

## **CAREGIVER RESPONSIBILITIES**

- 1) To make sure the daycare and play areas are safe for children (i.e. by keeping all dangerous areas, materials, etc., out of reach of children, by using safe toys and equipment, by having safe ways of doing things with children, etc.)
- 2) To make sure the program helps children to stay healthy (i.e. by making sure children get proper food, rest, time to play adult attention, good hygiene, etc.)
- 3) To make sure children are supervised at all times.
- 4) To notify parents of any health or other problems noticed about a child.
- 5) To call the parent, or if necessary, an ambulance, if a child is suddenly ill or injured.
- 6) To be able to handle an injury, emergency or fire in a safe way.
- 7) To make sure that all people over 12 years of age (and not in care) in the daycare have had a Criminal Record Check.
- 8) To make sure that there are appropriate qualifications for substitute caregivers and other employees.
- 9) To notify parents of the name of the substitute caregiver that may be used.
- 10) To have a written discipline policy that is acceptable under the Child Care Regulations, and to follow this policy.
- 11) To keep confidential, all information received about a child or a family.

## **PARENT RESPONSIBILITIES**

- 1) To bring or pick-up children on time (within reason)
- 2) To let the caregiver know if the child will be late or not coming; or will be picked up late.
- 3) To give all information needed to care for a child by filling in the registration form, completely and accurately.
- 4) To mark the attendance sheet when dropping off or picking up a child.
- 5) To keep the child home if he/she is ill, or to pick them up if they become ill in daycare.
- 6) To let the caregiver know if the child has a communicable disease, or has been in contact with a communicable disease.
- 7) To let the caregiver know if there are any major changes in the child's life (separation / moving / death / new additions to the family / baby or grandparent).
- 8) To bring the child's food (if not provided by facility).
- 9) To bring the child's sheet/pillow (if not provided by facility).
- 10) To bring extra clothes (in case of accidents).
- 11) To pay fees, renew subsidy contract, on time.