The manual includes:

- Excerpts from the Regulations of the Day Nurseries 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
- An appendix of sample forms
- 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 caseworkers 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.

This manual is only current on the day you receive it. The most current copy is always online at:
www.regionofwaterloo.ca/homechildcaremanual
Table of Contents

**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  
- Headlice guidelines  
- Seizures  
- Bloodborne infections and universal precautions  
- Exclusion guidelines for communicable diseases  
- Allergies & Anaphylactic Shock  
- Smoke Free Ontario

**Section 6**  **Sanitary Practices**  
- Handwashing and glove use  
- Household and toy cleaning  
- Sensory bins, and waterplay  
- Care of pets  
- Diaper changing, potty chairs
# Table of Contents

**Section 7** Safety  
- General safety in the home  
- Safety in equipment and playthings  
- Car safety  
- Hazardous products  
- 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  
- List of community resources

**Section 10** Record Keeping  
- Appendix of sample forms

**Section 11** Payment Policies  
- Payment by enrolment  
- Questions and answers on payment issues  
- Procedure for billing

**Section 12** Toy Library

**Appendix**  
- Appendix 1 Highway Traffic Act Reg 613