Training and Development Policy for Staff and Child Care Providers

**Name of Home Child Care Agency: Little Lambs Home Daycare Inc.**

**Date Policy and Procedures Established: January 2020**

**Date Policy and Procedures Updated: annually or sooner if needed**

It is the policy of Little Lambs Home Daycare that all employees, ECE Home Visitors and Home Child Care Providers continue to grow as professional individuals with guidance and support. Due to the nature of early childhood education Little Lambs is committed to the practice of lifelong learning. It is our goal to be an example of what home child care can and should be.

The policies and procedures relating to the staff and provider training and development must be reviewed with home child care providers, volunteers and students, persons who are ordinarily residents of the premises or regularly at the premises, home child care visitors and employees of Little Lambs Home Daycare. These policies are implemented and monitored for compliance and contraventions in accordance with O.Reg 137/15

**Individual Needs,**

Little Lambs understands that there are unique professional learning needs of home child care visitors and providers. It is also understood that the needs of the group may evolve over time as individuals become more experienced and gain new skills and interests. It is the goal of Little Lambs to grow and evolve with the needs of our home visitors and providers.

## Provider Orientation

* Providers are required to have a valid first aid and CPR (infant) certificate before they may sign a contract with Little Lambs Home Daycare.
* Upon signing a service contract and before any child is placed in the home child care premises the provider must access the “providers page” and review all posted Policies and Procedures including viewing and understanding all forms.
* Upon signing a service contract and before any child is placed in the home child care premises the provider must review Healthy Eating and Nutrition resources provided by HPEPH. These include best practices, toolkits, checklists and more!

## ECE Home Visitor Orientation

* Before signing an employment contract home visitors are required to have a valid first aid and CPR (infant) certificate. They must also be in good standing with the College of Early Childhood Educators.
* upon signing employment contract and before visiting any premises where childcare is provided the ECE home visitor must access the “Providers page” and review all policies and procedures.
* upon signing employment contract and before visiting any premises where childcare is provided the ECE home visitor must access the “Providers page” and review all forms.
* upon signing employment contract and before visiting any premises where childcare is provided the ECE home visitor must review all home child care provider “Binders” at the agency office and review each program with the agency Director.

Continual Professional Learning

**Requirement:** providers and home visitors must complete at least 12 hours of professional development per year. Continual professional learning hosted/facilitated by Little Lambs Home Daycare will be at no cost to the home visitor or providers (unless otherwise stated).

Outside training will be accepted if a certificate of completion or a signed letter by the home visitor/provider and facilitating instructor with date/topic of training is presented to Little Lambs home daycare as proof of completion.

Providers/home visitors will not receive remuneration from Little Lambs Home Daycare for their participation in professional learning opportunities.

Little Lambs is committed to offering learning opportunities that meet the needs of our home visitors and providers. It is Little Lambs Policy to survey our Providers and Home Visitors each summer (June-July) to better understand what the current needs/interests are. Little Lambs will use the results of the survey to either develop training or seek potential training opportunities for our home visitors and providers.

Possible training topics include but are not limited to:

* Small business accounting
* Health and safety
* Nutrition/Meal Planning: child focussed
* Child development: infant-preschool
* Reggio Emilia-100 languages of children
* Sensory play/Loose Parts workshop
* Outdoor classrooms: connecting to nature and learning the natural way
* “How Does Learning Happen” Ontario’s Pedagogy for the Early Years: how to apply this document to your daily practice
* Mental Health Workshop: Being a home childcare provider can be isolating and demanding. Maintaining good mental health will not only support your daily practice as a provider but lesson the likelihood of “burnout”
* Car seat clinic
* Self Regulation and Behaviour
* Relationships and Brain Development
* Stress-and it’s effect on brain development
* And more…

## The County of Hastings-Child Care Services Department

The amazing early years community being built in Hasting’s County is incredible. The staff at Hastings County (in partnership with PELASS and other agencies) support local educations (Centre and Home Based) with Professional Development opportunities. Some are free while others have an admission cost.

Little Lambs will share information with our staff and child care provider’s whenever possible so they may access these opportunities.

## External Training/Development Opportunities

There are many avenues to pursue greater knowledge. Providers and Home visitors are encouraged to access:

* The college of Early Childhood Educators <https://www.college-ece.ca/en>
* Ontario’s Early Years Portal <http://www.earlyyears.edu.gov.on.ca/EYPortal>
* Association of Early Childhood Educators Ontario <http://www.aeceo.ca/>
* The internet is a fantastic resource for information. Other countries such as Sweden, Switzerland, Australia and Finland have fantastic literature and studies for Early Childhood Education. Providers and Home Visitors are reminded to pay attention to where they are getting information from and the ensure it is a credible source.

## Podcasts and Webinars,

All members of the Little Lambs community are encouraged to use technology to connect with credible information. Podcasts featuring some of the brightest early years professionals can be accessed for free. Typing key words (see training topics above) into whatever streaming service used can provide great learning opportunities. Little Lambs recommends:

* Self-Reg: science that resonates
* TED talks (search anything child development, mental health, family health, etc for amazing short keynote speeches)
* Dr. Jean Clinton (not her own but she is featured in many podcasts)
* HiMama
* Not just cute, the podcast: intentional whole child
* Hygge in the Early Years
* The Preschool Podcast
* Child Care Rockstar Radio
* Reflections of Early Childhood Journeys

As busy child care providers/educators with busy family lives it can be hard to “find the time” to commit to professional learning. Using podcasts allows you to stream audio through your phone anywhere, anytime. Personally I listen to podcasts while driving or cooking dinner.

Webinars are hosted by a lot of different organizations. Little Lambs shares content, upcoming third party training opportunities, videos etc with our child care community continuously through our facebook page. Child Care Providers, Staff, RECE Home Visitors, volunteers and families are encouraged to follow our social media accounts to stay connected with all things “Professional Development.”

## Qualifications Upgrades,

Early Childhood Educators Qualifications Upgrade Program and Leadership Education Grant are fantastic opportunities for home child care providers and visitors. Little Lambs will support our home visitors and providers with applying for these programs.

<http://www.ecegrants.on.ca/ece-qualifications-upgrade-program/>