



**Policy # 01**  
Revision date: October 2018  
July 2019  
September 2022

## **Program Statement Implementation Policy**

### Commitment statement for Program Coordinator

I, \_\_\_\_\_ agree that I have read and understand the Program Statement. I agree to comply with the guidelines and regulations within the Program Statement, and am aware of the following process if I am in non-compliance:

- A first non-compliance will result in receiving a verbal warning. The date of the verbal warning will be recorded in my Human Resources file.
- A second non-compliance will result in receiving a written warning. The written warning will be placed in my Contract.
- A third non-compliance could result in a suspension, with or without wage, or termination of my contract with the Corporation of the Municipality of Whitestone.
- The Municipality of Whitestone CAO/Clerk or designate will monitor my compliance, and understanding of the Program Statement by and not limited to:
  - Minimum bi-weekly observations in the playroom
  - Discussions during monthly Meetings
  - Information from Parent Satisfaction Surveys (if applicable)
  - Discussion during probationary and / or annual Performance Appraisals

Date: \_\_\_\_\_

Program Coordinator (print): \_\_\_\_\_

Program Coordinator (signature): \_\_\_\_\_

Municipality of Whitestone (CAO/Clerk): \_\_\_\_\_