

Quality Enhancement Plan					
STANDARD	1: Respectful relationships between children, staff, families and community exist to support positive outcomes for children.				
CRITERIA • Indicator	Quality Work Plan What We Need To Do And Who Is Responsible	Expected Completion Date	Actual Completion Date	Carry Over <input checked="" type="checkbox"/>	Where Is The Evidence?
1.1: Relationships between staff and children are supportive and respectful. • Interactions are positive • Staff are engaged with children • Staff seek children's input	Short Term Goals (Prior to the site visit) Review and update Staff Handbook (JN) Review Communication Policy – feeling vocabulary(JB) Create observation Policy & Procedure (JN, SN) Created Classroom management Adult Role (JB, SS) Create child's input activity calendar. i.e. art, clubs, active play. Changed monthly JB SS	Sept. 30, 13	Oct. 6, 2013	<input type="checkbox"/>	Policies binder and staff room. Staff handbook Staff handbook Observation binder in each room Posted on wall. Filed with planning in room binders
		Sept. 30, 13	Oct. 4, 2013		
		Sept. 30, 13	Sept. 27, 13		
		Sept. 30, 2013	Sept. 30, 13		
		Sept. 30, 2013	Sept. 19, 13		
	Intermediate Goals (Year 1 & 2) Parent education, newsletter, handbook and posters (SS) Build. Feeling Vocabulary JB	Sept. 1, 2014	Sept. 2014	<input type="checkbox"/>	Each classroom
		Sept. 1, 2014	Sept. 2014		Each classroom

NAME OF PROGRAM Varsity Out of School Program

	Long Term Goals (Prior to Re-accreditation)	Sept. 1, 2015	Dec. 1, 2015	□	Accred binder
	Review Play Policy (SS JN) Children showcase their interests and extracurricular activities CS	Sept. 1, 2015	Sept. 1, 2015		Parent board and file folder

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1.2: Positive peer relations are encouraged. • Children work cooperatively • Staff support children’s feelings • Staff assist with conflict resolution	Short Term Goals (Prior to the site visit) Feature on staff board policies and procedures to highlight (JN) Review Junior leadership roles and responsibilities (SS) Review Child Guidance policy (JN)	Aug. 27 , 2013 July. 30, 2013 Aug.28 , 2013	Oct. 1, 2013 Sept. 1, 2013 Aug. 29, 13	<input type="checkbox"/>	Staff board Classroom two Parent and staff handbook Staff files
	Intermediate Goals (Year 1 & 2) Review conflict resolution procedures (SH) (JB) Create Functional Assessment of the behaviors, observations, children’s feelings (SH JB) (Anecdotal observations)	Sept. 30, 2014 Sept. 30, 2014	Nov. 1, 2014 Sept. 30, 2014	<input type="checkbox"/>	Accreditation binder Observation binders and filing cabinet
	Long Term Goals (Prior to Re-accreditation) Create Developmentally appropriate practice (DAP) Ensure rules and regulations are age and ability appropriate (JN SS) Conflict resolution (tucker the turtle program) (RH)	Sept. 30, 2015 Sept. 30, 2015 Sept. 30, 15	Nov. 1, 2015 Sept. 30, 15 Sept. 30, 15	<input type="checkbox"/>	DAP binder Posted in room Tucker the turtle binder

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1.3: The program recognizes that families are the primary influence in their children’s lives and works in partnership with them. • Response to diversity • Orientation • Families participate	Short Term Goals (Prior to the site visit) Participate in Community Events: Christmas Craft show(SS) Participate Community Gardens, fire victim bake sale. SS Review confidentiality Policy and ensure families are informed (JN) Create Cultural questionnaire – RH	Nov. 14, 2013	Nov. 14, 13	<input type="checkbox"/>	Standard one file box Standard one file box Parent handbook Parent handbook
		Oct. 15, 2013	July 16, 13		
		Oct. 15, 2013	Sept. 1, 13		
		Oct. 15, 2013	Oct. 3, 2013		
	Intermediate Goals (Year 1 & 2) Encourage Training on communication style. How to talk to a parent and child. (SS) Expand on cultural questionnaire and then provide cultural opportunities. (RH) Work with program coordinator of community center Activities. (SH)	Nov. 2014	Nov. 2014	<input type="checkbox"/>	Accreditation binder all
		Nov. 2014	Nov. 2014		
		Sept. 2014	Sept. 2014		
	Long Term Goals (Prior to Re-accreditation) Explore inclusive language (JN) Orientation/Tour	Sept. 2015	Nov. 15, 2015	<input type="checkbox"/>	Accred binder. Room binders Accred binder
		Sept 2015	Sept. 1, 15		

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1.4: The program seeks working relationships with schools and other organizations and services within the community. • Partnerships with schools • Partnerships with community agencies • Involvement with community events, projects, activities	Short Term Goals (Prior to the site visit) Update job descriptions (JN) (SH) Continue to provide calendar, newsletters. Review policy with school relations(minutes to parent meeting) (SH) Book of family resources updated (SH) (RH) Assign staff member to oversee school newsletters and pull pertinent info. Share information. (JB)	Sept. 30, 2013 Sept. 15, 2013 Oct. 15, 2013 Sept. 30, 2013	Sept. 25, 13 Sept. 18, 13 Sept. 30, 13 Sept. 26, 2013	<input checked="" type="checkbox"/> <input type="checkbox"/>	Staff files School news board Front entrance School news board Communication book, day book
	Intermediate Goals (Year 1 & 2) Assign staff member to find opportunities to partnership with community agencies (SH) Review memberships of professional organizations (JN) Compile a list of who we have memberships with. (JN)	Apr. 2014 June 2014 June 2014	Sept. 2014 Sept. 2014 Sept. 2014	<input type="checkbox"/> <input type="checkbox"/>	Accred binder Memberships binder Membership binder

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	<p>Long Term Goals (Prior to Re-accreditation)</p> <p>Bring outside agencies in. (JN) Research what communities our children are from and bring information into our center. SH Advertise summer programs into schools (SH)</p>	<p>Apr. 2015 Apr. 2015 Apr. 2015</p>	<p>Dec. 1,15 Nov. 1, 2015 April 2015</p>	<p><input type="checkbox"/></p>	<p>Accred binder Accred binder Summer file</p>
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Quality Enhancement Plan					
STANDARD	2: Programming demonstrates a framework for activities by accommodating both planned and spontaneous experiences.				
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2.1: Program planning complements the child's school and extra-curricular experiences. • Access to resources • Input from children • Off-site excursions • Transitions • Discussions	Short Term Goals (Prior to the site visit) Create a play policy (adult/child role) JN, SS, JB, Activity calendar in classroom (JB, SS) Review offsite questionnaire and administer to children (SH) Create transition policy (JN)	Oct. 1, 2013 Sept. 15, 2013 Sept. 30, 2013 Sept. 30, 2013	Oct. 1, 13 Sept. 19, 2013 Sept. 25, 13 Oct. 1, 13	<input checked="" type="checkbox"/> <input type="checkbox"/>	Staff/parent handbook All classroom Standard one file Staff/parent Handbook
	Intermediate Goals (Year 1 & 2) Review paid programming/ staff paid meeting (JN) Review and record process to document children's interests and request (JB, SS) i.e. discussion sheet Review transition policy (JN)	Sept. 2014 Sept. 2014 Sept. 2014	Sept. 2014 Sept. 2014 Sept. 2014	<input type="checkbox"/>	File box in room and filing Room binders Accred binder
	Long Term Goals (Prior to Re-accreditation) Create a schedule for monthly team planning. Paid planning JN Create Developmentally appropriate practice policy ss	Sept. 2015 Sept. 15	Sept. 2015 Dec. 1, 2015	<input type="checkbox"/>	Accred binder and on grey cupboard Accred binder. Parent handbook

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2.2: Children are involved in the decision-making process to increase confidence and social competencies. • Children participate in programming	Short Term Goals (Prior to the site visit) Children review room rules(RH,JB,SH,SL) Games Club – have children create and administer book of games and rules (All Staff) SH oversee	Sept. 30, 13 Oct. 30, 13	Sept. 23, 13 Oct. 3, 13	<input type="checkbox"/>	In classrooms
	Intermediate Goals (Year 1 & 2) Staff will encourage children to discuss their interest and programming ideas. Shall be done with planning, discussions and posted for children to fill in calendars, meetings. Don, Jen, Sara, Rhonda Explore (Regio) principles SS	Sept. 2014 Sept. 2014	Nov. 1, 2014 Sept. 2014	<input type="checkbox"/>	Room planning binder and filing Accred binder
	Long Term Goals (Prior to Re-accreditation) Encourage children having more control over craft supplies.SH Review our observation strategies and critique any necessary issues in the system. JB Attend professional development re: observation strategies JN	Sept. 2015 Sept. 2015 Sept. 2015	Sept. 2015 Sept. 2015 May 2, 15	<input type="checkbox"/>	Accred binder Observation binders Professional day binder

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STANDARD	3: Activities are offered in an inclusive environment through opportunities and choices.				
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3.1: A range of activities, including recreational activities, are offered to children in a safe, supportive environment. • New activities • Recreation and well-being	Short Term Goals (Prior to the site visit) Have the children create display of showing their talents and interests. SL JB SS Ensure through observations that activities are developmentally appropriately programmed to meet children’s developmental milestones. SS JN SH	Oct. 30, 13 Oct. 30, 2013	Sept. 27, 13 Oct. 1, 2013	<input checked="" type="checkbox"/> <input type="checkbox"/>	All classrooms
	Intermediate Goals (Year 1 & 2) Re: Child of the week – set up binder for children to review and enjoy. JB	Oct. 2014	Nov. 2014	<input type="checkbox"/>	Featuring children binder
	Long Term Goals (Prior to Re-accreditation) Participate in – Operation Christmas Child	Sept. 2015	Nov. 2015	<input type="checkbox"/>	Accred binder

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3.2: Staff provide resources and materials to support awareness and understanding of the diversity of children's needs, abilities, backgrounds and interests. • Inclusive materials • Celebrate cultures • Celebrate individuality	Short Term Goals (Prior to the site visit) Assign staff to be in charge of alerting us to multicultural events (RH) Create a Cultural Questionnaire to all the students (RH)	Oct. 1, 2013 Oct. 1, 13	Oct. 3, 12 Oct. 4, 13	<input type="checkbox"/>	Staff board Standard three file
	Intermediate Goals (Year 1 & 2) Feature different multicultural facets. Each room will be responsible for a particular area i.e. food, clothing, games, research. Don RH JB SL(room leaders)	Sept. 2014	Sept. 2014	<input type="checkbox"/>	Professional Day planning binder
	Long Term Goals (Prior to Re-accreditation) Organize a Multicultural pot luck open house SH JN Invite children and families to bring their multiculturalism to our event.	Oct. 2015	Nov. 2014	<input type="checkbox"/>	Accred binder

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STANDARD	4: The physical environment provides children with opportunities to explore new interests and physical activities in a safe, supportive setting.				
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4.1: The indoor environment is arranged to facilitate various types of activities, levels of activity and levels of interactions. • Indoor space • Portable materials • Media play • Variety of play areas	Short Term Goals (Prior to the site visit) Create Play clothes rotation/cleaning system (SS) Create Games library rotation system (SS) Reviewing prop box and update list for binder (JB)	Oct. 15 2013 Oct. 15, 2013 Oct. 15, 2013	Oct. 1, 2013 Sept. 30, 13 Sept. 30, 13	<input type="checkbox"/>	In office wall Back storage room on door Prop box binder in grey cupboard
	Intermediate Goals (Year 1 & 2) Create more opportunities to bring the outside in our building to the children SS SH JN Create a New toys binder (SH)	Oct. 2014 Oct. 2014	Sept. 2014 Sept. 2014	<input type="checkbox"/>	Planning binder Toy binder
	Long Term Goals (Prior to Re-accreditation) Create Play room assessment tool and implement into all rooms (PAT) SS	Sept. 2015	Dec. 2015	<input type="checkbox"/>	Accred binder and room binders

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STANDARD	4: The physical environment provides children with opportunities to explore new interests and physical activities in a safe, supportive setting.				
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4.2: The outdoor environment provides for a range of physical abilities. • Outdoor play • Recreational equipment	<small>Short Term Goals (Prior to the site visit)</small> New game/activity of the week. How to use our outside area differently. (SS) SL	Oct. 15, 2013	Oct. 3, 13	<input type="checkbox"/>	Staff board/games book
	<small>Intermediate Goals (Year 1 & 2)</small> Develop outdoor prop boxes. SS SH JB	Oct. 1, 14	Oct. 1, 2014	<input type="checkbox"/>	Prop box room
	<small>Long Term Goals (Prior to Re-accreditation)</small> Guest speaker to motivate/inspire/teach the children	Nov. 1, 15	Dec. 1, 2015	<input type="checkbox"/>	Accred binder

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STANDARD	5: The administrative structure supports quality program delivery.				
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5.1: There is regular sharing of information among administration, staff, families, schools and applicable community organizations. • Exchange of information • Information is recorded	Short Term Goals (Prior to the site visit) Update meeting log SH Review communication procedure JB Review communication documents JN SH JB Review the staff board for its effectiveness JB JN	Oct 2013 Oct. 2013 Oct. 2013 Oct. 2013	Oct. 15, 13 Oct. 15, 13 Oct. 15, 13 Oct. 13	<input type="checkbox"/>	Meeting log book Staff/parent handbook/file box Staff board
	Intermediate Goals (Year 1 & 2) Post newsletters, announcements, events on line and send to parents JN Reminders and special request on line JN	Oct. 2014 Oct. 2014	Nov. 14 Dec. 1, 14	<input type="checkbox"/>	Accred binder E-mail folder Accred binder
	Long Term Goals (Prior to Re-accreditation) Upgrade the website to be more effective and user friendly JN GM Binder of all newsletters, general communication available to the parents and keep current SH	Oct. 2015 Oct. 2015	Oct. 2015 Oct. 2015	<input type="checkbox"/>	Accred binder Folder in Accred file

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5.2: Policies and procedures are appropriate for the size of the program and are reviewed as the structure changes. • Best practice • Reflect diversity • Everyday practice	Short Term Goals (Prior to the site visit) Review policies and procedures by staff and updated parent handbook	Oct. 2013	Oct. 6, 13	<input type="checkbox"/>	Document Policy binder
	Intermediate Goals (Year 1 & 2) Stakeholders review policies procedures and update. (JN) Review orientation process (JN)	October 2014 Aug. 14	Nov. 1, 2014 Aug. 2014	<input type="checkbox"/>	Accred binder and e-mails folder from parents Accred binder
	Long Term Goals (Prior to Re-accreditation) Information package for staff on "Occupational standard for Early Childhood Educators (JN RH)	Oct. 15	Dec. 1, 2015	<input type="checkbox"/>	Accred binder and staff package binder

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5.3: The program has well-defined management practices that support staff. • Job descriptions • Qualifications • Professional development • Performance reviews	Short Term Goals (Prior to the site visit) Review/implement staff job descriptions. Distribute and have read, signed and filed JN Maintain regular yearly performance reviews with staff. Meet with them on an individual basis to touch base. I.e. job satisfaction, professional development, self-evaluation JN SH	Oct. 1, 2013	Oct. 1, 13	<input type="checkbox"/>	Staff files and document and policy binder Staff files
	Intermediate Goals (Year 1 & 2) Review professional developing staff attend and share in meeting. (JN)	Oct. 2014	Oct. 2014		
	Long Term Goals (Prior to Re-accreditation) Bring in a speaker for our parents. CM SM	Nov. 2014	Dec. 2, 2015	<input type="checkbox"/>	Accred Binder

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5.4: The program uses a clear process to review policies, set goals and develop and implement action plans. • Regular evaluations • QEP • Action plans	Short Term Goals (Prior to the site visit) Staff review QEP and all have input in creating JN	Oct. 15, 13	Oct. 1, 13	<input type="checkbox"/>	Staff minutes.
	Intermediate Goals (Year 1 & 2) Parent review our QEP (JN) Review orientation procedure with parent input (JN)	Sept. 14 June 14	Nov. 2014 Nov. 2014	<input type="checkbox"/>	Accred binder Accred binder
	Long Term Goals (Prior to Re-accreditation) Post online QEP on website and bulletin board (JN)	Oct. 15	Dec. 2015	<input type="checkbox"/>	Parent Bulletin board