



Early Childhood Education

ECE Assistant Information Package

Revised Aug 2016

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Introduction to Early Childhood Education – Assistant Program

VALUE STATEMENT

Students are engaged through stimulating, relevant and inspiring educational experiences based on these core values: "Caring, Respect, Responsibility, Community, and Excellence."

Delta Continuing Education strives to hire instructors who demonstrate these core values and who are an integral part of the ECE community and who continue their education by attending conferences, workshops to stay current in the ECE field.

Introduction to Early Childhood Education – Assistant Program program is specifically designed to meet the needs of those wanting to obtain an Early Childhood Educator Assistant Certificate while ensuring that they receive a more thorough grounding in Early Childhood Education than just the required single course of training. We believe that this will contribute to the quality of child care in the community.

General Information about Delta Continuing Education and ECE

Delta Continuing Education has been teaching Early Childhood Education (ECE) since 1969. Delta Continuing Education is approved by the Ministry of Children and Family Development as a training institution for Early Childhood Education Basic and Post-Basic Certificates. The Post Basic ECE program (Infant/Toddler and Special Needs) began in September 2011.

DCE is a ministry-recognized educational institution. The Basic ECE program prepares students to work in licensed child care facilities. It meets the academic requirements necessary to apply for a provincial certificate as an Early Childhood Educator.

BC Early Learning Framework

The DCE ECE program uses the British Columbia Early Learning Framework (BCELF) as a core document to support current practice. The purpose of the BCELF is to support adults in creating rich early learning experiences and environments that reflect the latest knowledge on how best to support young children's early learning and development (p.3). The document provides Early Childhood Educators the tools to reflect on the early learning experiences created with and for children (p. 7). Early Childhood Educators are encouraged to listen and observe children in play; thus encouraging children to become active participants in their learning.

For more information on the BCELF: <http://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/early-learning-framework>).

CONTACT INFORMATION

Basic ECE Certificate Coordinator Lisa Nicholson

Contact Information

Phone: 604 952-2815 – Leave a message on the voice mail.

Email: lnicholson@deltasd.bc.ca

Please allow a minimum of 48 hours to respond

ECE Office Address

4750 57th Street

Delta, B.C. V4K 3C9

ECE Office Contact Numbers:

Phone: 604 940-5550

Fax: 604 940-5520

This booklet contains some of the policies of the Delta Early Childhood Education program.

Taking part in a program like this is a definite commitment on your part. Issues such as time, Assignment expectations, finances for supply and tuition fees, and dedication to the field of early childhood education are important considerations as you make the decision to be involved in the program. If you feel you are unclear about any of the details, which may help you make your decision about being involved in this program, please ask for such information prior to the start of courses. We want your decision to be an informed and comfortable one.

The Delta ECE Certificate Coordinator and instructors will provide ongoing support and encouragement as you endeavour to balance the demands of school with your personal and professional commitments.

ECE ASSISTANT CERTIFICATE

After you have successfully completed the Introduction to Early Childhood Education – Assistant Program, you will receive an official transcript from Delta Continuing Education in order for you to apply for your ECE Assistant Certificate.

To apply for your ECE Assistant Certificate, submit:

1. An application for Registration from the ECE Registry website (http://www.mcf.gov.bc.ca/childcare/ece/pdfs/cf_1362.pdf);
2. An official, sealed transcript
3. A character reference letter (s) attesting to your satisfactory work performance and suitability (see application form).

Mail your application to:

Early Childhood Educator (ECE) Registry
Child Care Programs and Services Division
Ministry of Children and Family Development
P.O Box 9965 Stn. Prov. Govt., Victoria, B.C. V8W 9R4

For further information, refer to the ECE Registry website at: www.gov.bc.ca/earlychildhoodeducators.

Direct all requests for information that has not been provided by the website to the ECE Registry at:

Phone – Victoria: 1-250-356-6501
Phone – Toll – Free: 1-888-338-6622
Fax: 1-250-952-0765
Email: ECERegistry@gov.bc.ca

RENEWALS

According to BC law, renewal of registration is required every five years for each certificate an individual holds. For complete details on renewal of registration, refer to the booklet, [The Early Childhood Educator in British Columbia, A Guide to Registration and Renewal Procedures](#), Ministry of Children and Family Development or refer to the ECE Registry website at www.gov.bc.ca/earlychildhoodeducators.

INTRODUCTION TO ECE – ASSISTANT PROGRAM OVERVIEW

The first years of a child's education are among the most important. During this time educators can have a profound impact on a child's success in development. A consensus exists that quality ECE depends on high-quality staff training and professional development" (OECD, 2006: 158; UNESCO, 2010: 4). The ECEA certificate has an impact on the current quality in the ECE field and DCE therefore believes that the ECE Assistant certificate is just a stepping stone in your training of ECE.

Introduction to ECE is specifically designed to meet the needs of those wanting to obtain an Early Childhood Educator Assistant Certificate while ensuring students receive "more than" just the minimum required one course training. At DCE we believe it's our ethical duty to provide a need in the community, as well as ensuring we are contributing to the quality of child care in the community.

ECE 106 and ECE 204 can be transferred over to DCE's Basic ECE program as long as the student continues the program within 1 year of completing **Introduction to ECE**.

The DCE **Introduction to ECE** Assistant program meets the academic requirements necessary to apply for provincial certification for the ECE Assistant.

COURSE DESCRIPTIONS

Writing Workshop

This workshop acts as a review of some practical aspects of writing an essay and as a refresher for those who may not have written course-related essays for some time. Topics include essay forms, along with tips on strengthening writing style and proper citation of references and footnotes.

Observation Workshop

Children have many ways of expressing themselves and we can begin to understand what they are experiencing and the meaning they bring to their experiences by observing them, listening to them and ultimately documenting these observations. These observations help you create a more responsive program for each child.

This workshop introduces you to the reasons for observing children and learns methods of recording and documentation. Learners will practice techniques and develop skills for observing, recording, documentation and interpretation.

ECE 106 – Interpersonal Skills

This course is designed to allow students to learn more about themselves, increase communication skills, and develop a rich group experience.

Introduction to ECE

This is a 6 session introductory course to the field of Early Childhood Education. Sessions cover foundations of ECE, child growth and development, positive guidance and discipline, fostering children's self-esteem, positive interaction with children, supervision, and importance of play and curriculum experiences for children.

ECE 204 – Health Safety and Nutrition

The focus of this course is on providing and maintaining a healthy and safe environment.

COURSE SCHEDULE – January Intake – 10 week term

FIRST Saturday of Term	Writing Workshop
SECOND Saturday of Term	Observation Workshop
Week 1 and 2	ECE 106 Interpersonal Skills (12 hours –4 evenings)
Week 3 to 5	Introduction to ECE Component (18 hours –6 evenings)
Week 6 to 10	ECE 204 Health Safety and Nutrition (45 hours – 10 evenings and 2 Saturdays)

COURSE SCHEDULE – Spring Intake – 12 week term

FIRST Saturday of Term	Writing Workshop
SECOND Saturday of Term	Observation Workshop
Week 1 and 2	ECE 106 Interpersonal Skills (12 hours – 4 evenings)
Week 3 to 5	Introduction to ECE Component (18 hours – 6 evenings)
Week 6 to 12	ECE 204 Health Safety and Nutrition (45 hours – 14 evenings)

Please note that the attendance policy for the DCE ECE programs stipulates that students missing more than 2 (two) sessions (Saturday class counts as 2 sessions) will result in an automatic grade of NO CREDIT for Introduction to ECE program. Students are strongly urged to avoid plans of extended absences or holidays during scheduled class time. It is the student's responsibility to consult the program coordinator well in advance of any planned absences to ensure this will not result in an automatic grade of NO CREDIT for that course.

Program Start Dates January and April

Class Locations **Delta Manor** - 4750 - 57th Street, Delta, BC V4K 3C9
There may be times when classes are moved to different locations. Students will be notified in advance. Saturday classes may be booked at different locations and/or offsite for a fieldtrip. Students are given this information on the 1st night of classes.

Class Size **Maximum class size: 30. Minimum class size: 15.**

Class Times

Students **MUST** attend two nights per week and a minimum of 2 Saturday classes. **Evening classes run from 6:30pm to 9:30pm. Saturday classes run from 9:00am to 4:00pm**

Classes will not be held on statutory holidays or during a school break (i.e. spring break/winter break). A class that falls on a statutory holiday and/or a school break closure will be rebooked for a different evening.

Course Tuition

Writing Workshop	\$ 50.00
Observation Workshop	\$ 50.00
ECE 106 Interpersonal Skills	\$105.00
Introduction to ECE Component	\$150.00
ECE 204 Health, Safety and Nutrition	\$300.00

Please note: tuition fees are subject to change without notice.

Textbook/ Handouts

BC Early Learning Framework - Ministry of Health & Ministry of Children and Family Development. Please download from:

http://www.bced.gov.bc.ca/early_learning/pdfs/early_learning_framework.pdf

Safe Play Space - Director of Licensing Standards of Practice

Please download from: http://www.health.gov.bc.ca/ccf/pdf/Safe_Play_Space.pdf

Preventing Injury in Child Care Settings – Ministry of Health Planning

Please download from:

<http://www.health.gov.bc.ca/library/publications/year/2003/oip003.pdf>

Sneezes and Disease – Vancouver Coastal Health

Please download from: <http://www.vch.ca/media/SneezesDiseases.pdf>

ECEBC Code of Ethics – Please download from:

http://www.ecebc.ca/resources/pdf/ecebc_codeofethics_web.pdf

Child Care Licensing Regulations – Please download from:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/332_2007

Community Care and Assisted Living Act – Please download from:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02075_01

BC Handbook from Action on Child Abuse and Neglect for Service Providers

Please download from:

http://www.mcf.gov.bc.ca/child_protection/pdf/handbook_action_child_abuse.pdf

Responding to Child Welfare Concerns: your role in knowing when to report and what to report – Please download from:

http://www.mcf.gov.bc.ca/child_protection/pdg/child_welfare_your_role.pdf

Guiding Children’s Behaviours – Ministry of Health – Please download from:

<http://www.health.gov.bc.ca/library/publications/year/2003/com015.pdf>

Additional Handouts may be required for downloading.

School Supplies	Students require school supplies (pens, paper, binders, etc); and materials to make ECE learning activities and projects (poster board, paints, etc) for class assignments and practicum. It is the student's responsibility to purchase supplies.
Criminal Record Check (CRC)	Students are required to have a CRC Schedule B authorization. This is valid for five (5) years from the date of the application. Applications must be faxed directly to the Ministry of Public Safety/Solicitor General. Applicants DO NOT apply at their local police department/RCMP detachment. The fee is \$28.00
Photo ID	All students require a valid DCE photo ID. The fee is \$20.00
Transcripts	Upon successful completion of the Introduction to ECE program, all students will receive a certificate and an official, sealed transcript for ECE 106 Interpersonal Skills and ECE 204 Health, Safety and Nutrition. This transcript will be mailed out to the student at the address provided on their application form, within 3-4 weeks of term end. Should a student require an additional transcript, the fee is \$6.00.
Transferability	ECE 106 and ECE 204 can be transferred over to DCE's Basic ECE program as long as the student continues the program within 1 year of completing <u>Introduction to ECE.</u>

APPLICATION PROCEDURE

Acceptance to the DCE ECE Certificate program is through the following process.
Please note: Applicants must be nineteen (19) years or older before the first day of classes.

Step 1

- **Attend a free DCE ECE Certificate Information Session and write an English assessment test**

Applicants must write the Canadian Adult Achievement Test to assess reading comprehension and writing levels. The testing takes approximately 1hour. Applicants must achieve a minimum of 70% on the comprehension component and a pass on the written component. DCE does not accept test results from other institutions. Applicants are notified of their test results via email.

Step 2

- **Carefully re-read the DCE Information Package**

Step 3

- **Submit application documents WITH a \$15 application fee** (payable to Delta School District).

Student documentation becomes property of DCE. Photocopy all of your documentation **BEFORE** submitting any documentation. Photocopying is the responsibility of the applicant **NOT** Delta Continuing Education.

- **Mail or drop off the application process to:**

Delta Continuing Education
4750 57th Street, Delta B.C, V4K 3C9
Attention: Lisa Nicholson, ECE Coordinator

Step 4

- **Acceptance**

After your documentation has been reviewed and accepted, you will receive a conditional acceptance letter (via email).

○

Please note: ***Acceptance to Delta ECE is dependent upon satisfactory completion of all documentation including the pre-training medical exam and criminal record check.***

APPLICATION COVER PAGE

Name: _____

Contact No.: _____

Email: _____

_____ Date you attended Information Session

_____ Date of English Assessment Testing (CAAT)

Written **Pass** Reading Comprehension _____ %
Fail **Min. 70% required**

Put an X beside the documentation that you have attached to this Application Cover Page

_____ Basic ECE Application Form – Page 15

_____ Proof of legal name and age; ie., passport or driver`s license. Please ensure the photocopy is legible

_____ Completed Written Interview – Page 18

_____ Completed Student Medical/Emergency Contact Information – Page 22

1 2 3 3 Letters of Reference – Page 23

_____ Completed Volunteer/Work Experience Form – Page 35

_____ \$15.00 non-refundable application fee made payable to Delta School District

_____ Official transcript for any previously taken ECE courses
OR Copy of any Certificates to Practice (i.e., ECEA Certificate) – *if applicable*.

_____ Pre-Training Medical Exam – Page 39

Your family physician must complete, date and sign this form. There may be a cost associated with this. This cost is the responsibility of the student.

_____ Consent to a Criminal Record Check **and** Application for Pre-Authorized Credit Card forms - given out at the Information Session.

The BC Ministry of Justice requires ID verification with the submission of your CRC application form. This means you will be required to submit your application form in person along with 2 pieces of ID. Once your ID has been verified, DCE will fax your application directly to the Ministry of Justice. DCE must retain the original application forms. DCE will receive a Clearance Letter from the Ministry. Students can request a copy of their clearance letter by contacting the ECE Coordinator. Your clearance letter is valid for five (5) years. **DO NOT apply at your local police department/RCMP detachment.**

Acceptance to the DCE ECE program is dependent upon satisfactory completion of all documentation including the pre-training medical exam, criminal record check and the English Assessment Test.

APPLICATION FORM

I am applying for: ECE Assistant ONLY Start Date: January 2016
 ECE Assistant continuing on with the Basic ECE Program

Please Print

Legal Name: _____
Last Name First Name Middle Name(s)

Name Commonly Used: _____
Last Name First Name

Address: _____
_____ Postal Code: _____

Phone – Home: () _____

Phone – Cell: () _____

Email: _____
Name of Workplace (if applicable): _____

Educational Background:

High School Graduation School Name: _____ Year: _____

List any accredited courses

<i>Year</i>	<i>Course Name</i>	<i>School Name</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other training courses (non-credit) which could apply (i.e. personal development courses, leadership training courses, church training courses, etc.)

<i>Year</i>	<i>Course Name</i>	<i>School Name</i>

Work Experience:

<i>Dates</i>	<i>Name of Company</i>	<i>Responsibilities</i>

Volunteer Experience:

<i>Dates</i>	<i>Name of Company</i>	<i>Responsibilities</i>

Interests and Hobbies:

Signature

Date

WRITTEN INTERVIEW

1. Give a short biographical history of yourself.

2. Why are you contemplating entering the Early Childhood Education field?

3. Please explain your understanding for some of the various duties an Early Childhood Educator may perform in a given day (point form may be used).

4. Everyone has preferences, strengths and weaknesses. In considering your own, what aspects of the Early Childhood Educator do you think you personally would find most exciting?, most challenging? Which of your personality trait will be an asset to your work with young children and families?

5. This program has an intensive part-time schedule involving evenings, Saturday classes, observations and 3 practicum placements which involve daytime hours. What arrangements will you make to fit time for school and studying into your schedule?

6. If you continue on with the Basic ECE program, do you understand the requirements of the 3 practicum placements which will require at minimum 3 weeks of fulltime hours (per practicum = minimum 9 weeks) during the 2 years training? How confident are you in meeting this commitment?



MEDICAL/EMERGENCY CONTACT INFORMATION

The following information will be used **ONLY** in a medical emergency.

Student Name: _____

Main Contact Number: _____

MSP No: _____

Doctor's Name: _____

Phone Number: _____

Address: _____

Please provide us with two (2) emergency contacts.

Contact No. 1: Name: _____

Relationship: _____

Contact Numbers: _____

Contact No. 2: Name: _____

Relationship: _____

Contact Numbers: _____

Please describe any allergies, medicine you are presently taking, or medical conditions (including dietary needs) that we should be aware of:

In case of emergency:

- I give permission for Delta Continuing Education to call a doctor and/or ambulance on my behalf.
- While on practicum, I give permission for the sponsor site/practicum facilitator to call a doctor and/or ambulance on my behalf.
- I understand all costs incurred are my responsibility.

Signature

Date



REFERENCES

Applicant, please complete this page.

I, _____
Applicant's Legal Surname Full Given Names

of _____
Home address

City Province Postal Code

Hereby consent for the following referee:

Please print referee's name

to provide Delta Continuing Education ECE Program with this confidential character reference as part of my application to the Basic Early Childhood Education (ECE) Program. I acknowledge that this is a confidential character reference.

Signature of Applicant Date

Notes:

- This character reference form is to be provided by the applicant to a referee who shall complete the form and return it to the applicant or mail it directly to the DCE–ECE Department.
- The referee will not be a relative of the applicant, and will have known the applicant for a minimum of two (years).
- Because original signatures are required, this form may not be submitted by facsimile.
- Delay in the receipt of this form will result in delay in the processing of the application.



REFERENCES

RE: _____
Applicant's Name

1. How long have you known the applicant? _____

2. In what capacity have you know the applicant? _____

3. Describe situation(s) in which you have observed the applicant working with children. If you have not observed the applicant working with children, what characteristics and/or qualities have you seen the applicant exhibiting which would be valuable in working with children and their families?

4. Explain why you consider the applicant to be a fit and proper person to be working with children.

5. Do you have any reason to believe the applicant should not work with children?

To the best of my knowledge the above information is complete and correct.

Signature of Referee

Date

Address

()

Telephone No.

Email



VOLUNTEER OR PAID WORK EXPERIENCE FORM

As part of the application process to the DCE Basic ECE program, all applicants are required to complete a minimum of 25 hours (volunteer or paid) in a licensed child care facility (*) with a minimum of 16 children attending daily.

(*)Licensed child care is defined in the Child Care Licensing Regulations Division 1, Section 2 part a, b, c, g and h

Section 1 – To be completed by the APPLICANT:

Name of Applicant:	
Applicant's Contact Phone Number:	
Applicant's Email address:	
Volunteer/Work Site Contact Information	
Name of centre:	
Address:	
Contact Number:	
License Number:	
Centre Supervisor Name:	
Centre Supervisor ECE Registry No.:	
Email Address (if applicable):	

Section 2 – To be completed by the SUPERVISOR at the Volunteer/Work site

Please note: the person who completes this form is NOT eligible to complete a reference form for the applicant.

Start Date:	
End Date (if applicable):	
Total number of hours:	

Brief description of duties applicant performed:

Please rate the student for the following work habits:

Work Habits	Poor		Good		Excellent
Attendance	1	2	3	4	5
Punctuality	1	2	3	4	5
Shows Initiative	1	2	3	4	5
Seeks/accepts Feedback	1	2	3	4	5

Describe the applicants ability to work with others:

Describe the applicants ability to work as a member of a team:

What would you identify as the applicant's particular strengths?

Did you perceive any particular areas of difficulty (please be specific)?

Additional comments:

Supervisor's Name (Printed)

Signature

Date

Applicant's Name (Printed)

Signature

Date

Notes:

- This form is to be provided by the applicant to a licensed child care facility supervisor who shall complete the form and return it to the student or mail directly to:
DCE Basic ECE Program
4750 57th Avenue, Delta BC V4K 3C9
Attention of Lisa Nicholson – Basic ECE Coordinator.
- This form cannot be shared outside the DCE ECE program without prior written consent of the referee OR the applicant.
- Because original signatures are required, this form may not be submitted by facsimile or email.
- Delay in the receipt of this form will result in delay in the processing of the application.



**MEDICAL PRE-TRAINING EXAMINATION
Physician's Report**

RE: _____
Applicant's Name Applicant's Age

This examination report is being requested in connection with an application of the Delta Continuing Education Basic Early Childhood Education training program. When the student is qualified through training, the required duties will include direct work with groups of young children on a full time basis (7 – 8 hours/day). Direct work may include, but not limited to: being fully interactive with children; getting down to children's level; picking up children; running, walking and playing with children. Good physical health and emotional stability are required.

Result of examination:

Do you consider this person physically able to perform the duties as outlined above?

Do you consider this person emotionally able to perform the duties as outlined above?

Signature of Physician

Date of examination

Because original signatures are required, this form may not be submitted by facsimile.



CRIMINAL RECORD CHECK APPLICATION PROCESS

Under the Criminal Records Review Act, all students must have a criminal record review conducted by the Criminal Record Review Program (CRRP).

1) The applicant will provide DCE with the original, completed and signed consent form along with the Application for PreAuthorized Credit Card Usage form. Applications will be faxed once the student has been accepted into the program. Please note: DCE must retain the original form(s). Students cannot fax the application form themselves.

2) DCE MUST verify an applicant's identity using at least one piece of primary (*) identification and at least one piece of secondary (*) identification. One of the pieces must be government-issued and include the applicants name, date of birth signature and photo.

(*) Primary and Secondary identification are listed on the Ministry's website:

<http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/consenting-to-a-record-check/identity-verification>

- ID Verification: Someone from the DCE office **MUST** physically see the pieces of ID. Mailed-in photocopies are not acceptable, therefore:
 - applicants must visit the DCE office in person to drop off the CRC consent forms, at which time one of the DCE staff would ask for 2 pieces of ID and sign the consent form
 - applicants must also bring in the Application for PreAuthorized Credit Card Usage form

3) Students can request a copy of their clearance letter by contacting the ECE Coordinator. Your clearance letter is valid for five (5) years

Please DO NOT apply at your local police department/RCMP detachment.