

Central Eglinton Children's Centre Staff Training and Development

Date Policy and Procedures Established: July 5, 2022

Date Policy and Procedures Updated: February 1, 2023, February 23, 2024

Employee training is CECC's responsibility. Employee development is a shared responsibility of CECC's Directors and the individual employee. The responsibility of the directors is to provide the right resources and an environment that supports the growth and development needs of the individual employee. It is the responsibility of the directors to ensure that opportunities for staff development, with input from staff, occur whenever possible. This will be done through regular supervision, special workshops, meetings and through attendance at conferences or events that pertain to the Child Care and Early Learning field.

Orientation Training Requirements

Before commencing employment, all employees will receive an orientation training that requires them to:

- Present to CECC with the following:
 - Diploma, degrees, or certificates,
 - College of ECE Registration,
 - Vulnerable Screen Check or Police Check - must be within 6 months of start date
 - Food Handler's Certification,
 - 1st Aid Certification (if a certificate is out of date for new employees, they must renew within three months of their start date). Staff will be advised that they have a limited time to receive their certificate. Notification will be kept on file.
- Tour and familiarize themselves with CECC's facilities.
- Review and acknowledge CECC's policies and procedures

All employees must be trained on the following before commencing employment or shortly after beginning work, and when changes are made:

- Workplace Health and Safety Regulations and Site-Specific Programme
- Workplace Hazardous Materials Information System (WHMIS) – must complete the test.
- Accessibility for Ontarians with Disabilities Act (AODA) – must check-off training modules.
- Management of Life-Threatening Allergies – children with anaphylaxis
 - Employees will also receive training about children with other allergies and/or medical issues.

Programme educators must be trained on the following before commencing employment or shortly after beginning work, and when changes are made:

- CECC's Programme Statement
- Supporting Positive Interactions
- E-Portfolios for each child (Storypark)
- City of Toronto's Assessment for Quality Improvement tool
- Children's Individual Profiles and Support Plans
- File Director
- Airtable Database – when applicable

CECC ensures all Registered Early Childhood Educators are required to be in good standing with The College of Early Childhood Educators. All staff are required to comply with the College's "Continuous Professional Learning."

Kitchen employees and other employees that prepare or serve food must be trained on the following before commencing employment or shortly after beginning work, and when changes are made:

- Food Handling Certification
- Health and safety procedures
- Use of equipment
- Safe food storage

Directors must be trained on the following before commencing employment or shortly after beginning work, and when changes are made:

- CCEYA self-test
- Operation Standards
- File Director
- Airtable Database
- Access Database
- Quickbooks – Accounting Programme
- Banking Requirements – Fees, purchases etc.
- Storypark
- Legislative Requirements

Re-Certification and Training

CECC will provide funding for re-training on:
Standard 1st Aid - every three years
Food Handler Certification – every five years

All other training on the above requirements will take place at least annually and/or when changes occur.

Continuous Learning

All employees are required to engage in continuous learning to enhance their professional skills and to keep in touch with developments in the field of Early Childhood Education. Opportunities will include:

- Provision of Resource Materials – textbooks, articles, abstracts
- Access to video e-learning – providing time to view.
- Visits to other programmes
- Time for self-reflection – through questionnaires provided by CECC.
- Access to external workshops and training
- Internal workshops and training
- Team Meetings that promote pedagogical reflection
- Participating in committees that support skill development in other areas e.g., preparing and presenting parent workshops.
- Participation in the Communities of Practice, hosted by Toronto Children's Services.

Where possible CECC will provide paid time and the registration fees for the cost of professional development.

Educators who participate in professional development opportunities are required to share the information at the next team and/or staff meeting. The process will be arranged with the directors. The number of workshops etc. will be determined by the directors. Transportation to and from the workshop/meetings is the responsibility of each educator.

Qualification Upgrades

CECC where possible will provide accommodation to work schedules and/or education grants to support educators to upgrade their qualifications.

Professional Development Arrangements

When educators are interested in a workshop, they are required to make the request to attend, in writing to the directors. They will then make the logistical arrangements and the payment.

Goals and Achievements

Regular evaluation and review of professional goals and achievements is undertaken at our one-on-one management meetings, our weekly team meetings, and our staff meetings.

Once per year, educators will undergo a review of their performance and will set professional development goals for the following year. The reviews will be kept in the employee files.

Student Teachers and Volunteers - See Student Teacher and Volunteer Policy - #3

CECC welcomes student teachers from accredited colleges and universities and volunteers.

All student teachers and volunteers will participate in an orientation session before placement begins, they also will be trained on the following:

- CECC's Policies and Procedures
- Workplace Health and Safety Regulations and Site-Specific Programme
- Workplace Hazardous Materials Information System (WHMIS) – must complete the test.
- Accessibility for Ontarians with Disabilities Act (AODA) – must check-off training modules.
- Management of Life-Threatening Allergies – children with anaphylaxis
 - Student teachers and volunteers will also receive training about children with other allergies and/or medical issues.

If policies and procedures change during the placement, student teachers and volunteers will review and acknowledge, in writing, the changes.

Student teachers and volunteers will be under the direct supervision of CECC educators and will never be left alone with the children. They are not counted as part of CECC's child/staff ratio.

Student teachers will follow all the necessary requirements to complete a successful placement, as determined by their colleges or universities.

Student teachers and volunteers will sign an acknowledgement form to confirm that they have read and understood CECC's Policies and Procedures.

Any contravention to CECC's Policies and Procedures, or non-compliance with a college or university's expectations may result in the termination of placement.

