



**Durham Farm and Rural Family Resources**

**On Farm Program**

**Information Booklet for Parents 2012**

“...with our lives so busy and our jobs so stressful, it’s nice to know that there is a good, qualified service of wonderful people to take care of our most precious gift – our children”





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### Thank you

Thank you to the countless number of people and organizations that have given their time, energy and money into making this program such a success – Durham Region Federation of Agriculture, Human Resources Canada Student Career Placement grant, Junior Farmers in Durham Region, Bethesda-Reach Women's Institute, Ontario Trillium Foundation grant, caregivers and especially to you the parents who have supported us through continued use of our service.

### Upon Arrival

When the caregiver arrives for their first visit, be prepared to spend approximately 30 min. with them before you leave. The Caregiver will greet you and your children and will spend a few minutes saying hello. The next step will be to complete any outstanding paperwork and then become familiar with the home and the routines. By the time you are ready to leave your child should be comfortable with the Caregiver and will most likely be engrossed in an activity.

Typically our care is provided in the child's home. We believe a child feels more confident in the comforts of their own environment especially since they will not usually know the Caregiver. If there is a toy, game or activity that your child likes be sure to let the Caregiver know.

### Requests for Service

Please call us as soon as you know you require service. **Call the On Farm Coordinator at 416-571-2572 or e-mail at [onfarm@durhamfamilyresources.org](mailto:onfarm@durhamfamilyresources.org) to book a caregiver.** Our service operates on a first come first served basis.

### Cancellation Policy

If you have a pre-booked a date for childcare then realize that it is no longer needed, please advise the On Farm Coordinator ASAP (ideally providing a minimum of 24 hrs notice). We often have a wait list for days and may be able to fill your spot. However, in the event that we are unable to fill the time slot, the cancelling family will be required to pay the minimum fee for a minimum booking of 4 hours (i.e. 4 hrs @ \$7.00/hr). This policy benefits all parties concerned and allows DFRFR to schedule more efficiently.



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### **Medication Consent**

In order for medications to be given to your child, we require a letter of permission to be signed and dated by the parent/guardian to authorize the Caregiver to administer medications. This form must state the illness or condition being treated.

All medications must be in the original container, clearly labelled with the child's name, the name of the medication, date of purchase and the instructions for storage and administration. Acetaminophen will be given upon parent's request, but will not exceed recommended dosage or every four hours. The Caregiver will not give injections or any medication vaginally or rectally.

We ask that parents give the first dose of any medications in case of possible side effects.

**Important: Because some children have allergies and sensitivities to skin lotions, sunscreens etc. we cannot administer topical creams without consent. Please supply your own products. Also please remember to include this information on the forms.**

### **Emergency Medical Care**

If your child is seriously injured the Caregiver will:

1. Attempt to contact the parents or legal guardians using the telephone numbers you have provided.
2. Attempt to contact the designated emergency contact using the telephone numbers you have provided.
3. Seek emergency medical treatments from a physician or a hospital. The Caregiver would not drive the child but will instead call 911.
4. The Caregiver will inform the On-Farm Co-ordinator for back-up.

### **Pick up and Release Procedures**

DFRRFR prefers to have prior written authorization when requested to release your child to anyone other than the legal parent or guardian at the end of our day. However, we understand that circumstances do arise and that this may not always be possible. In most cases a telephone call to you the parent/guardian, is sufficient to release your child to another authorized individual as long as we are able to get in contact with you directly.



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### **Confidentiality**

DFRRR respects your right to privacy and strives to maintain confidentiality at all times. Your address and phone number will only be given to the Caregiver assigned to your request for care.

The caregiver will call you only at your request, when lost (looking for your residence), or should a situation arise directly associated with the care of your children on that particular day.

Our files are strictly confidential and will not be sold to anyone/group for solicitation. The information is solely for the use of communicating with you or to satisfy any legal requirements (e.g. auditing) of the program.

### **Soliciting Our Caregivers Privately**

DFRRR works very hard to find competent and highly motivated Caregivers for this service. The Caregivers sign an agreement that they will not solicit clients privately. We ask that the parents not put the Caregiver in a compromising situation such as asking for service outside the parameters of the program. If this does occur the Caregiver could be terminated. This would mean that you and possibly other families could no longer receive the service.

DFRRR believes that this policy respects the rights of all involved.



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### **PAYMENT INFORMATION**

#### **Cost of Service**

The payment rate is **\$7.00** per hour for up to 3 children in the immediate family, **\$8.00** per hour for 4 children and **\$9.00** per hour for 5 or more children with a minimum service requirement of 4 hours and a maximum of 9 hours. Each payment is taken to the half-hour. DFRFR is not able to take more than 5 children at one time unless they are all brothers and sisters.

The Caregiver is to be paid for the time required in your home, including the time it takes to fill out any paperwork and tour the home. It is recommended that at least on the first visit you plan to spend 30 minutes familiarizing the caregiver with your home and routines. Please also plan to spend 10-20 min. at the end of the Caregiver's shift to go over any reports necessary and payment.

#### **Payment Due**

DFRRFR requires payment at the end of each day of service. Even if you plan to have the same caregiver the next day, plans change. Also the service fees are applied directly to the Caregiver's salaries.

There is a \$30.00 charge for NSF cheques.

An official tax receipt will be mailed to you at the end of the program.

#### **Registration Cost**

It is necessary for DFRFR to pass some of the administration cost onto you the parent. Registrations are at a cost of \$10.00 per family. This fee automatically makes you a voting member of DFRFR.

#### **Late Fees/Overtime Charges**

Please note that unforeseen circumstances are taken into account, however please do not assume that the Caregiver is available for extended hours without contacting her first.

If the number of hours is reduced at the time of service, DFRFR will charge accordingly. If there is a problem with payment, please pay the Caregiver and call the On Farm Coordinator. The Caregivers do not have the authority to adjust payment schedules.

#### **Driving/Transportation Policy**

Caregivers provide their own transportation to your home on service calls. They are not allowed to provide transportation to your dependents. When necessary or desired other modes of transportation if available may be utilized. These extra transportation costs would be the parent's responsibility. *In the event of a medical emergency 911 would be called.*



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### **Other Caregiver Responsibilities**

**Housework:** The Caregiver's primary concern is your child(ren) and should not be viewed as a housekeeping service. They are however expected to tidy up toys, craft activities, snacks, meals etc... that have been created during their time with your children. The "leave it the way you found it" philosophy.

**Meals:** The caregiver will make simple nutritious meals based on the food that you provide for the children and caregivers to consume when they are in your home over a meal time. If you would prefer that the caregivers not eat with your children/family and bring their own packed lunch, please advise them of this on their first day (or ask the On Farm Coordinator to pass along your request prior to them arriving at your home). Food allergies should be posted in a prominent place in your home. The Caregivers are not expected to make elaborate meals for the family at the end of the day.

**Pets:** The Caregiver is not responsible for pets other than feeding and letting them out into the yard. DFRFR asks that the Caregiver be allowed to isolate your pet if it interferes with the caregiver's responsibilities.

**Play:** When you request a Caregiver, they come prepared not only to look after your child(ren) but also to play with them. The Caregiver will bring a selection of toys, games, books and craft material with them. They will check with you to make sure that you feel the toys and activities are appropriate for your child(ren). You will be asked to set the boundaries of the play area and any excursions to the barn etc. The family is responsible for the safety of the child(ren) if a family member takes them to the barn or away from the caregiver.

**Pools:** The Caregivers are not qualified lifeguards. Please talk to the Caregiver regarding the rules concerning any pools. If they do not feel confident in having the children near water, they are asked not to go into the pool area.

### **Health and Safety**

DFRR is concerned with the safety of your children and the Caregiver in your home. We fully understand minor construction inconveniences but would like to be informed of these settings prior to the Caregiver's arrival. Caregivers will not be expected to work in an unsafe/unhealthy environment. It is impossible to provide an exhaustive list of safety precautions that apply to all situations. A careful approach by Caregivers, as well as common sense will induce safe practices.

### **Smoke Free Policy**

While taking care of your child(ren) none of the Caregivers will smoke at any time.

### **Alcoholic Beverages/Drugs**

A Caregiver will never accept a call for service if they have had a drink of alcohol or have taken any medication that might impair their judgement.



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### **Behaviour and Guidance Policy**

It is the strategy of DFRFR to follow the behaviour and guidance policy that you the parent request.

However, a Caregiver is never allowed to spank a child even if that is your rule. A Caregiver will never under any circumstances swear at or belittle a child with words or actions. DFRFR's policy is to redirect a child to another activity and to help a child to use their words and to share. If a parent requests that a time-out procedure be used, please make sure that the Caregivers understands the procedure clearly.

Behaviour guidance techniques should promote self discipline, ensure health and safety and teach respect for other's rights.

### **DFRR Contact Information**

Karen Barkey, On Farm Coordinator  
Phone: 416-571-2572  
[onfarm@durhamfamilyresources.org](mailto:onfarm@durhamfamilyresources.org)

Erin O'Dacre, Executive Director  
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