

HOME CHILD
CARE AGENCY



Provider's Manual

ILearn is committed in developing the best home child care program. We offer each child the potential to be the best they can be without limitations. We believe that every child deserve to be a fully participating member of our programs, their families and their communities regardless of their abilities and skills. ILearn strives to promote the importance of community and respect our environment through sustainable practice. ILearn is also committed in supporting locally owned businesses and educating children through our actions, importance of sustainability and conversation.

Our Role

ILearn is here to support you.

Initial home child care setup assistance:

➤ Once an initial interview is complete, there will also be a provider screening protocol. The supervisor will contact three (3) references, provided by you, to further understand you as a child care provide. Once the screening process is complete by a home visitor, the home visitor will do a walk through of your home of items needed and guide you in setting up your home for a safe learning environment. ILearn will provide some set up materials to help open your home for child care. This includes: highchairs/booster seat, play pen, stroller, baby gates. As well as paper work for daily operation.

Initial training:

Home child care providers will receive training of all ILearn Home Child Care policies and procedures. As well as, providers will be expected to complete at least 12 hours of training throughout the year to keep up to date with the child care field.

CPR first aid training: ILearn will cover the cost of their providers required CPR first aid training. If the provider should fail their training they will be required to pay for subsequent training costs. Reimbursement will be paid out after six (6) months of service with the agency.

Professional Development

The Ministry of Education's "How Does Learning Happen" document is a pedagogical resource to be read, understood and used in combination with other training by all home child care providers. ILearn Home Child Care requires all home child care providers to accumulate at least 12 hours of professional development/training per year. ILearn will organize and facilitate at no costs all required training. If the provider is unable to make themselves available for provided training than they will be obligated to find training externally. All external training must have a certificate of completion or a letter stating the topic of the training, method of training and signature of provider/facilitator. External training may have additional costs not covered by ILearn. Providers will not receive remuneration for their hours of participation for the purpose of professional development.

Types of training to be offered by ILearn:

- Self employed/small business accounting
- Health and Safety
- Personal mental health and well being (providing home child care is very demanding and can be socially depriving. Maintaining positive mental health will allow our providers to avoid "burnout")
- Child development (infant-preschool)
- Ways to incorporate learning in play, facilitating children's learning
- Inclusion, equality and diversity: the growing need for adaptable child care settings
- The hundred languages of children: The Reggio Emilia Approach
- Technology and children
- Communication skills: practical skills for communicating efficiently and effectively in all aspects of home child care.
- Open to suggestions!!! What are our providers interested in learning?

Home Child Care Module

I Learn Home Child care is committed to being the first “fair” agency. An agency that respects the provider as an integral member of the team and treats them as the professionals they are. I Learn offers two (2) different types of child care models. You are able to decide which model best suits you.

Model A: Full Agency	<ul style="list-style-type: none"> *Monthly home visits *Full administrative support *commitment to lifelong learning *love for children and respect for children’s individuality
# of children placed to a maximum of 6	<ul style="list-style-type: none"> *All children placed in home are registered through the agency *# of children will be decided by providers physical space, knowledge and ability
Pay/fee	The agency determines both the parent and provider remuneration (please see next page for provider pay structure)
Emergency Back up	*Agency tries to find back up care when needed -if available
Mentoring/support	*Provided by agency
Home Visits	<ul style="list-style-type: none"> *Monthly planned visits *Quarterly checklist inspection *Annual Ministry inspection
Enhancement Grant	<ul style="list-style-type: none"> *Provided when available *Set bi-weekly allowance + any new funding allowance as stipulated/available through Dufferin County (aprox. \$161 bi-weekly) *Yes- \$20/day when providing < 6 hours of care, \$10/day if providing >6 hours care
Fee Subsidy available for parents	*Yes
Initial setup/new equipment assistant	*yes
Professional learning opportunities	<p>Yes-agency provided (required min 12 hours/year)</p> <ul style="list-style-type: none"> *external at provider’s expense
Team building opportunities	*All are welcome!

Model B: Blended	<ul style="list-style-type: none"> *Monthly home visits *Full administrative support *commitment to lifelong learning *love for children and respect for children's individuality
# of children placed to a maximum of 6	<ul style="list-style-type: none"> *provider recruits and registers all children in their care. *the agency will assist in child care placement recruiting *provider sends required information to the agency for all children independently enrolled.
Pay	<ul style="list-style-type: none"> *provider determines and collects fees for children they enrolled
Mentoring/support	<ul style="list-style-type: none"> *Provided by agency
Home Visits	<ul style="list-style-type: none"> *Monthly planned visits *Quarterly checklist inspection *Annual Ministry inspection
Enhancement Grant	<ul style="list-style-type: none"> *Provided when available *Set bi-weekly allowance + any new funding allowance as stipulated/available through Dufferin County (aprox. \$161 bi-weekly) *Yes- \$20/day when providing < 6 hours of care, \$10/day if providing >6 hours care *to be eligible, at least 1 child must be registered through the agency
Fee Subsidy available for parents	<ul style="list-style-type: none"> *Yes
Initial setup/new equipment assistant	<ul style="list-style-type: none"> *yes
Professional learning opportunities	<ul style="list-style-type: none"> Yes-agency provided (required min 12 hours/year) *external at provider's expense
Team building opportunities	<ul style="list-style-type: none"> *All are welcome!

Financial Compensation-How you are Paid

Pay is bi-weekly via direct deposit according to the two week SIGNED attendance sheet submitted for child care services. Your pay should be in your account on the Friday morning of pay week. Attendance forms are provided by ILearn Home Child Care via a downloadable link on website or can be delivered to you by your ECE home visitor. The parent/guardian must sign the attendances at the end of the two week period agreeing to and authorizing payment for the time recorded.

- This amount will be for the actual number of hours/days of care you provided according to your attendance sheets and the schedules submitted to the office by the parent/guardian.
- To avoid conflict of payments at a later date, attendances submitted without parental/guardian signatures may not be input for payment until the hours are confirmed by the parent/guardian.
- Providers are encouraged to keep a copy of the attendance sheets for their personal records.
- Attendances must be submitted to ILearn office no later than the Monday following the last date marked on the attendance at the end of the two week period. This can be done by hand delivering the attendance or scanning and emailing them to the office.
- Attendances not submitted by this time will be submitted for payment in the following pay period. The administrative staff needs time to calculate the hours of care for submission to the payment system.

Deductions

- There are no deductions taken from your pay
- You may contact employment insurance office or other government agencies directly to pay income tax and Canada pension deductions (this is usually done when you file your taxes). Due to the nature of the child care industry no HST is charged for services rendered
- Providers are encouraged to speak with their banking advisor to set up a retirement savings plan/ separate account to accumulate income taxes to pay annually.

Financial Arrangements

The agency will provide a detailed payment schedule. Payments are to be calculated based on the child's scheduled attendance. The payment schedule is reviewed annually.

Income Tax

When purchasing anything for child care purposes (i.e., equipment, toys, food, and travel expenses) you must save all receipts to apply to your income tax claim as deductions to offset your income tax. You will receive a statement of earnings from the office at tax time. The

agency provides receipts to parents for payment of service a minimum of annually for income tax purposes.

Late Fees

- If the parent/guardian is consistently late picking up his/her child after the specified time, a late fee of \$1.00 per minute or a portion thereof may be charged.
- Use your own judgement in this regard. Late fees will be collected from the parents with their regular fee from the agency and paid out to you.
- The parent/guardian need to make prior arrangements with you to provide extra care time.

Changes to Children's Schedules

Requests for changes to schedules or requests for vacation/off-time must be submitted to the office two weeks before the change occurs. In coordination with you, ILearn will make every attempt to accommodate requests for changes to Schedules. The agency and you must approve changes in a child's schedule. There will be no credit for unused days unless ILearn receives at least TWO WEEKS ADVANCE WRITTEN NOTICE of a schedule change and the family has free vacation time remaining.

Vacation/Free off-time policy

Requests for vacation/off-time must be submitted to the office by the family on the change of schedule form (available from the Agency office) two weeks before the change occurs. Each child will be allowed up to two weeks of "free" off time each year (January 1st to December 31st). The number of "free" days off to which each child is entitled is based on the average number of days the child attends the program and starts after one (1) year of being enrolled. You are not paid for a child's approved "free" days.

If the child normally attends:

- 5 days/week, the child may be absent 10 days - no charges apply.
- 4 days/week, the child may be absent 8 days – no charges apply.
- 3 days/week, the child may be absent 6 days - no charges apply.

Provider Vacation

- When you are not able to provide care, you will not receive any payment.
- Please advise the office in writing four weeks in advance, if possible, of your holiday schedule to allow alternate arrangement to be made.

- If planning to take a week's holidays at a time the more advanced notice to the office the better. Families will often plan their vacation time around their providers.
- In consideration to our clients who are depending on accountable child care it is ILearn that providers not take more than 2 weeks off for holiday/discretionary days. Child care is a required service.
- Any cancelled child care day by the provider implies that up to 6 families will be in need of care from somewhere else, or have to miss work or school themselves. Dependable is a reputation to be proud of and one that ILearn would like to keep.
- When you are sick or not providing care for any reason, it is imperative that the agency be informed at the earliest convenience to allow time for alternate arrangement to be made for the families who require such.

Public Holidays

A list of 10 public holidays recognized by ILearn as follows:

New year's day January 1st	Family Day 3rd Monday in February	Good Friday Friday before Easter Sunday	
Victoria Day Monday, May 24 or the Monday prior if the 24th falls on the weekend	Canada Day July 1st	Civic Holiday 1st Monday in August	Labour Day 1st Monday in September
Thanksgiving Day 2nd Monday in October	Christmas Day December 25th	Boxing Day December 26th	

Where municipal, provincial, and federal government declare additional public holidays, such will be recognized.

Insurance

ILearn Home Child Care carries a \$5,000,000 liability a insurance policy. This insurance is ministry mandated and covers the agency, providers and clients. This insurance does not cover your vehicle. If you plan to drive children you must submit proof of \$2,000,000 liability with a clause suggesting daycare children are included in your policy. ***ILearn Home Child Care is not responsible for any damages incurred to the homeowners property.***

Qualities Of A Good Home Child Care

When considering providing child care, it is essential that you are aware of the personal/professional qualities our agency considers to be of importance and would assist you in caring for children.

A good home child care provider is someone who:

- Enjoys children and is happy to spend time with them.
- Sees a child as an individual and makes every effort to understand and encourage his/her development.
- Is aware of child's developmental stages and ages and can provide fun learning activities appropriate to the children in care.
- Accepts her/his work with children as a major responsibility while the children are in her/his home.
- Is friendly, warm, affectionate and understanding.
- Has patience and can maintain control in different and/or surprising circumstances.
- Is responsible/reliable: the children and the parent/guardian depend on you.
- Is flexible: when working with children, things change and seldom go as planned.
- Has knowledge of nutritional needs of children and will provide nutritious snacks and lunches to promote healthy eating habits.
- Has lots of energy, whether caring for infants, chasing two year olds or coping with the emotional ups and downs of school age children.
- Is willing to share his/her home and some personal possessions.
- Has good health: working with children means exposure to colds, viruses, and a variety of normal childhood illness.
- Has knowledge of first aid and a plan for dealing with emergencies.
- Is willing to follow appropriate behaviour management techniques.
- Communicates and cooperates with the parent/guardian of the children in his/her care as well as his/her ECE Home Visitor and Agency.
- Uses discretion: as a provider you may come upon things about your families, which must remain confidential.
- Is willing to keep accurate records as required.
- Is willing to increase and enhance her/his qualifications by attending workshops and learning to use the available community resources.
- Has a willingness to work in partnership with the parent/guardian and the staff of a licensed home child care agency.

Mandatory Requirements

The following outlines the process to become a home child care provider for ILearn Home Child Care.

Application and Interview

Complete and return the application to the office for review. An interview will be arranged at a mutually acceptable date and time for you and the agency.

Application Process

Confirmation of the contract is subject to:

- Successful completion of the Criminal Reference Check with Vulnerable Sector Screening. The original or true copy must be submitted to the office.
- Successful completion of home inspection.
- Reference recommendations: two letters of reference are required from previous employees, organization you were a part of, prior clients in the child care field.
- Medical requirements
 - You must provide a completed health assessment indicating that you are free of communicable disease and your immunization is up-to-date. The blank form may be obtained from the office. You are required to submit up-to-date immunization records for yourself and all persons normally residing in your home before child care placements can be made. A signed and dated declaration is required for all who choose not to be immunized. These records must remain current and a copy for each person provided to the agency any time a change is made.
- Tuberculosis Skin test.
 - A two-step T.B. Skin Test, meeting the requirements of the district health official, is required upon confirmation of acceptance of the contract (may be obtained from health unit). Determination of all medical requirements is subject to the discretion of the district health official.
- Successful home assessment, including completing health and safety checklist, conducted by the agency.
- Pets: Up-to-date immunization records for all cats and dogs must be submitted to ILearn

● Policies and Procedures

ILearn Home Child Care has an extensive Policies and Procedures Manual with relevant attachments/resources available on our website (password protected) for Providers who have signed contracts with the agency. A hard copy can be made available if requested.

The policies and procedures are based on Ontario Reg 137/15

The manual includes policies and procedures for:

- Group size and supervision
- Home, outdoor space and equipment
- Health and medical supervision
- Nutrition
- Program for children
- qualification/professional development
- Screening measures and criminal reference checks
- Emergency preparedness
- Administrative matters
- Other legislation (smoke free Ontario, car seat safety etc)
- Compliance and contraventions Reading/understanding and accepting all requirements and responsibilities of ILearn policies and procedures is mandatory upon signing a contract and before children may be placed in your home.

Are You Ready?

A copy of the Health & Safety Checklist may be requested from the office. It is completed by the agency to aid in preparing your home. ILearn is responsible for ensuring that successful health and fire inspections are completed prior to the licensing visit. The agency Health & Safety Checklist will address the items previously inspected by health and fire services. The observations and notes will be discussed with you upon completion. A timeframe will be established for identified items to be addressed to continue the application. A follow-up visit will be conducted to ensure the home meets the requirements of the agency and all governing bodies before your contract with the agency is approved.

Resources

How Does Learning Happen?

<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

Ontario's pedagogy for the early years is organized around four foundational conditions that are important for children to grow and flourish: Belonging, well-Being, Engagement, and Expression. These foundations, or ways of being, are a vision for all children's future potential and a view of what they should experience each and every day. These four foundations apply regardless of age, ability, culture, language, geography, or setting. They are aligned with the Kindergarten program. They are conditions that children naturally seek for themselves.

Child Care and Early Years Act, 2014

This legislation replaces the Day Nurseries Act (DNA) to establish new rules governing child care in Ontario.

- The CCEYA came into effect on August 31, 2015
- Many of the new provisions strengthen compliance and health and safety in child care settings, and help parents make informed choices about their options.
- Many of the provisions that existed under the regulations of the Day Nurseries Act are unchanged and will be carried forward under the CCEYA.

To Whom Does the Act Apply?

- Unlicensed child care
- Home child care providers contracted by a licensed agency
- Licensed home child care agencies; and
- Licensed child care centres

Many helpful resources are available on this link for child care professionals

<http://www.edu.gov.on.ca/childcare/professionals.html>.

- Learn more about how Ontario is modernizing child care.
- Find out more about supporting children's learning and development. Learn about Ontario's pedagogy for the early years and related resources.
- Start a child care centre. Read the Orientation Package for Prospective Child Care Operators (PDF 523 KB).
- Upgrade my qualifications. Learn about education grants, travel grants and other help for early childhood educators.

The College of Early Childhood Educators <https://www.college-ece.ca/en>

The College of Early Childhood Educators regulates and governs Ontario's early childhood educators in the public interest. There is a great deal of information relating to ethical and professional practice and much more to be found on their website. **Association of Early Childhood Educators Ontario** <http://www.aeceo.ca/>

The AECEO is the professional association for ECEs and its primary purpose is to advocate for respect, recognition and appropriate wages and working conditions for all ECEs. The AECEO serves our members and the ECE community.

- A great source for external professional development training.