



Early Childhood Education

Basic ECE Program

Delta Continuing Education INFORMATION PACKAGE

Welcome to the Delta Continuing Education Information Session for the Basic Early Childhood Education (ECE) 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; 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.

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 *Early Childhood Registry of the BC Ministry for Children & Families* as an educational training institution.
- ✓ The Delta Continuing Education program fulfills ALL *provincial requirements for certification in the ECE sector*.
- ✓ Delta Continuing Education offers a training program for both Early Childhood Education Basic and Post-Basic Certificates.
- ✓ Delta Continuing Education provides quality instruction and affordable fees.
- ✓ The Basic ECE program:
 - Meets the academic requirements necessary to apply for a provincial certificate as an Early Childhood Educator.
 - Is a 2 year part time evening program; classes are scheduled for evening and Saturdays
 - Prepares students to work in licensed child care facilities.

Delta Continuing Education Basic ECE Program

Delta Continuing Education Basic ECE program uses the ***BC Early Learning Framework (BCELF)*** as a core document to support current practice in the ECE sector. The BCELF supports adults in creating rich early learning experiences and environments that 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 Continuing Education 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.

CAREER OPPORTUNITIES

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. There is an increasing demand for qualified Early Childhood Educators to work with young children in licensed child care facilities. Graduates of the program may find employment opportunities in a variety of child care settings such as daycares and pre-schools, Strong Start centres, Supported Child Care Consultants and child care resource and referral programs. **Employment opportunities in the field increase with further training and work experience.**

EARLY CHILDHOOD EDUCATION CERTIFICATE

A certificate is required in order to work in a licensed child care program in BC. Listed on the following pages are the courses you will be required to take to complete the Basic ECE program with Delta Continuing Education. After you have successfully completed all the courses, including three (3) practicums, you will be granted a certificate of completion and an official transcript from Delta Continuing Education. You will then be eligible to apply for your Early Childhood Education certificate.

For further information and complete details on certification and/or to apply for a certificate to practice please contact the Early Childhood Registry of BC:

Website: <http://www.mcf.gov.bc.ca/childcare/ece/index.htm>.
Phone – Victoria: 1-250-356-6501
Phone – Toll – 1-888-338-6622
Free: 1-250-952-06:4565
Fax:
Email: ECERegistry@gov.bc.ca
Mail: 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

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 <http://www.mcf.gov.bc.ca/childcare/ece/index.htm>.

REQUEST FOR REVIEW OF ASSESSMENT

Applicants who feel that their prior education/training, outside of BC and/or internationally, may exempt them from some or all courses may request assessment of their credentials ***directly from the Ministry***. Delta Continuing Education does not assess previous education/training but will review assessments from the Ministry.

Again a **review of these assessments does not guarantee acceptance into the program nor does it guarantee transfer equivalency credits.**

Please contact, the **Ministry of Children and Family Development** at:

P.O Box 9965 Stn. Prov. Govt. Victoria, B.C. V8W 9R4

Toll-Free: 1-888-338-6622

Phone -Victoria:1-250-356-6501

Fax: 1-250-953-3327

Email: ECERegistry@gems3.gov.bc.ca

Website: www.mcf.gov.bc.ca/childcare/educators.htm

Students who wish to have their international training assessed, should contact **ICES – International Credential Evaluation Services**, prior to contacting the Ministry, at;

Telephone: 604-432-8800

Toll Free: 1-866-434-9197

Fax: 604-435-7033

Email: icesinfo@bcit.ca

Website: www.bcit.ca/ices

TRANSFERABILITY

Courses taken from any BC ECE educational institutions which are part of the BC Transfer System may be accepted for transfer equivalency credit. Students wanting their courses reviewed must first apply to the Delta Continuing Education ECE program along with an official transcript and course outlines for all ECE courses they have successfully completed. If the student is accepted into the ECE program, Delta Continuing Education will then evaluate courses for transferability. Please note: only a maximum 25% of the ECE program would be transferable. If students, who have been accepted into the program, have taken more than 25% of courses elsewhere, students would submit official transcripts from both educational institutions to the ECE Registry for assessment.

Please note, education taken more than 5 years ago is not considered current, and therefore will not be granted transfer equivalency credit as Delta Continuing Education feels there would be a gap in knowledge on current practices in the ECE field.

BASIC ECE PROGRAM OVERVIEW

The Delta Continuing Education ECE program is designed to provide students with the knowledge and skills necessary to work with young children and their families in licensed child care settings. Students take courses and practicum placements designed to integrate theoretical learning and practical experience in becoming an Early Childhood Educator. The regular course program is scheduled to be completed in 2 years part time; taking 2 courses per term.

COURSE SCHEDULE – 2 year part time
Year 1 – Term I – September to December – 12 week term
<i>For every registered course, students must attend one night per week PLUS a minimum of 1 Saturday</i>
<ul style="list-style-type: none"> ✓ Writing Workshop (Saturday PLUS 1 evening) ✓ Observation Workshop (Saturday) ✓ ECE 106 – Interpersonal Skills ✓ ECE 100 – Child Growth and Development I and ECE 110 Ia – Observation Assignment ✓ ECE 101 – Foundations of ECE and ECE 110 Ib – Observation Assignment
YEAR I – Term II - January to March – 10 week term
<i>For every registered course, students must attend one night per week PLUS a minimum of 2 Saturdays</i>
<ul style="list-style-type: none"> ✓ ECE 102 – Child Growth and Development II and ECE 111 IIa Observation Assignment ✓ ECE 105 – Guiding and Caring and ECE 112 IIIb Observation Assignment ✓ ECE 120 – Block Practicum I (*)
YEAR I Term III - April to June – 12 week term
<i>For every registered course, students must attend one night per week PLUS a minimum of 1 Saturday</i>
<ul style="list-style-type: none"> ✓ ECE 103 – The Learning Child and ECE 111 IIb Observation Assignment ✓ ECE 104 – Child Growth and Development III and ECE 112 IIIa Observation Assignment
NO CLASSES OFFERED JULY OR AUGUST.
<i>(*) Students may request to complete ECE 120 Block Practicum I in the summer; Please note, Block Practicum I MUST be completed PRIOR to taking any year II classes.</i>
YEAR 2 Term I - September to December – 12 week term
<i>For every registered course, students must attend one night per week, PLUS a minimum of 1 Saturday</i>
<ul style="list-style-type: none"> ✓ Reflective Writing Workshop (Saturday) ✓ ECE 200 – Guiding and Caring II and ECE 210 IVa Observation Assignment ✓ ECE 201 – Language and Literature and ECE 210 IVb Observation Assignment ✓ ECE 220 – Block Practicum II (**)
YEAR 2– Term II - January to March – 10 week term
<i>For every registered course, students must attend one night per week PLUS a minimum of 2 Saturdays</i>
<ul style="list-style-type: none"> ✓ ECE 202 – Creative Activities: Art & Music and ECE 211 Va Observation Assignment ✓ ECE 203 – Science, Math and Social Studies and ECE 211 Vb Observation Assignment
YEAR 2Term III - April to June – 12 week term
<i>For every registered course, students must attend one night per week PLUS a minimum of 1 Saturday</i>
<ul style="list-style-type: none"> ✓ ECE 204 – Health Safety and Nutrition and ECE 212 VIa Observation Assignment ✓ ECE 205 – Family, School and Community Relations and ECE 212 VIb Observation Assignment ✓ ECE 250 – Block Practicum III(**)
NO CLASSES OFFERED JULY OR AUGUST.
<i>(**) Year II students may complete ECE 220 Block Practicum II and/or ECE 250 Block Practicum III in the summer.</i>

**Block Practicums AND Observation assignments require daytime sessions.
Course schedule is tentative and may change without notice.**

COURSE DESCRIPTIONS – Basic ECE Certificate Program

The Delta Continuing Education Basic ECE total program hours are 1032; this includes designated practicum and observation hours and observation and writing workshops

Writing Workshops

The first Saturday 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.

The second Saturday workshop will focus on reflective practices and writing. The goal is to provide students with the skills and tools to be successful in final year of class and PII and PIII. Students will be challenged to think deeper and to analyse this thinking.

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.

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

ECE 106 – Interpersonal Skills

On a daily basis childcare providers work with families and resource people, this course is designed to allow students to learn more about themselves, increase communication skills, and develop a rich group experience.

ECE 101, 102, 104 – Child Growth and Development I, II and III

The courses focus on looking at the history and nature of child study and theory as well as human development from conception through to adolescence with a focus on the preschool years.

ECE 101 – Foundations of Early Childhood Education

This is an introductory course to the field of Early Childhood Education. This course explains basic terminology and provides an overview of different types of programs and centres for children. It also addresses standards for childcare centres in British Columbia. This course offers a broad overview of major historical and contemporary events and influences which shape early childhood approaches and programs.

ECE 103 – The Learning Child

The Learning Child focuses on the role of the adult in creating lifelong relationships, establishing responsive environments and the value of learning through play.

ECE 105, 200 – Guiding and Caring I and II

The role of the adult in guidance and the fostering of well-being are the core of Guiding and Caring. Guiding and Caring I focuses on a child centered approach to guiding children. Guiding and Caring II examines a non-bias approach as well as strategies in working with children who display challenging behaviour.

ECE 201, 202, 203 – Curriculum

The focus of curriculum courses is responding to children's interest and planning curriculum experiences based those interests within an inclusive environment. Curriculum areas focused are Science, Social Studies, Math, Language and Literature, Music and Movement, and Art.

ECE 204 – Health, Safety and Nutrition

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

ECE 205 – Family, School and Community Relations

This course offers an examination of professional development, emphasizing interpersonal communication and working with families, colleagues and the community.

ECE 110, 111, 112, 210, 211, 212 – Observation Assignments

Observation is often seen as one of the most simple, yet effective methods of assessing and interpreting young children's interests and how they are learning in their day to day activities and quiet times. "Careful observation means paying attention. Early childhood educators should be noticing what children are doing, saying, exploring and what they are concerned about" (Understanding the Early Learning Framework; From Theory to Practice, p. 12). These assignments provide students with the practice of methods of observing, recording, interpreting, documenting ordinary moments.

ECE 120, 220, 250 – Block Practicum

Block Practicum is the opportunity to put theory into action. During Practicum placements, students will be working in licensed child care facilities with experienced early childhood educators.

PROGRAM TIMETABLE

Program Start Date	September
Application deadline	All applications are due by 12Noon May 31 st .
Sunset Clause	The five year sunset clause policy requires that a student complete all courses and practicums in his/her program of study within five years of his/her program start date.
Class Times	<p>For each course, students attend one night class per week and a minimum of 1 Saturday class per term. Class dates and times are confirmed with registration. Evening classes run from 6:30pm to 9:30pm. Saturday classes run from 9:00am to 4:00pm.</p> <p>Classes will not be held on statutory holidays and/or may not be held 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.</p>
Class Locations	<p>N. Delta Location: North Delta Senior Secondary – 11446:45 82nd Avenue, N. Delta Options Location: Delta Manor Education Centre – 4750 57th Street, Ladner Langley Location: To be confirmed</p> <p>Throughout the terms, there may be times when classrooms are not available and the classes are moved to different locations. Students will be notified with as much advanced notice as possible. Saturday classes may be booked at different locations and/or offsite.</p>
Class Size	Minimum class size: 25. If course registration is below 25, cohorts may be combined and/or cancelled. Class location will be determined at that time.
Observation Assignments	<p>Each instructor will assign an Observation assignment based on course material. These assignments provide students the opportunities to develop and practise their skills in observing and recording the behavior AND the ordinary moments of young children.</p> <p>Observation assignments require daytime observation sessions. Students make arrangements with early childhood centres to observe the children and the program. Students who are already employed in the early childhood field may complete a limited number of observations in their workplace, but only with the approval of the instructor.</p>
Block Practicum	<p>During Block Practicum students have an opportunity to put theory into practise and to understand and implement the essentials of appropriate current practice.</p> <p>Students work in three different early childhood setting, working regular preschool or daycare hours with experienced licensed Early Childhood Educators; hours will include a variety of shifts; opening and closing shifts. Childcare programs operate daytime hours – Monday to Friday; closed evenings and weekends. Work days must be completed in a consecutive block of time. A Practicum Facilitator will visit students several times during the practicum to offer guidance and support. The DCE ECE program is supported by numerous child care centres throughout the lower mainland. Students must be prepared to travel up to 1 hour each way.</p>

FEES

Tuition fees are paid on a term to term basis; payment for tuition is due upon registration deadline.

Workshop and / or Course Number and Name	Tuition
✓ <i>Writing Workshops (2 Saturday sessions throughout 2 years - \$75ach)</i>	150.00
✓ <i>Observation Workshop (1 Saturday session - \$75)</i>	75.00
✓ <i>ECE 100 – Child Growth and Development I and ECE 110 Ia Observation Assignment</i>	350.00
✓ <i>ECE 101 – Foundations of ECE and ECE 110 Ib Observation Assignment</i>	350.00
✓ <i>ECE 102 – Child Growth and Development II and ECE 111 IIa Observation Assignment</i>	350.00
✓ <i>ECE 103 – The Learning Child and ECE 111 IIb Observation Assignment</i>	350.00
✓ <i>ECE 104 – Child Growth and Development III and ECE 112 IIIa Observation Assignment</i>	350.00
✓ <i>ECE 105 – Guiding and Caring and ECE 112 IIIb Observation Assignment</i>	350.00
✓ <i>ECE 106 – Interpersonal Skills</i>	200.00
✓ <i>ECE 200 – Guiding and Caring II and ECE 210 IVa Observation Assignment</i>	350.00
✓ <i>ECE 201 – Language and Literature and ECE 210 IVb Observation Assignment</i>	350.00
✓ <i>ECE 202 – Creative Activities: Art & Music and ECE 211 Va Observation Assignment</i>	350.00
✓ <i>ECE 203 – Science, Math and Social Studies and ECE 211 Observation Assignment Vb</i>	350.00
✓ <i>ECE 204 – Health Safety and Nutrition and ECE 212 Observation Assignment VIa</i>	350.00
✓ <i>ECE 205 – Family, School and Community Relations and ECE 212 Observation Assignment VIb</i>	350.00
✓ <i>ECE 120 – Block Practicum I</i>	350.00
✓ <i>ECE 220 – Block Practicum II</i>	350.00
✓ <i>ECE 250 – Block Practicum III</i>	350.00
Tuition Fees as of Fall 2018 (^):	\$5475.00

(^) Tuition fees are subject to change without notice.

ADDITIONAL FEES

	Fees
✓ <i>Deposit – due NO LATER than June 30th, 2018; this will be applied to Fall term.</i>	350.00
✓ <i>Textbooks and Handouts</i> <i>approximately:</i>	500.00
✓ <i>Conferences / Workshops</i> <i>approximately:</i>	300.00
As part of course curriculum, some instructors will ask students to attend designated workshops/conferences (Children: Heart of the Matter; Circles of Caring; Richmond Child Care Dinner; Advocacy Forum). Conference information, including date, registration information and costs are provided to the students with course registration. Conference fees are the responsibility of the student.	
✓ <i>Supplies</i> <i>approximately:</i>	300.00
Students will require school supplies (pens, paper, binders, etc); and materials to make ECE learning activities and projects (poster board, paints, etc) for class assignments/practicum.	
✓ <i>Criminal Record Check (CRC)</i>	28.00
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. DO NOT apply at your local police department/RCMP detachment.	
✓ <i>Photo ID</i>	20.00
All students require a valid Delta Continuing Education photo ID. A lost or damaged Photo ID is replaced at the expense of the student.	
✓ <i>Transcripts</i>	10.00
Upon successful completion of the full program, students will receive one (1) official, sealed transcript. This transcript will be mailed within 2-3 weeks of request. Should a student require additional transcripts, or a transcript prior to the completion of the full program, the fee is \$6.00/transcript.	

APPLICATION PROCEDURE

Acceptance to the Delta Continuing Education Basic 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 Information Session and write an English assessment test

ALL applicants must write the Canadian Adult Achievement Test to assess reading comprehension and writing levels. The testing takes approximately 1.5 hours. Applicants must achieve a minimum of 70% on the comprehension component and a pass on the written component. Delta Continuing Education does not accept test results from other institutions. Applicants are notified of their test results via email.

Step 2

Submit application documents (Pages 13 - 33).

Student documentation becomes property of Delta Continuing Education. PLEASE 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 by May 31st to:

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

Step 3

Acceptance

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

Please note:

Acceptance to Delta Continuing Education Basic ECE program 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 a Delta Continuing Education Basic ECE Certificate 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

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

_____ Completed Written Interview

_____ Completed Student Medical/Emergency Contact Information

1 2 3 _____ 3 Letters of Reference

_____ Completed Volunteer/Work Experience Form

_____ 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

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 Application form – emailed to students **WHEN** accepted. 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, Delta Continuing Education will fax your application directly to the Ministry of Justice. Delta Continuing Education must retain the original application forms. Delta Continuing Education 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 Delta Continuing Education Basic ECE program is dependent upon satisfactory completion of all documentation including; pre-training medical exam, criminal record check and English Assessment Test.

APPLICATION FORM

I am applying for: Basic ECE Program

Start Date: **Sept. 2019**

Applying to which location? **N. Delta Location:** _____
North Delta Senior Secondary **Surrey Location:** _____
Options **Langley Location:** _____
To be confirmed

Legal Name:

Last Name

First Name

Middle Name(s)

Name Commonly Used:

Last Name

First Name

Date of Birth:

Month / Day / Year

Address:

_____ Postal Code: _____

Phone – Home:

() _____

Phone – Cell:

() _____

Email:

Educational Background:

High School Graduation School Name: _____ Year: _____

List any accredited courses

Year

Course Name

School Name

<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 _____

Class time is considered training for the workforce; conduct and professionalism are considered part of the program learning. The student is expected to demonstrate these skills and attitudes in the classroom

5a. How then would you handle a possible conflict with an instructor?

5b. How then would you handle a possible conflict with a classmate?

5c. How then would you handle the stress of the workload and demands of the program?

6. 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?

7. 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

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 Delta Continuing Education 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:
Delta Continuing Education ECE Program
4750 57th Avenue, Delta BC V4K 3C9
Attention of Lisa Nicholson – Basic ECE Coordinator.
- This form cannot be shared outside the Delta Continuing Education 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. This intensive 2 year part time program will require students to the following (but not limited to): face to face interaction class time, ongoing communication with instructors and classmates, group work with classmates, self-directed course work as well as practical experience which includes 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 and their parents and staff; getting down to children's level; picking up children; running, walking and playing with children. Good physical and psychological well being (mental health/emotional health and stability) are crucial and required.

Result of examination:

Do you consider this person in good physical health to perform the duties as outlined above?

Do you consider this person to be in good mental and emotional health to perform the duties as outlined above?

Do you have any concerns about this person which may hinder their ability 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.

CONSENT TO A CRIMINAL RECORD CHECK

For working with children and / or vulnerable adults

IMPORTANT: Please read information and instructions on Page 2. To avoid processing delays, ensure all relevant fields are complete and your email address is provided for payment purposes. Note: no cash or personal cheques are accepted. Providing your Driver's Licence Number may expedite the process.

Schedule Type (choose one): A B C D E

WORKS WITH (choose one): children vulnerable adults children and vulnerable adults

If you are unsure which 'schedule type' or 'works with' category to select, please contact your organization.

PART 1: APPLICANT INFORMATION:

Legal Surname / Last name:		Legal Given / First Name:		Legal Middle Name:	
Date of Birth:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F		Birthplace:	
Additional Names (Alias, Maiden Name, etc.):					
Surname / Last Name:		Given / First Name:		Middle Name:	
Residential Address:		City:	Province:	Country:	Postal Code:
Mailing Address (if different from above):		City:	Province:	Country:	Postal Code:
Contact Area Code & Phone No.:	E-mail Address (REQUIRED to receive your payment options):			Driver's Licence #:	

PART 2: ORGANIZATION INFORMATION:

SECTION A Complete this section if you have been provided an ID number by the Criminal Records Review Program (CRRP).					
Organization Name: Delta School District #47					
Organization Contact Name or Title (the person providing consent if needed): Roy Wierczuk, District Manager, Continuing Education				ID Number (provided by the CRRP): 1050471	
SECTION B If you are unable to provide an ID Number please complete ALL of Section B.					
Organization Name:				Organization Contact Name or Title:	
Mailing Address: 4750 - 57th Street					
City: Delta		Province: BC		Country: Canada	Postal Code: V4K 3C9
Office Area Code & Phone No.:			Organization E-mail Address:		
SECTION C					
Applicant's Position / Job Title with Organization:				<ul style="list-style-type: none"> • Organization type MUST be selected • ID MUST be verified 	
Organization Type: <input type="checkbox"/> Health Authority <input type="checkbox"/> Community Living BC <input type="checkbox"/> Contractor <input type="checkbox"/> Licensed Child Care Facility <input type="checkbox"/> Unlicensed Child Care Facility <input type="checkbox"/> Licensed Adult Care Facility <input type="checkbox"/> Independent / Private School <input type="checkbox"/> Ministry <input checked="" type="checkbox"/> School District <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Government Agency <input type="checkbox"/> Other					

PART 3: SCHEDULE D ONLY MUST PROVIDE:

Licensed Child Care or Adult Care Facility Name:

CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGMENTS

I have read and understand the Consent for Release of Information and Acknowledgements on Page 2. I hereby consent to these terms as indicated by my signature below:

Applicant Signature: _____

Parent or Guardian Signature for Applicant Under 19 Years of Age: _____

Date Signed (mm/dd/yyyy): _____

Phone: toll-free 1-877-887-0195 (Option 2) Fax: 250-853-0108 Email: criminalrecords@gov.bc.ca
 Website: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

Ministry of Public Safety and Solicitor General
 Criminal Records Review Program
 Policing and Security Programs Branch, Security Programs Division
 PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1

Consent to a Criminal Record Check (Schedule A, B, C, D, or E)

Schedule Types (including specific instructions for each schedule type)

Schedule A: use if the individual is an employee working with children and / or vulnerable adults and does not meet any description of schedules B, C, D or E. The employer retains the original signed consent form.

Schedule B: use if the individual is a) applying for membership or is a registered member of a B.C. governing body listed in schedule 2 of the Criminal Records Review Act, or b) is a registered student in a post secondary program with a practicum component involving work with children and / or vulnerable adults. The requesting organization retains the original form.

Schedule C: use if the individual is a resident age 12 or older or a manager or owner / operator of a licence-not-required child care facility. The child care facility must apply for registration or be registered with the Child Care Resource and Referral program. The local Child Care Resource and Referral Program must complete PART 2 of this form and retains the original form.

Schedule D: use if the individual is a manager or owner operator applying for or already holds a child care or adult care (vulnerable adults) facility licence, or is the manager's or owner operator's family member age 12 or older living in the facility. The local Health Authority, Community Care and Assisted Living facilities licensing office must complete PART 2 of this form and retains the original signed consent form. Individuals must also complete PART 3.

Schedule E: use if the individual is an employee at a child care or adult care (vulnerable adults) facility, licensed under the Community Care and Assisted Living Act. The manager or owner / operator of the facility retains the original signed consent form.

CHECKLIST for Applicant

- I understand which 'schedule type' and which 'works with' category pertains to me (if this is not clear, please ask your organization).
- I have completed the applicable sections of the form truthfully, clearly and legibly and signed and dated it.
- I have read and understand the Consent for Release of Information and Acknowledgements and information regarding the Freedom of Information and Privacy Act (FOIPPA).
- My organization has verified my ID in person to confirm my identity and information on the consent form is accurate.
- I have provided my email address for payment purposes.
- My employer or organization will retain the originals of the forms I have completed.

CHECKLIST for Organization

- The employee/applicant will provide you with the original, completed and signed consent form.
- Verify the ID of each employee/applicant in person to confirm their identity and to ensure the information matches what was provided on the consent form. NOTE: Please use a Canadian Driver's Licence if the applicant has one.
- Retain the original form(s) for 5 years.
- Forward a copy of the form(s) to the Criminal Records Review Program by mail or fax:
MAIL: Criminal Records Review, Ministry of Public Safety and Solicitor General,
PO Box 9217 Stn Prov Govt, Victoria BC V8W 9G1
FAX: 250-953-0408

Consent for Release of Information and Acknowledgements

PURSUANT TO THE B.C. CRIMINAL RECORDS REVIEW ACT

- I hereby consent to a check for records of criminal charges and convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act.
 - I hereby consent to a check of all available law enforcement systems, including any local police records.
 - I hereby consent to a vulnerable sector search to check if I have been convicted of and been granted a pardon for any sexual offences of the Criminal Records Act.
 - I understand a criminal record check under the Criminal Records Review Act is required at least once every five years.
 - Go to the RCMP website for additional details on vulnerable sector checks:
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court, corrections, and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence(s) as defined under the Criminal Records Review Act or any police investigations deemed relevant by the Registrar.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar.
- The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and / or physical, sexual or financial abuse to vulnerable adults as applicable.
- The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence(s) for which I have received a pardon.
- If I am charged with or convicted of a relevant or specified offence(s) at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check form.

The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8W 9G1 or by phone at 1-855-587-0185.