



Things Required Before Care Can Begin:

- ☐ Registration Forms
- ☐ \$10.00 Non-Refundable Registration Fee
- ☐ Copy of Immunization Record if child is **NOT** in school
- ☐ 2-week Deposit
- ☐ Void cheque or bank debit form
- ☐ Subsidy approval if eligible

FAMILY SPACE QUINTE INC. LICENSED HOME CHILD CARE PARENT HANDBOOK

613-966-9427 EXT 238



JUNE 30, 2021

TABLE OF CONTENTS

THIS LICENSED HOME CHILD CARE PACKAGE CONTAINS THE FOLLOWING:

PHILOSOPHY/ POLICY STATEMENT ON PROGRAMMING AND PEDAGOGY.....	3
PARENT FEE SCHEDULE.....	9
PROVIDER/PARENT AGREEMENT	11
THINGS TO BE LEFT AT THE PROVIDERS HOME	11
FEE POLICIES	12
PUBLIC HOLIDAYS.....	13
HEALTH/SICK DAY POLICIES.....	13
LICENSING INFORMATION	16
INDIVIDUAL PLANS	17
OTHER RESOURCES.....	17
ENHANCED HEALTH AND SAFETY POLICIES	18
REGISTRATION FORMS	29

PARENT HANDBOOK

PHILOSOPHY

Family Space Quinte Inc. has been established to provide Licensed Home Child Care for children ages birth to twelve years, who require quality care in convenient locations throughout Belleville, Trenton, Centre Hastings, Deseronto and Tyendinaga Township in Hastings County. Family Space Quinte Inc. is a non-profit organization that is governed by a volunteer board of directors elected by the membership of the organization.

The agency feels it is important for parents to have access to the type of flexible, reliable and inclusive child care that they require. The Home Visitor considers the specific needs of each family and matches them to the provider who best meets their needs. This arrangement allows for siblings to be accommodated in the same setting and if possible, within their own family's neighbourhood. By interacting in a warm intimate environment, the provider develops a continuous caring relationship with each child.

Through a variety of daily experiences and with the guidance of a trained Home Visitor, Family Space seeks to foster the child's physical, emotional, social, and intellectual development. Providers are carefully screened to establish their views on such topics as nutrition, discipline, and child activities. A child is placed by the Agency only after the provider, parent(s), and child have had a chance to meet.

The final decision as to the selection of the provider will be that of the parent(s). It is the decision of the providers registered with Family Space Licensed Home Child Care Program which children they will provide care for and at which times. The providers are independent contractors who are self-employed. Parents have the right to enter the provider's home at any time that their children are in care.

MISSION STATEMENT

To provide a variety of quality services and supports to enhance the well-being, development, and education of all children in partnership with providers, parents, and community.

POLICY STATEMENT ON PROGRAMMING AND PEDAGOGY

How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014) is the document to be used for the purpose of guiding programming and pedagogy in Family Space Licensed Home Child Care. It is a professional resource guide about learning through relationships for those working with young children and families. It is intended to support pedagogy and curriculum/program development in early years programs. Pedagogy is "the understanding of how learning takes place and the philosophy and practice that support that understanding of learning". Curriculum and pedagogy in early years settings are shaped by views about children, the role of educators and families, and relationships among them. Educators refer to all who work with children and families in Licensed Home Child Care.

This policy statement, together with the regulations that guide program development, pedagogy and practice in licensed child care settings, is intended to strengthen the quality of programs and ensure high quality experiences that lead to positive outcomes in relation to children's learning, development, health and well-being. Children are viewed as being competent, capable, curious and rich in potential. Family Space Quinte Inc. is utilizing *How Does Learning Happen? Ontario's Pedagogy for the Early Years* (2014) to assist Early Years Practitioners, including providers with the Licensed Home Child Care Program to plan and implement programming for children in their care to maximize their learning and development.

THE GOALS OF THE PROGRAM ARE TO:

- Promote the health, safety, nutrition, and well-being of the children.
- Support positive and responsive interactions among the children, parents.
- Encourage the children to interact and communicate in a positive way and support their ability to self-regulate.
- Foster the children's exploration play and inquiry.
- Provide child-initiated and adult-supported experiences.
- Plan for and create positive learning environments and experiences in which each child's learning and development will be supported.
- Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care.
- Foster the engagement of and ongoing communication with parents about the program and their children.
- Involve local community partners and allow those partners to support the children, their families, and staff.
- Support staff, home child care providers or others who interact with the children in relation to continuous professional learning;
- Document and review the impact of the strategies set out in the above goals.

BELONGING

Family Space, Licensed Home Child Care programs strives to ensure that there is a genuine connection between the children, providers, parents, and the world around them. Providers interact with each child on an individual basis and ensure that each child is given the opportunity to "belong" in the home environment provided by the provider. Parents, as the most important person in a child's life are welcome in the provider's home at any time. Providers communicate with each parent daily, verbally, or through written communications about their child, which include child development, meals and nutrition, activities, etc.

WELL-BEING

Each home where care is provided, and each provider ensures that children are encouraged to interact and communicate in a positive way to support their ability to self-regulate and develop to his/her optimum potential. The well-being of the child is the primary focus of the provider's daily interactions.

ENGAGEMENT

The provider's home as the early learning environment is set up to ensure meaningful exploration, play and inquiry. Through play, children are given the opportunity to explore through materials that support an increased awareness and understanding of concepts associated with literacy and numeracy. Program planning reflects a variety of activities which are a combination of group and individual, active and quiet activities, indoor and outdoor, while keeping in mind the interests of the children in care.

EXPRESSION

The relationship between the provider and the child is the most important one in Licensed Home Child care. Children are encouraged to use varied forms of creative expression to communicate feelings, experiences, ideas, and understanding of the world around them. Children are given the opportunity to build communication skills with an ultimate goal of self-regulation. Through self-regulation, the need for behaviour management intervention naturally declines.

All new staff, home child care providers, students and volunteers must review and sign off indicating compliance with the program statement including self-regulation and prohibited practices prior to interacting with children, at least annually, and at any time when the program statement is modified.

Here are resources with information about the Ministry of Education is supporting positive learning environments for children:

http://www.edu.gov.on.ca/childcare/?fbclid=IwAR3K92YVi1Ka8rLmtlYXKbAZ7ni3ZN9YA6mt1kTd_SsWOPWEHyCHXzxEFS8#covid

THE ROLE OF THE HOME VISITOR IN SUPPORTING PEDAGOGY

The home visitor will ensure that the approaches set out in the policy statement are implemented in the operation of its program at each provider's home. The focus of the visit will be to assist the providers to explore their interactions with children and parents. This will be through the exploration of "*How Does Learning Happen*", and "*Think Feel Act*" with each provider. The home visitor will utilize exploratory questions with each provider to assist them to reflect upon their practice with children and parents. Ideas will be shared through monthly visits by the home visitor, communications sent via e-mail, and sharing amongst providers on the Family Space Licensed Home Child Care closed Facebook group, through social media, annual policy review and communities of practice.

AGENCY SERVICE

The program will be re-evaluated by the Executive Director, the Home Visitor, and the Board of Directors regularly to reflect changes in the Child Care and Early Years Act and to incorporate new ideologies on early childhood education and development. An orientation session will be arranged for the providers before children are placed in their home. Providers are visited regularly by the Home Visitor, who acts as a resource and support person. Providers are encouraged to seek alternate providers for emergency back-up purposes.

Workshops are offered through Family Space which are open to all providers and parents. Newsletters to inform parents and providers about workshops, child activities, agency news and special events will be emailed on a monthly basis. Please feel free to contribute to the newsletter with any topic of interest.

PROVIDER SELECTION

All providers are screened through standards set by regulatory bodies such as the Ministry of Education, County of Hastings, Fire Departments, Hastings and Prince Edward County Health Unit, and Municipal Governments. Vulnerable sector checks are conducted prior to children being placed in the provider's home. Vulnerable sector checks are also conducted on any adult residing in the home who is 19 years of age or older according to policies of the local police force. In addition, both the agency and the fire department inspect the home prior to the placement of children. The vulnerable sector check is completed every five years, and an offence declaration must be completed every year.

INCLUSIVE CHILD CARE MODEL

Effective January 1 2021, Family Space providers have the option of providing care to A) only children registered with the agency B) a combination of children registered with the agency and privately placed children. C) only children that are privately placed. All regulations, policies and procedures are consistent regardless of which model providers choose. Providers with privately placed children will set and collect private fees. Providers will give a receipt for payment to a person who pays privately for child care, free of charge. Family Space will not provide administrative services regarding fee collection for privately placed children. Providers offering private arrangements will determine their own absence and withdrawal policies. A \$10 registration fee will be collected for both agency and privately cared for children.

EMERGENCY ALTERNATE PROVIDER

Emergency alternate care may be provided in the provider's home by someone 18 years of age or older who has been approved by Family Space. Emergency alternate providers have reviewed and signed off on the program statement including self-regulation and prohibited practices, Anaphylaxis and Alternate Provider policies and submitted a Vulnerable Sector Check and have a valid First Aid/CPR Level C certificate.

Emergency alternate providers can be used on a short and infrequent basis i.e. emergencies, medical appointments, and when the provider walks children to and from school while younger children are sleeping. They are not to be used if the provider is ill and requires a day off. It is the parent's responsibility to find back up care if the provider is not available for the day.

Emergency alternate providers are not permitted to administer medication, nor transport children in a vehicle. The vulnerable sector check is completed every five years, and an offence declaration must be completed every year. The provider must ensure compliance with established guidelines for the use of alternate providers. Parents must give written authorization in advance of all potential short-term providers. If parents do not approve of the alternate provider and choose not to bring their child to care on that day, the parent will not be charged for that day.

VOLUNTEERS AND STUDENTS

Volunteers or students are not permitted to be alone with any child in care.

TYPE OF CARE AVAILABLE- FOR AGENCY REGISTERED CHILDREN

In order to meet the needs of families, Family Space offers care which is flexible to parent's schedules. Care is available in the following ways as set out in the Purchase of Service Agreement with the County of Hastings:

- Full days - 6 to 10 hours of care

- Half days - 3 up to 6 hours of care

- Hourly

- Before School

- After School

- Before & After School

- Premium Care - public holidays, weekends or if the majority of care used falls before 7:00 a.m. or after 6:00 p.m.

Care provided after 6pm is considered extended care. Parents and providers will be required to complete and submit an Extended Care Plan if care is provided after 6pm. Flexibility is offered through Licensed Home Child Care to families. As independent contractors, providers are able to determine whether or not they will take children who are looking for care. As a result, there is no waiting list for services.

REGISTRATION

Families looking for care can submit the child care request form online or contact the Home Visitor directly to enquire about space availability. If space is available to meet the required child care needs the home visitor will refer providers to the family. Parents are encouraged to visit the provider's home and ensure that they and their child are comfortable before care begins.

Once a family has confirmed a space with a provider, the parent must contact the agency and complete the required documentation. Parents will read the Parent Handbook and complete the required forms

found in the handbook. Parents will submit a copy of their child's immunization history to Family Space if their child is not in school, to be approved by the Health Unit.

CONFLICT RESOLUTION

Family Space encourages parents/guardians to take an active role with their provider, and regularly discuss their child's experiences. All issues and concerns raised by the parents/guardians are taken seriously by Family Space and will be addressed.

- Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. Issues/concerns from either parent/guardian, provider, or staff which cannot be resolved through open communication that has not been successful the following steps may be taken:
- The person who raised the issue/concern will be kept informed throughout the resolution process verbally and if requested in writing. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.
- The Home Visitor is contacted, and the issue is discussed. The Home visitor, if necessary, can convene a meeting between the two parties if not initially resolved through phone or face to face contact. The Home Visitor will respond to the complaint made by a parent or provider within five (5) working days. The action taken detailing the resolution, or if no resolution is found is recorded in the Daily Written Record at the office by the Home Visitor, and the Daily Written Record at the Provider's home if applicable. The parent/provider involved will be verbally updated and e-mail resolution sent to all parties if deemed appropriate.
- If resolution is not achieved, the Executive Director, or designate will be engaged to assist in the resolution of the issue within five (5) working days if the Home Visitor has not successfully resolved the issue. This outcome is recorded in the Home Visitor's Daily Written Record and the resolution, or of no resolution is found, is e-mailed to the Home Visitor, and the parent/provider if deemed appropriate.
- If resolution is still not achieved, a complaint, or appeal, in writing can be submitted to the Board of Directors of Family Space. The appeal must be made within thirty (30) days of meeting with the Executive Director or designate. The Board Chair shall convene a meeting of all parties to review the concern (within 10 working days). A decision shall be rendered within five (5) working days from the date on which the meeting was convened. Failing settlement:
- The complainant shall request a hearing of his/her appeal before the Board of Directors. This hearing shall be held no later than the next scheduled Board of Directors meeting. The decision will be recorded in the board minutes. The decision, which will be final and binding, shall be rendered within ten (10) days of the completion of the hearing, and will be submitted in writing to the parties involved, including Executive Director, and Home Visitor. The final resolution will be recorded in the Home Visitor's Daily Written Record as well.
- Confidentiality will be maintained, and every effort will be made to protect all involved except when the information must be disclosed for legal reasons (ie: MOE, College of ECE, CAS, Law Enforcement). Positive communication & interactions will guide the process. Harassment and discrimination will not be tolerated from any party. If anyone in this process feels uncomfortable,

threatened, abused, or belittled, they may immediately end the conversation and report the situation to the Home Visitor and/or Executive Director.

If at any time during this process, a complaint about service standard falls into the category of serious occurrence, or child protection issues, the policies will be followed for reporting. For issues related to compliance requirements set out in CCEYA the Ministry of Education Child Care Quality Assurance and Licensing Branch should be contacted. Other concerns/issues can be reported to other relevant regulatory bodies.

Issues/concerns related to compliance with requirements set out in CCEYA should be reported to Ministry of Education Child Care Quality Assurance and Licensing branch.

Fees Effective January 2020- This section will not apply if your child was privately placed.

Infant/Toddler (Under 3 years of Age)

Type of Care	Fee	Description
Full Day	\$41.00	6 to 10 hours of care with one meal
Part Day with a Meal	\$35.00	3 up to 6 hours of care with one meal
Part Day no Meal	\$33.00	3 up to 6 hours of care with no meal
1 Hour	\$11.50	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
2 Hours	\$23.00	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
Premium Full Day	\$47.00	6 to 10 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
2 Premium Full Days	\$94.00	16 to 20 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With Meal	\$39.00	3 up to 6 hours of care with two meals on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With No Meal	\$35.00	3 up to 6 hours of care with no meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am

Preschool (3 years of age and over) & School Age (any child in school)

Type of Care	Fee	Description
Full Day	\$39.00	6 to 10 hours of care with one meal
Part Day with a Meal	\$33.00	3 up to 6 hours of care with one meal
Part Day no Meal	\$31.00	3 up to 6 hours of care with no meal
1 Hour	\$11.00	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
2 Hours	\$22.00	Hours after a full day (if 3 hours, half day rates must be charged) or any care under 3 hours
Premium Full Day	\$45.00	6 to 10 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
2 Premium Full Days	\$90.00	16 to 20 hours of care with two meals on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With Meal	\$37.00	3 up to 6 hours of care with one meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Premium Half Day With No Meal	\$33.00	3 up to 6 hours of care with no meal on a weekend, statutory holiday or if majority of care is after 6:00 pm and before 7:00 am
Before and/or After School	\$22.00	2 up to 3 hours of care before and/or after school

*no half hour rates can be charged. Please round up or down to the closest hour. For example, if 1 hour 20 minutes of care is provided charge 1 hour or if 1 hour and 30 minutes of care is provided charge 2 hours.

N.B. The rate for the next age group (Infant to Preschool) will come into effect as of the first day of the month following a child's birthday.

SELF REGULATION

Staff, students, volunteers, and providers will promote positive approaches to managing behaviour that comply with the stated standards and requirements in provincial government legislation and regulations. Staff and providers interact with children in a way which will encourage them to interact and communicate positively and assist them to increase their ability to self-regulate. Self-regulation defines how a child is able to deal effectively with stressors. When children are involved calmly in activities which engage their attention, they are much better equipped to deal with stressors which could result in negative behaviour. The acquisition of self-regulation skills for a child allows them to manage their emotions, pay attention, ignore distractions, and exhibit impulse control. This allows them to increase empathy for others which in turn allows them to assess the consequences of their actions, and understand what others are thinking and feeling.

PROCEDURES-PREFERRED PRACTICE

Child guidance used by providers registered with Family Space Licensed Home Child Care Program, during program operation should be:

- related to the nature of the troublesome behaviour;
- appropriate to the development levels of the child;
- used in a positive and consistent manner;
- designed to assist the child to learn appropriate behaviour;
- implemented as soon as possible after the troublesome behaviour; and
- discussed with a parent(s) if a difficult situation arises with a child.

Providers are expected to give children in their care the skills and abilities to learn self-regulation. Some examples of practices to assist providers during stressful times for children are as follows:

- channelling the child's energy to another area – diversion
- ignoring inappropriate behaviour
- positive verbal reminders regarding inappropriate behaviour
- redirection to a closely supervised activity
- positive reinforcement of desired behaviour - both verbal and non-verbal
- An environment filled with opportunities for exploration, ample resources, and positive interactions with adults reduces the need for intervention by the provider.

PROHIBITED PRACTICE

Providers registered with Family Space Licensed Home Child Care Program, or any persons who have interactions with a child during program operation shall NOT be permitted to inflict:

- corporal punishment of the child;
- 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;
- locking the exits of the child care centre or 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;
- 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;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.
- Time out

CONTRAVENTION OF PRACTICE

- For providers registered with Family Space Licensed Home Child Care Program, failure to comply with the program statement, including self-regulation and prohibited practices could result in:

Termination of Agency/Provider Agreement

- For others including parents:
 - A verbal warning.
 - Written warning
 - Other action as deemed appropriate by the Executive Director/Board including, but not limited to, the person not being permitted on the premises.

PROVIDER/PARENT AGREEMENT

Parents and providers complete a written agreement together which covers such things as: hours of work for provider, rest times, likes and dislikes of children, emergency contact numbers for parents, emergency backup numbers for providers, authorization for vehicle transportation, use of pool and swimming facilities, supervision, etc. Permission to travel with children in the provider's vehicle is given by the parent in writing on the parent/provider agreement.

If a child care spot has been confirmed and contract signed, and the parent withdraws before care commences, the parent is responsible for paying for the 2 week notice period. In the situation where extended hours care will be provided the provider and parent will fill out an Extended Care Plan.

Children are to be supervised by an adult at all times while in care. Providers fill out Child Care Invoices according to provider/parent agreement. Fees charged for day care will be taken directly from the parent/provider agreement. Any changes in the provider/parent agreement need to be made in writing by filling out a new agreement.

THINGS TO BE LEFT AT PROVIDERS HOME:

- a complete change of clothing labelled with the child's name (more clothing for infants)
- bedding for each child who rests or sleeps (it is the parent's responsibility to ensure that their child's bedding is laundered regularly)
- for infants, diapers in a package/box labelled with the child's name and wipes
- a toothbrush/ toothpaste if meals are served to that child) and sunscreen labelled with the child's name

SLEEP

The provider will ensure that each child has a safe crib/cot/playpen or bed in which to sleep. It is the parent's responsibility to supply clean bedding for their child. Parents are consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, or upon a parent's request. Children younger than 12 months will be positioned when sleeping according to ***the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada***. (i.e.: placed on their backs) A copy of this statement is available to parents upon request or is available on the Ministry of Education Website. Providers perform hourly direct visual checks, by being physically present and checking for indicators of distress or unusual behaviours & document their findings for all children 24 months and younger who may sleep in their home. There is sufficient lighting in the sleep area to allow providers to conduct these visual checks. Children sleeping overnight will be checked at a minimum of 3 times.

FEE POLICIES- FOR AGENCY PLACED CHILDREN ONLY ***

FEES FOR PRIVATELY PLACED CHILDREN WILL BE AGREED UPON BY THE PROVIDER AND PARENT

PROCEDURES FOR PARENTS

Upon registration parents must provide to the Family Space office the following:

- A void cheque or bank form for direct debit
- Payment of a deposit based on an estimate of an average two weeks of care or the amount of your monthly contribution outlined in your subsidy approval, whichever is less. This deposit will be kept on your account and will be used towards your final weeks of care
- Payment of \$10.00 non-refundable registration fee
- The deposit and registration fee can be paid by cash, cheque or e-transfer. E-transfers can be sent to childcare@familyspace.ca Password: family

Parents must sign the invoices to give written authorization to confirm the days and types of care they have used. For full fee parents, child care used from the 1st to the 15th of the month will be debited on the 28th of the same month. Child care used from the 16th to end of the month will be debited on the 14th of the following month. For parents with subsidy with a monthly contribution, the amount will be debited once on the 28th of the month **or** split between two payments on the 28th of the month and the 14th of the following month. An invoice will be emailed to parents prior to the debit date.

For any NSF payments, a two-week notice of termination of care will be given to the parents. It is the parent's responsibility to ensure that they pay in cash or by e-transfer the amount owing plus \$30.00 NSF fee before the two weeks has lapsed to ensure that there is no interruption of care.

When abnormalities outside of Family Space general billing structure arise, the home childcare team will decide on each situation. This may apply to multiple drop off and pickups in a given day.

Receipts for income tax purposes are issued by the end of February for the preceding year at no charge.

WRITTEN NOTICE/INTERRUPTION OF CARE NOTICE/VACATION- ** this section may not apply if your child was privately placed

Providers and parents both must give 2 weeks written notice to the agency and each other prior to taking vacation, a day off, moving, terminating service or any other reason that would result in an interruption of care. Failing to give 2 weeks notice will result in the parent being charged for 2 weeks from the day that written notice is received (or 2 weeks from the child's last day in attendance.) Once a child care spot has been confirmed, a contract signed, and the parent withdraws before care commences, the parent is responsible for paying for the 2-week notice period. In extenuating circumstances, the HCC team will look at individual situations and determine the result.

The providers set their own individual rules related to the maximum vacation time a family is allowed. Family Space does not collect or monitor this. The fee is the responsibility of the parent to pay directly to the provider. Providers will issue a receipt for these fees and will not charge a fee for the distribution of a receipt related to vacation charges.

LATE FEES

The providers set their own individual rules related to late fees.

The providers must collect the late fees directly from the parents. It is not related to Family Space billing for care used. The fee is the responsibility of the parent to pay directly to the

provider. Family Space does not collect or monitor this. Providers will issue a receipt for these fees and will not charge a fee for the distribution of a receipt related to late fees.

PUBLIC HOLIDAYS/PREMIUM BILLING DAYS

Listed below are the Public Holidays identified in the Province of Ontario and/or the County of Hastings Purchase of Service Agreement. Providers, as they are self-employed, may use their own discretion with regard to providing care on these days. A premium rate will be charged. Two weeks' notice is not required for interruption of care for a public holiday. If care is needed by parents for these days the parent must negotiate their need with their provider in advance.

New Year's Day	Family Day	Good Friday	Easter Monday
Canada Day	Civic Holiday	Labour Day	Thanksgiving Day
Christmas Day	Boxing Day		

SUBSIDY

Subsidized spaces are available for agency registered children. For more information on child care subsidy, please contact the County of Hastings Children's Services at 613-771-9630 OR 1-866-414-0300 Ext. 2396. A fee subsidy calculator is available at <http://hastingscounty.com/content/fee-subsidy-calculator>. For Prince Edward and Lennox and Addington please call 613-354-3364 Ext. 281.

SICK DAY POLICY

For the well-being of all children in the provider's care, the Health Unit and the Ministry of Education state that parents may not bring ill children to the provider. Parents will be charged for days that their children are absent due to illness. Parents must inform the provider of any communicable disease that their child may have been exposed to. The child may return to the provider's home when the contagious period is over, or as permitted by the Health Unit. The provider is not expected to provide care for a child whom they feel is too ill to attend day care. If the child is displaying symptoms of ill health including nasal and eye discharge, chest congestion, open sores, fever, vomiting, diarrhea, undiagnosed skin rash, acute cough, unusual irritability, fussiness or listlessness, head lice, nits and scabies, parents are notified and expected to pick up their child. Providers are not responsible for picking up sick children from school. It is the parent's responsibility to ensure that the school has an emergency back-up person who can pick up the child if they are ill.

HEALTH POLICIES

Immunization approval from the Hastings and Prince Edward Counties Health Unit is required prior to the child being admitted to the provider's home. The parent must complete and submit the "Day Nursery Immunization History" form for any children attending care that do not yet attend school. This form must be submitted with a copy of the child's immunization record.

The agency will fax immunization information to the Health Unit for approval. Exemptions are permitted if: the parent does not have their child immunized on the grounds that the immunization conflicts with the parent's religion, conscience or a legally qualified medical practitioner determines that the child should not be immunized. If a parent decides to not have their child immunized, they must have an affidavit signed by one of the following: MP, Justice of the Peace/Attorney General, paralegal or lawyer. If a medical practitioner determines your child will not be immunized, a statement of medical exemption is signed by that medical practitioner. Forms are available on the Family Space website or at the home child care office.

Parents are responsible for keeping all information up to date. This includes a record of the child's accidents, or illnesses. **Providers are not permitted to administer over the counter medication.** Providers have the option of administering doctor prescribed medication. If prescription medication is to be administered, it must be in the original container bearing the child's name, dates, times and

method of administration. The parent must complete and sign the “Medication Authorization” form in order for any medication to be administered to their child. Providers have a copy of the Administration of Medication policy and they must adhere to it. Please hand the prescription medication directly to your provider. **Never leave any health care products (Tylenol, sunscreen, hand sanitizer) in your child’s bag.**

ANAPHYLAXIS POLICY

In our Licensed Home Child Care Program there may be children who are at risk for potentially life-threatening allergies. Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications, latex or other substances. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are key to keeping children with potentially life-threatening allergies safe.

Our Licensed Home Child Care Program’s anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure and providers are trained to respond in an emergency situation. Family Space Licensed Home Child Care Program can be expected to create an “allergy-safe” environment. It is unrealistic, however, to expect an “allergen-free” environment.

Parents will be made aware if a child with anaphylactic allergies is in attendance in their provider’s home and receive information to promote an “allergy-safe” environment. All parents are made aware of all anaphylactic allergies. When food is supplied by a parent, providers will ensure that it does not include any ingredients a child in their care may have an anaphylactic allergy to.

NUTRITION

Parents must negotiate with the provider about the meal and two snacks that the provider is required to serve. For infants, a signed written feeding schedule including the type of food, time and quantities must be provided for the provider to follow. The schedule should be reviewed at least monthly with the provider in case changes need to be made. For children on table food, the provider is required to plan their menus following the Health Canada documents “Eating Well with Canada’s Food Guide – First Nations, Inuit and Metis” or “Nutrition for Healthy Term Infants”. All infant foods including formulas and cereals must be provided by the parent(s) until the child is one year old or eating table food. All food bottles and boxes must be labelled with the child’s name. The parent(s) must provide full written instructions to the provider and agency if the child requires a special diet. This includes listing allergies. Providers are required to have menu plans available for parents, the Home Visitor, and the Ministry Program Advisor to review.

CHILD DEVELOPMENT: LOOK SEE CHECKLIST

Family Space Quinte Inc. provides information to parents and providers to ensure that all are aware of developmental milestones that children should be reaching. The most effective way to ensure this happens is to make the Look See Developmental Screen available to all parents and providers.

Parents and providers can access all of the Screens: 1 month, 4 month, 6 month, 9 month, 12 month, 15 month, 18 month, 2 year, 30 month, 3 year, 4 year, 5 year, and 6 year in the following locations:

- Home Child Care Office
- Provider’s Home
- Online: <https://lookseechecklist.com/en/>

Families are encouraged to complete the age appropriate Developmental Screen on their child and discuss any findings with their provider or Home Visitor.

SPECIAL SERVICES

Family Space Quinte Inc. operates EarlyON Learning Programs for South Hastings. Early Learning Programs are offered in 22 different locations weekly at varying hours. They offer programs and supports to parents, providers, and children. The programs offered include: Early Learning Playgroups, Parent/Provider Courses, Conferences, Workshops, Information and Discussion Groups and Newsletters.

For more information please visit our website at www.familyspacequinte.com
Facebook: Family Space

GENERAL SAFETY

For the safety and well-being of your child(ren) the following guidelines are strictly enforced.

PARENTS MUST:

- inform the provider who will deliver and pick up the child & provide written permission if anyone else is to pick the child(ren) up
- give written permission for any school age child over the age of 8 years to walk unescorted to and from school. Children under the age of nine must be escorted to and from school as per the contract with the agency
- agree that the provider is responsible for the child only after arrival and up to departure from the provider's home, unless the contract states provider provides transportation
- be contacted in case of accident. This will enable a parent to be present when medical assistance is required
- sign a permission form for transportation in the provider's vehicle
- inform the provider of pertinent information regarding their child's school (school name, address, telephone number and child's grade). They must supply the school calendar and bus schedule where applicable
- give written notice to both the provider and the agency of any change regarding place of employment, residence, telephone numbers and vacation plans
- agree not to leave their car running when they drop off or pick up their child(ren) at the provider's home
- no smoking or vaping on the provider's property
- give written authorization for providers to utilize lifeguard supervised pools or any swimming facilities with their child.

OUTDOOR PLAY AND SUPERVISION

All children who are at the provider's home for six or more hours in a day will be taken outside daily. Parents must agree upon a plan with the provider and Home Visitor.

WATER SAFETY

Ministry of Education requires that **no child under six years old** in licensed home child care is permitted to use or have access to any standing or recreational body of water on the **provider's premises**. (ie: pools, ponds, hot tubs, beaches, etc)

Children may have access to a pool off of provider's premises, as long as someone who meets the qualifications for a lifeguard set out in Ontario Regulation 565 (Public Pools) is present. Child 6 and older may visit a beach or swim on the provider's premises with the provider as long as someone who meets the qualifications for lifeguard set out in Ontario is present. The provider must follow the rules and regulations of the recreational facility. The parent/provider agreement must be completed outlining

details regarding authorization and supervision of children who utilize bodies of water. A separate Swimming Authorization form must also be completed. Providers may attend splashpads with children of all ages.

LICENSING INSPECTION SUMMARY MINISTRY OF EDUCATION

Licensed child care programs in Ontario are required to publicly post the results of annual licensing inspections. A licensing inspection is conducted for Family Space Licensed Home Child Care on an annual basis. The inspection summary is available in the office of Family Space - 100 Station Street, Belleville. The inspection summary is in graph form and shows how well Family Space Home Child Care did on the date of inspection. If the level shown on the graph is less than 100 percent, it means the licensing requirements were not fully met on the date of inspection. The agency has been given instructions on how to correct this situation and meet the requirements. Parents are encouraged to speak to the Home Visitor or Executive Director of Family Space for an explanation of the inspection findings. More information about child care and licensing is available on the Ministry of Education website at : www.edu.gov.on.ca

SERIOUS OCCURENCES IN LICENSED CHILD CARE PROGRAMS

Family Space providers work diligently to provide a safe, creative, and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

A serious occurrence could include:

- a. The death of a child who receives child care at a licensed home premises or child care centre;
- b. Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home premises or child care centre;
- c. A life-threatening injury to or a life-threatening illness of a child who receives child care at a home premises or child care centre;
- d. An incident where a child who is receiving child care at a home premise or child care centre goes missing or is temporarily unsupervised, or
- e. An unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre
- F. Someone is tested positive for COVID-19 within the licensed home premise including day care children, a day care parent, provider, resident in providers' home, Home Visitor, regular visitor or student.

Family Space is required to report serious occurrences to the Ministry of Education, which is responsible for child care licensing.

Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

This policy supports the government's efforts to increase access to information about licensed child care programs in Ontario. This includes the recent launch of child care licensing inspection findings on the Licensed Child Care Website which is available at:
www.ontario.ca/ONT/portal61/licensedchildcare

INDIVIDUALIZED PLANS FOR CHILDREN WITH MEDICAL AND/OR SPECIAL NEEDS

Policy

All children who have an identified special need or require extra support to be included in a licensed child care setting must have adequate documentation to ensure that the health care and developmental needs of the child are met. The documentation will be either a Family Service Plan – developed in coordination with Family Space Resource Consultant Program, an individualized plan for children with medical needs and/or a Health Care Plan which has been signed off by the child's physician.

Procedures

When a child with special needs has been identified by either the parent or the provider, a referral (with the parent's consent) is made to the Family Space Resource Consultant Program. A Family Service Plan is developed within 3 months of the child being referred to the Resource Consultant Program in coordination with the family, provider, resource consultant and Home Visitor. The Family Service Plan must be updated at least every 6 months and a copy of the plan needs to be in the provider's home and in the child's file at Family Space. For children who have an identified medical or other exceptional need and the family is not involved in the Resource Consultant Program, an individualized plan for a child with medical needs or an individual health care plan must be completed. A copy will be kept at the provider's home and at the Home Child Care office. These plans must be reviewed on an annual basis.

EXAMPLES

Family Space Resource Consultant Program – Family Service plan	Individual Health Care Plan – Sign off by physician required.	Individualized Plan for a child with medical needs- Ministry form (sign off by physician not required)
Referral made to Resource Consultant Program and a consultant is actively involved with the family	Children with diabetes, seizures, etc.	Children with asthma

***** Anaphylactic forms are separate, and parent has the option to have signed by a doctor.***

OTHER RESOURCES / LOOKING FOR A SERVICE?

Call 211 or visit www.211ontario.ca. This free, non-emergency, information and referral service is open 24 hours a day, every day of the year, and is available in more than 150 languages.

CHILD PROTECTION—If anyone has concerns about a child's welfare, call Highland Shores Children's Aid at 613-962-9291 or 1-800-267-0570 immediately.

EARLY LEARNING PROGRAM/PLAYGROUPS

Family Space - 613-966-9427 - www.familyspacequinte.com

Facebook: Family Space Quinte Inc.

North Hastings Children's Services - 613-332-0179 - www.nhcs.ca

The HUB - 613-476-8142 - www.thehubcentre.ca

Trenton Military Family Resource Centre - 613-965-3575

Gateway - 613-478-1211 - www.gatewaychc.org

INFORMATION ABOUT SERVICES IN HASTINGS & PRINCE EDWARD COUNTY

www.hpechildrenandyouth.ca

HEALTH UNIT CHILD HEALTH CARELINE AND HEALTHY BABIES HEALTHY CHILDREN

613-966-5500 – www.hpepublichealth.ca

ENHANCED HEALTH AND SAFETY POLICIES

Health Screening

In accordance with Ontario Regulation 137/15, s. 36(1), Ministry of Education Operational Guidance During COVID-19 Outbreak, and in consideration of the increased health risk associated with the spread of COVID-19, it is required that all individuals entering into the home of a provider registered with Family Space undergo a health screening. If an individual does not pass health screening entry into the provider's home will not be permitted.

Parents dropping off children, although not entering the home, must participate in health screening on their child's behalf.

Health screening must be conducted in accordance with the procedures described in this policy.

In the interest of reducing risk of infection no visitors, volunteers, or any other non-essential individuals (e.g. music instructor) shall be allowed entry into the provider's home while care is being provided.

Any essential visitors including Ministry staff, public health inspectors and home visitors that enter the provider's home must be screened and wear a mask and eye protection (i.e. face shield) while in the home. Other essential visitors ie maintenance personnel must wear a mask.

Health Screening Implementation

If any individual fails the health screening they shall not be permitted to enter the home.

Screening tools provided by Public Health are very specific on the direction to take depending on the answers given during the screening process. Providers will ensure that the appropriate direction is taken for themselves, residents in their homes, day care children and any essential visitors according to Public Health.

As much as possible parents should not go past the screening area. If exceptional circumstances are identified which require a parent to enter the home, the parent must pass screening prior to entry. The parent would be considered an essential visitor as per the paragraph below.

Procedure for In Person Health Screening

The provider will review the health screening form. The provider will follow the direction of the screening tool according to the answers given.

HPEPH recommends using [Ontario's COVID-19 School and Child Care Screening Tool](#) each morning to screen for symptoms of COVID-19 before leaving home.

Screening

Children should be screened each day for signs of illness. Please post the PDF screening tool at all entrances to remind staff/visitors/parents of children to complete screening before entering, or to use as a screening tool.

- [Online school screening tool](#) (Updated Feb 18, 2021) or the
- [Printable school screening tool](#) (Updated June 2021)










Updated June 17, 2021

COVID-19 School and Child Care Screening Tool

Complete screening before attending child care or school.

For an online version, visit covid-19.ontario.ca/school-screening

- 1 **Has your child/student travelled outside of Canada in the last 14 days?**
(If exempt from federal quarantine requirements, say **NO**)
- 2 **Has a doctor, health care provider, or public health unit told them that they should currently be isolating (staying at home)?**
- 3 **Have they been identified as a "close contact" of someone who has COVID-19 in the last 14 days?**
If you answered **YES** to question 1, 2, or 3, the child/student must stay home, self-isolate, and follow the advice of public health for when their isolation can end. Household members are often required to isolate as well.
- 4 **Is your child/student currently experiencing any of these symptoms?**
Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.

								
Fever 37.8°C or higher or chills	Cough	Shortness of breath	Loss of taste or smell	Sore throat, painful swallowing	Runny, stuffy, congested nose	Headache that is unusual or long- lasting	Nausea, vomiting, diarrhea	Muscle aches or extreme tiredness that is unusual

- 5 **Is anyone they live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?**
If you answered **YES** to question 4 or 5, a COVID-19 test is recommended for the symptomatic person.* The person with symptoms and all household members must stay home and self-isolate until:
 - The symptomatic person receives a negative COVID-19 test result, or
 - They receive an alternative diagnosis by a health care professionalIf the symptomatic person does not seek COVID-19 testing, they must self-isolate for at least 10 days and household members must self-isolate for 14 days from their last contact with that symptomatic person (or for 24 days if the symptomatic person is not able to effectively self-isolate).
- 6 **Have they received a COVID Alert exposure notification on their cell phone?**
If **YES**, they must get tested and self isolate until a negative test result is received, then they can return to school/child care.

* You can answer **NO** to question 4 or 5 if the symptomatic person got a COVID-19 vaccine in the last 48 hours and their only symptoms are feeling tired, mild headache, muscle aches and/or joint pain that only began after vaccination. If these symptoms worsen, last more than 48 hours, or other symptoms develop, a COVID-19 test is recommended.

For attendance purposes, please inform your school/child care if any of the questions indicate your child/student must stay home.

hpePublicHealth.ca

 HASTINGS PRINCE EDWARD
Public Health

2021-06-17

To return to school/child care, your child/student must also meet the following requirements:

- they do not have a fever (without using medication),
- it has been at least 24 hours since their symptoms started improving (48 hours since last episode of vomiting or diarrhea if they experienced these symptoms),
- they feel well enough to attend, **AND**
- they pass the daily screening.

In addition to receiving a negative COVID-19 test result, or an alternative diagnosis or isolating for 10 days since their symptom onset.

How do I isolate my child/student?



Stay home



Wash hands frequently



Avoid contact with others



Cover coughs and sneezes



Keep your distance



Wear a face covering, if possible

Note: All household members are **required** to isolate until the symptomatic individual receives a negative COVID-19 test result or an alternative diagnosis from a health care provider. For detailed isolation instructions, please visit hpePublicHealth.ca/understanding-self-isolation



How do I get my child/student tested for COVID-19?

Visit hpePublicHealth.ca/getting-tested-for-covid-19/ for information on locations and hours of operation for assessment centres in Hastings and Prince Edward Counties.



How do I access my child/student's COVID-19 test results?

Test results are available online at covid-19.ontario.ca.

Child Pick Up Procedure

As parents/guardians are not permitted to enter the provider's home, the provider must implement a plan for parents to let the provider know of their arrival to pick up their child. (e.g. a doorbell, or a phone number for parents/guardians to call upon arrival)

Once notified of the parent/guardian's arrival, the provider will get the child dressed to go home, pack any belongings and bring the child to the door, so that the child may be picked up by their parent/guardian.

The provider will open the door and wait in the doorway with the child for the parent to approach. Quick updates will occur while maintaining physical distancing.

Other Considerations:

Ministry of Health Reference Documents can be found here:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx#symptoms

HOW TO REPORT ILLNESS AND EXCLUSION OF ILL INDIVIDUALS

Due to the increased health risk associated with the spread of COVID-19, all providers must adhere to this policy when excluding an individual or considering admitting any individual into program who has been previously excluded due to failing the Health Screening, or due to observed symptoms of ill health while in attendance in program.

When considering an individual (child or provider and family) who has failed the Health Screening Questionnaire provided by HPEC Health Unit:

If the individual has failed the Health Screening due to answering "Yes" to any of the questions, the individual must follow the direction included in the health screening tool. Depending on the symptoms, this may include: staying home, self isolating, contacting the assessment center, seeking a COVID-19 test, or contacting a health care provider.

- Contact for local assessment centers: Belleville and Trenton 613-961-5544, Bancroft 613-332-2825 ext. 2222
- If you have specific questions in regards to an ill child at your home/agency please contact HPE Public Health at 613-966-5500 or 1-800-267-2803 Ext 349
- If the individual has reoccurring symptoms listed on the Health Screening Questionnaire as a result of a known medical problem, a physician can provide a medical attestation to be kept on file. A medical attestation is not required, just confirmation from the individual or parent. Providers will take the parents word on pre-existing medical concerns.

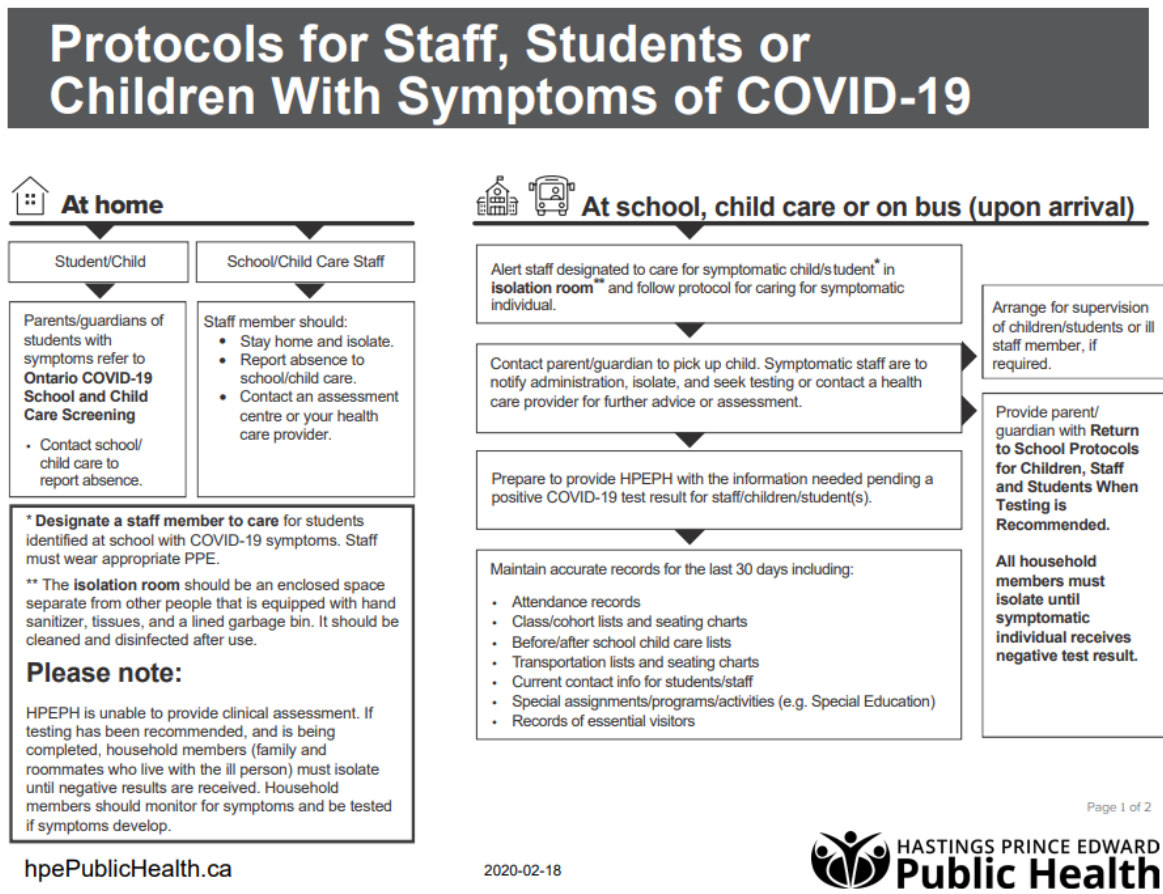
When considering exclusion an individual with observed symptoms of ill health while in attendance at the Licensed Home Childcare program:

- If the individual is a child, they should be isolated immediately and picked up as soon as possible as per the program's Arrangements for Ill Children Policy and Procedure. If symptoms outlined in the screening tool provided by HPE public health are present, the parent/guardian of the child must be instructed to attend the local assessment centre for COVID-19 testing.

- Public Health will provide direction on next steps for any other potential contacts within the provider's home.
- Exclusion of all the children in the program exposed to a child/provider with symptoms will be at the direction of local public health. Exclusion of the group is based upon close contact of a confirmed COVID-19 case or if required based on local epidemiology by the Medical Officer of Health.
- There may be additional guidance from public health following a positive laboratory test or suspected outbreak.

Screening and Symptom Protocols for Child Care

- [Protocols for Staff, Students or Children With Symptoms of COVID-19](#) – Updated Feb 22/21



Caring for a symptomatic individual

- ☐ Student/child is brought to the isolation room.
- ☐ Staff caring for student/child uses personal protective equipment (PPE) kit – to be put on before entering the room with the student.
- ☐ Student/child to wear PPE as tolerated.
- ☐ Staff supervise student/child while maintaining physical distance, when possible.

Communication with parent regarding next steps

If the **symptoms are not part of a known cause or condition**, parent should seek testing for the child or contact a health care provider for further advice or assessment. All household members of the symptomatic individual must isolate until the symptomatic individual receives a negative test results or alternate diagnosis from a health care provider.

Encourage the parent to share test results with the school as soon as possible. Thank the parent for picking up their child and for taking the necessary steps to protect the school and larger community – we are all doing our part!

Communication with parent regarding return to school

See **Return to School/Child Care Protocols for Children, Students and Staff When Testing is Recommended** for more details.

Communication with parent if there is resistance to having their child tested

Acknowledge the parent's concern (e.g. inconvenience, fear, etc.) and encourage parent to contact health care provider for further assessment. If testing does not occur all household members must isolate for 14 days following last contact with child. If isolation cannot occur, all household members must isolate for 14 days after child's symptom onset.

Information about testing centres is available at hpePublicHealth.ca/getting-tested-for-covid-19/ or testing centres can be contacted directly:

- Bancroft - 613-961-5544 or 613-969-7400 ext. 6222
- Belleville and Trenton - 613-961-5544 (pre-register online through the QHC website)
- Picton - 613-813-6864

Reminder to school administrators

For HPEDSB

Contact Tabatha Leonard (HPEDSB) to make them aware of the situation and to discuss next steps.

For ALCDSE

Contact Carey Smith-Dewey (ALCDSE) to make them aware of the situation and to discuss next steps.

For all other schools

There is no need to contact HPEPH to inform of an ill student unless COVID-19 is suspected due to a suspected or confirmed exposure. For assistance, call 613-966-5500 or 1-800-267-2803 x 349. After hours or on weekends, contact on-call HPEPH staff by calling 613-966-5500 and following prompts.

For all

Debrief or share with school staff, as appropriate. Be prepared to access appropriate line lists that Hastings Prince Edward Public Health may request if student tests positive.

Page 2 of 2

- [Return to Child Care Protocols for Staff or Children when Testing is Recommended](#) – Updated Feb 22/21

Return to School/Child Care Protocols for Staff, Students and Children when Testing is Recommended

While staff/student/child is waiting for COVID-19 test results, they must remain in self-isolation and cannot attend school/child care in person. All household members must also isolate until the symptomatic individual receives negative results.



Negative COVID-19 Test Result

If staff/student/child has tested negative for COVID-19 they can return to school/child care if all the following apply:

- They do not have a fever (without using medication)
- It has been at least 24 hours since their symptoms started improving.
- They were not in close physical contact with someone who currently has COVID-19

Please note: if the individual has had known contact with someone who has tested positive for COVID-19, or has travelled out of country, they must isolate for 14 days, even if they receive a negative test result.

Clearance testing or medical notes are not required to return to school, as long as all required conditions have been met.



Not Tested for COVID-19

If testing is recommended and a staff/student/child is not tested, the individual must isolate for 10 days from symptom onset, **AND** until

- They do not have a fever (without using medication), **AND**
- They feel well enough to attend **AND**
- It has been at least 24 hours since their symptoms started improving.

All household members must isolate for 14 days from their last exposure to symptomatic individual. If they become symptomatic, testing is recommended. If testing is not done, they must isolate an additional 10 days from their symptom onset.

It is important to note that the diagnosis of another infection does not exclude the possibility of also being infected with COVID-19. Being tested will reduce the risk of unknowingly spreading COVID-19.



Positive COVID-19 Test Result

Staff/student/child who receives a positive test result for COVID-19 will be contacted directly by Hastings Prince Edward Public Health.

An individual who receives a positive test result for COVID-19 must remain in isolation until clearance conditions have been met, as advised by public health based on the most current guidance.

Please note: clearance testing and/or medical notes are not required to return to school, as long as all clearance conditions have been met.

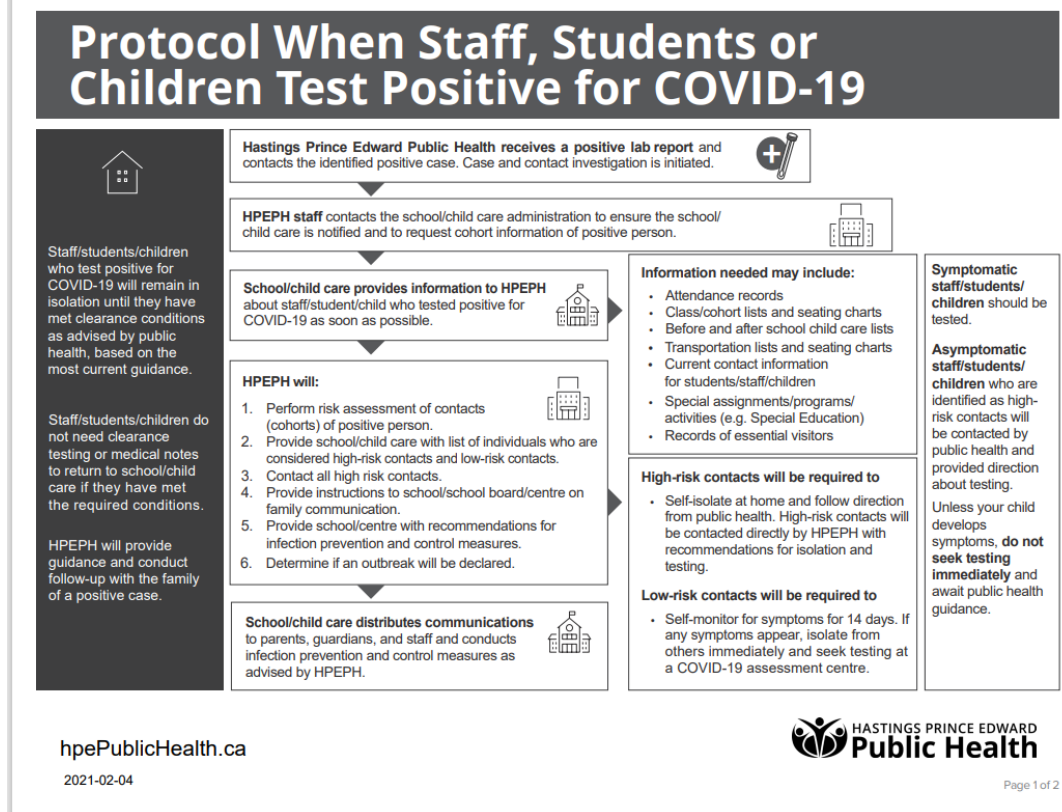
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2021-02-19



Page 1 of 1

• [Protocol When Staff, Student or Child Test Positive for COVID-19](#) – Updated Feb 4/21



Administrator responsibilities

In the event of a positive COVID-19 diagnosis for staff/students/children, it is essential that the school/child care administrator make key information pertaining to staff and students/children available quickly for the purposes of contact tracing. This information needs to be accessible by school administrators on short notice, both during and outside of school hours.

Please prepare to have the following information available:

- ☐ Attendance records for the specific dates that HPEPH requests.
- ☐ Class/room lists and seating charts for every class/room.
- ☐ Names, date of birth, and address for each student/child.
- ☐ Up-to-date contact information for the parent/guardian of each student/child, and for staff.
- ☐ Name and contact information for any staff or outside visitors who are not on the class list, that interacted with the class on the dates provided (e.g. rotary teachers, service providers).
- ☐ Before and after program child care lists.
- ☐ Transportation lists and seating charts (regular and after school program bussing).
- ☐ Special assignments and programs.
- ☐ Records of essential visitors.

Please note:

*Personal health information may be disclosed to schools/child cares for the purpose of contact tracing, and should only be used for that purpose.

Schools/child cares have an obligation to protect the personal information of their students. Do not further disclose the identity of the positive case, except to those other school/child care employees who require it as part of their job function.

The identity of the positive case should not be disclosed to other students/children or their parents unless deemed necessary by public health or unless permission is given by the positive case or their guardian.

Public health responsibilities

HPEPH will be responsible for conducting case and contact management activities. Measures will be taken to ensure privacy and avoid disclosure of details to the community that would lead to the identification of a laboratory confirmed COVID-19 case.

School boards and schools/child care will be asked to post information if there is a confirmed case of COVID-19 that involves a staff/student/child or in a school/child care setting.

In the interest of privacy, information provided to school/child care communities will not identify the student or staff member that has received a positive COVID-19 test.

HPEPH will provide guidance to schools/child cares to communicate with their community stakeholders.

Declaring an outbreak

HPEPH will be responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented.

HPEPH will assist in determining which cohort(s) may be sent home, or if a partial or full school/child care closure is required.

HPEPH will also determine when an outbreak can be declared over.

Child Care Protocol When a COVID-19 Outbreak is Declared

An outbreak in a child care centre is defined as one lab-confirmed COVID-19 case in children/staff in a child care within a 14-day period, where at least one case could have reasonably acquired their infection in the child care (including transportation).



HPEPH declares a COVID-19 Outbreak



HPEPH

Notifies child care contact of outbreak declaration.
HPEPH posts outbreak on website and issues media release (if required).

Determines which cohort(s) must isolate and indicates child care-wide dismissal if appropriate.
Communicates cohort isolation requirements and cleaning requirements to centre.

Provides list of cohorts to be sent home to school and appropriate communications for parents.

Conducts contact tracing of determined close contacts of positive case and provides guidance on testing and isolation. Notifies centre when safe return to child care is indicated.



Child Care

Compiles information needed in relation to staff/student cohort(s) and provides to HPEPH, including:

- Attendance records
- Class/cohort lists and seating charts
- Before/after school child care lists
- Transportation lists and seating charts
- Current contact information for students/staff
- Special assignments/programs/activities (e.g., Special Education)
- Records of essential visitors
- Issues communication linking to outbreak posting.

Distributes communications to families.

hpePublicHealth.ca

10-06-2020

 **HASTINGS PRINCE EDWARD
Public Health**

Page 1 of 1



REGISTRATION FORM

APPLICANT INFORMATION

Parent 1:	Parent 2:
Address:	Address:
City:	City:
Postal Code:	Postal Code:
Phone:	Phone:
Employer/School:	Employer/School:
Employer/School Address:	Employer/School Address:
Employer/School Phone:	Employer/School Phone:
Personal Email:	
<input type="checkbox"/> YES! Email me the Family Space monthly newsletter which contains all upcoming events & information on our Licensed Home Child Care. Email: _____	

CHILD/REN INFORMATION

Name: (First & Last)	
Date of Birth:	M <input type="checkbox"/> F <input type="checkbox"/>
Name: (First & Last)	
Date of Birth:	M <input type="checkbox"/> F <input type="checkbox"/>
Name: (First & Last)	
Date of Birth:	M <input type="checkbox"/> F <input type="checkbox"/>

EMERGENCY CONSENT

<input type="checkbox"/> I authorize the provider to seek emergency medical attention, and treatment for the child/ren named in this agreement in the event that I am unable to be contacted immediately.		
Family Doctor:	Phone:	
Doctor address:		
Is child regularly on medication? Yes No	Any Allergies? Yes No	
Has child had any communicable diseases?		
Does your child have any medical conditions?		
Person to contact in an emergency if parents cannot be reached, and to whom child may be released.		
Name:	Phone:	Relationship:
Name:	Phone:	Relationship:
Name:	Phone:	Relationship:

PARENT-AGENCY CONTRACT

I have read the PARENT HANDBOOK of Family Space Quinte Inc. and I agree to abide by the agency's policies and procedures.

I understand that the providers registered with Family Space Licensed Home Child Care Program are self-employed independent contractors.

I understand that although the agency conducts regular home visits and offers child care workshops to providers, it is impossible for the Home Visitor to know the situation of all homes at all times. As a parent I will be aware of my child/ren's environment and discuss issues with the provider.

Also, I understand that an alternate provider selected by my provider in the case of an emergency or other special circumstance may not necessarily be a provider registered with the Family Space Licensed Home Child Care Program.

I understand that if my child is experiencing difficulty with the program I will be notified by the provider registered with Family Space Licensed Home Child Care. I also understand that discharge of a child from Family Space could result if any of the following conditions exist:

- *Parent voluntarily withdraws child from Licensed Home Child Care
- *Non-payment of fees.

Parent Signature: _____ Home Visitor Signature: _____

DIRECT PAYMENT SERVICE ENROLLMENT AUTHORIZATION

If you are a fee payer please submit a void cheque or bank form and complete this authorization.

Full Fee Parents:

Child care used from the 1st to 15th of the month will be debited on the 28th of the same month. Child care used from the 16th to end of the month will be debited on the 14th of the following month.

Subsidy Parents with a required monthly contribution:

I would like my monthly contribution debited:

- ☐ Once per month on the 28th of the month
- ☐ Split between two payments on the 28th of the month and the 14th of the following month.

An invoice will be emailed to parents prior to the debit date. We charge an NSF fee of \$30.

Email invoice to: _____

I have read and understood the terms of this authorization.

Signature:

Date:

Do not complete if your child is enrolled in school



Child Care Centre Immunization History

TO BE COMPLETED AT TIME OF REGISTRATION & WHEN IMMUNIZATIONS UPDATED

Child Care operators are required by the *Child Care and Early Years Act, 2014, Reg 137/15, s.35* to ensure that all infants and children attending a child care centre are fully immunized as recommended by the local Medical Officer of Health, or have documentation in writing of the parent/guardian's reason why the child is not immunized. [Please note that once your child attends school, additional documentation is required under the *Immunization of School Pupils Act* if you choose not to immunize. Please contact Hastings Prince Edward Public Health (HPEPH) to discuss your options.]

Complete the following section and attach a copy of your child's immunization record (ensure child's name and date of birth are on the record). A copy of this information will be given to and kept on file by HPEPH. Public Health staff will review immunization information on each child enrolled in a Child Care program. If your child's immunizations are not complete you will be contacted by either your Child Care Centre or HPEPH.

Immunization records and updates are **NOT** automatically provided to public health by your doctor. There are three options available to update HPEPH with your child's immunization records:

- Phone: 613-966-5500 ext. 221
- Fax: 613-966-8145
- Email: CDCIMM@hpechu.on.ca

Child's Information (Please Print)

Date: _____
year / month / day

Indicate: ☐ New Registration ☐ Updated Information

Last Name:		
First Name:	Middle Name:	
Date of Birth:	/	/ <input type="checkbox"/> M <input type="checkbox"/> F
year	month	day
Ontario Health Card Number:		
Phone (Cell):	(Home):	(Other):
Mailing Address:		
City:	Postal Code:	
Name of Child Care Centre:		
<input type="checkbox"/> Mother:	Last Name	First Name
<input type="checkbox"/> Father:	Last Name	First Name
<input type="checkbox"/> Guardian:	Last Name	First Name → Relationship

Public Health is committed to providing accessible programs and services to all. To request this or any other publication in an alternative format, please contact us by phone at 613-966-5500 or by email at accessibility@hpeph.ca

This information is collected under the authority of the Health Protection and Promotion Act R.S.O. 1990 c.H.7, s.4 and the Child Care and Early Years Act, 2014 Reg 137/15, s.35. The personal health information collected on this form will be used to maintain immunization records and to monitor the use of vaccines for public health purposes. Questions regarding the collection and use of personal health information should be directed to the PCH Coordinator, Hastings Prince Edward Public Health, 179 North Park St., Belleville, ON K8P 4P1, 613-966-5500 or 1-800-267-2803.

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