



Dear Families,

As a parent, I understand how important it is to find the right caregiver for your child. I have a long history with home daycares - I was in two as a child and have put each of my children in separate homecares before starting my own. There have been *many* experiences on that journey, but at the end of it all, the connection between us and our care providers was strong and wonderful! Having a positive relationship and good rapport between parent and caregiver is so important in cultivating a great upbringing in a child's early years and ease transitioning into one of their first real social environments. I want to thank you so much for trusting me with your children and I hope we can work together to create a great space for your little ones. My ultimate goal is to create a home daycare that is comfortable and welcoming where kids have space to learn, grow, get creative, and make friends.

Aside from running my own home daycare and being a mother, I have over a decade of experience babysitting children from 0-5 years old, including overnights and full weekends for family and friends. Before having my own children, I was a sleep-away camp counselor for cabins of 12 children ages 4-10 for about a week at a time and this included taking them to and leading activities such as crafts, canoeing, swimming, sports, outdoor education, and much more. I have *some* experience working in this camp setting with children who have mental and physical differences such as ADHD, Autism, Down's Syndrome, and speech/motor delays. Counseling was excellent preparation for understanding how children socialize, dealing with homesickness, behavioural differences, how to teach, and how to have fun!

Throughout our days together, we enjoy time spent outdoors in almost all weather as we go for walks on most days and play in our backyard. In the mornings we typically play at the park, in the forest, and in the fields behind my children's school before returning to my home for a snack and further playtime. Nature integration is important for people of all ages, and I find my own children are always happiest outside! Each summer we enjoy raising as many monarch butterflies as we possibly can and work on our backyard garden together. In the fall, we explore the changing colours all around us. The wintertime sees us feeding backyard birds and jumping in the snow! Our indoor time includes reading stories, free play, music, crafting, sensory play, baking, and more.

For younger children, I have many Montessori-based toys and prefer to focus on creative and imaginative play for all children here. I am a classically trained musician and singer and I believe that music is one of the best ways to learn, relax, and stimulate our brains so there is always lots of guitar, piano, and singing happening. We often sing songs about our routine, colours and numbers, emotions, and of course lots of Disney music by request! This gives children time to find their voice, practice early learning concepts, and get their bodies moving! We are not entirely screen-free and will occasionally put on an age-appropriate show if the weather is too bad to go outside, or we are waiting for our parents at the end of the day. If you do not allow screens for your child, we can discuss how to best accommodate this while they are here. Your child will be offered well-balanced snacks and a lunch to keep them nourished and fueled throughout the day.

Please Note: Due to adverse experiences with parents in the past, I will **only** be facilitating meetings/visits, pick ups, and drop offs with women at this time (mothers, aunts, friends or guardians, grandmothers, etc.). This is a boundary that I have had to set as a blanket rule and can't pick and choose which male caregivers to allow into my space. I understand that extreme emergencies may happen where a father may be required to pick up a child, but arranging care around the mother's schedule on a regular basis is required to be accepted into my home daycare. This is a boundary that is not moveable and I cannot accept men to my home even occasionally, unless there is a major emergency. I am willing to slightly extend my open hours to support and accommodate this and I thank you in advance for your respect.

Hours

My hours of operation are Monday – Friday 7:00 am - 5:30 pm with extended hours available. My daycare will be closed on the following dates in 2026:

January: 1st - New Year's Day

February: Family Day, *23rd**, *24th**, *26th**

April: Good Friday, Easter Monday, *13th**, *14th**

May: Victoria Day

2nd week of August - Summer vacation*

September: Labour Day

October: Thanksgiving

December 24th, 25th, 26th* - Christmas

I do not require payment for dates with a *, but do charge for other holidays to keep my pay relatively consistent given that parents can take 10 unpaid days throughout the year at their discretion. I reserve the right to take 5 paid days off per year as needed for illness or appointments. These are not the only days I will be closed in 2026, but these are the ones I am aware of now. The *italicized* times in February and April are not typical, but are unfortunately out of my control as I have mandatory meetings those days.

More Information

I live in a bungalow located in Stoneybrook with a fenced-in backyard and large front yard. I have space on the main floor completely open for play and provide constructive toys, crafts, as well as reading, music, and learning material. Much of our play will take place in our finished basement. I have plenty of storage space where toys are rotated in and out so there are always new and refreshing items to keep your child engaged. I offer many Montessori and open-play toys so they can get their imaginations flowing and explore at their own pace.

Our backyard is a great space to relax, garden, pick apples from our tree, raise butterflies, climb, play in the snow, and dance in the rain! We walk the neighbourhood almost every day and utilise all nearby play spaces as much as possible! There is time for one nap during the day and we typically do this around 12:30pm. Our day follows a relatively structured (and fun!) schedule, however, we are in no rush around here and take our day at a leisurely pace.

We have two or three snacks and lunch each day. I feed children in my care mostly whole foods (I find kids tend to like to graze on a few different options) with lots of fruits and vegetables available, cut to appropriate sizing for the child's developmental stage. We love soup, pasta, sandwiches, and many other yummy foods, but do not follow a set menu each week. There will likely be some days where we have chicken nuggets or french fries as well, however, the vast majority of the time, foods are homemade and healthy! I make all of our bread, bagels, and other baked goods at home to avoid too many preservatives, and children are encouraged to help with mixing and kneading any time! We have one child who has a peanut allergy in the family and as such do not serve nut products - I ask that you do not send your child with any snacks from home that include nuts.

I do not regularly use chemical cleaners out of consideration for my own family's health, but also the wellness of the little ones who may be spending time crawling and playing on the floor, colouring on our tables, and playing with our toys. I most often clean and sanitize our surfaces with hot water and vinegar. If I do use any other cleaners, they are non-toxic and typically fragrance free.

My home will never be exactly like yours, and your child will adjust after a few weeks, but for many children something as simple as having a sleep sack at naptime or a particular book here can make a world of difference. Please feel free to tell me about your routine and we will figure out how to best transition your child into a daycare setting. I am here for your little ones and aim to make my daycare a fun, calming, and comfortable home away from home.

Fees and Care Options

Full-time Care:

My rate is \$45 per day. This includes healthy lunch and snacks, craft materials, etc.

Part-time Care and School Calendar Schedule:

My rate is \$55 per day for a part-time schedule, or if following the school calendar year with summer, March break, and Christmas holidays off. Part-time fees apply to any care less than 5 days per week.

Extended Hours/Special Circumstances:

I understand that some parents work longer shifts, or you may ask that I extend my hours on certain days if needed for any reason. Time that extends beyond my open hours is charged at a rate of \$8 per additional hour, even if you pick your child up early. Extending my hours means that I cannot schedule anything else for myself or my children during those times whether your child is here or not.

Additional care in the evenings, on weekends, or overnight can be discussed in advance and if I am available, I'm happy to care for your child outside of our typical days. I know how difficult it is to find reliable care and I hope to be a consistent and comfortable place for your child. Any care outside of daycare for 4 hours or less is \$10/hour, and care above 4 hours is \$8/hour.

You may pick up your child at any point in time during the day, however, that will not change the cost of care that day. If your child is in my care, the full day rate applies for that day.

Payment

Payment is due bi-weekly on Fridays *in advance of care*. Should payment not be received by the agreed-upon Friday I will not be able to accept your child back into my care until the full payment has been made. If payments are not transferred to me by 10:00 pm on due Fridays, a late fee of \$20 per day will apply. Payments can be made through e-transfer to SBdaycare307@gmail.com

I offer families 10 unpaid days per calendar year (5 if starting after July 1st, resetting to 10 on Jan. 1st), to be used as either vacation days or sick days. After those days have been used up, the full fee applies to any time off from care including illness.

A deposit equal to two weeks of your child's care is required before care begins. This deposit is non-refundable as it is required to protect myself as an independent caregiver and will be used to cover any losses I may incur from situations such as withdrawal without notice or failure to

pay. I ask that families provide me with at least two weeks' notice before withdrawing their child from daycare. After I receive notice, your deposit will be applied to the final two weeks of care. By signing this package, you acknowledge that I reserve the right to terminate care at any time if the child is not a proper fit for our daycare, or if there is difficulty in having a respectful and civil relationship between a parent and myself. Termination is only to be considered in severe cases, however, I have to prioritize the well-being and comfort of my existing daycare kids and my own children. If it is clear that a child is not adjusting, or is overly aggressive/destructive, I will discuss an end-date with you in good faith and return payments as necessary. If there is excessive or malicious destruction/damage to my home or equipment, I will return your deposit minus the cost of repairs. I hope to fill my home daycare with a wonderful group of kids and look forward to building a great relationship with your child and hope that we can all cultivate a respectful, professional, fun, and caring environment for your little one to grow in.

As I abide by Ontario's regulations as a care provider, I will issue a tax receipt for any payments made to me, if requested, each year.

Holding Spaces

On occasion, I have requests for care months in advance (example, a request in May asking if I can reserve a spot for a child who will not start daycare until August).

To hold a spot open for your child, a deposit equal to the last two weeks of care will be required up front, plus an additional cost to hold the spot. The additional cost to hold a space will not be reimbursed to you at the end of care as the deposit is. This amount is non-refundable - holding a space open for months at a time means that I am incurring the loss of full-time income as I cannot fill that space. These amounts can be paid up front, or at an agreed-upon date during each month in which a spot is being held open.

To keep a spot open for you for two months, the additional cost is equal to 50% of care per month. For any amount of time over two months, the cost is equal to 100% of care per month as I cannot gain income from an open spot.

Unforeseen Closures

While I do my best to provide families with consistent childcare, illness, emergencies and appointments do come up. I will always try to give adequate notice if I need to be closed. I *strongly* urge each family to consider who they can call for last-minute “backup” in the event that I am unavailable to care for their child. I understand this can be a cause for frustration among parents, however that is the nature of a home-based daycare as opposed to a staffed centre with many employees. Please keep in mind that when your little ones are in school, they will experience about 30 days off in the school year for holidays and PA days (not counting snow days or summer break). I do my very best to schedule my appointments during my own vacation time to minimize days off, but I mostly cannot control when medical appointments need to happen or when illness arises.

To help our day run smoothly, I also ask that your child’s drop off time and pick up time be kept consistent as much as possible. To ensure my time is respected, if you are more than 30 minutes late *without notice*, there will be a charge of \$5 for every 15 late minutes.

Drop off Time for _____ is _____ and pick up time is _____.

Illness Policy

I require all children in my care to be vaccinated (or on an age-appropriate vaccine schedule with your doctor). I kindly ask that if your child is sick with anything beyond a mild/clear runny nose that you do not send them to daycare. If your child exhibits signs of fever/lethargy, vomiting, diarrhea, persistent or worsening cough, excessive runny nose, eye infection, sudden and unexplained rash or spots, or is showing signs of pain/discomfort and is unable to fully participate in our day, then you will be contacted and asked to pick up your child. If there is any illness that requires your child to stay home, I require them to be 24 hours symptom-free before I will be able to accept them back into my care to avoid the spread of illnesses.

If your child is in enough discomfort to need medications such as Tylenol or Advil to reduce either symptoms of fever, illness, or to reduce pain from teething, then please keep them at home until they are well again. The best place for an unwell child is resting at home with you. I rely on open and honest communication from parents regarding their child’s health and ask that families use sound judgement and consideration for others to ensure that we all stay healthy. The healthier we are, the more days I can be open and caring for your kids! If my own children are unwell, I will have them resting separately from daycare children.

Please do not send medication such as Tylenol or Advil to my home - to repeat my above statement: if your child is ill enough to need medication, they should be staying home with you. I do not administer medication to children in my care unless it is on a first-aid basis and confirmed in writing by a parent.

What to send with your child

Please send your child with their own “daycare bag” that contains:

- Diapers or Pull-Ups
- Wipes
- Water bottle
- Two full changes of clothes (including socks!)
- Weather-appropriate outerwear: hats, jackets, boots, splash pants, full rainsuit, etc.
- One comfort item such as a blanket or stuffed animal for rest time if needed

Please do not send any additional toys from home to avoid them getting lost or left here by accident. We aim to be outside daily engaging in outdoor play, so children must have weather-appropriate clothing, otherwise we will be stuck inside. Please check their bag regularly and ensure there are enough supplies.

Please pack seasonally appropriate clothing each day. This looks like:

Spring and Fall

- Rain coat, *splash pants* or full rain-suit, and rain boots
- A hat, a sweater, and tshirt (the days usually start cold and end **hot**)

Summer

- Running shoes or “sport” sandals (not flip flops)
- Hat and sunscreen
- Bathing suit for sprinkler fun!

Winter

- Water-resistant snow pants, coat, or full snowsuit
- Warm winter gloves
- Winter hat with good ear coverage
- House slippers are optional (these are very helpful for warming up after outdoor play)
- Wool socks are a bonus!

Clothing

Please only send your child to daycare in clothes that you wouldn’t mind getting dirty or stained. We play outside, paint, dig in the dirt, and make playdough, among other activities. If they come home looking a little worse for wear, it means we’ve had a fantastic day! To make diaper changes and potty training easier for everyone, I ask that children be dressed in clothing that is easy to remove, particularly pants/shorts with elastic waistbands.

Injuries

With about 50 hours here each week, most of which are filled with play, there are bound to be some bumps and bruises. Your child may still be learning to walk, run, climb, and move their body safely as they are still developing body/spatial awareness and motor skills. I encourage children to explore so they can learn small lessons and new things about themselves all the time. This may look like running, using equipment at the park, balancing on a log, and many other fun things. There are *immense* benefits to explorative play, but it does have an element of risk to it. My own daughter had a fall at her daycare that required stitches in her forehead! Rest assured that Band-Aids, ice packs, and a comforting hug are close by.

Please note: I care for very young children - many of whom do not have siblings or are not yet socialized. This may be their first time sharing, playing, or even consistently being around children who are not part of their family. This means that conflict does arise... *pretty often!* Children tend to snatch toys away, sometimes they hit, scratch, bite, or push each other over. I do my very best to mitigate these conflicts and we sing lots of songs to reinforce the concepts of being gentle and sharing. I work with each child and parent individually on different behavioural concerns every single day and hope that we can all be patient and understanding of the fact that these little ones are just learning how to navigate social situations and *will* improve with our help.

As per ministry requirements, I keep a log of all noticeable injuries, accidents, and incidents as they occur and I will always notify you of injuries and the situation surrounding them either via text message, phone call, or in-person at pick-up time.

Photos and Updates

If you are comfortable with your child's photo being taken and shared with you and other daycare parents, please let me know. Parents may also feel free to reach out to me while their child is in my care to inquire what we're up to and how their child's day is going. As a general note, I am fine if you share the photos I took of your child on social media, but if there is another daycare child in the photo, please do not post it as some parents are **not** comfortable with this.

I look forward to getting to know you and getting to be part of your child's early life. I am generally quite flexible and aim to be a trusted and reliable adult for your child, so please do not hesitate to inquire about further care outside of my daycare hours if you'd like an evening off, or even if you have an emergency. I will respond as I am able and if I am free, we will happily welcome your child for extra time.

With thanks, Andrea.

General Info and Policies

Licensing: I am an unlicensed caregiver and as such, the government stipulates that I care for a maximum of 5 children in daycare with no more than 3 under 2 years old.

Vulnerable Sector Check: I have a completed and clear vulnerable sector check with the London Police Department and update that every 3 years.

CPR/First Aid: I have an updated CPR and first-aid certification as of 2025 that includes infant CPR.

Toilet Training: I will do everything I can to support your child's development as toilet training is almost guaranteed to happen at some point when your little one is in my care! I will happily share all of my tips and tricks and ask in return that you do not send your child to my home in training underwear/cotton underwear until they are at least two weeks accident free in pull ups here and at home.

Behaviour Management and Discipline: I believe that the discipline of a child at daycare is achieved through patience, consistency, and positive reinforcement. I also work to teach the children manners, kindness, and to be respectful to others. The children in my care know what is expected of them and we sing lots of songs about being respectful, gentle, and kind. General techniques I employ are as follows:

- Positive Reinforcement: Encouragement for good behaviour/gentle or kind actions.
- Short Phrases: Instead of **asking** "Hi sweetie, do you think you could please close the door behind you? Is that okay?" I will likely say "Please close the door!". And instead of "Could we take off our shoes now?" I will say "It is time to take off your shoes - let's put them on the mat". This way they are clear that I'm not asking them a yes or no question, but letting them know what we are doing and what is expected of them. I believe it is important not to confuse children or make them think they have a choice by asking when we are really telling them to do something. Being clear is being kind!
- Explanation: "Hitting hurts, and it made your friend really sad to get hit while you were playing. We can make her feel better by saying sorry".
- Redirection: The child is redirected to another activity, reminded of the rules, and given an opportunity to try again at another time.
- Separation: The child is separated from the group for an age appropriate amount of time (one minute per one year of age) and spoken to about their behaviour. This technique is only used when a child repeatedly will not follow directions or listen to words, is exhibiting temper tantrum type behaviour, or hurting themselves, others, or damaging equipment.
- Last Resort: If the problems cannot be resolved after working closely with the child and parents, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and I are in the same area (generally at drop off or pick up) it's normal for children to forget the rules and act out. It is expected and I often opt to not give attention to behaviours at these times unless they are unsafe. I remind them of the rules and try to support a swift transition between myself and parents.

Diaper Changes: I change diapers every 2 hours (give or take a few minutes depending on our activity) or as-needed if it's noticeable that they've soiled their diaper sooner than the 2-hour mark. Regardless of timing, kids are changed right before and right after nap. Generally, with naptime included, this means we are looking at 3-4 diapers per day (sometimes more) so please pack bags accordingly!

House Rules Guidelines - What Is Asked Of Children?

- We sit while we eat - no running or playing with food in our mouths
- We do not hit, bite, grab, kick, push, or pull hair - "We keep our hands to ourselves"
- We only colour on paper (*not* the walls, toys, our friends, or ourselves!)
- We use our manners - "could I have a snack please?" *not* "make me a snack. I'm hungry" 😊
- Cupboards are off-limits to daycare children
- My bedroom and my children's rooms are generally off-limits as we share our entire home and most of our possessions with daycare children, so we appreciate our private spaces
- Take turns - if it is in someone's hands, don't snatch it!
- Help clean up toys during clean up time
- Only pick plants from our garden with guidance from Miss Andrea, and do not pick plants on our walks without permission!

Contract Adherence: While I'm in this field because I love caring for little ones, this is our home as well as my job, and this job requires my children and I to share a massive portion of our time and personal space with others - so please be respectful of our family by adhering to the policies and procedures outlined in the parent package/contract. I realize this is a lot of information to absorb! Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary - I'm always here to answer any questions you have along the way and am pretty relaxed, but this package can help everyone stay on the same page while your child is with me. I reserve the right to amend any portion of the parent package and contract at any time. If and when I do make a change to the contract you will be given a copy. I implement/change policies for a good reason and require families to adhere to them in order to continue caring for their children.

In accordance with the Child Care and Early Years act, I am obligated to inform you that along with the majority of home-based daycares, this childcare program is not licensed by the government of Ontario. Only home daycares who choose to work under subcontract of an agency are licensed in the province of Ontario. As an independent home daycare, I adhere to the guidelines set out by the ministry, as well as provincial requirements for home daycares and general food safety guidelines.

Child's name _____

Child's Date of Birth _____

Parent's name _____

Parent signature _____

Date _____

Childcare provider name _____

Childcare provider signature _____

Date _____

Additional Contact Information:

Parent/Guardian _____

Contact number _____

Parent/Guardian _____

Contact number _____

“Backup” contact name: _____

“Backup” contact number: _____

In the event that I am not able to get a hold of either primary contact for your child, I will reach out to the “backup” contact.

About your child!

Favourite Foods _____

Favourite Activities _____

Allergies or medications _____

Anything I should know that would be helpful in caring for your child? Schedule, difficulties, comforts, etc. Please provide any extra notes below: