

Quick Reference Guide for Forms

Name of Form	Description	When to fill it out	What to do next
Incident Report Form	Used to document specific details of an injury a child received while at the dayhome or an unusual incident or emergency that occurred during dayhome hours. This includes incidents that may or may not have resulted in a noticeable injury but should be documented	<p>After you have tended to a child and followed all necessary steps to report the incident (calling the family, reporting to the agency of any major incidents, etc) complete the form with as much detail as possible. Try to get the family's signature if possible.</p> <p>If you are reporting something that happened between two children, such as biting, please do not write the other child's name on the form, simply state "Child A was bitten on the left arm by another child"</p>	<p>Submit the form to your consultant as soon as possible so that we can determine if it is considered a critical incident (any time a child receives medical follow up after an incident it is now categorized as a critical incident and must be reported to licensing through the agency ASAP).</p> <p>Please read the "Managing Serious Incidents" document on the educator portal under the link to the Incident Report form</p>
Medication Record Form	This form gives you permission to administer prescribed medication to a child. It is used to keep track of prescribed medication being given to a child	The form MUST be completed and signed by you and the parent/guardian BEFORE medication can be administered.	<p>Submit the form to your consultant as soon as the medication is finished.</p> <p>If a child has ongoing medication, please refer to</p>



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		<p>The medication must be brought to the dayhome in the original contained with the proper label (child's name, name of medication, dosage and doctor/pharmacy name).</p> <p>Record each time medication is administered to the child on the form.</p>	the Specialized Medication and Health Care form.
Specialized Medication and Health Care form	<p>To be used when a child has emergency medication such as an Epi-Pen, inhaler or insulin, etc or other ongoing medication and health care (ie: feeding tube)</p> <p>Emergency medication such as Epi-Pens, Inhalers or Insulin are considered LIFE THREATENING conditions and therefor the medications CAN NOT be locked in case of emergency but must be out of reach from children.</p>	<p>The form MUST be completed and signed by you and the parent/guardian BEFORE medication can be administered.</p> <p>If medication expires, make a note of it so that you can remind families to update the medication before it expires (and complete a new form).</p> <p>Record each time medication is administered to the child on the form.</p>	For ongoing/daily medication, submit the form to your consultant monthly
Anaphylaxis Emergency Plan	To be filled out if a child has a potentially life-threatening allergy (anaphylaxis).	Complete the form as stated	If a child has developed an anaphylactic allergy while in your care, complete the form



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	Emergency medication such as Epi-Pens, Inhalers or Insulin are considered LIFE THREATENING conditions and therefor the medications CAN NOT be locked in case of emergency but must be out of reach from children.		and submit it to your consultant.
Backup and Drop In Parent Agreement Form	Gives you permission to care for a child short-term (4 days or less for drop in care, 10 days or less for backup care)	The form MUST be completed and signed by the family before care can be given	<p>Send the completed and signed form to your consult or admin team member so that we can add them to your Timesavr and you can record their hours on your attendance.</p> <p>If we are unable to add the child to your timesavr right away, please record their drop off and pickup time elsewhere for insurance purposes (ie: in a notes app on your phone, on a piece of paper you can locate easily, etc). Once the child is added, you can then go in and add their times.</p>
In-Home Backup Care Form	Gives you permission to have an alternate caregiver provide temporary care in	Families must sign to give permission EACH time an in-home backup caregiver is	Inform your consultant ahead of time if you are using an in-home backup caregiver



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	your dayhome (ie: for an appointment)	used and BEFORE care is given	<p>Submit the completed and signed form to your consultant</p> <p>Be sure your in-home backup caregiver is aware of emergency procedures, including allergies and administration of medication. Medication and field trip forms must be updated with the backup caregivers information for families to sign. The agency must also have a copy of the backup caregiver's insurance if they are planning to transport.</p>
Change of Services Form	<p>A form used to inform the Agency of changes happening to the contract of a family in your dayhome (ie: changing hours, changing days, ending service, etc)</p> <p>If an educator is away for more than 2 weeks, contracts are terminated between the Educator and families.</p>	Complete the form as soon as you are aware of contract changes or a family has given notice	Ensure the form is submitted to the Agency BEFORE Timesheet day each month.

General Field Trip Authorization Form	<p>A form giving you permission to take children on regular outings to nearby locations such as a neighbourhood walk, a nearby park or playground, community hall, library, etc.</p> <p>Typically used for destinations you may visit weekly with children</p>	<p>Form is completed at approval and may be updated as needed to add or change locations.</p> <p>Ensure all families have signed the form (including new families when they start)</p>	<p>The Agency does not require a copy but it must be posted visibly on your bulletin board.</p> <p>Be sure to inform your consultant of any changes.</p>
Specific Field Trip Authorization Form	<p>A form giving you permission to take children on a field trip or to a destination not listed on your General Field Trip Form</p> <p>Families must be notified in advance and asked for written consent</p>	<p>To be used you are planning to take the children on a field trip or outing not listed on your general field trip form</p>	<p>Complete the form and have families sign BEFORE the field trip and submit to your consultant</p>
Hours of Service Form	<p>As per licensing, Dayhome Educators must communicate their hours of service to the agency in writing</p>	<p>To be used to change your hours of service previously reported on your contract. If you care for children in your home outside of dayhome hours, you are not covered through the Agency policy and it is considered a private arrangement</p>	<p>Inform your consultant as soon as possible if you are planning to change your hours of service</p> <p>Complete the submit the form</p>

Fire Drill Record	To be used to record your monthly fire drill practices	<p>Complete monthly fire drills with the children in your dayhome every month and record it on the form</p> <p>Remember to use your real smoke detector sound so that the children can get used to the sound and what it means</p>	Complete the form monthly and submit to your consultant once completed