



Early Childhood Education

Basic ECE Program

Delta Continuing Education INFORMATION PACKAGE

September 2022



Delta Continuing Education acknowledges, respects and honours that our work takes place on the traditional territory of the Tsawwassen and Musqueam First Nations and of all the Hun'umi'num speaking people who have been stewards of the land since time immemorial.

Welcome to the Delta Continuing Education 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.

We are honoured you have chosen the Delta Continuing Education ECE program. 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***

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. **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: [Become an Early Childhood Educator \(ECE\) - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator/renewal)
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 <https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator/renewal>

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@gov.bc.ca

Website: [Become an Early Childhood Educator \(ECE\) - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca/bccmce/education/earlychildhood/earlychildhoodeducator/)

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 approved 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.
(*) 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.
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.
(**) Year II students may complete ECE 220 Block Practicum II and/or ECE 250 Block Practicum III in the summer.

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 for children and families. It also addresses licensing 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.

Regarding Practicum Placements: Many mentor centres require proof of vaccination in order to enter the child care facility. Students must follow the safety protocols while at any mentor centre during a practicum and/or observation visit. Since many centres require proof of vaccination, disclosure prior to practicum placement will be far less disruptive to both centre and student. We ask students who are not vaccinated to make themselves known in confidence to the practicum coordinator so that appropriate placements can be made.

ADDITIONAL INFORMATION

School Closures - School closures will follow the Delta School District calendar, including all statutory holidays.

Health Specific Closures - The DCE ECE programs follows guidance from the Ministry of Health, Provincial Health Officer and the Ministry of Education to ensure the health and safety of all students and instructors remains a top priority. If health restrictions prevent in-class restrictions, classes will be taught through, online (Zoom) and distance education techniques. ***To be prepared, ECE students should have home access to a computer or device capable of videoconferencing and to reliable, high-speed internet.***

Inclement Weather - Delta School District Policy regarding inclement weather - Classes may be cancelled when extreme weather conditions or community emergencies make travel or facilities unsafe. If Delta schools are closed during the day, please assume that the schools will be closed that evening. Check your local TV or radio stations for school cancellation information, or visit www.deltaschools.ca. If ECE classes are to be cancelled, a decision will be made by 1:00 pm for evening classes or by 7:30 am for Saturday classes. Instructors will notify students of in person cancellations via email ONLY. Please be sure your contact information is current AND check your email before leaving for class. Instructors may remedy a class cancellation by re-booking the cancelled session on an alternative in person date or providing the session via an online platform (ie., Zoom).

Delta School District considers student safety a priority, so it respects individual decisions regarding personal safety and does not expect students to attend classes when they believe it is unsafe for them to do so. If you must miss a class due to unsafe conditions, you will be expected to make yourself aware of material that you missed.

Class Locations – In class sessions will be held at North Delta Senior Secondary – 11447 - 82nd Avenue, N. Delta. Throughout the terms, there may be times when locations may not be available, maybe be at different locations (*), offsite for a fieldtrip (*) an/or virtual to support guest speakers. Students are given this information on the 1st night of classes. Any virtual class will be offered via Zoom and/or Teams.
 (*) Students must follow the safety protocols while at any of these locations.

Class Size - Maximum class size: 30. Minimum class size: 25.

Class Times - 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-9:30pm; Saturday classes run from 9:00am-4:00pm.** 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.

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 - \$70ach)</i>	200.00
✓ <i>Observation Workshop (1 Saturday session - \$70)</i>	100.00
✓ <i>ECE 100 – Child Growth and Development I and ECE 110 Ia Observation Assignment</i>	410.00
✓ <i>ECE 101 – Foundations of ECE and ECE 110 Ib Observation Assignment</i>	410.00
✓ <i>ECE 102 – Child Growth and Development II and ECE 111 IIa Observation Assignment</i>	410.00
✓ <i>ECE 103 – The Learning Child and ECE 111 IIb Observation Assignment</i>	410.00
✓ <i>ECE 104 – Child Growth and Development III and ECE 112 IIIa Observation Assignment</i>	410.00
✓ <i>ECE 105 – Guiding and Caring and ECE 112 IIIb Observation Assignment</i>	410.00
✓ <i>ECE 106 – Interpersonal Skills</i>	175.00
✓ <i>ECE 200 – Guiding and Caring II and ECE 210 IVa Observation Assignment</i>	410.00
✓ <i>ECE 201 – Language and Literature and ECE 210 IVb Observation Assignment</i>	410.00
✓ <i>ECE 202 – Creative Activities: Art & Music and ECE 211 Va Observation Assignment</i>	410.00
✓ <i>ECE 203 – Science, Math and Social Studies and ECE 211 Observation Assignment Vb</i>	410.00
✓ <i>ECE 204 – Health Safety and Nutrition and ECE 212 Observation Assignment VIa</i>	410.00
✓ <i>ECE 205 – Family, School and Community Relations and ECE 212 Observation Assignment VIb</i>	410.00
✓ <i>ECE 120 – Block Practicum I</i>	410.00
✓ <i>ECE 220 – Block Practicum II</i>	410.00
✓ <i>ECE 250 – Block Practicum III</i>	410.00
Tuition Fees as of Fall 2022 (^):	\$6625.00

ECEBC Education Fund

Since September 2018, the Early Childhood Educators of BC (ECEBC), in partnership with the Province of British Columbia, enhanced and expanded the ECE Bursary Program, now known as the ECE Education Support Fund (ECE ESF). As of 2019, the fund was fully expended and in December 2019 an additional \$4million from the Canada-BC Early Learning and Child Care Agreement was invested to help more educators obtain/upgrade their ECE Certificate. These funds provide bursaries to a limited intake of eligible students under new funding parameters available in the ECE Education Support Fund Application Guide. IF funds are made available, those accepted into the DCE ECE program are eligible to apply. For application deadlines please refer to the ECEBC Website at: <https://www.ecebc.ca/ece-education-support-fund> and/or contact ECEBC directly via email: bursary@ecebc.ca or via phone: 604.709-6063.

ADDITIONAL FEES

	Fees
✓ <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; 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>	25.00
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 \$10.00/transcript.	

Please note – there may be additional fees throughout the year of schooling which are not listed.

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.

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

Step 2 **Submit application documents**

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 the application by June 30th 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.

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.

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) – 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

_____ 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

_____ Completed Volunteer/Work Experience Form – ***A Criminal Record Authorization letter is required for students to complete these volunteer hours. Applicants will have until Dec. 31st to complete and submit these hours/documentation.***

_____ 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. ***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 DCE 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
@ North Delta Senior Secondary

Start Date: Sept. 2022

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Company*** ***Responsibilities***

Volunteer Experience:

Dates ***Name of Company*** ***Responsibilities***

Interests and Hobbies:

Signature

Date

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

7. How confident are you in meeting the requirements and commitments of practicum?



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

Applicants have until Dec. 31st to submit documentation.

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)?



MEDICAL PRE-TRAINING EXAMINATION Physician's Report
Applicants will have until Dec. 31st to submit 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 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/emotional health to perform the duties as outlined above?

Are there 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.



Student Agreement

- I understand this booklet may be revised at any time.
- I have read and understood:
 - The Delta Continuing Education Basic ECE Program Information Booklet.
 - The program outline, course descriptions and requirements.
 - The admissions criteria and procedure.
 - Practicums are a requirement of the Basic ECE program and require daytime hours.

Student Name:

Student Signature:

Date:
