

## **AURORA CHILDREN'S CENTRE**

### **Staff Training and Development Policy**

**Date Policy and Procedures Established:** August 2016

**Date Policy and Procedures Updated:** June 7, 2021

#### **Purpose**

Aurora Children's Centre (herein after "ACC" or the "Centre") strives to hire top-tier employees into our organization. To ensure that employees are up to date with all the research and training required to perform their role as an educator, employees are required to complete a minimum of 2 Professional Development courses annually (virtual or in-person), as well as attending all in-house Professional Development workshops provided by ACC.

#### **Policy**

It is the policy of ACC to encourage and support employee participation in job related professional development activities. Opportunities for development will be offered through:

- a period of orientation to the position for new employees
- supervision, consultation, feedback, and coaching
- regular staff meetings for the discussion of the program and for staff development
- on-site seminars, speakers and videos that may be arranged by the employee, supervisor, or director.
- participation in job-related conferences, workshops, and seminars within budgetary limitations
- involvement in external organizations, associations and provincial bodies that deal with childcare related issues within budgetary limitations.
- temporary or permanent placement in positions within our organization involving added responsibilities.
- visits to other programs
- any other courses or activities that the employee may bring forward to be evaluated by the director for relevancy.

## **Orientation**

- The following training must be completed before employment:
  - Review of Ministry Policies and Procedures, review of all childcare policies and procedures at ACC/CC, review and understanding of AODA, WHIMIS, and Workplace safety.
- Informal learning opportunities will be offered to new employees through shadowing of seasoned employees.
- Corporate and Regional resources can be used to support and develop knowledge of Early Childhood Education and the Childcare field.

## **Ongoing Learning, Training and Development**

ACC/CC and its employees are encouraged to consider the following ongoing training and development:

- Opportunities for qualification upgrades offered through Apprenticeship programs and local College programs.
- Opportunities for engaging in individual reflection (annual reviews and self-reports);
- Informal learning from supervisors and staff (meetings).
- Support for staff-initiated research and learning opportunities.
- Tools and resources available in the community and online (leadership courses);
- ACC will support continuous professional learning, education, and development, providing approved leave of absences for these opportunities, at the discretion of the Executive Director taking into consideration how those receiving training and development opportunities will be supported by the licensee (e.g., paid time to take courses, funding to support costs, provision of resource materials, etc.).

## **Responsibilities of Supervision**

- The Supervisor and Director are responsible for ensuring that participation in development opportunities is fair and equitable to all employees. Requests should fit with performance goals.
- The Supervisor is responsible for providing a structured orientation process for new employees and providing regular ongoing development as outlined above.
- Each employee shares with the Supervisor the responsibility of identifying specific individual developmental needs and objectives and for the planning and carrying out agreed upon development activities.
- The Supervisor will provide periodic reports on staff development to the director. The Director will ensure that the above is applied to the Supervisor position and that the periodic reports on the Supervisors development is provided to the Board of Directors. The Board of Directors will ensure that the above is applied to the Director position.

## **External Courses**

- Employees who identify external conferences, seminars, workshops, and associations in which they wish to participate are responsible for submitting in writing requests to attend, including costs, to the Supervisor.
- If a last-minute cancellation is made by an employee, the employee is responsible for reimbursing the Centre for the cost of the conference, workshop, or seminar. Courses that have been approved by the Director will be paid for upon the successful completion of the course.
- The Supervisor and or the Director are responsible for approving any requests to participate in external developmental activities and for ensuring that these occur within budget limitations.