



Staff Training and Development Policy

Purpose

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 ss. 58(1) for Training and Development of Staff.

Processes and Expectations to Include

1. Orientation

AVM's staff training and development policy and procedure is there to orientate new employees, volunteers and visitors, with AVMS philosophies, policies and procedures. Following procedure is conducted to train the individuals:

- the knowledge acquisition and training must be completed ideally before commencing employment, or shortly after starting the position, as applicable (e.g., reviews of policies and procedures, standard first aid including infant and child CPR, App training, Workplace Hazardous Materials Information System training, food handler's certification, Occupational Health and Safety Act, other federal and provincial laws, etc.)
- the preferred informal learning opportunities available for new employees, volunteers and visitors is job shadowing
- Job Shadowing will be done to train / orientate new employees. And training and orientation will be completed over the course of three days at least. Training/Orientation schedule as follows:
 - 3 Hours during Morning Duties
 - 3 Hours during Sleep/Midday (this shift will include orientation)
 - 3 Hours during Closing Duties
- All resources need to be shared with the new employees, volunteers and visitors that can be used to support and develop knowledge about AVM's philosophy and curriculum. AVM's curriculum, How Does Learning Happen, AVM's observation / development chart, AVM's attainment targets, AVM's weekly plan programme template, AVM's report cards, class schedule, AVM's monitoring of program statement of goals and approaches, CCEYA self-test, Child Care Centre Licensing binder and class room checklist needs to be shared to help the new employees, volunteers and visitors to have better understanding of the AVM system.

2. Ongoing Learning, Training and Development

Consideration that will be made in regard to ongoing learning, training and development of employees

- Teachers and employee unique professional learning needs based on their interests, existing situation, or past / present experience.
- Teachers and employee's need for expansion of their learning, training, and development opportunities.



- Training also available for Administrators and Management or others responsible for the delivery and oversight of childcare.
- For all the staff a regular training schedule and training tracking sheets to set out and document what training needs to be upgraded or offered on a regular basis to ensure currency (e.g., review of policies, procedures and individualized plans, standard first aid, including infant and child CPR, etc.)
- Teachers, employee and volunteer will be given opportunities for qualification upgrades, including those available for assistants or paraprofessionals to take specialized early childhood education courses such as ECE or Montessori training to further advance their current skills, education and qualifications.
- Teachers, employee, students and volunteer will be given opportunities to engage in individual reflection about pedagogy and daily practice, including discussions and collaborative inquiry among staff teams and with others in the community (e.g., The College of Early Childhood Educators Continuous Professional Learning program for registered early childhood educators);
- Teachers, employee, students and volunteer will be given informal learning opportunities for supervisors, staff and providers to enhance their knowledge and skills through community networking and connections (e.g., supervisor's network meetings, provider network meetings, etc.);
- Licensee will research and will have information on what learning opportunities, tools and resources are available in class and online in the community (e.g. leadership courses)
- Licensee will offer mandatory and optional training to staff, based on its availability and the rationale; and mechanisms will be provided to support continuous professional learning, education and development.
- It will be taken into consideration 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.).
- The Supervisor shall be responsible for ensuring that regular ongoing in-service opportunities are available to all staff.
- The Supervisor shall act as a resource in staff orientation and will provide facilitation of in-service opportunities. External professional development will be encouraged and based on staff interest and needs.
- Staff of Angus Valley Montessori are required to take 14 hours of workshops/training hours a year and are responsible for keeping track of hours for their training hours.