



Whitestone After-School Program

Training and Development Policy

Purpose

This policy will give Parents and Guardians an understanding of the commitment that the Municipality of Whitestone has in ensuring that the Program Coordinators for the After-School have the necessary qualifications and training and that they take part on a regular and prescribed basis in training and education opportunities.

This policy is intended to comply with requirements under the Child Care and Early Years Act, 2014 (CCEYA) and O. Reg. 137/15; licensees are required to develop policies and procedures with respect to training and development for personnel of each child care centre operated by the licensee.

The ongoing leaning is intended to support the program **Philosophy:**

We are committed to our community and its families to provide the opportunities deemed essential in successful children. Youth who participate in such programs (as the After-School Program) are exposed to several opportunities that assist them in developing healthy self-concepts, social attitudes and networking skills.

We intend to meet the needs of children and their families, while playing a key role in their success. Our values are based upon belonging, well-being, engagement and expression, and embedded in our everyday operations.

Policy

Annual Orientation:

Program Coordinators are required on an annual basis (prior to the commencement of the school year) to:

- Read and confirm by signature that they understand all the Municipality of Whitestone Policies and Procedures
- Review and become familiar with the Ministry of Education Child Care Licensing Manual

- Review registrations and become familiar with the needs of the children who will be attending the Program including all parental/guardian preferences and requirements, medical needs and any other special needs identified.

Ongoing Learning:

The Program Coordinators are responsible to ensure her/his qualifications remain current and that any and all Ministry of Education and Municipality of Whitestone requirements as may be imposed from time to time, are met.

The primary Program Coordinator shall at a minimum, three (3) times per year, attend training opportunities, workshops or other program related activities designed to enhance and develop skills as a Program Coordinator.

The alternate Program Coordinator(s) shall at a minimum, one (1) time per year, attend a training opportunity, workshop or another program related activity designed to enhance and develop skills as a Program Coordinator.

Glossary:

Program Coordinator: For the purposes of this policy "Program Coordinator" is used to refer to the contracted personnel who provide oversight of the program and students at the Whitestone Lake Central School.