

CATEGORY: Staff Recruitment, Orientation and Training

DATE: September 2021

SUBJECT: Staff, Volunteer, & Student Training & Development

UPDATED: February 2023

APPROVED BY: Shemina Ladak, Executive Director



Purpose:

The purpose of this policy and the procedures outlined within is to ensure staff, volunteers and placement students are provided with professional learning opportunities that support their continuous professional growth and development. CICC is committed to supporting staff, volunteers and placement students in their development and continuous improvement and advancement of their skills and experience. Hence, the professional learning is two-fold and includes: an orientation for new employees, volunteers and placement students and ongoing learning, training, and development opportunities.

- Orientation for staff will include a review of policies and procedures, standard first aid and infant and child CPR and all other Health and Safety training such as Food Handler Certification, if required for the position, WHMIS, Public Health requirements, etc.
- Ongoing professional learning, training and development will include two professional development days on an annual basis. A training and development opportunity may include any of the following:

Meetings and courses sponsored by CICC include:

- Special assignments to broaden employee skills and experience.
- Professional learning opportunities that align with the professional learning goals of the employee and are determined by the Centre Manager to support the continuous learning and professional growth of the employee.
- Agency sponsored attendance at outside courses, seminars, workshops, conferences, or annual meetings.
- Coaching and mentoring of employees by their managers and mentoring of new staff by senior staff members.
- First aid/infant CPR Certification by a training agency recognized by WSIB. CICC is responsible for ensuring this training is provided.
- Health and Safety training to include current Public Health requirements, WHMIS training, Food Handler Certification, if required.

Volunteers:

CICC is committed to supporting volunteers prior to commencing their volunteer work at CICC and throughout their volunteer experience in the preschool. Volunteer orientation will include:

- 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.
- Participation in an “orientation workshop” after their shadowing shifts and before they begin their volunteer responsibilities in the classroom.

Ongoing learning opportunities for volunteers will include:

- Coffee time workshops are offered to all volunteers throughout the school year.
- Ongoing support to each volunteer by CICC staff.

Placement Students:

CICC is committed to supporting students on placement from high school, college, and university programs. Student orientation will include:

- A tour of CICC on the first day of placement and an opportunity to review policies and procedures as well as children’s Individual Program Plans as required by the Ministry of Education.
- Participation in an “orientation workshop” after they have had an opportunity to observe the preschool program and shadow the classroom teaching staff.

Ongoing professional learning opportunities include:

- Ongoing support from CICC staff throughout their placement.
- Possible other learning opportunities when they arise i.e., participation in a parent workshop, participation in staff professional learning where possible.