

# **Harpreet Kaur's Home Daycare**

## **Parent Handbook**

Last Updated: November 2024

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## **Purpose of the Parent Handbook**

Welcome to Harpreet Kaur's home daycare! This Parent Handbook sets out the policies and procedures for the operation of a regulated family childcare home. The Parent Handbook assists parents to understand the childcare service and serves to guide expectations for both the parent and the family childcare home provider. The policies and procedures in the Parent Handbook establish how the childcare service may be used. Several policies and procedures are developed as requirements of childcare legislation. Other policies and procedures are unique to the operation of the family childcare home.

## **Family Child Care Home**

**Daycare Name:** Harpreet Kaur's Home Daycare

**Name of Licensee:** Harpreet Kaur

## **Philosophy Statement**

The early years of a child's life are crucial for their overall development and future success. My philosophy is centered around providing a nurturing, safe, and stimulating environment where children can grow, learn, and thrive.

**Educating and Nurturing Children:** the most important aspects of educating and nurturing children are creating a loving and supportive atmosphere, fostering a sense of security, and encouraging curiosity and exploration. I strive to build strong, trusting relationships with each child, recognizing their unique needs and potential. My goal is to support their emotional, social, cognitive, and physical development through a balanced and comprehensive approach.

**Important Learning Areas:** I focus on several key areas that I believe are essential for children's growth and development:

- **Problem Solving:** Encouraging children to think critically and find solutions to challenges helps them develop resilience and confidence.
- **Social Skills:** Teaching children to interact positively with others, share, take turns, and communicate effectively is vital for their social development.
- **Personal Responsibility:** Instilling a sense of responsibility and accountability helps children understand the importance of their actions and develop self-discipline.
- **Independence:** Promoting independence by allowing children to make choices and take on age-appropriate tasks fosters self-reliance and confidence.
- **Creativity:** Encouraging creative expression through art, music, and imaginative play helps children develop their creativity and problem-solving skills.
- **Emotional Intelligence:** Helping children recognize and manage their emotions, as well as empathize with others, is crucial for their emotional well-being.

My approach is child-centered, meaning I tailor my activities and interactions to meet the individual needs and interests of each child. I believe that children learn best through play and hands-on experiences, so I provide a variety of opportunities for exploration, discovery, and learning in a fun and engaging way.

By fostering a positive and inclusive environment, I aim to help each child develop a love for learning, build strong social connections, and grow into confident, capable individuals.

## **Program Operation**

**Days and Hours of Operation:**

My daycare operates from Monday to Friday, 7:30 AM to 6:00 PM. Daycare is closed on weekends and below listed public holidays.

New Year's Day

Family Day

Good Friday

Victoria Day

Canada Day

Saskatchewan Day

Labour Day

Thanksgiving

Remembrance Day

Christmas Day

### **Location and Licensed Areas:**

My home daycare is located at 2817 Ridgway Avenue, Regina, SK, in a safe and family-friendly neighborhood. The licensed areas of my home include the main living area, a dedicated playroom, the kitchen for meal preparation, and a backyard for outdoor activities.

### **Services Offered:**

- **Ages of Children:** I provide care for children aged 6 months to kindergarten.
- **Personal and Health Care Approach:** I prioritize the health and well-being of each child by maintaining high standards of hygiene, providing nutritious meals and snacks, and ensuring regular health check-ups. I also follow a strict illness policy to prevent the spread of infections.
- **Transportation:** I do not provide transportation services currently.
- **Extracurricular Activities:** I organize regular outings to local parks, libraries, and community events to enrich the children's learning experiences.
- **Proximity to Schools:** my daycare is located near Dr. LM Hanna School. Bussing arrangements, if needed, are coordinated with the parents and the school.

### **Family Engagement:**

- **Parental Involvement:** I encourage parents to share their skills, culture, and traditions with the children. This helps create a diverse and inclusive environment.
- **Parent Participation in Activities:** Parents are welcome to join me on outings and participate in daycare activities. I believe that active parental involvement enhances the children's learning experiences.
- **Effective Communication:** I maintain open and regular communication with families through daily reports, newsletters, and parent-teacher meetings.

**Commitment to the Saskatchewan Child Abuse Protocol:** As a child care provider, I have duty to report any kind of child abuse or neglect (suspected or observed) to child protection services. I ensure that my assistant member is trained to recognize and report any signs of child abuse or neglect. I work closely with local authorities to ensure the safety and well-being of all children in my care.

**Partnership with Parents/Guardians:** I believe in building strong partnerships with parents and guardians. I regularly seek their input and feedback to improve my programs and services.

**Supporting My Philosophy:** My program and environment are designed to support the philosophy of providing a safe, nurturing, and stimulating environment for children. I offer a variety of activities that promote physical, emotional, social, and intellectual growth. By fostering open communication and encouraging parental involvement, I create a supportive community that benefits both the children and their families.

## **Daily Schedule**

My daily schedule is designed to provide a balanced mix of activities that cater to the developmental needs of children. I ensure a predictable routine that includes active and quiet play, indoor and outdoor activities, and a combination of structured and free-choice activities. Here's what a typical day looks like at Harpreet Kaur's Home Daycare:

### **7:30 AM - 8:30 AM: Arrival and Free Play**

- Children arrive and engage in free play activities, allowing them to settle in and start the day at their own pace.

### **8:30 AM - 9:00 AM: Morning Circle Time**

- Children gather for morning circle time, which includes greetings, songs, and a discussion of the day's activities. This helps children transition smoothly into the day.

### **9:00 AM - 9:30 AM: Morning Snack**

- A healthy morning snack is provided to give children the energy they need for the day ahead.

### **9:30 AM - 11:00 AM: Structured Activities and Learning Centers**

- Children participate in structured activities such as arts and crafts, story time, and educational games. Learning centers are set up for different age groups to explore literacy, numeracy, science, and creative play.

### **11:00 AM - 12:00 PM: Outdoor Play**

- Weather permitting, Children spend time outdoors in my fenced backyard or take a walk to a nearby park. Outdoor play includes physical activities like running, climbing, and group games.

### **12:00 PM - 12:30 PM: Lunch**

- A nutritious lunch is served, with a focus on balanced meals that cater to various dietary needs.

### **12:30 PM - 1:00 PM: Quiet Time/Rest Time**

- Children have a quiet time to rest and relax. Nappers are provided with a comfortable space to sleep, while non-nappers can engage in quiet activities such as reading or puzzles.

### **1:00 PM - 2:30 PM: Free Choice Activities**

- Children choose from a variety of activities, including sensory play, building blocks, and imaginative play. This time allows them to explore their interests and develop independence.

### **2:30 PM - 3:00 PM: Bathroom Time**

- This period includes diaper changes for younger children. For older children, I help as needed to ensure that all children are comfortable and clean.

### **3:00 PM - 3:30 PM: Afternoon Snack**

- An afternoon snack is provided to keep children energized for the rest of the day.

### **3:30 PM - 4:00 PM: Group Activities and Projects**

- Children engage in group activities such as music and movement, science experiments, or collaborative art projects. These activities are designed to foster teamwork and social skills.

### **4:00 PM - 5:00 PM: Outdoor Play/Indoor Games**

- Depending on the weather, I either go outside for more playtime or stay indoors for games and activities that promote physical development.

### **5:00 PM - 6:00 PM: Wind Down and Departure**

- Children wind down with quiet activities such as drawing or story time as they wait for their parents to pick them up.

### **Age-Appropriate Activities:**

- My activities are tailored to suit different age groups, ensuring that each child is engaged and challenged appropriately. Younger children focus on sensory and motor skills, while older children engage in more complex tasks that promote cognitive and social development.

### **Predictable Routine:**

- I maintain a consistent daily routine to provide a sense of security and stability for the children. This helps them understand what to expect each day and supports their overall well-being.

# Meals and Snacks

**Importance of Nutrition:** At Harpreet Kaur’s Home Daycare, I believe that proper nutrition is essential for the healthy growth and development of children. A balanced diet provides the necessary nutrients for physical growth, cognitive development, and overall well-being. Good nutrition helps children maintain energy levels, supports their immune system, and fosters healthy eating habits that can last a lifetime.

**Meals Provided:** I provide a variety of nutritious meals and snacks throughout the day, including:

- **Morning Snack/Breakfast:** A healthy snack to start the day, such as fresh fruit, whole-grain crackers, bread, or cereal along with milk.
- **Lunch:** A balanced meal that includes a protein source (such as chicken, fish, or beans), vegetables, fruits and milk.
- **Afternoon Snack/Dinner:** Another nutritious snack to keep children energized, such as yogurt and fruit or crackers with vegetables.

**Special Diets:** I understand that some children may have special dietary needs due to allergies, intolerances, or cultural/religious practices. I work closely with parents to accommodate these needs and ensure that all children receive safe and appropriate meals. For children with special dietary requirements, parents are asked to provide the necessary food items to ensure their child’s needs are met.

**Menu Posting:** My weekly menu is posted near the entrance of the daycare. This allows parents to see what their children will be eating each day and to discuss any concerns or preferences with me in advance. Example of such menu is shown below

## Menu Planning Form for Child Care Facilities

Facility Name: Harpreet's Daycare

Date: 2024-11-12

	Monday	Tuesday	Wednesday	Thursday	Friday	
<b>Breakfast</b> <input type="checkbox"/> 2 Vegetables or fruits + 1 Grain + 1 Protein; and, <input type="checkbox"/> *Milk <input type="checkbox"/> Water						Offer <b>water</b> throughout the day <b>and</b> at all meals and snacks.  <b>*Offer milk twice per day:</b> <ul style="list-style-type: none"> <li>• Children one to two years of age offer whole milk only (3.25% M.F.);</li> <li>• Children two years of age and older offer lower fat milk (0-2% M.F.) or plain unsweetened fortified soy beverage.</li> </ul> For more information regarding nutritious foods and foods to limit, please refer to the <b>Menu Requirements Backgrounder</b> .
<b>Morning Snack</b> <input type="checkbox"/> 1 Vegetable or fruit + 1 Grain; OR, <input type="checkbox"/> 1 Vegetable or fruit + 1 Protein; and, <input type="checkbox"/> *Milk <input type="checkbox"/> Water	Cereal Apple Milk	Toast Banana Milk	Bagel Orange Milk	Boiled Egg Apple Milk	Oatmeal Banana Milk	
<b>Lunch</b> <input type="checkbox"/> 1 Vegetable + 1 Fruit + 1 Grain + 1 Protein; OR 2 Vegetables + 1 Grain + 1 Protein; and, <input type="checkbox"/> *Milk <input type="checkbox"/> Water	Chicken Keema Pasta Broccoli Orange Milk	Egg sandwich Carrots Apple Milk	Lentil Soup Rice/Roti Veggie Salad Banana Milk	Pasta with Chicken Cucumber Orange Milk	Chicken Breast with Rice Carrots Milk	
<b>Afternoon Snack</b> <input type="checkbox"/> 1 Vegetable or fruit + 1 Grain; OR, <input type="checkbox"/> 1 Vegetable or fruit + 1 Protein; and, <input type="checkbox"/> *Milk <input type="checkbox"/> Water	Greek Yogurt Banana Water	Rice Crackers Orange Water	Cottage Cheese Apple Water	Toast Banana Water	Rice Crackers Apple Water	
<b>Supper</b> <input type="checkbox"/> 1 Vegetable + 1 Fruit + 1 Grain + 1 Protein; OR 2 Vegetables + 1 Grain + 1 Protein; and, <input type="checkbox"/> *Milk <input type="checkbox"/> Water						

**Nutrition and Mealtime Atmosphere:** I believe that mealtimes should be a positive and enjoyable experience for children. Here are some key aspects I focus on:

- **Balanced Nutrition:** I ensure that each meal is well-balanced, providing a variety of nutrients from different food groups.

- **Healthy Eating Habits:** I encourage children to try new foods and develop healthy eating habits by offering a diverse range of meals and snacks.
- **Social Interaction:** Mealtimes are an opportunity for children to socialize and develop their communication skills. I create a relaxed and friendly atmosphere where children can enjoy their meals together.
- **Independence:** I encourage children to serve themselves (with appropriate supervision) and make their own food choices, fostering independence and self-confidence.
- **Hygiene:** I maintain high standards of hygiene during meal preparation and serving to ensure the safety and well-being of all children.
- 

By focusing on these principles, I aim to provide a nurturing environment that supports the nutritional needs and overall development of each child.

## **Social Environment**

**Who Will Be at My Home:** Parents can expect that the primary caregivers at Harpreet Kaur's Home Daycare will be myself, Harpreet Kaur, my two kids (under 5 years of age), my spouse, my mother and a child care assistant when needed. All individuals who interact with the children have undergone background checks and are familiar with my daycare policies and procedures.

**Supervision During Phone Calls:** To ensure that children are always appropriately supervised, I have specific protocols in place for when I need to take a phone call. During these times, another staff member will take over supervision duties. If no other staff member is available, I will use a hands-free device to keep my attention on the children while handling the call. This ensures that the children remain safe and always engaged.

**Smoke-Free Environment:** At Harpreet Kaur's Home Daycare, I am a non-smoking household. No one in my home smokes, ensuring a consistently smoke-free environment. This commitment helps me maintain a healthy and safe atmosphere for all children in my care, in full compliance with The Tobacco Act and Regulations. I also require any visitors to adhere to my no-smoking policy to protect the well-being of the children.

**Pets:** I do not have any pets at Harpreet Kaur's Home Daycare. This ensures that my environment remains clean and free from any potential pet-related allergies or concerns. By maintaining a pet-free home, I can focus entirely on providing a safe and hygienic space for my children to learn and play.

By maintaining a safe, clean, and nurturing social environment, I aim to promote the well-being and development of every child in my care.

## **Supervision**

**Ensuring Constant Supervision:** At Harpreet Kaur's Home Daycare, I prioritize the safety and well-being of all children by ensuring they are supervised at all times. I maintain appropriate child-to-staff ratios and use a combination of direct supervision and strategic positioning to keep a close watch on all activities. My staff is vigilant and attentive, ensuring that children are always within sight and hearing distance.

**Varying Supervision by Developmental Level:** I understand that children of different ages and developmental stages require varying levels of supervision. Younger children and infants receive more direct and hands-on supervision, while older children are given more independence with appropriate

oversight. Activities are tailored to be age-appropriate, and staff members adjust their supervision techniques to match the needs of each child, ensuring a safe and supportive environment.

**Outdoor Supervision:** When children are playing outdoors, I maintain the same high standards of supervision. Staff members are strategically positioned to monitor all areas of the play space, ensuring that children are safe while they explore and play. I conduct regular headcounts and use a buddy system for added safety. The outdoor area is securely fenced, and all equipment is regularly inspected for safety.

**Supervision on Excursions:** Excursions are an exciting part of my program, and I take extra precautions to ensure children's safety during these outings. Parents are informed of upcoming excursions through permission slips, which must be signed and returned. During excursions, I maintain a low child-to-staff ratio, conduct frequent headcounts, and use identification tags for each child. Staff members are assigned specific children to supervise, ensuring that everyone is always accounted for.

**Frequency of Excursions:** I plan excursions regularly, typically once a month, to local parks, and libraries. These outings provide valuable learning experiences and opportunities for social interaction.

By maintaining vigilant supervision and taking proactive measures, I ensure that all children in my care are safe, secure, and well-supported in their daily activities and excursions.

## **Child Guidance**

At Harpreet Kaur's Home Daycare, my goal is to support children in developing positive self-regulation and appropriate behavior. I believe in using positive guidance techniques to help children learn and grow in a nurturing environment.

**Forms of Child Management Not Permissible:** I do not permit any form of physical punishment, verbal abuse, or emotional neglect. This includes, but is not limited to, spanking, yelling, shaming, or isolating a child as a form of discipline. My approach is based on respect, understanding, and positive reinforcement.

**Helping Children Develop Self-Control:** I help children develop self-control by teaching them to recognize and manage their emotions. This includes:

- **Modeling Appropriate Behavior:** I demonstrate calm and respectful behavior, showing children how to handle various situations.
- **Setting Clear Expectations:** I establish clear, consistent rules and explain the reasons behind them, helping children understand what is expected of them.
- **Providing Choices:** I offer children choices within set boundaries, allowing them to feel a sense of control and responsibility.
- **Encouraging Problem-Solving:** I guide children in resolving conflicts and finding solutions to problems, fostering their ability to think critically and act independently.

**Age-Appropriate Expectations:** I have different expectations for children based on their developmental stages:

- **Infants:** I focus on providing a safe and nurturing environment, responding promptly to their needs, and encouraging exploration.
- **Toddlers:** I emphasize routine, simple instructions, and positive reinforcement to help them understand boundaries and develop basic self-control.
- **Preschoolers:** I encourage independence, cooperation, and social skills, setting more complex expectations for behavior and self-regulation.

**Techniques to Guide and Support Appropriate Behavior:**

- **Positive Reinforcement:** I praise and reward positive behavior to encourage its repetition.
- **Redirection:** I gently guide children away from inappropriate behavior by offering alternative activities or solutions.
- **Time-In:** Instead of time-outs, I use time-ins where a child can sit with a caregiver to calm down and discuss their feelings and behavior.
- **Natural Consequences:** I allow children to experience the natural consequences of their actions, when safe and appropriate, to help them learn from their experiences.

**Organizing the Home Environment:** My home is organized to promote positive interactions and minimize inappropriate behavior:

- **Adequate Play Space:** I provide ample space for children to play and explore, reducing the likelihood of conflicts over space and resources.
- **Quiet Areas:** I have designated quiet areas where children can go to be alone and calm down if they feel overwhelmed.
- **Accessible Materials:** Toys and learning materials are easily accessible, allowing children to make choices and engage in activities independently.
- **Clear Boundaries:** I have clearly defined areas for different activities, helping children understand where certain behaviors are appropriate.

By creating a supportive and structured environment, I aim to foster positive behavior and help children develop the skills they need to succeed both socially and emotionally.

## Health Policies

**Reducing Transmission of Communicable Diseases:** At my daycare, I take several measures to reduce the transmission of communicable diseases and ensure a healthy environment for all children:

- **Hand Hygiene:** I emphasize the importance of regular handwashing with soap and water, especially before meals, after using the restroom, and after outdoor play. Hand sanitizer is available for use when handwashing is not possible.
- **Cleaning and Disinfection:** My facility is cleaned and disinfected daily, with special attention to high-touch surfaces such as doorknobs, toys, and play equipment. I use child-safe cleaning products to ensure a germ-free environment.
- **Respiratory Hygiene:** I teach children to cover their mouths and noses with a tissue or their elbow when coughing or sneezing and to dispose of tissues properly. Handwashing is encouraged immediately after.
- **Ventilation:** I ensure good ventilation in all indoor areas to reduce the concentration of airborne pathogens.

**Exclusion Due to Illness:** To protect the health of all children and staff, I have clear guidelines for when children should and should not attend daycare. Please refer to the chart below

<b>CHILD SHOULD NOT ATTEND THE CENTRE IF SHE/HE HAS OR IS DEVELOPING ANY OF THE FOLLOWING:</b>	<b>CHILD MAY RETURN TO THE CENTRE WHEN SHE/HE IS:</b>
Diarrhea that cannot be contained in a diaper, or if an older child is soiling their underwear, or if diarrhea occurs more than one time in an hour.	24 hours has passed without any symptoms
Vomited in the last 24 hours.	24 hours has passed since last vomiting.
Child has been on antibiotics for less than 24 hours (except for ear infections)	Child has been on antibiotics for 24 hours.
Abnormally irritable, tired, crying persistently	Symptoms have passed and their behavior returns to normal

Cold with sore throat and/or persistent cough. Head Lice Child must have their head treated. Child will not be excluded if nits are present but will be sent home if live lice are found.	Symptoms have subsided.
Contagious disease, skin infection, undiagnosed rash, impetigo, scabies, jaundice.	Doctor's note saying they are ready to return.
Pink Eye/Eye Infections	Child has been on antibiotics for 24 hours.
Hand, foot, and mouth.	Excluded until blisters have scabbed over.

**Reporting Communicable Diseases:** If I suspect a child has a Category I or II communicable disease, I inform it to a designated public health officer and follow any recommendations to ensure the health and well-being of children attending the home.

**Monitoring Health and Well-Being:** I continuously monitor the health and well-being of all children in my care through the following practices:

- **Daily Health Checks:** Upon arrival, I conduct a brief health check for each child, looking for any signs of illness such as fever, cough, or unusual behavior.
- **Ongoing Observation:** Throughout the day, staff members observe children for any signs of illness or distress. Any concerns are promptly addressed, and parents are notified if their child appears unwell.
- **Communication with Parents:** I maintain open communication with parents regarding their child's health. If a child becomes ill during the day, parents are contacted immediately to arrange for pick-up.
- **Documentation:** I keep detailed records of any illnesses or health concerns, including symptoms, actions taken, and communications with parents. This helps me track patterns and take preventive measures.

By implementing these health policies and procedures, I aim to create a safe and healthy environment for all children at Harpreet Kaur's Home Daycare.

## **Administration of Medication**

At Harpreet Kaur's Home Daycare, I take the administration of medication very seriously to ensure the safety and well-being of all children in my care.

**Written Authorization:** Medication is only administered by the provider/assistant after written authorization of the parent/guardian has been received on a form supplied by the government of Saskatchewan. Authorization form must include detailed instructions from the parent or guardian and must be signed by them. A written record of each dose of medication administered will be made on the same form.

**Oral Authorization:** In exceptional circumstances, I may administer non-prescription medication based on oral authorization from the parent or guardian. This is typically reserved for situations where immediate administration is necessary, and obtaining written authorization beforehand is not feasible. In such cases, written authorization must be obtained as soon as possible afterward.

**Storage:** All medications, except those required for emergencies, are stored in a locked enclosure. Emergency medications, such as EpiPens, are kept in an easily accessible but secure location.

**Documentation:** Each dose of medication administered is documented, including the time, dosage, and the person who administered it. This record is kept with the written authorization form.

## **Enrollment**

**Visiting Before Enrollment:** At Harpreet Kaur's Home Daycare, I encourage families to visit my home before their child starts attending. This allows parents and children to become familiar with the environment, meet the caregivers, and ask any questions they may have. I believe that a pre-enrollment visit helps ease any anxieties and sets the stage for a positive experience.

**Ensuring an Easy Transition:** To ensure an easy transition for both parents and children, I offer a gradual integration process. This may include shorter initial visits that gradually increase in length, allowing the child to adjust to the new setting at their own pace. I also provide parents with detailed information about my daily routines and what to expect, helping them prepare their child for the transition.

**Payment in Advance:** I require parents to pay a deposit of 217.50 /child for under school-age children and 500/child for all school-age children. The deposit will be applied to last month of care where 1 month's written notice by the last of the month is provided. This helps secure the child's spot and ensures that I can adequately prepare for their arrival. Payment details and schedules will be discussed during the enrollment process.

**Required Forms:** Parents need to complete and sign several forms as part of the enrollment process. These forms include:

- **Child Care Agreement:** A written agreement outlining the terms and conditions of the child care services provided.
- **Child Health Resume:** This form collects essential information about the child and parents/guardian including emergency contacts, medical history, and any special needs or allergies.
- **Child Emergency Information(2X):** This form collects similar information to Child Health resume, but in more portable form.
- **Excursion and Transportation Consent:** This form is required to document parental authorization for any excursions, with or without transportation.
- **Infant/Toddler/Preschool Social Resume:** This form gathers detailed information about your child's family, dietary preferences, self-care routines, and daily habits to help me provide personalized care.

By completing these forms, parents help me ensure that I have all the necessary information to provide the best care for their child.

## **Supplies**

To ensure your child has everything they need for a comfortable and enjoyable day at Harpreet Kaur's Home Daycare, please provide the following items:

- **Clothing and Personal Items:**
  - A complete change of clothes (including socks and underwear)
  - Weather-appropriate outerwear (e.g., jackets, hats, mittens)
  - Diapers and wipes (if applicable)
  - Nap sheet, a blanket and pillow for nap time
- **Food and Drink:**
  - A labeled water bottle
  - Special diet food items (if applicable)
- **Comfort Items:**
  - A favorite toy or comfort item (optional)
- **Seasonal Items:**
  - Sunscreen and a sun hat (for summer)
  - Snow boots and snow pants (for winter)

- **Health and Safety:**
  - Any necessary medications (with a completed medication authorization form)

Please ensure all items are clearly labeled with your child's name. This helps us keep track of their belongings and ensures that nothing gets misplaced.

## **Termination of Child Care Services**

**Written Agreement:** Parents enter into a written agreement with me for the provision of childcare services. This agreement outlines the terms and conditions of my services, including the procedures for terminating the contract.

**Communication and Notice from Provider:** If there is a need to terminate a contract, I will provide parents with written notice at least four weeks in advance. This notice will include the reason for termination and the effective date. I believe in maintaining open communication and will discuss any issues with parents before reaching the decision to terminate the contract.

**Circumstances for Termination:** I may terminate a contract under the following circumstances:

- **Non-Payment of Fees:** Failure to pay childcare fees as agreed upon in the contract.
- **Repeated Late Pick-Ups:** Consistent late pick-ups without prior arrangement or notification.
- **Behavioral Issues:** If a child's behavior poses a safety risk to themselves, other children, or staff, and all other interventions have been exhausted.
- **Violation of Policies:** Repeated violation of daycare policies and procedures by the parent or guardian.
- **Health and Safety Concerns:** If a child's health needs cannot be adequately met within my daycare setting, or if there are ongoing health and safety concerns.

**Notice from Parents:** I require parents to provide written notice at least 1 month in advance if they wish to discontinue their contract. This allows me to make necessary arrangements and offer the spot to another family. The notice should include the last day of attendance and the reason for termination, if applicable.

By adhering to these procedures, I aim to ensure a smooth transition for both the child and the daycare, maintaining a respectful and professional relationship with all families.

## **Changes to Child Care Services**

**Written Agreement:** Parents enter into a written agreement with me for the provision of child care services. This agreement outlines the terms and conditions of my services and is updated as changes occur.

**Notice for Changes in Care Arrangements:** If there is a need to change care arrangements, such as moving from full-time to daily care, I require parents to provide written notice at least 1 month in advance. This allows me to adjust my scheduling and staffing accordingly.

**Notice for Fee Increases:** Fee increases may occur when a child turns 6 years old or if there is a change in the hours of care provided. For families with children under 6, Parent Fee Grants are provided, so fees will not change unless the care schedule changes. I will provide parents with at least one month's written notice before any fee increases take effect. This notice will include the new fee structure and the effective date of the change.

**Notice for Policy Changes:** I strive to keep my policies up-to-date and relevant. If there are any changes to my policies, I will provide parents with written notice at least one month in advance. This

notice will be communicated through my regular channels, including newsletters, emails, and postings on the parent information board. I encourage parents to review these changes and discuss any questions or concerns with me.

By maintaining clear communication and providing adequate notice for any changes, I aim to ensure a smooth and transparent process for all families involved.

## **Fee Schedule and Payment**

**Fee Schedule:** At Harpreet Kaur's Home Daycare, I have a clear and consistent fee schedule for all families. My fees are as follows:

- **Full-Time Care (Children under 6 years of age):** \$217.50 per month
- **Daily Care (Children under 6 years of age):** \$10 per day for children attending 9 days or less per month.

**Daily Care:** I offer daily care, which is clearly defined as care for children attending 9 days or less per month. Daily care is charged at a rate of \$10 per day. This option provides flexibility for families who do not require full-time care.

**Late Payment Fees:** Fee is due on the 1<sup>st</sup> day of the month. To ensure timely payments, I charge a late fee of \$25 for any payments not received by the due date. This helps me maintain my operations and provide consistent care for all children.

**Accepted Payment Methods:** I accept email transfer(harpreet686868+care@gmail.com), cash and cheque for payments. Please make cheques payable to Harpreet Kaur. NSF fee of \$25 will be charged.

**Receipts:** Receipts for payments are provided monthly. These can be used for tax purposes and to keep track of your payments. If you require additional copies or have any questions about your receipts, please let me know.

**Advance Notice for Fee Changes:** I am committed to providing advance notice of any changes to my fees. Parents will receive written notice at least one month in advance of any fee adjustments. This notice will include the new fee structure and the effective date of the change. By maintaining a transparent and consistent fee schedule, I aim to provide high-quality care while ensuring that my services remain accessible and affordable for all families.

## **Confidentiality**

At Harpreet Kaur's Home Daycare, I am committed to maintaining the confidentiality of all personal information related to the children and families in my care. This includes files, documents, and any other records. Confidential information will not be disclosed without a parent's written permission, except as required for the health and safety of children, or as required by law.

### **Maintaining Confidentiality of Records:**

- **Secure Storage:** All physical records are stored in a locked cabinet accessible only to authorized staff members. Digital records are stored on secure, password-protected systems.
- **Access Control:** Only authorized personnel have access to personal information. Staff members are trained on the importance of confidentiality and the procedures for handling sensitive information.
- **Data Minimization:** I collect only the necessary information required to provide high-quality care and comply with regulatory requirements.

### **Maintaining Confidentiality of Verbal Information:**

- **Private Conversations:** Any discussions regarding a child's personal information are conducted in private settings to ensure confidentiality. This includes conversations with parents, staff meetings, and any other relevant discussions.
- **Discretion:** Staff members are trained to handle verbal information with discretion, ensuring that sensitive information is not shared inappropriately.

**Information Sharing with the Ministry of Education:** As a condition of the Parent Fee Grant to reduce child care fees for Saskatchewan families, the Ministry of Education is required to gather information including the child's name, current fee, and parent information to determine funding amounts. This information will be collected and used in accordance with The Freedom of Information and Protection of Privacy Act (FOIP).

By adhering to these confidentiality policies and procedures, I ensure that the personal information of children and families is protected and handled with the utmost care and respect.

## **Alternates**

At Harpreet Kaur's Home Daycare, I ensure continuous and reliable care for all children by having an alternate child care provider available in the provider's absence. My alternates are at least 18 years old and are fully qualified to provide care. I use alternates for a maximum of 10% of operational hours monthly and for up to four weeks of vacation time per year.

### **When Do I Use an Alternate?**

- **Appointments:** An alternate may be used when the primary provider has personal appointments or other commitments that require their absence during operational hours.
- **Vacation:** An alternate will be used during the provider's vacation time to ensure that child care services continue without interruption.
- **Emergencies:** In case of unexpected emergencies, an alternate will step in to provide care.

**Notification to Parents:** I believe in maintaining open communication with parents regarding the use of alternates. Here's how I notify parents:

- **Appointments:** Parents will be notified at least one week in advance if an alternate will be used due to scheduled appointments.
- **Vacation:** Parents will receive at least one month's notice before the provider's vacation, including the dates when the alternate will be in charge.
- **Emergencies:** In the event of an emergency, parents will be notified as soon as possible, either through a phone call, text message, or email.

**Who Are My Alternates?** My alternates are carefully selected and trained to ensure they meet my high standards of care. They are familiar with my policies, routines, and the individual needs of each child. Parents will be introduced to my alternates during the enrollment process.

By having qualified alternates available, I ensure that your child receives consistent and high-quality care, even in the provider's absence.