

Home Child Care Policies and Procedures

Section: Contracting with Home Child Care

Policy No: 2258358

Policy Title: Training and Development

Revision Date: Oct. 2016

Authority:

- Child Care and Early Years Act 2014
- Manager, Home Child Care

Policy Statement:

- Opportunities for training and development are provided so caregivers can acquire new information and support to upgrade and continue to improve their professional skills, knowledge and practices.

Policy Intent:

- To provide opportunities to Home Child Caregivers who have varying levels of knowledge, skill and experience.

Definitions:

- Child Development Practitioner - apprenticeship program offered through Ontario College of Trades
- Professional Resource Centre – PRC, provides training to the Early Learning and Child Care Community.

Procedures:

Before contracting with the Region of Waterloo

- Caregivers must complete the Information Sessions 1 and 2
- Current Standard First Aid and Infant and Child CPR
- Trained on use of daily log, web-enabled record of attendance (WEBROA), payment policies, home record management and all policies and procedures for caregivers.

After contracting with the Region of Waterloo:

- It is recommended that all caregivers participate in training and development.
- Training and development opportunities are sent via email and in the Home Child Care newsletter.
- The community and Professional Resource Centre offer workshops and child care training.
- Early Years Portal is a valuable resource for caregivers.
- Ministry of Education's *How Does Learning Happen?* Webpage for resources.
- College of Early Childhood Educators is a resource for Registered Early Childhood Educators.

- Caregivers are eligible for the Child Development Practitioner course as they contract with a licensed program. They can work towards their early childhood education qualifications.
- Numerous playgroups with a training component are offered annually.
- Caregivers can also access any other recognized family child care training modules.
- Caregiver must have a current Standard First Aid and Infant and Child CPR issued by a training agency recognized by the Workplace Safety and Insurance Board.