



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

New Employees, Volunteers and visitors with AVMS will be educated on AVMS philosophies, policies and procedures. Following procedures are conducted to train these individuals:

- the knowledge acquisition and training must be completed prior to commencing employment, or shortly after starting the position, as applicable; 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
- preferred informal learning opportunities available for new employees, volunteers and visitors is job shadowing
- Job Shadowing will be done to train / orientate new employees. Training and orientation will be completed over the course of three days minimum. 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; AVMS' philosophy and curriculum - *How Does Learning Happen?*, observation / development charts, developmental targets, weekly plan programme template, report cards, class schedules, monitoring of program statement of goals and approaches, CCEYA self-test, Child Care Centre Licensing binder and class room checklist all needs to be shared to aid new employees, volunteers and visitors to have better understanding of the AVMS system.

2. Ongoing Learning, Training and Development

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

- Teachers and employees unique professional learning needs are 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 full time staff, a training schedule and tracking sheet determines and documents required training updates and offered on a regular basis to ensure consistency. Example; review of policies, procedures and individualized plans, standard first aid, including infant and child CPR, etc.
- Employees 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.
- All on floor staff, students and volunteers 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);
- Informal learning opportunities for Supervisors, Staff and Providers are given the opportunity to attain knowledge and skills through community networking and connections, such as 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 both 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.