

Courtleigh Place Child Care Centre

Program Statement

Welcome to Courtleigh Place Child Care Centre. Courtleigh Place is a privately run child Care Centre located in the Graydon Hall area. Courtleigh Place opened its doors in 1998 and since then has been providing quality care for children **from infancy through to Preschool**.

We use a play based learning approach and view children as competent and curious learners who are capable of acquiring knowledge about the world around them through their interests and experiences. This approach to learning is in accordance with Ontario's Pedagogy for the Early Years, "*How Does Learning Happen?*"

As Early Childhood Educators, our role is to provide activities that support their development and ensure that children have opportunities to pursue their own interest, thus enabling their creativity as they learn.

In turn, building the children's self-esteem and self-worth, providing a learning environment where children feel valued and respected. At Courtleigh Place, we meet government quality standards, providing excellent care for our children in a warm, secure and engaging environment.

We understand that for children to grow and flourish the four foundations outlined in "*How does learning Happen?*" needs to exist:

- Every child needs to feel a sense of **belonging**
- Every child is developing a sense of self, health, and **well-being**.
- Every child is an active and **engaged** learner who explores the world with body, mind, and senses.
- Every child is capable of communicating their needs and desires and can **expresses** themselves in different ways.

Courtleigh Place will adopt the following goals in Our Program:

1. Promote an environment which is healthy, safe, and supports general well being
2. Promote an environment which ensures good nutrition and safe food preparation
3. Support positive and responsive interactions
4. Encourage the children to interact and communicate
5. Foster exploration, play and inquiry
6. Provide child-initiated and adult-supported experiences
7. Plan for and create positive learning environments and experiences
8. Incorporate indoor and outdoor play, active play and quiet time
9. Foster the engagement of and communications with parents
10. Involve local community partners
11. Support others in relation to continuous professional learning

Courtleigh Place Program Statement: Goals + Approaches = s.46(3)(a)-(k)		
Courtleigh Place Program Statement: Goals + Approaches = s.46(3)(a)-(k)	Goals (What)	Approaches (How)
Strategies A-K	Goals (What)	Approaches (How)

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(a) Promote the health, safety, nutrition and well-being of the children	To ensure the children are comfortable healthy and safe in their environment	The Centre has locked door entry system to prevent unauthorized individuals from entering the Centre, to ensure the safety of the children and staff. The Centre will endeavor to consistently remain in compliance with Public Health's procedures and practices and promote immunization as set out by Public Health Our menus are rotated seasonally, follow Canada's Food Guide and are reviewed annually by a registered dietician. The staff encourage children to have healthy respect for food and eating by using this time to engage and develop relationships with all children Our playground is inspected annually by a third party inspector to ensure all materials, play equipment, furnishings and fixtures are in good working order, clean and safe for children and staff. The staff encourages children to explore their environment with acceptable risks. The Centre conducts monthly fire drills to ensure the children are prepare in the event of a fire/ evacuation and missing child drills quarterly Daily visual checks are completed by the teachers upon arrival to ensure the

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(b) Support positive and responsive interactions amongst the children, parents, child care providers and staff	To establish positive and responsive relations between children, parents and staff.	The Centre is a welcoming place for all families. At Courtleigh Place we have an open door policy where we encourage parent participation and involvement. The staff greets each child at arrival and departure times and refers to parents by their names. We share information about their child's day during these times. They create meaningful relationships by getting down to the children's level when speaking to them and acknowledging their feelings and emotions. We endeavor to enhance the children's understanding of their own culture and help them develop an appreciation for the diversity and uniqueness of others by incorporating elements from their culture in our environment. Such items include books in the children's home language, fabrics and clothing, and other familiar items from their culture. Staff sing songs in different languages, and incorporate familiar words on a daily basis

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(c) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate	To encourage children to use self-regulation strategies to manage their emotions and behaviors. To communicate their feelings, ideas and thoughts with others in an effective and positive way.	The staff is attentive to the children's individual needs and acknowledges their feelings. They treat the children with dignity and respect and view children as capable and curious learners. Establishing a connection with the children is our priority. We spend time throughout the day creating these trusting relationships. The Centre recognizes the importance of having flexible routine/schedule within reasonable means. The staff encourage the children to problem solve independently and offer support as required. This creates a positive self-image and a feeling of competence. We encourage children to use self-regulation strategies to manage their emotions and behaviors. These strategies can vary from child to child depending on their language and social emotional abilities. Staff role model communication using "I don't like it when" statements and breathing techniques. The staff provide children with a safe space to reflect, and encourage children to express their feeling through words and aiding children through conflict resolution skills

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(d) Foster the children's exploration, play and inquiry	To ensure that all the children's developmental needs and interests are incorporated in the program	The staff listen, observe and document the children's interest and abilities and use their documentation to plan learning experiences We are co-learners with the children, encouraging children to explore their inquiries The learning experiences are open ended and foster the children's natural curiosity. They follow the children's interest, and therefore cultivate a desire to engage in the program
(e) Provide child-initiated and adult supported experiences	The children's flow of ideas and interests guide and influence activities and experiences in the staff programming	The staff plan programs based on the children's observed interest and developmental abilities. Our program is truly the children's vision As children's interests evolve, the staff support their shifting interest by changing the program appropriately Our learning environment is rich in materials for independent activities. Children are encouraged to use objects from one area in the room to another, and/or to use materials for different uses such as a spatula used in art, music, or sensory activities to name a few

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(f) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported	To ensure that children's learning and development is supported in a positive environment	The Centre hires qualified staff that is knowledgeable about child development. They complete Individual Portfolios for every child. The Portfolios are reviewed with parents at each developmental milestone, and include Developmental Checklists, goals/observations, and pictures/art work showing progress of each child. The goals for the children are evident in program plan posted in the rooms
(g) Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care	To create a daily experience for children that includes both of indoor and outdoor play, and that incorporates active and quiet time to ensure the well-being of each child.	The children will participate in engaging activities both indoor and outdoor that utilize a range of materials including our natural environment. The learning equipment can be used in a manner that reflects the children's interests, learning style and level of inquiry. Staff engages in play with the children during outdoor play. The Centre requires that parents provide adequate clothing for children to participate in all types of weather. The Centre will also have extra supplies of outdoor clothing on hand.

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(h) Foster the engagement of and ongoing communication with parents about the program and their children	To ensure that everyone feels a sense of belonging. The Centre provides opportunities to ensure that information sharing takes place with families and staff.	At Courtleigh Place we make an effort to communicate with parents about the child's day through daily conversations and postings on our information boards. The staff document information about the children's day daily including meal times and sleep times and their general disposition. Visual Documentation is displayed to provide parents with insight on their child's learning and developmental abilities and progress. We host open house events for the parents as teaching opportunities for families We send out yearly parent surveys in search of feedback on our environment and performance. Courtleigh Place Newsletters are sent to parents quarterly with information about upcoming events and information. Courtleigh Place is very proud of our Community Workshops. Workshops are offered to parents three times a year. The topics are selected through parent questionnaires and generally focus on parent issues and concerns. Finally, our annual summer BBQ and Holiday Potluck are events our clients and their families have come to look forward to.

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(i) Involve local community partners and allow those partners to support the children, their families and staff	To involve community partners and allow them to support the children, families and staff	Courtleigh place recognizes the importance of being a part of a community. The staff take the children on neighborhood walks often and invite our local librarian and public services workers to the Centre throughout the year. Our Resource Consultant is an important member of our team. Together we provide children and their families with available resources and supports in the community. Music is another important facet at Courtleigh Place; our weekly music teacher enhances our program with song and dance.
(j) Support staff who interact with the children in continuous professional learning	To ensure staff are given opportunities for professional development and growth. To keep staff informed of changing policies and practices for the well-being of the children	Courtleigh Place employs registered Early Childhood Educators and qualified assistants. All our staff have a successful police reference check including vulnerable sector screening and are trained in First aid and CPR. The staff are provided opportunities to attend professional development training at the Centre's expense. We also support staff in continuing their education through the Apprenticeship program or by taking courses to upgrade their skills and knowledge. Many of our staff have been with us since we opened in 1998.

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(k) Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families	To review and document the success of the strategies on the children and their families.	The Centre documents observations of the successes of our approaches through daily observations of the children's behaviors. Our parent surveys directly speak to the 11 strategies in HDLH. Incident and accidents reports are reviewed monthly with staff

Implementation Policy

As educators who deliver high-quality early years programs, we are committed to continuous learning and improvement of our program which is consistent with the Ministry of Education's policy statement on programming and pedagogy. Courtleigh Place will ensure that these goals are achieved by management policies and practices that embrace our Program Statement.

1. All new staff on hiring, and all existing staff (annually) will acknowledge and review:
 - a. This program statement document
 - b. All relevant and attached guidelines
2. All staff will have a thorough understanding of the goals and approaches outlined in Courtleigh Place's Program Statement, and that these are consistently implemented in their rooms through activities such as:
 - a. Room meetings
 - b. Professional Learning Sessions
 - c. Providing ongoing pedagogical training and support
3. The Director shall ensure that the approaches set out in the Program Statement are implemented in the daily operations of Courtleigh Place
4. The date of each review will be recorded, maintained and signed by each person who conducted or participated in the review. Records will be kept on file for a minimum of three years from the date of the review.

5. Parent survey will be conducted annually to assess performance against the 11 key requirements
6. Internal Rating (AQI) for each Plan of Action will be conducted annually for each program
7. The Centre will have monthly staff meeting and include in the agenda our performance against Our Program Statement and plan for improvement for next month.
8. Share performance outcomes and goals with our Owner and document and incorporate her feedback
9. Each monthly staff meeting will, on a rotation basis, include on the agenda, one of the 11 key strategies to create the conditions promoted by the HDLH document. Staff will discuss and reflect on current practices, and any opportunities for improvement will be captured.
10. The Director will meet with each team to establish a clear understanding of the program statement, to support staff in their delivery of the Program Statement and to aid the staff in self-reflection, during monthly room meetings. The Director will view each staff 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 Director or Supervisor will use all observations, interactions and conversations to monitor all staff.
11. Budget a professional development investment for each staff and align the professional development with the program statement needs
12. The annual employee performance review will include a self-assessment of the 11 key strategies to create the conditions promoted by the HDLH document. Staff will explain the self-assessment with an example of each and identify goals for improvement for the next year.

In the event that the Director or Supervisor observes or is made aware of any practice that is not supported, they will address the issue with the staff member according to the strategies outlined in the Monitoring Compliance and Contravention Policy that is outlined in the CPCC Policies and Procedures Binder.

Additionally, all Early Childhood Educators have made a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators Code of Ethics and Standards of practice. All Early Childhood Educators hold themselves accountable, and will use the Code of Ethics, the Standards of practice and the CCEYA to guide their decisions and practice.

Record of Review

According to the CCEYA under Ontario Regulation 137/15: This document has been reviewed and approved on behalf of the
 6.1(2) - Every licensee shall review the policies, procedures and individualized plans at least annually and ensure they are current
 6.1(6) - Every licensee shall ensure that a record is kept with the date of each review... and that

Owner/Operator of Courtleigh Place Child Care Centre

