



Early Childhood Education

Post Basic ECE Program

Delta Continuing Education INFORMATION PACKAGE

UPDATED INFORMATION DURING THE CoVid19 HEALTH CRISIS

Since the onset of the CoVid19, requirements for physical distancing have been required. As a result, the Early Childhood Education program at Delta Continuing Education has suspended all in person classroom instruction, practicums, information sessions and in person writing of English Assessment tests until further notice. This package details the information shared at each information session.

INSTRUCTIONAL TECHNIQUES

The Delta Continuing Education (DCE) Early Childhood Education (ECE) program is designed for in-person, in-class instruction along with in-person, on-site evaluated practicums. In response to the COVID-19 pandemic, the B.C. Ministry of Education suspended all in-class instruction in schools and this, along with other public health requirements, directly affected how courses have been taught in the Delta Early Childhood Education program during the pandemic.

When regular circumstances resume, in-class instruction and on-site practicums will also resume. Delta School District classrooms and other facilities are cleaned regularly and high-contact points are sanitized. When required, arrangements will be made to facilitate physical distancing or other safety precautions.

In regards to future classes, recommendations from provincial and federal authorities can require changes on short notice and Delta ECE will respond accordingly. **If restrictions prevent in-class instruction**, classes will be taught through a combination of distributed learning, on-line and distance education techniques. Practicums will be postponed until safe settings in which to complete them can be confirmed. ***To be prepared, ECE students should have home access to a computer or device capable of video-conferencing and to reliable, high-speed internet.***

Successful English assessment is still a requirement for acceptance into the ECE program. Those interested in applying to the program will write the test at home with an understanding that the person whose name will be on the application form will be the person writing the English assessment test. Further details on the English Assessment test will be shared when a confirmed time has been booked. The Coordinator has the ability to remove any student whose progress in the program is hindered by inadequate English skills.

Welcome to the Delta Continuing Education Post Basic Early Childhood Education (ECE) Program!

"A journey awaits you. It is one filled with possibility and meaning. It will call you to come to know who you are and where you are going. At times you will need to share this pathway, whereas at others, you will travel alone."
Karen Whelan, 1999.

Taking part in a program like this is a definite commitment on your part. Issues such as time, practicum expectations, finances for supply and tuition fees, and dedication to the field of early childhood education are important considerations now that you have made the decision to be involved in the program.

MISSION STATEMENT

The Delta Continuing Education Early Childhood program empowers students to contribute their personal best to society as they become tomorrow's Early Childhood Educators. Our *mission* is to provide a high-quality, comprehensive, and meaningful education for students.

VALUE STATEMENT



***What kind of world do you want to live in?
What kind of people do we want to be?***

The Delta Continuing Education Early Childhood program strives to achieve its mission through the following core values: "Caring, Respect, Responsibility, Community, and Excellence." These values impact our commitment to our instructors, our students and the community we serve.

PHILOSOPHY STATEMENT

Our philosophy, based on current research and practises, supports the creation of rich, joyful early childhood spaces where children, adults, ideas and materials come together, and where knowledge is constructed about learning and living in ways that are local, inclusive ethical and democratic (BC Early Learning Framework, p.11).

We believe children learn best when they feel safe and secure. Early Childhood Educators create strong respectful relationships which support learning; these relationships are key to children becoming confident, capable and caring citizens.

The Delta Continuing Education Early Childhood program believes:

- all students want to be successful and be the best they can be.
- the use of the **BC Early Learning Framework (BCELF)** supports current practice in the ECE sector.
- Learning and being as a holistic process that happens as children and adults come together in relationship with each other, ideas, materials, places and histories (BC Elf, 2019, pg. 4).
- creating a sense of community is key in building strong relationships and a strong sense of belonging.
- that upon successful completion of the program, students will have acquired the competencies, knowledge and skills that an Early Childhood Educator requires to be successful in the field.

***I've learned that people will forget what you said, people will forget what you did,
but people will never forget how you made them feel – Maya Angelou***

General Information about Delta Continuing Education and ECE

The Early Childhood Education (ECE) with Delta Continuing Education provides educational training for adults entering the field or ECE. The Basic ECE program focuses on children ages 3 – 5 year. The Post Basic program focuses on working with infants and toddlers and children with special needs.

- ✓ 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 and fulfills ALL provincial requirements for certification in the ECE sector.
- ✓ The ECE programs are part time programs (evenings and Saturdays), which with students' work and family schedules.
- ✓ The ECE programs provide quality instruction, based on current research and practice.
- ✓ The ECE programs have affordable fees and students are eligible to apply for the ECEBC Bursary program (www.ecebc.ca/programs/student_bursary.html)

DCE ECE and 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 Early Learning Framework is an invitation to re-envision early care and learning spaces, education systems and society. It is intended to promote dialogue and understanding of childhood, knowledge, education, and learning. This framework carries the hope of inspiring and supporting the creation of rich, joyful early childhood spaces where children, adults, ideas, and materials come together, and we where knowledge is constructed about learning and living in ways that are local, inclusive, ethical and democratic (p. 11).

For more information on the BCELF:

https://www2.gov.bc.ca/assets/gov/education/early-learning/teach/earlylearning/early_learning_framework.pdf

CONTACT INFORMATION

ECE Program 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 Program 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

Before a certificate in a post basic specialty is issued, an applicant must be registered as and Early Childhood Educator with the ECE Registry of BC.

For further information and complete details on certification as an Infant Toddler Educator (ITE) or Special Needs Educator (SNE) in BC 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 – Free: 1-888-338-6622

Fax: 1-250-952-06:4565

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. ***PLEASE NOTE 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 believes there would be a gap in knowledge on current practices in the ECE field.

POST BASIC ECE PROGRAM OVERVIEW

The Post Basic program is an extension of the Early Childhood Education Certificate program. Delta Continuing Education requires that students have completed all the academic work in the ECE Basic program prior to applying for the ECE Diploma program. The purpose of the Diploma program is to provide an opportunity for career and education advancement for ECE graduates.

The advanced courses lead to a Certificate as a Special Needs Early Childhood Educator, working in integrated settings with children requiring extra support, or, a Certificate as an Infant and Toddler Early Childhood Educator, working with children under three years old. If you complete the courses for both the Special Needs and the Infant Toddler specializations you will be granted a Diploma in Early Childhood Education.

Each are of specialization requires five courses and one practicum. Four of these courses are core to the two specializations. In order to receive a letter of completion from Delta ECE, students must complete classroom courses as well as practicums through Delta ECE. Courses are scheduled for evenings, allowing flexibility with students work and family life. Practicum students will be expected to spend designated practicum hours outside of their work environment. Students may start the program in September, January or April.



Course schedule is subject change without notice.

COURSE DESCRIPTIONS

ECE 301 – Working with Families, Agencies and the Community

This course provides the student with knowledge and resources of public and government agencies that enhances the role of the caregiver in working with families. Inclusion is the focus. Historical and contemporary perspectives are studied.

ECE 302 – Health, Safety and Nutrition

This course focuses on health, safety and nutrition matters as they relate to children in ECE settings. This course is designed to introduce the student to essential knowledge, skills and basic care routines in an under three facility as well as with children requiring extra support.

ECE 303 – Administration of Early Childhood Centres

This course is designed to promote development of sound programs by skill building in areas of management and interpersonal relationships. Ethical standards are addressed in the advocating of Early Childhood Education.

ECE 304 – Early Childhood Development: Typical and Atypical

This course offers an inclusive, in-depth study of developmental age range from conception to eight years. Starting with a basic review of child growth and development, students will examine current theory and research.

ECE 305 – Role of the Caregiver: Working with Infants and Toddlers

This course examines the role of the caregiver in a historical perspective and focuses on current philosophies and methods. An inclusive approach in the development of environments and program planning is studied.

ECE 306 Role of the Caregiver: Working with Children requiring Extra Support

This course examines the role of the caregiver in a historical perspective and focuses on current philosophies and methods. An inclusive approach in the development of environments and program development is studied.

ECE 310 Block Practicum: Infant and Toddlers

Students work with infants and toddlers and have the opportunity to practise observing and recording in the process of implementing theory into practice. Students work towards the development of a personal philosophy.

ECE 311 Block Practicum: Special Needs

Students work with children requiring extra support and have the opportunity to practise observing and recording in the process of implementing theory into practice. Students work towards the development of a personal philosophy.

COURSE SCHEDULE

<i>September to December</i>	
ECE 303	Administration of Early Childhood Centres
ECE 304	Early Childhood Development: Typical and Atypical
<i>January to March</i>	
ECE 301	Working with Families, Agencies and the Community
ECE 302	Health, Safety and Nutrition
<i>April to June</i>	
ECE 305	Role of the Caregiver: Working with Infants and Toddlers
ECE 306	Role of the Caregiver: Working with Children requiring Extra Support
<i>As arranged with the ECE Practicum Coordinator</i>	
ECE 310	Block Practicum: Infants and Toddlers
ECE 311	Block Practicum: Special Needs

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.

Students are strongly urged to avoid plans of extended absences or holidays during scheduled class time.

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>Reflective Writing Workshop (1 Saturday) – REQUIRED for ALL new to DCE and/or any returning DCE student having been away from more than 2 years.</i>	70.00
✓ <i>Writing Workshops (1 Saturday session) – REQUIRED for ALL new to DCE and/or any returning DCE student having been away from more than 2 years.</i>	70.00
✓ <i>Observation Workshop (1 Saturday session) – REQUIRED for ALL new to DCE and/or any returning DCE student having been away from more than 2 years.</i>	70.00
✓ <i>ECE 301 – Working with Families, Agencies and the Community</i>	385.00
✓ <i>ECE 302 – Health Safety and Nutrition</i>	385.00
✓ <i>ECE 303 – Administration of Early Childhood Centres</i>	385.00
✓ <i>ECE 304 – Early Childhood Development; Typical and Atypical</i>	385.00
✓ <i>ECE 305 – Role of the Caregiver: Working with Infants and Toddlers</i>	385.00
✓ <i>ECE 306 – Role of the Caregiver: Working with Children requiring Extra Support</i>	385.00
✓ <i>ECE 310 – Infants and Toddlers</i>	385.00
✓ <i>ECE 311 – Special Needs</i>	385.00

Tuition Fees as of Fall 2020 (^): \$3220.00
 (^) Tuition fees are subject to change without notice.

ADDITIONAL FEES

	Fees
✓ Deposit – due NO LATER than July 15th, 2020; this will be applied to the Fall term fees.	385.00
✓ <i>Textbooks and Handouts</i> <i>approximately:</i>	500.00
✓ <i>Conferences / Workshops</i> <i>approximately:</i>	300.00
<i>As part of course curriculum, some instructors will ask students to attend designated workshops/conferences (Children: Heart of the Matter; 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>	
✓ <i>Supplies</i> <i>approximately:</i>	200.00
<i>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>	
✓ <i>Practicum Extensions/Cancellations</i>	70.00
✓ <i>Individual Practicum Seminar</i>	70.00
✓ <i>Criminal Record Check (CRC)</i>	28.00
<i>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>	
✓ <i>Photo ID</i>	25.00
<i>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>	
✓ <i>Transcripts</i>	10.00
<i>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 \$10.00/transcript.</i>	
<i>Please note – there may be additional fees throughout the year of schooling which are not listed.</i>	

APPLICATION PROCEDURE

Acceptance to the Delta Continuing Education Basic ECE Certificate program is through the following process.

Step 1 **Attend a free Information Session and write an English assessment test**

PLEASE NOTE: In order to comply with the directions of the Provincial Health Officer regarding physical distancing and to help flatten the curve of COVID 19, DCE ECE is suspending all upcoming information sessions.

ALL applicants must write the Canadian Adult Achievement Test to assess reading comprehension and writing levels. All English assessment testing will be done via email during the CoVid19 Health Crisis. A predetermined time will be booked with the Coordinator. 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**

We highly recommend you photocopy all of your documentation **BEFORE** submitting your application. Photocopying is the responsibility of the applicant **NOT** Delta Continuing Education.

Mail or drop off the application process by June 30th to:

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

Step 3 **BC Early Learning Framework – 6 hour Online Workshop**

ALL students entering the DCE Post Basic program will be required to complete the BC Early Learning Framework online training; this ensures all students have a shared understanding of this document and how it relates to current practices. Submit your certificate AND module reflections with your application. <https://ocr.openschool.bc.ca/course/index.php?categoryid=6>

Step 4 **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: _____

WAIVED

Date you attended a Delta Continuing Education Basic ECE Certificate Information Session

Date of English Assessment Testing (CAAT) – ***During the CoVid19 Health Crisis the English Assessment will be sent via email. Please note*** – If a student’s progress in the program is hindered by their English skills, the coordinator has the right to remove a student from the program

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

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

- _____ Post Basic ECE Application Form
- _____ 2 Pieces of ID - Proof of legal name and age; ie., passport, driver`s license, BCID, Citizenship. Please ensure the photocopy is legible
- _____ Completed Written Interview
- _____ Completed Student Medical/Emergency Contact Information
- 1 2 3 3 Letters of Reference
- _____ Copy of your valid Early Childhood Educator Certificate from the ECE Registry - Ministry of Children and Family Development
- _____ Official transcript for any previously taken ECE Post Basic courses OR Assessment of Credentials *if applicable.*
- _____ Online training - BC Early Learning Framework Certificate of Completion and Module Reflections
- _____ 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. ***During the CoVid19 Health Crisis the applicants will have until Dec. 31st to submit their medical form.***
- _____ 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 with 2 pieces of ID.** 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: Post Basic ECE Program
@ North Delta Senior Secondary

Start Date: Sept. 2020

Program: Infant/Toddler: _____ Special Needs: _____ Both: _____

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:

ECE Basic Certificate: Institution Name: _____ Year: _____

List any accredited courses

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

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

Year Course Name School Name

Work Experience:

Dates Name of Child Care Organization/Company Responsibilities

Volunteer Experience:

Dates Name of Company Responsibilities

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?



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



MEDICAL PRE-TRAINING EXAMINATION Physician's Report

During the CoVid19 Health Crisis the applicants will have until Dec. 31st to submit their medical pre-training examination form.

RE: _____
Applicant's Name Applicant's Age

This examination report is being requested in connection with an application of the Delta Continuing Education Early Childhood Education training program. This intensive 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.