

CATEGORY: Child Care and Early Years Act, 2014

SUBJECT: Program Statement Implementation Policy

APPROVED BY: Shemina Ladak, Executive Director



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REVIEWED: August 2025

Program Statement Implementation Policy

It is the goal of Centennial Infant and Child Centre (CICC) to ensure that the practices set out in the Program Statement will be implemented by all staff, volunteers and students working in the preschool.

CICC used the Ministry of Education's *How Does Learning Happen?* document as a guide in developing our Program Statement. CICC's Program Statement will be reviewed annually by CICC's Executive Director to ensure it aligns with the Minister's policy statement.

All staff, volunteers and students shall implement the approaches outlined in the Program Statement that support the goals of promoting health, safety, nutrition, well-being, positive interactions and relationships, inclusion, self-regulation, child engagement, and ongoing professional learning.

Program Statement Review

All new staff, students and volunteers will review this Program Statement:

- Prior to starting work at CICC
- Whenever the program statement is modified
- Annually thereafter

Documentation of review will be kept in each staff, volunteer, and student's personnel file.

Support to Staff, Volunteers and Students

Staff will access support from CICC management and specialists both on staff and in the community to support them to implement the goals identified in the Program Statement. This may be accomplished through team meetings, classroom consultation and professional training

opportunities. Volunteers and students will be supported by CICC staff through workshops and mentoring by staff to implement the goals identified in the Program Statement.

Prohibited Practices

CICC is committed to providing quality programming in a caring, supportive environment. The focus of the Prohibited Practices Policy ensures that CICC staff, volunteers and students will support children to cope with feelings, aggression and conflicts in a positive and cooperative way. The following actions will not be allowed under any circumstances and align with the Prohibited Practices Policy:

1. Any form of CORPORAL PUNISHMENT including but not limited to hitting, spanking, kicking, heavy pushing, shaking, shoving, grabbing, squeezing arms, ears, etc.
2. Physical restraint of a child for the purposes of discipline or in lieu of supervision is prohibited. Physical restraint may only be used when the restraint is necessary to prevent a child from hurting themselves, hurting another person, or causing serious property damage, and only until the risk of injury is no longer imminent 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) as outlined in the Child Care and Early Years Act, 2014 (CCEYA).
3. 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.
4. Use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, scare or frighten the child or undermine their self-respect, dignity or self-worth.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use or clothing.
6. Inflicting any bodily harm on children including making children eat or drink against their will.
7. Any alleged prohibited practice involving a child will be immediately investigated by management. Pending investigation, the staff, volunteer or student may be removed from direct contact with children. Where required, Serious Occurrence Reporting and notification obligations under the CCEYA will be followed.

Monitoring Compliance

All staff, volunteers and student will be monitored for compliance and contraventions.

- Classroom observations and monitoring will occur on an ongoing basis and be documented at least annually.
- Additional monitoring may occur following concerns, coaching plans, performance reviews, or policy contraventions.
- Issues that arise from monitoring will be addressed with staff, and support will be provided to improve if necessary.

Procedure for Program Statement Contraventions

If a Program Statement contravention occurs the following procedure will be followed:

Staff:

- Contraventions, except those deemed by the Executive Director as cause for immediate dismissal, will be initially be addressed through the staff's performance evaluation.
- If remediation is not demonstrated, disciplinary action will follow CICC's Employee Manual, which may include:
 - Verbal Warning
 - Written Warning
 - Suspension without pay
 - Dismissal.

Volunteers:

- Contraventions, except those deemed by the Executive Director as cause for immediate dismissal, will result in a verbal warning in private.
- A record of facts leading to the warning, including date and time of the warning, will be noted in the volunteer's personnel file and initialed by the Preschool Manager and Volunteer Support Coordinator.
- Support will be provided to improve conduct and/or performance.
- If the volunteer fails to meet the performance standards outlined in CICC's policies and procedures, the volunteer will be asked to terminate their volunteer contract.

Students:

- Contraventions, except those deemed by the Executive Director as cause for immediate dismissal, will result in a verbal warning in private, followed by a written warning for a second incident.
- The Program Supervisor at the student's school will be notified, and CICC staff will collaborate to ensure appropriate action is taken.

Documentation and Record Retention:

Documentation of annual reviews, monitoring activities, policy contraventions, corrective actions and training related to this policy will be retained in personnel files and made available for licensing inspection upon request.