



Quality Assurance Policy and Procedures

Waterloo Co-operative Preschool will continuously deliver a maximum quality child care program in its service to the community by following the Quality Assurance Activities as described below.

Quality Assurance Activities

- An online membership survey will be conducted in the Winter of each year
- The December Board of Directors meeting is a planning and visioning session, using the results from the last available membership survey as a basis for decision making
- Health and Safety monitoring checklists (both indoors and out) will be completed monthly.
- Evaluation of the teachers, programs and classroom occurs in the Teacher Evaluation Survey and in an ongoing fashion by the Board of Directors This results in ongoing goal setting and discussions at monthly meetings regarding quality and child guidance practices as well best practices.
- Annual review of all policies, procedures, ISP's and emergency medical plans by staff and board members and whenever a change is made. Signatures are recorded in the orientation binder.
- Participate in local incentives such as the Region of Waterloo Continuous Quality Improvements, and professional development for ECE and How Does Learning Happen.
- Whenever possible, we hire RECE staff and expect them to uphold their yearly licensing standards.
- Whenever possible we hire support staff to meet individual needs and promote quality in the classroom.
- We partner with local universities and colleges to support learning of their students completing their placements with us in turn increasing quality with the additional support in the classrooms

Refer to staff development policy

Revised: November 2023 by Tracey Marques, Patty Fallis-Robbins and BOD.

Approved By: Sravani Tammishetti (Admin Assistant) on January 5, 2024

Seconded By: Matt McKarney (President) on January 8, 2024