

## IMPLEMENTATION & MONITORING

### POLICY

It is the intention of Cook's School Day Care Inc to use the **How Does Learning Happen?** document for the purpose of guiding all educators (part-time, full time employees, home child care providers, students, volunteers, contract workers) in developing our programs. Cook's continues to strive to ensure high quality experiences that lead to positive outcomes for children's learning, development, health and well-being.

### PROCEDURE

All educators must review the Program Statement prior to interacting with the children and at any time when the Program Statement is modified.

The following list of Policy and Procedures are approaches/monitoring procedures that are included in the Program Statement and that all educators must adhere to. Failure to comply with respect to all policies, procedures, program statement, individual emergency response plans and individual support plans will result in disciplinary measures. See Contravention of Policies & Procedures and Progressive Discipline Policy.

### **FORMAL – TO BE CONDUCTED BY EXECUTIVE DIRECTOR/SUPERVISOR/DESIGNATE**

1. **Annual** and any other time when changes are made, review and sign-off includes, but is not limited to the following:
  - Staff / Provider Manual
  - Cook's School Day Care Inc's Program Statement
  - How Does Learning Happen? document
  - Educator Training and Development Policy
  - Serious Occurrence Policy
  - Fire Safety/Evacuation Policy and Procedures
  - Sanitary Practices Policy
  - Administration of Medication Policy
  - Sleep / Rest Supervision Policy
  - Criminal Reference Check
  - Supervision of Children
  - Prohibitive Practices & Self-Regulation (formerly, Behaviour Management)
  - Outdoor Play / Playground Safety Policy
  - Confidentiality Policy
  - Medical Needs - Anaphylactic Policy including any Individual Emergency Response Plans or Individual Support Plans
  - Epinephrine Training
  - Children's Schedules
  - Drop-off & Pick-up of School Children \*

\* applies to centre only

\*\* applies to individual working as an early childhood educator

- CECE Code of Ethics & Standards of Practice
  - Health & Safety – General
  - Safety & Security
  - Volunteer & Student Supervision
  - Photography
  - Workplace Bullying, Harassment & Violence
  - Accessibility Standards for Customer Service
  - Integrated Accessibility Standards
  - Valid registration with the College of Early Childhood Educators. \*\*
2. Behaviour Management Monitoring – **quarterly** for centre and home child care - educators will review with Executive Director/Supervisor/Designate and sign-off each quarter after observation.
  3. Program Observation and Assessment (centre) – **quarterly**; Educators will review with administration and sign-off after each observation.
  4. Standard Home Visitor Check list (Home child care) - **monthly**. Providers will review with E.CE. Consultant/Home Visitor and sign-off after each observation.
  5. Continuous Professional Learning – Record of Personal Growth - **in files**.
  6. Member in good standing with Ontario College of Early Childhood Educators. \*\*
  7. Original and current clear Police check, including Vulnerable Sector Search (VSC): not older than 3 months upon commencement of duties, every 5 years; annual offence declaration (OD) no later than 15 days after the anniversary date of the previous VSC or OD.
  8. Children's Aid Society record check: prior to commencement of duties and every 5 years to coincide with VSC schedule.
  9. Up to date immunization, including Two-Step TB Test – copy kept on file. Objections or exemptions must be completed on Ministry-approved forms and retained in the staff's file.
  10. Review of all other Policies and Procedures.
  11. Working knowledge of the applicable Licensing Manual.

### **INFORMAL - ALL STAFF**

1. Monthly Staff Meetings – opportunities to reflect and share what we are doing within our groups and or what we have learned in workshops or conferences. \*
2. Posting up-coming workshops and conferences in staff common areas or daily communication book; delivered to home child care providers.
3. Posting inspirational quotes, pictures etc. in staff common areas and delivered to home child care providers.
4. Informal discussions and conversations.

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### **MODIFICATIONS TO THIS OR OTHER POLICIES**

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.

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