Regulated Family Child Care Home Parent Handbook Template

What is a Parent Handbook and why do I need one?

It is a requirement for regulated family child care home providers to develop operational policies and procedures, and include these in a written Parent Handbook. A copy of the Parent Handbook should be provided to each parent. The Parent Handbook ensures that providers have policies and procedures that are clear and consistent, and also ensures that families are aware of all expectations.

What is the Parent Handbook template?

The Parent Handbook template was developed to assist you in writing a Parent Handbook. This template includes all of the information that must be included in the Parent Handbook according to *The Child Care Regulations, 2015*.

Do I need to use the template to create my Parent Handbook?

Yes, you need to use the Parent Handbook template. This template serves as a basic guide for what to include in a Parent Handbook. There are other sections you may choose to add that are relevant to the unique operation of your child care home. **You are encouraged to include additional sections as needed.**

How do I use the Parent Handbook template?

The Parent Handbook template is a document that may be saved directly onto your computer. For each required component, the appropriate section of the *Child Care Licensee's Manual* is referenced. By referring to the *Child Care Licensee's Manual*, you will find further detail for each required component. For each section of the template, there are questions presented for consideration. As you reflect on these questions, your answers may support you to write your Parent Handbook.

You may find it helpful to print a copy of the template for your reference before you develop your Parent Handbook. Save the template onto your computer when you are ready to begin typing. Use the questions for consideration in each section and begin typing your answer in the field below. Once you are satisfied with your answer, you can highlight and delete the questions for consideration.

Regulated Family Child Care Home Parent Handbook

Purpose of the Parent Handbook

The Parent Handbook sets out the policies and procedures for the operation of a regulated family child care home. The Parent Handbook assists parents to understand the child care service, and serves to guide expectations for both the parent and the family child care home provider. The policies and procedures in the Parent Handbook establish how the child care service may be used. Several policies and procedures are developed as requirements of child care legislation. Other policies and procedures may be developed that are unique to the operation of the family child care home.

Family Child Care Home
Name of Licensee: Monali Patel

Philosophy Statement
Requirement: A written philosophy statement must be developed for the family child care home (refer to the *Child Care Licensee's Manual* – Part III – Section 14 for further information).
This is a statement about your early learning and child care values. Consider: • What do you believe is most important about educating and nurturing children? • What do you think is important for children to learn? (e.g. problem solving, social skills, personal responsibility, independence, creativity, etc.)
Philosophy Statement At Peekaboo Corner, our philosophy is centered on creating a nurturing, inclusive, and joyful environment where children learn through play and meaningful experiences. We believe that early learning should foster curiosity, independence, and social responsibility. Every child is unique and deserves the opportunity to grow in a safe and stimulating environment that supports their physical, emotional, social, and intellectual development. We emphasize kindness, respect, and cultural awareness, celebrating diversity through activities, stories, and family engagement.

Program Operation
Requirement: A provider must develop written policies and procedures for the operation for the family child care home (refer to the *Child Care Licensee's Manual* – Part III – Section 16 for further information).

Describe your Program. Consider:
• What days and hours do you operate?
• Where is your home located? What areas of your home are licensed?
• What services do you offer?
  ○ What are the ages of children you will provide care for?
  ○ Do you offer specialized services?

- What is your program's approach to personal and health care?
- Do you transport children?
- Do you take children to extracurricular activities?
- Are you located near any schools? Do you walk children to school? Are children bussed? If so, who arranges bussing?

Describe how you will engage families in your child care program. Consider:

- Do you provide opportunities for parents to share their skills, culture, etc.?
- Do you have an annual family day?
- Do you plan special family events?
- How will parents be involved in outings and activities?
- How do you communicate effectively with families?
- Include a statement regarding your program's commitment to the *Saskatchewan Child Abuse Protocol*.
- How will you support/work in partnership with the parents/guardians in your program?
- How will your program and environment support your philosophy described above?

Peekaboo Corner operates Monday to Friday from **7:30 AM to 5:30 PM**.

We are located at **4822 Queen Street, Regina, SK**, and the daycare areas include a licensed indoor playroom, nap room, kitchen/dining space, washroom, and outdoor play area.

Ages Accepted: 6 weeks to 12 years.

Closed on: PeekaBoo Corner will be closed on the following days: -

(1) New Year's Day (January 1)
(2) Family Day (3rd Monday in February)
(3) Good Friday
(4) Easter Monday
(5) Victoria Day (Monday before May 25)
(6) Canada Day (July 1)
(7) Saskatchewan Day (1st Monday in August)
(8) Labour Day (1st Monday in September)
(9) Thanksgiving Day (2nd Monday in October)
(10) Remembrance Day (November 11)
(11) Christmas Day (December 25)
(12) Boxing Day (December 26)
(13) Diwali (date varies annually; advance notice provided) –
(14) Hindu New Year (date varies annually; advance notice provided)

Additionally, PeekaBoo Corner closes for 20 vacation days per year, with two months' advance notice for week-long closures.
Vacation: 20 days per year (two months' notice for week-long vacations).

Program Services: Full-time childcare that balances active/quiet play, indoor/outdoor activities, and individual/group learning. The program follows Saskatchewan's *Play and Exploration Early Learning Program Guide*.

Parent Engagement:

- Open-door communication policy with daily updates and monthly newsletters.
- Parents are invited to share their culture, traditions, and stories.
- Annual Family Day and seasonal events are hosted to build community.
- Families receive timely notice of any program or schedule changes.

Commitment to Child Safety:
Peekaboo Corner follows *The Child Care Act, 2014*, *The Child Care Regulations, 2015*, and the *Saskatchewan Child Abuse Protocol*. As licensee, I understand and uphold my legal Duty to Report any suspicion of child abuse or neglect.

Daily Schedule

Requirement: A provider must plan and implement a daily program that is consistent with the philosophy statement, and is developmentally appropriate for children attending the family child care home (refer to the *Child Care Licensee's Manual* – Part III – Section 14 for further information).

Describe your daily schedule. This will inform parents about what their child will routinely experience (e.g. meal times, rest times, etc.). Consider:

- How is the day structured? Do you provide for the following:
  - Active/quiet play?
  - Individual/group activity?
  - Indoor/outdoor activity?
  - Structured/free choice activity?
- When are meals and snacks scheduled?
- When are rests scheduled? Are they appropriate for nappers and non-nappers?
- Do you have a predictable routine?
- Do you have activities that are appropriate for different ages?

Daily Schedule

Time	Activity
07:30 – 09:30	Free Play & Exploration
09:30 – 10:00	Morning Snack
10:00 – 12:00	Outdoor Time, Art, or Storytime
12:00 – 12:30	Lunch
12:30 – 12:45	Clean-up / Nap Preparation
12:45 – 2:45	Nap / Quiet Time
2:45 – 3:00	Wake-up, Diapering, Handwashing
3:00 – 3:30	Afternoon Snack
3:30 – 5:30	Outdoor Play / Activities / Pick-up Time

Note: Diapering and handwashing occur as needed throughout the day.

During rest time (12:45 PM – 2:45 PM), we accommodate both children who nap and those who do not:

For Nappers: - Children are provided a quiet, darkened nap room with individual cots/mats and blankets. - Soft music or white noise may be used to promote restful sleep. - Children nap as long as needed within the scheduled rest period.

For Non-Nappers: - Children who no longer require daytime sleep are offered a "Quiet Time" period. - They may engage in calm, independent activities such as reading books, puzzles, coloring, or quiet play with soft toys in a separate supervised area.

Non-nappers are never forced to sleep but are expected to rest quietly to respect those who are sleeping. All rest arrangements are tailored to each child's developmental needs and discussed with parents during enrollment.

Meals and Snacks

Requirement: A provider must serve meals and snacks to children who are six months age or older that meet their nutritional needs, and ensure children are fed appropriately according to their ages and developmental level. Providers are not required to supply infant formula or baby food. Children must be served a meal or snack at a minimum of three hour intervals. Menus follow *Canada's Food Guide* and are posted for parents (refer to the *Child Care Licensee's Manual* – Part III – Section 24 for further information).

Describe how you meet children's nutritional needs. Consider:

- Why is nutrition important?
- What meals do you provide?
- What arrangements are made for special diets?
- Where do you post your menu?
- What do you feel is important to nutrition/atmosphere at meal times?

Meals and Snacks

All meals follow *Canada's Food Guide* and Peekaboo Corner's **strictly vegetarian policy**. We provide one morning snack, one lunch, and one afternoon snack.

- Meals include fruits, vegetables, grains, and dairy alternatives and Protein.
- Milk is served twice daily; water is available at all times.
- Snacks are given every 3 hours or less.
- Weekly menus are posted for parents.
- No outside junk food or non-vegetarian food is permitted.
- Infant formula or baby food must be supplied by parents.

Allergy Accommodations: At PeekaBoo Corner, we take allergies and dietary restrictions very seriously. Upon enrollment, parents must provide complete information about their child's allergies on the Child's Health Resume.
We provide safe, allergy-friendly substitutes for children with documented food allergies (e.g., dairy-free milk alternatives, nut-free snacks).

Parents are not required to bring substitute foods unless there is a highly specific or rare dietary need that cannot be reasonably accommodated.

All meals are prepared following strict cross-contamination protocols.
Allergy information is posted in the kitchen and reviewed regularly by all caregivers.
In cases of severe allergies, parents must provide emergency medication with written instructions, which will be kept accessible at all times.

Menu Posting: Weekly menus are posted on the parent bulletin board located near the entrance/exit area and are also available digitally via email upon request. Menus follow Canada's Food Guide and reflect our strictly vegetarian meal plan.

We promote a calm, social atmosphere during meals to encourage independence and healthy habits

Social Environment
Requirement: A provider must ensure that the social environment promotes the safety and well-being of children (refer to the *Child Care Licensee's Manual* – Part V – Section 70 for further information).
Describe how the social environment of your home promotes the safety and well-being of children in your care. Consider: • Who can parents expect will be at your home? (e.g. your children, grandchildren, etc.). • How will you ensure children are appropriately supervised when you need to take a phone call? • Do people smoke in your home outside of hours of operation? How will you maintain a smoke free environment during the hours your family child care home operates, in accordance with The Tobacco Act and Regulations? • What pets do you have? Will the children have much interaction with them? How do you ensure a clean environment with pets, and are animal immunizations current?
Social Environment Peekaboo Corner maintains a **smoke-free, alcohol-free, and pet-free** environment. We promote kindness, empathy, and inclusivity among children and families. Only approved adults and enrolled children are present during operating hours. If a provider must take a call or step aside briefly, children remain within sight and sound supervision. The environment is arranged to be bright, clean, and safe at all times.

Supervision
Requirement: A provider must ensure that children are adequately supervised at all times (refer to the *Child Care Licensee's Manual* – Part V – Section 68 for further information).

Describe how children are supervised. Consider:
• How do you ensure children are supervised at all times?
• How do you vary supervision according to children's developmental level?
• How are children supervised outdoors?
• How are children supervised on excursions and how are parents informed of excursions?
• How often do you plan excursions?
  ○ Do you use your personal vehicle or access public transportation?
  ○ If you drive, what extra insurance do you have?

Supervision Children are supervised at all times. Supervision levels are adapted to age and ability: • **Infants & Toddlers:** Direct, close visual contact. • **Preschoolers:** Supported exploration under constant observation. • **School-age:** Allowed age-appropriate independence but always within hearing distance. Outdoor supervision is active and engaging. Weather guidelines are strictly followed (no outdoor play below –20°C or above +25°C with humidity). Excursions are planned occasionally within walking distance, with parental consent required for all trips. No personal vehicle transportation is used.

Child Guidance
Requirement: A provider must implement child management practices with that support children's appropriate behaviour. The following practices are not permitted forms of child management: corporal punishment, physical, emotional, or verbal abuse, denial of necessities, isolation, inappropriate physical or mechanical restraint (refer to the *Child Care Licensee's Manual* – Part III – Section 15 for further information).
The goal of child guidance is to support children's development of positive self-regulation and appropriate behaviour. Describe the forms of child management that are not permissible in your home, and how you positively manage children's behaviour. Consider: • How do you help children develop self-control? • What age-appropriate expectations do you have for each age of child? • What techniques do you use to guide children and support appropriate behaviour?

- How have you organized your home to promote positive child interactions and minimize inappropriate behaviour? (e.g. adequate play space, space to be alone, etc.).

Child Guidance
Our discipline approach is positive, patient, and respectful.

Prohibited Practices: No corporal punishment, physical or emotional abuse, isolation, or denial of necessities.

Approach:
- Model and reward positive behavior.
- Redirect to constructive activities.
- Offer simple, age-appropriate choices.
- Communicate calmly and clearly.
- Collaborate with families for consistency.

Goal: To help children develop self-control, empathy, and social awareness in a caring environment.

Health Policies

Requirement: If a provider suspects a child has a Category I or II communicable disease, the provider must inform a designated public health officer, and follow any recommendations to ensure the health and well-being of children attending the home (refer to the *Child Care Licensee's Manual* – Part III – Section 26 for further information).

Describe policies and procedures for communicable diseases. Consider:
- How is the transmission of communicable diseases reduced?
- When will children not be permitted to attend your home as a result of illness?
- How will you monitor children's health and well-being?

Health Policies

Peekaboo Corner follows public health guidelines to prevent illness and communicable disease transmission.

Children must stay home if they have: fever (38°C+), vomiting, diarrhea, rash, or contagious illness. They may return after 24 hours symptom-free or with medical clearance.

If a communicable disease is suspected, Public Health is notified, and their directions are followed. Parents must report any confirmed illness within 24 hours.
All children wash hands: upon arrival, after washroom use, before/after meals, and after coughing or outdoor play. Toys and surfaces are sanitized daily.

Administration of Medication
Requirement: (1) Written Authorization: If a provider agrees to administer medication, written authorization on a form supplied by the department must be obtained. On the same form, a written record of each dose of medication must be made. All non-emergency medications must be stored in a locked enclosure (refer to the *Child Care Licensee's Manual* – Part III – Section 27 for further information). (2) Oral Authorization: In exceptional circumstances, a provider may administer non-prescription medication on the oral authorization of the parent of the child. Written authorization must be obtained as soon as possible in these circumstances (refer to the *Child Care Licensee's Manual* – Part III – Section 27 for further information).
Describe policies and procedures for communicable diseases and administration of medication. Consider: • Do you administer medication? • What are the guidelines for the administration of medication? • How and where is medication locked? •
Administration of Medication Medication is only given with written parental authorization using the Ministry's Medication Authorization Form. • All medications must be labeled with child's name and dosage. • Medications are locked securely; emergency meds (EpiPen/inhaler) are accessible but safe. • Non-prescription meds require oral permission first, followed by written consent. Parents must inform the provider of any medication or dosage changes immediately.

Enrollment
Requirement: A provider must enter into a written agreement with a parent for the provision of child care services (refer to the *Child Care Licensee's Manual* – Part III – Section 17 for further information).
Describe how children are enrolled in your home. Consider: • Do you encourage families to visit before children start? • How do you ensure an easy transition for parent and child? • Do you require parents to pay in advance of the child's first day in your home? • What forms do parents need to complete and sign?
Enrollment Families begin with an introductory meeting and tour. Once care is confirmed, an **enrollment package** is provided, which includes: • Agreement for Child Care Services • Child's Health Resume

- Emergency Contact Form
- Parent Handbook Acknowledgment
- Photo & Excursion Consents

A **deposit of $217.50 per child** is required and credited toward the final month with one-month notice. Peekaboo Corner currently offers **full-time care only**.

Termination of Child Care Services
Requirement: A provider must enter into a written agreement with a parent for the provision of child care services (refer to the *Child Care Licensee's Manual* – Part III – Section 17 for further information).
Describe how child care services are terminated. Consider: • What communication and how much written notice can the parent expect from you if there is a need to terminate a contract? • Under what circumstance might you terminate a contract? • How much written notice do you require from parents when they looking to discontinue their contract? (e.g. two weeks' notice, one month, etc.).
Termination of Child Care Services Either party may terminate care with **one month's written notice** by email. Two weeks' notice may be accepted for unresolved issues. Immediate termination applies for: • Non-payment of fees. • Disrespectful or unsafe conduct by parent/guardian. • Persistent behavioral concerns unresolved after collaboration. If a parent withdraws without notice, the deposit is non-refundable.

Changes to Child Care Services
Requirement: A provider must enter into a written agreement with a parent for the provision of child care services. Agreements are updated as changes occur (e.g. change in fees or hours of care). Refer to the *Child Care Licensee's Manual* – Part III – Section 17 for further information).
Describe how changes are made to the agreement that you enter into with parents for child care services. Consider: • What notice is expected if there is a change in care arrangements? (e.g. full-time to part-time care). • What notice is given to parents for fee increases when a child turns 6, changes the hours of care etc.? (Parent Fee Grants are provided for children under 6, therefore, those families will not have changes to their fees unless the care schedule changes). • What notice is expected for policy changes? How is that notice provided? •

Changes to Child Care Services

Peekaboo Corner provides **one month's written notice** for changes to hours, services, or fees.

Parents must also give one month's notice for any change to their child's care arrangements (e.g., full-time to part-time).
All policy updates are communicated in writing via email and posted on the parent board.

Fee Schedule and Payment

Requirement: A provider must have a written schedule of fees, and give advance notice to parents of any changes to fees. Parents are charged the same fees for the same service (e.g. the infant child care fee is the same for all parents with infants). Refer to the *Child Care Licensee's Manual* – Part III – Section 18 for further information.

Provide your fee schedule. For all children under 6 years of age, fees are set to $217.50 for full time care and $10 per day for children attending fewer than 10 days per month. Describe when and how payment is received. Consider:

- Do you offer part-time care? Is the part-time care clearly defined? (e.g. number of hours per day, number of days per week, number of days per month, etc.).
- Do your fees fluctuate for school-age fees during summer months?
- Are there fees charged for late payments?
- Do you accept cash or cheque?
- Can a parent pay in installments?
- When do you provide receipts?
-

Fee Schedule and Payment

Age Category	Facility Fee	Parent Portion
Infant (6w–18m)	$963.50	$217.50
Toddler (19–30m)	$900.00	$217.50
Preschool (31m–5y)	$831.27	$217.50
Kindergarten (after 6y)	$831.27	$831.27
School Age (Before/After)	$400–$450	$400 - $450
Summer Program	$500	$500

- Fees due on the **1st of each month** via cash, e-transfer, or cheque.
- **Late payment:** $25 charge after the 1st.
- **Late pick-up:** $10 per 10 minutes.
- Fees remain payable during holidays or absences.
- Receipts are provided the next business day after payment.

Confidentiality
Requirement: A provider must maintain the confidentiality of personal information of children attending the home, including files, documents, or any other records. Confidential information must not be disclosed without a parent's written permission, except as required for the health and safety of children, or as required by law (refer to the *Child Care Licensee's Manual* – Part III – Section 40 for further information).
Describe how you will ensure confidentiality is maintained to protect children and families' personal information. Consider: • How will you maintain the confidentiality of records? • How will you maintain the confidentiality of information verbally shared with you? • Please include the following statement to ensure all families are aware of the information sharing that occurs between regulated child care facilities and the Ministry of Education with respect to funding.   ○ "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 child's name, current fee and parent information in order to know who will receive what amount of funding. This information will be collected and used in accordance to *The Freedom of Information and Protection of Privacy Act (*FOIP)."
Confidentiality All child and family information is strictly confidential. Files are securely stored and accessible only to authorized individuals. Information shared verbally or electronically is treated with the same care. **Required Statement:** "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 a child's name, current fee, and parent information in order to determine funding eligibility. This information will be collected and used in accordance with *The Freedom of Information and Protection of Privacy Act (FOIP).*"

Alternates
Requirement: An alternate child care provider who is at least 18 years old must be made available by the family child care home provider in the provider's absence to ensure continuous, reliable care for children attending the home. The provider may use an alternate for a maximum of 10% of operational hours monthly, and for up to four weeks of vacation time per year (refer to the *Child Care Licensee's Manual* – Part V – Section 62).
Describe how you will use alternates in your child care program. Consider: • When do you use an alternate? • How will you notify parents when an alternate will be used? • How much notice do you provide to parents when an alternate will be used?

- For appointments?
- For vacation?

- Who are your alternates? How will parents know who your alternate is?

Alternates

If the licensee is unavailable, an **approved alternate caregiver (18+)** will provide care.

- Parents are notified in advance via email and the parent bulletin board.
- The alternate will meet children before providing care.
- Alternates are used less than 10% of monthly hours and for up to 4 weeks' vacation per year.
  If no alternate is arranged, families are reimbursed 90% of their parent fee upon proof of alternate care.

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