

Centennial Infant and Child Centre

Employee Information and Policy Manual

CATEGORY:	Employee Recruitment, Selection, Orientation and Training
EFFECTIVE:	June 2010
SUBJECT:	Staff, Volunteer & Student Training and Development
REVISED:	Nov 25, 2016
APPROVED:	Barb Hannah, Executive Director

POLICY

Where possible and within budgetary and time constraints, Centennial is committed to assisting **Staff** in the development and continued advancement of their skills and experience through training and development opportunities.

Centennial is committed to supporting **Volunteers** prior to commencing their volunteer work at CICC and throughout their volunteer experience in the preschool.

Centennial is committed to supporting **Students** on placement from high school, college and university programs.

PROCEDURES:

Staff:

Two professional development days are permitted on an annual basis. A training and development opportunity may include any of the following:

- (a) Meetings and courses sponsored by Centennial.
- (b) Special assignments to broaden employee skills and experience.
- (c) Agency sponsored attendance at outside courses, seminars, workshops, conferences or annual meetings.
- (d) Coaching and mentoring of employees by their managers and mentoring of new staff by senior staff members.

For attendance at outside functions and participation in courses as outlined in (c), the employee must have written approval from the Executive Director or manager with budgetary accountability. A Request for Training application is available from the Office Administrator.

It is expected that staff returning from training/courses will share results of their learning with other staff at staff meetings, through written reports, and/or circulation of notes and materials or presentations to other staff.

All preschool staff responsible for children will be required to maintain first aid/infant CPR Certification by a training agency recognized by WSIB. CICC is responsible for ensuring this training is provided.

All preschool staff will receive annual WHMIS training.

Volunteers:

- Volunteers will be provided an opportunity to “shadow” a more experienced volunteer for 1 or more shifts until they feel confident to provide 1-1 support in the classroom.
- Volunteers are required to participate in an “orientation workshop” after their shadowing shifts and before they begin their volunteer responsibilities in the classroom.
- Coffee time workshops are offered to all volunteers throughout the school year.
- Ongoing support to each volunteer is offered by CICC staff.

Students:

- On the first day of placement students will be provided a tour and an opportunity to review policies and procedures as well as children’s Individual Program Plans as required by the Ministry of Education.
- Students are required to participate in an “orientation workshop” after they have had an opportunity to observe the preschool program and shadow the classroom teaching staff.
- Students will be offered ongoing support from CICC staff throughout their placement.