

# Program Delivery and Implementation Policy

High-quality early learning programming is at the core of our service. To ensure consistency and excellence across classrooms, all educators are expected to plan, deliver, and document learning activities in accordance with our educational philosophy and posted Calendar of Activities (available on the website).

## Lesson Plan Requirements

Each weekly room set up must include:

1. Daily Art Activity: Activity name, materials, and a brief description.
2. Science Activity (*Once a week, aligned with the monthly theme*): Activity name, materials, and a brief description.
3. Circle Time Plan:
  - o Specific names of books, fingerplays, songs, felt stories, and gross motor games for the week.
  - o Core songs (e.g., Hello, Goodbye, Calendar, Alphabet, Numbers, and Shapes) are to remain consistent to support routine.
  - o Each teacher should personalize their teaching with unique “signature” songs to avoid repetition across the team. Lyrics must be included in the lesson plan.
4. Learning Centre Setups
  - o Dramatic play, block area, free art, sensory tables, musical/physical play, worksheets (for 3-5 years), and tabletop activities.
  - o Clearly state what will be used, what will be taught, and any media involved (e.g., photos, CD/MP3 use).
5. Transition Activities. Include transition songs (with lyrics) and routines for:
  - Free play to structured time
  - Mealtimes
  - Diapering and toileting
  - Outdoor play
  - Line-up and nap time

These songs must be consistent throughout all staff in the facility/room. If a new song is introduced, it should be added to the lesson plan and introduced gradually.

6. Nap Story Books: Provide a weekly selection of books for story time before naps.

## Implementation Responsibility

One ECE/IT per room will be assigned each week to prepare and implement the lesson plan. In the assigned teacher’s absence, the secondary ECE/IT in the room will carry out the plan.

ECEAs and RAs are expected to support breaks, provide 1:1 care, assist with cleaning and actively participate in teaching through singing and leading transitions with the team.

All staff are expected to adhere to this policy to ensure quality, consistency, and continuity in our early childhood program delivery.