



STAFF TRAINING & DEVELOPMENT

Policies and Procedures

Effective Date: October 2015

Revised Date: August 2023

Intent

Faith Infant & Early Education Centre believes in the development of our workforce, both to enhance employee engagement and commitment to Faith Infant & Early Education Centre as an employer and to ensure the continued excellence of our organization. The development of our staff is an essential business investment that enables Faith Infant & Early Education Centre to maintain and extend our employees' knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into Faith Infant & Early Education Centre's overall Business Plan.

To ensure that our staff members are exposed to as many facets of our business as possible, Faith Infant & Early Education Centre will engage in cross-training efforts as well as secondments. These directives will help to ensure that resources may be shared in times of need and that our staff gain valuable job skills and knowledge in a variety of roles.

Definition

For this Policy: *Training and Development* may include formal training, cross-training, secondments, work experiences, job networking or formal courses of study to update and enhance the skills/knowledge necessary to make a continuing contribution to the work of Faith Infant & Early Education Centre in current and future roles.

Responsibilities

Administrator:

Provide support to the Supervisor and Employees in carrying out their career development responsibilities by:

- Allocating appropriate resources for Employee training and development.
- Reviewing and approving (as appropriate) requests for training and development.
- Recognizing and rewarding achievements in training and development.
- Reviewing training needs and development in consultation with Faith Infant & Early Education Centre Supervisor.
- Supporting individual career development such as returning to school.

- Posting job vacancies that represent career opportunities for employees following the Faith Infant & Early Education Centre Staffing policy.
- Providing information and consultation to the Supervisor on implementing employees' planning and career development.
- Providing training in management and supervisory skills.

The Supervisor:

It is the responsibility of the Supervisor to create and foster an environment that facilitates and enhances the skills training, resource sharing and career development of employees by:

- Reviewing future needs and examining the need for employee development initiatives.
- By determining appropriate forms of training and development that will ensure future requirements are met.
- Conducting performance appraisals for staff, indicating attendance at training, development and workshops.
- Providing staff with information regarding the direction and the overall training and development needs of the Centre as a whole.
- Documenting plans for staff members, outlining training and development needs.
- Communicating with various outside agencies regarding secondment opportunities.
- Providing job-specific training as required, i.e. Standard First Aid and CPR
- Informing staff of upcoming training and development opportunities.

Employees:

Take the primary responsibility for managing their careers by:

- Observing current skill sets, training, and development and the need to maintain current knowledge and meet the needs for career aspirations.
- Determining logical and appropriate avenues for training and development and applying/requesting training and development as needed.
- Maintaining a current Standard First Aid and CPR, including Infant and Child, which is required for employment.
- Obtain a Food Handler Certification once employed
- Suggesting possible training and development opportunities as appropriate.
- Print any participation certificates to be submitted to the main office.
- Keep a running record of all participation to submit as part of the annual evaluation.

Placement Students and Volunteers:

Prior to being placed into a program, all placement students and volunteers must participate in an orientation. Orientation includes but is not limited to:

- A thorough review of all mandatory Ministry of Education Policies along with the Policies and Procedures of Faith Infant and Early Education Centre will be completed.
- A discussion surrounding the regulations of the Child Care and Early Years Act, 2014, will be held along with a review of the Child Care Centre Licensing Manual, including but not limited to ratios and the Supervision of Placement Students and Volunteers.

Mandatory Orientation Training

All new employees, placement students and volunteers are required to complete mandatory training prior to being placed at the Centre. Faith Infant and Early Education Centre requires the following:

1. Standard First Aid and CPR, including infant and child
2. Accessibilities of Ontarians with Disabilities Act (AODA)
3. Workplace Hazardous Materials Information System (WHMIS)
4. Personal Protective Equipment (PPE)

During orientation, the individual will receive a 'Training & Resources' list that contains the following links:

- Employment Standards Act, 2000
- Occupational Health and Safety
- How Does Learning Happen? Ontario's Pedagogy for the Early Years
- The College of Early Childhood Educators
 - Continuous Professional Learning (CPL Program)
- Child Care and Early Years Act, 2014 (Regulations)
- Child Care Centre Licensing Manual

All individuals are encouraged to review the legislation listed above with a strong emphasis on the Child Care Centre Licensing Manual. In addition to the Manual, additional information is distributed to all staff prior to licensing to ensure that each regulation complies.

In addition to the training listed above, Faith Infant and Early Education Centre require specific positions to obtain a Certified Food Handler Certificate. The position and timelines are as follows:

- Management Team: Required upon employment
- Cook: Required upon employment
- Salaried and hourly employees: Within the first year of employment
- After-school student: Within the first three (3) months of employment

Ongoing Mandatory Training

All employees of Faith Infant and Early Education Centre are required to maintain current First Aid and CPR certifications as well as a Certified Food Handler Certificate. As a general practice, the Centre will not pay for the initial cost associated with certification.

When certifications need to be renewed, the Supervisor will book the appropriate company to fulfill this obligation. Faith Infant and Early Education Centre will pay for ongoing training provided that it is financially feasible to do so. Should the Centre not be able to afford this cost, the obligation is to each Employee, placement student and volunteer to maintain their certifications in good standing.

Additional Resources

- Cross-training
- Secondment
- Professional Development
- Job Sharing
- Job Shadowing
- Mentoring
- Lateral Transfers
- Apprenticeship programs

Faith Infant & Early Education Centre is committed to a Staff Training and Development Program that may include but is not restricted to the above components; however, the Centre will not cover costs associated with obtaining a diploma or degree or for those who are attending College or University to obtain their Registered Early Childhood Education Diploma or Degree. Grants or reimbursements may be available for those Employees wanting to obtain their credentials in the field of Early Childhood Education.

Online Resources:

There are a number of courses, workshops, information sessions, etc., online that everyone is able to participate in. Many of these are asynchronous or held in the evening hours. Courses such as these are ideal for everyone, especially when you are able to work at your own pace.

The Centre may also request participation in online courses to fulfil the obligation required for each Employee's annual review of completing two (2) courses for the calendar year. Unfortunately, online courses taken through the College or University that work towards the diploma or degree of the Employee are not considered part of the employment.

Registered Early Childhood Educators (RECEs)

Registered Early Childhood Educators are members of the College of Early Childhood Educators, which has its level of Continuous Professional Learning (CPL) that is designed to maintain best practices in RECEs' career development. The College has designed a self-reflective and self-directed framework for CPL. The CPL program is designed to help RECEs reflect, plan for and document their professional learning in a meaningful way.

Registered Early Childhood Educators are mandated to keep their certificate in good standing with the College to use the trademark RECE. They, therefore, are obligated to fulfil the requirements of the College at their own expense for their training and development.

The Employee pays the initial cost of the membership to the College; however, should the Centre be able to afford to do so, the Centre will absorb ongoing renewals.

Please refer to the College of Early Childhood Educators website for further information regarding development and training requirements.

Approval of Participation

Faith Infant & Early Education Centre Employees may either:

- a) Be requested to participate in training courses/cross-training/secondment or
- b) Request to participate in training courses/cross-training/secondment.

Criteria for Approval:

Approval for participation must be obtained before enrolment in the program or course. Approval and authorization shall be granted according to the following criteria:

1. Before approval for enrolment in any Training and Development program, course, seminar or conference, the request shall be reviewed to determine the appropriateness of the candidate for the program, course, etc.
2. Courses, External Assignments, Seminars and Conferences: Employees are required to retain documents and information gained in the process of the course, external assignment, seminar or conference attended. These documents and information are to be submitted to the Supervisor for comment and review.
3. Following review, all documents and information will be shared amongst staff by the attendee at the following staff meeting and placed in the program room for future reference.
4. *Requested Participation:* Should Faith Infant and Early Education Centre request the participation of an Employee to attend a Training and Development course during working hours, payment for the course and their time away from work will be given.
5. *Request to Participate:* Should an Employee request to attend a Training and Development course during working hours, payment for the course may be considered; however, no payment for their time will be given. A Personal Absence/Family Responsibility Form will need to be submitted. Although not listed, this would be considered personal time.

Guidelines for Reimbursement:

- Should an employee pay for a session on their behalf, and approval has been given that the Centre will cover the cost, a receipt must be submitted to the Administrator for the reimbursement of funds.
- Supply staff are not eligible for centre-paid workshops and training; however, it is at the discretion of the Administrator should funding be available.

Training Requiring Leave of Absence:

Any Training or Development Program which requires a leave of absence from Faith Infant and Early Education Centre must be approved by the Board of Directors. All factors will be

presented to the Board of Directors on behalf of the Employee, including any hardship this leave of absence could present at the Centre before a decision is made. Once a decision is made regarding the leave of absence, the Employee will be informed by a member of the Management Team.

Subsection 7.5 - Staff Training and Development Policy

Ontario Regulation 137/15

58(1) Every licensee of a child care centre or home child care agency shall ensure that there are written policies and procedures with respect to staff training and development for employees in each child care centre it operates, for home child care visitors employed by the licensee and for each home child care provider at a premises at which the licensee oversees the provision of home child care.