



Royal City Co-operative Preschool

Implementation and Monitoring of Compliance with our Program Statement

Implementation

Staff Responsibilities

First and foremost our RECE staff, are committed as professionals and members of the College of Early Childhood Educators and abide by the College of Early Childhood Educator's Code of Ethics and Standards of Practice. We expect also a high level of professionalism and high quality care from any volunteers or students who may be in the classroom interacting with the children. Staff will treat each child and family with respect and kindness. We have been given the greatest honor of caring for their most prized possessions.

As supporting each child in their learning process through play is the staff's priority, the staff will make observations of what the children are learning and experiencing through watching and involving themselves with the child and their child directed play. The approaches in the program statement will be monitored on an ongoing basis through conversations together, documentation, and discussions at staff meetings. Daily discussion occurs amongst staff, written

documents and photo journals are displayed in the classroom and shared with parents and children. Sharing photos and documentation via email to parents may occur as well. A binder containing observations, plans and documentation to support understanding of the program statement will be kept in the main classroom.

Any staff, volunteer or student will never permit any of the following in our preschool...

a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes 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, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the child care centre or home child care premises 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 as part of the licensee's emergency management policies and procedures;

(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

The staff is expected to commit to a minimum of 10 hours of professional development yearly as well as that the RECE's will be expected to comply with the requirements of the College of ECE as to the Record of Continuous Professional Learning Portfolio. It is expected that each staff will set aside time to reflect on their own performance and contributions to the development of the children in their care.

The Program Statement and the Policy of “Implementation and Monitoring Compliance with the Program Statement”, must be read by any staff or volunteer/ student before beginning employment or working with Royal City Cooperative Preschool and must be signed-off before employment and annually thereafter and any time that any changes are made to the policy.

Supervisor’s Responsibilities

The Supervisor must be sure that all staff, before beginning employment with Royal City Co-operative Preschool read and understand the “Program Statement”. This policy as well as the Program Statement must be read and signed-off before employment and annually thereafter as well as anytime there are changes made to it.

In addition to this, the Supervisor of RCCP will observe staff in the late Fall and Spring to monitor that approaches in the Program Statement are being met and implemented. Following the observation time staff will meet with the Supervisor and review the observations. Date and time of observation will be recorded on the Monitoring Compliance Chart.

The Supervisor will also make the staff aware of any learning opportunities / professional development outside the preschool and plan staff meetings/discussions with in the centre. Staff discussions and reflections at staff meetings , dates are recorded in the main binder. The Supervisor will view each staff as competent and able but if it is found that there are staff members that are having trouble understanding and complying with the program statement she will work together with that staff as a support and mentor to help them succeed.

The Supervisor will also make sure that all professional development that the staff have participated in have been recorded in each staff’s file.

Board of Directors Responsibilities

The Board of Directors provides support to the teachers, volunteers and students in any way they can. Our president of the Board of Directors will together with the Supervisor review all sign-offs. The Board will also prepare and collect Staff

Performances of the teachers / Supervisor on an annual basis. The information will be shared with the teachers and any suggestions or recommendations will be given. They also prepare a budget annually to support the teachers with supplies, equipment and anything other needs they have to support the children in their learning. They also budget finances for planning, reflection and professional development for the teachers.

Compliance

It is the responsibility of every staff member, volunteer and parent, on a daily basis to always observe and be aware that the actions of the staff and any volunteers are in compliance with our program statement and policies and individual plans. It is our hope that each family will participate, when asked, in staff performances prepared by the board of directors. If any non-compliance is observed or stated in the evaluation then it must be reported to the supervisor or any of the Board of Directors.

If a non-compliance is observed staff will meet with the Supervisor and receive a verbal concern. Possible options to help support that staff to succeed and better understand the expectations of the program statement will be addressed. If the non-compliance continues the above mentioned staff will receive a written notice and then the next step if necessary will be dismissal of employment. These notices will also be recorded on the Monitoring Compliance Chart and will be kept for three years.

There for, Compliance will be determined through:

1. Observation information collected during physical observation of staff/volunteers while interacting with the children.
2. Documentation information collected by reviewing written documentation.
3. Discussion with the Supervisor and other staff members during staff meetings and conversations together.