

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: 2026-09-01

Purpose

Toronto Waldorf School Child Care is committed to supporting 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 education for all members of staff. TWS Child Care program's operational success is mainly based on the contribution, commitment, and achievements of individual members of its staff, working individually and in teams or groups.

TWS Child Care aims to support educators in performing their designated roles and help them fulfill their potential throughout their employment. Training and development include 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 their work requirements and have opportunities to acquire new information and support, upgrading and improving their skills, knowledge, and approaches. TWS Child Care will support staff in their continuous professional learning. TWS Child Care requires that all educators attend and complete, at a minimum, three 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, it will not support 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 certificate, including child and infant CPR Level C, a Food Handler's Certificate (Optional), and a CCEYA Self-Test. At least one staff member in the program room must hold a current/valid Food Handler's certificate (usually the Lead Position). Missing documents must be completed and obtained within two months after the commencement of employment. Failure to submit the required documents under CCEYA 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 review the child care policies and procedures on Citations Canada or in person.

Annual Review of Policies and Procedures (s.58)

All Child Care Staff will review all policies annually and sign a record of review.

- Outdoor and Playground Safety
- Anaphylactic
- Sanitary Practices
- Sleep Supervision
- Serious Occurrence
- Administration of Medication
- Supervision of Volunteers and Students
- Program Statement and Implementation
- Staff Training and Development
- Criminal Reference Check (VSC)
- Fire Safety and Evacuation Procedures
- Process for Monitoring Compliance and Contravention
- Waitlist
- Parent Issues and Concerns
- Emergency Management
- Child Supervision
- Field Trip and Lost Child
- Individualized Medical, Anaphylaxis and Special Needs Plans
- *Missing Child Procedures (Effective January 1, 2027)*
- *Hazard Mitigation (Effective January 1, 2027)*
- *Preventing Unauthorized Access (Effective January 1, 2027)*

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 Lifeways. 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 the *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 the 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 member 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, 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.Es. 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. The Child Care Administrator/Supervisor or the designated staff member documents assessment and monitoring results. 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 an accredited Waldorf school, all staff are required to be committed and prepared to attend courses and workshops that support their Waldorf Teacher Training or deepen their understanding of Waldorf pedagogy. TWS Child Care offers professional development days for staff, during which the center will be closed (three times a year: one day in February, June, and December, and one week during 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 must 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 the 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 the 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 the student to be covered by the school	50% of total missed work days to be paid by the school	No repayment is necessary by staff after three full years of 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 the school's cost to be returned Between 13 and 24 months: 67% of the school's cost is to be returned Between 25 and 36 months: 54% of the school's cost is 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 the student to be covered by the school	50% of the total missed work days will be paid by the school	No repayment is necessary by staff after five full years of work are completed upon graduation. 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>: Less than 12 months: 100% of the school's cost is to be returned Between 13 and 24 months: 80% of the school's cost is to be returned Between 25 and 36 months: 60% of the school's cost is to be returned Between 37 and 48 months: 40% of the school's cost is to be returned Between 49 and 60 months: 20% of the school's cost is to be returned
Online Lifeways Training/ courses	50% of tuition fees paid by the student to be covered by the 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.