

ANDREW FLECK CHILD CARE SERVICES

Description of the Home Child Care Provider Role

TITLE: Home Child Care Provider

LOCATION: In the provider's home (across Ottawa and surrounding areas)

IN PARTNERSHIP WITH: The AFCS Home Child Care Program and Parents/Client Families

SUMMARY:

A Home Child Care Provider is self-employed and signs a Memorandum of Agreement with the agency. The Provider, in cooperation with parents/guardians, is responsible for offering a nurturing, developmentally appropriate, healthy, and safe environment to meet the needs of children in the home child care setting. The Provider follows all municipal, provincial, and federal regulations (including but not limited to the Child Care and Early Years Act), and follows the policies and procedures of Andrew Fleck Children's Services.

KEY OBJECTIVES:

To provide a high quality, inclusive, child care program in a home child care setting that meets diverse needs and promotes optimum physical, social, cognitive, and intellectual development of all children in care.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

A. Early Learning and Care for the Children

1. Engages in supportive and respectful interactions with children to ensure they feel a sense of security and belonging. Provides a welcoming environment by demonstrating ongoing affection, acceptance, and support for each child. Guides and assists children in activities, routines, and transition times. Teaches appropriate behaviours and skills through modelling, counselling, mediating, observing, questioning, demonstrating, and reinforcing.
2. Attends to the physical needs of children. Assists in developing self-help skills such as washing, dressing, toileting, and eating. Prepares and serves healthy snacks & meals that meet Public Health food handling standards.
3. Plans, develops and implements an inclusive, play-based program for the children that is responsive to cultural diversity and reflects children's interests. Identifies appropriate strategies, accesses the necessary resources and designs their program to ensure full participation of all children. Provides all children with opportunities for engagement, exploration, and expression. Designs their program to allow for appropriate amounts of uninterrupted inquiry and play-based learning in indoor and outdoor environments.

4. Demonstrates creativity and innovation in the time spent with the children; is self-motivated and enthusiastic in following the routines of the day.
5. Owns the equipment and resources necessary for operating their business.
6. Maintains a healthy and safe environment. Is responsible for administering medication and maintaining all relevant records such as accidents reports and serious occurrences. Monitors and ensures the cleanliness and safety of all equipment. Cleans and disinfects toys and activity areas and carries out other program related housekeeping duties.
7. Plans and maintains an environment that protects the health, security, and well-being of children. Implements regular environmental scans, practices fire evacuation drills, and ensures supervision of the children at all times.
8. Responsible for the care and support of children with any medical conditions, including Anaphylaxis. Is also responsible for the administration of any medication(s), as required.

B. Professional Expectations

1. Displays professionalism to the community and to families in care.
2. Respects confidentiality and builds collaborative relationships with families and the agency. Collaborates with families to access information and resources.
3. Ensures that all forms are readily accessible and submits paperwork to the agency in a timely manner. Documents all relevant information in the Log Book and completes the Attendance forms daily.
4. Participates in professional development, either through the agency or external opportunities.

QUALIFICATIONS

- Demonstrated interest in working with children & families; experience working with children an asset
- Sensitivity and respect for individual and cultural differences
- Certification of current Standard First Aid and Infant CPR
- Clear Police Record Check for the Vulnerable Sector (completed within the last 6 months), for the Provider and all household members over the age of 18 years
- Medical Reference and Immunization Records for the Provider and all household members
- Adequate energy level and ability to meet the physical demands of the role that requires lifting, bending, kneeling, and crouching
- Strong interpersonal skills and understanding of confidentiality
- Ability to communicate effectively in either official languages (both verbal and written)
- Must be able to work outdoors for at least 2 hours/day, including cold, snow and hot/humid weather