

# Day Home

## Drop-In Care Registration Form

\_\_\_\_\_  
Child Legal Surname

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Child Preferred Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Gender

\_\_\_\_\_  
Alberta Health Care No.

Immunizations up to date Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Home Address (including postal code and Legal Land Description)

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Father's Name

### MEDICAL INFORMATION

(Please list all allergies or medical information we need to be aware of)

\_\_\_\_\_

\_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

(Please list two people who can be contacted in the event of an emergency if the parents cannot be reached)

\_\_\_\_\_  
Name of Contact and relationship to child

\_\_\_\_\_  
Phone Number, Cell Number, Address, or Legal Land Description

\_\_\_\_\_  
Name of Contact and relationship to child

\_\_\_\_\_  
Phone Number, Cell Number, Address, or Legal Land Description

### PARENT CONTACT INFORMATION

(Please list the numbers where parents can be reached during the day)

Mother: \_\_\_\_\_ or \_\_\_\_\_

Father: \_\_\_\_\_ or \_\_\_\_\_

Guardian: \_\_\_\_\_ or \_\_\_\_\_

### CHILDCARE SERVICES REQUIRED

(Please list the dates and times the child will be attending the Provider's day home)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drop off time

\_\_\_\_\_  
Pick up time

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drop off time

\_\_\_\_\_  
Pick up time

## **PARENT INFORMATION**

The drop-in policy for Camrose Family Day Homes requires parents to prepay childcare according to their contracted hours. Payment must be made in full before childcare can commence.

A charge of \$25.00 will be levied on all returned cheques. As soon as our office has notification of returned cheques, client will be notified and have two working days to make payment.

Fees cannot be refunded or credited in the event of early pickup or child's illness or other unscheduled absence.

Government regulation requires parents to sign their child in and out each day, with full signature, in ink. Day Home Providers will not release child/ren into the care of a cab company.

If an alternative comes to pick up your child/ren, and the provider has not been notified, the child will not be released. In this case or in the case of no one coming to pick up the child (after centre closing time), staff will attempt to contact the parent and/or the emergency contact persons. If we are unable to reach anyone, Social Services will be contacted to take over care of the child.

**DO NOT come to collect your child while under the influence of alcohol.** Should this occur, the provider would offer to call a cab. If the cab is refused and the child is taken from the day home, the provider will notify police and supply them with the vehicle license plate number. The above also applies to someone you may send to pick up your child. **SAFETY OF THE CHILD IS OUR NUMBER ONE PROIRITY!**

In the event of an emergency, if an ambulance is needed such expense will be the responsibility of the parent/legal guardian.

### What to Bring/What not to Bring

1. Parents must supply special need items such as baby food, formula, diapers, wipes, etc. Please ensure that the provider has adequate amounts of same. Children using bottles should arrive at the day care with enough bottles prepared for the day (bottles must be clearly labeled).
2. Blankets (and a small pillow for the older children) are recommended for rest tie if required. One small "sleep toy" is always welcome. All items must be small enough to fit into your child's cubby at the end of rest/nap time.
3. Please provide a full and complete set of clothing (from the inside out and top to bottom), clearly marked with your child's name in case of need. Clothing must be appropriate for the weather, as day home providers are encouraged to spend some time outdoors with the children whenever possible.
4. Toys are not to be brought to the provider's day home with the exception of their "sleep toy."

## **BEHAVIOUR MANAGEMENT POLICY**

**SCOPE:** The intent of this policy is to ensure that the requirements of the Child Care Licensing Regulations are being practiced in a consistent manner in all the programs of the Camrose Family Day Home.

**Preamble:** Our goal at Camrose Family Day Home is to work in partnership with all parents to assist the child/ren in our care, in developing self-control, self-confidence, self-discipline, and a sensitivity in there interactions with others.

## **The first step in managing behavior is creating a positive environment.**

- 1)** Adequate space, equipment, and planned age appropriate experiences based on the individual needs and interests of the children will be provided. Ex) Toys rotated, children help plan activities.
- 2)** Children who have a variety of choices and activities in a secure safe environment are less likely to have conflicts and are more able to develop in their ability to self-regulate. Ex) a balance of rest/active, Individual/ group activity, child initiated/adult initiated.
- 3)** Routines and transitions serve as a frame work from which children gain trust, order and security. Ex) following posted flexible daily routines.
- 4)** Children are provided with clear awareness of what is expected. Ex) Each area has an age appropriate guide line. In the older areas the guidelines are communicated to the children in a way that is easily understood.
- 5)** Using positive communication and developmentally appropriate practices, state, in short clear sentences, what the acceptable behaviors are. Ex) follow handout "Communication is the key" posted in all rooms.

## **Procedure for managing behaviour positively**

- 1)** Build a positive relationship with each individual child. Ex) spending one on one time with the children in your care.
- 2)** Be aware of each child's challenges, and be proactive in your response. Ex) Tired, provide quiet areas for children, understanding the child's frustration by observing the children throughout the day.
- 3)** Praise children for demonstrating positive behaviours. Ex) child cleans up, use praise, and acknowledge the specific task they accomplished. Instead of saying "good job" say "I liked the way you helped clean up the blocks".
- 4)** Establish eye contact with the child. Using developmentally appropriate practices. Ex) simple language with toddlers, talking with older children, discussing situations, asking for their input. State in a clear natural tone what the child should do instead of what not to do.
- 5)** Positively communicate in a short clear sentence what the acceptable behaviours are. Ex) instead of saying "Don't run" say "Please use your walking feet."
- 6)** Use natural and logical consequences. (Consequence is not to be punitive in manner, with the safety of the child taken into consideration). Ex) child unwilling to use climber safely, natural consequence would be child needs to choose an alternative activity until they are ready to use the climber safely.
- 7)** If re-direction is needed, staff will ensure enough time is allowed to assist the child to focus on a positive activity. Ex) children is playing with a toy, other child comes up and wants the toy staff member redirects the child that wanted the toy to another toy/ activity.

If the above steps have been taken, and the behaviour is still a concern, then the following course of action will be taken.

- 1) Providers will brainstorm with parents to see what steps they would like taken to stop the behaviour.
- 2) Have parent's meet with the Program Manager to discuss the issues and look for a solution.
- 3) Consult Mid-west family connections or other appropriate community support.
- 4) If all previous steps have been followed and the behaviour has not been corrected then termination of child care will occur.

**Prohibited Practices**

As legislated by the Child Care licensing Act, the following practices are not permitted.

- 1) Physical punishment, verbal/physical degradation or emotional deprivation is not allowed.
- 2) Deny or threaten to deny any basic necessities of life (Ex food/shelter.)
- 3) Use or permit the use of any form of physical restraint, confinement or isolation.

**Procedures for Monitoring Behaviour Management**

Program Managers are responsible for ensuring that all providers receive an orientation package to this policy before they start work with the Camrose Family Day Home. This policy is to be reviewed and the behaviour management policy is signed and maintained for two years. Program Managers will monitor behaviour management practices on an ongoing basis through observation in the provider's home and during provider meetings. The behaviour management skills of each provider will be evaluated and documented during the annual performance review process.

All staff and anyone else acting on behalf of the agency are responsible for reporting observed or suspected infractions of this policy to the Camrose Children's Centre Director who must inform the Child Care Licensing Officer.

**ACKNOWLEDGEMENT OF RECEIPT**

As indicated by my signature below, all items, including the Behaviour Management Policy, have been discussed with a staff member of the Camrose Family Day Home.

I agree to abide by all the Camrose Family Day Home's policies and procedures, and understand that failure to do so may result in termination of childcare. The following person/s are responsible for payment of the childcare fees. This information is for collection purposes only, not for public knowledge and will be kept secure.

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Parent Signature

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Provider Signature

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Camrose FHD Signature

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Date