STAFF TRAINING AND DEVELOPMENT			
Manual:	Child Care Centres	POLICY #	**4.12**
Source:	*CCEYA, s.*58	Section:	Program Administration
Replaces Policy Dated:	September 6, 2016	Approval/Revision Date:	February 24, 2025

POLICY

In accordance with the Ministry of Education's *Child Care and Early Years Act (CCEYA),* Network Child Care Services ("Network") supports child care staff members with training and professional development opportunities according to the policy details below.

POLICY DETAILS

1. Network's Early Childhood Educators are registered and in good standing with the College of Early Childhood Educators ("the College") and are responsible to fulfill the ongoing professional development and training requirements of the College.

2. Network child care staff members are expected to participate in regular training and professional development opportunities related to the requirements and implementation of the CCEYA and *AQI.*

3. All child care staff members are responsible for ensuring they have current certification in standard first aid training, including child CPR issued by an agency recognized by the Workplace Safety and Insurance Board.

4. Network recognizes that child care staff members have unique learning needs and evolving interests. Professional development opportunities are considered when planning training and professional learning needs at varying points in their career. Network provides financial support to child care staff to pursue professional development and training opportunities.

   Examples of professional development and training opportunities may include, but are not limited to webinars, workshops, seminars, Food Handler Certification Course; Apprenticeship Program for staff wishing to purse their Early Childhood Education diploma; Child Care Management Certificate, Early Childhood Education courses at an accredited post-secondary institution for staff wishing to work towards upgrading their qualifications.

   Staff may refer to the Career Development section in Network's Human Resource Policy Manual for detailed training and professional development support opportunities.

5. New child care staff are provided with the following orientation and training opportunities during their onboarding of employment with Network:

   a. Workplace Health and Safety;

   b. *WHMIS* Training;

©This document is the exclusive property of Network Childcare Services. Distribution or copying of this document in any form, in whole or in part without the express permission of Network Childcare Services is strictly prohibited. This document is intended for the use of Network's management and employees, while in the employ of Network and not at any other time without consent.

c. *AODA* (Accessibility for Ontarians with Disability Act);
d. A review of all legislated policies required under *CCEYA* and *AQI;*
e. Network's *Program Statement* and related policies.
f. A review of Network's Human Resource Policies
g. The Ministry of Education's *How Does Learning Happen?* website.

6. Registered Early Childhood Educators (RECE) are expected to refer to the College of Early Childhood Educator's framework for Continuous Professional Learning (CPL) to assist RECEs to reflect, plan and document their professional learning in a meaning way.

POLICY REVIEW

Network's Centre Supervisor is responsible to ensure Network's *Staff Training and Development Policy* is reviewed with all child care staff members, before they begin employment with Network. This policy is reviewed at least annually thereafter or when changes are made to the policy, as required by the *CCEYA (s.6.1).* A record of each policy review is documented and signed by the Centre Supervisor and child care staff on Network's *Policy Review Form.*

©This document is the exclusive property of Network Childcare Services. Distribution or copying of this document in any form, in whole or in part without the express permission of Network Childcare Services is strictly prohibited. This document is intended for the use of Network's management and employees, while in the employ of Network and not at any other time without consent.