



**Umbrella Family and
Child Centres of Hamilton**

2.6 PEDAGOGICAL DOCUMENTATION POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	2- Engagement
POLICY	2.6 Pedagogical Documentation Policy
LAST REVISED	June 19, 2024

RATIONALE

UFCC's approach views staff and children as co-learners. Staff record children's thinking and learning through photographs, written observations and displays of work. This process of pedagogical documentation values children's experiences and engages families.

The Child Care and Early Years Act, 2014 sets out pedagogical documentation expectations for licensed child care programs as part of the Program Statement.

RESPONSIBILITY

All staff.

PROCEDURE

Observations/Data Gathering

Educators are expected to collect observations each day to be used for planning and designing child centered curriculum.

This process can include, but are not limited to:

- Drawings or attempts of writing;
- Children's constructions;
- Video and/or audio recordings;
- Samples of children's languages;
- Photos; and /or; videos
- Learning Stories based on the child's interest, their level of development and communication; and,
- Children's conversations or interactions.

Family Communication App Posts

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.



Each classroom will be responsible for publishing 2 posts per week, updating to parents and guardians about their child's learning experience

Examples of posts can include, but are not limited to:

- Videos of children (with or without explanation of the events videotaped);
- Pictures of children (explaining the content and significance of the events pictured or without words);
- Pictures or videos of the provided learning environments (Ex. Picture of provided cozy corner);
- Pictures of provocations soon to be offered with a thought-provoking question to the families;
- Materials being offered (Ex: book being read)

Responsive Programming Time

Each educator responsible for a group of children will have two scheduled blocks of time of 45 minutes, (totaling 1.5 hours) per week as curriculum planning time. This can be taken as two 45 minute blocks, or one 90 minute block.

This time can be used for, but is not limited to:

- Making environmental and material additions and adaptations, that are responsive to the observed interests and skill development of the children to encourage new play and learning possibilities;
- Supporting family engagement, by communicating via the Family Communication App;
- Research based on the observed interests and developmental milestones of the children;
- Updating Individual Support Plans, when needed;
- Completion of at least one piece of Pedagogical Documentation per week, separate from those on the Family Communication App; and,
- Publish 2 family communication posts per week, per classroom, as indicated above, including a welcome post on any child's first day.

Policy Attachments: N/A