



ORDE DAY CARE'S STAFF- POLICY AND PROCEDURE BINDER

Program Statement Monitoring and Implementation

Created: October 2, 2016

Reference: Child Care and Early Years Act, 2014

Approved by Board of Directors: November 23, 2016

Revised: December 31, 2019, May 2024, April 22, 2026

Purpose:

Orde Day Care recognizes the importance of ensuring that the Program Statement is implemented and reviewed by all program staff, students and volunteers prior to interacting with the children at Orde Day Care. It is essential for staff to have an understanding of the program statement and the necessary tools to implement the policy statement.

Procedure:

1. All staff, student and volunteers will read the program statement prior to commencing employment, volunteering or student placement.
2. The program statement will also be reviewed on annual basis by the Supervisor and Director.
3. Any revisions will be reviewed by the program staff on an annual basis.
4. Each class room will maintain a binder with each child's observations, which are shared with their parents
5. Each classroom will plan **all** experiences and activities for the children in the group based on these observations.
6. Staff will also refer to the ELECT document to gain an understanding of the child's development in this area, and research and plan activities to promote further development in this/these areas.
7. Staff will submit program plans and documentation to support this planning to the Supervisor on a weekly basis.
8. The Supervisor will review the programming sheet on a weekly basis, provide feedback and initial the programming sheet.
9. The Supervisor will meet with the staff on a regular basis to establish a clear understanding of the program statement, to support the staff in their delivery, and to aid staff in self reflection.
10. The Supervisor will view each staff as competent and capable, and give them time to be heard and respected.
11. The Supervisor will use all observations, interactions, programming implementation and conversations to monitor the staff.
12. Program staff will also be required to review and reflect on *How Does Learning Happen?* Discussion at staff meetings will support the staff in their self reflection and enhance the engagement of meaningful activities and interactions.
13. The Program Statement monitoring for each staff will be retained for three years.

Program Statement Monitoring System

The Program Statement of Orde Day Care has been developed to provide all program staff with the necessary tools to develop and maintain high quality care that create and sustain a supportive atmosphere which is an extension of home and community. To ensure compliance with the Program



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Statement of Orde Day Care, a monitoring system will be used. An observation of each employee will be carried out annually. All program staff will be given a copy of the monitoring system and will be made aware that they are being evaluated based on this set criteria. In addition, staff, will be required to complete a self evaluation of the program monitoring system.

LEGEND:

WD – Well Developed

AC – Acceptable and Consistent

NI- Needs Improvement

Prohibited Practices at Orde Day Care:

- Any form of corporal punishment (physical violence such as hitting, spanking, kicking, pushing, pulling, poking, shoving, grabbing, squeezing or picking up children by their arms/hands or wrists, pinching ears, or any other aggressive behavior exhibited toward a child)
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else. This is used a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required for Orde Day Care's emergency procedures, including lock down
- Use of harsh or degrading measures or threats or use of derogatory language directed or used in the presence of the child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- Depriving or denying the child of any basic needs e.g. food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting bodily harm on children including making children eat or drink against their will
- Time out

Procedure upon Contravention of Prohibitive Practices:

- 1) Any staff member observed using prohibitive practices that contravene the **Child Care and Early Years Act** and the Orde Day Care Centre Promoting Positive Interactions Policy, shall be reported immediately to the Director who will take immediate steps to investigate the alleged incident.
- 2) The Director and/or Supervisor will immediately speak privately to the staff member involved in order to assess the validity of the alleged incident. If necessary, appropriate action will be taken which may include disciplinary action depending on the nature of the contravention. The incident will be documented and kept on file. If a second incident of a similar nature is reported or observed disciplinary action will follow. The incident will be documented and kept on file.
- 3) If the Director is observed using prohibitive practices that contravene the Child Care and Early Years Act and the Orde Day Care Centre policy regarding Promoting Positive Interaction, the observer will report the incident immediately to the Chair of the Board of Directors. The Chair or designate will investigate the alleged incident.
- 4) Any prohibited practices exhibited and confirmed through the Orde Day Care's internal



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investigation will be reported to the Children's Aid Society.

- 5) Any terminations, suspensions or restrictions imposed on a member of the College of Registered Early Childhood Educators due to a member's engagement in prohibitive practices will be reported to the College of Registered Early Childhood Educators.

Staff Name:	Date:		
1. Program	WD	AC	NI
Provides a program that incorporates child initiated and planned programmed activities that are reflective of the <ul style="list-style-type: none"> a. child's interest b. child's current capabilities c. extend competencies or development 			
Program plan activities are based on the ongoing observation of the children in the program.			
Experiences/activities support and enhance the child's physical, social, emotional and cognitive competencies.			
Encourages children to explore, play and express themselves			
Encourages children to develop pro social skills, i.e. <ul style="list-style-type: none"> a. cooperation b. sharing c. appropriate emotional responses d. problem solving skills- based on age e. conflict resolution skills – based on age which aid in the development of self regulation and reflection			
Provides a program that supports physical and creative opportunities			
Provides a nurturing, high quality and inclusive environment that allows the child to gain a sense of belonging and self worth			
Ensures children are provided a health, safe and nutritious program which supports their overall well being			
2. Families			
Communicates to families the child's interest, engagement in program and development in verbal /written format dependent on program requirements			
Completes developmental review with parents as required and meets with parents to discuss			
Encourages and provides opportunities for family involvement			
3. Community			
Keeps up to date resources within the community for the families that are age appropriate			



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Engages community members to visit the childcare			
Engages children in local community events or activities or visits local attractions			
4. Our Educators			
Engage in continuous learning opportunities			
Review and discuss "How does Learning Happen" videos/ program statement on an annual basis			
Ensure responsive and positive interactions with the children			
Set and reinforce limits that enable children to participate successfully in the group			

Staff Name:	Supervisor Name:
Staff Signature	Supervisor Signature:
Date:	Date: