



**Umbrella Family and
Child Centres of Hamilton**

3.7 PROGRAM STATEMENT IMPLEMENTATION POLICY

MANUAL	Staff Related Policy Manual
SECTION	3- Ministry of Education Policies
POLICY	3.7 Program Statement Implementation Policy
LAST REVISED	June 21, 2024

RATIONALE

As per the Child Care and Early Years Act, 2014, every child care program must have a Program Statement and a Program Statement Implementation Plan that is consistent with the Minister of Education's policy statement.

RESPONSIBILITY

All staff, volunteers and students on placement.

PROCEDURE

The Child Care and Early Years Act, 2014 lists the following prohibited practices that may not be used in any UFCC program:

- Corporal punishment of a child;
- Physical restraint of a child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre or program for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- Inflicting any bodily harm on children including making children eat or drink against their will.

Implementation Plan

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



The UFCC Program Statement is available to staff, students, volunteers, parents, community partners and the public on the UFCC website. Paper copies are available in all UFCC program locations.

The UFCC Program Statement and supporting policies and procedures are reviewed with all staff, students and volunteers upon hiring, prior to their interacting with children, annually, following any revisions to the document and after any observed issues of non-compliance.

Staff, students and volunteers sign to indicate they have reviewed the Program Statement and supporting policies and procedures upon hiring, prior to their interacting with children, annually, following any revisions to the document and after any observed issues of non-compliance.

The Program Statement as well as supporting policies and procedures are periodically discussed by staff groups at team meetings and staff meetings.

This policy, as well as the Behaviour Guidance and Prohibited Practices Policy will be reviewed at least annually to ensure they are current.

This policy as well as the Behaviour Guidance and Prohibited Practices Policy will be reviewed with employees, students and volunteers before they begin their employment, educational placement or volunteering; and annually thereafter and any other time when changes are made.

Records of employee reviews of this policy as well as the *Behaviour Guidance and Prohibited Practice Policy* will be kept for 3 years by the Supervisor.

Review and Revision

The UFCC Program Statement is reviewed annually and in response to changes in legislation or internal UFCC policies and procedures. Revisions are communicated to staff, students and volunteers and signed off on as detailed in the Program Statement Implementation Plan above.

Monitoring

UFCC Program and Area Supervisors, as well as Program Managers, regularly monitor programs to ensure that the UFCC Program Statement supporting policies and procedures are being implemented in all UFCC locations per Policy 2.2 *Monitoring and Compliance Observation Policy*.

Both compliance with and contraventions of the Program Statement are recorded.

Non-Compliance



Incidents of non-compliance with the UFCC Program Statement will prompt a process of coaching and mentoring to ensure that individual staff, students and volunteers understand the expectations outlined in these documents. Individuals may be asked to sign off on specific documents again and additional monitoring will be employed to ensure expectations are being met. This process may also involve the staff being referred for specific training.

Incidents of Prohibited Practices will be addressed as outlined in the UFCC Progressive Discipline Policy.

Policy Attachments: Program Statement