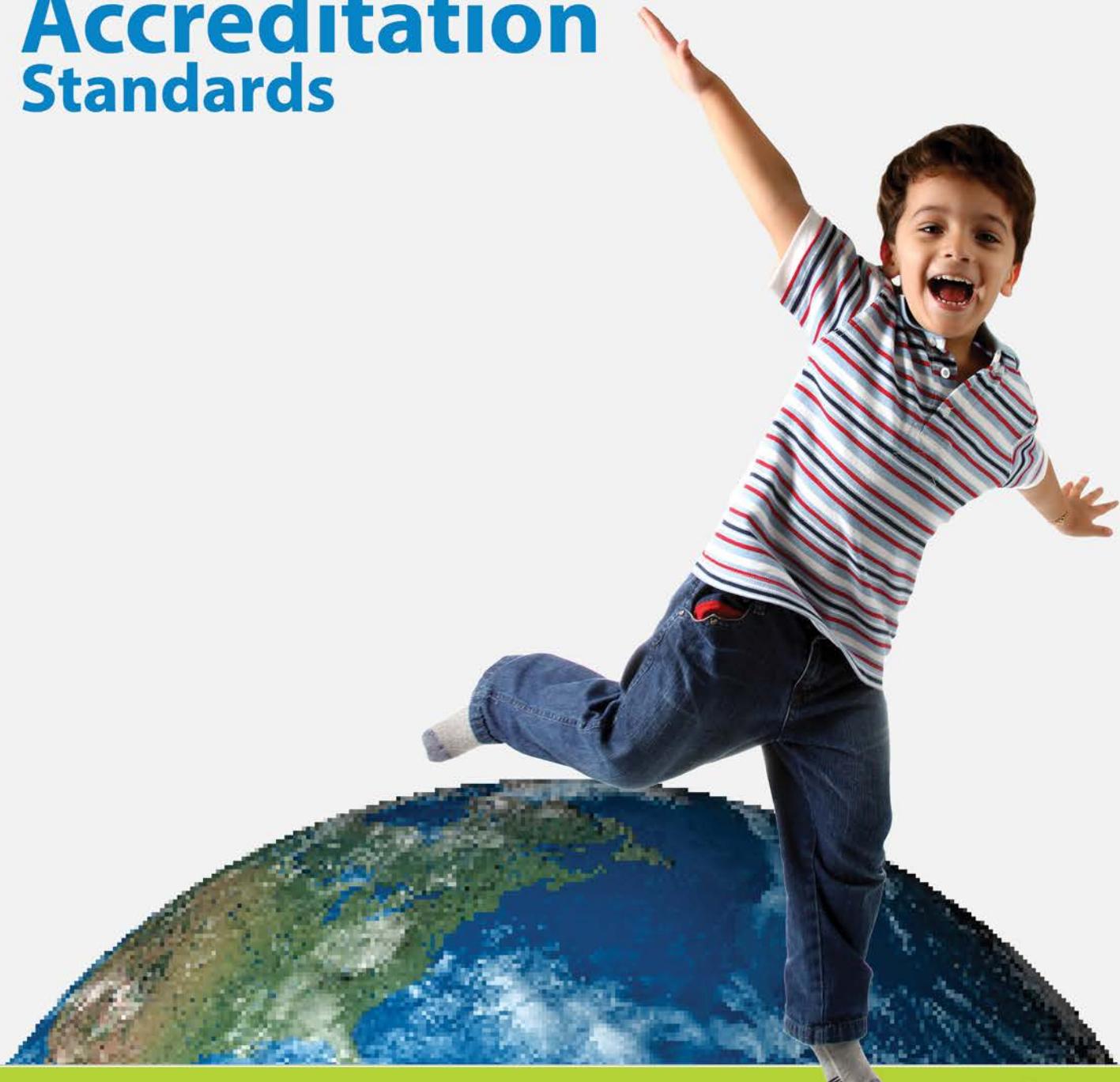


Accreditation Standards





Key:

| | |
|--|-------|
| <i>Teacher Survey, Random Observation</i> | Blue |
| <i>Self-Validation by submission of supporting documentation</i> | Red |
| <i>Random Observation</i> | Green |

1. Teacher & Staff Requirements

1.A Teacher Competency, Assistants and Center Staff Expectations.

| | | | |
|---|--------------|-----------|------|
| 1.A.01 | I,T,L1,L2,L3 | Mandatory | Blue |
| Before working directly with children, teachers are initiated to be familiar with instrumental institution policies, rules and program information. | | | |
| 1 Institution culture, rules, policies and procedures; | | | |
| 2 Health and safety procedures; | | | |
| 3 Comprehension of IPC Code of Ethical Conduct; | | | |
| 4 Curriculum training; | | | |
| 5 Daily routine; | | | |
| 6 Specific needs of children, including information on medical or psychological needs; | | | |
| 7 Local and regulatory requirements; | | | |
| 8 Parent interaction policies; | | | |
| 9 Family authorization for pick-up and drop off procedures; | | | |
| 10 Child abuse and neglect reporting procedures. | | | |
| <i>Note:</i> Ongoing professional development and center training may be required to reinforce these standards. | | | |

| | | | |
|---|--------------|-----------|-------|
| 1.A.02 | I,T,L1,L2,L3 | Mandatory | Green |
| Before working directly with children, teaching assistants, support staff and volunteers shall receive training on program information, including: | | | |
| 1 Institution culture, rules, policies and procedures; | | | |
| 2 Health and safety procedures; | | | |
| 3 Child abuse and neglect reporting procedures; | | | |
| 4 Daily routine; | | | |
| <i>Note:</i> Assistant staff and volunteers should never be authorized to work directly with children unless supervised. Not all volunteers require the above initiation, for instance, where parents volunteer to conduct a bake sale etc. | | | |

| | | | |
|---|--------------|-----------|--|
| 1.A.03 | I,T,L1,L2,L3 | Mandatory | |
| All teachers have a minimum qualification of an associates degree or equivalent. Alternatively, teachers have started the IPC Teacher Training Course within 30 days of teaching and completed the course within 12 months. | | | |
| <p>Note: Under no circumstances will accreditation be issued or maintained for breach of the above standard. An associates degree or equivalent is defined as an award of an university or college program conducted at an accredited institution for a period of at least one academic year if conducted full time.</p> | | | |

| | | | |
|--|--------------|-----------|--|
| 1.A.04 | I,T,L1,L2,L3 | Mandatory | |
| All staff members, including but not limited to administrators, directors, and support staff shall satisfy that they do not have a criminal record by providing clerical evidence such as an official criminal free record or consenting to criminal background verification procedures which shall be finalized prior to the individual initiating. | | | |
| <p>Note: Under no circumstances will accreditation be issued or maintained for breach of the above standard.</p> | | | |

1.B Teacher Observation, Self-Reflection and Self-Valuation

| | | | |
|--|--------------|-----------|--|
| 1.B.01 | I,T,L1,L2,L3 | Mandatory | |
| Teachers shall complete a self-valuation questionnaire at least once a year. Self-reflection and valuation will enable teachers to realize and improve weaknesses and share strengths and knowledge with other teaching faculty. | | | |
| <p>Note: Under no circumstances will accreditation be issued or maintained for breach of the above standard.</p> | | | |

1.C Classroom Environment

| | | | |
|---|--------------|----------|--|
| 1.C.01 | I,T,L1,L2,L3 | Evolving | |
| Owners and managers shall ensure that classroom furniture, resources, toys and teaching aides are consistent with IPC practices and promote an environment that is consistent, predictable, safe and harmonious. | | | |
| <p>Note: See IPC Teacher Training Course: Environments for Early Learners. The IPC provides tailored guidance on classroom layouts for franchised locations. Please contact your relationship manager for further information.</p> | | | |

1.D Discipline & Behavior

| | | |
|---|---|-----------|
| 1.D.01 | I,T,L1,L2,L3 | Mandatory |
| Teachers and teaching assistants shall demonstrate positive discipline enforcement that encourages good behavior and addresses challenging behavior in a rational and predictable manner. Behavior management shall: | | |
| 1 | Be respectful and understanding of the student's emotional needs; | |
| 2 | Under no circumstances involve physical restraint or corporal punishment; | |
| 3 | Communicate and reinforce alternative behavior information and skills; | |
| 4 | Not be negatively focused. | |
| <p>Note: Positive enforcement involves informing the student of acceptable behavior alternatives and attempts to provide the student with an understanding of why the behavior is not acceptable. An example of negative enforcement would include phrases such as "Eat your food!" or "Sit down!"</p> | | |

1.E Classroom & Facility Supervision

| | | |
|---|--------------|-----------|
| 1.E.01 | I,T,L1,L2,L3 | Mandatory |
| Teachers and teaching assistants shall visually and audibly supervise students at all times. | | |
| <p>Note: It is acceptable for staff to lose visual or audible contact with a L1-L3 student for a short period of time, such as on a playground or when using the restroom. Under no circumstances may staff lose visual contact with an infant or toddler at any time.</p> | | |

2. Facility & Business Requirements***2.A Center & Playground Criteria***

| | | |
|---|--|-----------|
| 2.A.01 | I,T,L1,L2,L3 | Mandatory |
| Before being awarded IPC accredited status, the candidate program shall demonstrate that it meets all mandatory center and playground requirements: | | |
| 1 | The site meets all local, state and national standards pertaining to educational establishments for early childhood; | |
| 2 | The site is conducive to health and safety of students, teachers and staff; | |
| 3 | The site is not hampered by any environmental hazards; | |
| 4 | The site has sufficient outdoor space to promote healthy play and motor development; | |
| 5 | The site has at least 15 square feet of indoor space per enrolled student (notwithstanding restrooms, administrative areas or hallways); | |
| 6 | The site is center based and not abridged to or contained within a home. | |

Note: Unless otherwise approved in writing by the IPC, the site shall not be within 100 metres (330 feet) from the following (1) A gas station (2) an industrial site (3) an open sewer. The minimum standards above are not as preferable as the suggested requirements which can be found in Section 7 of the *IPC Franchise Handbook* (ISBN: 978-0-9853468-6-7)

2.B Business Criteria

| | | | |
|--|--------------|---------------------------------------|--|
| 2.B.02 | I,T,L1,L2,L3 | Evolving, Mandatory by September 2013 | |
| Before conducting business as a co-branded IPC school, the candidate shall conduct a trademark search that their brand does not infringe any intellectual property rights. The candidate shall also register a business entity with the relevant authorities and ensure that all required licenses are approved. | | | |
| Note: The minimum standards above are not as preferable as the suggested requirements which can be found in Section 7 of the <i>IPC Franchise Handbook</i> (ISBN: 978-0-9853468-6-7) | | | |

2.C Center Safety

| | | | |
|--|--------------|-----------|--|
| 2.C.01 | I,T,L1,L2,L3 | Mandatory | |
| Before being awarded IPC accredited status, the candidate program shall ensure that all accessible areas are safe and secure including: | | | |
| 1 A fence or walled enclosure at least 4ft in height around the entire playground perimeter; | | | |
| 2 Child proof gates for all access areas into and out of the center; | | | |
| 3 Visitors are verified and signed in at the administrative office; | | | |
| 4 Visitors may not interact with children unless otherwise supervised by a staff member who has satisfied Section 1.A.01 of this document; | | | |
| 5 All staircases are closed at all times except for commute by a child proof gate; | | | |
| 6 All glass doors are marked with child and adult level markings; | | | |
| 7 All swing doors to be fitted with an adjustable delayed timer; | | | |
| 8 All water features, pools, fountains, wells are enclosed by a child proof fence; | | | |
| 9 Adequate fire prevention and at least one fire extinguisher per center. | | | |
| Note: Under no circumstances will accreditation be issued or maintained for breach of the above standard. | | | |

2.D Transportation

| | | | |
|--|---|-----------|--|
| 2.E.01 | I,T,L1,L2,L3 | Mandatory | |
| Centers and staff shall ensure that transport is safe, locally approved if such approval is required, and free from any health and safety hazard. Other criterion include: | | | |
| 1 | A requirement that parents explicitly consent in writing to any request for transportation away from the center for any reason; | | |
| 2 | The driver is responsible for conducting a head count prior to leaving and after arriving at the destination; | | |
| 3 | The driver conducts a thorough inspection of the vehicle upon arrival at the destination, notwithstanding a successfully correlated head count; | | |
| 4 | The driver shall not leave the vehicle unattended at any time; | | |
| 5 | The vehicle shall be adequately ventilated and acclimatized at a constant and comfortable temperature for children; | | |
| 4 | All drivers unless otherwise accompanied by a teacher at all times shall satisfy Section 1.A.04 prior to engagement or employment; | | |
| 5 | With the exception of an emergency exit, all doors and windows should have child restrictions that prevent opening from inside the vehicle while the vehicle is in transit. | | |
| <i>Note:</i> Under no circumstances will accreditation be issued or maintained for breach of the above standard. | | | |