

# Hamilton Early Years Quality Program Instructions for Template Completion

## Getting Started

- The submission date is **April 24, 2026**.
- 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:

### **\*What's New for 2026**

- Part 1A - Reflecting on your 2025 Quality Journey
- Part 1B – Professional Learning

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 1A**

- 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 1B:**

- In this section, you will indicate what professional learning you have participated in that has helped move your practice forward, as well as future professional learning that will support your practice.

### **Part 2:**

- 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 2026 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](mailto:HEYQP@hamilton.ca).
- *Next steps:* Once templates have been reviewed, either a virtual or in-person visit will be scheduled. Additional visits will be scheduled throughout the year with the Quality Analysts and ASCY Professional Learning Consultants.

## **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.