

INCLUSION, ACCESS AND EQUITY POLICY

The purpose of this policy is to support the inclusion of all children in Bright Child Montessori, regardless of their diverse strengths and needs. The principle of inclusion goes beyond physical integration and fully incorporates values that promote equity, participation and a celebration of diversity. All child care staff are expected to comply with the Inclusion, Access and Equity policy from both a practical and an ethical point of view. This policy pertains to all staff, students, trainees and visitors to Bright Child Montessori.

It is the responsibility of the Supervisor of Bright Child Montessori to:

- 1) Ensure the hiring process is consistent with the centre's Inclusion, Access and Equity Policy.
- 2) Ensure all staff receives an orientation on the Inclusion, Access and Equity Policy and sign it annually.
- 3) Treat all families interested in registering their child at the Centre in a fair and equitable manner.
- 4) Ensure that all centre policies are followed for all families.
- 5) Identify additional needs and refer families to support agencies.
- 6) Consult with parents regarding the most appropriate strategies for integration of the child into their program.
- 7) Ensure ongoing communication between all involved parties.

It is the responsibility of the Early Childhood Educator to:

- 1) Understand and agree to support inclusive practices.
- 2) Sign the Inclusion, Access and Equity Policy on an annual basis.
- 3) Attend training opportunities that focus on inclusive programming, cultural diversity, etc.
- 4) Avoid labeling children.
- 5) Adapt the environment, curriculum and routines as necessary to meet the needs of the children enrolled. These modifications are made through collaboration between the parents, the school and other supporting agencies.
- 6) Create an appropriate environment that includes a range of materials and experiences to support the positive development of all children.
- 7) Arrange a balance of large and small group experiences, both vigorous and quiet so that all children can be active and interactive participants at their own level.
- 8) Maintain confidentiality.
- 9) Work together to accomplish shared identified goals.

While we are committed to ensuring that all children have access to an early learning and child care program, there are extenuating circumstances where a child cannot be supported in a child care environment.

These circumstances may include a child displaying ongoing physical or verbal aggression towards other children and staff.

In the event that all child guidance techniques have been exhausted and a child is terminated from our centre, the following must be considered before termination is issued to the family:

- 1) Ensure that all families asked to withdraw from Bright Child Montessori are dealt with in a fair and equitable manner.
- 2) Exhaust all special needs resources and/or other outside agencies support prior to termination.
- 3) Ensure that the termination policy is the same for all families, which includes documentation of meetings and discussions with special needs support staff as well as supporting documentation that endorsed child guidance efforts were utilized prior to the decision of termination.
- 4) The Supervisor of Bright Child Montessori will advise the Ministry of Children and Youth Services that a child's services are being terminated from the centre. All supporting documentation relative to the individual child's plan will be forwarded to the Program Advisor at the Ministry of Children and Youth Services.
- 5) Ensure that families are always supported and are referred to the appropriate resources for alternate care, when feasible.