



Grey County Social Services

Children's Services Licensed Home Child Care Parent Handbook

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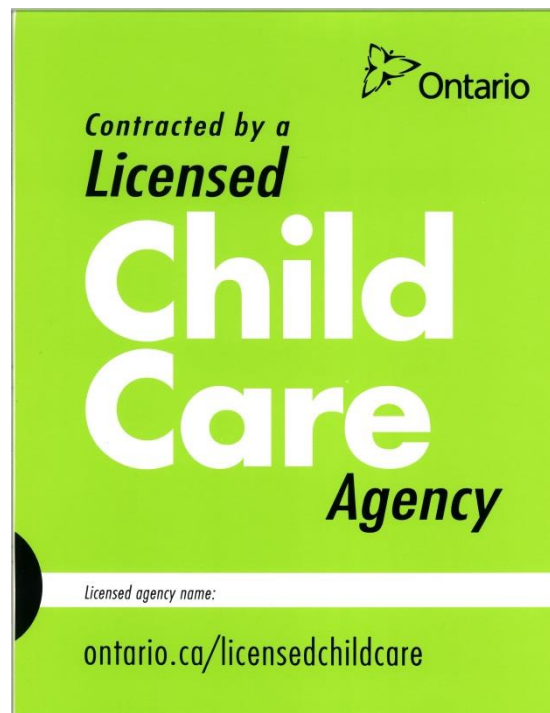
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Our Home Child Care Program

Licensed home child care providers play a special role within Grey County Children's Services. Providers open their hearts and homes to children whose families need assistance in caring for their children. Home child care providers contribute to the well-being of children and their families by devoting their time and skills to ensuring the children in their care are safe, well cared for and get to experience an environment that nurtures their individual learning styles.

Approved Home Child Care Providers that are a part of Grey County's Licensed Home Child Care Agency are screened by staff of Grey County Social Services. The provider's home is inspected prior to approval, and scheduled and unscheduled visits happen throughout the year. These visits are made by the Home Child Care Workers to ensure that each program meets the standards of the Ministry of Education Child Care and Early Years Act, 2014, as well as Grey County's policies and procedures. Random inspections may also take place by a Program Advisor from the Ministry of Education.

You will know if a home is approved as a licensed home child care provider with Grey County when you see this sign in the window:



Regulations in the Child Care and Early Years Act, 2014 stipulate that approved home child care providers are limited to a maximum of 6 children under 13 years are in a

provider's care at any one time. Provider's children over the age of 4 are not included in this number.

For more information about the Child Care and Early Years Act, 2014, please visit www.ontario.ca/licensedchildcare .

For more information about the difference between licensed and unlicensed child care, please visit <http://www.edu.gov.on.ca/childcare/ChildCareProviders.html#homebased>

Office Hours

The Grey County Home Child Care Agency operates out of the Grey County administration building at 595 9th Ave East, Owen Sound.

Our office hours are 8:30 – 4:30, Monday to Friday. We are closed on all statutory holidays.

You will be provided with direct contact information for your Home Child Care Worker at the time registration is completed.

Types of Care Available

Hours of care may be flexible between different approved providers. Hours may include full time, part time, days, evenings and weekends. Available hours of care will be determined by the individual home child care provider's business practices within the Ministry of Education's age grouping guidelines

The diagram in Appendix A, "Age Groupings" illustrates the age group combinations permitted in licensed home child care per the Ministry of Education's regulations in the Child Care and Early Years Act, 2014.

Programming

Your provider is required to post a daily schedule showing the routines of the day, as well as what programming, events or excursions may be planned for the day.

Per the Ministry of Education Licensing criteria, no child shall be in care in excess of 24 continuous hours.

For more information about Grey County Home Child Care Programming, please refer to the program statement found in Appendix B. "Program Statement".

Fees

As a directly operated program, fees for care are determined by Grey County Council. Fees are reviewed on a regular basis. A current fee schedule can be found in Appendix C “Fee Schedules” of this document.

Attendance records are submitted to our office by Home Child Care Providers on a monthly basis. You may be asked to verify the hours of care used.

Your fees (the portion that you pay towards child care costs) will be paid directly to the home child care provider. Your provider will issue you a tax receipt at the end of each calendar year for the amount received from you by the provider.

If a parent fails to pay the child care provider, the Home Child Care Worker will work with the parent to establish a payment plan. If the fees remain unpaid and exceed 30 days, the child care placement with Grey County Home Child Care will be terminated.

All fees owing to a provider must be paid in full prior to any further placements within the Grey County Home Child program.

Child Care Fee Subsidy

If you are in need of financial assistance to assist with the costs of licensed child care, please visit www.grey.ca/childrens-services . There you will find information about applying for child care fee subsidy.

Registering to use Grey County Home Child Care

Anyone wishing to access Grey County Home Child Care must access the registry list found at www.greycountychildcare.ca .

When your application is received, you will be contacted by our team assistant to determine what child care placements may meet the needs of your family. In the event that we have a waiting list for care, the registry list will automatically add you to the waitlist.

When space availability has been confirmed you will be forwarded a registration package including consent, waiver and supervision forms. These forms will need to be completed and reviewed by a Home Child Care Worker prior to your child being able to start care.

If you are applying for child care fee subsidy, you will need to complete a separate application and meet with a financial assessment worker prior to care starting. Refer to the “Fees” section for more information about applying for child care fee subsidy.

Choosing a Home Child Care Provider

One of the Home Child Care Workers will let you know which provider(s) have space that meet your care requirements. It is important that you and your child(ren) visit your potential Home Child Care Provider before your child starts care. You know your child best and will be best able to determine if the program at the provider's home meets your needs.

Appendix G is a checklist for parent's to use to help determine that a program meets their needs.

While visiting a provider's home you can expect some shyness from your child. Your child may just watch what is going on in the program. Ask the provider to show you where your child will play, eat and rest.

When you make a decision that the program is right for your child, please contact your Home Child Care Worker to advise them when you plan on starting care.

Prior to starting care you will be required to complete the following forms:

- Enrollment in Home Child Care Application and Privately Placed Information form (if applicable)
- Consent forms
- Outdoor Play Supervision
- Medication Authorization (if applicable)
- Child Feeding Schedule (if applicable)

Please note, per the CCEYA 2014, children not yet enrolled in school must have a copy of up to date immunization on file prior to starting care.

If you are applying for child care fee subsidy, this application will need to be completed prior to your child starting care to determine eligibility. Please call 519-376-7112 or visit www.grey.ca/childrens-services for more information about applying for child care fee subsidy.

Attendance

The hours of care you require will be reviewed by you with the Home Child Care Worker and your chosen provider. These approved days of care will be based on your work/school schedule, or your approved Special Needs referral. If you schedule changes or you require extra care, please contact your Home Child Care Worker well in advance to confirm if your provider has space and, if you are subsidized, that the extra care will be covered by your subsidy.

If you are going to be late dropping off or picking up, please advise your provider as soon as possible.

By setting your schedule with your provider, you are committing to these days being your scheduled days of care. You will be required to pay your agreed upon fees for each day of care that your child is scheduled to attend, regardless of reason for absence.

Vacations/scheduled time off should be scheduled in accordance with your individual providers guidelines. Please inform your provider at least one full week in advance of any changes to your child's schedule.

If your provider is unable to provide care for any reason (i.e. illness) and back up care is not available, you will not be charged for that day.

Getting Ready for Child Care

It is normal for some children to have some difficulty separating from parents during drop off, or not wanting to leave at the end of the day. To ease these new transitions we recommend the following:

- Take your child to meet their child care provider before the start date. Ensure that you have enough time to visit with the provider, ask any questions you may have, and allow your child time to interact with other children and observe the environment.
- Be brief during drop offs. Long departure times can make this transition difficult for some children.
- Communicate with your provider. Before starting care, ask your provider the best way to share information about your child's night, anything that has happened etc. You may work out a written communication process, or a time of day to touch base by telephone.
- Communicate with your child. Depending on your child's age, preparing them for starting care could include packing a special bag, bringing a favorite stuffed animal with them, or creating a small photo album to help with the separation. Talk with your provider to see what strategies have worked for them in the past.

What to bring to Child Care

Please speak with your provider regarding items that will need to be provided for your child such as:

- Diapers
- Wipes

- Extra Clothes
- Indoor/Outdoor Clothing and Footwear
- Bottles
- Sunscreen

Please remember to label all personal belongings, including bottles, cups or food containers with your child's name.

Off-Site Outings

On occasion your provider may take the children off premises for special outings (e.g. visit to the library). Your Provider will have you sign off on an outing form, indicating date and time, and type of transportation that will be used, such as public transit or walking.

Walks around the neighborhood or trip to a nearby park will be covered by the Outdoor Supervision form completed at the time of registration.

Specialized Services

Children with Special/Identified Needs are welcome to participate in Grey County Licensed Home Child Care programs. Referrals can be made by agencies such as Public Health, Preschool Resource Program, Keystone or Children's Aid. Providers will work with agencies to support each child's optimal development.

Keystone Child, Youth and Family Services have developed a new program to support families. This program is called "Building Resiliency". This program supports Social and Emotional Development for children in licensed Child Care throughout Grey County. For more information contact Keystone at 1-800-567-2384 or 519-371-4773.

If you have concerns about your child's development contact your Home Child Care Worker and they will be able to guide you to the appropriate service agency for support.

Criminal Reference Checks/Vulnerable Sector Screening

All Home Child Care Workers, Home Child Care Providers and any adult over the age of 19 years is required to have a clear criminal reference check and vulnerable sector screening prior to being approved to provide care for/interact with the children.

Home Child Care Workers, providers and adults are required to immediately report any changes to their criminal reference check/vulnerable sector screening status.

Home Child Care Workers, providers and adults will be required to complete Offence Declarations on an annual basis.

Regular visitors to the home (i.e. support workers) will complete an annual offence declaration prior to interacting with the children.

Volunteers and Students

There may be times when the Home Child Care Program is providing a placement for students studying in the child development field. Parents will be notified if students or volunteers will be visiting the provider's home.

At no time will a student or volunteer be left alone with the children.

All students and volunteers will be required to provide a criminal reference check with vulnerable sector screening prior to being approved for a placement with Grey County.

Feeding and Nutrition

The Child Care and Early Years Act, 2014 requires the provider to follow the guidelines of Canada's Food Guide in planning meals and snacks. Menus are posted in each providers home for your review.

Parents are to provide clearly written instructions for children with allergies and special dietary requirements.

Depending on the hours of care your child is registered for, two snacks and a midday meal are provided for children in care. Breakfast and Dinner are typically served at home. If you have registered for extended hours, special arrangements should be discussed in advance with the provider.

Infant Feeding: Formula, milk and baby food will be supplied by the parent until such time that the child is able to eat table food.

Your Home Child Care Worker will provide you with a written feeding schedule (Appendix D) that you must complete and provide to the provider. This form must be signed and dated by the parent and it is the responsibility of the parent to advise of any changes to the infant feeding schedule, or if the child is to begin transitioning to table food in writing.

All food and formula brought into the provider's home must be labelled with your child's name.

Diapers and Toilet Training

The parent is responsible for supplying diapers, wipes and change pads for each of their child that is in diapers. All products must be labelled with your child's name.

When your child is ready to start toilet training, please discuss this with your provider. It is the parent's responsibility to ensure that the provider is informed of the family's plan for toileting and providing an adequate amount of clothing/personal care items.

Illness

As a general rule, a child that cannot participate in the regular program schedule at the provider's home (i.e. outdoor play due to ill health) is not well enough to attend child care and parents will need to make alternate care arrangements. It is important for parents to have a backup plan in the event of illness.

If a child is diagnosed with a communicable disease (i.e. chicken pox, strep throat) please notify your provider immediately. Children with communicable diseases must remain absent from the program until they are symptom free and feel well enough to participate in the program. In some instances, a doctor's note may be required to indicate that the child is fit to return to care.

Medication

Providers are permitted to administer both prescription and non-prescription medication as required.

Parents will be required to complete a medication authorization form (Appendix E) prior to any provider being permitted to administer medication. All sections of the form must be completed by the parent, including dosage, time and method of delivery, and the form must be signed and dated.

Medications must be given to the provider in their original packaging. The packaging must clearly show the expiry date and DIN number (if applicable).

Please note that a provider has the right to refuse to administer medications to your child. In this circumstance you may need to make alternate care arrangements for your child.

Immunization

The Child Care and Early Years Act, 2014 stipulates that prior to admission to a child care program, parents must provide their child's record of immunization or the required Ministry of Education form for exemption. Please see your Home Child Care Worker to obtain a copy of the required form prior to your child starting care.

Your child will not be approved to start child care until copies of these records are on file. Please give your provider an updated copy of the immunization record whenever there is a change.

Anaphylaxis Policy

If your child has an identified health condition or an anaphylactic allergy that requires the use of an epipen, the parent must complete the Anaphylaxis Form (Appendix F). This form will tell the provider what symptoms to watch for, actions to take, and who to call in the event of an episode.

It is the responsibility of the parent to provide the provider with this information in advance, and to advise of any changes to health protocols as they occur.

It is the responsibility of the parent to provide training to the Home Child Care Worker and Home Child Care Provider on the use of an epi-pen on their child. This will be documented as part of the child's individual anaphylaxis plan.

Injury and Incident Reporting

The safety and well-being of your child is the highest priority for Grey County Home Child Care. In the event of a minor incident (i.e. bumps, scratches, falls), your provider will complete an incident report for your review and signature.

Incidents of a more serious nature may be deemed a Serious Occurrence and require further action by your provider. Should a Serious Occurrence happen in any licensed home with in Grey County your provider will follow the Grey County Children's Services Serious Occurrence Policy.

Serious Occurrence notifications will be posted in the providers home for ten (10) days after the occurrence.

Prohibited Practices

The following practices are prohibited in licensed home child care:

- Corporal (Physical) Punishment
- Physical Restraint
- Locking Exits
- Harsh/Degrading Behaviour
- Depriving Child of Basic Needs
- Inflicting Bodily Harm
- Preventing Parental Access

If you would like more information on the definitions of the above practices, please contact your Grey County Home Child Care Worker.

Emergency Treatment

If an emergency occurs while in care, the provider will contact you or your designated emergency contact immediately to make arrangements for your child.

It is important to keep all contact information up to date with your child care provider. Grey County Children's Services requests that you provide two emergency contacts on file.

No Smoking/Vaping Policy, Cannabis Legislation

Your provider's home is designated as a smoke-free environment and abides by the Smoke-Free Ontario Act and the Cannabis Statute Law Amendment Act, 2018. Please note that the Smoke-Free Ontario Act also addresses vaping.

Policies

To review any of the above mentioned policies in full, please contact your Home Child Care Worker.

Withdrawal from Program

When ending child care arrangements two weeks' notice to the provider is required.


Changes to File

Please notify your Home Child Care Worker immediately if any of the following change:


- Marital status
- Custody agreements
- Hours of care required
- Employment/school enrollment
- Address
- Telephone Number
- Emergency contact information

Appendix A – Age Groupings


**Home Child Care and Unlicensed Child Care:
How Many Children Are Allowed?***

Ontario 


HOME CHILD CARE (LICENSED)

 **MAXIMUM OF 6** children under 13 years old, including the provider's own children under 4 years old


..... **BUT**

 **NO MORE THAN 3** children under 2 years old


FOR EXAMPLE:



OR




OR




To promote the safety and well-being of children, licensed home care agencies also consider the following before placing a child:

- the ages of the other children in the group;
- the child's ability to evacuate independently in an emergency;
- the experience and qualifications of the child care provider;
- the physical environment of the home; and
- any special needs.


UNLICENSED CHILD CARE

 **MAXIMUM OF 5** children under 13 years old, including the provider's own children under 4 years old


..... **BUT**

 **NO MORE THAN 3** children under 2 years old


FOR EXAMPLE:



OR



OR




Unlicensed child care providers are also now required to:

- Provide receipts for payment of services upon request and free of charge.
- Inform parents/guardians in writing that they are an unlicensed provider. This notification should say: "This child care program is not licensed by the Government of Ontario." Providers must keep a copy on file for two years.
- Allow the parent/guardian access to the premises and their child (with specific exceptions).

FOR BOTH HOME CHILD CARE (LICENSED) AND UNLICENSED CHILD CARE

THE FOLLOWING APPLIES:

CHILDREN AGES 10, 11, or 12
Providers must begin counting children with birthdays on or after September 1, 2007, in their maximum group size starting September 1, 2017.

 **FOR MORE INFORMATION**
VISIT ontario.ca/childcareproviders
or call 1-800-387-5514 (TTY: 1-800-268-7095)

* Number of children permitted under Ontario law (Child Care and Early Years Act, 2014 and Ontario Regulation 137/15) • ISBN 978-1-4606-7579-3 (HTML) ISBN 978-1-4606-7580-9 (PDF) © Queen's printer for Ontario, 2019

Appendix B – Program Statement



Grey County Home Child Care Program Statement

The Grey County Home Child Care Agency believes that all children benefit from early childhood experiences that promote their individual needs and to facilitate their personal development in all areas – physical, social, emotional and cognitive.

Approved Home Child Care Premises with the Grey County Home Child Care Agency are independent contractors who work in partnership with the Home Child Care Workers to support children and families' ongoing needs and development. The Child Care and Early Years Act (CCEYA) requires that all licensed programs have a program statement that is consistent with the Ministry of Education programming and policy requirements (O.Reg 137/15 ss 46-1-4). The program statement aligns with the Grey County Home Child Care Agency Policies and Procedures Manual which approved Home Child Care providers are required to follow.

Home Child Care Workers and Providers work with families and children to ensure that the four key pillars of the Foundations of Learning from the “How Does Learning Happen” document are incorporated in the programming. They are: Belonging, Engagement, Expression, and Well Being.

Throughout the day, the home child care providers:

- Build positive and responsive relationships;
- Focus on children's social, emotional, physical, creative and cognitive development;
- Provide safe indoor and outdoor environments in which children learn through using various materials and equipment that will encourage, exploration, play and inquiry;
- Encourage self-reflection, discussion with both child(ren) and families
- Engage in discussions with families about their child(ren) day and learning activities;
- The use of documentation when possible to help in the child's learning.

These approaches will be reviewed through regular visits with the home child care workers.

Goals and Approaches

A. Promoting Health & Safety, Nutrition and Well-Being

Keeping children healthy and safe is a priority within the Home Child Care Program. Providers with the support of their home child care worker understand that the well-being of the child is their key priority when providing care. Providers will ensure all ministry and agency mandated policies are followed at all times.

Providers will ensure that all ratios as indicated by the CCEYA are met at all times.

Providers maintain current First Aid and CPR-C qualifications.

Procedures in the Home Child Care Program include:

- Quarterly compliance inspections with the provider and the home child care worker;
- Announce and unannounced visits from the home child care workers;
- Safe supervision of children;
- Sanitation and disinfection procedures;
- Menu planning will include healthy snacks and meals that follow Canada's Food Guide;
- Education via home visit regarding the awareness of the prevention of communicable diseases;
- Emergency procedures;
- Standard First Aid and Infant/Child CPR Training;
- For extended hour care, will have tooth brushes, face clothes, towels available. Sleeping in regular bed over the age of 18 months. Infants up to 18 months will be in CSA approved cribs.

Grey County Home Child Care providers respect and endeavour to accommodate special diet and food restrictions. Providers develop weekly menus in accordance with Canada's Food Guide and the CCEYA.

B. Promoting Healthy Relationships

The home child care provider builds a trusting relationship with the families and children by being responsive, caring, sensitive and approachable. Examples of this process is where the home child care provider takes time and speaks to the child at a face/face level, using a pleasant, calm voice with simple language when speaking with the child.

Providers also promote respectful interactions between children and their peers and adults. Some positive strategies include focusing on children's strengths, supporting children's play and reflecting on problem solving strategies.

To support the child's care, growth and development the provider interacts and communicates with parents on a daily basis. The provider may share observations and activities of the day with the parent. The parent is always welcome to come into the providers' home to interact and observe their child within this setting.

C. Encouraging children to interact, communicate and self-regulate:

Teaching children independence and self-esteem is a key component of development. Home child care providers encourage children to communicate and interact with their peers to help develop their social skills and build their ability to self-regulate. Home Child Care Providers will work towards having the children feel like they can do anything and able to seek assistance if needed.

Some of the approaches implemented by providers for positive interactions among children include:

- Providers model positive and respectful interactions with children and adults.
- Providers provide a flexible learning environment that expands on the child's experience and have a variety of toys, equipment and materials available for children at all times.
- Children have freedom of choice.
- Providers interact with the children which models positive interaction and conflict resolution.
- Home Child Care Workers attend training and share the information with providers to support self-regulation.

D. Fostering Exploration, Play and Inquiry

Allowing children to learn through play fosters their curiosity and exploration skills. This is the best way for children to enhance their knowledge and understanding of the world. Home Child Care Providers offer a safe environment that includes appropriate role modeling and positive reinforcement. They understand that all children are competent, capable, curious and rich in potential. All children develop differently and at different stages from one another – because of this each program will be inclusive to all and adaptable to meet the needs of all children.

The provider responds to the children's interest by changing their environment, suggesting toys, equipment and materials to play with. The provider is available to the

children and will frequently participate with them in their play. The provider's role is to be supportive and encourage play as the child's learning thrives.

E. Providing child-initiated and adult-supported experience

The provider provides a warm and welcoming environment where the child may choose to play or just quietly be by themselves. The provider will encourage the child to actively participate in activities that may interest them. The provider will enhance this play and the child's interest by responding verbally and/or contributing materials, toys and equipment.

F. Planning learning environments to support every child's learning

The Home Child Care Program provides environment that allows opportunity for creative learning. This environment is flexible and responsive to the needs of the children, by providing learning activities indoors and outdoors. The provider assists the child(ren) in their learning activities by asking open ended questions to assist the child to expand on their learning.

The home environment has various ages of children that provide opportunities for the younger children to observe the older children and learn through imitation and repetition.

G. Incorporating indoor, active, rest & quiet activities

Each program provides opportunities for both structures and non-structured activities which are appropriate to the needs and ages of the children. Providers incorporate outdoor and indoor environments to ensure the children have the opportunity to explore both settings. The goal is to develop an environment that will ease transitions for the children. Through a child's natural curiosity, providers plan safe learning environments to engage and stimulate physical, social, emotional and cognitive development to maximize each child's potential.

H. Fostering engagement & communication with parents

For children, a sense of community plays an important role in the development of their feeling of belonging and security. Providers strive to foster these relationships with the children and families. Open communication with the families allows the children to progress at their own pace.

Providers communicate daily to the child's parent/guardian about their activities and health. Strategies that allow input include:

- Time to talk with the provider about their child's day

- Displaying and having the children take their crafts and artwork home
- Showing or posting photographs of the child at play can be done via texting and e-mail
- Providers posting their daily/weekly plans

I. Involving community partners

The Home Child Care Program involves community partners to enhance the learning environment and to support each child's development. Building relationships with community partners allows home child care providers and families to continually develop and learn.

J. Supporting educators' continuous learning

Grey County offers training for Home Child Care Workers and providers which is required by the Child Care and Early Years Act such as, Standard First Aid and Infant & Child CPR.

Providers are invited to attend community workshops and agency training opportunities.

Home Child Care Workers make regular visits to providers where information is shared (i.e. "How Does Learning Happen"). Home Child Care Workers will discuss upcoming training opportunities with providers.

K. Documentation

Providers are observing the children in their care. The home child care worker monitors the interaction between the provider and children in the home during visits.

Through discussions with the Home Child Care Worker, the importance of documentation is being explained and how this process connects to the "How Does Learning Happen" document.

Home Child Care Workers are discussing and reviewing the arrangement of the equipment, toys, and materials in the providers designated play areas. If changes are needed, suggestions are given to further enhance the children's natural curiosity and stimulation these are made.

During the visits the home child care worker and provider discuss the provider's program schedule, recommending equipment, toys and craft materials. Through this process, providers are developing an understanding of the concept known as "reflective practice".

The home child care worker will have ongoing discussions with the provider to understand the concepts of Emergent Curriculum and the “How Does Learning Happen”.

Appendix C –Fee Schedule

Providers are reimbursed by Grey County based on actual hours of care provided.

For 2019 Home Child Care Providers with Grey County are reimbursed at a rate of \$4.25/hour.

Appendix D – Written Feeding Schedule

INFANT FEEDING SCHEDULE

Date:

Child's Name:

Child's Date of Birth:

Name of Provider:

Child's Name:

The Child Care and Early Years Act, 2014 requires that all children under 12 months of age have a written feeding schedule. Please give the schedule to your provider and update regularly as you and your doctor decide to add new foods.

(To be filled in by the parent)

What kind, amount, time

Observations/Comments

Formula or Milk	
Juice	
Cereal	
Meat	
Vegetable	
Fruit	
Other	

Note to Provider:

This form is to be kept in your "Provider Record Section" and to be available for consultation with the Home Child Care Worker. When no longer needed, please send to the Home Child Care office.

Parent Name

Date

Parent Signature

Appendix E – Medication Administration

HOME CHILD CARE Medication Authorization

Child's Name:

Medication:

Time(s) to be administered:

Dosage:

Start Date:

End Date:

Storage:

TYPE OF MEDICATION

OTHER	EPIPEN	INHALER
Expiration Date:	Expiration Date:	Expiration Date:

Possible Side Effects:

Additional Information/Symptoms:

The school age child may carry and self-administer emergency medication (i.e. epipen or inhaler)

Yes No N/A

Parent/Guardian Signature

Date

Six month review (if applicable)

Ongoing Medication must be reviewed & signed by parent/guardian every 6 months.

Date	Time Administered	Dosage	Observations/Comments (if applicable)	Provider Signature

Appendix F – Anaphylaxis

Add child's picture in this space.

Children's Services Home Child Care

Anaphylaxis Emergency Plan For: _____

This child has a potentially life-threatening allergy (anaphylaxis) to:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Latex |
| <input type="checkbox"/> Tree Nuts | <input type="checkbox"/> Medication _____ |
| <input type="checkbox"/> Egg | <input type="checkbox"/> Insect Stings _____ |
| <input type="checkbox"/> Milk | <input type="checkbox"/> Other _____ |

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked / bulk foods or products with a "may contain" warning.

Epinephrine Auto-Injector ("EpiPen"): Expiry Date _____

Location of Auto-Injector(s): _____

- Dosage:
- | | |
|---|--|
| <input type="checkbox"/> EpiPen Jr 0.15mg | <input type="checkbox"/> EpiPen 0.30mg |
| <input type="checkbox"/> Twinject 0.15mg | <input type="checkbox"/> Twinject 0.30mg |

Asthmatic: Child is at greater risk. If child is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

A person having an anaphylactic reaction might have ANY of these signs & symptoms:

Skin: hives, swelling, itching, warmth, redness, rash

Respiratory (breathing): wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay-fever-like symptoms (runny itchy nose & watery eyes, sneezing), trouble swallowing

Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea

Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy / light-headed, shock

Other: anxiety, headache, feeling of "impending doom"

Early recognition of symptoms & immediate treatment could save a child's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can rapidly worsen:

Give epinephrine auto-injector at the first sign of a reaction occurring in conjunction with a known or suspected contact with allergen. Give a second dose in 10 – 15 minutes or sooner IF the reaction continues or worsens.

Call 911: Tell them a child is having a life-threatening allergic reaction – use the word "anaphylactic". Request an ambulance immediately.

Call contact person

Escort child in ambulance and remain with child until parent arrives.

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned parent or guardian authorizes any adult to administer epinephrine to the above named child in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the child's physician. I also consent to the posting of this plan in every room operated by _____ and to the sharing of this information with all staff, students and volunteers. I also consent to my child carrying her/his own EpiPen.

Parent/Guardian Signature

Date

Grey County Home Child Care Program Anaphylaxis Emergency Plan

Child's Name:

Child's Date of Birth:

Primary Contact Phone Number:

Emergency Action Plan: (To be filled in by parent)

Home Child Care Provider Roles and Responsibilities:

- ◇ Adhere to Grey County Anaphylactic Policy
 - ◇ Provider will ensure the required medication is available.
 - ◇ Administer medications and/or instructions as set out in child's Individual Plan and Emergency Procedures

Parent Agreement

I _____ acknowledge my participation in the development of the preceding Emergency Action Plan and agree to execute reliability the parent commitments listed within them.

I give my consent for _____ Home Child Care Provider to execute the necessary actions as outlined within the plan.

In the event of an emergency, I authorize the home child care provider to administer the designated medication and obtain medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve Grey County and Home Child Care Provider _____ of responsibility for any adverse reaction resulting from administration of the medication.

Parent Signature: _____ Date: _____

Grey County Home Child Care Program
Anaphylaxis Parent Training Record

Parent Name:

Child's Name:

I _____ Parent/Guardian of _____ (Child) have trained the Home Child Care Provider listed below on recognizing the signs and symptoms' of my child's anaphylaxis as well as the emergency procedures to be followed in the event of my child is having an anaphylaxis reaction. I hereby authorize him/her to train all other residents in the providers home who could not be present at the above training.

Name	Signature	Training Date	Trained By:

I _____ Parent/Guardian of _____ (Child) have trained - _____ Home Child Care Worker on recognizing the signs and symptoms' of my child's anaphylaxis as well as the emergency procedures to be followed in the event of my child is having an anaphylaxis reaction.

Parent/Guardian Signature

Date

Home Child Care Worker Signature

Date

Appendix G

Parent Questions for Providers:

- 1) What part of the house will my child be spending most of their time? Where will they eat/rest/play?
 - a. Discuss child's sleep habits, typical nap times, etc.
- 2) What kind of activities will you be doing with my child throughout the day?
 - a. Daily routines
 - b. Outings
 - c. Activities
 - d. Outdoor Play (what is the outdoor play area like)
 - e. Toys/Books/Furnishings
 - f. Electronics Limitations
- 3) What are the provider's behavior management strategies?
- 4) What types of snacks/meals are provided (menu will be posted in the provider's home for review)?
- 5) What are the policies around health/illness?
- 6) How would you make my child feel comfortable in your home?
- 7) What time of day works best to contact to discuss any issues (ie at pick-up time, a phone call during nap time)?
- 8) Take this time to share with the provider:
 - a. Typical weekly schedule/hours of care required
 - b. General arrival and pick-up times
 - c. Any identified needs or medical concerns

Appendix H

Should a parent have an issue or concern this chart can direct them to the appropriate person:

Steps to Address Issues or Concerns

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