

**Instructions and Tips for Creating Compliant Policies and Procedures:
Program Statement Implementation Policy
(O. Reg. 137/15, s. 49)**



Mandatory Information

The following information **must be included** in your program statement implementation policies and procedures to comply with requirements under the *Child Care and Early Years Act, 2014* (CCEYA) and O. Reg. 137/15:

- Expectations for how staff and volunteers are to implement the approaches specified by the program statement
- The prohibited practices that are set out in Section 48 of O. Reg. 137/15
- The measures that the licensee will use to deal with contraventions of the policies and procedures and with the commission of a prohibited practice

Other Considerations

The following are some tips and other considerations for developing your child care centre and/or home child care agency's program statement implementation policies and procedures. These tips are not mandatory, but they will support the development of more comprehensive and high-quality policies and procedures:

General

- Set out the purpose of the policy and any definitions for terms used throughout your document.
- Include a space to put the date that the policy was last developed and/or updated.
- Break down your procedures (i.e., expectations for staff and volunteers to achieve the program statement, to avoid committing a prohibited practice and measures for dealing with the commission of a prohibited practice) into a step-by-step process that is easy to understand and follow, where possible.
- Link this policy to other policies and procedures that have been established and implemented (e.g., program statement, process for monitoring compliance and contraventions, serious occurrences, etc.) and/or incorporating the expectations within each policy and procedure.

Consultation and Resources

- Incorporate resources that will support the implementation of the program statement (e.g., [How Does Learning Happen](#); [Think, Feel, Act: Lessons from research about young children](#), etc.).

Processes and Expectations to Include

- Be clear about the intent of your policies and procedures and what you are trying to achieve through their implementation.
- Set out whether your policies and procedures will apply to placement students.
- Clearly identify the expectations for staff, home child care providers, and others who interact with children and families as to how the approaches set out in the program statement are to be implemented when working with children and families in the program, for example:
 - What does the approach look like, or sound like? If the program has identified “responsive relationships” as an approach, some expectations may include “using positive language with children”, “actively listening and responding to children’s communication”, etc.
- Describe positive ways in which staff and volunteers can support children’s social-emotional development (e.g., responding to array of emotions, tone and selection of words, etc.).
- Describe the supports available that will ensure the expectations set out in the policies and procedures are being implemented, and how the supports will be used (e.g., team meetings, peer coaching, mentoring, regular professional learning sessions, etc.).
- Describe how your policies and procedures link to the four foundations of the *How Does Learning Happen?* framework.
- Set out unacceptable actions or practices that would contravene the program statement and prohibited practices (e.g., using harsh voice tones, using “time outs”, etc.).
- Include information about duties to report suspected abuse or neglect to the local Children’s Aid Society and possible professional misconduct to the College of Early Childhood Educators, College of Teachers, and/or College of Social Workers and Social Service Workers, as applicable.