



Early Childhood Education

Introduction to ECE Information Package

Jan. 2023 Intake

Revised Sept. 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-January/Winter Intake!

"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.

Introduction to Early Childhood Education – Assistant Program is specifically designed to meet the needs of those wanting to start their Basic ECE training in the winter term (January) while ensuring students receive a more thorough grounding in ECE than just the required single course of training.

At DCE we believe it's our ethical duty to provide a need in the community, as well to ensure that we are contributing to the quality of child care in the community.

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.

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

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 (DCE) 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.

- ✓ DCE has been teaching Early Childhood Education (ECE) since 1969.
- ✓ DCE 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 (evenings and Saturdays), which are designed support 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
Contact Information

Lisa Nicholson
Phone: 604 952-2815 – Leave a message on the voice mail.
Email: lnicholson@deltaschools.ca
Please allow a minimum of 48 hours to respond

ECE Office Address
ECE Office Contact Numbers:

4750 57th Street, Delta, B.C. V4K 3C9
Phone: 604 940-5550

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 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.**

ECE ASSISTANT CERTIFICATE

After you have successfully completed the January Intake - Introduction to Early Childhood Education, an official transcript from Delta Continuing Education will be mailed directly to the ECE Registry for you to apply for an ECE Assistant Certificate. To apply for your ECE Assistant Certificate, submit:

1. An application for Registration from the ECE Registry website (www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator/pathways/bc-applicant-recognized);
2. An official, sealed transcript
3. A character reference letter (s) attesting to your satisfactory work performance and suitability (see application form).

Mail your application to:

Early Childhood Educator (ECE) Registry
Child Care Programs and Services Division
Ministry of Education and Child Care
P.O Box 9961 Stn. Prov. Govt., Victoria, B.C. V8W 9R4

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

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

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

RENEWALS

According to BC law, renewal of registration is required every five years for each certificate an individual holds. For complete details on renewal of registration, refer to the 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>

INTRODUCTION TO ECE – January Intake OVERVIEW

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

Introduction to Early Childhood Education – January/Winter Intake is specifically designed to meet the needs of those wanting to start their Basic ECE training in the winter term (January) and to obtain their ECE Assistant Certificate while ensuring students receive a more thorough grounding in ECE than just the required single course of training.

At DCE we believe it's our ethical duty to provide a need in the community, as well to ensure that we are contributing to the quality of child care in the community.

ECE 106 and ECE 204 can be transferred over to DCE's Basic ECE program as long as the student continues the program within 1 year of completing **Introduction to ECE**. The DCE **Introduction to ECE** meets the academic requirements necessary to apply for provincial certification for the ECE Assistant.

January Intake - COURSE DESCRIPTIONS

Writing Workshop

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

Observation Workshop

Children have many ways of expressing themselves and we can begin to understand what they are experiencing and the meaning they bring to their experiences by observing them, listening to them and ultimately documenting these observations. These observations help you create a more responsive program for each child. This workshop introduces you to the reasons for observing children and learns methods of recording and documentation. Learners will practice techniques and develop skills for observing, recording, documentation and interpretation.

ECE 106 – Interpersonal Skills

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

Introduction to ECE

This is a 6 session introductory course to the field of Early Childhood Education. Sessions cover foundations of ECE, child growth and development, positive guidance and discipline, working with families and importance of play and curriculum experiences for children.

ECE 204 – Health Safety and Nutrition

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

COURSE SCHEDULE – January Intake – 10 week term

The DCE ECE program is an in person program.
APPLICATION DEADLINE – 12 NOON Friday Nov. 18th, 2022

@ North Delta Senior Secondary – NDSS OR Delta Community College - DCC Dates for each course and workshop will be confirmed by Nov. 15, 2022
Writing Workshop - 1 Saturday workshop
Observation Workshop - 1 Saturday workshop
ECE 106 – Interpersonal Skills - 12 hours – 4 evenings
Introduction to ECE Component - 18 hours – 6 evenings
ECE 204 – Health Safety & Nutrition - 45 hours – 10 evenings and 2 Saturdays

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

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

Intro to ECE Program Start Dates January

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

Class Times Students **MUST** attend a minimum two nights per week and a minimum of 4 Saturday class. **Evening classes run from 6:30pm to 9:30pm. Saturday classes run from 9:00am to 4:00pm.** A class that falls on a statutory holiday and/or a school break closure will be rebooked for a different evening.

Students continuing with the Basic ECE in April 2023, the scheduled course layout is as follows:

<i>April to June Term – Classes locations to be confirmed</i>	
<i>12 week term. For every registered course, students must attend 1 night per week PLUS a minimum of 1 Saturday</i>	
Course #	Course Name
ECE 202	Creative Activities; Art and Music/Observation Assignment
ECE 203	Science, Math and Social Studies/Observation Assignment
<i>September to December Term – Classes locations to be confirmed</i>	
<i>12 week term. For every registered course, students must attend 1 night per week PLUS a minimum of 1 Saturday</i>	
Course #	Course Name
ECE 100	Child Growth and Development I / Observation Assignment
ECE 101	Foundations of ECE / Observation Assignment
<i>January to March Term – Classes locations to be confirmed</i>	
<i>10 week term. For every registered course, students must attend 1 night per week PLUS a minimum of 2 Saturdays</i>	
Course #	Course Name
ECE 102	Child Growth and Development II / Observation Assignment
ECE 105	Guiding and Caring I / Observation Assignment
ECE 120	Block Practicum I
<i>April to June Term – Classes locations to be confirmed</i>	
<i>12 week term. For every registered course, students must attend 1 night per week PLUS a minimum of 1 Saturday</i>	
Course #	Course Name
ECE 104	Child Growth and Development III / Observation Assignment
ECE 103	The Learning Child/Observation Assignment
<i>September to December Term – Classes locations to be confirmed</i>	
<i>12 week term. For every registered course, students must attend 1 night per week PLUS a minimum of 1 Saturday</i>	
Course #	Course Name
ECE 200	Guiding and Caring II / Observation Assignment
ECE 201	Language and Literature / Observation Assignment
ECE 220	Block Practicum II
<i>January to March Term – Classes locations to be confirmed</i>	
<i>10 week term. For every registered course, students must attend 1 night per week PLUS a minimum of 2 Saturdays</i>	
Course #	Course Name
ECE 205	Family, School and Community / Observation Assignment
<i>April to June Term – Classes locations to be confirmed</i>	
<i>12 week term. For every registered course, students must attend 1 night per week PLUS a minimum of 1 Saturday</i>	
Course #	Course Name
ECE 250	Block Practicum III

FEES

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

Course Tuition	Writing Workshop	\$100.00
	Observation Workshop	\$100.00
	ECE 106 Interpersonal Skills	\$175.00
	Introduction to ECE Component	\$275.00
	ECE 204 Health, Safety and Nutrition	<u>\$410.00</u>
		\$1060.00

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

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

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

Textbooks	Students are required to purchase course textbooks and/or download reading material as per instructor directions. Textbooks can be ordered through DCE upon registration. For the Jan. 2023 intake approximate textbook fees will be \$100.
School Supplies	Students require school supplies (pens, paper, binders, etc); and materials to make ECE learning activities and projects (poster board, paints, etc) for class assignments and practicum. It is the student's responsibility to purchase supplies.
Conference/Workshop	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. For the Jan. 2023 intake approximate conference / workshop fees will be \$100.
Criminal Record Check (CRC)	Students are required to have a CRC Schedule B authorization. This is valid for five (5) years from the date of the application. Applications must be faxed directly to the Ministry of Public Safety/Solicitor General. Applicants DO NOT apply at their local police department/RCMP detachment. The fee is \$28.00
Photo ID	All students require a valid DCE photo ID. The fee is \$25.00
Transcripts	Upon successful completion of the Introduction to ECE program, an official transcript will be mailed directly to the ECE Registry. Additional transcript, \$10.00 each.

APPLICATION PROCEDURE – Deadline 12 NOON – November 18th, 2022

Acceptance to the DCE ECE Certificate program is through the following process.

Please note: Applicants must be nineteen (19) years or older before the first day of classes.

Step 1

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

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.

Step 2

- **Submit application documents to:**
Delta Continuing Education
4750 57th Street, Delta B.C, V4K 3C9
Attention: Lisa Nicholson, ECE Coordinator

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

Step 3

- **Acceptance**

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

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

APPLICATION COVER PAGE

Name: _____

Contact No.: _____

Email: _____

_____ Date you attended Virtual 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

_____ Application Form

_____ Proof of legal name and age; ie., passport/ 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 – DUE no later than Feb. 28, 2023

_____ Pre-Training Medical Exam – DUE no later than Jan. 31, 2023

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 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.**

_____ Student Agreement Form

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:

Introduction to ECE

Start Date: Jan. 2023

continuing on to complete the FULL Basic ECE Program in April 2023-June 2025

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 _____



Written Interview

1. Tell us a little bit about yourself.

2. Why do you want to enter the Early Childhood Education field?

3. Please explain your understanding for some of the various duties an Early Childhood Educator may perform in a given day.

4. What aspects of the Early Childhood Educator do you think you would find most exciting?, most challenging? Which of your personality trait will be an asset to your work with young children and families?

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

Applicant, please complete this page.

I, _____
Applicant's Legal Surname Full Given Names

of _____
Home address

City Province Postal Code

Hereby consent for the following referee:

Please print referee's name

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

Signature of Applicant

Date

Notes:

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



REFERENCES

RE: _____
Applicant's Name

1. How long have you known the applicant? _____

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

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

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

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

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

Signature of Referee

Date

Address

()

Telephone No.

Email



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.



Student Agreement

- I have read and understood:
 - The Delta Continuing Education Introduction to ECE 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.

- I understand this booklet may be revised at any time.

Student Name:

Student Signature:

Date:
