

Information Packet
Accelerated Educational Opportunities &
Steps to Success 2.0
2022-2023



Information Packet
Accelerated and Steps to Success 2.0 Programs

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Accelerated Programs

Description

In partnership with the provincial Department of Education and Lifelong Learning, Holland College is offering two accelerated programs designed for early childhood educators who want to upgrade their qualifications.

The Early Childhood Assistant Certificate Program consists of studying in class and online, designed for early childhood educators who have their three introductory courses and have two years of experience working in an early childhood centre. The certificate program is 17 weeks from October 2022 to February 2023. Graduates will be eligible for the current Level 2 certification with Department of Education and Lifelong Learning.

The Early Childhood Care and Education Diploma Program consists of studying in class and online, designed for early childhood educators who hold a current Level 2 certification and have at least two years of experience working in an early childhood center. The diploma program is 22 weeks from February 2023 to July 2023. Graduates will be eligible for a current Level 3 certification with the Department of Education and Lifelong Learning.

Eligibility

To be eligible for the accelerated programs Early Childhood Educators must:

- Hold a valid Level 1 or Level 2 ECE Certification
- Have two years of experience working in an early childhood centre
- Provide a letter of support from current Employer

Training Grants

The Department of Education and Lifelong Learning offers an Early Childhood Education Training Grant. The purpose of the **Early Childhood Education Training Grant** is to provide our early childhood education workforce with the opportunity to develop and strengthen knowledge, skill base, and credentials necessary to provide excellence in early learning and childcare.

The link is available here: <https://www.princeedwardisland.ca/en/service/early-childhood-education-training-grants>

Steps to Success 2.0

Description

The Steps to Success 2.0 Project is an initiative developed by the Early Childhood Development Association funded by the Department of Economic Growth, Tourism and Culture through the Canada-PEI labour market agreements.

The Steps 2.0 project is a complimentary project to the Accelerated programs provided by college de l'île and Holland College.

This project supports staffing ratios in licensed childcare centres where an ECE has been accepted into an Accelerated program without depleting the resources of said centre. The ECDA and SkillsPEI approve participants who are then placed in the childcare centres to backfill the positions of the ECE's who attend school. The participants receive a stipend administered through the ECDA and are not included on the centre payroll.

The backfill participant is an entry level early childhood trainee who works as an employee 40 hours/week for the duration of the Accelerated programs. The participants are also registered to study the three credit courses required to obtain the current Level 1 Certification through college de l'île or Holland College.

Steps to Success Terms and Conditions

- The ECDA along with SkillsPEI, approve eligible participants who submit a complete application, provide a clear criminal record and vulnerable sector check, and take part in a selection process.
- Prior to beginning work, approved participants receive First Aid training and take part in workshops such as: Child Care Act and Regulations, play based learning and an introduction to the Early Learning Framework.
- Participants will be enrolled and expected to invest every effort in successfully completing three introductory early childhood education courses through College de l'île or Holland College. They will complete one course before they are required to be in ratio.
- Participants will receive one week minimum of orientation training in the centre before they are required to be included in ratio full time.
- Participants will receive bi-weekly stipend payments administered by the ECDA.
- Steps to Success participants are full time employees of the childcare centre for the duration of the project **September 2022 – February 2023 & February 2023 – July 2023**. These employees will receive the support and leadership equivalent to all staff members including job performance reviews and feedback.

Steps to Success Roles and Expectations

Steps to Success Coordinator role and expectations during Steps to Success 2.0. The coordinator will:

- Receive all project participant applications, complete a selection process, and connect perspective participants with EAS Case Managers for SkillsPEI
- Schedule and supervise all training and workshops, register participants in post secondary credit courses, and match participants to participating childcare centres
- Collect timesheets and mileage claims and ensure participants receive the stipend bi-weekly
- Host check-in meetings with participants regularly throughout the project to provide support and guidance
- Check in with Directors to inquire how participants are performing in their workplace
- Steps to Success Coordinator may contact Learning Manager(s) to inquire how participants are performing at the College and provide any support, if needed.

Director/Employer's role and expectations during Steps to Success 2.0. Director/Employer will:

- Ensure a job description and employee handbook is reviewed with the participant before they begin full time work.
- Provide equal benefits to the Steps participant as all employees receive (breaks, planning time etc.) based on policies in their Employee Handbook.
- Provide performance reviews and feedback to the participant midway and at the end of the project.
- Provide feedback to the Steps to Success Coordinator when requested or when job performance interventions are required.
- Director/Employer has the right to terminate the participant, once job performance interventions have been attempted, by providing written notice to the ECDA.

Participant's role and expectations during Steps to Success 2.0. Participant will:

- Attend all training and workshops offered through the Steps to Success project.
- Fulfil their job descriptions and expectations to the best of their abilities while employed at the licensed childcare centre.
- Attend and invest every effort in successfully completing three credit courses.
- Take the following steps if they have a concern or complaint about their work placement:
 - Approach direct supervisor or Director of the centre to address concern.
 - If concern is not addressed, contact their EAS Case Manager.
- Take the following steps if they have a concern or are struggling with schoolwork:
 - Approach the Learning Manager to address concerns
 - Reach out to Steps to Success Coordinator for access to support

Appendix A
Licensed Childcare Centre – Early Childhood Educator Agreement
Accelerated Early Childhood Diploma Program – February 2023

The following agreement contains the roles and expectations of those involved from **(Centre Name)** who will be supporting the participation of **(ECE name)** in the Accelerated Early Childhood Diploma Program offered through Holland College running from February 23, 2023 – July 21, 2023.

Prior to the commencement of the program, both **Employer/Director of (Centre Name)** and **(ECE who has been accepted)** will read and understand the roles and expectations for the Accelerated Early Childhood Diploma Program and sign this agreement. Both parties will keep a copy of this agreement for their records. **A signed copy will be sent to and signed by the ECDA in the case of unforeseen circumstances.**

Centre Owner/Director: _____

Centre Address: _____

Email Address: _____

Phone Number: _____

ECE: _____

ECE Address: _____

Email: _____

Phone: _____

Employer/Director’s role and expectations once ECE has been accepted into the Accelerated Early Childhood Certificate Program through Holland College. The Director/Employer will:

- View ECE as an employee of the childcare centre while they attend Holland College full time.
- Continue providing payroll to the ECE based on the previous 6 months of scheduled work hours.
- Consider ECE’s missed school time equivalent to sick/personal days based on the centre’s Employee Handbook, unless otherwise arranged between Director/Employer and ECE.
- Director/Employer may provide a form for the ECE to report their attendance while enrolled at Holland College.
- View the ECE as a student while they are on practicum and will not consider them in ratio.
- Provide the same breaks, planning time etc. to ECE’s on practicum as they would all staff members. ECE’s on practicum do not need to be provided with extra studying/planning time within practicum hours.
- The Director has every right to not provide a Letter of Support for ECE to apply for the Accelerated programs.
- The Director may ask the employee to sign a Return to Service Agreement*

Early Childhood Educator’s role and expectations as a student enrolled in the Accelerated Early Childhood Certificate Program through Holland College. The ECE will:

- Remain the employee of the childcare centre while they attend Holland College.
- Continue receiving their wage based on the previous 6 months of scheduled work hours.
- Report missed time to director/employer while attending Holland College. Missed school time is considered equal to sick/personal days based on centre’s Employee Handbook, unless otherwise arranged between ECE and Director/Employer.
- Not be considered in ratio while on practicum in the childcare centre.
- Will be provided breaks, planning time etc. equivalent to all staff members in the centre. ECE’s should not expect extra planning/studying time while on practicum.

This agreement recognizes that **(Centre Director/Owner)** has willingly read and understands their role and expectations, laid out in this agreement, to **(Accepted ECE)** while they are enrolled in the Accelerated Early Childhood Certificate program February 23, 2023 – July 21, 2023.

Director/Owner Signature: _____ Date: _____

This agreement recognizes the **(Accepted ECE)** has willingly read and understands their role and expectations, laid out in this agreement, to **(Centre Name)** while they are enrolled in the Accelerated Early Childhood Certificate program from February 23, 2023 – July 21, 2023.

ECE Signature: _____ Date: _____

IN WITNESS the Centre Director/Owner and Accepted ECE have executed this Agreement on the date listed below.

ECDA Staff Witness: _____ Date: _____

Appendix B
Licensed Childcare Centre & Early Childhood Educator Agreement
Accelerated Early Childhood Certificate Program - October 2022

The following agreement contains the roles and expectations of those involved from **(Centre Name)** who will be supporting the participation of **(ECE name)** in the Accelerated Early Childhood Certificate Program offered through Holland running from October 17, 2022 – February 16, 2023.

Prior to the commencement of the program, both **Employer/Director of (Centre Name)** and **(ECE who has been accepted)** will read and understand the roles and expectations for the Accelerated Early Childhood Certificate Program and sign this agreement. Both parties will keep a copy of this agreement for their records. **A signed copy will be sent to and signed by the ECDA in the case of unforeseen circumstances.**

Centre Owner/Director: _____

Centre Address: _____

Email Address: _____

Phone Number: _____

ECE: _____

ECE Address: _____

Email: _____

Phone: _____

Employer/Director's role and expectations once ECE has been accepted into the Accelerated Early Childhood Certificate Program through Holland College. The Director/Employer will:

- View ECE as an employee of the childcare centre while they attend Holland College full time.
- Continue providing payroll to the ECE based on the previous 6 months of scheduled work hours.
- Consider ECE's missed school time equivalent to sick/personal days based on the centre's Employee Handbook, unless otherwise arranged between Director/Employer and ECE.
- Director/Employer may provide a form for the ECE to report their attendance while enrolled at Holland College.
- View the ECE as a student while they are on practicum and will not consider them in ratio.
- Provide the same breaks, planning time etc. to ECE's on practicum as they would all staff members. ECE's on practicum do not need to be provided with extra studying/planning time within practicum hours.
- The Director has the right to not provide a Letter of Support for ECE to apply for the Accelerated programs.
- The Director may ask the employee to sign a Return to Service Agreement*

Early Childhood Educator’s role and expectations as a student enrolled in the Accelerated Early Childhood Certificate Program through Holland College. The ECE will:

- Remain the employee of the childcare centre while they attend Holland College.
- Continue receiving their wage based on the previous 6 months of scheduled work hours.
- Report missed time to director/employer while attending Holland College. Missed school time is considered equal to sick/personal days based on centre’s Employee Handbook, unless otherwise arranged between ECE and Director/Employer.
- Not be considered in ratio while on practicum in the childcare centre.
- Will be provided breaks, planning time etc. equivalent to all staff members in the centre. ECE’s should not expect extra planning/studying time while on practicum.

This agreement recognizes that **(Centre Director/Owner)** has willingly read and understands their role and expectations, laid out in this agreement, to **(Accepted ECE)** while they are enrolled in the Accelerated Early Childhood Certificate program October 17, 2022, to February 16, 2023.

Director/Owner Signature: _____ Date: _____

This agreement recognizes the **(Accepted ECE)** has willingly read and understands their role and expectations, laid out in this agreement, to **(Centre Name)** while they are enrolled in the Accelerated Early Childhood Certificate program from October 17, 2022, to February 16, 2023.

ECE Signature: _____ Date: _____

IN WITNESS the Centre Director/Owner and Accepted ECE have executed this Agreement on the date listed below.

ECDA Staff Witness: _____ Date: _____

Appendix C

Looking for a new pathway to a rewarding career?



Have you ever wanted to work as an educator of young children?
We're looking for YOU!

Early Childhood Development Association

is happy to present the Steps to Success program funded by the Department of Economic Growth, Tourism and Culture through the Canada-PEI labour market agreements. This project provides eligible participants with workplace experience while completing 3 introductory courses in Early Childhood Education. This project will set the stage for full-time work or substitute opportunities at the current Level One Certification within the PEI early learning and child care system.

Project Highlights

- Begins September 2022
- 46 weeks depending on placement
- Bi-weekly stipend payments for full time (40 hrs/week) workplace experience
- Enrollment in post secondary courses required for the current Level One Early Childhood Educator Certification with the Early Learning and Child Care Board
- Cost for courses and course materials covered by the project
- Support and guidance from experienced early childhood educators
- Emergency CPR and First Aid training as well as orientation workshops before workplace experience

Participant Requirements:

Permanent Resident/Canadian Citizen
Unemployed or Underemployed
Must be 18 years of age and up
Clear Criminal Record &
Vulnerable Sector Check



Application:
Steps to Success 2.0

This document puts forth your interest in participating in the Steps to Success 2.0 project. This project is a Group Based Training Initiative *funded by the Department of Economic Growth, Tourism and Culture through the Canada-PEI labour market agreements. To qualify for participation in this project applicants must meet the criteria outlined in this document. Read the Terms and Conditions carefully and answer all questions. **Please provide a current resume and a clear Criminal Record Check with a Vulnerable Sector designation when submitting this application.***

Name: _____

Address (please provide address you will be travelling from while working):

Phone Number: _____ **Email:** _____

Terms and Conditions

Project participants will be employed at a licensed early learning and childcare center and gain full-time (40 hours/week) workplace experience as an early childhood educator trainee. While in this position participants will abide by the expectations and responsibilities assigned by their centre employer.

Travel to an assigned centre may be required. If so, a travel allowance will be provided.

Project participants will be enrolled and expected to invest every effort in successfully completing three introductory Early Childhood Education courses through Holland College. All fees and course materials will be covered by the project.

Eligible project participants will receive a stipend of \$548.00/week if they do not have access to EI benefits.

Eligible project participants are required to be a Canadian Citizen or Permanent Resident and must be unemployed or underemployed (work 25 hours or less).



Application:
Steps to Success 2.0

Are you interested in a career in Early Childhood Education? _____ **Yes** _____ **No**

Can you commit to a full-time project for up to 46 weeks? _____ **Yes** _____ **No**

Are you interested in studying at Holland College? _____ **Yes** _____ **No**

Can you commit to studying while working full time? _____ **Yes** _____ **No**

Are you a Canadian Citizen or Permanent Resident? _____ **Yes** _____ **No**

Do you have a clear Criminal Record and Vulnerable Sector Check? * _____ **Yes** _____ **No**

**If you do not, please note: to be accepted into the program, a clear Criminal Record with Vulnerable Sector Check will be required. A letter can be provided signifying your participation in this project.*

Do you have access to a reliable form of transportation? _____ **Yes** _____ **No**

Do you have regular access to a computer and wifi? _____ **Yes** _____ **No**

Do you have regular access to a good internet connection? _____ **Yes** _____ **No**

Is English your primary language? _____ **Yes** _____ **No**

If not, can you provide a recent language proficiency score? _____ **Yes** _____ **No**

By agreeing to the terms and conditions outlined in this document I am hereby stating I have answered all questions truthfully and to the best of my knowledge. If I am accepted into this program, I agree to work in the centre I am assigned to and employed by and invest every effort in successfully completing three Early Childhood Education credit courses. I agree to commit fully to the opportunity at hand.

Signature: _____

Date: _____



Appendix D

**A Return to Service agreement may be signed between an employer and employee to establish the commitment and support the employer is providing to the employee while they are enrolled in studies. In return the employee agrees to returning to work for a determined amount of time set by the employer in an agreement similar to the one below. This agreement is a sample and should be altered to fit individual centre requirements.*

Return To Service Agreement

THIS AGREEMENT made the _____ day of _____, 2022.

BETWEEN: _____

Early Childhood Centre (hereinafter called the "ECC")

AND: _____, of _____

ECE Name (hereinafter called the "Applicant") **(Address)**

WHEREAS the Applicant has successfully gained acceptance into the Accelerated Early Childhood Assistant Program/Accelerated Early Childhood Care and Education Program Training at Holland College.

AND WHEREAS the Applicant is committed to completing the training and gaining successful certification from the Early Learning and Child Care Board.

AND WHEREAS the Applicant will continue to receive their original salary from the ECC Centre.

NOW THEREFORE this Agreement witnessed, in consideration of the mutual covenants and premises contained herein, that the parties hereto agree as follows:

1.0 Obligations of the ECC:

1.1 The ECC Centre agrees, subject to the terms and conditions herein, that it will make the following payments (Assistance) to or for the Applicant:

- (a) The continued payment of the Applicant's salary for the duration of the training period.
- (b) The ECC agrees to return the Applicant to the equivalent or higher position following successful completion of the training.
- (c) The ECC can choose to provide assistance to the Applicant in covering the costs for the training with the knowledge the costs will be repaid or reimbursed through Provincial grants or personal payments by the Applicant.

2.0 Obligations of the Applicant:

2.1 The Applicant agrees to the following terms and conditions of this Agreement:

- (d) The Applicant will invest every effort in successfully completing the training;
- (e) The Applicant, in consideration of the continued paid salary for the duration of the training, will agree to a six month commitment with the ECC following successful completion of training at a mutually agreed upon salary.

3.0 Repayment:

3.1 Notwithstanding any other provision of this Agreement, in the event that the Applicant terminates their employment as an ECE with the ECC in Prince Edward Island within the six months of employment as described above in 2.0(e), the amount of the Assistance outlined in 1.0 will constitute a debt to the ECC by the Applicant. The Applicant agrees to pay the ECC, in lawful money of Canada, all or a portion of the funds paid by the ECC to the Applicant or paid on behalf of the Applicant during the period of training.

3.2 In the event that paragraph 3.1 applies and the Assistance is to be repaid by the Applicant, the amount to be repaid to the ECC shall equal the percentage of the term or employment commitment described above in 2.1(e), that is not completed. For example, if 75 percent of the term of employment commitment is not completed, the Applicant shall pay 75 percent of the total sum paid to or on behalf of the Applicant during the training period (with interest accruing monthly to overdue accounts). Repayment is to occur over a period not to exceed two years. Repayments are to commence no later than 3 months after the Applicant terminates the Applicant's employment as an ECE with the ECC as required by this Agreement.

4.0 Miscellaneous Conditions:

- 4.1 If the Applicant requires approved periods of leave without pay (for illness, family support, etc.) during the six-month period, which periods of leave must be approved in writing by the ECC, the completed service time will carry forward to recommence on the resumption of practice. There will be no financial charge to the Applicant while their employment is suspended on written approval from the ECC.
- 4.2 The parties acknowledge that any Assistance provided hereunder by the ECC to the Applicant may be deemed to be a taxable benefit and as such, subject to income tax, and agree that the ECC shall determine which benefits are taxable and shall issue appropriate income tax documentation.

5.0 Entire Agreement:

- 5.1 This Agreement shall not be assigned or subcontracted in whole or in part by the Applicant without the prior written consent of the ECC.
- 5.2 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and, subject to above assignment and subcontracting clause, their executors, administrators, successors and assigns.
- 5.3 Any information provided on this contract may be subject to release under the *Freedom of Information and Protection of Privacy Act*. The Applicant may be consulted by the ECC prior to release of any information.
- 5.4 This Agreement shall be interpreted and applied in accordance with the laws and in the Courts of the Province of Prince Edward Island.
- 5.5 This Agreement constitutes and expresses the entire agreement of the parties hereto and any amendment or addition thereto shall be in writing and signed by the respective parties.
- 5.6 The headings are inserted in this Agreement for reference only and shall not form part of the Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written:

SIGNED BY:

(ECC Owner/Director)

(Witness)

SIGNED BY:

(Applicant)

(Witness)

A copy of this agreement is to be provided to the employee

SAMPLE