

Hamilton Early Years Quality Program Instructions for Template Completion

Getting Started

- The submission date is **April 25, 2025**.
- Engage your team in reflecting on goals from the previous year and in planning for the year ahead. Engage your team in envisioning goals for the year ahead, thinking about your overall vision. As you plan with your team, 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.

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 including Child Care, EarlyON, Licensed Home Child Care, and Before and After School Programs.

Part 1-B:

- This section relates to Tools for Life/Self-Regulation Family Engagement and Art Funding. In 2024, Tools for Life/Self Regulation, Family Engagement and Art Experiences 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 a team and consider next steps.
- In 2025, as a community, professional learning will continue to focus on deeper engagement of Equity, Diversity, Inclusion & Belonging (EDIB), Tools for Life / Self-Regulation / Sensory, Outdoor and Nature-Based Learning, Art Experiences, Pedagogical Documentation, Literacy and Family Engagement.
- 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 2025 (examples: professional learning plans, new materials).

Part 2:

- Recognizing the transition to the new CWELCC funding model, please provide an estimate of how much of your CWELCC funding you are planning to allocate towards continuous improvement to ensure a high-quality program.
- There is a page for each of the four 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 2025 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 HEYQP@hamilton.ca. Please save and name your files using your program name (e.g. XYZZ ELCC 2024 template.docx).
- *Next steps:* Once templates have been reviewed, either a virtual or in-person visit will be scheduled. If possible, we will schedule follow-up site visits for later in the year.

ASCY Support

- You are encouraged to have discussions 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.