



Performance Management Policy

Performance Management

Though team dynamic has always been and will always be the priority, at the end of the day, we are all here to do a job and that job is of the utmost importance. We have children, families, and co-workers that depend on us to show up and do our best. To ensure clear and consistent boundaries, this policy will outline the expectations and responses for managing performance concerns and/or issues.

Termination

The following practices are unacceptable and will result in immediate termination:

- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation, emotional deprivation physical abuse is any form of child discipline that employs the non-accidental application of force or an agent to a child's body. It can include striking (directly or with an object), shaking, pushing, grabbing, shoving, slapping, spanking, choking, stabbing or burning a child (as defined by Licensing).
- Verbal or physical degradation may include any harsh, belittling, or threatening or degrading response by any adult (parent, staff member, volunteer) which humiliates or undermines a child's self-respect. It may also include inappropriate exposure to sexual contact, activity or behavior; force-feeding; exposure to profanity; or exposure to violence between parents or staff members, including volunteers or other adults (as defined by Licensing).
- Mental or emotional degradation may include withholding appropriate affection, comfort, or cognitive stimulation to a child (as defined by Licensing).
- Correcting behavior by excessive repetition of movement (i.e. running laps or doing push-ups as punishment).
- Deny or threaten to deny any necessity to a child such as food, shelter or personal liberty (i.e. not allowing a child to use the washroom when needed).
- Use or permit the use of any form of physical restraint, confinement, or isolation.



- Demeaning and/or demoralizing behavior such as humiliation, threats, intimidation, swearing, yelling, sarcasm, discussion of a child or their family.
- Employees under the influence of or in the possession of illegal drugs, or under the influence of marijuana and/or alcohol while performing childcare duties. Employees who are impaired at work.
- Leaving children unattended and/or unsupervised, resulting in a child meeting the 'missing child' guideline.
- The use or possession of inappropriate or pornographic material/websites.
- Smoking cigarettes, vaping and/or chewing tobacco on Ridge Kids Playcare Corp. premises and/or while performing childcare duties and/or within the sight of children and families.
- Posting photos or comments of children or families on Educators' personal social media sites.
- Inappropriate and/or negative relationships with parents.

Termination of the employment relationship is a complex subject with many variables and considerations, all observed and/or reported concerns listed above will be discussed prior to termination decision. Termination is not the preferred method of dealing with the employment relationship. All terminations, including those for just cause, will be conducted with respect for the dignity of the employee and utilizing established best practices. Termination notice periods are consistent with the Alberta Employment Standards Code.



Disciplinary Process

To provide a clear and consistent process that is fair to all employees, there will be a process for handling performance management. Ridge Kids Playcare Corp. utilizes the 'three strike rule' in dealing with performance concerns over a six (6) month period. This process may not be linear, based on the severity of the concern. Any concern that potentially puts a child at risk or in harms way, will be an immediate exception to this process.

Strike One: If a concern is observed or reported, there will be a verbal conversation, to support change and/or education around the concern. This verbal conversation will be followed up in email, to ensure clarity and understanding.

Strike Two: Another concern or the same is observed or reported, there will be a verbal conversation, followed up by a written outline via email.

Strike Three: Another concern or the same is observed or reported, termination will be provided, according to Alberta Employment Standards Codes.

Some of the notable concerns that will be included, but not limited to, in the disciplinary process are:

- Leaving children unattended and/or unsupervised.
- Smoking cigarettes, vaping and/or chewing tobacco on Ridge Kids Playcare Corp. property, within sight of children and/or families.
- Bringing personal drama and/or negativity into the workplace, to the point that it involves or impacts co-workers and/or children and families.
- Regularly late for shifts or returning from breaks.
- Unexcused absences or leaving your shift without appropriate approval and/or coverage.
- Consistently not meeting regularly scheduled shifts.
- Transporting a child from Ridge Kids Playcare Corp. in a personal vehicle during daycare hours.
- Vandalism and/or theft of Ridge Kids Playcare Corp. property.

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- Inappropriate communication with families of Ridge Kids Playcare Corp.
- Failure to communicate incidents to the Director and/or License Holder.
- Withholding information about incidents from the Director and/or License Holder.
- Using your cell phone and/or watch for personal use within ratio.
- Not following policy and procedures, as outlined in Ridge Kids Playcare Corp. policies and Program Plan.
- Not following Alberta Health & Safety Guidelines.
- Contributing to any non-compliance issued by Licensing or Alberta Health Services.
- Not completing planning sheets, as required.
- Not updating Lillio attendance and needing to be reminded more than three (3) times.

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