

	POLICY TITLE		CATEGORY
	Educator Training & Development		Human Resources
	APPROVING BODY OR POSITION		APPROVAL DATE
	Manager, Human Resources		November 2024
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)		
	<ul style="list-style-type: none"> Collective Agreement – CUPE 2563 & Family Day Care Services 		

POLICY

Family Day fosters continuing education and professional development for all our employees to facilitate building a learning environment and Agency objectives.

The Agency supports broader based learning initiatives across the organization to enable capacity building of specific knowledge and clearly recognize that the personal commitment to pursue continuing education lies with individual employees.

PURPOSE

The purpose of this policy is to promote a learning organization. One of the objects set out in the Early Childhood Educators Act, 2007, is to “provide for the ongoing education of members of the College.” To meet this objective, the College has designed a Continuous Professional Learning (CPL) program to promote high standards and quality assurance to best serve and protect the public interest. Ongoing learning is an ethical and professional responsibility of all registered early childhood educators (RECEs). The College’s Code of Ethics and the Standards of Practice states that all members engage in professional learning to stay current in the skills, knowledge and ethical values that are essential to the practice of early childhood education. We encourage employees to continually upgrade and develop their skills and knowledge through participating in continuing education, attendance at seminars, workshops, conferences and/or participation in professional associations to enable:

- knowledge sharing from individual learning opportunities
- individuals to develop skills and share knowledge through evidence-based learning
- retain and attract qualified professional employees
- deliver high quality programs and service excellence

SCOPE

This policy applies to all Family Day Care Services permanent full-time and part-time employees.

TRAINING AND DEVELOPMENT DEFINITIONS

Training/Conferences/Workshops

- Internal and external educational experiences directly related to position performance and/or position enhancement at Family Day. These educational experiences may take the form of lectures, seminars, professional or technical courses, workshops, internal or external continuing education evening courses and/or conferences.

Formal Mentoring

- Is formal mentoring contract with defined outcomes with an internal/external mentor for a specified period of time.

Lateral Transfers/Cross Training

- Same job in a different team or age group or to gain new experiences and leverage skills.

Committee and/or Professional Association Membership

- Actively participating on and contributing to a Committee or Task Team.
- Contributing personal expertise to professional and/or technical association or advocacy.
- Committee membership at a regional/provincial and/or national 'tables' in the sector.

Community Leadership

- Developing, leading, coaching or facilitating parent, youth, children and/or community focused activity or social engagement programs.

Boards of Directors

- Participating as a member on a volunteer Board of Directors.

NOTE: Boards of competing Child Care operators may pose situations that could be perceived as a conflict of interest by Family Day. Therefore, it is important to request agreement to participate on a competitor's board from the Director, Development & Programs.

Secondments

- **Internal** secondments
- **External** secondment opportunities that support career objectives

PROCESS & PROCEDURES

Succession Planning

- Family Day is committed to succession planning and talent management by creating opportunities for development across the agency and coaching and mentoring all employees.

Contribution Reviews

- Managers/Supervisors will do an annual contribution review with employees to develop performance goals and career objectives.

Application for Training and Development

- Managers/Supervisors are responsible to discuss with employees their professional development objectives and to approve or decline the request for professional development resources.
- Managers/Supervisors must discuss the rationale for the application being rejected with the staff member and return the application and the rationale in written format to employees.
- In the event that an employee feels that his/her Manager/Supervisor is hindering his/her professional development, the employee should contact the next level of management and present their concern.
- Reimbursement of financial support is conditional on the presentation of evidence of a passing grade.

Staff Development/Education Allowance – up to \$200.00 per employee per calendar year

- Permanent full time employees shall be allowed a maximum of \$200 per calendar year to cover expenses for attendance at such staff development program, conference, course, or workshop or for purchasing professional literature and materials.
- Permanent full-time employees shall receive (two) paid leave days per calendar year for professional development for specified purposes relating directly to the function being performed by the employee at the child care centre. (Please refer to Article 15.01 in the Collective Agreement for further details)
- Permanent part-time employees are eligible for two-hundred (\$200) per calendar year for professional development expenses as per 15.01(a).

Managing Training and Development

- It is the responsibility of each Manager/Supervisor to budget for employee's development/training for each fiscal year, based on Family Day's strategic objectives and subject to the Chief Executive Officer's approval.

- Managers/Supervisors will facilitate in an equitable way the amount of financial assistance/time away from work that each employee may receive.
- Managers/Supervisors must ensure that adequate coverage is arranged prior to granting educational leave.
- Attending in-house staff development/training sessions during regular working hours, will be on paid time.
- Paid time for attending external staff development/training sessions will be at the discretion of the Manager/Supervisor.
- Managers/Supervisors will ensure that Professional Development/ Educational Leave is recorded on the attached form and sent to HR/Payroll to be entered into Dayforce.
- Please record all professional development, including conferences, seminars, and workshops of half-day duration or more whether these are attended in-house or outside of the organization.
- Priority for an educational allowance will be given to performance deficiencies identified in an employee's Contribution Review/Performance Plan that would assist the employee to upgrade the performance objective.

Volunteering

- If a volunteer commitment will require absences from work, approval from the Manager/Supervisor must be obtained prior to employee accepting the commitment or putting their name forward to stand for nomination to a position.

See: APPENDIX A: Application for Training and Development



Part 1: Employee Information *(please print)*

First Name: _____ Last Name: _____

Position Title: _____ Program/Cost Centre: _____

Phone: _____ Date of Hire: _____

Employment Status: ☐ Full-time regular ☐ Part-time regular ☐ Other _____

Part 2: Program Description *(Please attach a copy of the program outline)*

Program Title: _____

Sponsoring Organization: _____

Location *(if held outside Greater Toronto Area)*: _____

Format: ☐ Seminar or Workshop ☐ Conference ☐ Home Study Program

☐ Certificate Course ☐ Diploma Course ☐ Degree Course

☐ Other: _____

Certification being sought (i.e. Resource Teacher, Masters etc.): _____

Program Schedule: _____

Part 3: Learning Objectives

Please describe how the program relates to your job function; what knowledge/skill/benefits you expect to derive from the course of study or workshop and how your participation will improve your work performance and/or benefit Family Day.

Part 4: Study Details

- The program will be taken: ☐ During normal work hours ☐ Outside of normal work hours
- I understand that should I not achieve a passing grade, I will not be reimbursed the expense of the course.

- I will use my education allowance of \$200.00 towards this conference/course/workshop.

☐ Yes ☐ No

- I wish to apply for: ☐ paid or ☐ unpaid leave to take the program

- Tuition/Registration/Professional Literature and Materials Fee: \$ _____

- Travel/Accommodation Costs: \$ _____

I understand that if I fail to complete the program or resign my employment from Family Day before I complete the program, I must reimburse the full amount paid to me.

Should you accept funding from Family Day for continuing education and you subsequently leave the organization within two years of completing the academic courses you will be responsible for repayment of the total cost of the courses prorated over a 24 month period.

Signature of Applicant: _____ Date: _____

I have reviewed with my staff his/her request for leave:

☐ I agree or ☐ I do not agree to provide the employee with paid leave to attend the program.

☐ I will or ☐ I will not be replacing the employee during the period of leave.

Comments: _____

Supervisor: _____

Program/Department Manager: _____ Date: _____

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To be detached and returned to Human Resources

Centre/Department: _____

Staff's Name: _____

Course Applied to: _____

Continuing Education/Grade Achieved: _____