



## Training and Professional Development Policy

Royal City Cooperative Preschool is committed to employing Supervisors and Teaching Staff whose qualifications are current and in alignment with CCEYA guidelines.

We expect each staff member to have

- A current Criminal Reference Check including the Vulnerable Sector Screening Section / Offence Declaration
- Standard First Aid Certificate including infant and child CPR
- If they are a staff member with an Early Childhood Education Diploma, then they also need to be registered with the College of ECE and be in good standing.
- A food handlers certificate if they are helping to serve snack
- Staff must also have up to date immunizations as required by the Wellington Dufferin Guelph Public Health Unit

Each staff, students and volunteers must also review and sign and date the following policies, plans and individualized children's plans

- Administration of Medication
- Anaphylaxis and Dietary Restrictions Policy
- Prohibited Practices / Behaviour Management
- Criminal Reference Check / vulnerable screening policy
- Fire Safety /Evacuation
- Individualized Plans for Children
- Playground Safety
- Program Statement including Implementation, compliance and non-compliance
- Sanitary Practices
- Serious Occurrences
- Staff Training and Development
- Supervision of Volunteers and Students
- Waitlist

All staff will also be instructed as to the placement and use of first aid kit, telephone, emergency numbers, policy binders, children's files, storage of any Epi pens supplies such as tissues, paper towels,

soaps and other necessary supplies.

### **Professional Development**

Professional development activities for the teachers are supported in the following manner:

- The Supervisor/teacher is required to attend a minimum number of hours of Professional Development activities between July 1 and June 30 of each school year, as outlined in each staff member's contract. Documentation verifying attendance at professional development will be added to staff files and will be reviewed by the Supervisor.
- The school shall provide Professional Development funding to be used throughout the year by the teacher, as outlined in each staff member's contract. Staff may make a request to the Board of Directors for additional funds as needed. Receipts must be submitted by the Supervisor or teacher to the Treasurer for reimbursement.
- Teachers are encouraged to take part in free professional development activities provided by the County of Wellington and the Ministry of Education, or other such groups that are holding events to support professional development in Early Childhood Education.
- The school shall pay the Supervisor/teacher for attendance at board meetings and childcare networking meetings, as outlined in each staff member's contract. These hours must be clearly indicated as such on the biweekly payroll log sheet.

RECE's will be expected to comply with the requirements of the College of ECE as to the Record of Continuous Professional Learning Portfolio. Staff will be encouraged to continue their own development in the field of ECE with books, blogs, internet resources, visits to other preschools, meetings with other ECEs and to share their development with each other.

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