

Hamilton Early Years Quality Program – System Priority Template Instructions for Template Completion

Getting Started

- The submission date is **April 14, 2022**.
- Engage your teams in reflecting on goals from the previous years and in planning for the year ahead. Engage your team in visioning goals for the year ahead, thinking about your overall vision. As you plan with your teams, introduce them to the Hamilton Early Years Quality Program Guide and discuss its elements, visions, and goals. Consider the eight elements as building blocks for the foundation of a quality program.
- Download the template from the City of Hamilton website
- On the Early Years Systems page, scroll to “Early Years Quality Program” and you’ll see the posted documents. Open the template and download to save as a document on your computer. You may also choose to download the Hamilton Early Years Quality Program Guide.

Completing the Template

- Educator engagement is strongly encouraged. Include educators from all service types, including child care, school age programs, licensed home child care, and EarlyON programs.

Part 1-A

- In this section, you’ll reflect on highlights from the previous year and are asked to develop a pedagogical story of one or more highlights from your quality goals, and to share impact by portraying the experience of the child, family, and/or educator. Multi-service programs are asked to include documentation for each Early Learning and child care program type that is offered. (E.g. Child Care, EarlyON, Licensed Home Child Care, Before and After School Programs)

Part 1-B:

- This section relates to Tools for Life/Self-Regulation and Family Engagement. In 2021, Tools for Life/Self Regulation and Family Engagement continued to be key initiatives for our community. Engage with your team to reflect on its implementation, its impact, and share example(s) of how it has been implemented or adapted for your classroom. Indicate your interests or needs for further training in the year ahead.

Part 1-C:

- In this section, reflect on the professional learning you have undertaken as teams and consider next steps.
- In 2022, as a community, professional learning will continue to focus on deeper engagement of pedagogical documentation, family engagement, Tools for Life, self-regulation, Equity, Diversity & Inclusion (EDI), and responding to ongoing interest in using technology, outdoor and nature-based learning.

- Engage educators from all service types, including child care, school age programs, Licensed Home Child Care, and EarlyON programs to discuss and review the vision that informs quality goal(s) for their program. Reflect on progress towards that vision through the children’s lens, considering play, inquiry, curiosity, and/or well-being.
- Consider what will support you in progressing toward your vision in 2022 (examples: professional learning plans, new materials).

Part 2: There is a page for each of the four system priorities: **Quality, Accessibility, Integration, and Sustainability.**

Select 1-3 goals for each priority. It is acceptable to have the same goal for more than one priority, if you speak to its relevance to the second priority.

Column 1)

- Use the drop-down menu to identify whether the goal is new for 2022 or something that was begun in the previous year and is being continued and expanded upon.

Column 2)

- Hamilton Early Years Quality Program Guide: In this drop-down, you’ll see the eight elements from the quality framework. Refer to the visions and goals and select the element that connects to your goal.

Column 3)

- Write your goal, stating it as the outcome you are aiming for (e.g. “Children will have access to an outdoor classroom”).

Column 4)

- Use the drop-down menu to show a connection to How Does Learning Happen?, its core views, and foundations for learning.
- B. Relevance to your program: Note why you chose this goal for your program. Does it connect to your vision? Does it respond to an on-going challenge? Does it partially support a large or long-term project?

Column 5)

- The last box is where you will list key tasks, timelines, and, as relevant, the person responsible for undertaking the key tasks.

Part 3: Multi-Site Operators

- Provide a description of how the organization will engage all teams in understanding the goals as well as the overall quality process. We encourage operators to engage site supervisors in developing a site-specific work plan for quality goals to guide timely implementation, transfer to practice, and optimize collective impact for the organization.

Communicating with the City

- Send your completed template to ccss@hamilton.ca. Please save and name your files using your program name (e.g. XYZZ ELCC 2020 template.docx).
- *Next steps:* Once templates have been reviewed, visits will be scheduled. Due to the COVID-19 pandemic, in 2022 we will be planning for small group virtual sessions beginning in May 2022. If possible, we will schedule follow-up site visits for later in the year. Additional information will be sent in early April to guide you in preparing for the virtual session.

ASCY Support

- You are encouraged to have discussion with your ASCY Professional Learning Consultant (PLC), as professional learning opportunities or coaching may be key activities you include in your timeline. ASCY PLC's can also be a resource to help you to identify your goals and share samples of documentation.