

The Region of Waterloo  
**Home Child Care Resource Manual**



## **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.

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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](http://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

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<b>Section 9</b>	<b>Community Resources</b> <ul style="list-style-type: none"><li>➤ List of community resources</li></ul>
<b>Section 10</b>	<b>Record Keeping</b> <ul style="list-style-type: none"><li>➤ Appendix of sample forms</li></ul>
<b>Section 11</b>	<b>Payment Policies</b> <ul style="list-style-type: none"><li>➤ Payment by enrolment</li><li>➤ Questions and answers on payment issues</li><li>➤ Procedure for billing</li></ul>
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