



Early Childhood Education

Diploma Program

DELTA Continuing Education INFORMATION PACKAGE

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Welcome to the Delta Continuing Education Early Childhood Education Program!

Value Statement

Students are engaged through stimulating, relevant, and inspiring education experiences based on these core values: “Caring, Respect, Responsibility, Community, and Excellence”

General Information about Delta Continuing Education and ECE

Delta Continuing Education has been teaching Early Childhood Education (ECE) since 1969. Delta Continuing Education is approved by the Ministry of Children and Family Development as a training institution for Early Childhood Education Basic and Early Childhood Education Diploma. Since 2000 we have been offering courses in Richmond through a partnership with Richmond School District.

The Delta ECE Certificate program prepares students to work in daycare centres and preschools. It meets the academic requirements necessary to apply for a provincial Certificate as an Early Childhood Educator.

The Delta ECE Diploma program prepares students to work with children required extra support and also with children from ages birth to 30 months. It meets the academic requirements necessary to apply for a provincial Certificate in either/both of the following specialities: Special Needs Educator; Infant and Toddler Educator.

CONTACT INFORMATION

ECE Diploma Coordinator

Sharon Crowley

Contact Information

Phone: 604 952-2860

Email: scrowley@deltasd.bc.ca

ECE Office Address

4750 57th Street
Delta, B.C.
V4K 3C9

ECE Office Contact Numbers

Phone: 604 940-5550

Fax: 604 940-5520

This booklet contains information of the Delta Continuing Education Early Childhood Education Diploma program.

Taking part in a program like this is a definite commitment on your part. Issues such as time, practicum expectations, finances for supply and tuition fees, and dedication to the field of early childhood education are important considerations as you make the decision to be involved in the program. If you feel you are unclear about any of the details, which may help you make your decision about being involved in this program, please ask for such information prior to the start of courses. We want your decision to be an informed and comfortable one.

The Delta ECE Diploma Coordinator and instructors will provide ongoing support and encouragement as you endeavour to balance the demands of school with your personal and professional commitments.

EARLY CHILDHOOD EDUCATION DIPLOMA

Listed on the following pages are the courses you will be required to take. After you have successfully completed all the course material and your practicum, you will be granted a diploma and an official transcript from Delta Continuing Education stating that you have met the academic requirements of the Early Childhood Education Diploma program.

CERTIFICATE

Before a certificate in a post basic specialty is issued, an applicant must be registered as an Early Childhood Educator with the Early Childhood Educator Registry, BC.

To apply for your Certificate as an Infant and Toddler Educator and/or your Certificate as a Special Needs Educator in BC, submit:

- an Application for Registration from the Early Childhood Educator Registry website
- an official transcript of course completion with Delta Continuing Education

Mail your application to:

Early Childhood Educator (ECE) Registry
Child Care Programs and Services Division
Ministry of Children and Family Development
P.O. Box 9965 Stn. Prov. Govt., Victoria, B.C. V8W 9R4

For complete details on registration requirements, the 500 work hours, and renewal of registration, refer to the ECE Registry website at: <http://www.mcf.gov.bc.ca/childcare/ece/index.htm>. Direct all requests for information that has not been provided by the website to the ECE Registry at:

Phone – Victoria: 1-250-356-6501
Phone – Toll – 1-888-338-6622
Free: 1-250-952-0765
Fax:
Email: ECERegistry@gov.bc.ca

RENEWALS

According to BC law, renewal of registration is required every five years for each certificate an individual holds. For complete details on renewal of registration, refer to the booklet, The Early Childhood Educator in British Columbia, A Guide to Registration and Renewal Procedures, Ministry of Children and Family Development or refer to the ECE Registry website at <http://www.mcf.gov.bc.ca/childcare/ece/index.htm>.

REQUEST FOR REVIEW OF ASSESSMENT

Applicants who feel that their prior education/training, outside of BC and/or internationally, may exempt them from some or all courses may request assessment of their credentials directly from the Ministry. DCE ECE does not assess previous education/training but will review assessments from the Ministry; again a review of these assessments does not guarantee acceptance into the program nor does it guarantee transfer equivalency credits.

Please contact, the **Ministry of Children and Family Development** at:

P.O Box 9965 Stn. Prov. Govt. Victoria, B.C. V8W 9R4

Toll-Free: 1-888-338-6622

Phone -Victoria:1-250-356-6501

Fax: 1-250-953-3327

Email: ECERegistry@gems3.gov.bc.ca

Website: www.mcf.gov.bc.ca/childcare/educators.htm

Students who wish to have their international training assessed, should contact **ICES – International Credential Evaluation Services**, prior to contacting the Ministry, at;

Telephone: 604-432-8800

Toll Free: 1-866-434-9197

Fax: 604-435-7033

Email: icesinfo@bcit.ca

Website: www.bcit.ca/ices

TRANSFERABILITY

Courses taken from any BC ECE educational institutions which are part of the [BC Transfer System](#) may be accepted for transfer equivalency credit. Students wanting their courses reviewed must first apply to the DCE ECE program along with an official transcript and course outlines for all ECE courses they have successfully completed. If the student is accepted into the ECE program, DCE will then evaluate courses for transferability. Please note: only a maximum 25% of the ECE program would be transferable. If students, who have been accepted into the program, have taken more than 25% of courses elsewhere, students would submit official transcripts from both educational institutions to the ECE Registry for assessment.

Please note, education taken more than 5 years ago is not considered current, and therefore will not be granted transfer equivalency credit as DCE feels there would be a gap in knowledge on current practices in the ECE field.

EARLY CHILDHOOD EDUCATION DIPLOMA PROGRAM OVERVIEW

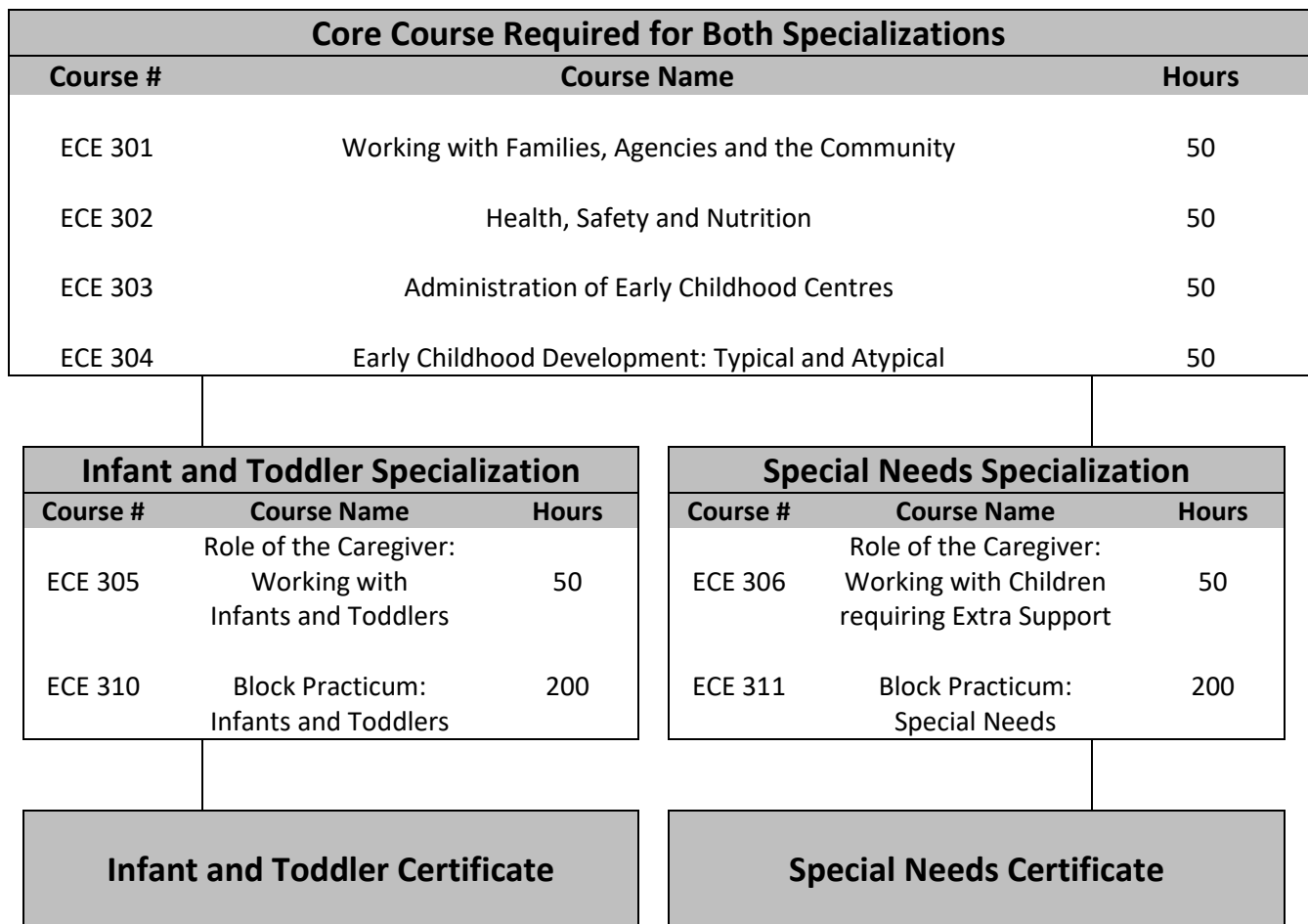
The diploma studies program is an extension of the Early Childhood Education Certificate program. Delta Continuing Education requires that students have completed all the academic work in the ECE Basic program prior to applying for the ECE Diploma program. The purpose of the Diploma program is to provide an opportunity for career and education advancement for ECE graduates.

The advanced courses lead to a Certificate as a Special Needs Early Childhood Educator, working in integrated settings with children requiring extra support, or, a Certificate as an Infant and Toddler Early Childhood Educator, working with children under three years old. If you complete the courses for both the Special Needs and the Infant Toddler specializations you will be granted a Diploma in Early Childhood Education.

Each area of specialization requires five courses and one practicum. Four of these courses are core to the two specializations. In order to receive a letter of completion from Delta ECE, students must complete classroom courses as well as practicums through Delta ECE.

Diploma courses are scheduled for evenings, allowing for compatibility with employment obligations. Practicum students will be expected to spend designated practicum hours outside of their work environment.

Students may start the Diploma program in September, January or April.



COURSE DESCRIPTIONS

ECE 301 Working with Families, Agencies and the Community

This course provides the student with knowledge and resources of public and government agencies that enhances the role of the caregiver in working with families. Inclusion is the focus. Historical and contemporary perspectives are studied.

ECE 302 Health, Safety and Nutrition

This course focuses on health, safety and nutrition matters as they relate to children in ECE settings. This course is designed to introduce the student to essential knowledge, skills and basic care routines in an under three facility as well as with children requiring extra support.

ECE 303 Administration of Early Childhood Centres

This course is designed to promote development of sound programs by skill building in areas of management and interpersonal relationships. Ethical standards are addressed in the advocating of Early Childhood Education.

ECE 304 Early Childhood Development: Typical and Atypical

This course offers an inclusive, in-depth study of developmental age range from conception to eight years. Starting with a basic review of child growth and development, students will examine current theory and research.

ECE 305 Role of the Caregiver: Working with Infants and Toddlers

This course examines the role of the caregiver in a historical perspective and focuses on current philosophies and methods. An inclusive approach in the development of environments and program planning is studied.

ECE 306 Role of the Caregiver: Working with Children requiring Extra Support

This course examines the role of the caregiver in a historical perspective and focuses on current philosophies and methods. An inclusive approach in the development of environments and program development is studied.

ECE 310 Block Practicum: Infant and Toddlers

Students work with infants and toddlers and have the opportunity to practise observing and recording in the process of implementing theory into practice. Students work towards the development of a personal philosophy.

ECE 311 Block Practicum: Special Needs

Students work with children requiring extra support and have the opportunity to practise observing and recording in the process of implementing theory into practice. Students work towards the development of a personal philosophy.

COURSE SCHEDULE

September to December

ECE 303	Administration of Early Childhood Centres
ECE 304	Early Childhood Development: Typical and Atypical

January to March

ECE 301	Working with Families, Agencies and the Community
ECE 302	Health, Safety and Nutrition

April to June

ECE 305	Role of the Caregiver: Working with Infants and Toddlers
ECE 306	Role of the Caregiver: Working with Children requiring Extra Support

As arranged with the ECE Post Basic Coordinator

ECE 310	Block Practicum: Infants and Toddlers Prerequisites: ECE 301, 302, 303, 304, 305, Valid First Aid Certificate, Valid Photo ID, Valid Criminal Record
ECE 311	Block Practicum: Special Needs Prerequisites: ECE 301, 302, 303, 304, 306, Valid First Aid Certificate, Valid Photo ID, Valid Criminal Record

COURSE TIMETABLE

Program Start Dates	Apply to start the program for January, April or September.
Sunset Clause	The five year sunset clause policy requires that a student complete all courses and practicum in his/her program of study within five years of his/her program start date.
Course Load	Register for one (1) to two (2) courses per term.
Class Times	<p>For each course, students attend one night class per week and a minimum of 2 Saturday classes.</p> <p>Evening classes run from 6:30pm to 9:30pm Saturday classes run from 9:00am to 4:00pm</p> <p>Classes will not be held on statutory holidays. A class that falls on a statutory holiday will be rebooked for a different evening.</p>
Class Size	Maximum class size: 30
Block Practicum	Students work regular preschool/daycare hours, including a variety of shifts. Hours will include early and late shifts. Preschools and daycares are open daytime hours, Monday to Fridays. Childcare centres are closed evenings and weekends. Work days must be completed in a consecutive block of time and work hours are for the total program. Note that completion of Block Practicum with Delta ECE is a requirement of receiving a letter of completion from Delta ECE.

Please note that the attendance policy for the Delta ECE programs stipulates that students missing more than two scheduled classes (a full day Saturday session counts as two classes) will result in an automatic grade of “no credit” for that course.

Students are strongly urged to avoid plans of extended absence/holiday during scheduled class time. It is the student’s responsibility to consult the program coordinator well in advance of any planned absence to ensure this will not result in an automatic “no credit” for that course.

COURSE TUITION

Course #	Course Name	*Tuition
ECE 301	Working with Families, Agencies and the Community	\$325.00
ECE 302	Health, Safety and Nutrition	\$325.00
ECE 303	Administration of Early Childhood Centres	\$325.00
ECE 304	Early Childhood Development: Typical and Atypical	\$325.00
ECE 305	Role of the Caregiver: Working with Infants and Toddlers	\$325.00
ECE 306	Role of the Caregiver: Working with Children requiring Extra Support	\$325.00

Block Practicums

ECE 310	Block Practicum: Infant and Toddler	\$425.00
ECE 311	Block Practicum: Special Needs	\$425.00

Tuition for Total Program: \$2900.00

*Full course and / or practicum tuition is due upon registration for the course and / or practicum.

Please note: tuition fees are subject to change without notice.

ADDITIONAL FEES

Textbooks and Handouts Approximately \$600.00

Textbook fees are due upon receipt of the textbook. Students may purchase textbooks from Delta Continuing Education OR from other sources.

Supplies Approximately \$500.00

Students require school supplies (pens, paper, binders, etc); and materials to make ECE learning activities and projects (poster board, paints, etc) for class assignments and practicum. It is the student's responsibility to purchase supplies.

Criminal Record Check (CRC) Valid for five years from date of application \$20.00

Photo ID – valid for one school year (Sept. – Aug) \$20.00

Practicum Extensions/Assessment \$45.00

Individual Practicum Seminar \$50.00

Additional transcripts \$6.00

Transportation to and from practicums - the cost of transportation to and from practicums is the responsibility of the student.

Documents that are valid for a specific time frame, i.e., Photo ID, Criminal Record Check, must be renewed prior to expiration; the cost of renewal is the student's responsibility. A lost or damaged Photo ID is replaced at the expense of the student.

APPLICATION PROCEDURE

Acceptance to the Delta ECE Diploma program is through the following selection process.

Applicants must be nineteen (19) years or older before the first day of classes.

- Step 1 • **Attend a free Delta Continuing Education ECE Diploma Information Session**
- Step 2 • **Carefully read Delta Continuing Education ECE Diploma Information Session Package**
- Step 3 • **Submit application documents along with the application fee.**
We suggest that you photocopy, for your records, all of your documentation BEFORE submitting any documentation. Photocopying is the responsibility of the applicant NOT Delta Continuing Education
- **Documentation required:**
 - Application Cover Sheet: staple your documentation to this page.
 - Application Form: complete both pages, date and sign.
 - Proof of legal name and age (i.e., copy of birth certificate, driver's license, etc.).
 - Signed Student Agreement.
 - Completed Written Interview.
 - Completed Student Medical/Emergency Contact Information.
 - 3 current letters of reference (within the last 3 months).
 - Pre-training medical exam: Your family physician must complete, date and sign this form. There may be a cost associated with applying for a pre-medical. Contact your doctor for information on the fee.
 - Criminal Record Check (CRC) Clearance Letter You will be required to complete a Criminal Record Check form. This form will be sent to you electronically. The form will then be submitted to Delta Continuing Education along with the Credit Card Approval form. DCE will fax off the documents for you. DCE will then receive a Solicitor General's Clearance Letter which remains in your files at DCE. You may request a copy of the original letter for your files. Your clearance letter is valid for five (5) years.
 - A copy of your valid Certificate as an Early Childhood Educator from Community Care Facilities Branch.
 - If you have previously taken any ECE courses in BC, or have completed the assessment process, please provide an official, transcript.
 - \$15.00 application form (payable to Delta School District).

Mail or drop off the application process to:

Delta Continuing Education

4750 57th Street, Delta B.C, V4K 3C9

Attention: Sharon Crowley, ECE Post Basic Coordinator

- Step 4 • **Acceptance**
After your documentation has been reviewed and accepted, you will be mailed/emailed an acceptance letter.

Please note: Acceptance to Delta ECE is dependent upon satisfactory completion of all documentation including the pre-training medical exam and criminal record check.

APPLICATION COVER PAGE

Name: _____

Phone: _____

Email: _____

_____ Date you attended a Delta Continuing Education ECE Diploma Information Session

Put an **X** beside the documentation that you have attached to this Application Cover Page

- _____ Application Form – Page 16
- _____ Proof of legal name and age – photo copy of DL or BC ID
- _____ Signed Student Agreement Form – Page 18
- _____ Completed Written Interview – Page 19
- _____ Completed Student Medical/Emergency Contact Information – Page 22
- 1 2 3 3 Letters of Reference – Page 24 (photocopy pages 24-26 to have 3 complete sets)
- _____ Pre-Training Medical Exam – Page 27
- _____ Criminal Record Check Form or Sharing Form – the form will be sent electronically
- _____ A copy of your valid Certificate as an Early Childhood Educator from Community Care Facilities Branch.
- _____ Official transcript for previously taken ECE courses or Assessment of Credentials – *if applicable*.
- _____ Date of English Assessment Testing (CAAT). Pass/Fail

Please note: Acceptance to Delta ECE is dependent upon satisfactory completion of all documentation including the pre-training medical exam and criminal record check.

APPLICATION FORM

I am applying for: ECE Diploma Program

Infant/Toddler

Start Date: _____

Special Needs

Start Date: _____

Please Print

Legal Name:

Last Name	First Name	Middle Name(s)
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Name Commonly Used:

Last Name	First Name
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Address:

_____ Postal Code: _____

Phone – Home:

() _____ Fax: () _____

Phone – Cell:

() _____

Email:

Name of

Workplace:

Phone – Work:

Educational Background:

ECE Basic Certificate Institute Name: _____ Year: _____

List any accredited courses

<i>Year</i>	<i>Course Name</i>	<i>Institute Name</i>
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Other training courses (non-credit) which could apply (i.e. personal development courses, leadership training courses, church training courses, etc.)

<i>Year</i>	<i>Course Name</i>	<i>Institute Name</i>

Work Experience:

<i>Dates</i>	<i>Name of Company</i>	<i>Responsibilities</i>

Volunteer Experience:

<i>Dates</i>	<i>Name of Company</i>	<i>Responsibilities</i>

Interests and Hobbies:

Signature

Date

STUDENT AGREEMENT

- I have read and understood the Delta ECE Diploma Information Handbook. I understand that this Information Handbook may be revised at any time.
- I understand that practicums are academic courses and are a requirement of the ECE Diploma program. I have read and agree to adhere to all the Work Experience (practicum) policies and procedures. These policies include Confidentiality.
- I have read and understand the program outline (program information).
- I have read and understand the admissions criteria and procedure.
- I recognize that it is my responsibility to familiarize myself and to follow Delta ECE Diploma policies and procedures as described in the Delta Student Handbook.

Name (please print): _____

Signature: _____

Date: _____

3. This program has an intensive part-time schedule involving evenings, Saturday classes and observations. Have you considered how you will fit time for school and studying into your schedule?

4. Do you understand completion of each of your specialty certificates include practicums involving 5 observations of different centres as well as 160 hours of practical work (per practicum – a total of two if you wish to complete both certificates)? How confident are you in meeting this commitment?

5. What are your plans upon completion of the ECE Diploma program?

Signature

Date

MEDICAL/EMERGENCY CONTACT INFORMATION

Student Name: _____

Home Phone Number: _____

Cell Number: _____

MSP No: _____

While attending classes at Delta Continuing Education ECE, please provide us with the following medical information to be used **ONLY** in a medical emergency. This information **WILL** be kept confidential.

Doctor's Name: _____

Phone Number: _____

Address: _____

Medical History – please check those that apply:

_____ Heart	_____ Diabetes	_____ High Blood Pressure
_____ Injury	_____ Epilepsy	_____ Low Blood Pressure
_____ Thyroid	_____ Asthma	_____ Chronic Back Pain
_____ Bronchitis	_____ Cancer	_____ Emphysema
_____ Schizophrenia	_____ Allergies – please specify:	_____

Please describe any allergies, medicine you are presently taking, or medical conditions (including dietary needs) that we should be aware of:

Please provide us with two (2) emergency contacts.

Contact No. 1: Name: _____
Relationship: _____
Contact Numbers: _____

Contact No. 2: Name: _____
Relationship: _____
Contact Numbers: _____

In case of emergency:

- I give permission for Delta Continuing Education to call a doctor and/or ambulance on my behalf.
- While on practicum, I give permission for the sponsor site/Practicum Facilitator to call a doctor and/or ambulance on my behalf.
- I understand all costs incurred are my responsibility.

Signature

Date



REFERENCES

RE: _____
Applicant's Name

REFeree: Please complete this page. Return to applicant in a sealed envelope, or, mail directly to Delta Continuing Education – ECE Department. Because original signatures are required, this form may not be submitted by facsimile.

1. How long have you known the applicant? _____

2. In what capacity have you know the applicant? _____

3. Describe situation(s) in which you have observed the applicant working with children. If you have not observed the applicant working with children, what characteristics and/or qualities have you seen the applicant exhibiting which would be valuable in working with children and their families?

4. Explain why you consider the applicant to be a fit and proper person to be working with children.

5. Do you have any reason to believe the applicant should not work with children?

To the best of my knowledge the above information is complete and correct.

Signature of Referee

Date

Address

()

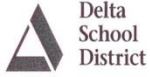
Telephone No.

Email

Should the applicant, under the Freedom of information and Protection of Privacy Act, request a copy of this reference, do you consent its release?

Yes

No



Continuing Education

4750 57th St
Delta, BC V4K 3C9
Phone: 604-940-5550
Fax: 604-940-5520

**MEDICAL PRE-TRAINING EXAMINATION
Physician's Report**

RE: _____
Applicant's Name Applicant's Age

This examination report is being requested in connection with an application for enrolment in the Early Childhood Education training program of Delta Continuing Education. When the student is qualified through training, the required duties will include direct work with groups of young children. Good physical health and emotional stability are necessary.

Result of examination:

Do you consider this person physically able to perform the duties as outlined above?

Do you consider this person emotionally able to perform the duties as outlined above?

Signature of Physician

Date of examination

Because original signatures are required, this form may not be submitted by facsimile.