

# *Little Lambs Home Daycare*



A Licensed Home Child Care Agency

Providers Manual

## Table of Contents

Welcome.....	2
Philosophy.....	2
Structure.....	3
Our supporting Role.....	4
Initial home child care setup assistance	
Experienced home child care providers with an established home child care	
Support services offered for both types of providers	
Professional Development.....	5
Home Child Care Model Options.....	6-7
Financial.....	8-11
Compensation how you are paid	
Deductions	
Financial arrangements	
Income Tax	
Late Fees	
Changes to Children’s schedules	
Vacation/Free off-time Policy (client directed)	
Provider’s vacation	
Public Holidays	
Explanation of payment for public holidays	
Qualities of a good home child care provider.....	12
Mandatory requirements for a home child care provider.....	13
Policies and Procedures.....	14
Are you ready?.....	14
Resources .....	15-16

## A little about us

Welcome,

Little Lambs Home Daycare was established in 2012 as a small home daycare. Word travels quickly in small towns and in no time Little Lambs had built a strong reputation. It was our commitment to developing the best home child care program that earned our success. Now Little Lambs Home Daycare has grown into an agency overseeing other home daycares. Owning and operating as an agency will allow us to guide other providers and have a bigger impact on the desperate need for accountable child care.

Little Lambs Home Daycare Agency is approved by The Ministry of Education and has been issued an Agency license. This was a huge process. We are now company working diligently to establish homes and seek future clients. Are you interested in becoming a home child care provider? We are creating a new standard and revolutionizing the home daycare industry.

sincerely,  
Kristina Schwartz  
(founder)

*Philosophy:*

*At Little Lambs We*

Set the highest expectations for each individual child. By doing so we offer each child the potential to be the best they can be without limitations. Foster inclusion within and outside our programs. Every child deserves to be a fully participating member of our programs, their families and their communities regardless of ability/skill. Promote the importance of community and respect our environment through sustainable practice. Little Lambs is committed to supporting locally owned businesses and educating children through our actions the importance of sustainability and conservation.

## Structure

Little Lambs Home Daycare is a for-profit home child care agency that prides itself on setting a new industry standard in; equality, professionalism, competitive wages and support. Remuneration is paid to administrative staff and RECE home visitors for services rendered. All other money is put back into the child care programs/professional development and training. (\*to be registered as a not-for-profit Little Lambs would be required to have a board of directors)

### **Director/owner: Kristina Schwartz**

- Responsible for administrative management
  - Child care invoices
  - Provider remuneration
  - Organization and management of all home child care premises ministry requirements
  - Insurance
  - Recruiting new providers and child care clients
  - Management and delivery of funding from Hastings County
- organizing Professional development
- Responsible for all matters relating to Licensing with the ministry of education
- Unwavering support for all those involved with the agency
- Annual reviews

### **RECE Home visitor: Danielle Williamson & Darlene Dracup**

- Monthly visits (planned, monthly visits are not on a drop in basis)
  - Offer guidance to home child care providers
  - Be an extra hand to help the provider while at the premises
  - Simple checklist of providers home ensuring that agency standards and practices are being followed.
- Quarterly Ministry regulated safety checks (drop in inspection)
  - Ensures all requirements of the Ministry of Education relating to home child care are being met and followed.
- Facilitate some professional development during monthly visits

### **Partners: Hastings County**

- wage enhancements for Home child care providers
- General operating grants to be divided between home child care premises with the intention of improving home child care programs.
- Child care subsidy for parents who may require financial assistance.

## Our Supporting Role

Whether you are new or experienced child care provider Little Lambs is here to support you.

### **Initial home child care setup assistance:**

- We have partnered with “The Tree Trunk”, a locally owned small business in Belleville to support our child care providers in setting up their homes.
- Assistance will be offered up to \$2000. All products will be new, sustainable and dependable for child care settings. (Parent’s are not spending their hard earned money on child care with the intention of their child using equipment that is less than satisfactory)
- Assistance is offered on a “tab” (like cell phones). ¼ of what the child care providers licensing fee or money earned for the agency through the provider is paid to the providers “tab” each month. If the provider should exit their contract with the agency before their “tab” is fully paid than their remaining balance must be paid to the agency, or items returned. If returned the amount “paid down” on the tab will count as item rental. Whatever is more logical and in agreement of both the provider and the agency.

### **Experienced child care providers with an established home daycare:**

- Financial assistance for replacing or purchasing required equipment will be offered on a case by case basis. Everything will be done to ensure that the established home daycare meets Little Lambs Home Daycare standards.
- Assistance is offered on a “tab” (like cell phones). ¼ of what the child care providers licensing fee or money earned for the agency through the provider is paid to the providers “tab” each month. If the provider should exit their contract with the agency before their “tab” is fully paid than their remaining balance must be paid back to the agency, or items returned. If returned the amount “paid down” on the tab will count as item rental. Whatever is more logical and in agreement of both the provider and the agency.

### **Both new home child care providers and experienced providers will be offered:**

- Initial training: Home child care providers will receive training of all Little Lambs Home Daycare policies and procedures.
- CPR first aid training: Little Lambs will cover the cost of their providers required CPR first aid training. If the provider should fail their training they will be required to pay for subsequent training costs.
- Fire inspection: all homes must be inspected by a local fire inspector to ensure they meet codes and requirements for home child care. This cost will be covered by the agency (up to \$100). Any revisions required to the home by the inspector must be paid for by the home child care provider (smoke alarms, carbon monoxide detectors, fire extinguisher etc)
- Assistance in negotiating child care placements

## Professional Development

The Ministry of Education's "*How Does Learning Happen*" document is a pedagogical resource to be read, understood and used in combination with other training by all home child care providers.

Little Lambs Home Daycare requires all home child care providers to accumulate at least 12 hours of professional development/training per year. Little Lambs will organize and facilitate at no costs all required training. If the provider is unable to make themselves available for provided training than they will be obligated to find training externally. All external training must have a certificate of completion or a letter stating the topic of the training, method of training and signature of provider/facilitator. External training may have additional costs not covered by Little Lambs Home Daycare.

Providers will not receive remuneration for their hours of participation for the purpose of professional development.

### **Types of training to be offered by Little Lambs Home Daycare:**

- Self employed/small business accounting
- Health and Safety
- Personal mental health and well being (providing home child care is very demanding and can be socially depriving. Maintaining positive mental health will allow our providers to avoid "burnout")
- Child development (infant-preschool)
- Ways to incorporate learning in play, facilitating children's learning
- Inclusion, equality and diversity: the growing need for adaptable child care settings
- The hundred languages of children: The Reggio Emilia Approach
- Technology and children
- Communication skills: practical skills for communicating efficiently and effectively in all aspects of home child care.
- Open to suggestions!!! What are our providers interested in learning?

## Home Child Care Model Options

Little Lambs Home Daycare is committed to being the first “fair” agency. An agency that respects the provider as an integral member of the team and treats them as the professionals they are.

Offer	Option A-full contract	Option B-independent
<b>Criteria</b>	<ul style="list-style-type: none"> <li>*Monthly home visits</li> <li>*Full administrative support</li> <li>*commitment to lifelong learning</li> <li>*love for children and respect for children’s individuality</li> </ul>	<ul style="list-style-type: none"> <li>*minimum two years experience in early childhood education and/or home child care</li> <li>*preferably ECE, child and youth worker diploma</li> <li>*strong knowledge in human services, business administration</li> <li>*knowledge of child development is evident in daily practice</li> </ul>
<b># of children placed to a maximum of 6</b>	<ul style="list-style-type: none"> <li>*all children placed in home are registered through the agency</li> <li>*# of children will be decided by providers physical space, knowledge and ability</li> </ul>	<ul style="list-style-type: none"> <li>*provider recruits and registers all children in their care.</li> <li>*the agency will assist in child care placement recruiting</li> <li>*provider sends required information to the agency for all children independently enrolled.</li> </ul>
<b>Fee base</b>	<p>The agency determines both the parent and provider remuneration.</p> <p>Basic child care fee: \$40/day</p> <p>Provider remuneration: \$35/day</p> <p>Note: children who require extended care or special services will be charged an additional fee. The provider</p>	<ul style="list-style-type: none"> <li>*provider determines and collects fees for children they enrol</li> <li>*\$350/month will be invoiced to the provider for agency licensing and support.</li> <li>*if the provider accepts agency children than money paid to the agency from child care fee will be deducted</li> </ul>

	will receive 100% of this extra fee as remuneration for extended service.	from licensing fee at 70%. E.g. Child "A" attends independent child care 5 days/week for the the month (4 weeks). Little Lambs would of collected \$5x5x4=\$100 in fees. Providers monthly licensing fee will now total \$280
<b>Emergency Back up</b>	Under development	Under development
<b>mentoring/ staff support</b>	yes	yes
<b>Home Visits</b>	Monthly- planned Quarterly- drop in safety check	Monthly- planned Quarterly- drop in safety check
<b>Enhancement grant (Hastings County)</b>	Yes-when available	Yes-when available
<b>Wage enhancement (Hastings County)</b>	Yes-when available Currently \$20/day for full time child care providers (min 6 hours/day) Trending to be increased	Yes-when available Currently \$20/day for full time child care providers (min 6 hours/day) *trending to be increased
<b>Family or provider referral bonus (\$40)</b>	yes - upon signed contract	Yes-upon signed contract (agency signed children only)
<b>Fee subsidy available for families</b>	yes	For agency registered children only
<b>Initial setup assistance/ new equipment assistance (tab format)</b>	Yes	Yes-to be discussed on an individual basis
<b>Professional learning opportunities</b>	Yes-agency provided (required min 12 hours/year) *external at provider's expense	Yes-agency provided (required min 12 hours/year) -external at provider's expense
<b>Team building opportunities</b>	All are welcome	All are welcome

## Financial

### Option A-full contract/or Independent providers who have agency children enrolled

### Compensation-How you are Paid

Pay is bi-weekly via direct deposit according to the two week SIGNED attendance sheet submitted for child care services. Your pay should be in your account on the Friday morning of pay week. Attendance forms are provided by Little Lambs Home Daycare via a downloadable link on website or can be delivered to you by your ECE home visitor. The parent/guardian must sign the attendances at the end of the two week period agreeing to and authorizing payment for the time recorded.

- This amount will be for the actual number of hours/days of care you provided according to your attendance sheets and the schedules submitted to the office by the parent/guardian.
- To avoid conflict of payments at a later date, attendances submitted without parental/guardian signatures may not be input for payment until the hours are confirmed by the parent/guardian.
- Providers are encouraged to keep a copy of the attendance sheets for their personal records.
- **Attendances must be submitted to Little Lambs Home Daycare office no later than the Monday following the last date marked on the attendance at the end of the two week period. This can be done by hand delivering the attendance or scanning and emailing them to the office.**
- Attendances not submitted by this time will be submitted for payment in the following pay period. The administrative staff needs time to calculate the hours of care for submission to the payment system.

### Deductions

- There are no deductions taken from your pay
- You may contact employment insurance office or other government agencies directly to pay income tax and Canada pension deductions (this is usually done when you file your taxes). Due to the nature of the child care industry no HST is charged for services rendered
- Providers are encouraged to speak with their banking advisor to set up a retirement savings plan/ separate account to accumulate income taxes to pay annually.

- Little Lambs is seeking information from various companies concerning benefits and retirement plans for independent contractors. This is in an effort to provide our staff with the most economical and beneficial service plans. Little Lambs Home Daycare will not make contributions to plans for our staff.

## **Financial Arrangements**

The agency will provide a detailed payment schedule. Payments are to be calculated based on the child's scheduled attendance. The payment schedule is reviewed annually.

## **Income Tax**

When purchasing anything for child care purposes (i.e., equipment, toys, food, and travel expenses) you must save all receipts to apply to your income tax claim as deductions to offset your income tax. You will receive a T4A form from the office at tax time. The agency provides receipts to parents for payment of service a minimum of annually for income tax purposes.

## **Late Fees**

- If the parent/guardian is consistently late picking up his/her child after the specified time, a late fee of \$5.00 per half hour or a portion thereof may be charged.
- Use your own judgement in this regard. It is strictly up to you to collect this fee.
- The parent/guardian need to make prior arrangements with you to provide extra care time.
- There are late fee forms available from the office if you need them.

## **Changes to Children's Schedules**

Requests for changes to schedules or requests for vacation/off-time must be submitted to the office by the family on the change of schedule form (available from the Agency office) two weeks before the change occurs. In coordination with you, Little Lambs Home Daycare will make every attempt to accommodate requests for changes to Schedules. The agency and you must approve changes in a child's schedule. There will be no credit for unused days unless Little Lambs receives at least TWO WEEKS ADVANCE WRITTEN NOTICE of a schedule change and the family has free vacation time remaining.

## **Vacation/Free off-time policy**

Requests for vacation/off-time must be submitted to the office by the family on the change of schedule form (available from the Agency office) two weeks before the change occurs.

Each child will be allowed up to three weeks of “free” off time each year (January 1st to December 31st). The number of “free” days off to which each child is entitled is based on the average number of days the child attends the program. You are not paid for a child’s approved “free” days. If the child normally attends:

- 5 days/week, the child may be absent 15 days - no charges apply.
- 4 days/week, the child may be absent 12 days – no charges apply.
- 3 days/week, the child may be absent 9 days - no charges apply.
- 2 days/week, the child may be absent 6 days - no charges apply.
- 1 days/week, the child may be absent 3 days - no charges apply.

## **Provider Vacation**

- When you are not able to provide care, you will not receive any payment
- Please advise the office in writing four weeks in advance, if possible, of your holiday schedule to allow alternate arrangement to be made. If planning to take a week’s holidays at a time the more advanced notice to the office the better. Families will often plan their vacation time around their providers.
- In consideration to our clients who are depending on accountable child care it is Little Lambs Policy that providers not take more than 3 weeks off for holiday/discretionary days. Child care is a required service. Any cancelled child care day by the provider implies that up to 6 families will be in need of care from somewhere else, or have to miss work or school themselves. Dependable is a reputation to be proud of and one that Little Lambs would like to keep.
- When you are sick or not providing care for any reason, it is imperative that the agency be informed at the earliest convenience to allow time for alternate arrangement to be made for the families who require such.

## Public Holidays

A list of 10 public holidays recognized by Little Lambs Home Daycare follows

<b>New year's day</b> January 1st	<b>Family Day</b> 3rd Monday in February	<b>Good Friday</b> Friday before Easter Sunday
<b>Victoria Day</b> Monday, May 24 or the Monday prior if the 24th falls on the weekend	<b>Canada Day</b> July 1st	<b>Labour Day</b> 1st Monday in September
<b>Civic Holiday</b> 1st Monday in August	<b>Thanksgiving Day</b> 2nd Monday in October	
<b>Christmas Day</b> December 25th	<b>Boxing Day</b> December 26th	

Where municipal, provincial, and federal government declare additional public holidays, such will be recognized.

## Payment Explanation for Public Holidays

Your relationship with Little Lambs Home Daycare is considered one of self-employment; therefore, you do not pay statutory deductions nor receive vacation pay. You receive a T4A at year end instead of a T4. It is important to know that we do not charge all parents fees for all public holiday. Fees are charged for the public holiday to those who regularly and consistently attend on the day of the week when the public holiday occurs. You will receive payment for children when the public holiday occurs on a regularly and consistently attended day. Example: If Christmas Day and Boxing Day fall on a Wednesday and Thursday and the child does not regularly and consistently attend care with you on Wednesday and Thursday, the parent is not billed the fees and you are not paid for those public holidays.

## Insurance

Little Lambs Carries a \$5,000,000 liability and abuse insurance policy. This insurance is ministry mandated and covers the agency, providers and clients in case of injury or allegation of abuse. This insurance does not replace the Home Child Care providers home insurance or auto insurance. Providers are required to submit a copy of their insurance to the agency which clearly states their insurance company is aware and there is a policy in place to cover the provider's Home Child Care business. Little Lambs Home Daycare is not responsible for any damages incurred to the homeowners property.

## Qualities of a Good Home Child Care Provider

When considering providing child care, it is essential that you are aware of the personal/professional qualities our agency considers to be of importance and would assist you in caring for children.

**A good home child care provider is someone who:**

- Enjoys children and is happy to spend time with them.
- Sees a child as an individual and makes every effort to understand and encourage his/her development.
- Is aware of child's developmental stages and ages and can provide fun learning activities appropriate to the children in care.
- Accepts her/his work with children as a major responsibility while the children are in her/his home.
- Is friendly, warm, affectionate and understanding.
- Has patience and can maintain control in different and/or surprising circumstances.
- Is responsible/reliable: the children and the parent/guardian depend on you.
- Is flexible: when working with children, things change and seldom go as planned.
- Has knowledge of nutritional needs of children and will provide nutritious snacks and lunches to promote healthy eating habits.
- Has lots of energy, whether caring for infants, chasing two year olds or coping with the emotional ups and downs of school age children.
- Is willing to share his/her home and some personal possessions.
- Has good health: working with children means exposure to colds, viruses, and a variety of normal childhood illness.
- Has knowledge of first aid and a plan for dealing with emergencies.
- Is willing to follow appropriate behaviour management techniques.
- Communicates and cooperates with the parent/guardian of the children in his/her care as well as his/her ECE Home Visitor and Agency.
- Uses discretion: as a provider you may come upon things about your families, which must remain confidential.
- Is willing to keep accurate records as required.
- Is willing to increase and enhance her/his qualifications by attending workshops and learning to use the available community resources.
- Has a willingness to work in partnership with the parent/guardian and the staff of a licensed home child care agency.

## Mandatory Requirements of Child Care Providers

The following outlines the process to become a home child care provider for Little Lambs Home Daycare.

### **Application and Interview**

Complete and return the application to the office for review. An interview will be arranged at a mutually acceptable date and time for you and the agency.

### **Application Process**

Confirmation of the contract is subject to:

- Successful completion of the Criminal Reference Check with Vulnerable Sector Screening. The original or true copy must be submitted to the office.
- Successful completion of the fire inspection. Little Lambs will assist in the organization and fee for this requirement.
- Reference recommendations: two letters of reference are required from previous employees, organization you were a part of, prior clients in the child care field.
- Medical requirements
  - You must provide a completed health assessment indicating that you are free of communicable disease and your immunization is up-to-date. The blank form may be obtained from the office. You are required to submit up-to-date immunization records for yourself and all persons normally residing in your home before child care placements can be made. A signed and dated declaration is required for all who choose not to be immunized. These records must remain current and a copy for each person provided to the agency any time a change is made.
- Tuberculosis Skin test.
  - A two-step T.B. Skin Test, meeting the requirements of the district health official, is required upon confirmation of acceptance of the contract (may be obtained from health unit). Determination of all medical requirements is subject to the discretion of the district health official.
- Successful home assessment, including completing health and safety checklist, conducted by the agency.
- Pets: Up-to-date immunization records for all cats and dogs must be submitted to Little Lambs

## Policies and Procedures

Little Lambs Home Daycare has an extensive Policies and Procedures Manual with relevant attachments/resources available on our website for Providers who have signed contracts with the agency.

The policies and procedures are based on ontario Reg 137/15

The manual includes policies and procedures for:

- Group size and supervision
- Home, outdoor space and equipment
- Health and medical supervision
- Nutrition
- Program for children
- qualification/professional development
- Screening measures and criminal reference checks
- Emergency preparedness
- Administrative matters
- Other legislation (smoke free Ontario, car seat safety etc)
- Compliance and contraventions

Reading/understanding and accepting all requirements and responsibilities of Little Lambs policies and procedures is mandatory upon signing a contract and before children may be placed in your home.

## Are You Ready?

A copy of the Health & Safety Checklist may be requested from the office. It is completed by the agency to aid in preparing your home. At this time, it is not a requirement to obtain annual health and fire inspections. If this requirement changes, Little Lambs is responsible for ensuring that successful health and fire inspections are completed prior to the licensing visit. The agency Health & Safety Checklist will address the items previously inspected by health and fire services. The observations and notes will be discussed with you upon completion. A timeframe will be established for identified items to be addressed to continue the application. A follow-up visit will be conducted to ensure the home meets the requirements of the agency and all governing bodies before your contract with the agency is approved.

## Resources

### How Does Learning Happen?

<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

Ontario's pedagogy for the early years is organized around four foundational conditions that are important for children to grow and flourish: Belonging, well-Being, Engagement, and Expression. These foundations, or ways of being, are a vision for all children's future potential and a view of what they should experience each and every day. These four foundations apply regardless of age, ability, culture, language, geography, or setting. They are aligned with the Kindergarten program. They are conditions that children naturally seek for themselves.

### Child Care and Early Years Act, 2014

This legislation replaces the Day Nurseries Act (DNA) to establish new rules governing child care in Ontario.

- The CCEYA came into effect on August 31, 2015
- Many of the new provisions strengthen compliance and health and safety in child care settings, and help parents make informed choices about their options.
- Many of the provisions that existed under the regulations of the Day Nurseries Act are unchanged and will be carried forward under the CCEYA.

To Whom Does the Act Apply?

- Unlicensed child care
- Home child care providers contracted by a licensed agency
- Licensed home child care agencies; and
- Licensed child care centres

### Many helpful resources are available on this link for child care professionals

<http://www.edu.gov.on.ca/childcare/professionals.html>.

- Learn more about how Ontario is modernizing child care.
- Find out more about supporting children's learning and development. Learn about Ontario's pedagogy for the early years and related resources.
- Start a childcare centre. Read the Orientation Package for Prospective Child Care Operators (PDF 523 KB).
- Upgrade my qualifications. Learn about education grants, travel grants and other help for early childhood educators.

### The College of Early Childhood Educators

<https://www.college-ece.ca/en>

The College of Early Childhood Educators regulates and governs Ontario's early childhood educators in the public interest. There is a great deal of information relating to ethical and professional practice and much more to be found on their website.

### **Association of Early Childhood Educators Ontario**

<http://www.aeceo.ca/>

The AECEO is the professional association for ECEs and its primary purpose is to advocate for respect, recognition and appropriate wages and working conditions for *all* ECEs. The AECEO serves our members and the ECE community.

- A great source for external professional development training.