

The Region of Waterloo Home Child Care Resource Manual



This manual includes:

- Excerpts from the Ontario Early Years Act
- Resource information on child development, child care issues and community resources
- Excerpts and guidelines from Public Health in the areas of health and sanitary practices, communicable diseases, nutrition and safety
- Routines to follow in the case of an unusual situation in your home
- Payment policies

Providing care to children in your home is a challenge. Please refer to this manual frequently to fully utilize the resources it contains.

Explanation of gender – for ease of writing, we have referred to:

- Home Child Care caregivers as female
- Home Child Care Consultants as female
- Parent of the child as female
- Child as male

We have also referred to the child's parents in the singular form, as most of our communication is with one of the child's parents.



What Information is included in the Manual

Section 1: Contracting with Our Program

Questions and answers on issues relating to you and your working relationship with the program

Section 2: Supervision and Care of the Children

- Contains developmental checklists
- Ideas for programming and activities

Section 3: Guiding Children’s Behaviour

- How to set the stage for good behaviour
- Practical ideas for helping children to behave in acceptable ways
- Practical ideas for managing undesirable behaviour
- Tips for handling everyday situations

Section 4: Nutrition

- Food guide for healthy eating
- Sample food patterns
- Menu planning guidelines
- Food allergy information

Section 5: Health

- Disease control
- Head lice guidelines
- Seizures
- Allergies & Anaphylactic Shock
- Smoke Free Ontario
- Blood borne infections and universal precautions
- Exclusion guidelines for communicable diseases

Section 6: Sanitary Practices

- Handwashing and glove use
- Household and toy cleaning
- Sensory bins, and water play
- Care of pets
- Diaper changing, potty chairs



Section 7: Safety

- General safety in the home
- Safety in children's toys and equipment
- Safe Sleep
- Pet Safety
- Hazardous products
- Car safety
- Outdoor & Playground Safety
- Fire safety
- Other Emergency Procedures

Section 8: Accidents, Serious Occurrences and Child Protection Issues

- Procedures for minor accidents
- Procedures for serious occurrences
- Reporting suspected child abuse

Section 9: Community Resources and Important Links

- Links to community centres in your area
- Important links to explore

Section 10: Record Keeping

- What paperwork is needed when doing child care
- Important information needed for keeping organized

Section 11: Payment Policies

- How payment works
- Questions and answers on payment issues
- Procedure for billing

