



Program Statement Implementation Policy

Date Policy and Procedures Established: September 1, 2025

Date Policy and Procedures Updated: -

Prior to the starting employment at CedarBrook Montessori School, all staff members must thoroughly review every Policy and Procedures that is provided and complete the following requirements:

- Read and understand the Parent Handbook and review every September
- Read and understand the Policies and Procedure Binder and review every September
- Read 'How Does Learning Happen?' and review every September
- Read and understand "Staff Expectations" and review every September
- Read and understand the Prohibited Practices listed at the bottom of this page
- Review and comply with AQI Guidelines (Durham Region)
- Maintain a transparent relationship with all parents
- Escalate any questions, concerns or complaints
- Attend the Mandatory Meeting that occurs at the end of August every year
- Attend all Monthly Staff Meetings that occur every month
- Attend Both Professional Development Training Day by attending an ECE Conference, Workshop or visiting any other local childcare centre for observatory purposes. The Management will reimburse 50% of the cost of any conference or workshop up to a maximum of \$200.00

Upon completing all the listed requirements, sign off on the Policy to provide acknowledgement.

In the event a staff member fails to comply with any policies and procedures, necessary means will be taken by the Management to act and to see how it can either be improved or eliminated.

Prohibited Practices

The following actions constitute prohibited practices at CedarBrook Montessori School

- (a) Corporal punishment of the child;
- (b) physical restraint of the 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 himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre 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;
- (d) 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 his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or



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(f) inflicting any bodily harm on children including making children eat or drink against their will

The performance of a prohibited practice, as specified above, will justify immediate for- cause termination of employment of the staff member.

Staff members will sign off on this policy and confirm that these practices are not allowed and do not occur in the program.

In the event where a staff member is reported of any of the prohibited practices, it will immediately be reported and result in immediate termination of the staff member.

