



**Umbrella Family and
Child Centres of Hamilton**

2.3 SETTING UP THE ENVIRONMENT POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	2- Engagement
POLICY	2.3 Setting Up the Environment Policy
LAST REVISED	June 19, 2024

RATIONALE

The children's environment, which is recognized as the third teacher, is enriched with a rich variety of materials designed to interest children and provoke inquiry. Many learning environments are shared with HWDSB programs so collaboration is encouraged to ensure that learning environments are engaging, safe, and well-equipped.

RESPONSIBILITY

All staff.

PROCEDURE

1. UFCC Staff will check classrooms daily to ensure that all learning areas are set up and that there are sufficient materials available to the children. The set up should invite children to engage in exploration while also providing safe and cozy places for children to take time away from the group.
2. Children and families will be encouraged to customize the environment by bringing in small items such as cuddly toys.
3. The UFCC Protocols and EDIB Classroom Checklist will be used as a guideline for environmental set-up and may be used to support goal-setting and reflective practice.
4. Health and safety issues or deficiencies will be addressed immediately. Supervisor will be informed of any issues.
5. Staff add representation of children, staff and families in the environment.
6. Staff add diversity, equity and inclusion sections talking about cultural/social representation and acknowledgment.
7. Staff will keep a running list of supplies and equipment that need to be added or replaced.

Policy Attachments: UFCC Protocols, EDIB Classroom Checklist