



## **Monitoring Compliance and Contraventions of Implementation of Program Statement and Child Guidance Practices**

According to the Child Care and Early Years Act (CCEYA), it is a requirement to monitor Child Guidance practices of each staff member and any person providing care to the children in Waterloo Co-Operative Preschool. Monitoring Child Guidance practices are done on a daily basis by each staff member as a team. Any incident observed and/or reported will be discussed with the staff member(s) in question as soon as possible and documented.

The Personnel Committee of Waterloo Co-Operative Preschool will be responsible for ensuring that the teachers comply with the Child Guidance Policies and Procedures. Members of the Personnel Committee will be able to accomplish this on an ongoing basis by sending staff feedback surveys to the membership throughout the year and discussing results at board meetings. Monitoring child guidance practices will be reviewed with the teachers by the Personnel Committee at the yearly performance review.

The supervising teacher will be responsible for ensuring all students, staff volunteers and participating parents comply with the Child Guidance Policies and Procedures.

The supervising teacher will monitor Child Guidance practices on a daily basis.

On a yearly basis, a review will take place with all participating parents, students and volunteers usually between January and April. The supervisor will use the "Child Guidance Review And Program Statement Implementation Record" as a method of monitoring and recording compliance and contraventions in respect to Individual Support Plans and other policies. Any concerns or clarifications are made immediately or during meetings. Individuals may be required to re-read our program statement, child guidance practices or other relevant policies. Individuals may be required to complete further professional development and create appropriate goals in response to any contraventions.

*Revised: March 2019 by Tracey Marques and BOD*

*Approved By: Carolyn McCoe (President) on March 16, 2019*

*Seconded By: Geraldine Tait (Secretary) on March 26, 2019*