

## Home Child Care Policies and Procedures

Section: Contracting with Home Child Care

Policy No: 2024418

Policy Title: Home Child Care Program Statement Implementation for Caregivers

Revision Date: August 2016

### Authority

- Manager, Home Child Care

### Policy Statement

- The Home Child Care Program has a Program Statement that meets the requirements as set out in the Child Care and Early Years Act.

### Policy Intent

- To ensure clarity around the expectations of the Program Statement.
- To outline prohibited practices as they relate to the Program Statement.
- To outline the process for contract contraventions as it relates to the Program Statement.
- To outline how the Program Statement will be monitored, reviewed and kept up to date.

### Procedures

#### Adherence to the Program Statement

- The Program Statement has been written and designed as a tool to provide clarity on the expectations of Home Child Care and how to effectively interact with children, parents and staff. The Program Statement is based on leading research and Ministry of Education documents such as “How Does Learning Happen?” The Program Statement is meant to inspire, educate and enhance the existing work of Home Child Care.
- All Home Child Care Providers, Volunteers, Students and Persons who are ordinarily in the home of care providers are expected to follow the principles of the Program Statement.

#### Prohibited Practices

- The Region of Waterloo wants to ensure each child has a safe and positive experience that promotes their healthy growth and development. Consultants will observe caregiver interactions with children ensuring that they align with our program statement and beliefs in adult-child interactions. The following practices are prohibited at all times in our caregiver’s homes:
  - a) corporal punishment of the child;
  - b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of

supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

- c) locking the exits of a home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- f) inflicting any bodily harm on children including making children eat or drink against their will.

### **Process for Contract Contraventions**

- Home Child Care takes the Program Statement very seriously and moving forward it will be the primary document to guide interactions with children and parents. Any actions that do not adhere to the Program Statement are subject to follow up and contract terminations. Contraventions of the Program Statement will follow the same procedure as any contract contravention, as outlined:

### **Cautioning and Terming a Caregiver**

#### **Step One**

- Consultant/ Supervisor/Manager takes information
- Consultant reviews records ( Caregiver home, family file, OCCMS)

#### **Step Two**

- Consultant and Supervisor discuss the contravention/incident.
- Decide if it is a Serious Occurrence, does Family and Children's Services need to be contacted?

#### **Step Three**

- Close home or not?
- Placement of children
- More information gathering
- Meet with caregiver if Family and Children's Services is not involved.

#### **Step Four**

- Decision making about term/warning /caution letter consider the severity, history, age of children, safety and well-being of children.
- Term letter/ Warning/Caution letter about contravention

## Step Five

- Follow up visit with consultant if warning letter sent, discuss letter
- Monitor progress or changes, weekly and then monthly once the requirements in the warning letter are consistent.
- Decision if another contravention should occur, go back to Step Four.

## **Monitoring of the Program Statement:**

- Consultants will monitor and observe Caregivers for any prohibited practices, and make a comment in each visit regarding adherence to the Program Statement and Prohibited Practices. If any contraventions are noted, they will put a summary in their visit notes, as well as discuss the situation with their supervisor. Follow up will occur as outlined above.

## **Review of the Home Child Care Program Statement Implementation Policy**

- The Program Statement Implementation Policy (this document) and Region of Waterloo Home Child Care Program Statement will be reviewed as part of the orientation process and signed-off once it has been fully read and understood. This will occur prior to working directly with children and applies to:
  - Volunteers
  - Students
  - Home Child Caregivers
  - Persons who are ordinarily in the home
  - Consultants
- The Program Statement Implementation Policy will be reviewed and signed-off annually by those same parties (and at any other time when substantive changes are made)
- The Program Statement Implementation Policy has been written and approved by the Management Team. Feedback will be sought from program staff and Caregivers to help inform any policy changes. The Statement will be a living document that will change over time.
- For Caregivers, volunteers, students, and those regularly in the home, sign-off records will be kept in their individual files