

	POLICY TITLE	CATEGORY
	Training and Development – Obligations & Expectations under CCEYA Child Care Centres, Before and After School Programs & EarlyON Programs	Programs
	APPROVING BODY OR POSITION	APPROVAL DATE
	Director, Programs	December 2025
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)	Child Care and Early Years Act, 2014 (CCEYA)

## POLICY

Family Day is committed to Continuous Professional Learning for all our staff as outlined in our Program Statement, to support an environment of ongoing learning and Family Day’s Strategic Plan.

## INTENT

Family Day recognizes all staff enter employment with varying levels of knowledge, skill and experience. All staff must understand what is required of their position. Staff also need opportunities to acquire new information and support to upgrade and continue to improve their skills, knowledge and approaches.

Family Day supports broader based learning initiatives across the organization and community to enable capacity building of specific knowledge and clearly recognize that the personal commitment to pursue continuing education lies with individual staff.

The intent of this policy is to support lifelong learning. We encourage all staff to continually upgrade and develop their skills and knowledge to enable:

- Knowledge sharing from individual learning opportunities
- Individuals to develop skills and share knowledge through evidence-based learning
- To retain and attract qualified professional staff
- To deliver high quality programs and service excellence
- Support strategic innovation as per Family Day’s strategic plan
- Raise Family Day’s profile and the RECE profile across the sector

## DEFINITION

For the purposes of this policy only, the word “staff” can encompass, where applicable, all Family Day members of staff, students and volunteers who fall under the scope of CCEYA legislation.

## SCOPE

This policy applies to all Family Day staff, students, and volunteers that fall under the CCEYA.

## PRACTICE

- **Upon hire the following requirements need to be met by all staff:**
  - Standard First Aid and Infant/Child CPR
  - Mandatory Legislation Training
  - Program Statement- review/webinar
  - Food Handlers Certificate where applicable
  - Membership in good standing with the College of Early Childhood Educators (if applicable)
  - Respect in the Workplace Training
  - Have a clear record on the Ministry of Education Child Care Public Registry

➤ **Prior to working with children all staff are required to review and sign all Family Day policies and procedures as well as the Implementation and Review of Policy & Procedure and Individualized Plans as per Subsection 1.2 in the CCEYA:**

- Anaphylaxis Policy
- Emergency Management Policies and Procedures
- Fire Safety/Evacuation Procedures
- Inclusion Policy (Appendix: Individual Support Plan)
- Medication Policy
- Monitoring Compliance and Contraventions
- Parent Issues and Concerns Policy
- Playground Safety Policy
- Police Vulnerable Sector Check Policy
- Program Statement Implementation Policy
- Reporting Suspected Child Abuse/Neglect Policy
- Safe Arrival and Dismissal Policy
- Sanitary Practices Policy
- Serious Occurrence Policy
- Sleep Supervision Policy
- Staff Training and Development Policy
- Supervision of Volunteers and Students Policy
- Wait List Policy

➤ **The following training opportunities are made available to all staff on a regular basis:**

- Standard First Aid and Infant/Child CPR
- VIBE (Very Inclusive Behaviour for Everyone)
- Food Handlers Certificate
- Program Statement Review

➤ **To support ongoing professional learning and qualification upgrades all staff are encouraged to explore the following and any other opportunities which enhance their practice:**

- RECE degree internship
- RECE apprenticeship
- RECE leadership

➤ **To support ongoing Professional Learning/Pedagogical Reflections, Family Day offers the following to all staff:**

- Family Day Human Resource Booklets: Your Orientation and New Employee Welcome Package
- Manager, Pedagogy & Program Quality / Pedagogical Mentor Consultations
- In-house training opportunities
- How Does Learning Happen – Ontario's Pedagogy
- Team/Area Meetings
- College of Early Childhood Educators CPL online module
- Family Day accommodates staff enrolled in the ECE program to complete placement requirements within our sites when possible

➤ **External Tools & Resources accessible to all Family Day staff include but are not limited to:**

- CDRCP – Peel region community training/workshops/webinars/conferences
- Raising the Bar – Peel
- City of Toronto – Assessment for Quality Improvement (AQI) training/workshops/meetings
- Every Child Belongs Integration Consultants in the City of Toronto
- City Wide Training – GTA community training/workshops/webinars/conferences
- York Region Early Learning and Child Care Professional Development
- York Region Child & Family Collaborative website, community training/workshops/webinars
- Peel Region - community training/workshops/webinars/conferences/PIRS (Peel Integration Resource Support)
- Early Years Portal/ Ministry of Education Website
- College of ECE Website and CPL module
- Community Colleges – Reflective Practice/RECE/leadership courses
- Family Day Care Services Memberships and Associations

➤ **Mandatory Training**

CCEYA requires that licensees, employees, volunteers, and students review policies and procedures that support the delivery of the program, so that they are more aware of their roles and responsibilities and are better equipped to provide for the health, safety, and well-being of children receiving care. These policies are defined as mandatory.

➤ **External Training**

Family Day supports any and all optional training to broaden staff knowledge across the organization and in local communities to enable capacity building and support continuous professional learning.

Staff who identify external conferences, seminars, workshops and associations in which they wish to participate are responsible for submitting in writing, requests to attend, including costs, using the Application for Training Development form and submitting to the Supervisor/Program Manager/Assistant Program Manager. The Supervisor and /or the Program Manager/Assistant Program Manager are responsible for approving any requests to participate in external developmental activities and for ensuring that these occur within budget limitations.

Attending in-house mandatory and optional staff development/training sessions during regular or after work hours, will be compensated accordingly. Attending external staff development/training sessions will be accommodated at the discretion of the Supervisor/Program Manager/Assistant Program Manager. All external training must be for specified purposes relating directly to the function being performed by the employee at the child care centre, before and after school program or Early ON Program.

Full time permanent staff shall be granted a maximum of \$200.00 per calendar year to cover expenses for attendance at staff development, conferences, courses or workshops or for purchasing professional literature and materials as per Family Day's Training and Development Policy

➤ **Internal ongoing professional learning support at Family Day may include but are not limited to:**

- Internal library and resources
- In-house program consultation
- Integration consultation
- Team/Area Meetings
- Policy review
- Program Statement Review
- Mentoring and coaching
- Workshops/conferences
- Leadership training

## **POLICY REVIEW AND CONTRAVENTIONS**

All who fall under the scope of this policy will review and sign off on this policy at the start of their employment with the agency and annually thereafter. Contravention applies to the RECE as per *Ontario Regulation 359/15: Continuous Professional Learning*