

## Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: November 2016

SUBJECT: Program Statement Implementation Policy

APPROVED BY: Barb Hannah, Executive Director



UPDATED: October 28, 2016

### **Program Statement Implementation Policy**

**It is the goal of 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.

#### **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 and annually thereafter. Documentation may be found 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:**

It is the practice of Centennial Infant and Child Centre to provide quality programming in a caring, supportive environment. The focus of the Prohibited Practice 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 children, including but not limited to confining to a chair 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) as outlined in the Child Care and Early Years Act 2014.

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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.

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

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

### Staff:

If contravention of a policy occurs, except those that in the opinion of the Executive Director constitute cause for immediate dismissal, the contravention will be dealt with initially through employee's performance evaluation and then, failing demonstrated remediation, through the disciplinary process outlined in CICC's Employee Manual. Disciplinary steps may include Oral Warning, Written Warning, Suspension without pay and Dismissal.

### Volunteers:

If contravention of a policy occurs, except those that in the opinion of the Executive Director constitute cause for immediate dismissal, the volunteer will be given an oral warning in private. A record of facts leading to the warning, including the date and time of the warning, will be noted in the volunteer's personnel file. This warning will be initialed by both the Volunteer and Centre Manager. Support will be provided to the volunteer by the Centre Manager, Volunteer Coordinator and classroom staff to improve their conduct and or performance. If volunteer fails to meet performance standard outlined in CICC's policies and procedures the volunteer will be asked to terminate their volunteer contract.

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### Students:

If contravention of a policy occurs, except those that in the opinion of the Executive Director constitute cause for immediate dismissal, the student will be given an oral warning in private. The Program Supervisor at the student's school will be notified and CICC centre staff will work together with the Program Supervision to ensure appropriate action is taken.