



## **PLP 100A Program Statement Implementation**

As educators who deliver high-quality early years programs, Park Lawn Preschool Inc. staff know that learning never ends. Our commitment to continuous improvement will be achieved by ongoing management of policies and procedures that embrace the Program Statement, a “living document”.

### **Monitoring Practices**

Park Lawn Preschool Inc. implements a variety of monitoring practices to ensure the approaches and goals listed in the Program Statement are implemented.

- Parent surveys will be conducted yearly to assess PLP’s performance.
- On-site Professional development opportunities are offered to employees.
- Employees are encouraged to review the City Wide Training Calendar for workshops offered off-site.
- Set out family/community communication standards
- Coach and guide staff in reflective practices

### **PLP Management Responsibilities**

- Review and revise the Program Statement at least annually, with input from centre supervisors and staff, to ensure consistency with Park Lawn Preschool’s goals and approaches and the Minister’s policy statement on programming and pedagogy.
- Together with the centre supervisors, document and review the impact of the goals and approaches for children and their families by completing an annual program evaluation.
- Monthly Operation’s Report will include an item to update performance against the Program Statement and a plan for improvement.
- Ensure parent surveys are conducted yearly to ensure feedback and suggestions are incorporated into the program.
- Respond to any concerns for staff performance brought forward by supervisors.
- Respond immediately to concerns related to prohibited practices observed and contact all appropriate authorities, as required.
- Ensure all new employees, students and volunteers are provided with PLP’s Program Statement before they interact with children. New employees, students and volunteers will be required to sign off that they have read and understand PLP’s goals and approaches.
- Develop and seek out Professional Development opportunities for employees.
- Report any violations of professional misconduct to the College of ECE
- Conduct weekly Operation Team Meetings to discuss opportunities for improvement.

### **Centre Supervisor Responsibilities:**

- Ensure all new employees, students and volunteers are provided with PLP's Program Statement before they interact with children. New employees, students and volunteers will be required to sign off that they have read and understand PLP's goals and approaches.
- Review PLP's Program Statement with employees, students and volunteers annually or when there are changes made to the program statement. Employees, students and volunteers will be required to sign off that they have read and understand the Program Statement.
- Employee performance reviews will be conducted twice a year (May, November).
- Report any violations of professional misconduct to the Operations Manager.
- Use SMART Goals to support staff in progressive discipline.
- Provide coaching and guidance to staff in ongoing reflective practices.
- Provide employees with opportunities for Professional Development.
- Share any information, updates and changes related to curriculum, licensing, quality assessments and parent surveys with employees.
- Respond immediately to concerns related to prohibited practices observed and report PLP's Management.
- Monitor all staff, students and volunteers for compliance with the goals and approaches in the Program Statement and PLP's Policies and Procedures.
- Ensure up-to-date individualized support plans are in place for children with special needs, following plans put in place by agencies, such as George Hull Centre. To be reviewed annually.
- Conduct monthly staff meetings and include in the agenda one goal to create the conditions promoted by the HDLH? Document. Discuss and reflect on any opportunities for improvement. Ideas to be shared with Operations Manager.

### **Early Childhood Educator and Assistant Responsibilities:**

- Engage in ongoing reflective practice
- Performance review – complete self-assessment and identify goal and areas for improvement.
- Work collaboratively with program team to deliver an inquiry based program.
- Participate in active discussion when any information, updates and changes related to curriculum, licensing, quality assessments and parent surveys are shared.
- Attend monthly staff meetings and include in the agenda one goal to create the conditions promoted by the HDLH? Document. Discuss and reflect on any opportunities for improvement. Ideas to be shared with Operations Manager.
- Attend and participate in professional development workshops, either in house or in the community.
- Report concerns or commission of any prohibited practices to the centre supervisor or Operations Manager.

- Report any reasonable suspicion of abuse or neglect of a child to a Children's Aid Society or police and the supervisor.
- Follow and comply with all Park Lawn Preschool Inc's policies and procedures.
- Demonstrate professional behaviour when dealing with children, families, visitors, staff and volunteers.

### **Supporting Positive Interactions**

Park Lawn Preschool Inc.'s goals for positive interactions between children, families, staff and the community:

- Recognize and accept each child's individuality and developmental level
- Demonstrate mutual respect, acceptance and caring among children and adults
- Encourage autonomy through staff's active participation in the program
- Encourage positive social interactions through small group experiences
- Encourage socially acceptable behaviours: cooperation, respect, and conflict resolution
- Set clear and consistent expectations and limits for children
- Provide an age appropriate program that follows the interests of the child
- Recognize children's unacceptable behaviours and address them in a timely manner
- Offer positive redirection and positive reinforcement

### **Prohibited Practices**

Park Lawn Preschool Inc. is committed to promoting a positive and healthy environment for children by using behaviour guidance techniques that foster the social and emotional well-being of all children in our care.

#### ***The following prohibited practices are NOT permitted:***

- Corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
- Physical restraint of children, including but not limited to confining to high chair, car seat, etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);
- Locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;
- Use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding or
- Inflicting any bodily harm on children including making children eat or drink against their will.

## **Contravention of Policies and Practices**

Park Lawn Preschool Inc. is committed to offering a quality early learning and care environment for all children in our care. Our employees are expected to conduct themselves in a professional manner at all times. Any employee found engaging in professional misconduct, inappropriate behaviour, or who is in violation of any Park Lawn Preschool Inc. policies, may be subjected to progressive discipline or immediate dismissal where, in the view of Park Lawn Preschool Inc., it is warranted.

### *Progressive Discipline*

Where appropriate, Park Lawn Preschool Inc. will follow a practice of progressive discipline and permit the employee an opportunity to correct his/her behaviour or performance. Progressive Discipline may include some or all of the following steps before a decision is made to terminate an employee's employment: verbal warning, written warning, agreement to a performance improvement plan (SMART), or suspension with or without pay. Park Lawn Preschool Inc. will consider the circumstances surrounding any performance issue, misconduct, or breach of policy when assessing what type of discipline ought to be applied. Factors that Park Lawn Preschool Inc. will consider may include the nature and severity of the breach/misconduct, whether this is the first offence, and whether the employee has acknowledged the misconduct and demonstrated remorse.

Park Lawn Preschool Inc. reserves the right to terminate an employee without progressive discipline for any serious misconduct.

**All allegations of inappropriate behaviour or conduct and contravention of PLP's policies and procedures will be investigated by the Supervisor, PLP Manager and/or Park Lawn Preschool Inc.'s Board of Directors.**

### **Types of Disciplinary Actions**

#### *Verbal Warning*

Verbal Warnings are documented in the **Verbal Warning Log** (Appendix A). Based on the severity of the incident, the employee may receive a verbal warning.

#### *SMART Goals (Specific, Measurable, Attainable, Realistic, Timely)*

**SMART Goals** (Appendix B) are used to support staff in progressive discipline. Based on the severity of the incident, the employee and the supervisor will meet together to identify performance goals and an action plan. The goals will be reviewed in a timely manner, to evaluate the success of the employee's action plan. SMART Goals maybe used in conjunction with a verbal warning or written disciplinary action.

### *Written Disciplinary Action*

Written Disciplinary Actions are documented on the **Notice of Disciplinary Action form** (Appendix C). Based on the severity, frequency and circumstances of the incident, a written disciplinary action may be used and may result in termination. Written disciplinary actions may also be used in the event an incident has not been rectified after an employee has received a verbal warning or was unsuccessful in meeting the SMART Goals identified.

### *Termination*

Termination of employment may be used as the final stage of progressive discipline depending on the severity of the incident. If the incident in question is of an extremely severe nature, termination may be the immediate consequence.

**All Disciplinary Actions will be documented in the employee's human resource file.**