent pay portion of our daily fees as provided by Hastings County Children's Services. **children who are 6 years and older are billed according to the fee guide provided at the end of this handbook*

Little Lambs Home Daycare Inc.
updated 01Feb2023

Care Code	Base Rate	CWELCC Adjusted Rate 2022	CWELCC Adjusted Rate 2023
HCCI1 - HOME CHILD CARE INFANT FULL DAY	\$40.00	\$30.00	\$18.90
IN2 - INFANT PART DAY WITH MEAL	\$30.00	\$22.50	\$14.18
IN3 - INFANT PART DAY	\$25.00	\$18.75	\$12.00
PHCI1 - PREMIUM HOME CHILD CARE INFANT FULL DAY	\$50.00	\$37.50	\$23.63
PWHI1 - PREMIUM WEEKEND HCC INFANT FULL DAY	\$50.00	\$37.50	\$23.63
PWIN1 - PREMIUM WEEKEND INFANT FULL DAY	\$65.00	\$48.75	\$30.71
ETO1 - EVENING TODDLER FULL DAY	\$60.00	\$45.00	\$28.35
HCCT1 - HOME CHILD CARE TODDLER(UP TO 3 YRS.) FULL DAY	\$40.00	\$30.00	\$18.90
PHCT1 - PREMIUM HCC TODDLER(UP TO 3 YRS.) FULL DAY	\$50.00	\$37.50	\$23.63
PWHT1 - PREMIUM WEEKEND HCC TODDLER FULL DAY	\$50.00	\$37.50	\$23.63
PWTO1 - PREMIUM WEEKEND TODDLER FULL DAY	\$65.00	\$48.75	\$30.71
TO2 - TODDLER PD/MEAL	\$30.00	\$22.50	\$14.18
TO3 - TODDLER PD	\$25.00	\$18.75	\$12.00
EPS1 - EVENING PRESCHOOL FULL DAY	\$60.00	\$45.00	\$28.35
HCCP1 - HOME CHILD CARE PRESCHOOL(OVER 3 YRS.) FULL DAY	\$40.00	\$30.00	\$18.90
JKSK - JKSK BEFORE AND AFTER SCHOOL	\$20.00	\$15.00	\$12.00
JKSK1 - JKSK FULL DAY	\$40.00	\$30.00	\$18.90
JKSK2 - JKSK PD/MEAL	\$30.00	\$22.50	\$14.18
JKSK3 - JKSKPD	\$25.00	\$18.75	\$12.00
PHCP1 - PREMIUM HCC PRESCHOOL(OVER 3 YRS.) FULL DAY	\$50.00	\$37.50	\$23.63
PS2 - PRESCHOOL PD/MEAL	\$30.00	\$22.50	\$14.18
PS3 - PRESCHOOL PD	\$25.00	\$18.75	\$12.00
PWHP1 - PREMIUM WEEKEND HCC PRESCHOOL FULL DAY	\$50.00	\$37.50	\$23.63
PWPS1 - PREMIUM WEEKEND PRESCHOOL FULL DAY	\$65.00	\$48.75	\$30.71
HCCS1 - HOME CHILD CARE SA FULL DAY	\$40.00	\$30.00	\$18.90
PHCS1 - PREMIUM HCC SCHOOL AGE FULL DAY	\$50.00	\$37.50	\$23.63
PWHS1 - PREMIUM WEEKEND HCC SCHOOL AGE FULL DAY	\$50.00	\$37.50	\$23.63
PWSA1 - PREMIUM WEEKEND SCHOOL AGE FULL DAY	\$65.00	\$48.75	\$30.71
SA10 - BEFORE AND AFTER SCHOOL	\$20.00	\$15.00	\$12.00
SA2 - SA PD/MEAL	\$30.00	\$22.50	\$14.18
SA3 - SA PD	\$25.00	\$18.75	\$12.00
SAE10 - SA EXTENDED DAY BEFORE AND AFTER SCHOOL	\$30.00	\$22.50	\$14.18

Account Updates

In an effort to reduce the amount of paper we use, Little Lambs uses a bookkeeping software. Invoices are sent within the first 7 business days of the month to the email listed on your child's registration form. If internet is not an option a paper copy of your invoice can be provided through your child care provider. Parents/Guardians may request invoice revisions

when necessary due to change in providers availability or error. A copy of the invoice can be resent if requested.

Fee Payment

All families enrolled with Little Lambs Home Daycare are required to pay for childcare based on the set number of days per week agreed upon at the time of registration in collaboration with the monthly child care schedule request form. Fees are billed for the entire month and are due in full by the 15th of each month.

Holding Fee: Only if Provider is Agreeable

If you are temporarily withdrawing from care and you wish to return to care with the same provider, the minimum fee equal to one day per week must be paid. This fee will be applied to your account in order to secure your child's space with your current provider. Paying this fee ensures that no other placements will fill your child's space. You child may attend one day per week if you choose rather than withdraw. These arrangements must be approved by both the provider and the ECE Home Visitor. In the event that you must temporarily withdraw from the program, you must submit TWO WEEKS ADVANCE WRITTEN NOTICE.



Adjustments

Adjustments (overpayments or underpayments due to changes in provider availability/error) are supported in the proceeding months invoice period.. It is your responsibility to make certain that we are fully aware of your care needs in advance to assist with ensuring accuracy in our calculations. A \$5 banking fee will be deducted for any applicable credit requested as a refund.

Receipts

A receipt for payments made for child care fees made for the year will be issued on or before February 28th to attach to your income tax return. Income tax receipts may be picked up at the agency office or emailed free of charge. Receipts may be mailed at parent/guardian request. A \$5 service charge applies to mailed receipts or if a reprint of the tax receipt is required. Please allow 24 hours for processing.

Subsidy- Fee assistance (read carefully)

If you feel you may require financial assistance to pay for your child care costs, please contact Hastings County Social Services at 613-771-9630 or 1-866-414-0300. A needs assessment will be conducted to determine your eligibility for obtaining assistance.

IMPORTANT! Fee subsidy is an agreement between the County of Hastings and the parent/guardian. The contracted parental contribution is the full responsibility of the parent/guardian. It is based on Net-income and is not reflective of actual child care used. Little Lambs is UNABLE to reduce the parental contribution based on vacation taken, provider closure or sick days. An approval letter outlining the parent/guardian's approval is provided by Hastings County to Little Lambs. Any care not covered by this approval letter will be billed at full rates to the parent/guardian in addition to the "monthly parental contribution". The County of Hastings is to be contacted if parents/guardians have questions concerning their subsidy contract.

Fee subsidy provided by PELASS of the Mohawks of the Bay of Quinte are also separate from Little Lambs Home Daycare Inc and follow the above statements.



Schedules

Child Care Schedule Request

Available on the Parent's page of our website (www.littlelambs hdc.com/parents) the schedule request form is to be completed monthly if possible. Two weeks notice is required to change/cancel normally scheduled care.

Account balances are calculated directly from the information you provide on your schedule request form. You are responsible for FULL PAYMENT of the schedule you submit and any approved extra days you may require. The agency retains the right to invoice for a greater number of days than scheduled if care requested does not meet the minimum number of days per week as per registration agreement.

Vacation, Holidays, and Sick Days:

Fees are invoiced for regular contracted hours of care during your vacation, recognized holidays (see days of closure above) and sick days. FREE Vacation Days will be eliminated effective April 1, 2023 to align with professional pay for professional service guidelines. With the incredibly reduced child care rates due to CWELCC (the Canada Wide Early Learning Child Care system funding) this change in billing supports our child care providers and agency to have better stability of revenue.

Vacation days for our child care providers will continue to be unbilled at this time, however, we retain the right to amend this policy as the parent pay portion of daily fees further reduces over the next couple of years.

Privately Placed Clients

Who is a privately placed client? Any parent/guardian who pays their provider directly is considered a privately placed client. As an agency Little Lambs respects that different providers have different strengths and business goals. As such some of our providers are licensed as "Private". This means that their clients follow their billing and payment policies. Some of which may differ from those of Little Lambs Home Daycare Inc. It is important to note that Little Lambs has developed an ethical billing policy which states, privately placed clients cannot be billed a higher daily fee than agency placed clients. Vacation, sick, STAT Holiday, and absence allowances may all differ from Little Lambs and it is the full responsibility of the parent/guardian to agree and understand their providers terms.

In addition,

Parents are required to read and understand any additional contract/agreement provided to them by their child care provider. As a privately placed client you will be following the billing/payment policies of your provider and NOT Little Lambs Home Daycare Inc. If there are any concerns regarding billing policies it is recommended that parents speak openly and honestly with their provider. If concerns are not resolved Little Lambs may be able to find an alternate child care provider who only accepts "agency placed clients".



WITHDRAWAL POLICY

TWO WEEKS ADVANCE WRITTEN NOTICE is required if you plan to temporarily or permanently withdraw your child from our program. Your regular schedule will be billed to your account until this office receives this notice in writing. Vacation and free off-time (if terminating care prior to April 2023) cannot be used in lieu of the withdrawal notice.

Service Charges and Consequences

Early & Late Fees

Providers may charge an over-time fee of \$5 per 5 minutes late or a portion thereof, over and above the contracted hours of care your child remains in care (according to the provider's clock). Late fees are the responsibility of the provider to bill and collect directly from the parent/guardian.

Non-payment Fees

You are responsible for FULL PAYMENT of the schedule you submit and any approved extra days you may require. Payments are to be made no later than the agreed payment schedule. A late fee of 5% per week (prorated) will be charged to the child care account with a suspension of care after 15 days no-payment. Parents/guardians who have more than three late payments will be required to enter a Fee Probation Agreement. If the agreements made in the Fee Probation Agreement are not followed then child care services will be terminated. You will be asked to find child care elsewhere.



Program Statement

Little Lambs Home Daycare Inc. provides child care in the comfort of a home environment. Through this non-institutionalized atmosphere we proudly deliver an inclusive, child-centered, family oriented program based on the philosophy of children as competent, curious participants and contributors in their environments, their families and their communities and so very rich in potential. Through our daily practice we foster supportive and responsive relationships based on trust and mutual understanding. These relationships start with our employees, home child care providers, volunteers and students and ripples out to relationships with children, families and the community. We pride ourselves on our professional knowledge, compassion and communication that allows us to assist families and children to reach their full potential.

The Minister of Education has named “How Does Learning Happen? (HDLH) as Ontario’s framework for guiding programming and pedagogy in licensed child care settings. Little Lambs believes that each child who enters our programs should feel that they belong, that they are engaged in the program, that their well-being is supported and that they are free to express themselves. These four foundations of belonging, engagement, well-being and expression are the rights of every child and provides the basis of our goals and expectations for our program.

As such our program statement is an ever evolving document based on the ongoing engagement of all those involved with Little Lambs Home Daycare. The program statement will be reviewed with all employees, home child care providers, students and volunteers prior to interacting with children and at any time when the program statement is modified. Annual and on-going reviews of the document will be completed to ensure continued compliance and relevance with the Minister’s policy statements regarding programming and pedagogy. Our Goals and Approaches to deliver a meaningful Home Child Care Program:



Belonging:

Goal for children: Every child has a sense of belonging when he or she is connected to others and contributes to their world.

Program expectation: Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them.

- a. Support positive and responsive interactions among the children, parents, child care providers and staff;
- b. Encourage the children to interact and communicate in a positive way and support their ability to self regulate;

Sourced from: How Does Learning Happen

Approaches to accomplish this goal: Our home child care providers, ECE home visitors, volunteers and students are encouraged to:

- Use a warm and caring manner through body language as well as words – how we touch, carry, and move children through daily routines sends a strong message.
- Capitalize on opportunities for one-to-one interactions during daily routines (e.g., for infants and toddlers: diaper changing, dressing to go outdoors, and feeding/meal times are ideal opportunities for making connections and building relationships).
- Discover the unique characteristics and gifts of each child by talking with his or her family, observing, and documenting (e.g., in addition to what the children are interested in, notice what brings them joy and how they relate to others and to the environment around them; to support inclusion, consider each child's capabilities rather than focusing solely on his or her needs and deficiencies).
- Rather than reprimanding children for undesirable behaviours, assist them in finding new ways to achieve their goals (e.g., look for the root cause of behaviour; reduce stressors; support children's efforts to initiate and join in play with others; notice, acknowledge, and document positive interactions and attempts at self-regulation and share the information with children and families to gain new insights).
- Helping all children in the program to gain a clearer understanding of the capabilities and challenges of others is a way to build their social competence. The ability to value the differences of others is strengthened both for typically developing children and for children who require additional support.



- Build connections between the home and the program by communicating with families using multiple means (e.g., At Little Lambs we write a daily report for each child. This note allows parents to know how their child ate, slept and played during their time at daycare. This documentation allows families the opportunity to extend learning at home.
- Parents are encouraged to access www.littlelambsshdc.com , email updates are sent when required and providers may choose to set up a documentation panel where families can find out more about their children's experiences.

Well Being

Goal for children: Every child is developing a sense of self, health, and well-being.

Program expectation: Early childhood programs nurture children's healthy development and support their growing sense of self.

- Promote the health, safety, nutrition and well being of children;
- Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving care;

Sourced from: How Does Learning Happen



Approaches to accomplish this goal: Our home child care providers, ECE home visitors, volunteers and students are encouraged and to:

- The health, safety nutrition and well-being of the children in our programs is our primary focus. Our goal is for all children to develop a sense of self, health and well-being that they are able to bring with them into their later years. We recognise the significance of the early years in children's development and strive to provide children with a strong foundation.
- Providing nutritious snack and meals based on Canada's food guide
- Involve children and families in meal choices: respecting cultural and family preferences
- provide children opportunities to participate in meal preparation (e.g., baking activities)
- Home child care allows for a family style eating atmosphere. Portion sizes are responsive to children's cues of hunger and fullness
- We are sensitive to dietary restrictions and food allergies



- Children are encouraged to participate in physical activity in an effort to reduce the amount of time spent in sedentary activities
- incorporating opportunities and time to practise self-help and self-care skills based on each child's capabilities throughout daily routines and activities;
- providing regular daily opportunities (responsive to individual capabilities) for children to be physically active and explore the world around them with their bodies, minds, and senses;
- Create safe and stimulating outdoor spaces for intentional active play that is individualized and adapted as needed to support children's varied abilities, offering challenges that are within each child's ability to master;
- facilitating children's efforts to take reasonable risks, test their limits, and gain increasing competence and a sense of mastery through active play and social interactions
- Completing a daily health check through communication with families to understand the child's state of health entering the program and continually monitoring their health during involvement in program.
- Ensuring that Little Lambs health and safety practices follow guidelines set by Hastings and Prince Edward Public Health Unit.
- Providing at least 2 hours of outside time daily, weather permitting
- Providing an array of experiences throughout the day.

Engagement

Goal for children: Every child is an active and engaged learner who explores the world with body, mind, and senses.

Program expectation: Early childhood programs provide environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry.

- a. Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;
- b. Foster the engagement of and ongoing communication with parents about the program and their children
- c. Involve local community partners and allow those partners to support the children, their families and staff;

Sourced from: How Does Learning Happen

Approaches to accomplish this goal: Our home child care providers, ECE home visitors, volunteers and students are encouraged and to:



- design indoor and outdoor environments and experiences that spark curiosity, invite investigation, and provide challenges that are responsive to individual capabilities to help children extend the boundaries of their learning;
- connect with families and communities and inviting their participation to ensure that environments and experiences reflect and are relevant to children's everyday lives;
- provide a wide variety of interesting objects and open-ended materials for children to explore with their senses, manipulate, and investigate;
- plan daily routines (the flow of the day) with limited interruptions and transitions to maintain a sense of calm and simplicity for infants and toddlers, and providing ample opportunities through large blocks of time for older children to engage in sustained, complex play and inquiry;
- Participate with children as a co-investigator, co-learner, and co-planner rather than as director or “keeper of knowledge” and “keeper of the plans” in a way that is separate and apart from the children;
- continuously questioning and testing their own theories and strategies and seeking new ideas to facilitate children's exploration and understanding of the world around them in meaningful ways;
- working with families and community partners to ensure that environments and experiences provide equal learning experiences for all children by making flexible program adaptations and providing special equipment and/or adaptive devices (as recommended by a regulated health professional);
- ensuring that the spaces and experiences provided promote play and inquiry that will help children discover and develop an increasing awareness and understanding of key concepts, including those associated with literacy and numeracy development;
- documenting and making children's thinking, learning, and competence visible to children, families, and others.

Expression

Goal for children: Every child is a capable communicator who expresses himself or herself in many ways.

Program expectation: Early childhood programs foster communication and expression in all forms.

- a. Foster children's exploration, play and inquiry
- b. Provide child-initiated and adult-supported experiences

Sourced from: How Does Learning Happen

Approaches to accomplish this goal: Our home child care providers, ECE home visitors, volunteers and students are encouraged to:

- be attuned and responsive to children's varied cues and communications;
- engage in authentic, reciprocal communication with children, where children participate as both initiators and equal partners;
- facilitate successful communication between children by helping children listen to and express themselves to one another;
- document children's communication to help them revisit thoughts and ideas expressed in order to extend their understanding;
- provide time, space, and materials to encourage expression through creative materials that reflect children's capabilities as well as their social and cultural background
- engage and cultivate children's connections with stories and books in a variety of contexts (e.g., by sharing books and telling stories with individuals, small groups, and large groups), and for a variety of purposes (e.g., to foster close relationships, explore and play with language structures, recount past events, research ideas, spark conversations, and connect with cultural traditions);
- weave language- and literacy-related activities and materials into all daily experiences, routines, and physical spaces;
- work with families and community members to find ways to support and enrich the transmission of language and culture;
- become aware of the many "languages" children use to communicate and providing individualized support so children of all abilities can express themselves and be heard;



- reflect continuously on and seek to improve their own communication strategies and techniques for facilitating responsive, authentic conversations with children and families

Administrative Goals:

Support Staff, home child care providers or others who interact with the children at the child care premises in relational to continuous professional learning.

Approaches to accomplish this goal: Our home child care providers, RECE home visitors, volunteers and students are encouraged to:

It is the policy of Little Lambs Home Daycare that all employees, RECE Home Visitors and Home Child Care Providers continue to grow as professional individuals with guidance and support. Due to the nature of early childhood education Little Lambs is committed to the practice of lifelong learning. It is our goal to be an example of what home child care can and should be.

The policies and procedures relating to the staff and provider training and development must be reviewed with 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 Little Lambs Home Daycare. These policies are implemented and monitored for compliance and contraventions in accordance with O.Reg 137/15

Please view Little Lambs Home Daycare: "Training and Development Policy for Home Visitors and Providers", 2017.

Document and review the impact of the strategies set out in this Program Statement on the children and their families

At Little Lambs Home Daycare, we understand that pedagogical documentation is a way for our Providers, Home visitors and staff to learn about how children think and learn.

Approaches to accomplish this goal: Our home child care providers, ECE home visitors, administrative staff, volunteers and students are encouraged to:




- make daily observations of children in the program and use this information to inform their future planning. Our intention is to move beyond reporting of children's behaviour, in order to find meaning in what children do and experience.

The purpose of our documentation is also:

- A way to value children's experiences and help them to reflect back on those experiences and what they have been learning
- An opportunity to make children's learning and understanding of the world visible—to themselves, to other children, to their parents and other families,
- A way to reflect on developmental growth over a period of time
- A process for providers to co-plan with children about learning
- A dialogue with families about children's experience and an invitation for parents to add their own documentation about their children's learning
- A self-reflection opportunity for program staff, as they participate in continuous professional learning

Prohibited Practices

 Little Lambs Home Daycare wants to ensure each child has a safe and positive experience that promotes their healthy growth and development. ECE Home Visitors will observe caregiver interactions with children ensuring that they align with our program statement and beliefs in adult-child interactions. The following practices are prohibited at all times in our caregiver's homes:

- a. corporal punishment of the child;
- b. physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, 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 a 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 licensee's emergency management policies and 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.

Travel and Excursions

Many of our providers plan excursions for the children in care in order to provide new learning experiences and opportunities. At the time of registration parents sign a general travel/excursion permission statement. If parents/guardians are uncomfortable with the off premises outings attended by a specific child care provider they are encouraged to seek a different child care provider (not all providers travel). Some providers utilize their vehicle to visit local play-groups and activities that are beyond walking distances. Car seats/booster seats are used in accordance with the Highway Traffic Act. Any excursion greater than 20km must meet children's interests and be relevant to the current curriculum. Parental permission forms are required for 20+km trips and can occur no more than twice a month. See "off premises outings policy and procedure" for more information. If at any time as a parent you are uncomfortable or do not want your child to participate in off premises outings you are encouraged to speak with your provider and if necessary Little Lambs Director.



Policies

Little Lambs has developed a number of policies to ensure the safety and well-being of the children registered. The policies of Little Lambs can be accessed on our website. Paper copies are available upon request. A \$50 printing/administration fee will be applied to printed copies. Please allow 72 hours for processing.

Anaphylaxis/Asthma/Serious Medical Condition

If your child is at risk of anaphylaxis (life threatening allergic reactions), asthma or other serious medical condition (e.g. Diabetes), you must indicate this fact on your child's

application form and complete an Individual Emergency Response Plan. The forms are available in the office and must be updated immediately as changes occur.

Appropriate Dress (read carefully)

Provide simple clothing that is free of complicated fasteners that is washable to eliminate feelings of fear of getting dirty. Always provide at least one full extra set of clothing for your child-regardless of age. All of the children are involved in a variety of activities that can become quite messy. Toileting mishaps can happen at any age. Remember to change the size of extra clothing as your child grows. Please label everything. Children must have appropriate outdoor wear. Provide sweaters, jackets, splash pants, boots, snow boots, mittens, caps-hats, etc. depending on the temperature and weather conditions. We enjoy at least one hour in the morning and one hour in the afternoon of outdoor activities (ministry regulation). We do not keep children inside-If your child comes to care without appropriate outdoor clothing they will be sent home and full daily fees will be billed. As a parent/guardian it is your responsibility to appropriately dress your child. Providers do not have a supply of extra clothing, please be sure your child is prepared. Not clothing your child appropriately is considered a form of neglect, as a child care agency Little Lambs is bound to the requirements of "Duty to Report". As such Children's Aid Society will be contacted on your child's behalf if inappropriate outdoor clothing becomes a trend.



Arrival and Departure

For obvious safety reasons, ALL children must be escorted into and from the provider's home. Inform the provider of your arrival and departure. Upon arrival, inform the provider of any relevant information concerning your child's well-being. The provider will make every effort to keep you up-to-date on your child's progress, adjustments, difficulties etc. on an ongoing basis. Do not hesitate to discuss any matters of importance to you and your child (e.g., perhaps he/she did not have a good night's rest, etc). Always remember to say good-bye to your child when you are dropping him/her off. If your child appears upset when you leave, you may wish to telephone later in the day to ease your mind.

Important

If no parent/guardian has arrived to pick-up your child within a half hour of your expected time and we cannot reach you, the persons you have indicated as persons to whom your child may be released (on the child's application form), will be contacted to pick up your child. If Little Lambs Home Daycare cannot reach you or your emergency contact/alternate release people at a half hour after your expected arrival time, we will contact the local authorities (CAS).

Bullying, Harassment & Violence in the Workplace

Little Lambs Home Daycare is committed to providing a work environment in which all individuals are treated with respect and dignity, free from any form of bullying, harassment or violence. To that end, workplace bullying, harassment and violence will not be tolerated from any person in the workplace. Little Lambs Home Daycare will take all reasonable measures to prevent incidents and protect workers.

Zero Tolerance

Although clients and members of the public are not governed by this policy, Little Lambs does not tolerate any behaviour constituting bullying, harassment and/or violence to be exhibited by clients/public toward any member of Little Lambs Home Daycare. Any client or public person displaying any of these behaviours may be restricted future access to the properties affiliated with Little Lambs. The authorities will be contacted as required for protection issues.

Child and Family Services Act

The child and family services act states that every person who has reason to believe that a child is at risk has a legal obligation to report his or her suspicions immediately to the Children's Aid Society. Little Lambs is committed to meeting the legal requirements of the Child and Family Services Act and to ensuring the safety and protection of each child enrolled. Little Lamb's Providers and RECE Home Visitors are trained to spot signs of child abuse or neglect, they are required to file a report. It will be the responsibility of the Children's Aid Society to investigate suspicions and evaluate the situation. Failing to report a situation can result in a \$1000 fine.

Custody

Please be advised, in situations where there are custodial concerns, the Home Child Care Agency may not refuse the release of a child to a parent/guardian at the request of the other parent/guardian unless we have a legal document on premise in the child's file, specifically outlining the custodial arrangements to this effect. We cannot legally refuse the pick-up of a child by a parent/guardian without custody arrangement stating this at our disposal. With the safety and well-being of the child in mind, please be prompt with providing all necessary documents.

Emergency Contacts

In case of accidental injury, every attempt will be made to contact a parent/guardian. If we cannot reach a parent/guardian, we will contact the emergency contact person(s) you have noted on your child's registration form. It is imperative that the agency and the provider are



informed immediately of any changes in the numbers where you or your emergency contacts can be reached. It is for your child's benefit and safety that you keep the child's file up-to-date at all times in regard to phone numbers, emergency contact person's, change of address, new place of employment and all other pertinent information. This information can be updated at any time through the parent portal of HiMama. (HiMama is the child care software used by Little Lambs. If you have not received your "welcome" email please contact the office to have it resent).

Extreme Situations & Weather Can Affect Our Service

The safety of the children and providers in our programs is top priority for us! Safety concerns may result in the Administration making an emergency decision that affects the service we provide (i.e., closure for a part/full day or a component of the service not available for part of a day). Decisions of this magnitude are given careful consideration because we fully understand the impact the decision will have on families. The deciding factor comes down to one simple statement, "Is there real or potential risk to the children and/or staff if we continue with the "expected" service." If the answer is an obvious, "yes", a choice to modify the service, at that time, for that particular circumstance, must be made. Every measure will be taken to inform those affected by the decision at the earliest convenience, with as much notice as possible.



For the situations described, NO fee amendments will be applied. Extreme situations & weather that affect our services are considered "acts of God" and are out of our control. Situations involving intense heat, extreme wind chill factors, electrical storms, ice storms, heavy rainfall, etc. do keep us from participating in outdoor activities on occasion. At times, our outdoor periods are simply reduced to allow for some outdoor active play. Again, decisions to modify our service and our programs are directly affected by any "real or potential threat to our children's and provider's safety". Please ensure your back-up contact people indicated on your child's application form are current and can be reached in the event that you are not available.

Note; fees WILL BE adjusted if Little Lambs has NOT warranted a change of service but your provider closes anyway. In this situation the providers closure will be viewed as a provider "sick day" and no fees or a lessened fee will be billed.

First Aid and Emergency Response

Minor accidents and illnesses are common occurrences with children. All Little Lamb's providers have valid Standard First Aid Certification to respond to minor cuts and/or bruises.

When a minor occurrence happens, parents/guardians are notified of and asked to sign an incident report form at pick-up time. The parent/guardian is given a copy of the report. Serious accidents or illnesses will be reported to parents/guardians immediately. Parents/guardians will be requested to pick-up their child at the earliest convenience and seek medical attention if needed. If during program time, there is an emergency requiring immediate medical attention, Little Lambs providers will call 911 and if possible accompany the child to the hospital. Parents/guardians will be notified and requested to meet the child at the hospital.

Food & Menu

Menus are planned based on the guidelines outlined in the Canada Food Guide and in consultation with the RECE Home Visitor and the parents/guardians. If your child has limitations with regard to any food, be sure to inform the provider and note them on your child's registration form and emergency card. The parents/guardians are asked to supply food for a child who has nutritional requirements, as specified in writing by the child's physician, that are not provided by the home child care provider. Parents/guardians are required to provide baby food/formula, any special dietary items and additional snacks(s) and/or meals, as needed for the child. If desired, the provider may be paid directly to do so for your children. If the provider is willing to do so, please put this agreement in writing with a copy of the agreement forwarded to the agency office. For those children in care a full day and who eat table food: the provider will supply a mid-morning snack, lunch and an afternoon snack. If a child is in attendance for more than one meal time, a meal is provided at each meal time (i.e., lunch & dinner, dinner & breakfast).

Parents/guardians are notified by the provider about the snacks and meals that will be served to the children during the day, including during extended hours of care. Children are never forced to eat and privileges are never taken away. Children are encouraged to try what is provided.

Infant Feeding

Infant feeding should be flexible and adapted to each individual child's needs. Parents/guardians are required to supply food and bottles for their child until the child is able to eat table food and drink from a cup. Bottles and food supplied by the family must be labelled even if your child is the only child in care – this is a Ministry licensing requirement. The gradual introduction of solid foods, beginning sometime between four to eight months, is recommended for optimum growth and development. The parent/guardian, in consultation with the child's doctor, will determine when to introduce solids to the infant's diet. This information will be provided and recorded on the Infant Feeding Chart. If you have



not received one with your registration package, please ask for one. Your provider will need this before care begins in order to keep the child on his/her regular schedule. Feeding instructions will need to be updated on a regular basis in consultation with your provider.

Health & Safety

It is our policy to make every attempt to make the workplace safe and without risk to the health and safety of any person. We will endeavour to:

- Ensure the safe use, handling, storage and transport of chemical products.
- Provide information, instruction, supervision and training to providers.
- Ensure safe systems of work are in place e.g. hygiene practices, safe use of equipment.
- Ensure children, parents/guardians, visitors and members of the public are not exposed to activities or agents which may present risks to their health and safety
- Establish directions and procedures for children, providers, volunteers, parents/guardians and members of the public to ensure health and safety.

Regular inspections are performed to help identify health and safety risks. Strategies are developed to address any identified potential hazard.

Illness

Little Lambs is not equipped to provide care for children who are ill. Parents/guardians are asked to keep their children at home if they show symptoms of contagious illnesses. This includes, but is not limited to, the following: fever, vomiting, diarrhea, and discharge from the eyes, skin rashes or itching, lethargic, severe or croupy coughs. A daily health check is completed by providers in order to minimize the spread of illness in the home. If a child becomes ill during the day, parents/guardians will be notified and asked to pick the child up. When a child is sent home due to illness, infection, fever is present, or medication is required (antibiotic, eye drops, etc.), the child must be free of fever and/or using the medication for not less than 24 hours before returning to the program. If your child is ill with the flu or flu-like symptoms during the night, the child must be kept home the following day. In some cases, a Doctor/Nurse Practitioner note may be required for readmittance. If your child is too ill to attend elementary school, he or she is also too ill to attend our program.

Immunization

Your child's health is of major importance to all of us. Upon enrollment, a copy of your child's immunization record or a signed Ministry-approved affidavit form excluding your child from immunization must be submitted for our files. An update must be submitted after every immunization booster. You can email a scanned copy to LLHDC.agency@gmail.com attn: Immunization, or a copy can be made for you at the office.



Note: your child cannot attend care until we have an up-to-date immunization record or affidavit on file.

Living Arrangements

At no time should any members of families enrolled with Little Lambs Home Daycare reside with the home child care provider who cares for their child. The Ministry stipulates that no child shall be in the home child care provider's care for more than a 24-hour period at one time.

Medication

Whenever possible parents are encouraged to administer medication to their children at home, if this can be done without affecting the treatment cycle. If medication must be administered while receiving child care then a completed Medical Administration Form must be completed by the parent/guardian. This form is available on Little Lambs Home Daycare website or directly from the office. No medication may be administered until this form has been completed and signed.

Little Lambs strives to create childcare that is inclusive of all children regardless of their abilities or conditions. In circumstances where medication is to be given to child receiving care that requires professional knowledge Little Lambs will work diligently to ensure the provider receives necessary training (e.g. insulin, epinephrine).



IMPORTANT!

Providers do not supply medication of any kind. Supplying medication for a child is the parent/guardian responsibility. Never leave medication of any kind in your child's bag. Always hand deliver medication to the provider.

Medication procedure:

- Completed Medical Administration Form on file.
- Medication is in the original container
- Prescription medication states the child's: Name, date filled, medication name, dosage, time(s) to be given, length of time to be administered, expiry and method of administration on the pharmacist's label.
- Providers are required to fill out a Provider's Medication Administration Form for each treatment term as well as making a note on the child's daily record that medication was administered.



- If medication is administered “as necessary” (e.g. asthma medication, allergy medication topical steroid creams), the parent/guardian must state, on the medication form, the types of symptoms/reactions that could be observed during a period when the medication is required and being taken.
- Medications must be stored by the child care provider in the manner specified on the pharmacist's label and must be inaccessible to children at all times. With the exception of life saving medication that must be quickly administered: asthma/allergy medication (Ryan’s Law). Emergency medication should be easily accessible at all times but kept out of children’s reach.
- If parent/guardian have written on the medication administration form that their child is to carry their life saving medication it must be securely placed on their person via: belt pouch/pack. If the provider is responsible for carrying the life saving medication then it must always be with the provider. (e.g., a provider would not necessarily have time to run into the house and get medication from secure place if child is outside having a serious asthma attack).
- Medication should be dispensed in a well lit area, where possible, it is preferable to remove child from the activity area to administer medication in a quiet environment with the least possible interruption.
- Leftover medication or surplus medication must be returned in the original container to the parent/guardian to properly dispose of.
- Any accidental administration of medication (e.g., medication administered to the wrong child or wrong dose given) is considered a serious occurrence and must be recorded and reported to the ECE home visitor or Little Lambs Home Daycare office who should then notify the parent of the child. If adverse symptoms are evident upon accidental administration of medication, home child care providers should call local emergency medical services.

Non prescription medications:

- Due to the frequency and longer term daily usage, sunscreen, diaper creams and lip balms will require a one time signature of authorization to be completed with enrolment form. They can be administered without a medication administration form provided they are non-prescription. These items must be provided by the parent/guardian if/when necessary.

- The administration of over the counter medication is highly discouraged and is at the sole discretion of the provider. (e.g. Tylenol, Temptra, benadryl, medicated ointments: non prescription).
- Parent's must complete a Medication Administration Form for non prescription medications to be administered to their child while at child care. The form must include information pertaining to cause, dosage, signs and symptoms requiring medication.
- Little Lambs Home Daycare does not believe in medicating children without just cause. If the child care provider does not feel comfortable administering non prescription medication then there will be no dosage given.
- The provider must complete a Provider's Medical Administration Form if medication is administered. If the provider refuses to administer medication then the form must also be completed with date and time of refusal and reason for refusal.

IT IS THE PARENT/GUARDIAN RESPONSIBILITY TO ASK FOR THE CHILD'S MEDICATION AT THE END OF THE DAY. It is not the provider's responsibility to remind the parent to take medications home.



Masking illness:

If a child is suspected of being medicated to "look well" so they can attend daycare a note will be placed on the child's file and the Director will contact the parent/guardian to discuss the illness policy. Children who suddenly develop a fever after lunch or tell their child care provider "they had medicine this morning" will be closely monitored. As an agency we understand that parents are required to work and we empathise with the financial requirements of having a home and family. However it is completely inappropriate to mask a child's fever/illness with medication to make it appear as though they are well. If a pattern of hiding illness is suspected child care may be terminated. This behaviour is not fair to the child, other children at the program or the child care provider.

Safe Sleep Supervision Policy

It is the policy of Little Lambs Home Daycare to ensure that:

- Infants' sleep and rest periods are based on their own schedules
- Each toddler and preschool child enrolled is permitted to sleep, rest or engage in quiet activities based on the child's needs.
- children will be assigned to individual cribs or cots in accordance with this Regulation

This policy and its procedures meet the mandatory Ministry of Education requirements regarding sleep and supervision of sleep.

Intent

While not all children need a midday nap, young children benefit from periods of quiet relaxation to balance their active play. Some children who are tired may take a relatively long time to relax and sleep, while others only require a short rest period. Children's needs may also change from day to day or week to week.

The need for rest and sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children. This provision allows for a period during which quiet activities are encouraged and children can nap if required.

For children who sleep

Toddlers and preschoolers who regularly sleep have a rest period not exceeding two hours in length.

Monitoring sleeping children reduces the risk of harm/injury as caregivers can look for"

- Signs of distress
- Behaviours during sleep
- Changes in sleep patterns

Special instructions

Sleep and rest time should be of such duration that normal sleep patterns at home are not disrupted.

Programs should take into consideration instructions from parents regarding their children's sleep and rest period. These instructions should be followed as closely as possible but the provider also needs to take into consideration the need of the individual child.

If a parent has provided instructions for the child not to sleep during the day but the child is falling asleep at the table, the provider should provide a rest period for this child. The provider can explain to the parents that the child required a nap that day because the child was unable to stay awake.

Supervision

Daytime hours:

All children that regularly sleep and rest at the home child care setting will:

- Be monitored by the provider, including direct visual checks four times throughout each two hour sleep and rest period. The number of daytime sleep and rest periods applies to the age and need of the child.



- Be monitored ensuring sufficient light in the sleep/rest area to conduct direct visual checks.
- Have the direct visual checks documented by initial on the sleep monitoring form. The completed sleep monitoring form is submitted with attendance forms to the agency office bi-weekly.
- Have any significant change in sleep pattern or behaviour observed while the provider is conducting the direct visual checks documented on the “sleep monitor” form and communicated to the parent/guardian. Adjustments, if applicable will be documented on the child’s application form and the provider will be notified by the ECE home visitor.

Extended/ Overnight hours

Families of children who sleep at the child care premises during extended/ overnight hours must review and sign the bedtime/rest time routine details form when initiated and any time a change is made.

When children sleep at the home during extended/ overnight hours, it is understood that the provider must also acquire sufficient rest and sleep. To that end, electronic sleep monitoring devices will be used to monitor sleeping children during that period. Electronic sleep monitoring devices must be checked before each sleep period to make sure they work and replaced immediately if they do not. The equipment checks are noted in the providers written daily log book.

Any significant change in sleep patterns of behaviour experienced during the extended/ overnight hours is documented on the child’s HiMama daily record and communicated to the parent/guardian at the earliest convenience.

Adjustments, if applicable will be documented on the child care information change notice and attached to the child’s application form. The provider will be notified of changes by the RECE home visitor.

Important!

Electronic sleep monitors cannot be used in place of direct visual checks of sleeping children during daytime sleep and rest periods.

Safe Sleep:

Children age 0-12 months of age are placed for sleep in a manner consistent with the recommendations set out in the most current version of the “Joint Statement on Safe Sleep: preventing SIDS in Canada (attached), a document endorsed by Health Canada.

Requirements relating to sleep positions may only be waived if a medical doctor advises a different position in writing. The recommendation must be submitted to Little Lambs Home Daycare.

Additional information:

As discussed in How Does Learning Happen, children’s well-being is supported when adults respect and find ways to support each child’s varied physiological and biological rhythms and needs for active play, rest and quiet time.

Finding ways to reduce stress through providing space and time for rest and quiet play based on individual differences helps children become increasingly aware of their own basic needs and supports their developing self-regulation skills.

Our program makes every effort to organize time, space and materials to support the children’s varied needs for sleep, rest and quiet time.

Smoke-Free Policy

As of May 2006, Ontario developed a Non-Smoking Bylaw that includes Home Child Care Facilities. There shall be no smoking in the home where child care takes place and smoking shall not happen in the yard or garage outside when children in care are present. During the providers personal time (hours/days of closure) no one shall smoke within a 10 foot radius of the home.

Sunscreen

PROVIDERS DO NOT GENERALLY SUPPLY SUNSCREEN DUE TO COST AND ALLERGIES. They are, however, responsible for ensuring that it is applied before any outdoor excursions during seasons of high ultra violet rays. All children MUST come with SUNSCREEN and a hat in summer weather and a warm hat, extra mittens in winter weather.

Toilet Training

Children who are in the process of toilet training or those prone to accidents must come to the provider’s home prepared with an appropriate number of changes of clothing. Please remember to consider your child’s comfort as well as the convenience of your child’s caregiver. The provider does not provide extra clothing or launder soiled clothing. When you begin toilet training your child, speak with your provider. It is important to be on the same routine and somewhat the same procedures. (I.e., Readiness can make all the difference in



success and using the same procedures). Working together with the provider may help the process be less challenging for your child, you and your provider. Providers do not rinse soiled clothing or diapers as this causes the spread of bacteria and germs by way of splashing. Soiled clothing will be placed in a tied plastic bag and returned to you at pick up time.

Diapers, Pull-ups & wipes

Parents/guardians are responsible for supplying/restocking diapers, pull-ups and wipes at the provider's home. Consider purchasing an extra package to leave at the provider's home. Your provider will inform you in advance when the supply is getting low.

Toys from Home

It is our policy to discourage children from bringing toys from home. Aside from those special "things" needed during a child's adjustment to his/her new Home Child Care experience, all other treasures should not come to the provider's home. Problems with missing or broken toys and sharing situations quite often arise. If the child has a special blanket or toy he/she likes to rest with, it is acceptable. Please consult with your provider before bringing any items from home. *Our providers are not responsible for lost or damaged items from home.*

Supervision Policy for Volunteers and Placement Students

POLICY

It is the policy of Little Lambs Home Daycare to help support the safety and well-being of children enrolled in home child care settings monitored by this agency. Little Lambs Home Daycare abides by The Ministry of Education, Child Care & Early Years Act regulations which indicate that every operator shall ensure that every child who is in attendance in a home child care premise is supervised by a person authorized by Little Lambs at all times (staff, provider/approved alternate). Every volunteer or student at the home child care premise is supervised by an employee or home child care provider at all times and is not permitted to be alone with any child.

PROCEDURE

The administration of Little Lambs Home Daycare will: Annually review and evaluate this policy. Ensure that the policy is reviewed with employees, agency providers, with volunteers or students who will be providing care or guidance at the home child premises, and with volunteers, students and persons ordinarily resident at, or usually on the premises of, the location where home child care is provided before they begin providing that care or guidance and at least annually afterwards. Ensure that staff, providers, volunteers and students access Little Lambs online training portal to complete required training for this policy as with other policy reviews.



CLARIFICATIONS:HOME CHILD CARE LOCATIONS

No child is supervised by a person less than 18 years of age. Criminal reference checks including Vulnerable Sector screenings are required for all students and volunteers, 18 years of age and older, having direct contact with children in licensed child care programs and for all persons usually on the premises of the home child care premise. The ministry criminal reference check and vulnerable sector screening policy does not apply to students under 18 years of age.

VOLUNTEER & STUDENT SUPERVISION

- An approved person:
 - Is 18 years of age or older
 - Has reviewed and completed required online training of agency policies and procedures including but not limited to:prohibited practices, confidentiality, and medical needs, including anaphylaxis.
 - Is required to review policies annually
 - Has provided an original criminal background checks, including vulnerable sector search
 - Has up-to-date immunization including tb-test if required
- Additional Points:
 - All matters involving professional misconduct, as defined by the Ministry and the College of Early Childhood Educators Code of Ethics and Standards of Practice will be referred to the appropriate agencies and organizations (e.g. Ministry of Education, College of Early Childhood Educators, County of Hastings, Police Services, Children's Aid Society, and Little Lambs Home Daycare administration
 - Little Lambs Home daycare's liability insurance covers volunteers and students.
 - Parents are informed of the Supervision of Volunteers and Students Policy: In the Parent Handbook as well as discussed thoroughly during placement interviews.



Parent Issues and Concerns Procedure

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> The home child care provider directly or <ul style="list-style-type: none"> the Home Visitor or Licensee/Director 	<ul style="list-style-type: none"> Address the issue/concern at the time it is raised or <ul style="list-style-type: none"> arrange for a meeting with the parent/guardian within 2 business days. Document the issues/concerns in detail. 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.
General, Agency - or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> The licensee/Director 	<ul style="list-style-type: none"> 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.
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to <ul style="list-style-type: none"> the individual directly the Home Visitor or licensee/director. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>



Student- / Volunteer-Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> the Home Child Care Provider responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> The home visitor and/or licensee/Director. <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the Licensee/Director as soon as parents/guardians become aware of the situation.</p>	
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For a complete list of Little Lambs Policies and Procedures please visit
www.littlelambs hdc.com

2020 Home Child Care Fee Guide (BASE DAILY FEES IF CWELCC IS NOT APPLIED)

Age of child	Type of care	Weekday	Weekend
Infant-Preschool (3 weeks- 4 years)	Full day/part day (max 9.5 hours)	\$40	\$50
Infant-Preschool (3 weeks- 4 years)	Premium (more than 9.5 hours care / or/before 7am or after 5:30pm)	Plus :\$10	Plus :\$15
Infant-Preschool (3 weeks- 4 years)	Overnight care (up to 12 hours)	\$50	\$60
School age	Before and after school	\$20	na
School age	Premium: B&A School (before 7am or after 5:30pm)	Plus: \$10	na
School age	PA day/school holidays	\$40	\$50

School age	Premium Day: PA Day, School holiday (more than 9.5 hours /or/before 7am or after after 5:30pm)	Plus \$10	Plus \$15
School age	Overnight care (up to 12 hours)	\$40	\$50

All premium day, weekend, overnight schedule requests must be approved by the Home Child Care Provider.

Welcome To: Little Lambs Home Daycare !

Visit: [www.littlelambs\(hdc\).com](http://www.littlelambs(hdc).com)
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