**Implementation & Monitoring**

**POLICY**

It is the intention of Cook’s School Day Care Inc to use the **How Does Learning Happen? (HDLH)** document for the purpose of guiding all educators (part-time, full time employees, 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 derived from the HDLH document prior to interacting with the children and at any time when the Program Statement is modified.

Each policy and procedure document listed below details the approaches and methods included in the Program Statement and to which all educators must adhere. 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 may not limited to the following:

|  |  |
| --- | --- |
| Current Staff / Provider Manual | Current Program Statement |
| CECE Code of Ethics & Standards of Practice (Current) | How Does Learning Happen? |
| Policies and Procedures: |
| * Accessibility Standards for Customer Service
* Administration of Medication
* Children’s Schedules
* Confidentiality & Privacy
* Criminal Reference Check
* Drop-off & Pick-up of School Children
* Educator Training & Development
* Emergency Management
* Feedback, Grievances, Issues & Concerns
* Fire & Emergency
* Health & Safety: General
* Health & Safety: Mental Health
* Health & Safety: Workplace Bullying, Harassment & Violence Policy & Manual
 | * Implementation & Monitoring
* Medical Needs, including Anaphylaxis
* Photography
* Playground Safety / Outdoor Play Space Safety
* Prohibited Practices
* Sanitary Practices
* Serious Occurrences
* Sleep & Rest
* Supervision of Children
* Volunteer & Student Supervision
* Waitlist
* Water Safety
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1. Program Statement Monitoring – **quarterly** - educators will review with Executive Director/Supervisor/Designate and sign-off each quarter after observation.
2. Continuous Professional Learning – Record of Personal Growth - **in files**.
3. Member in good standing with Ontario College of Early Childhood Educators. \*\*\*
4. 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.
5. Children’s Aid Society record check: prior to commencement of duties and every 5 years to coincide with VSC schedule.
6. Up to date immunization, including Chicken Pox vaccine (as recommended by the local Medical Officer of Health) – copy kept on file. Objections or exemptions must be completed on Ministry-approved forms and retained in the staff’s file.
7. Review of all other Policies and Procedures.
8. Working knowledge of the applicable Ministry of Education 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.
3. Posting inspirational quotes, pictures etc in staff common areas.
4. Informal discussions and conversations.

## 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.