

FOR MORE INFORMATION:

Licensed Home Child Care Coordinator

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Haldimand-Norfolk
REACH

supporting children, families, communities

**101 Nanticoke Creek Parkway
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Licensed Home Child Care Program

Parent Information

There IS a home away from home

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When and where will my child sleep?

Will he/she have his/her own bedding?

How do you deal with a child who cries when his/her parents leave?

What methods of discipline do you find work best with a ____ year old?

*Acknowledgement to the Ontario Early Years Centre Brant
for their contribution*

Notes

SAMPLE QUESTIONS FOR VISIT AND INTERVIEW

Name of Potential Caregiver:

What hours do you offer care?

What are your closure days or vacation?

What supplies do I need to provide for my child?

What methods of communication with parents do you use?

What activities with children do you enjoy most/least?

Do you have a regular schedule?

Please describe it.

What toys/equipment do you have for my child?

How much time do you spend outdoors?

How have you child-proofed your home?

Can I tour your entire home?

What are your safety rules for indoors and outdoors?

Do the children watch television everyday? Do you limit TV time?

Do you monitor TV time?

Under what circumstances would you call me at work?

How do you try to prevent illnesses from spreading?

Do you have a menu plan?

How closely do you follow it?

INTRODUCTION

The Licensed Home Child Care Program was developed to meet the needs of the families residing in Haldimand and Norfolk Counties. The program recognizes the importance of quality care and programming for children. This is achieved through the careful selection and screening of caregivers and their homes.

Licensed Home Child Care is a unique experience for children as the care is provided in a small- group, family like atmosphere.

We feel every child has the right to be recognized and accepted as an individual with strengths and weaknesses.

Activities in the areas of social-emotional, cognitive, language, self-help, fine and gross motor skills, are incorporated into the daily routine in order to enhance the child's growth and development.

The Licensed Home Child Care Program feels it is essential that a positive relationship be formed between child, family, and caregiver to ensure optimal care is given. Therefore, the program's role is to assist parents and caregivers to identify their needs and expectations so an appropriate match can be made.



PROGRAM

- * Licensed Home Child Care is daily care given to children in an approved private residence.
- * Care is provided for children from infancy to 13 years of age.
- * Care is provided to not more than five children in addition to the caregiver's own children.
- * Licensed Home Child Care is available in most communities throughout Haldimand and Norfolk Counties.
- * Licensed Home Child Care may be available for a variety of days and hours, including days, evenings, shifts, weekends and overnight care. This is dependent upon the individual caregiver's schedule and preferences.
- * The Ministry of Children and Youth Services license Haldimand Norfolk REACH.
- * Our program must abide by the regulations and policies outlined in the Day Nurseries Act.
- * A Licensed Home Child Care Coordinator visits each home regularly. The Licensed Home Child Care Coordinator (LHCCC) is responsible to ensure that each private residence will provide a safe and stimulating environment for the children enrolled in our program.
- * During regular scheduled and unscheduled visits, the LHCCC will ensure the program policies and procedures are being met. The LHCCC will also provide the caregiver with support, training, resources, and conduct a regular safety inspection of the home.
- * Our goal is to assist you in choosing a caregiver who best suits the needs of your child and your family.

SAMPLE QUESTIONS FOR THE TELEPHONE INTERVIEW

Date:

Name:

Address:

Phone Number:

Closest Intersection:

What are your hours of operation?

I have a child who is ___ years old. I need care _____. Do you have any openings for my child starting on (date)?

How many children are you presently caring for?

What is the age range within this group?

What qualifications/experience do you have?

Do you have children of your own?

How old are they?

Do you have first aid/CPR training?

Does anyone in your home smoke?

Do you have pets? (specify)

Do you have use of a car?

Be sure to ask any other questions necessary to decide whether or not you want to make a visit (e.g., special diet).

SUBSIDIZED FEES

Haldimand Norfolk REACH currently holds an agreement with the Children's Services Team of Haldimand and Norfolk Counties. Fee Subsidies/Assistance is available through their offices to those families who qualify. Please contact the Subsidy office at 519-426-6170 ext. 3745 should you require further details.



THE NEXT STEP

When you have selected a suitable caregiver, please contact the Licensed Home Child Care Coordinator to tell her which child caregiver you have chosen and the agreed upon start date.

An appointment will be arranged to complete the enrollment package.

You will need...

- Child information (name, date of birth, etc.).
- Child's record of immunization.
- Emergency contacts.
- Child's medical information (Dr.'s Name and #).
- Cheques (3 months worth).

OUR STAFF AND CAREGIVERS

All Licensed Home Childcare Coordinators have a diploma or degree in Early Childhood Education, which is obtained from a community college or university program. Haldimand-Norfolk REACH Licensed Home Child Care Coordinators are encouraged to attend professional development. This enables them to provide new ideas and resources to the caregivers.

Caregivers sub-contracting with REACH have a variety of training and experience. Caregivers are selected based on a two-part interview, a home safety inspection, and a file check with the Children's Aid Society, a Criminal Record Check/Sexual Offenders Check, and personal references. Once approved they sign an agreement with Haldimand-Norfolk REACH as an independent contractor and agree to follow the legislation of the Day Nurseries Act.

Each one of our sub-contracted caregivers offers a very unique program, based on their experience, lifestyle and preference. Some offer a structured program; others are more flexible with the program they offer. Each caregiver is encouraged to provide a variety of activities for all children.

Caregivers sub-contracting with REACH are offered opportunities to attend workshops, playgroups, and outings as a way to remain current in the practices of early childhood education.

All of our caregivers' homes are smoke-free.



CAREGIVER INTRODUCTIONS AND TOURS



Caregiver recommendations can be made by calling the H-N REACH office. We will make every effort to provide you with the names of several caregivers in your area. It is important for you and your child to visit the prospective caregiver before your child starts. Have the caregiver show you where your child will play, eat and rest. You and the caregiver will have opportunity to discuss other items about your child's care.

We have included a sample list of questions that you may choose to ask the caregiver. This will assist you in choosing a suitable caregiver.

You and your child will decide on the most suitable placement.

ENROLLMENT FORMS AND WAITING LISTS

It is recommended that prior to enrolling your child in a child care program, at least one parent has had the opportunity to meet the recommended caregivers. You will then have an opportunity to complete an enrollment package.

The enrollment package must be completed with the LHCCC prior to the child starting at the caregiver's home. The LHCCC can meet with you at our main office in Townsend or in your home. These visits usually take place during business hours of Monday-Friday 8:30-4:30. After hours appointments are available if required. The forms are designed to meet all the requirements from the Ministry of Children & Youth Services, and the Haldimand-Norfolk Health Department.

Should all spaces be filled in our caregivers' homes we will keep your information on file and contact you when a space becomes available.

It is important to keep us notified of any changes to emergency information, immunization information, etc.

PAYMENT OF FEES

As a non-profit organization, our fees are established on an enrollment-based system, which refers to the contracting of day care services by the parent through the office of the child care program. Licensed Home Child Care Providers receive payment based on the child's established enrolled rate.

The caregiver on a monthly basis completes attendance sheets. Parents are required to sign this record of attendance. This confirms your consent to cover the costs incurred.

Parents are required to pay a non-refundable \$25.00 registration fee.

Parents are required to pre-pay for their child care services. Weekly or Bi-weekly cheques are to be submitted for three months worth of child care. Statements will be sent to parents on a monthly basis.

Cheques are made payable to Haldimand-Norfolk REACH.

Fees are based on full day, half day, and hourly rate.

Our rates are as follows:

Rates	Under 18 months	Over 18 months
Full Day (over 5– up to 9 hrs)	\$31.00	\$30.00
Half Day (over 2– up to 5 hrs)	\$19.00	\$18.00
Hourly (2 hours or less)	\$5.00 / hour	\$5.00 / hour