

I Care For Kids - I Care For Quality Home Study Guide

Clear Language Version 2007



***Home Child Care Association of Ontario
Association Ontarienne de garde d'enfants à domicile***

***Promoting, developing and supporting home-based child care services
for families through licensed agencies***

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Part 1: Relationships

The most important part of a good home day care is how people treat each other. As the caregiver, you set the mood. The way you relate to the children and their families is the basis for everything else.

Children do well when they feel cared for and valued. They do well when they feel that they belong to a group that is part of a community. Good caregivers can help children develop by showing that they care and responding to what children do.

“A child who lives with acceptance and friendship learns to find love in the world.”

Relationships with children

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
1.1	I care about and respect each child. I really want to help each child develop well.				
1.2	I show affection to each child. I hold or carry babies often				
1.3	I like children. I enjoy being with them.				
1.4	I watch the children and notice what they do well. I pay attention to their words and their body language. I use what I see to decide what to do				

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
1.5	I am sincere and comfortable with children.				
1.6	I try to find out something about each family's culture. I use this information when I am with the children and when I plan activities for them .				
1.7	I am kind and gentle when I am <ul style="list-style-type: none"> • weaning children from the bottle • changing their diapers • teaching them to use the toilet • disciplining children, and • meeting children's special needs. 				
1.8	I know how children show that they are upset, angry or frustrated. I show them I understand and help them do something that will help them feel better.				

Good relationships with parents and families

Building trust and respect

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
1.9	I welcome parents to visit their children anytime in my home. I tell them they do not have to call me first.				
1.10	Parents know that the care I give their child follows our agreement.				
	Things I should do				
1.11	I respect the different style in each family and I recognize the strengths of each family.				
1.12	I respect every parent's decision to work outside of the home or to go to school.				
1.13	When a parent tells me what they value and prefer, I try to respect these when I plan their child's day.				
1.14	I work with parents on issues such as discipline, eating and using the toilet. I always try to do what is best for the child.				

Involving parents and talking with them

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
1.15	I tell parents about their children when I talk to them. With babies, I do this every day. With older children I do this at least once a week. If I do not talk to the parents, I write them a note.				
1.16	I regularly talk with each parent about what their child is learning and doing.				
1.17	Parents can call me when their children are with me. If I cannot come to the phone, I regularly check messages on my voicemail or answering machine.				
1.18	I keep every family's conversations and information confidential. There are only two times I can share information: <ul style="list-style-type: none"> • when I have permission, • when I must tell someone to keep the child safe and well. 				
1.19	If I do not speak the parent's language, I find a good way to communicate with them.				

		I always do this	I sometimes do this	I do not do this	What I can do to improve
1.20	When I have a conflict with parents, I talk to them about it and try to come to a solution that we can both accept.				
1.21	I try to involve parents in the things I plan for the children to do. Parents can get involved in different ways, depending on what they like to do and when they are available. I do not insist that parents must be involved.				
1.22	I sometimes plan events so that families from my home day care can get together. I may ask parents to help me organize the event.				

Relationships with my family and community

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
1.23	I make sure that everyone in my family and in my home follows the policies of my home day care and respects what I believe about caring for children.				
	Things I should do				
1.24	I have arranged my home so there is space for both my home day care and my family.				
1.25	If my child is part of the program, I consider their needs when I plan activities and run the program.				
1.26	The members of my family are polite and respect the children and families who come to my home day care.				
	Things I should do in the community				
1.27	I have support from friends, family, other caregivers, a licensed home child care agency or community organizations.				
1.28	I understand what local organizations can offer children and families.				

Part 2: The Environment

Another important part of a good home day care is the environment. A good home day care is welcoming and comfortable. Children should be doing things that keep them interested. The things that children do should support them as they grow and develop in different ways.

My home

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
2.1	My home is well ventilated. It does not smell of urine, feces, garbage, pets, tobacco smoke, air deodorizers, mildew, or any other bad smells.				
2.2	The rooms are always at least 20 Celsius.				
2.3	There are bright lights where children read, do arts and crafts, or play with small toys.				
2.4	Each child has a space for their own things.				

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I should do				
2.5	The parts of my home that children use are welcoming and friendly.				
2.6	My home is child-proof, so that I hardly ever have to tell children not to touch things. Most of the time children can reach the things they are allowed to use.				
2.7	The child care space is well organized.				
2.8	My home has enough space for children to move freely indoors.				
2.9	Outdoors, there is <ul style="list-style-type: none"> • Space so kids can be active • Play equipment and materials, • Places that kids can explore. 				
2.10	If a child has medical needs, I make changes to my home to help meet their needs. If necessary, I follow their Individual Family Service Plan or Individual Education Plan.				

		This is always true	This is sometimes true	This is never true	What I can do to improve
2.11	My home day care has a comfortable and cozy place for children and a place for quiet time.				
2.12	Babies have space to explore freely, to crawl, and to stand. There is sturdy, low furniture that children learning to walk can hold onto.				
2.13	Older children have a place to play apart from younger children. For example, preschoolers can play with small puzzles where toddlers cannot reach them, and school-aged children have a quiet place to do homework.				
2.14	The children are learning to take care of everything they use and the space they are using.				

Equipment

		This is always true	This is sometimes true	This is never true	This does not apply to me	What I can do to improve
	Things I must do					
2.15	All equipment, outdoors and indoors, is safe. All equipment is suitable for the children who use it.					
2.16	Children always wear a helmet when they ride bicycles, skateboards, scooters and in-line skates or roller skates.					
2.17	I do not give children toy guns or other weapons to play with. I do not let the children see anything that is violent or sexual , or prejudiced.					
2.18	The toy chest has no lid, or the lid has safety hinges and air holes.					

		This is always true	This is sometimes true	This is never true	This does not apply to me	What I can do to improve
	Things I should do					
2.19	I change toys, games or equipment to meet children's special needs, or I get special equipment. If a child is in a wheelchair, there is enough room for it to move around,					
2.20	The table and chairs that children use are comfortable.					
2.21	The high chairs in my home day care are safe. If I have a high chair that attaches to a table or another chair, I use the safety straps every time a child uses it.					
2.22	Heavy furniture, climbing equipment, swings, and slides are stable and will not fall over.					
2.23	I put something soft under climbers, swings, and slides that are more than one meter high, both indoors and outdoors.					

		This is always true	This is sometimes true	This is never true	This does not apply to me	What I can do to improve
2.24	My home day care has enough toys, games and art supplies to help all of the children learn. These can be things I made or things I bought.					
2.25	I store everything the children use or play with in the same place every day. I use separate containers for different kinds of things. Some of the things are easy for children to find, help themselves to, and put away.					
2.26	I try to keep children interested by changing what toys, games and art supplies we use. Sometimes I put things away for a while before I bring them out again.					
2.27	The toys, games and art supplies we use reflect the lives of the children in my home day care and people from different races and ethnic groups.					
2.28	Everything the children use or play with shows girls and boys, women and men, and older people doing positive activities.					

Toys and equipment that help children learn about using their bodies

		I have all of these things	I have some of these things	I do not have any of these	Supplies I need to get
2.29	For babies <ul style="list-style-type: none"> • balls • grasping toys • stacking and nesting toys • toys to look at, feel, and chew 				
2.30	For toddlers <ul style="list-style-type: none"> • equipment for climbing • riding toys • balls • large puzzles and building blocks that fit together • water and sand toys 				
2.31	For preschoolers <i>all of the toddler equipment and:</i> <ul style="list-style-type: none"> • peg boards • blocks • water and sand toys • dancing music and props 				
2.32	For school-aged children <i>all of the preschooler equipment and:</i> <ul style="list-style-type: none"> • other sports equipment • games 				

Supplies that can help with speaking, reading and writing

		I have all of these things	I have some of these things	I do not have any of these	Supplies I need to get
2.33	Books are in good condition				
2.34	Books for children under 2: <ul style="list-style-type: none"> • made from strong paper or plastic • simple pictures of people and familiar things • short stories about things people do every day 				
2.35	Books for children older than 2: <ul style="list-style-type: none"> • a mix of stories about real and pretend situations • information books 				
2.36	Books for school-aged children: <ul style="list-style-type: none"> • different reading levels and topics • adventure stories • mysteries • information books • magazines 				
2.37	Language supplies: <ul style="list-style-type: none"> • telephones • puppets • games that children play with each other • books, tapes or CDs in the child's home language 				

Art supplies

		I have all of these things	I have some of these things	I do not have any of these	Supplies I need to get
2.38	Art materials are non-toxic				
2.39	Supplies for children 2 and under <ul style="list-style-type: none"> • large size crayons or markers • paint brushes • large pieces of paper • non-toxic paint • play dough 				
2.40	For children over 2 years old <ul style="list-style-type: none"> • tools for drawing and painting • scissors that are safe for children but sharp enough to cut (remember that some children need left-handed scissors) • paper in different sizes and colours • paste or non-toxic glue • play dough or clay • different pieces of things such as scraps of construction paper, fabric, yarn or wood 				

You do not need to buy everything. Be creative! You can find many things around the house or outdoors that you can use. Some of the best things can be recycled or second-hand materials.

Other supplies

		I have all of these things	I have some of these things	I do not have any of these	Supplies I need to get
2.41	Supplies for math include things that children can use to: <ul style="list-style-type: none"> • match • sort • put in order • count • measure • recognize and create patterns • compare what is the same and different 				
2.42	Supplies for science: <ul style="list-style-type: none"> • a magnet • a magnifying glass • an outdoor thermometer • a balance scale • sand • blocks, toy cars, and ramps • water 				
2.43	Supplies for dramatic play: <ul style="list-style-type: none"> • things children can use to make their own costumes and props • dress-up clothing • props for particular themes • blocks • stuffed animals and dolls • small animals and people 				
2.44	Real tools: <ul style="list-style-type: none"> • a hammer and nails • a shovel • a rolling pin • cookie cutters • plastic knives • a broom and dustpan • measuring cups and spoons 				

Part 3: The Activities

When children make up their own games, they practice new skills, which help them understand more about the world. By watching what they are doing you can show them other toys or supplies that build on what they are learning. You can encourage them to explore what interests them.

A good caregiver helps children feel safe and comfortable.

Children making choices

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
3.1	Every day, children can choose what to do and explore their own interests.				
3.2	School-aged children have time for free-play after school.				
3.3	I make sure that children are actively doing something most of the time.				

Being with the children

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
3.4	I am physically able to keep up with the children. I can lift babies and toddlers.				
	Things I should do				
3.5	I support children when they play on their own and I help them learn from what they are doing. I also offer ideas that build on each child's interests and skills.				
3.6	I give children the help they need to do different things well and help them feel that they can try new things.				
3.7	To help children learn I ask them questions about what they are doing.				
3.8	I help children learn by showing them how to break things into simple steps. I also challenge children by asking them to use something they know in different ways.				

	Things I should do	This is always true	This is sometimes true	This is never true	What I can do to improve
3.9	I find ways to help children learn specific skills and concepts when they are interested.				
3.10	I can see that daily life offers many chances to teach children valuable lessons. I use these moments to teach children about day to day life.				
3.11	I sometimes play with children but I do not take over the game. Instead, I expand on the children's ideas. I play interactive games, especially with babies and toddlers.				
3.12	I invite children to try a range of new games, toys or other things. I also let children decide when they are ready to try something new. For example, toddlers can sing with the group, stand and watch, or not do something else.				
3.13	Some of the things I plan for the children build on the children's needs and interests. I am flexible and adapt what I have planned.				

Having schedules and routines

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
3.14	Every day, I greet children and parents warmly. At the end of every day I tell parents something about what their child did, said or learned.				
3.15	Rest time is relaxing and comfortable. Children who do not sleep can have books or can play with quiet toys during rest time.				
	Things I should do				
3.16	I have a daily routine. Children know what to expect, and what is expected of them.				
3.17	Each day includes activities that suit the needs of each child and the needs of the whole group of children.				
3.18	I give the children a warning when it is time to get ready for activities, meals or naptime. This gives them time to finish what they are doing.				

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
3.19	I help children and parents cope with saying goodbye at the beginning and end of each day.				
3.20	I take children outdoors every day, as long as the weather is good. If children cannot go outside I make sure we play an active game indoors.				
3.21	Babies and toddlers can nap when they are sleepy. If they need help falling asleep, I rock them, rub their backs or play soft music.				
3.22	I help babies and toddlers learn about routines by talking about them.				
3.23	I check children's diapers at least once every hour-and-a-half. I change wet or dirty diapers, but I do not wake children to change them.				

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
3.24	I ask parents how they are teaching their children to use the toilet. I understand that toilet training happens when a child is ready, not when they turn a certain age. I do not punish children as part of toilet training.				
3.25	I encourage children to help tidy up when they are finished playing. I clean up with the children and have a positive attitude about cleaning up.				
3.26	I give school-aged children space and time to relax after the school day.				

Using positive discipline

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
3.27	I help children develop self-control and be responsible for how they behave.				
3.28	I never use physical punishment or humiliation. I do not criticize shame, tease hurtfully, threaten or yell at children. I am not rough with the children.				

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
3.29	I clearly explain what I expect of children. I say it in a positive way.				
3.30	I do not get into power struggles with children.				
3.31	When toddlers are frustrated or upset, I distract them or help them find something else to play with.				
3.32	I ask children who are 3 or older to be leaders and helpers so that they can feel in control.				
3.33	I only use "time outs" with children who are 3 and older. I use "time outs" to help a child settle down instead of a punishment. "Time outs" are no more than one minute for each year of the child's age. Children can end the "time out" earlier if they feel ready to return to the group.				

Television and Computers

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
3.34	If children watch television or videos, I limit the amount of time. I always offer other activities when the TV or video are on.				
3.35	If children use the Internet, I pay close attention and supervise constantly.				
	Things I should do				
3.36	If children in my home day care watch television, videos, or play computer games, I make sure that they are appropriate for their age. Anything that is violent or sexual images, or prejudiced is not allowed.				
3.37	If a computer is used by the children, I limit each child's computer time				
3.38	All computer games promote group involvement, fun, learning and creativity.				

Part 4: Developmental Learning Goals

Children develop most in their first few years. The most important things they need to learn are how to get along with other people and how to feel good about who they are. Children are always learning and building skills. They develop in many different areas. Their bodies develop, their thinking and language skills grow, they learn about reading, writing and math, and they learn to be creative.

A good caregiver thinks about ways each child can keep growing and learning. A good caregiver also thinks about what the whole group should be able to do together. Everything the caregiver does should support learning. This includes anything that the caregiver plans. It also means that the caregiver should always be looking for chances to help children learn from what they are doing.

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
4.1	I find out what children need and are interested in by watching them and by talking to their parents. I use what I learn to plan how to do things to help them learn and develop.				
4.2	I understand how children grow and learn. I use what I know to set up the space for my home day care. I make sure that what I do with the children fits their culture and helps them develop.				
4.3	Most of the activities I plan for children help many kinds of development. For example, I can help preschoolers and school-aged children explore their interests or hobbies by working on projects that last a few days or weeks.				

Learning about feelings and other people

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
4.4	I help children make friends with each other. I help each child find ways to get along well with others.				
	Things I should do				
4.5	I help children understand their own feelings and other people's feelings.				
4.6	I encourage children when they offer to help and support each other.				
4.7	In my home day care, children enjoy each other. They talk happily and laugh most of the time.				

Empathy

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
4.8	When children fight or disagree with each other, I help them talk to each other about how they feel. I help them work to find their own solution to the conflict.				
	Things I should do				
4.9	I help children become more aware of other people's feelings. I talk to children about how the things they do affect other people.				
4.10	I help children learn to respect each other's things and work.				

Belonging to a group

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I should do				
4.11	I encourage children to work and play together. Sometimes I ask all of the children to work or play together for a common goal.				
4.12	In my home day care, children are learning about sharing, taking turns, and working together.				
4.13	I ask children to help prepare food, set the table, or clean up after meals.				
4.14	I help children get to know people in the neighborhood and community.				

Respecting differences

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
4.15	I make sure that children and their families are not stereotyped or left out of any activity in my home because of their race, gender, ethnicity, ability, or any other part of who they are.				
4.16	Girls and boys can take part equally in everything that children do at my home day care.				
	Things I should do				
4.17	I help children understand and respect people's race, culture, religion and abilities. I am honest and talk to children when they are curious about how people are the same and different.				
4.18	I help children see racism, homophobia and other kinds of prejudice. I teach children how to stand up for each other and themselves when someone is teasing, bullying or discriminating in any other way.				
4.19	I help children understand about different cultures by doing things that are based on how people live every day, not just by marking holidays or putting up decorations.				

Teaching children to like themselves

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
4.20	I never criticize children or tease them when they make mistakes.				
	Things I should do				
4.21	I help children as they learn about who they are. I help every child learn to accept who they are.				
4.22	I notice and comment on what each child can do, and what they try to do.				
4.23	I accept what children need emotionally. I respect that they need to be both dependent and independent.				
4.24	I help children learn to take care of themselves and their things.				

Growing bodies

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
4.25	Every day, children can do activities that help them stay healthy and get stronger. They can crawl, walk, climb, run, jump, dance, balance and learn to throw and catch things.				
	Things I should do				
4.26	Every day, children can do things that help them use their hands and fingers. Here are some things that help: grasping, scribbling, cutting with scissors, buttoning, tying shoes, using art materials, or playing with small toys.				
4.27	I plan activities for children that use all five of their senses. Children, especially babies and toddlers, can learn a lot about the world by looking, listening, tasting, smelling and touching.				

Language and understanding

Thinking skills

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I should do				
4.28	I help children learn about the world by exploring, reading books and being with other people.				
4.29	I encourage children to think about what they know. I ask them to try different ways of showing what they know.				
4.30	I help children learn about time. I follow the same routine every day. With children who are 2 and older I ask about things they remember. I also help them plan things they want to do in the future.				
4.31	I encourage children to think for themselves, to solve problems on their own and with others, and to believe that they can solve problems.				

Communicating with others

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I should do				
4.32	I ask children to say what they think and feel. I show that I am interested in what they say, and that I listen carefully.				
4.33	Every day, I take time to have a real talk with each child. When babies make sounds, I smile at them and copy what they are doing.				
4.34	I encourage children to listen to each other and to talk to each other.				
4.35	I make sure that I change how I talk to each child so that they understand me. I try different ways of saying things to make sure each child understands what I mean.				
4.36	When a child speaks a different language at home, I learn some words and songs in their language.				

Reading and writing

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I should do				
4.37	I read to children every day.				
4.38	I make sure that children can look at or read books every day. I encourage children to look at books or read by themselves. I teach children to take care of books.				
4.39	I help children get interested in writing. I encourage them to scribble, to write their name on drawings, to write notes and stories, to make books or to keep a diary.				

Math and science

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I should do				
4.40	<p>I help children learn about how ideas in math and science are part of everyday life. For example, we count the number of plates we need to set the table or we talk about what makes plants grow in spring.</p> <p>As children are able, I teach them to:</p> <ul style="list-style-type: none"> • match and sort things • arrange things in order • count and measure things, and • recognize and create patterns. 				
4.41	<p>I let children explore the world around them. This means we do things like watching insects, planting seeds and caring for plants, playing with water and sand, and playing with balls and ramps.</p>				
4.42	<p>I ask children age 3 and older to notice and talk about the world around them. I invite them to tell me what they think will happen. I help them find the words they need to talk about these things. I ask them to consider different possibilities.</p>				

Being creative

		I always do this	I sometimes do this	I never do this	What I can do to improve
4.43	Every day, I ask children do activities that let them use their imagination and be creative.				

Music, movement and drama

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
4.44	I let children make their own music with their voices or musical instruments that we made or that I bought.				
	Things I should do				
4.45	I use music in different ways. For example, children can sing, play clapping games, play instruments, or listen to recorded music.				
4.46	I encourage children to dance. I encourage children to use movement to show something that happened, to tell stories or to play different characters.				
4.47	I help children play games that use their imagination.				

Art

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I should do				
4.48	<p>I set out art supplies that are appealing to the children.</p> <p>During free play times, children who are 3 and over can play with basic art supplies like pencils, crayons and paints.</p>				
4.49	When children use art supplies, I invite them to choose what they will create and how they will do it.				
4.50	I comment on things that each child is doing. I make a point of talking about how each child is exploring. I describe their work. I do not say that the best art looks real or pretty.				
4.51	I show that I value children's art. I display it, take photographs of it or save some of it. I help parents value some of the things their children create.				

Part 5: Safety and Health

Caregivers take care of children physically. To do this, good caregivers

- carefully watch what children are doing
- are prepared for emergencies
- do things to keep diseases from spreading, and
- serve healthy food

Safety

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
5.1	I never leave children under 6 alone. I ask parent of children 6 and older when I can leave their children by themselves.				
5.2	I am very careful when I watch children who are doing anything that might be dangerous. Some things that might be dangerous are going on field trips, swimming, playing in water, cooking and woodworking.				
5.3	The only people who can pick up children from my home day care are their parents or a person that their parents have told me can pick them up.				
5.4	I do not leave children by themselves, unsupervised in play pens, swings, jumpers or baby-seats. I only use these things for short periods of time each day.				
	Things I should do				
5.5	If I take children anywhere, or if we take walks, I have a complete plan for what to do to stay safe. I make sure that no child gets separated from the group.				

Being safe on field trips

		Yes, this is true	No, this is not true	What I can do to improve
5.6	<p>When I leave the house on a field trip I always bring all of these things:</p> <ul style="list-style-type: none"> • a first-aid kit • a list of emergency telephone numbers • all of the emergency treatment consent forms that parents signed • some way to make a phone call (this can be coins for a pay phone, a calling card, or a cell phone) • a pen and some paper • diapers and wipes for young children 			
5.7	<p>Every time we go on a field trip, we make sure each child is ready in case they get lost. In a hidden place, each child carries:</p> <ul style="list-style-type: none"> • their name • my name and telephone number 			
5.8	Children never sit in the front seat of any vehicle.			
5.9	If I drive children anywhere, every child has a legal car seat or booster seat or a seatbelt that fits them properly.			
5.10	I never leave children alone in a vehicle.			

Am I ready for an emergency?

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must have			
5.11	I have a valid certificate in First Aid. I am trained in how to give CPR to children.			
5.12	I have a first aid kit and manual. They are in a place that I can get to easily, and a place that the children cannot reach.			
5.13	My telephone is connected. Beside it is a list of emergency numbers, including: <ul style="list-style-type: none"> • daytime numbers for every parent • 911 or the local emergency numbers for police, ambulance, and fire department • two back-up contacts for each child • the poison control centre • a nurse or doctor • a caregiver who can be my back-up in an emergency • Taxi 			

		Yes, this is true	No, this is not true	What I can do to improve
	Things I should have			
5.14	I help children learn their full name, address and phone number.			
5.15	I help children learn how to dial 911			
5.16	If English is not my first language, I know what I need to say in an emergency.			
5.17	I can understand the instructions printed on children's medicines.			

Making sure fires do not get started

		Yes, this is true	No, this is not true	What I can do to improve
	What I must do			
5.18	I never let children touch matches or lighters.			
	What I should do			
5.19	I do not keep anything that can easily catch fire in any part of my home that is used for day care.			

Making sure nobody gets hurt

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
5.20	Everything I use in my home day care is safe and will not break easily. I make sure that furniture and toys have no sharp or rough edges.				
5.21	Once a month the children and I practice how to evacuate. I keep a record of the days and times when we practice.				
	Things I should do				
5.22	I have a good way to check for anything new that might be unsafe, indoors and outdoors.				
5.23	Children 5 and under do not wear anything that might choke them, like necklaces, clothes with drawstrings at the neck and pacifiers on a string around their neck.				
5.24	None of the toys in my home day care have a cord, string, or strap longer than one foot.				
5.25	I help children understand what is dangerous and why I have safety rules. I talk to children who are 3 and older about how to be safe.				

		Yes, this is true	No, this is not true	What I can do to improve
	Things I <i>must</i> do			
5.26	Any fireplace, woodstove or space heater in my home is behind a safety screen so that children cannot reach it. Or it is not used when children are in my home day care.			
	Things I <i>should</i> do			
5.27	<p>All poisons are locked or in a place that children cannot reach.</p> <p>Here are some common poisons in the home:</p> <ul style="list-style-type: none"> • medicines • bug killers • poisons • make-up • alcohol • tobacco • cleaning products like bleach, detergent, soap and glass cleaner 			
5.28	If there is a gun in my home, it is kept in a locked cupboard. It is unloaded and the firing pins are removed. Bullets are kept in a different locked cupboard.			

Keeping babies and toddlers safe

		I always do this	I sometimes do this	I never do this	What I can do to improve
	Things I must do				
5.29	I never leave children alone on a changing table. I always have one hand on the child.				
	Things I should do				
5.30	I keep small things out of the reach of children who are 3 and under. This means anything that is less than 3 cm around and 6 cm long.				
5.31	When I lay down a baby that is under a year old, I put them on their back. If a parent tells me to let their baby sleep in a different position, I ask them to sign a note that I keep in the baby's file.				
5.32	I make sure that children can only play with water in safe ways. They can play in a sprinkler, a sink, or in a bucket that is less than 5 inches wide. If they play in anything larger, the water is less than 1 inch deep.				

Keeping my home safe and healthy

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.33	I have smoke detectors that work on each floor of my home and near any place that people cook or sleep.			
5.34	I have carbon monoxide detectors near every place that people sleep.			
5.35	I have a fire extinguisher near the kitchen door. Instructions about how to use it are posted on the wall. The fire extinguisher has been approved by the fire department and I have checked the gauge to make sure it will work.			
5.36	All of the radiators and water pipes in my home are covered or are in places that children cannot reach. If children can reach them, they are not very hot to the touch.			
5.37	Hot water in my home is no more than 45 degrees Celsius or 120 degrees Fahrenheit.			

		Yes, this is true	No, this is not true	What I can do to improve
	Things I should do			
5.38	Children cannot lock themselves into rooms. Children cannot reach locks on bathroom or bedroom doors or the doors can be opened quickly from outside the room.			
5.39	I always put hot food and drinks where children cannot reach them.			
5.40	There is no chipping or peeling paint in my home. There is no exposed asbestos.			

Electric cords and outlets

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.41	Every electrical outlet that children can reach is covered with a choke-proof, child-resistant cover or has something plugged into it.			
	Things I should do			
5.42	All electrical cords are out of reach.			
5.43	There are no electrical cords under rugs or carpets.			

Doors and stairs

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.44	There are 2 outside doors in my home. If I live in an apartment, I do not need to have 2 doors.			
5.45	I have put a safe gate at the top and bottom of all stairs that are close to places that children 3 and under use.			
5.46	I do not have any pressure gates. If I have accordion gates, the holes are too small for a child's head to fit into.			
	Things I should do			
5.47	Toddlers and older children can use all outside doors in my home.			
5.48	Nothing is blocking any of my outside doors.			
5.49	If my home has any stairs with more than 3 steps, or stairs that go up 2 feet or more, these stairs have railings that children can use.			
5.50	The railings on stairs are on the right side when people go down the stairs, if possible.			

Windows

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.51	The screens on windows that open are not ripped or torn.			
	Things I should do			
5.52	Cords for blinds and curtains are safe or too high for children to reach.			
5.53	<p>If I open any window that is more than 3 feet above the ground, it must be childproof. This means that the window</p> <ul style="list-style-type: none"> • will not open more than 4 inches • opens from the top, or • has a safety guard 			

The kitchen

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.54	<p>I use clean dishes. This means that I use paper plates and plastic cutlery, or that I wash everything I use.</p> <p>When I wash the dishes, cutlery, cooking and serving items, and bottles I use a dishwasher or I use clean, hot, soapy water, then rinse the dishes and let them dry in the air.</p>			
	Things I should do			
5.55	I do not cook when children are in my home, or I use my stove safely.			
5.56	I keep the handles on all pots turned to the back of the stove.			
5.57	I use the back burners on my stove.			
5.58	<p>I make sure children cannot turn on the stove. I can::</p> <ul style="list-style-type: none"> • take the knobs off when I am not cooking • cover the knobs when I am not cooking • use safety knobs, or • make sure that children cannot reach the knobs 			

		Yes, this is true	No, this is not true	What I can do to improve
	Things I should do			
5.59	<p>I make sure that children play more than 3 feet away from the stove when I am cooking.</p> <p>I let school-aged children cook on the stove only if I can watch them carefully.</p>			
5.60	<p>If children 3 or under come into my kitchen, I make sure that there is nothing dangerous in any of the cupboards they can reach. Or I have child-proof latches on all of the cupboard doors.</p>			
5.61	<p>All of my garbage containers are lined with plastic and have a lid that opens with a pedal. If they are not, there are in a place that children cannot reach.</p>			
5.62	<p>I always keep a cold pack in the freezer or refrigerator.</p>			

The bathroom and change area

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.63	Anywhere I change diapers is cleaned and disinfected every time I change a diaper.			
5.64	I put dirty diapers in garbage cans that are lined with plastic and that open with a pedal. If I have a different kind of garbage can, it is in a place that children cannot reach.			
5.65	If children use a potty chair, I wash and disinfect it each time a child uses it.			
5.66	Children use soap, running water, and paper towels to wash their hands. If I do not use paper towels, each child has their own towel. I make sure that children do not share towels and I wash all of the towels at least once a week.			
	Things I should do			
5.67	The change table and potty chair are far away from where children eat and where I cook.			
5.68	I make sure that children can reach the taps in sinks that they use to wash their hands. If they need to stand on something to reach the taps, I have a sturdy stool or steps. I hold children under 2 while they wash their hands.			

Where children sleep

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.69	<p>All cribs, portacribs or playpens in my home day care meet up-to-date safety standards. This means:</p> <ul style="list-style-type: none"> the slats are no more than 2 3/8 inches apart no more than 2 fingers fit between the mattress and the sides of the crib <p>Before I put a child in a crib or playpen, I make sure that</p> <ul style="list-style-type: none"> the sides are locked in the raised position <p>and</p> <ul style="list-style-type: none"> the mattress is fixed in the lowest position 			
5.70	<p>I make sure that babies are in no danger of being smothered while they sleep. This means that I take away anything that might stick to the baby's face, including a soft pillow or mattress, a comforter or a stuffed toy.</p>			
	Things I should do			
5.71	<p>I make sure that there is enough room for children to sleep. Each child has their own place to lie down, and every child's face is at least 3 feet away from the next child's face.</p>			

Staying safe and healthy outdoors

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.72	I make sure that any place children play outdoors, including neighborhood playgrounds, is clean. This means there is no animal feces, broken glass, paint chips, or garbage where children play. There is no flaking or peeling paint or bare soil within 15 feet of play			
5.73	Ponds, wells, tool sheds, and other places that can be dangerous are behind a fence.			
	Things I should do			
5.74	If I have a sand box, I cover it when children are not playing in it.			
5.75	If traffic drives near my home, I have a fence around the outdoor play space. Children cannot climb under the porch.			
5.76	The outdoor play equipment is far enough apart that children will not run into each other.			
5.77	If I have a trampoline, I make sure that children can not get to it. I watch children closely if they need to use a trampoline for a medical problem.			

The swimming pool

If you do not have a swimming pool, you do not need to fill out this chart.

☐ I do not have a swimming pool

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
5.78	Children cannot get to the swimming pool unless I am with them. The swimming pool is behind a locked gate or door. The gate or door is always locked when we are not using the pool.			
5.79	If the pool is in the ground, it is behind a fence that children cannot climb. The fence is at least 4 feet high.			
5.80	If the pool is above ground, the sides are at least 4 feet high and the ladder is locked or put away when we are not using the pool.			
5.81	I have life-saving equipment near the pool.			
5.82	Children cannot get to the hot tub. If the hot tub is somewhere that children can reach, it has a cover that is locked. The cover must be so strong that it will not break when an adult stands on it.			

Swings

		Yes, this is true	No, this is not true	What I can do to improve
	Things I should do			
5.83	If I have swings, they are safe. I make sure that there is nothing within 6 feet of the swings.			
5.84	Each swing is least 30 inches away from the side of the swing set.			
5.85	<p>The seats on the swings seats cannot pinch children.</p> <p>There are no “S” hooks on the swings. The hooks holding the seats in place are not shaped like an “s”. The hooks holding the ropes or chains are closed hooks, not shaped like an “s”.</p>			

Staying healthy

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
5.86	Every person who is usually in my home must have had all of their shots.				
5.87	Nobody in my home drinks alcohol when children are in my care.				
5.88	Nobody smokes in my home. This means that nobody ever smokes indoors. When children are in my home, nobody smokes in the garage or driveway or in the front or back yards.				
5.89	I only give children medications and other remedies when I have written directions from the child's doctor or parents.				
5.90	I only give children prescription drugs that are in the container from the pharmacy, and I follow the instructions on the labels.				

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I should do				
5.91	If a child has been diagnosed with a special need, I understand their condition and give the child the treatments they need. I also work with parents and other specialists when I am asked.				
5.92	There are no toxic plants in my home that children can reach. I teach children not to touch plants without permission.				
5.93	I teach children how to keep themselves safe and healthy.				

Eating well

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
5.94	I use Canada's Food Guide to help me give children the right amount of the right kinds of food. If I do not feed children, their parents bring food.				
5.95	If parents bring food, I put things that can spoil into the fridge right away.				
5.96	If I give babies formula, I only use factory-sealed cans or powdered formula. When parents bring bottles of formula, I check that each bottle has a label with the child's name and the day it was made. The labels on bottles of mother's milk say what time the milk was expressed.				
	Things I should do				
5.97	Everywhere I store, prepare and serve food is clean.				
5.98	I have a list of children's food allergies up on the wall in the kitchen.				
5.99	I write a menu for each week and put it on the wall each day or week. I change the menu if I change what I will be serving or if parents bring food.				

Meals and snacks

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I must do				
5.100	Children always sit down to eat meals, but I do not make them stay at the table for more than a few minutes after they finish eating.				
5.101	I never use food to reward or punish children.				
5.102	I feed babies when they hungry. I hold babies younger than 8 months when I give them a bottle. I pay attention to babies while they are feeding and give them what they need.				

		This is always true	This is sometimes true	This is never true	What I can do to improve
	Things I should do				
5.103	I make sure that meals and snacks are relaxed. I encourage the children to talk nicely to each other.				
5.104	Children can have a drink of water any time. Every morning, I run the cold water tap for 30 to 60 seconds before I use the water. I never use hot tap water for cooking or for formula.				
5.105	I invite children to taste new foods, but I do not force them to eat anything.				
5.106	I do not let children have bottles or sippy cups when they are lying down or walking around.				
5.107	I do not warm bottles in the microwave.				
5.108	I cut solid food into cubes. For babies, the cubes are ¼ inch or smaller. For toddlers, the cubes are ½ inch or smaller.				
5.109	Sometimes I ask children 3 and over to help me to plan and cook meals and snacks.				

Making sure people don't get sick

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
5.111	I have a policy about illness. The policy talks about when children can stay at my home day care, and when I should phone parents so that the child can go home or to the doctor.				
5.112	Before children can come to my home day care, I check that they have had all of the immunization they should have. If they are missing any immunizations, I ask parents to make sure they get it.				
5.113	I know what universal health precautions are, and I always use them.				
5.114	Children in my home day care do not share combs, brushes, toothbrushes, cloth bibs, bottles, towels, washcloths, or sheets and blankets.				
5.115	I know how to wash my hands well. This means that I use soap and hot running water, and I dry my hands with paper towel or a towel that nobody else uses. If I do not have running water, I use hand-cleaning solution or wipes.				

		I always do this	I sometimes do this	I do not do this	What I can do to improve
5.116	<p>I always wash my hands well</p> <ul style="list-style-type: none"> • before I cook or serve food • before I eat • after I use the toilet • after I change a diaper, and • any time I touch any bodily fluids, like when I wipe a child's nose or bum, or when I clean up a child who has wet themselves or thrown up. 				
5.117	<p>If I touch blood, I wear disposable non-porous vinyl gloves. I use universal health precautions to deal with anything that has blood on it.</p>				
5.118	<p>I make sure that children wash their hands with soap and running water and dry them with paper towels or a towel that nobody else uses. If I do not have running water, they use hand-cleaning solution or wipes.</p>				
5.119	<p>Children always wash their hands</p> <ul style="list-style-type: none"> • before they help with food • before they eat • after they use the toilet • after I change their diaper, and • any time they touch their bodily fluids, like when their nose is runny, or they vomit or wet themselves. 				

What are Universal Health Precautions?

Universal health precautions are things you can do to keep people safe from any illness that people can catch from other people's blood. Here is what you must do:

- Wear disposable latex or non-porous vinyl gloves when you touch blood, including blood in feces.
- Always wash your hands well
 - before you cook or serve food
 - before you eat
 - when your hands are dirty
 - after you use the toilet
 - after you change a diaper, and
 - any time you touch any bodily fluids, like when you wipe a child's nose or bum, or when you clean up children who have wet themselves or thrown up
- Be careful with anything that has blood on it. You can
 - Throw it away
 - Clean and disinfect it
 - Wrap it in plastic and send it home with the child's parents

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
5.120	Every day, I sweep or vacuum my home day care. At least two times a week I mop the washable floors in my home day care with a disinfectant.				
5.121	I clean and disinfect toys and table tops regularly. If a child puts a toy in their mouth, I do not let other children use the toy until it is cleaned with disinfectant.				
5.122	If children play with water, I empty and clean the containers they use the same day.				
5.123	I wash the sheets at least once a week. If they look dirty, I wash them.				

Pets

If you do not have pets, you do not need to fill out this chart.

☐ I do not have pets

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
5.124	I tell parents about my pets before they sign up for my home day care.				
5.125	My pets are healthy and friendly. If my pets are not healthy and friendly, I keep them where children cannot reach them.				
5.126	My pets do not have parasites or fleas.				
5.127	If I have cats or dogs have had rabies and Distemper shots in the past year. I have proof that they had the shots.				
	Things I should do				
5.128	Children cannot reach any of the pet's things. This means <ul style="list-style-type: none"> • pet food and dishes • pet toys • cat litter box 				
	I tell parents before I bring any new pets into my home day care.				

Part 6: Professional and Business Practices

A home day care is a small business owned by the caregiver. A good home day care has strong contracts and policies. A good caregiver obeys the law.

A good caregiver cares about children and families and treats them well. She thinks about their work and is always trying to learn more about caring for children and she uses the supports in their community.

Being ethical and obeying the law

		Yes, this is true	No, this is not true	What I can do to improve
	Things I must do			
6.1	When children are at my home day care, they are my only concern. My errands, personal problems and telephone calls are less important than the children. I do not run another business when my home day care is open.			
6.2	I do not talk about children and parents with anyone else. I respect their privacy. The only time I do not respect their privacy is if I have to report child abuse or neglect.			
6.3	Nobody in my home uses illegal drugs, abuses children or hurts other members of the family.			
	Things I should do			
6.4	I carefully decide what to do in my home day care. I make time to think about things that happen with the children and their families. I think about how I can solve problems and deal with things that worry me.			

Child care as a career

Learning and getting support

		Yes, this is true	This is partly true	No, this is not true	What I can do to improve
	Things I must do				
6.5	I have my high school diploma or GED.				
	Things I should do				
6.6	<p>I have taken at least 25 hours of training in each of the last two years. I have learned about</p> <ul style="list-style-type: none"> • how children grow and develop (child development) • how to work with children who need positive discipline (behavior management) • how to tell if a child is being abused (child abuse) • how to set up places for children to learn, and talking with parents (communication) 				
6.7	I keep learning about how to run a good home day care. When I need to, I ask experts for specific information, such as how to work with children and families with special needs.				
6.8	I am part of a group of people who do home child care. I am part of a licensed home child care agency, go to an Ontario Early Years Centre, or a Family Resource program.				
6.9	I work hard to keep my level of stress low.				

Getting outside help

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
6.10	I know how to detect signs of child abuse and neglect. I know that if I think a child is being abused or neglected, I must tell the Children's Aid Society.				
	Things I should do				
6.11	I talk to parents about common problems like temper tantrums or signs of an infectious disease.				
6.12	I know where parents can get help and services. I help families use the community and medical services they need.				

Paperwork for the business

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I must do				
6.13	Every family with children in my home day care has signed a child care contract.				
6.14	<p>If a child is hurt and has more than a minor scrape or bruise, I contact a parent as soon as I can.</p> <p>I write a report of the accident and give it to the parent within 24 hours. My report describes what happened, what I did, how it worked, and how the child is doing.</p>				
6.15	My home day care is covered by insurance, including accident insurance for children and liability insurance. I have extra insurance on my car or van if I use it to drive the children.				

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
6.16	When I first meet parents, I spend time talking to them. I tell them what I do with the children and I ask how they want me to handle meals, naps, toilet training and discipline.				
6.17	<p>When parents are thinking about using my home day care, I give them names and telephone numbers of parents whose children are in my home day care, or were in my home day care recently.</p> <p>I only give out names and numbers of parents who have given me permission to do so. If I do not know any parents who can act as a reference, I give the name and number of people who know me well.</p>				
6.18	<p>If I charge fees, I give parents receipts when they pay. I do not give receipts if their fees are paid by someone else.</p> <p>I give parents my social insurance number once a year, at tax time, or when their children stop coming to my home day care.</p>				
6.19	I give parents copies of all policies.				

What should be in the child care contract?

- When the home day care is open
- How much it costs, and when parents must pay
- When the home day care will be closed for your vacation time
- What dates the child will be away on vacation
- What to do if you are sick
- What parents must do if a child is sick or will be absent
- What you should do if a child gets sick when they are in day care
- Who is responsible for finding other care
- When you or the parents can end the contract

Other policies you should have in writing

- How to arrange for other care in case the parents are late or you are sick
- Who is allowed to pick up children
- What to do if a child gets sick at your home day care
- Giving children medicine
- What to do in an emergency
- How the home day care disciplines children
- When parents should meet with you

Depending on what you do with the children, you could also have policies about

- What religious teaching you offer the children
- Taking the children on field trips

Keeping records

Records

		I always do this	I sometimes do this	I do not do this	What I can do to improve
	Things I should do				
6.20	I keep notes about what each child can do, and what they are interested in and worried about. I also write down some of the wonderful things they say and do.				
6.21	I use my notes to help me talk to parents and plan my program.				

		Yes, I have these records	No, I do not have these	What I can do to improve
	Records I must keep and update at least once a year			
6.22	<p>Medical information for each child. I must have:</p> <ul style="list-style-type: none"> • a list of each child's allergies • information about the conditions each child has, and their health problems • a list of the immunizations each child has had, or a letter from the parents saying that they do not allow their children to have immunizations 			
6.23	A form signed by parents of every child giving me permission to treat their child in case of an emergency. I keep these forms in a file I can find easily.			
6.24	If I take children on field trips, permission forms are signed by parent(s) of each child			

		Yes, I have these records	No, I do not have these	What I can do to improve
	Records I <i>should</i> keep			
6.25	A portfolio that proves my level of education and the child care training I have taken			
6.26	A list of children who attended each day that my home day care is open			
6.27	Information about each family including any special needs, what they worry about, what the children can and cannot eat, and important holidays and traditions			