



July 3, 2019

Dear Colleagues, Friends and Families:

The Early Childhood Development Association of PEI is pleased to announce nominations are now open for the 2019 ECDA Awards of Excellence! These awards give us the opportunity to recognize achievements in PEI's early childhood education sector.

We will be honoring early childhood professionals who demonstrate efforts that rise above and beyond expectations at a ceremony during the ECDA's Fall Conference on November 14th, 2019. We are now accepting nominations for the three main awards: Educating with Excellence Award, Leadership Award, and Cooking for Quality Award.

Once again this year, the ECDA is offering the opportunity for ECEs to be recognized for their years of dedication and service with the Years of Service Awards. Individuals can apply to receive the award, or applications can be submitted by a peer or director.

Everybody knows someone who goes above and beyond in their work; whether that is a fellow educator, mentor, volunteer, or someone advocating for the sector. The benefits of recognition are proven: when people feel appreciated for their work, it strengthens your team. If you know someone who you feel is deserving of special recognition, please take this opportunity to make it official, and nominate them. Their hard work and dedication should be acknowledged!

Attached you will find a nomination package for our three Awards of Excellence. Additional information and the Years of Service application can be found on our website at www.ecdaofpei.ca or by calling the ECDA office at (902) 368-1866. The deadline for nomination package submissions is October 1st.

Sincerely,

Melanie Cochrane
President, ECDA



NOMINATION FORM

The following individual is hereby nominated:

NAME: _____

ADDRESS: _____

PHONE: _____

For the Early Childhood Development Association's Award of:

- CATEGORY: () **Educating with Excellence Award** – outstanding ECE working in the field
() **Leadership Award** – a champion for children
() **Cooking for Quality Award** – outstanding cook working in the field

Along with this form, please attach a profile of the nominee, as outlined on the call for nomination. Clearly state the reasons this nominee should be considered to receive this award by demonstrating strong evidence (concrete examples) of how this nominee went *above and beyond* their employment responsibilities.

SUBMITTED BY: _____

SECONDED BY: _____

ALL NOMINATIONS MUST BE RECEIVED BY NOON OCTOBER 1, 2019 TO BE CONSIDERED.
Nominators must send 5 identical copies of the complete nomination package.



EXEMPLARY TEMPLATE

The following is an example of a complete & successful nomination package outline. This list is a suggested outline of all nomination packages; however it should be modified to accommodate the needs of each individual nomination package, depending on applicable content.

1. **Cover page:** Include name of award nominee, name of applicable award, and present year.
2. **Nomination form:** Completed and signed by the nominators.
3. **Cover letter:** Letter from the nominator outlining personal experience with the nominee and why they have chosen to nominate him/her (1 page maximum length).
4. **Nominee biography:** A brief description of the nominee's background in the Early Childhood sector and other applicable personal experiences (1 page maximum length).
5. **Nomination text:** Describe in full detail the reasons the nominee should be considered for this award. This text should follow the qualification criteria outlined on the applicable Call for Nominations form. Use strong evidence and concrete examples of the nominee's actions that have allowed him/her to meet the requirements of the award criteria. Include examples of activities, success stories, personal accomplishments, any instance of the nominee going above and beyond the duties of employment. Successful nomination packages will cover each of the relevant qualification criteria in detail with concrete examples.
6. **Supporting letters:** Letters from coworkers, clients (families past & present), and/or children pertaining to the nomination criteria. Letters must be signed by the author and include contact information (maximum of 5 letters, each 2 page maximum length).
7. **Photographs & supporting documentation:** Childrens' art and other projects lead by the nominee, photographs of activities and events the nominee has participated in, Early Childhood content created by the nominee. This section should provide visual evidence to support the nomination text.
8. **Certificate(s) & license:** Copies of the nominee's certificate(s) and the facility's license.

Please note that professional presentation is preferred and that all nomination packages should be bound with a protective cover (e.g.: duotang, binder, or spiral spine with a plastic cover). Successful award nomination packages from previous years can be viewed at the ECDA offices, and the ECDA staff is available to provide nomination package consultation. Call (902) 368-1866 to schedule an appointment



CALL FOR NOMINATIONS

EDUCATING WITH EXCELLENCE AWARD

The Early Childhood Development Association of PEI (ECDA) will bestow the Educating with Excellence Award upon one Certified Early Childhood Professional working within a licensed early learning and child care facility who demonstrates exemplary practice and a commitment to children that goes above and beyond employment responsibilities. This award gives well-deserved recognition to those who educate with limitless passion and strive to make the early years count for each child within their program.

Certified Educators may be nominated by any person(s) with an interest in early years excellence. Nominations must be seconded by the signature of either a current colleague of the nominee or a parent/guardian of a child currently registered in the program lead by the nominee. The nomination package must clearly demonstrate how the nominee has excelled in any/all of the qualification criteria listed below. Evidence must show how this nominee went above and beyond their employment responsibilities. No video or audio please.

QUALIFICATION CRITERIA

1. The nominee has provided quality programs and exemplary educational opportunities for the children in their program.
2. The nominee has made a significant contribution to quality inclusive early learning and child care at their facility.
3. The nominee has been a positive influence and support to the families at their facility.

STIPULATIONS

The nominee must be an early childhood educator certified by the Early Learning and Child Care Board of PEI currently employed within an early learning and child care facility licensed by the Early Learning and Child Care Board of PEI. Nominations must be seconded by a current colleague of the nominee or a parent/guardian of a child currently registered in the program. Nominations must be received by noon on October 1st to be considered. Nominators must send 5 identical copies of the complete nomination package.



CALL FOR NOMINATIONS

LEADERSHIP AWARD

The Early Childhood Development Association of PEI (ECDA) will bestow the Leadership Award upon one individual working within or on behalf of the early childhood sector who demonstrates strong leadership and a commitment to the advancement of early learning and child care standards. This award gives well-deserved recognition to those who are champions for children, families and the early childhood sector; whether as a policy-maker, volunteer, educator, facilitator or advocate.

A person from Prince Edward Island with working within or on behalf of the early childhood sector may be nominated by any person(s) with an interest in early years excellence. Nominations must be seconded by the signature of a current colleague of the nominee. The nomination package must clearly demonstrate how the nominee has excelled in any/all of the qualification criteria listed below. Evidence must show how this nominee went above and beyond their employment responsibilities. No video or audio please.

QUALIFICATION CRITERIA

1. The nominee has demonstrated outstanding leadership within the early childhood sector.
2. The nominee has demonstrated outstanding leadership within a child care facility.
3. The nominee has demonstrated outstanding leadership on behalf of children, families and/or the early childhood sector within their community.

STIPULATIONS

Nominees must be currently employed and/or volunteering within or on behalf of the early childhood sector. Nominations must be seconded by a current colleague of the nominee. Nominations must be received by noon on October 1st to be considered. Nominators must send 5 identical copies of the complete nomination package.



CALL FOR NOMINATIONS

COOKING FOR QUALITY AWARD

The Early Childhood Development Association of PEI (ECDA) will bestow the Cooking for Quality Award upon one cook working within a licensed early learning and child care facility who demonstrates quality menu planning and preparation. This award gives well-deserved recognition to those who ensure the healthy development of the children at their facility, while overcoming every day challenges such as allergies, budgets and regulations.

Cooks working within a licensed early learning and child care facility may be nominated by a current colleague of the nominee or a parent/guardian of a child currently registered in the facility wherein the nominee is employed. Nominations must be seconded by the signature of a current colleague of the nominee. The nomination package must clearly demonstrate how the nominee has excelled in any/all of the qualification criteria listed below. Evidence must show how this nominee went above and beyond their employment responsibilities. No video or audio please.

QUALIFICATION CRITERIA

1. The nominee has shown extraordinary efforts to provide nutritious and appropriate meal choices for the children in their facility.
2. The nominee has been a positive influence on children's healthy development.
3. The nominee has worked in partnership with families to ensure healthy nutrition of the children at their facility.

STIPULATIONS

Nominees must be a cook currently employed within an early learning and child care facility licensed by the Early Learning and Child Care Board of PEI. Nominations must be seconded by a current colleague of the nominee. Nominations must be received by noon on October 1st to be considered. Nominators must send 5 identical copies of the complete nomination package.