

Staff Training and Development Policy

Name of Child Care Centre: Toronto Waldorf School

Date Policy and Procedures Established: 2015-12

Date Policy and Procedures Updated: 2023-12

Purpose

Toronto Waldorf School Child Care is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. TWS Child Care also recognizes that, as an institution concerned with learning, it has a special responsibility to encourage and support learning for all members of staff. TWS Child Care program's operational success is based largely on the contribution, commitment, and achievements of individual members of its staff, working individually and in teams or groups.

TWS Child Care wants to support educators in the performance of their designated roles and to help them fulfill their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of Child Care as a whole.

Policy

General

All child care employees must understand what is required of their work and need opportunities to acquire new information and support, to upgrade and continue to improve their skills, knowledge, and approaches. TWS Child Care will help support staff in relation to continuous professional learning. TWS Child Care requires that all educators attend and complete, at minimum, 3 professional training and development opportunities per school year (September – August).

To ensure that all employees stay current and up to date on relevant and new research findings in the field of Early Childhood Education, TWS Child Care will provide one (1) in-house training related to Waldorf Early Childhood Education or WECAN Conference in Spring Valley NY (if the budget allows). The two other (2) training/workshops must be related to Early Childhood Education, promoting individual reflection about pedagogy and daily practice. They can be from outside sources (i.e. Regional Workshops on How Does Learning Happen- Ontario's Pedagogy for the Early Years, Public Health, Outdoor Education, online courses, etc.) and must be completed each school year in conjunction with CPL requirements by the College of Early Childhood Educators. This applies to all child care employees, even if they do not hold CECE membership. TWS Child Care will support 50% of the training cost and the time off for all program staff attending workshops and conferences offered by outside agencies.

TWS Child Care will also support mandatory training that is required by the Ontario Regulation 137/15, e.g. First Aid and CPR (level C), as well as, the Food Handlers certificate. TWS Child Care will support 100% of the training cost, however, not the time off for renewal of these trainings. Ultimately, it is the staff's responsibility to maintain valid certifications for First Aid & CPR, Food Handler's, as well as, membership with the CECE in good standing. Failure to maintain valid certifications may result in suspension without pay until the certifications are up to date.

Educators Starting New Employment

All educators must have a current first aid including child and infant CPR Level C, Food Handler's Certificate, and CCEYA Self-Test. If a new staff does not have a current or valid Food Handler's certificate and CCEYA self-test, both must be completed and obtained within two months after the commencement of employment. Failure to have it completed may result in suspension, as well as termination of the contract. Each program room must have at least one teacher who is a Registered Early Childhood Educator or recognized equivalent. Before beginning work, all staff must read the child care policies and procedures and sign that they have reviewed, understood, and agreed to follow the policies and procedures at all times.

Qualification Upgrades

After one year of employment, employees are eligible to apply for the **Foundations Studies in Anthroposophy** offered at the Rudolf Steiner Centre with tuition support from the school. Up to 50% of the training cost can be covered by the school. All employees who have been employed under the child care faculty are eligible to apply for qualification upgrades with Waldorf Teacher training offered by agencies such as Rudolf Steiner Centre (RSCT) or Life Ways. Any further training and support in Waldorf Education will require approval from the Pedagogical Administrator and the Director of Finance and Administration. All professional development days shall be pre-approved by the Pedagogical Administrator and Director of Finance and Administration.

All employees who have received support from the school are required **to commit to at least 3 years of employment at TWS after completing the Waldorf Early Childhood Teacher Certification Program**. Please see below under *Financial Support for Specialized Training* section of the document for more information.

Certification Renewals

It is the responsibility of all educators in Child Care to ensure that their CECE membership (if applicable), Food Handler's certificate, First Aid and CPR certificate, and Police Vulnerable Sector Check are valid. Ideally, all certifications must be renewed before their expiry date to ensure there are no gaps. **Specifically for Food Handler's certificate expiry, staff will be given a grace period of two months to renew their certificate. There must be at least one program staff with a valid food handler's certificate assigned in each program room.** TWS Child Care will support renewal certification costs (CECE membership, Food Handlers, First Aid and CPR level C and Police Vulnerable Sector Checks) for the full-time and part-time employees only. There will be no additional paid time off offered for these trainings. Continuous Professional Learning (CPL) is also a requirement by the College of Early Childhood Educators upon membership renewal dates for all R.E.C.E's. Failure to maintain valid certifications may result in suspension without pay until the certifications are up to date.

Monitoring and In-house Training Opportunities

Child Care Administrator/Supervisor will conduct yearly assessments and monitor each educator's performance facilitating the child care program. Assessment and monitoring results are documented by the Child Care Administrator/Supervisor. Following the assessment/monitoring, the Child Care Administrator/Supervisor will meet with the individual educator to discuss the results. The results are filed in a confidential portion of the employee's file. Areas for improvement and professional development that are identified will have documentation and follow-up reviews. Dates for completion will be ascertained in consultation. Should any grievances occur, the Pedagogical Administrator will be informed and followed by the school procedures.

As we are an accredited Waldorf school, all staff must be committed and prepared to attend courses and workshops towards acquiring their Waldorf Teacher Training or increasing their knowledge of the Waldorf pedagogy. TWS Child Care provides professional development days for staff during which time the TWS Child Care will be closed for the day (3 times a year, one day in February, June, and December & 1 week of the In-house Professional Development Conference in August/September).

TWS Child Care also requires all program staff to attend mandatory quarterly Child Care Faculty workshops/meetings throughout the year. The bi-monthly workshops/meetings offer a variety of opportunities and experiences for the program staff to develop creative and artistic skills, rejuvenation, and inner work.

Financial Support for Specialized Training

TWS encourages all faculty and administrators to take advantage of professional development and part-time training opportunities. The Pedagogical Administrator may from time to time make mandatory certain professional development activities for all or individual faculty members.

All professional development days shall be pre-approved/ Receipts for reimbursements are to be submitted to the Child Care Administrator/Supervisor and/or Pedagogical Administrator no later than 2 weeks after purchase or training. Trainings approved for financial assistance include the following:

- Foundations Studies in Anthroposophy
- Birth to Three Waldorf Early Childhood Education training
- Part-Time Early Childhood Education Diploma Program
- Part-Time Early Childhood Waldorf Certification
- Online Lifeways training/courses

Type of Training	Cost Covered by School	Missed Work Days Coverage	Repayment/ Years of Service
Foundation Studies in Anthroposophy (offered by RSCT- Rudolf Steiner Centre Toronto)	50% of tuition fees paid by staff to be covered by school	N/A	No repayment is necessary by staff after one full year of work is completed upon graduation. Staff who do not complete one full year of work upon graduation due to resignation or termination of employment will be required to reimburse the school the total sum paid by the school for training.
Birth to Three Training (offered by RSCT- Rudolf Steiner Centre Toronto) Early Childhood Waldorf Certification (offered by RSCT- Rudolf Steiner Centre Toronto OR elsewhere)	50% of tuition fees paid by student to be covered by school	50% of total missed work days to be paid by school	No repayment is necessary by staff after three full years or work are completed upon graduation. Staff who do not complete three full years of work upon graduation due to resignation or termination of employment will be required to reimburse the school the total sum paid by the school for training including half the cost of missed days of work, according to the <u>following schedule</u> : Less than 12 months: 100% of school's cost to be returned Between 13 and 24 months: 67% of school's cost to be returned Between 25 and 36 months: 54% of school's cost to be returned

Type of Training	Cost Covered by School	Missed Work Days Coverage	Repayment/ Years of Service
Early Childhood Education Diploma Program	50% of tuition fees paid by student to be covered by school	50% of total missed work days to be paid by school	<p>No repayment necessary by staff after 5 full years of work are completed upon graduation.</p> <p>Staff who do not complete five full years of work upon graduation due to resignation or termination of employment will be required to reimburse the school the total sum paid by the school for training, including half the cost of missed days of work, according to the <u>following schedule</u>:</p> <p>Less than 12 months: 100% of school's cost to be returned</p> <p>Between 13 and 24 months: 80% of school's cost to be returned</p> <p>Between 25 and 36 months: 60% of school's cost to be returned</p> <p>Between 37 and 48 months: 40% of school's cost to be returned</p> <p>Between 49 and 60 months: 20% of school's cost to be returned</p>
Online Lifeways Training/ courses	50% of tuition fees paid by student to be covered by school	N/A	<p>No repayment necessary by staff after one full year of work is completed upon graduation.</p> <p>Staff who do not complete one full year of work upon graduation due to resignation or termination of employment will be required to reimburse the school the total sum paid by the school for training.</p>