

**CATEGORY:** Child Care and Early Years Act, 2014

**SUBJECT:** Program Statement Implementation Policy

**APPROVED BY:** Shemina Ladak, Executive Director



**DATE:** November 2016

**REVIEWED:** July 2026

### **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 are implemented by all staff, volunteers, and students working in the preschool.

CICC used the Ministry of Education's *How Does Learning Happen? Ontario's Pedagogy for the Early Years* as a guide in developing our Program Statement. The Program Statement will be reviewed annually by the Executive Director to ensure it continues to align with the Minister's Policy Statement under the Child Care and Early Years Act, 2014 (CCEYA).

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 maintained in the personnel file of every staff, volunteer, and student.

### **Support to Staff, Volunteers, and Students**

Staff will access support from CICC management and specialists both within the organization and in the community, to assist them in implementing the goals identified in the Program Statement. This support may include team meetings, classroom consultation and professional training opportunities.

Volunteers and students will be supported through orientation, workshops, mentoring and ongoing guidance from CICC staff to ensure they understand and implement the goals identified in the Program Statement.

## **Prohibited Practices**

CICC is committed to providing quality programming in a caring, supportive, and respectful environment. The purpose of this policy is to ensure that all staff, volunteers, and students support children in developing self-regulation and resolving feelings, aggression, and conflicts in positive, respectful, and cooperative ways.

The following practices are prohibited under all circumstances in accordance with the Child Care and Early Years Act, 2014 (CCEYA):

### **1. Corporal Punishment**

Any form of corporal punishment, including but not limited to hitting, spanking, kicking, pushing, shaking, shoving, grabbing, squeezing arms or ears, or any form of physical punishment.

### **2. Physical Restraint**

Physical restraint of a child for the purposes of discipline or in lieu of supervision.

Physical restraint may only be used when the restraint is necessary to prevent a child from hurting themselves, another person, or causing serious property damage, and only until the risk of injury is no longer imminent as permitted under the CCEYA.

### **3. Confinement**

Locking the exits of the child care centre for the purpose of confining a child or confining a child to an area or room without adult supervision, unless such confinement occurs during an emergency.

### **4. Harsh or Degrading Measures**

Using of harsh, degrading or threatening measures, or derogatory language directed at or used in the presence of a child that would humiliate, shame, frighten or undermine the child's self-respect, dignity, or self-worth.

### **5. Deprivation of Basic Needs**

Depriving a child of basic needs including food, drink, shelter, sleep, toilet use or clothing.

### **6. Inflicting Bodily Harm**

Inflicting any bodily harm on a child, including forcing a child to eat or drink against their will.

### **7. Sexual Abuse, Sexual Misconduct and Prescribed Sexual Acts**

Sexual abuse, sexual misconduct and prescribed sexual acts, as defined under the Early Childhood Educators Act, 2007 and prescribed under the CCEYA, are strictly prohibited.

Any allegation or suspected incident involving sexual abuse, sexual misconduct or prescribed sexual acts will be treated as a serious breach of this policy. Immediate action will be taken to

protect children, including removal of the individual from duties involving children pending investigation, mandatory reporting where required, Serious Occurrence reporting, and notification of the appropriate authorities in accordance with the CCEYA and any other applicable legislation.

### **Response to Alleged Practices**

Any alleged prohibited practice involving a child will be immediately investigated by management. Pending the outcome of the 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.

### **Prescribed Criminal Code Offences**

Effective July 1, 2026, additional Criminal Code (Canada) offences have been prescribed under the Child Care and Early Years Act, 2014 (CCEYA) to further strengthen child protection requirements within licensed child care programs. CICC is committed to ensuring that all individuals involved in the Preschool Program meet all legislative requirements and maintain the highest standards of safety, professionalism, and ethical conduct.

Any individual working at CICC or providing services within the CICC Preschool Program, including staff, students, volunteers, and other individuals as applicable, who is convicted of a prescribed Criminal Code offence must:

- Notify the Executive Director (or designate) immediately upon conviction; and
- Cease working in or providing licensed child care, as required under the CCEYA.

The prescribed offences include:

- Section 152 – Invitation to Sexual Touching
- Section 153 – Sexual Exploitation
- Section 153.1 – Sexual Exploitation of a Person with a Disability
- Section 160(1), (2), (3) – Bestiality
- Section 162 – Voyeurism
- Section 162.1 – Publication of an Intimate Image Without Consent
- Section 170 – Parent or Guardian Procuring Sexual Activity
- Section 171.1 – Making Sexually Explicit Material Available to a Child
- Section 172.1 – Luring a Child
- Section 172.2 – Agreement or Arrangement for a Sexual Offence Against a Child
- Section 271 – Sexual Assault
- Section 272 – Sexual Assault with a Weapon, Threats to a Third Party or Causing Bodily Harm
- Section 273 – Aggravated Sexual Assault
- Section 281 – Abduction of a Person Under 14 Years of Age
- Section 286.1(1) – Obtaining Sexual Services for Consideration
- Section 286.1(2) – Obtaining Sexual Services for Consideration from an Individual Under 18 Years of Age

Failure to immediately notify CICC of a prescribed conviction or continuing to work or provide services within the Preschool Program following such a conviction, constitutes a serious breach of CICC policy. This may result in immediate removal from duties and may lead to termination of employment, volunteer placement, student placement, or contractual relationship, in addition to any actions required under the CCEYA.

### **Monitoring Compliance**

All staff, volunteers, and students will be monitored for compliance with the Program Statement policy.

- 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 identified through monitoring will be addressed promptly, and appropriate coaching, training and support will be provided where necessary.

### **Procedure for Program Statement Contraventions**

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

#### **Staff:**

- Contraventions, except those determined by the Executive Director to warrant immediate dismissal, will initially be addressed through the staff's performance evaluation.
- Where remediation is appropriate, disciplinary action will follow the procedures outlined in CICC's Employee Manual and may include:
  - Verbal Warning
  - Written Warning
  - Suspension without pay
  - Dismissal

#### **Volunteers:**

- Contraventions, except those determined by the Executive Director to warrant immediate dismissal, will result in a verbal warning conducted privately.
- A record of facts leading to the warning, including the date and time, will be documented in the volunteer's personnel file and initialed by the Preschool Manager and Volunteer Support Coordinator.
- Support and coaching will be provided where appropriate to improve conduct and/or performance.
- If the volunteer fails to meet the expectations outlined in CICC's policies and procedures, or if the contravention involves a prohibited practice that jeopardizes children's health, safety or well-being, the volunteer placement will be terminated immediately.

**Students:**

- Contraventions, except those determined by the Executive Director to warrant immediate dismissal, will result in a verbal warning conducted privately, followed by a written warning for a subsequent incident.
- The Program Supervisor at the student's educational institution will be notified, and CICC will collaborate with the educational institution to determine appropriate action.
- Serious contraventions involving prohibited practices or conduct that places children at risk may result in the immediate termination of the student placement.

**Documentation and Record Retention:**

The following documentation will be retained in personnel files and made available for Ministry of Education licensing inspections upon request:

- Annual Program Statement reviews
- Policy reviews
- Monitoring activities
- Documentation of policy contraventions
- Corrective actions taken
- Professional learning and training related to this policy
- Staff acknowledgements of policy updates

In addition, the Parent Handbook will be reviewed and updated as required to reflect current prohibited practices, including the prohibition of sexual abuse, sexual misconduct, and prescribed sexual acts, in accordance with the Child Care and Early Years Act, 2014.