



**Durham Farm and Rural Family Resources**

**On Farm Program**

**Information Booklet for Parents**

“...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, Canada Summer Jobs (component of Government of Canada's Youth Employment Strategy) Junior Farmers in Durham Region, Bethesda-Reach Women's Institute, Regional Municipality of Durham, Farm Credit Corporation & many other local producer organizations. A huge thank you also goes out to our fabulous caregivers and especially to you the parents who have supported us through continued use of our service.

### 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 @ \$9.00/hr). This policy benefits all parties concerned and allows DFRFR to schedule more efficiently. Thank you for your understanding & cooperation.

### Upon Arrival

When a new caregiver arrives for their first visit, be prepared to spend approximately 15 min. with them before you leave. Please use this time to provide the caregiver with necessary details about any safety routines in your home as well as the daily routines in your home including meals, playtime, schedules, rules and how you expect the caregiver to enforce them in your absence. The next step will be to complete any outstanding paperwork. 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.



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### **Childcare for Family Members Only**

DFRRFR does its utmost to seek out well qualified, responsible students each summer however our service is not considered to be 'licenced' under the Child Care and Early Years Act 2014, (administered by the Ministry of Education). As we are not considered to be 'licenced' under the Ministry of Education, we are ONLY able to provide childcare to the children who reside in the home the caregiver is at on any given day. Thank you in advance for your cooperation and understanding of this policy.

### **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.



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

DFRRR 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.

### **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 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 by 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.

### **Driving/Transportation Policy**

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



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### **PAYMENT INFORMATION**

#### **Cost of Service**

The payment rate is **\$10.00** per hour with a minimum service requirement of 4 hours and a maximum of 9 hours. Each payment is taken to the half-hour. 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 15 minutes familiarizing the caregiver with your home and routines. Please also plan to spend 10 min. at the end of the Caregiver's shift to go over any reports necessary and provide 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 often change so we ask for daily payment to reduce potential confusion. 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 for childcare expenses will be sent to you at the end of the program.

#### **Administration Cost**

It is necessary for DFRFR to pass some of the administration cost onto you the parent. The annual registration fee is \$25.00 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 or discrepancy with payment, please pay the Caregiver then contact the On Farm Coordinator to discuss further. The Caregivers do not have the authority to adjust payment schedules.



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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. 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, open communication between the family & caregiver as well as common sense will ensure 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 and sort out issues that may arise. **If any parent has a particular behaviour guidance procedure, please make sure that the Caregivers understand the procedure clearly.**

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

### **DFRFR Contact Information**

Karen Barkey, On Farm Coordinator  
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[onfarm@durhamfamilyresources.org](mailto:onfarm@durhamfamilyresources.org)

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