Program Statement and Policy Implementation and Monitoring Policy

All educators, volunteers and placement students will review the Program Statement and policies required under (O.Reg. 137/15, ss. 6.1(7)(a)), prior to working in the program with the children and annually thereafter or upon any changes or modifications to the Statement or said policies.

As of August 29, 2016 the following policies are required to be monitored for compliance and reviewed upon hire and annually thereafter:

- Playground Safety Policy
- Anaphylactic Policy
- Sanitary Practices Policy
- Sleep Supervision Policy
- Serious Occurrence Policy
- Medication Policy
- Supervision of Volunteers and Students Policy
- Program Statement Implementation Policy
- Staff Training and Development Policy
- Criminal Reference Check/Vulnerable Sector Check Policy
- Fire Safety/Evacuation Procedures
- Individual Support Plans

The Supervisor will ensure that the teachers, volunteers or students are fully aware of, and fully understands the Program statement and its implementation as well as the policies.

The Supervisor will view each educator as competent and able, and give them time to be heard and respected, and to reflect on their own performance and their contributions to the environment and the development of each child in their care.

The Supervisor will spend time observing our programs and engaging in conversations with the educators, students, volunteers, parents and children to help ensure a clear understanding of the Program Statement and **all** policies and procedures, and to support the educators, students and volunteers in their delivery of the Program Statement and policies and to aid the educators, students and volunteers in self-reflection.

The Supervisor will use these observations, interactions and conversations to monitor and ensure that our educators, students and volunteers, are engaging with the children in a positive and supportive manner, and to provide them with the relevant feedback when necessary to increase their awareness of their interactions with the children in their care. When developmental opportunities are observed these will be addressed through coaching, mentoring, in-service training, and workshops.

Contravention of the Program Statement and Policies will be documented in the appropriate staff file, and may result in Disciplinary Action. This Policy must be reviewed with staff, volunteers and students, prior to commencing employment and on a minimum of an annual basis or when any changes take place.

Records pertaining to the monitoring of our program statement and policies are retained for a minimum of three years.

brightchild montessori school

Program Statement and Policy Contravention/Monitoring Record Form

Staff Name:_____

Date:_____

Policy Infraction:_____

Date of Incident:_____

Disciplinary Action(s):_____

Date of Disciplinary Action:_____

To be filled out by Staff:

Plan of Corrective Action:

_____
_____
_____
_____
_____
_____
_____
_____

Any Additional Notes, to be filled out by Supervisor:

_____
_____
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_____
_____
_____
_____
_____

Signature of Supervisor:_____
Signature of Employee:_____
Date:_____

Office Use:

Program Statement and Policy Contravention/Monitoring Running Record Form

Policy	Employee Name	Date of Incident