



## Implementation Policy

Waterloo Cooperative Preschool ensures that all new staff, students, and volunteers review the following Program statement prior to interacting with the children and whenever it is modified.

The Supervisor will conduct Training and Orientation sessions prior to any active shift. Signatures will be required once these sessions are complete. Any revisions will be discussed at board meetings prior to being emailed to the membership. Attendance of the September AGM and orientation is mandatory.

Waterloo Cooperative Preschool shall ensure that the approaches set out in this program statement are implemented in the operation of its program with regular observation, evaluations, documentation, and review of the statement and its objectives each year during the Annual Planning meeting. Questions set out in regularly sent out surveys to the membership will aid in determining what revisions will be made to the program statement each year.

Staff and volunteers will be monitored with child guidance reviews and the Supervisor will provide feedback. The Board will meet with staff after each staff completes a self and peer assessment and self-reflection tool which will then be used to create goals and objectives for the staff. These goals will be monitored on the staff behavior management forms and during goal review meetings that are conducted several times a year. Staff will be required to participate in the College of ECE continuous professional learning self-reflection tools and other professional development workshops.

Waterloo Cooperative Preschool's child guidance policy reflects the prohibited practices as well as preferred best practices and strategies.

Parents will be provided video training tools, information in newsletter and links to aid them in finding up to date research on child development and adult-child interactions.

WCP will obtain consent from parents to partner with KWhab resources to ensure an inclusive environment that responds to Individual Support plans. WCP will address individual needs and use child guidance practices and creative strategies to address behavior while working as a team.

Staff and volunteers are expected to be engaged with the children and make the needs of the children the primary focus while on duty.

While on duty, staff and volunteers are to greet children and parents, get down to children's level and focus on positive interactions.

It is expected that adults in the room will provide safe opportunities for children to explore open-ended materials.

Children are given opportunities to engage socially with their peers. They are actively supervised by trusted adults who help scaffold the children's learning to ensure positive interactions and outcomes.

Children are given the opportunity to explore freely with a balance of daily routine, adult-lead and child-lead activities.

Our actions are a reflection of the program statement. It is expected that staff and volunteers are familiar with the program statement and its goals and objectives and re-read it as needed.

### **Child Guidance and Prohibited Practices**

- At Waterloo Cooperative preschool our primary child guidance strategy involves redirection. A child will be redirected to an alternate activity giving him/her the choice between two areas (e.g. sand table or work bench).
- Adults will intervene and a child will be assisted in sorting out feelings and aggression. A child will never be left completely alone
- Under no circumstances will a teacher, assistant teacher or participating parent strike a child, belittle a child or express themselves in an uncontrolled manner. This applies to volunteer parents in their parent/child relationship when serving as an assistant in the school. Corporal punishment of a child is prohibited.
- Physical restraint of a child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision is prohibited, 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
- Locking the exits of the child care centre for the purpose of confining a child, or confining a child in an area or room without adult supervision is prohibited, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.

- The use of harsh or degrading measures or threats or use of derogatory language directed at or used in presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth is prohibited.
- It is prohibited to deprive a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- It is prohibited to inflict any bodily harm on children including making children eat or drink against their will.

### **How will contraventions be dealt with?**

If during observation or report that a staff or volunteer contravenes our program statement, Policies, Individual Support Plans or child guidance practices it will be documented in the daily journal or on tracking forms used to monitor compliance. At times it may be necessary for the supervisor to review the Program Statement or any other necessary policies with the staff or volunteer and have them re-sign their understanding of the expectations. Further professional development may also be advised if the supervisor feels it is necessary. Staff performance is reviewed during both formal and non-formal meetings (ie during debriefing and reflection times just before or just after class).

Refer to the [Parental complaints, expressing concern & discriminatory Incidents Policy](#)

*Revised: Nov 2022 by Tracey Marques and Eliane Sabatino  
Approved By: Brittney Stewart (President) on November  
Seconded By: Eliane Sabatino (COMMS) on November 18, 2022*