



BECOMING A CHILD CARE PROVIDER



EARLY YEARS
SERVICES

Welcome!

Interested in offering quality Child Care from your home? The person responsible for Home Child Care Services (called a Provider) provides a nurturing environment in which children can safely create, explore, and grow.

Parents seek to find a warm, caring, and trustworthy individual to care for their children while they are at work. The Prescott and Russell Licensed Home Child Care Agency is looking for individuals who are interested in starting or developing their own Home Child Care Centre. If you meet our selection criteria, our qualified Staff will provide the support necessary to deliver the highest quality of Child Care Services.

If you plan to offer Home Child Care Services, this brochure will provide you with some basic information to help you make an informed decision and determine whether this kind of work is for you.

Becoming a Provider

IS THIS KIND OF WORK FOR YOU?

It goes without saying that the tasks of a Provider are demanding and require a sense of humour, patience, flexibility, and organizational skills. Before taking any steps, ask yourself the following questions:

- Do I enjoy working with children?
- Am I knowledgeable about children's development or willing to learn more about it?
- Do I feel able to take care of children for 9 to 10 hours per day?
- Are my spouse and children supportive of my decision to provide Home Child Care Services?
- Do I have a safe, healthy, and non-smoking environment that will enable children to learn through play?
- Can I cope with emergencies?
- Can I accept the difference in a client's lifestyle?
- Am I comfortable working in an environment where I would have almost no contact with other adults on a daily basis?
- Am I prepared to take on the responsibility of being my own boss (recordkeeping, planning activities, etc.)?

MAKING THE RIGHT CHOICE

Starting your own Child Care business is a rewarding experience

You get to:

- be self-employed and carry out recognized work from home.
- enjoy self-employed business expense deductions from your Income Tax return.
- choose your own hours that fit your family's schedule.
- make a difference in children's lives.
- supplement the family income without having to work outside the home.

SCREENING

The Child Care Advisor carefully chooses a Home Care Provider through an application and screening process. This involves filling out an application form, police and child protection services checks (for all adults 18 years and older who are in the home when children are present), medical certificate, and reference checks. It also involves undergoing a home screening by the Child Care Advisor to determine whether the home meets our standards of care, safety, and suitability.

OTHER REQUIREMENTS:

- Commercial General Liability Insurance.
- Flexible hours of care to accommodate the work schedules of parents in the community.
- Motivation to maintain a safe home environment for children of all ages.
- First Aid Level C (AED).

The Prescott and Russell Licensed Home Child Care Agency reserves the right to determine the suitability of the Provider and home based on the results of the interview and other procedures.



The Early Years Services of the Social Services Department of the United Counties of Prescott and Russell manage a Home Child Care Agency. The Agency is licensed by the Ontario Ministry of Education in accordance with the *Child Care and Early Years Act, 2014*.

WHAT WE DO

The Agency supports both Providers and parents in the community.

THE AGENCY SUPPORTS THE PROVIDER THROUGH:

- referral of families;
- providing resources to enhance and support programming through regular visits;
- facilitating Provider-parent communication;
- developing policies and procedures that both the parents and the Providers follow;
- the collection of fees and bi-monthly direct deposit;
- the issuance of tax receipts;
- the provision of training through workshops and the opportunity to network with other learning-community Providers;
- the loaning of equipment (including double strollers, high chairs, playpen, etc.) and the availability of a toy lending library;
- support services of an Inclusion Counsellor for the inclusion of children with special needs;
- referral to community resources.

THE AGENCY SUPPORTS THE PARENT THROUGH:

- helping them find a Provider who is a member of the monitored Network (selected and visited regularly so that government standards are met);
- providing information and referral services from a Child Care Advisor;
- offering the possibility of financial subsidies for eligible families.

There are several other advantages to participating in the Agency's program!

We also supply many resources: start-up craft kit, craft ideas, and a toy lending library of educational toys. We publish a newsletter, for both parents and Providers, filled with important information, resources, and upcoming events.

CHILD CARE AND EARLY YEARS ACT, 2014

UNLICENSED HOME CHILD CARE (*informal care*)

The Act specifies the number of children you can care for. In Ontario, each Provider can look after **five children under 13 years old**.

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

LICENSED HOME CHILD CARE (*formal care*)

Providers working with a Licensed Home Child Care Agency like ours may also care for **six or fewer children under 13 years old**. However, there are limitations on the number of children in specific age groups who can be cared for in a Provider's home. The Home Child Care Provider, whether licensed or not, must include her own children under six years of age in the total number of children she is caring for.

As self-employed workers, Home Child Care Providers have the flexibility and control to determine the terms of their services: opening hours, as well as the number and ages of the children (always within the limits of the Act). They may also make arrangements for private Child Care if a family meets the set criteria.

PROGRAM STATEMENT

VISION

High quality Home Child Care is possible when we work together in deep commitment to children.

MISSION

The Prescott and Russell Licensed Home Child Care Agency aims to provide a safe, nurturing, and responsive Home Child Care environment for children by supporting Providers and working in partnership with families.

DURING THE NEXT FEW YEARS, OUR AIM WILL BE:

- to promote high-quality, age-appropriate, play-based learning experiences for children in Home Child Care residences affiliated with the Agency;
- that all Home Child Care Centres reflect the vision and principles described in the Program Statement (children, families, Providers, and community context may affect how a particular program looks and feels);
- to explore each Home Child Care's current approach and guide it toward an emergent approach;
- to offer a high-quality infant/toddler program based on knowledge of very early development, focused on relationships, safety, and well-being, each element of which is rooted in daily routines and experiences;
- to focus on the healthy development of the whole child – social, emotional, physical, cognitive, and language development;
- to keep moving forward in increasing the quality of our practice, one step at a time.

OUR PHILOSOPHY

The Prescott and Russell Licensed Home Child Care Agency's program is consistent with the Ministry of Education's policies, pedagogy, and curriculum. Some of the Ministry documents we reference in our program include the following:

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

The Prescott and Russell Licensed Home Child Care Agency philosophy also upholds the Ministry of Education's four foundational conditions that ensure optimal learning and healthy development: **Belonging, Well-Being, Engagement, and Expression**.

Our philosophy is based on values and principles that affect the program offered to children and families. Providers share in the

values and beliefs of our Agency and understand the importance of building strong relationships with both children and families.

The following principles, based on research and practice, serve to promote continuous improvement in quality learning experiences. They are interconnected – they depend on and relate to each other. Also, they require our engagement and are based on the goal of achieving the best outcomes for children.

PRINCIPLES THAT GUIDE OUR WORK

We reflect on the following beliefs when making decisions that affect children and their families.

IMAGE OF THE CHILD

Children are capable, competent, knowledgeable, resourceful, curious, imaginative, and inventive. They are born with a need to interact and communicate with others and to construct their own learning.

RELATIONSHIPS

According to *How Does Learning Happen?*, fostering good relationships with children and their families is the single most important priority for Educators.

Relationships are the foundation of all that we do. Through our interactions, we create a sense of belonging and acceptance where every individual (child, parent, Educator) experiences a feeling of being valued by others. Caring, mindful, and resourceful interactions are essential to providing learning environments that are inclusive and respectful.



LEARNING THROUGH PLAY

Play to a child IS learning. Early childhood experts know that children learn best through free play and discovery.

Play allows children to use their creativity while developing their imagination, dexterity, and physical, cognitive, and emotional strength. It is through play that children at a very early age engage and interact in the world around them.

In Home Child Care settings, the educational program and practice is built upon knowledge of each individual child, their interests and unique qualities. Using an emergent, play-based curriculum, Providers observe and listen closely to children and families to gain an understanding of current interests and abilities of the children. The children have uninterrupted periods of play, free choice, along with Provider-guided experiences and provocations.

WELL-BEING: HEALTH, SAFETY, AND NUTRITION

Well-being includes good mental and physical health, feelings of happiness and satisfaction. Well-being is enhanced by other important factors including children's level of involvement, participation and active learning, self-esteem, feelings and emotions.

In Home Child Care settings, relationships that are warm and supportive assist babies to express feelings such as joy, sadness, frustration, and fear, and support strong attachments.

Routines, rituals, rules, such as hand-washing, toilet training, and tidying up, provide opportunities to learn about health and safety. Children also develop self-reliance and confidence in personal hygiene, care, and safety for themselves and others.

A healthy diet is essential for healthy living. Educators provide many opportunities for children to experience a range of nutritious foods and to learn about food choices. Cooking is seen as part of children's everyday learning experiences, and you will often smell this as you enter the Home Child Care. Providers also accommodate for differing food intolerances, as well as cultural and family beliefs during mealtimes.

Children also gain a basic understanding of the importance of an active lifestyle.

ENVIRONMENT AS THE “THIRD EDUCATOR”

The play space environment is seen as the “Third Educator”. The indoor and outdoor spaces in the homes are meant to capture all things natural, sensorial, meaningful, and real. As a welcoming place, the home environment encourages encounters, communication, and relationships. In these varied and unique settings, adults and children are invited to discover together the joy of learning.

In Home Child Care settings, there are spaces for children to be on their own or part of a small group. There are spaces for children to:

- run, bounce, balance, dance, jump, climb, and ride a bicycle;
- explore, investigate, and experiment in natural settings (leafy areas, rock gardens, vegetable gardens, open grassy areas);
- free to play outside on rainy days – we encourage families to bring rain coats and rain boots if they choose);
- smell, taste, touch, and feel the world around them (vegetable gardens, flower beds and potted planter boxes full of colour, and cook vegetables from the garden, natural environment);
- build, invent, and design (access to loose parts within the environment, blocks, and construction materials);
- paint, mould, draw, write, read, and relax (writing area with materials needed for literacy development, real-life literacy experiences through play, art);
- act out, dress up, and dramatize their feelings (dress ups, access to materials and fabric, props, blocks, and construction materials).

SELF-REGULATION

Providers create opportunities to enhance a child’s independence, confidence, and positive sense of self. They offer opportunities for children to strengthen self-regulation by finding what stresses the child and reducing stressors. They help children become self-aware, helping children to recognize whether they are restless or calm. They determine how to guide the child when he is restless, such as finding a quiet place and help the child recognize what works for him and what to avoid.

In order to attain quality outcomes for children, the abovementioned principles will be incorporated into daily practice by Home Child Care Providers. They will give structure to everyday activities and guide program planning.

The abovementioned principles are also consistent with the Ministry of Education pedagogy, which includes the following outcomes for children:

- Every child has a sense of **belonging** when he or she is connected to others and contributes to their world;
- Every child is developing a sense of self, health, and **well-being**;
- Every child is an active and **engaged** learner who explores the world with body, mind, and senses;
- Every child is a capable communicator who **expresses** himself or herself in many ways.



THE COMMUNITY

Children need multiple settings in which to learn and develop. Child Care Homes, families & communities complement each other and can work together to encourage consistent learning and development for children. Providers will work with members of the community to develop familiarity with their unique characteristics, strengths, and the opportunities each affords for learning. They will build connections with their local community partners (e.g. Early Childhood Professionals, public library, emergency services, health unit, schools, etc.) to support children's learning.

THE PRESCOTT AND RUSSELL LICENSED HOME CHILD CARE AGENCY'S VALUES

Children are valued for their ability to do meaningful work, their curiosity and knowledge, and their need to play. Each child is a unique individual with differing abilities and deserves the encouragement, time, and space to try new things, explore new ideas, and develop their own unique understanding of the world.

In Home Child Care settings:

- children have the right to PLAY (play should be fun, exciting, hands-on, stimulating, relaxing, comforting, and challenging);
- children have rest periods and quiet periods;
- children learn about friendship and learn how to be a friend through play;
- children have control over the direction of their learning and are given many ways and opportunities to express themselves: through dramatic play, through sand play, through water play, through dough and clay play, through table top play, through construction play, and through creative play;
- children are provided with indoor and outdoor environments that foster curiosity and investigation;

- children are invited to offer their ideas on activities and have access to materials all through the day;
- children are heard and valued, their physical needs are met, and they feel at home;
- children have opportunities to participate in a range of different cooking experiences that give opportunities for them to taste, smell, and feel ingredients.

Parents and families are valued for their connexions and traditions, their commitment to home, work, and community, and their hopes for their children.

- Parents are viewed as partners, collaborators, and advocates for their children;
- We support and welcome parents' interests and involvement and will offer various opportunities, as follows:
 - Formal and informal meetings to discuss and view happenings that have taken place during their child's experiences at the Home Child Care;
 - Providers will provide parents with examples of "children's images of learning" through work displays and photos;
 - Parent Workshops – workshops and lectures for parents and the wider community. Topics will be related to the parents' common interests (reading with children, healthy eating, importance of play, etc.) and will be conducted by a specialist in the area;
 - Parent Handbook relating to the services offered, including the Program Statement;
 - Excursions: Parents and family are welcome and encouraged to join excursions and events – mostly within walking distance.



Providers are appreciated for their knowledge and values, their varied skills, their vision for children, their delight in seeing children learning, and their commitment to families.

Home Child Care Providers are nurturers, guides, and co-learners in children's learning journey. They recognize and value children as individuals and as members within families, cultures, and communities – all of which bring diverse life experiences.

In Home Child Care settings:

- Providers provoke, co-construct, and stimulate thinking and collaboration with the other children;
- Providers plan activities and experiences based on the child's interests and what is meaningful to them at the time;
- Providers listen, observe, and engage in dialogue with children. They document children's work;
- Providers are committed to sharing children's learning with parents and the community;
- Providers attend workshops each year to further their knowledge about children, their learning, and to be inspired;
- Providers are committed to reflection about their own practices and learning;
- Providers value the importance of good health and nutrition and provide opportunities that foster and support a healthy, active lifestyle.



Our Early Years Services team is appreciated for their engagement in bringing the Ministry of Education's vision of early learning to fruition:

- We believe in sharing our vision and passion for excellence in early childhood education with other Professionals relevant to the education of young children;
- We strive to provide continuing education relating to best practices for children;
- We use a team approach – collaboration and open communication with children, families, Early Childhood Support Professionals, and the wider community – because it promotes the best outcomes for children's learning;
- We meet on a regular basis to discuss, plan, and reflect on our own work, as well as the work of the children and Providers.



NEXT STEP

If you have any questions, please feel free to contact us at 1-800-667-9825 or 613-675-4642 ext. 6310.

Should you be interested in becoming a Child Care Provider, please fill out the attached application form and return it to our Agency. The questions are designed to enable us to learn about your view-point on a variety of Child Care issues.



SAFETY CHECKLIST

Child Care Providers must ensure the health and safety of children everywhere and at all times. To ensure the safety of the Child Care setting, the safety check must include the following:

- No worn out electrical wires or overloaded electrical outlets
- Electrical outlets must be covered
- Cigarette butts, matches, ashtrays, lighters, or other smokers accessories must be kept out of sight
- Plastic bags must be kept out of reach of the children
- Knives and other sharp objects are to be kept out of children's reach
- Toxic plants are inaccessible to children
- Windows and screens must be well secured
- Stairways must have handrails and ramps
- Balcony doors are tightly closed and locked
- Safety pins or any other pointed objects must be inaccessible to children
- Whether your blinds or curtains are new or old, do not leave cords hanging. Keep the cords high and out of the reach of children
- Electrical appliances must be inaccessible to children
- Wood stoves, radiators, and fireplace must be used with supervision
- The following should be kept away from the children: medication, vitamins, beauty products, perfume, or objects like shaving blades
- Handles of pots and pans should be turned towards the back of the stove when cooking
- All cleaning materials, toxic products, soap, bleach, floor wax, paint, solvents, liquor, and plastic bags must be out of the reach of the children
- Safety locks must be on every cupboard containing dangerous products
- Toxic plants, such as poinsettias, dieffenbachia philodendron, etc., must be placed out of reach of the children (ex. on a high shelf)
- Purses should be kept out of reach of children
- Diaper bags should be kept out of reach of children
- Beauty products must be kept out of reach of children and not placed on a vanity or in the bathroom
- All toys must be kept clean and in good condition. They must be examined periodically for signs of wear and tear that could harm a child
- Freezers must be locked
- Tools must be out of reach of children
- Firearms and ammunition must follow the *Canadian Law on Gun Control* (locked, and ammunition kept separately)
- Security hooks must be on doors going to the basement and outside balconies
- Radiators and ventilators are to be used under adult supervision only
- Gas and oil must be kept in a safe area outside the house
- Stairways and exits must be safe, lit, and clean, and free of snow and ice in the winter time
- A list of emergency numbers, including those of persons or services, should be placed near the telephone: Fire department, hospital, poison control centre, Doctor, police services, parents whose children are at the Child Care Centre, ambulance or other means of emergency transportation (e.g., taxi), Child Care Agency

THINGS EVERY CHILD CARE PROVIDER SHOULD DO

- Supervise the children at all times
- Encourage the parents to visit at anytime
- Have educational toys that are safe and age-appropriate for the children
- Plan both active and quiet play times for the children
- Have quiet areas for naps and rest times
- Provide nutritious snacks and meals
- Schedule both indoor and outdoor activities
- Follow hygienic handwashing practices
- Keep updated contact emergency information for each family
- Have a First Aid kit and a fire extinguisher
- Have a working smoke detector on each floor
- Have immunization records for each child
- Be willing to obtain training on child development and other children's issues
- Welcome parents and talk with them about their child every day
- No smoking in the home while children are present, under the *Smoke-Free Ontario Act* (the Agency prioritizes non-smoking homes)
- Have animals vaccinated against rabies
- Carbon monoxide detector



GOOD TO KNOW

QUESTIONS PARENTS COULD ASK WHEN THEY VISIT YOU:

- Why did you choose to be a Provider?
- What do you like most about your work?
- How long have you been a Provider?
- How many vacations do you take during the year?
- How many children do you care for?
- What are your opening and closing hours?
- Other than you, who might be present during the day?
- Are you a smoke-free home?
- Do you have animals?
- Have you received training in the field of early childhood?
- Have you received First Aid or CPR training?
- Do you participate in the Agency's workshops and training sessions?
- Can you describe your daily routine with the children?
- Is it possible to have a copy of your menu and program?
- My child will have access to which room/s in the home?
- Is there an outdoor space enabling children to do activities?
- What do you do when children do not want to sleep?
- What is your method of discipline?
- Do you have references from parents who have already used your service?
- Do you take the children on outings?
- Can I visit you with my child before signing the agreement?

WHAT THE PARENTS WILL OBSERVE:

In the home:

- Well lit/natural light
- Organized
- Clean and safe indoors and outdoors
- Good playing space indoors and outdoors
- The children's crafts posted at the entrance or in the playroom
- Appropriate toys for each age group

The Provider:

- Welcoming
- Concerned
- Sweet
- Joyful
- Patient
- Well-organized
- Well-informed

DAILY RATES FOR HOME CHILD CARE CENTRES

(effective April 1, 2017)

	Per child	Special Needs
Between 5 and 10 hours of care For children from birth to 24 months including 1 meal and 2 snacks	\$ 30.00	\$ 34.00
Between 5 and 10 hours of care For children aged 24 months and over including 1 meal and 2 snacks	\$ 28.50	\$ 32.00
Between 15 and 22 hours of care including 3 meals and snacks	\$ 51.00	\$ 51.00
Between 2 and 5 hours of care including 2 snacks	\$ 17.50	\$ 20.50
Between 0 and 2 hours of care including 1 snack	\$ 13.50	\$ 16.00
One additional meal	\$ 4.50	\$ 4.50
One additional hour of care	\$ 5.50	\$ 5.50

TIPS FOR INTERVIEWING FAMILIES

- Conduct the interview at a convenient hour if possible, either the weekend or in the evening, when the parents and child/ren can be present. Encourage them to visit the Home Child Care several times during opening hours.
- Have your materials nicely packaged in a presentation folder and ready to give to the parents. Take time to go over each form. This should include a copy of your daily routine, an example of your menus, your training certificates, First Aid Level C (AED) Certification, membership registrations, or other professional documents displayed so the parents can see them or kept in a binder.
- Have a list of questions to ask the parents (discuss rules and routines, hours of care, availability, needs specific to their child).
- Take the parents on a complete tour of your home, showing them every area of your home their child will use.
- Talk about the activities you do with the children, how you arrange for their naps, and so on. Encourage parents to ask questions as you go along.
- After the interview, take the time to reflect and ask yourself if you feel you can work with the family.
- References, where applicable.

TELEPHONE DIRECTORY

HOME CHILD CARE AGENCY L'Orignal 613-675-4642 Ext. 6310

CHILD CARE FEE SUBSIDIES 1 800 667-9825
613-675-4642 Ext. 6307

CHEO (CHILDREN'S HOSPITAL-OTTAWA) 613-737-7600

HAWKESBURY GENERAL HOSPITAL 1 800 790-8870
613-632-1111

ONTARIO POISON CONTROL CENTRE 1 800 267-1373
613-737-1100

TELEHEALTH ONTARIO 1 866 797-0000

HEALTH UNIT
Casselman 613-764-2841
Rockland 613-446-1400
Hawkesbury 613-632-4355
Cornwall 1 800 267-7120

VALORIS
Plantagenet 613-673-5148
Casselman 613-764-0014

ONTARIO PROVINCIAL POLICE 1 888 310-1122

EARLYON CHILD AND FAMILY CENTRE
(Resource centre for parents and children)
Casselman 1 866 764-3434
613-764-3434

HOW TO REACH US

EARLY YEARS SERVICES • L'Original Office

59 Court Street
P. O. Box 303
L'Original ON K0B 1K0

Telephone
613-675-4642
1 800 667-9825

Note that it is also possible to leave mail for the Agency office outside of opening hours, by using the external mail box at 59 Court Street.

Fax
613-675-2519
1 800 507-6310

servicedegarde@prescott-russell.on.ca

Supervisor	Danika Joly	<i>Ext. 6300</i>
Child Care Advisors	Ann Morris Angèle Clairoux	<i>Ext. 6309</i> <i>Ext. 6302</i>
Coordinators, Child Care Quality Assurance	Dominique Léger Dominique-Ann Boisvert	<i>Ext. 6308</i> <i>Ext. 6700</i>
Child Care Fee Subsidy Officer	Christine Lalonde Lynne Dupelle	<i>Ext. 6307</i> <i>Ext. 6306</i>
Support Staff	Arielle Lamarche Accounts payable (Child Care Centres)	<i>Ext. 6305</i>
	Isabelle Péladeau Accounts receivable/payable (Agency)	<i>Ext. 6310</i>

OPENING HOURS

The Agency office is open from Monday to Friday

from Labour Day to the 1st Monday in June
from 8:30 a.m. to 12:00 p.m. & 1:00 p.m. to 4:30 p.m.

from the 1st Monday in June to Labour Day
from 8:00 a.m. to 12:00 p.m. & 1:00 p.m. to 4:00 p.m.

www.prescott-russell.on.ca