



KINGS COUNTY FAMILY RESOURCE CENTRE
Family Home Child Care
HANDBOOK

4 Calkin Dr.
Kentville, NS B4N 3V7
Phone: 902-678-5760
Email: familyhomechildcare@kcfrc.ca
www.kcfrc.ca

Table of Contents

Agency Contact Information..... 4

About us and Welcome 4

Mission statement.....4

Definitions5

Administration Structure and Personnel.....5

Area Served.....6

Agency Programs6

Family Child Care Programs.....7

Number and Ages of Children.....7

Family Communication Plan.....7

- Infant and Toddler Information8
- Parent Involvement8
- Agency information8
- Parent Handbook and Policies8

At The Agency9

Notification of Significant Changes9

Parent Advisory Committee9

- Membership of Parent Advisory Committee..... 9
- Parent Advisory Committee Meetings..... 10

Fee Structure10

- Subsidy Program.....11
- Universal Childcare.....11

Child Attendance11

Your Child’s Needs11

Withdrawal..... 11

Health Policies 11

Illness 11

HIV and AIDS Policies12

Universal Health Precautions12

Medication12

Smoke and Vape-Free Family Childcare Homes12

Notable Situation13

Serious Incidents13

Emergency Medical Treatments14

Policy on Reporting Suspected Child Abuse14

Behaviour Guidance Policy14

Nutritional Information15

Infant Feeding Plans17

Breast Feeding Statement17

Rest Period17

Fire Safety and Emergency Evacuation17

Emergency Preparedness18

Insurance and Transportation18

Duties and Responsibilities of a Child Care Provider18

- Program Expectations18
- Parent Information19
- Record Keeping19

A healthy and safe childcare environment19

- Meals.....19
- Diapering and toileting20
- Cleaning20
- Around the home.....20
- Naps.....21
- Outings21

Outdoor Play Space21

- Play Structures21
- Critical fall height and Protective Surfacing21
- Other playground safety22
- Swings22
- Pools22
- Trampolines22

Weather Conditions22

Monthly Monitoring and Annual Assessment23

Grievance Procedure23

Extended Hours Care23

Agency Contact Information

Executive Director

Donna Hatt

Email: executive.director@kcfrc.ca

Pam McDow

fhdc.consultant1@kcfrc.ca

Home Consultant

Laura MacBride

fhdc.consultant2@kcfrc.ca

Katherine Bishop

Fhdc.consultant3@kcfrc.ca

Family Home Admin Assistant

Natasha Salsman

Familyhomechildcare@kcfrc.ca

About us and Welcome

Welcome to the Kings County Family Resource Centre Family Home Child Care Agency. We are a community based; non-profit organization located in Kentville. The Centre is dedicated to supporting healthy family development providing parent, child, and personal development programs to the families of Kings and Hants Counties.

Kings County Family Resource Centre believes that every child deserves a safe, warm, and caring environment, in which to grow and develop to their maximum potential. Every child is entitled to be given the opportunity to develop personal responsibility, social skills, problem-solving and diversity. Each child is recognized as a unique individual who brings their own gifts to the program and deserves to be given the encouragement and space to try new things, explore new ideas and develop their own unique creativity.

The Kings County Family Resource Centre Home Child Care Agency is licensed through the Department of Education and Early Childhood Development. Our job is to screen, approve and monitor childcare providers who are offering childcare in their own family home. Homes approved through the Kings County Family Resource Centre Home Childcare Agency are referred to as “approved” or “registered”.

We hope the information in this Handbook is helpful to you and provides you with the comfort of knowing our Family Home Childcare Agency is committed to you and your family. Our staff and dedicated Child Care Providers are committed to quality programs as well as providing a safe, open, and nurturing environment for children and families. If you have any questions, comments, or suggestions, please let us know, we value your input.

Mission statement

To strengthen the lives of families and inspire growth by providing quality programs and resources in a respectful and supportive learning environment

Definitions

Agency - means a person or organization licensed by the Minister to manage family child-care homes.

Approved Family Home Child Care - means childcare that is provided by a Child Care Provider in their home and that is managed by an Agency.

Board of Directors - means a governing body who oversees the Agency and Family Resource Centre

Care Provider - means a person approved by an agency to provide a family home child-care program in the care provider's home.

Child - means a person who is less than thirteen years of age

- Infant means under 18 months
- Toddler means 18 months – 3 years
- Preschool means 3- 4 years
- School-age means 4-12 years

ECDO - means Early Childhood Development Officer

Encroachment zone – extends 1.8m beyond the swing fall zone

Executive Director - means the Agency's Administrator who oversees the running of the Agency as well as the Family Resource Centre

Family Home Childcare Consultant - means a person hired by the agency to provide services and support to care providers.

Family child-care home - means a care provider's home where a family home child-care program is provided.

Family home child-care program - means a child-care program provided by a care provider in the care provider's home.

Minister- Minister of Education and Early Childhood Development.

Operate - includes manage.

Parent - includes a guardian, foster parent or other person having the care and custody of a child.

Regulations - means the Early Learning and Child Care Regulations made under the Early Learning and Child Care Act (the "Act"), as amended from time to time.

Administration Structure and Personnel

Board of Directors

The Kings County Family Resource Centre and Family Child Care Agency is a non-profit organization governed by a Board of Directors made up of interested individuals in the community.

Executive Director

The Executive Director monitors the day-to-day activities, services, staff and programs of the Agency and Family Resource Centre.

Family Home Consultant

The Family Home Consultant provides a supportive link between the Child Care Providers, the resource Centre and the families using the service and the Agency. The Consultant will provide regular visits to

the Family Child Care Homes (scheduled and unscheduled) to ensure safety and all other standards are maintained. The Consultant will also provide supervision, training, and support to Child Care Providers.

Child Care Providers

Our Child Care Providers are chosen for their ability to provide quality childcare as well as a balanced program that meets the needs of the child's social, emotional, and physical growth. The Child Care Provider is also responsible for keeping parents informed of new developments or changes in the Agency and/or program. The Child Care Providers also ensure that they provide a healthy, safe and warm environment to the children in their care.

Administrative Assistant

The Administrative Assistant performs a wide variety operational and support functions. The Assistant also establishes a variety of records, logs, and filing systems pertaining to the family home childcare program.

Area Served

Our Agency serves Kings and Hants Counties.

Agency Programs

The Agency provides services to the Family Child Care homes, including:

- Assisting parents and childcare providers in matching requirements with services
- Providing administrative support and record keeping
- Organizing parent advisory committee meetings
- Providing a lending library
- Providing regular play groups
- Providing or organizing transportation for Child Care Providers and children enrolled in its Family Home Child Care Program to attend Agency functions.
- Assessing childcare providers and approved family childcare homes on monthly and annual basis.
- Coordinating the delivery of professional development courses for agency staff and childcare providers
- Support childcare providers and families with universal childcare funding

The Family Home Childcare Agency will develop and facilitate playgroups to the children and childcare providers that is warm, friendly, and inviting.

Our Weekly Playgroup schedule is flexible but will be based on:

9:30-10:30	arrival and free play
10:30-10:45	clean up / wash up for snack.
10:45-11:00	snack
11:00-11:15	free play / group activity
11:15-11:30	preparing for departure.

Family Child Care Programs

We are happy that each of our family home childcare homes are different, just like each child is different. Each home has its own unique program that follows play based curriculums that enhance each child's confidence and interests in the world around them. Providers will offer activities that will promote social, emotional, physical, growth and development.

Providers can:

- Use resources available through the Centre such as the toy lending library, literature, and program supplies.
- Work with the Family Home Consultant on a regular basis to develop appropriate curriculum and childcare practices.
- Attend professional development.
- Attend monthly provider meetings to network and discuss activities, programming, and developmentally appropriate practice.
- Have connections with other providers within the agency

Number and Ages of Children

Our Agency serves children 0 – 12. Each Child Care Provider serves a slightly different age group and mixture of children.

Each Family Home Child Care Provider is permitted to care for a maximum of 7 children at one time, including their own children, and must not have any other children in their care, subject to the following restrictions:

- A group of children may include children in more than one age range, but only if no more than 2 of the children are infants and no more than 3 of the children are toddlers.
- If a Child Care Provider is only looking after school age children, they may care for a maximum of 9 school age children at a time, including their own children, and must have no other ages in their care.
- If a Child Care Provider is looking after only infants, then the Child Care Provider may care for a maximum of 3 infants at a time, including their own infants, and must not have any other children in care.

Family Communication Plan

Overview

Parents and families will have access to information about their children's experience in the home child-care program. When enrolling each family will receive a parent package including an enrollment form(s), parent handbook and contact for agency consultants. Each provider will go over the agency's behavior guidance policy and individual home policies. This will allow each family to have important information about the agency and home before enrollment. Provider and family childcare consultants will be available to answer any questions or concerns.

After enrollment parents will be encouraged to have open and honest communication at drop off and pickups, in person, email or over the phone with providers and family childcare consultants about

programs and individual child experience. Parents will also have access to parent information at the family home either posted on a parent info board or in a parent info binder.

This will include:

- A copy of the Early Learning and Child Care Act and Regulations (ELCAR)
- A copy of the Family Communication Plan
- A copy of the parent handbook
- A list of the current members of the parent committee
- A copy of most recent minutes of the parent committee
- A copy of the report of the most recent inspection by the Department
- A copy of the report of the most recent visit by the family home consultant
- A copy of the Behavior Guidance Policy, centre policy 31
- A copy of the current menu.
- A copy of the daily program plan and routine
- EECD Family Home Child Care Sticker

Infant and Toddler Information

Each infant and toddler will have daily reports with information filled out about feeding, diapering, naps, and engaging activities that the child was involved in throughout the day. These will be accessible for parents at pick up. These daily logs “What I did Today” forms will be in available for parents to view each day.

Parent Involvement

Parents will be invited to parent committee meetings twice a year and encouraged to be involved with the family home, agency, and Family Resource Centre. The parent committee meeting minutes will be posted or in binders in each home for parents to view. Notice of parent committee meeting will be e-mailed to parents 2 week prior to the meeting. Parents will be encouraged to add items or matters of interest to the meetings agenda.

Agency information

Agency will provide a bi-monthly newsletter that will be emailed to parents and placed with parent info at the family home and will be posted at the agency and on the KCFRC website. This will highlight information and reminders that are important for parents and children. The newsletter will have contact information for agency. Parents will receive email invitation for parent committee meetings and parents will receive written notice via mail about changes to individual homes.

Parent Handbook and Policies

Each parent will receive a parent handbook at the time of enrollment, it will also be located on in the childcare home either posted on the parent bored or located in parent binder available to be viewed.

Each individual home will supply each family with home policies that are specific with the family childcare home. These policies will include hours of operation, parent expectations and any other individualized information about the family home childcare.

At The Agency

Posted At the Agency there will be:

- The Agency license, (on agency office door at KCFRC)
- A copy of the Agency's Behaviour Guidance Policy, (on parent bulletin board at KCFRC)
- A list of names of the current members of the parent committee; (on parent bulletin board)
- A copy of the most recent minutes of the parent committee,
- A copy of the act and Regulations (posted on parent bulletin board)
- A copy of the parent handbook, (posted on parent bulletin board)
- Notification of funding provided to the licensee by the Department.
- A copy of the most recent inspection of the facility, (posted on the agency office door)
- A copy of the daily program plan and routine,
- Any information required by the Minister

Notification of Significant Changes

When critical issues arise, which could impact the way the Family Home Childcare is run or managed, the Agency must provide notice in writing to parents. In particular, the Agency must notify the parents if any of the following occur:

- The approval of a Child Care Provider or a Family Home Child Care they manage is or will be revoked.
- A Family Home Child Care or Agency is closed or sold.
- Conditions are imposed upon the Agency's license or any written information about the Agency's license or program has been given to the Agency by the Minister
- The police or an Agency established under the Children and Family Services Act have directed the Agency to inform parents about a matter they are investigating.
- Notice of a closure or sale must be given at least 120 days before the date of the closure or sale.

Parent Advisory Committee

Our Agency will establish a parent advisory committee to provide a forum for parents to have input into, and receive notice of, any matters of interest or concern to the parents. The Parent Advisory Committee is also a body that will be used by the Department of Education and Early Childhood Development to communicate directly with parents if there are issues with the Agency's license.

Membership of Parent Advisory Committee

An Agency's parent advisory committee will be composed of at least 4 members:

- At least 3 parents of children currently enrolled in the Agency's Family Home Child Care program.
- At least 1 Child Care Provider
- 1 nonvoting representative of the Agency, who must attend each meeting of the committee.

The majority of the voting members of an Agency's parent advisory committee must be parents of children currently enrolled in the Agency's Family Home Child Care program. The parent advisory committee will be open to all parents of children enrolled in the Agency's Family Home Child Care program

An Agency must give the Minister all the following information for each member of the Agency's parent advisory committee:

- Name.
- Mailing address.
- Email address
- Telephone number.

The Agency will notify the Minister of any changes in the composition of its parent advisory committee.

Parent Advisory Committee Meetings

- A parent advisory committee must meet at least twice a year.
- At least 2 weeks before the date of an Agency's parent advisory committee meeting,
 - I. Written notice of the meeting must be given to the parents of all children enrolled in the Agency's Family Home Childcare program
 - II. Posted in a conspicuous location in each Family Home Childcare Program
 - III. A notice of a parent advisory committee meeting must inform the parents that they may place items on the meetings' agenda.

An Agency must ensure that the Agency's parent advisory committee has an opportunity to discuss any matters of interest or concern to the parents, including all the following:

- The safety, care and wellbeing of the children.
- The Agency's licence.
- The services provided.
- The equipment and materials available for the children.
- Staffing patterns and staff qualifications

Parent Advisory Committee Minutes will be posted in the homes no later than 2 weeks after the date of an Agency's parent advisory committee meeting. The minutes will remain posted until the minutes of the next meeting are posted; and be kept on file by the Agency for inspection by the Director (DECDS), as required

Fee Structure

Each Child Care Provider has unique skills and abilities as well as varying hours of operations and expectations. Therefore, we feel setting his/her own fee structure is important. We do suggest that Child Care Providers strive to keep costs comparable to other Child Care Providers in their area. Fees are payable to the Child Care Provider.

Other fee considerations your Child Care Provider will have in place are holidays, storm days, and closures for illness, vacations, early drop off and/or late pick-up fees.

The Agency has set the following policy for following up on outstanding balances. If the outstanding balance remains unpaid for two weeks, the Child Care Provider will advise the agency and the agency will contact the parent regarding the matter. Depending on whether the child has a subsidized space,

the family may be required to pay the balance immediately or a repayment schedule may be created to ensure that the balance is paid.

Subsidy Program

Portable Subsidy may also be available to families who qualify. Parents can contact the subsidy office at 678-5108 for more information.

Universal Childcare Fees

Universal parent fee reduction rates are based on the age of your child and times they are enrolled in childcare. The amount will change based on the government rates. Please contact us if you have any questions about fee reductions.

Child Attendance

The first day that a child attends the family home child care is a very important day for the child and the parents. Children who are introduced to a childcare setting with the help of their parents tend to cope better with their new situation. The introduction helps to open lines of communication between parents and childcare provider, so that special information about the child can be shared. In addition, the parents and child become familiar with the environment, childcare provider, the routine, and the activities at the family home day care.

The child's first day should not be overwhelming or tiring, so a half-day is best. If this is your child's first childcare experience, you and your child may need some extra support. Your Child Care Provider will assist you and your child through the transition. Please feel free to share your concerns with them. The transition for a child to their new Family Home Day Care should be a positive one. We suggest the first day be an introduction to your child's new situation. Keeping your visit to 1 or 2 hours is very helpful. If this is not possible, bring your child in early a few mornings to spend time helping him/her adjust.

Your Child's Needs

Each Family Home will have their own list of items needed to care for your child. Please keep in mind that items will need to be replaced on a regular basis to ensure your child has everything needed for a full active day, each childcare provider will have their own list of what is needed in their personal homes policies.

Withdrawal

We hope that your child[ren] will be part of our family for many years; however, we understand that children will leave our care from time to time. If you plan to withdraw your child from the family childcare home, you must provide two weeks notice to the childcare provider.

Health Policies

At our Agency we are concerned about the health and safety of all children, Child Care Providers, and staff. Infections can spread rapidly within a Family Home, so Universal Health Precautions (see page 13) are always taken. When there are special changes to public health guidelines the agency will forward information to all parents and providers. Public health guidelines will always be followed.

Illness

If your child is going to be absent due to illness, contact the Family Home provider and give them an update of the condition of your child. Please do not send your child if there is any question of illness. Children who exhibit the following symptoms will not be accepted for care:

- Conditions of illness which make them unable to cope with the regular activities of the program.
- Symptoms of a contagious or transmittable illness (i.e.: fever, diarrhea, vomiting, infection, persistent coughing, unidentified rash, chicken pox, etc.)

If your child becomes ill while attending Childcare, you will be notified immediately and will be expected to have an authorized person pick up your child within a reasonable amount of time.

Please inform your Child Care Provider if your child has a contagious condition which has been diagnosed by a medical doctor. You will be informed of any contagious condition your child may have been exposed to while in childcare.

HIV and AIDS Policies

HIV (Human Immunodeficiency Virus), the virus that leads to AIDS (Acquired Immune Deficiency Syndrome), is not transmitted through everyday contact. No confirmed cases of transmission through casual contact or biting have been reported. HIV is transmitted from one person to another by sperm, vaginal secretions, breast milk, blood, and from mother to child during pregnancy.

HIV is considered a disability, and by law discrimination based on disability is illegal. Parents have no obligation to tell the Agency or the Child Care Provider if they are aware that their child is HIV-positive. If such information is disclosed to a member of the Agency staff or Child Care Provider, they have an ethical obligation to keep the information confidential.

Universal Health Precautions

Those who work at our Agency or are associated with the Agency as our Child Care Providers, help control the spread of infections by practicing proper hygiene and universal precautions. Everyone washes their hands thoroughly with warm water and soap before meals, after toileting, before and after administering first aid, and throughout the day as required. Dishes, eating surfaces and diapering areas are sanitized after each use; toys are checked for breakage daily and sanitized weekly. Floors are cleaned daily, as required throughout the day. The laundry, kitchen and bathrooms are maintained in a clean and organized manner.

Universal Precautions adapted by family home childcare include:

- Hands are washed immediately after exposure to blood, and all other bodily secretions.
- All cuts are covered with a sterile bandage until healed.
- Disposable gloves are worn by staff treating open cuts.
- Blood-soiled surfaces are disinfected with bleach, which kills HIV
- Laundry stained with blood and other bodily secretions is washed separately in hot soapy water.
- Materials stained with blood and other bodily secretions are placed in a sealed garbage bags and discarded in a lined, covered plastic container.

Medication

- Child Care Providers are only permitted to give medication authorized by a doctor or parent.
- All medication must be in the original container, with a readable label.
- Parents must complete an authorization form for each new medication (medication will not be given, unless written instructions are received from the parent or the child's doctor)
- Parents should send measuring utensils along with medication.
- All medications are to be given directly to the Child Care Provider and stored safely.
- It is recommended that a child who has been prescribed an antibiotic take it for 24 hours before returning to the Family Home Childcare.
- Certain medical procedures can only be done with special training. If your child has special medical needs, these cases will be covered by your child's Individual Care Plan.

Smoke and Vape-Free Family Childcare Homes

No one shall use, smoke or vape tobacco or cannabis in the presence of children or at a family child-care home while children are in care at the home, whether indoors or outdoors.

Notable Situation (Accident Reports)

Child Care Providers will complete an accident report form for any incident or accident which requires first-aid treatment but does not meet the criteria set out for a serious incident. It will be signed by the person who administered treatment, as well as the parent, and placed in the child's file. Parents are informed of any injuries at the appropriate time depending on the extent of the injury. Maintaining confidentiality regarding any concerned parties is a priority.

Serious Incidents

Serious Incident means any of the following:

- Any injury to a child that occurs while the child is attending a childcare program and that requires emergency medical attention.
- A fire or other disaster on the premises of a facility of Family childcare Home.
- A concern relating to the physical environment or an operational or safety practice in a Family childcare home that, in the opinion of a licensee, parent, care provider or the Department, posed a risk to the children's health, safety or well-being.
- Abuse of a child within the meaning of the Children and Family Services Act by a care provider.
- The death of a child while the child is attending a childcare program.
- A child is not accounted for during any period of time in the Family Childcare Home.

If an accident, communicable disease, or other incident occurs that affects or could affect the health, safety or well-being of a child attending a program, the care provider must do all the following:

- (a) Immediately secure any necessary medical assistance.
- (b) Notify the parents of any child affected.
- (c) Notify the licensee no later than 24 hours after the time the serious incident occurred
- (d) Prepare an incident report, which must include the following:
 - A summary of the incident and the action taken by the licensee's care provider.
 - The signature of the care provider involved,
 - The signature of a parent of each child affected by the incident.
- (e) Place a copy of the incident report into the file of each child affected by the incident.

If a serious incident occurs, the licensee must,

- Notify the Department no later than 24 hours after the serious incident occurred and;
- Forward a copy of the incident report to the Department no later than 7 days after the date of the serious incident.

When a serious incident involves abuse of a child within the meaning of the Children and Family Services Act, a licensee must adhere to the Departments' protocol entitled Reporting and investigating

Allegations of Abuse and Neglect: A Protocol for Child Care practitioners working in Regulated Child Care and Child Protection Staff.

Emergency Medical Treatments

Emergency medical treatment will only be provided by Agency staff or the Child Care Provider if their first aid training gives them the skills required to do so. All Agency staff, and all Child Care Providers have current training in emergency first aid level C and CPR.

If a child requires emergency medical treatment that cannot be safely provided by staff or the Child Care Provider, an authorized person will be contacted to fulfill this responsibility, and efforts to contact the parent will continue. Any extraordinary costs associated with transporting the child for emergency medical care (such as ambulance) will be paid by the parents/guardians of the child.

Policy on Reporting Suspected Child Abuse

As per protocols outlined by the Department of Community Services for the prevention and reporting of child abuse, the Agency staff and the Child Care. Providers are legally required to report cases of suspected child abuse.

Behaviour Guidance Policy

Every Child Care provider will:

- Understand and apply the Agency's Behaviour Management Policy.
- Post a copy of the Behaviour Management Policy on the parent bulletin board.
- Review the Behaviour Guidance Policy annually and demonstrate understanding of Behaviour Guidance Principles.
- Review the Behaviour Guidance Policy with the parents of each child at enrolment time and receive signed and dated document stating they have reviewed this policy.

Children need positive experiences to enhance their feelings of self worth. The Agency embraces a pro active approach to behaviour management and child guidance and always focusing on strategies that acknowledge and reward positive behaviour.

Child Care Providers acknowledge and accept that children misbehave at times. Disruptive behaviour may be a way for a child to test the world and find out her/his place in the home and community. When a child's behaviour is inappropriate and/or threatens the safety of themselves or others, intervention is necessary. The intervention taken should consider the immediate situation as well as any individual issues or conditions of the child[ren]. All interventions should be timely, deliberate, fair and consistent.

- The Agency has a written Behaviour Guidance Policy with respect to permitted and prohibited behaviour guidance practices. The policy applies to all agency staff, volunteers, and Child Care Providers.
- Staff, volunteers, and Child Care Providers are required to always follow the guidelines.
- A copy of the Behaviour Guidance Policy is posted on the parent bulletin board in the Family Home Childcare and is also posted at the Agency.

- The written Behaviour Guidance Policy is reviewed and signed by staff, Child Care Providers and volunteers:
 - a) Prior to the start of their employment or their interaction with the Centre or Agency
 - b) Annually thereafter to ensure that staff, Childcare providers and Volunteers understand and can apply the policy.
 - c) The written Behaviour Guidance Policy must be reviewed with the parents of each child when they are first enrolled in the Family Home Childcare Program.

Staff and Child Care Providers will:

- Be knowledgeable about and show an interest in behaviour management and child guidance strategies and issues
- Focus on and praise appropriate behaviour
- Help children develop self-discipline skills in age-appropriate ways
- Where possible, allow children to work out problems themselves (intervening when the safety of the child[ren] or property is at risk)
- As much as possible, focus on the injured party in the dispute (to focus on the aggressor is to reinforce inappropriate behaviour)
- Help children understand that it is only their inappropriate behaviour that is unacceptable
- Keep open communication with parents/guardians to ensure the development of behaviour management strategies that will benefit the child

The following provisions are included in the Early Learning and Childcare Regulations and must be followed by every Agency:

No operator shall:

- Permit corporal punishment, including but not limited to Striking a child directly or with any physical object, Shaking, shoving, spanking, or other forms of aggressive physical contact.
- Require or force a child to repeat physical movements.
- Use harsh, humiliating, belittling or degrading responses of any form, including verbal, emotional or physical.
- Confine or isolate a child; or
- Deprive a child of basic needs including food, shelter, clothing or bedding
- Offer food to reinforce positive behaviors.
- Withhold food as a consequence for inappropriate behaviors.
- Food is not used as a reward for completing a task or finishing a meal. (e.g., dessert will not be withheld if the child does not finish the main meal).

Nutritional Information

The Child Care Provider's menus are developed with the assistance of the Family Home Consultant and the Food and Beverage Nutrient Criteria for Regulated Child Care Settings. Our Child Care Providers offer balanced and varied menus that utilize nutritious foods and health and allergy requirements. The Child Care Provider plans meals in advance and post menus signed by the Family Home Consultant indicating the Food and Beverage Nutrient Criteria have been met.

Children who are present during mealtimes will be provided foods from each of the food groups identified by Health Canada. Children who are present during snack times will be provided with servings from at least 2 of the food groups identified by Health Canada, including at least 1 serving of fruit or vegetables. Care Providers are responsive to children's cues around hunger and provide snacks and meals outside the regular schedule as required. School aged children may bring their own lunches depending on the child, provider, and parent. If a child requires supplements or special foods due to a medical condition, or special dietary consideration, Parents will be responsible for providing them. Foods and Beverages brought from home must be labelled with the child's name and indicated on the child's enrolment form.

Child Care Providers create a relaxing and enjoyable meal environment and eat with the children to help model appropriate eating behaviours and positive food habits. The Child Care Provider does not force children to eat, or withhold favourite foods for inappropriate behaviours, but will encourage children through positive modeling and reinforcement to try new or other foods. Menus document substitutions and are kept on file for 12 months.

Please keep us informed about any food allergies. Any known allergies must be posted in a conspicuous place to ensure the safety of the child.

Child Care Providers can only purchase or receive donations of food or beverages from an establishment permitted by the Department of Agriculture. Despite this, some foods may be donated to or purchased for regulated childcare settings under the following circumstances:

- The food is a low-risk food by the Department of Agriculture, including whole fruits and vegetables that have not been cut except for the purpose of harvesting and dry non-potentially hazardous baked goods (i.e., those that do not contain cream, custard, cream cheese, meat or any other potentially hazardous food as a filling or a topping; and
- The food brought into the program is acceptable to the licensee.

Foods that have been donated to or purchased for the family childcare must:

- Be labelled with the name of the source of the food.
- Include a list of ingredients and any special preparation, storage or serving instructions; and
- Be in accordance with Standard 6 (special dietary considerations).

During mealtimes childcare providers will:

- Create a relaxing and enjoyable meal environment.
- Mealtimes are appropriately managed by the Child Care Provider.
- model healthy eating practices that are consistent with the Standards for food and Nutrition in Regulated Child Care Settings.
- will consume the same foods as the children unless they have special dietary considerations that prevent them from doing so.
- be responsive to children's cues around hunger and provide snacks and meals outside the regular schedule as required.

- Ensure that formula brought to the home for a child is labelled as to the contents, feeding instructions, name of the child, dated and placed in the refrigerator at 4.4 degrees C or lower and used within 24 hours.
- Ensure that all open foods are dated and kept always refrigerated except during feedings and are not kept past the expiry date.
- Hold infants under 6 months of age during bottle-feeding and do not feed infants in cribs.

Infant Feeding Plans

Upon enrolment, Infant Feeding Plans are created for children between the ages of birth to 17 months, when they bring foods from home or at the request of the parents. Infant Feeding Plans are used for ongoing communication between the infant's parent/guardian and the care provider. The Infant Feeding plan is used to record and communicate the infant's progress during the transition to solid foods and indicated when requested by the parent how menu items are prepared to accommodate the infant's developmental stage. Child Care Providers allow infants to explore their food, feed themselves and respond to hunger and fullness cues. Unless otherwise identified on the infant feeding plan children who are six months of age or older receive daily meals and snacks that are based on the menu. Parents may bring food from home during their child's transition to solid food; however, this is not required and is identified on an infant feeding plan. Bottles and food brought to the homes must be labeled with the contents, date and the child's name.

Breast Feeding Statement

Nova Scotia has a Provincial Breastfeeding Policy that promotes, protects and supports breastfeeding. Our Family Child Care Homes provide a supportive environment and welcome mothers to breastfeed anywhere in the home and when requested will provide a comfortable space for breastfeeding mothers. Breast milk brought to the home is stored in the refrigerator and labeled with the contents, date and the child's name.

Rest Period

Infants sleep according to their own individual schedule. For children under school age, a rest period is part of the day's schedule. During rest period, all children under school age are required to rest for one half hour. This includes children who do not sleep. After this half hour, any children who are not sleeping may engage in quiet activities until the rest of the children wake up.

Fire Safety and Emergency Evacuation

Each care provider must establish emergency rules and procedures; including an evacuation plan and escape routes to be used in the case of fire and other emergencies. The evacuation plan must be posted.

An evacuation plan must include the following:

- A current list of emergency telephone numbers including 911, the local hospital emergency department and, poison control.
- The specific evacuation duties of each care provider.
- A diagram of all rooms in the family child care home, with exits noted.

- The location of a safe meeting place, which must be outside the family child care home and known to the children, and care provider.

Each care provider must carry out an emergency evacuation drill at least once per month and record them.

If there is a need to evacuate the Family Childcare Home due to fire or other emergency and the home is not fit for immediate habitation, the parents or authorized person will be contacted immediately and expected to pick up your child immediately at the designated emergency location.

The following fire safety guidelines have been developed by the Agency to assist Child Care Providers in creating a safe environment:

- Flammable liquids will be stored in labelled containers, out of reach of children, in a room other than the kitchen or furnace room.
- Electrical outlets, switches, and cords will be in good working condition.
- Doors and windows will be free from debris so they can be easily opened in case of fire.
- Steps and landings both indoors and outdoors will be kept in good repair.
- Heating units will be in good repair and screened from children.
- Fire extinguishers in good working condition must be in the kitchen and on every level of the house.
- One battery operated, or hardwired smoke detector must be located on every level of the home.
- A fire-warning signal, e.g., smoke detector or bell, and the word “fire” will be identified for children as an indication to leave the house immediately.

Emergency Preparedness

All Agency staff and Child Care Providers have been trained in First Aid and Infant CPR and are required to keep their training up to date.

Please inform the Family Home Childcare of any changes to your address, place of work, telephone numbers, authorization list, and injuries that your child receives outside the program.

Insurance and Transportation

The Child Care Provider is responsible for maintaining proper insurance to protect the Care Provider from liability. The agency has a copy of the providers insurance on file. Adequate commercial liability insurance or its equivalent to cover the family childcare home.

Every vehicle operated for the Family Childcare Home for the purpose of transporting children meets the requirements of the Motor Vehicle Act. Every person who is the driver of a vehicle for the family home childcare home for the purpose of transporting the children is licensed under the Motor Vehicle Act to transport the children. The driver of a vehicle operated for the family home childcare home delivers every child transported in the vehicle to the childcare provider, a member of the agency staff, the parent of the child or to a person appointed by the parent. Infants and toddlers being transported in a vehicle are seated in child restraint systems certified by Canadian Motor Vehicle Safety Standards.

Duties and Responsibilities of a Child Care Provider

Program Expectations

- Help coordinate monthly visits from the Family Home Consultant
- Participate professional development, 5 hours per year.
- Assist with recruitment and selection of families who need care.
- Provide quality care that ensures the health, safety and well-being of the children and promote positive healthy development in children.

Parent Information

Providers will:

- Develop individual policies regarding hours of operation and other matters pertaining to the delivery of family home child care.
- Encourage participation of parents in the program.
- Post required information on the parent bulletin board or in parent binder in a conspicuous place within the home
- Post a daily routine for parents to view

Record Keeping

- A care provider will keep a daily record of attendance for each child enrolled including arrival and departure times and reasons for any absence.
- Maintain current first aid and CPR Level C certificate.
- Complete a Child Abuse Register Check every three years.
- Complete personal criminal records check, including vulnerable sector, every three years.
- A Child Abuse Register and criminal records check are completed every three years for all other people who live in the family day care home as well for alternate care providers (anyone 13 years or older for the Child Abuse Register and anyone 18 years or older for the criminal records check.)
- Keep a file for each child enrolled in the family childcare home including applications for admission, medical, progress reports, consent forms from parents for emergencies and outings, and other such information.
- Keep a daily logbook to record information about any absence of a child due to illness and any unusual or special events in the family childcare home.
- Maintain records for two years following the date the child leaves the family home centre.
- Complete a materials and equipment checklist annually
- Complete developmental assessments every 6 months on every child in care under school age.

A healthy and safe childcare environment

It is the responsibility of the Child Care Provider to ensure that a safe environment is always provided for the children in their care.

Meals

- Ensure proper food handling.
- Monitor water safety.

- Cleaning highchair trays and tables with a disinfectant after use.
- Provide children with furnishings of a suitable size.
- Provide children with dishes, cutlery, and personal hygiene items on an individual basis and always maintain them in a sanitary condition.

Diaper and Toileting

- Washing hands before and after diapering each child and before food preparation.
- Ensuring that the counter of the diapering area is cleaned with a disinfectant after each diapering

Cleaning

- Keeping cleaner out of reach of the children and locked up
- Cleaning all toys for infants and toddlers with disinfectant when necessary or at least twice weekly
- Toys checked for broken pieces or other hazards daily
- All toys will be age appropriate, safe, and free of lead-based paint and sharp edges.

Around the House

- Ensuring that all medical supplies, drugs or medicines are kept out of reach from children in a locked storage space.
- Keeping readily available 2 first aid kits approved for emergency treatment.
- Monitor the health of the children being cared for, being able to recognize symptoms of ill health in the children and act appropriately.
- Comply with municipal by-laws.
- Ensure equipment used is safe and that the family home is suitable and has appropriate space for caring for children.
- Provide adequate storage space for food, beds, play equipment, program supplies, cleaning, and medical supplies.
- Ensure that office facilities and equipment will not infringe upon the space or interfere with the routine activities of the children.
- Electrical outlets in rooms used by children under five years of age must be covered with childproof protective covers.
- Fireplaces, woodstoves, and space heaters will be separated from the children's play space by a protective barrier.
- Where children are unable to climb up and down stairs safely, stairways must be blocked off.
- Clear glass door panels will be clearly marked at the child's eye level. Children's artwork or decorative decals are appropriate markers.
- Firearms and ammunition will not be permitted in the family home unless the Agency is aware of their presence. Any firearms must be stored separately under lock and key.
- Many houseplants are harmful to children if ingested and must be kept out of reach.
- Pets must be monitored carefully when present with children and have their immunization.
- Children must never be left in the home alone or in the care of an unapproved Child Care Provider.

- There is access to shade in the outdoor play space.

Naps

- Provide each child under school age, who attends for more than half a day with separate cots or mats, with washable and moisture resistant covers.
- Provide bedding that is clean and sufficient for warmth.
- Ensure that the sleeping area for infants is always under supervision when children are sleeping.
- Provide a crib or portable crib (the portable crib cannot be a playpen) for each infant cared for and ensure that they meet standards of the Cribs and Cradle Regulations made under the Hazardous Products Act.
- Do not use playpens, jolly jumpers or walkers for children of any age.
- Plastic bags must not be used under sheets to protect mattresses.

Outings

- Ensuring that safety belts are used for infants when they are in highchairs, infant seats, and strollers.
- A first aid kit, a list of children in attendance and the children's emergency contact information is taken on outings with children.
- Ensure that strollers are equipped with a sunshade.

Outdoor Play Space

The outdoor play area is on the family day care home and is enclosed by a fence at least 1.2 meters high (4ft); or the outdoor play area is within a reasonable distance of the family child care home and has been determined by the Agency to be safe and appropriate.

Play Structures

play structures must be age appropriate and must be safe and well maintained.

Play structures meet the following applicable requirements:

- Critical fall height - Play structures for toddlers and preschoolers must be under 1.5 m (5 ft) high. Play structures for school age children may be more than 1.5 m (5 ft).
- There must be appropriate protective surfacing for all play structures.

Critical fall height and Protective Surfacing

Play structures with a critical fall height of 45.72 cm (18 inches) or higher must be on a protective surface. Protective surfaces must be maintained to provide adequate protection to children in case of a fall.

- Play structures with a critical fall height of 1.5m or lower must have a minimum of 6 inches of loose fill protective surfacing.
- Play structures with a critical fall height of 1.5 m or higher must have a minimum of 9 inches of loose fill protective surfacing.

Loose fill protective surfacing can include pea gravel, sand, wood mulch, shredded tires. Protective surfacing extends 1.8 m (70.87 inches) beyond all sides of stationary play structures (fall zone).

Other playground safety

- No encroachment zone - Swings have a no encroachment zone that extends 1.8 m (70.87 inches) beyond the swing fall zone.
- No head entrapments - All spaces should be smaller than 9 cm (3.54 inches) or larger than 23 cm (9.05 inches).
- Entanglement - There are no apparent areas where draw strings or other pieces of clothing could become entangled on play structures where there is uncontrolled motion (e.g. grooves on a slide).

Swings

- S-hooks are tightly closed; bolts and chains are in good repair.
- seats are spaced 76 cm (29.92 inches) apart from each other and the side supports
- two swings per bay
- seats are made of impact-absorbing material (e.g., rubber).

Pools

- Any wading pool used by family child-care home must: have a depth of less than 12 inches of water, only be used under the constant supervision and be emptied and disinfected after each use.
- When there is a backyard pool onsite, family home child-care programs must meet provincial and municipal requirements regarding the installation and use of a swimming pool and be separate from the outdoor play spaces used by the children.

Trampolines

Large outdoor trampolines are not permitted at any family home childcare program.

Weather Conditions

In extreme weather conditions such as heavy rain or thunderstorms; extreme wind conditions; sleet or hail; freezing rain/icy conditions; extreme cold; and extreme heat and humidity, care providers will adjust outdoor play times. This will be documented, and the decisions must be in the best interests of the children.

Children will play indoors when the temperature is below -25C (-13F)

When the UV Index is moderate (3 or higher): children should have hats with brims and lightweight clothing that covers and protects their skin and children apply (with support) sunblock with a SPF of at least 30 on all exposed skin before going outside.

When the UV Index is high (6-7), care providers must reduce time in the sun between 11 a.m. and 3 p.m.

When the UV index (8-11+), care providers must avoid time in the sun.

Monthly Monitoring and Annual Assessment

All Child Care Providers receive monthly visits, scheduled and unscheduled, from the Agency's Family Home Child Care Consultant. The Family Home Child Care Consultant is a resource and support person who will help in providing the best possible care. The Family Home Consultant is also accountable to ensure that the provider is following the requirements of the law, regulations and any relevant policies.

During the monthly visits Consultants will be there to discuss and help with any issues or concerns that may arise. During annual assessments, the Family Home Consultant will do a formal inspection.

During annual assessments, the Family Home Consultant will:

- Confirm that all required regulations are met.
- Confirm that the agencies license or other documents are posted if so required.
- Confirm that the number and ages of the children in attendance are those for which the home is approved.

Grievance Procedure

At the Agency we strive to meet the needs of the Child Care Provider and the children and families in their care. At times there may be situations that arise that need to be addressed. If you have concerns, the Child Care Provider is the first point of contact. If the situation cannot be resolved through the Child Care Provider, or if the concern is serious enough to warrant immediate review, parents are encouraged to contact the Agency's Family Home Consultant. Contact information for the Family Home Consultant is located at the front of this handbook. The Family Home Consultant will then investigate the concern/situation, will schedule meetings as necessary with appropriate parties to gather relevant information, and will work with the Child Care Provider and Parents to resolve the issue. Parents and the Child Care Provider will be kept informed throughout the process (within confidentiality requirements).

Our goal is to provide quality childcare. We encourage parents to bring their concerns to our Child Care Providers and the Family Home Consultant as soon as they arise, so that we can work together to resolve issues quickly without impacting the quality of the care provided.

Extended Hours Care - KCFRC does not currently hold a licence for extended hours.

Kings County Family Resource Centre Home Child Care Agency recognizes that flexible quality childcare is essential to the well-being of families. Extended hours Child Care applies to the following circumstances:

- The setting is in operation for more than 12 hours per day; or
- The setting is in operation past 6:30pm; or
- The setting is in operation during the weekend.

Homes that are approved to offer extended hours of care shall be inspected and maintain home visits from the Family Home Consultant during operating hours and while children are present. The number of hours any child may attend must reflect the needs of the child's parent/guardian to work or study and must not exceed 13 hours per day or 65 hours per week. Staff to child ratios must be maintained during extended hours of childcare and the childcare provider must be present and always awake. Developmentally appropriate program plans are developed and followed by childcare providers during extended hours of childcare, provides an evening rest period and offers quiet activities prior to the evening rest period. An evening meal and snack is offered to each child enrolled in an extended hours care program and each meal and snack served meets the requirements of the standards for food and nutrition. The program plan for the extended hours childcare allocates a period after the evening meal or snack and prior to the evening rest period for children to conduct personal hygiene. During this period, the childcare provider is to be present and available to assist children. Children's toothbrushes are stored in a manner that prevents contact between toothbrushes and maintains the cleanliness of each toothbrush. Each child is provided with a clean face cloth and towel for personal hygiene.

Thank you for choosing family home childcare, if you have any questions, concerns, or needs, please reach out to one of your family home childcare consultants.