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| **Early Childhood Education** |
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| Basic ECE Program |
| **Delta Continuing Education**  **INFORMATION PACKAGE** |
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September 2024

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| A picture containing circle, green, logo  Description automatically generated | Delta Continuing Education acknowledges, respects and honours that our work takes place on the traditional territory of the Tsawwassen and Musqueam First Nations and of all the Hun’umi’num speaking people who have been stewards of the land since time immemorial. |

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| **WELCOME!** |

“A journey awaits you. It is one filled with possibility and meaning. It will call you to come to know who you are and where you are going. At times you will need to share this pathway, whereas at others, you will travel alone.” Karen Whelan. We are honoured you have chosen the Delta Continuing Education ECE program. Taking part in a program like this is a definite commitment on your part. Issues such as time, practicum expectations, finances for supply and tuition fees, and dedication to the field of early childhood education are important considerations now that you have made the decision to be involved in the program.

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| **MISSION STATEMENT** |

The Delta Continuing Education Early Childhood program empowers students to contribute their personal best to society as they become tomorrow’s Early Childhood Educators. We strive to cultivate a place of well being for all students while providing a high-quality, comprehensive, and meaningful education for students.

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| **VALUE STATEMENT** |

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| Image result for earth | ***What kind of world do you want to live in?***  ***What kind of people do we want to be?***  ***Ann Pelo*** |

These 2 questions are anchored in the following core values which guide the DCE ECE decisions, actions and relationships: "Compassion, Responsibility, Integrity, Creativity, Diversity and Resilience." These values impact our commitment to our instructors, our students and the community we serve.

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| **PEDAGOGICAL VISON** |

Our pedagogical vision includes current research and practices of responsive curriculum and inquiry-based learning supported by the BC Early Learning framework.

This supports the creation of rich, joyful early childhood spaces where children, adults, ideas and materials come together, and where knowledge is constructed about learning and living in ways that are local, inclusive ethical and democratic (BC Early Learning Framework, p.11).

Early Childhood Educators create respectful relationships which are key to becoming confident, capable and caring citizens. In our community, we believe everyone learns best when they feel safe and secure.

***I’ve learned that people will forget what you said, people will forget what you did,***

***but people will never forget how you made them feel – Maya Angelou***

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| **Delta Continuing Education and ECE** |

The Early Childhood Education (ECE) with Delta Continuing Education provides educational training for adults entering the field or ECE. The Basic ECE program focuses on children ages 3 – 5 year. The Post Basic program focuses on working with infants and toddlers and children with special needs.

* Delta Continuing Education has been teaching Early Childhood Education (ECE) since 1969.
* Delta Continuing Education is approved by the *Early Childhood Registry of the BC Ministry for Children & Families* as an educational training institution and fulfills ALL *provincial requirements for certification in the ECE sector.*
* The ECE programs are part time programs (evenings and Saturdays), which with students’ work and family schedules.
* The ECE programs provide quality instruction, based on current research and practice.
* The ECE programs have affordable fees and students are eligible to apply for the ECEBC Bursary program ([www.ecebc.ca/programs/student\_bursary.html](http://www.ecebc.ca/programs/student_bursary.html))

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| **DCE ECE and BC Early Learning Framework** |

The DCE ECE program uses the British Columbia Early Learning Framework (BCELF) as a core document to support current practice. The Early Learning Framework is an invitation to re-envision early care and learning spaces, education systems and society. It is intended to promote dialogue and understanding of childhood, knowledge, education, and learning. This framework carries the hope of inspiring and supporting the creation of rich, joyful early childhood spaces where children, adults, ideas, and materials come together, and we where knowledge is constructed about learning and living in ways that are local, inclusive, ethical and democratic (p. 11).

For more information on the BCELF:

https://www2.gov.bc.ca/assets/gov/education/early-learning/teach/earlylearning/early\_learning\_framework.pdf

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| CONTACT INFORMATION | | |
| ECE Program Coordinator | Lisa Nicholson | |
| Contact Information | Phone:  Email: | 604 952-2815 – Leave a message on the voice mail. [ececoordinator@deltaschools.ca](mailto:ececoordinator@deltaschools.ca) |
| Please allow a minimum of 48 hours to respond | |
| ECE Office Address | 4750 57th Street  Delta, B.C. V4K 3C9 | |
| ECE Office Contact Numbers: | Phone:  Fax: | 604 940-5550  604 940-5520 |
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This booklet contains some of the policies of the Delta Early Childhood Education program. Taking part in a program like this is a ***definite commitment*** on your part. Issues such as time, Assignment expectations, finances for supply and tuition fees, and dedication to the field of early childhood education are important considerations as you make the decision to be involved in the program. If you feel you are unclear about any of the details, which may help you make your decision about being involved in this program, please ask for such information prior to the start of courses. We want your decision to be an informed and comfortable one.

The Delta Continuing Education ECE Program Coordinator and instructors will provide ongoing support and encouragement as you endeavour to balance the demands of school with your personal and professional commitments.

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| CAREER OPPORTUNITIES |

The first years of a child's education are among the most important; during this time educators can have a profound impact on a child's success in development.  **Employment opportunities in the field increase with further training and work experience.**

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| **EARLY CHILDHOOD EDUCATION CERTIFICATE** |

A certificate is required in order to work in a licensed child care program in BC. Listed on the following pages are the courses you will be required to take to complete the Basic ECE program with Delta Continuing Education. After you have successfully completed all the courses, including three (3) practicums, you will be granted a certificate of completion and an official transcript from Delta Continuing Education. You will then be eligible to apply for your Early Childhood Education certificate.

For further information and complete details on certification and/or to apply for a certificate to practice please contact the Early Childhood Registry of BC:

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| Website:  Phone – Victoria:  Phone – Toll – Free:  Fax: | [Become an Early Childhood Educator (ECE) - Province of British Columbia (gov.bc.ca)](https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator)  1-250-356-6501  1-888-338-6622  1-250-952-06:4565 |
| Email: | [ECERegistry@gov.bc.ca](mailto:ECERegistry@gov.bc.ca) |
| Mail: | Early Childhood Educator (ECE) Registry  Child Care Programs and Services Division  Ministry of Children and Family Development  P.O Box 9965 Stn. Prov. Govt., Victoria, B.C. V8W 9R4 |
| **RENEWALS** | |

According to BC law, renewal of registration is required every five years for each certificate an individual holds. For complete details on renewal of registration, refer to the booklet, The Early Childhood Educator in British Columbia, A Guide to Registration and Renewal Procedures, Ministry of Children and Family Development or refer to the ECE Registry website at

<https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator/renewal>

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| **REQUEST FOR REVIEW OF ASSESSMENT** |

Applicants who feel that their prior education/training, outside of BC and/or internationally, may exempt them from some or all courses may request assessment of their credentials ***directly from the Ministry***. Delta Continuing Education does not assess previous education/training but will review assessments from the Ministry.

Again a **review of these assessments does not guarantee acceptance into the program nor does it guarantee transfer equivalency credits**.

Please contact, the **Ministry of Children and Family Development** at:

P.O Box 9965 Stn. Prov. Govt. Victoria, B.C. V8W 9R4

Toll-Free: 1-888-338-6622

Phone -Victoria: 1-250-356-6501

Fax: 1-250-953-3327

Email: [ECERegistry@gov.bc.ca](mailto:ECERegistry@gov.bc.ca)

Website: [Become an Early Childhood Educator (ECE) - Province of British Columbia (gov.bc.ca)](https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator)

Students who which to have their international training assessed, should contact **ICES – International Credential Evaluation Services**, prior to contacting the Ministry, at;

Telephone: 604-432-8800

Toll Free: 1-866-434-9197

Fax: 604-435-7033

Email: [icesinfo@bcit.ca](mailto:icesinfo@bcit.ca)

Website: [www.bcit.ca/ices](http://www.bcit.ca/ices)

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| **TRANSFERABILITY** |

Courses taken from any approved BC ECE educational institutions which are part of the [BC Transfer System](http://www.bctransferguide.ca/system) may be accepted for transfer equivalency credit. Students wanting their courses reviewed must first apply to the Delta Continuing Education ECE program along with an official transcript and course outlines for all ECE courses they have successfully completed. If the student is accepted into the ECE program, Delta Continuing Education will then evaluate courses for transferability. Please note: only a maximum 25% of the ECE program would be transferable. If students, who have been accepted into the program, have taken more than 25% of courses elsewhere, students would submit official transcripts from both educational institutions to the ECE Registry for assessment.

Please note, education taken more than 5 years ago is not considered current, and therefore will not be granted transfer equivalency credit as Delta Continuing Education feels there would be a gap in knowledge on current practices in the ECE field.

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| **BASIC ECE PROGRAM OVERVIEW** |

The Delta Continuing Education ECE program is designed to provide students with the knowledge and skills necessary to work with young children and their families in licensed child care settings. Students take courses and practicum placements designed to integrate theoretical learning and practical experience in becoming an Early Childhood Educator. The DCE ECE program is completed in 2 years part time, taking 2 courses per term. **(\*)** – dependent on enrolment – min. 15 participants.

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| **COURSE SCHEDULE – 2-year part time** |
| ***Year 1 – Term I – September to December – 12 week term***  *For every registered course, students must attend* ***one night per week PLUS*** *a minimum of 1* ***Saturday*** |
| * *Writing Workshop (Saturday PLUS 1 evening)* * *Observation Workshop (Saturday)* * *ECE 106 – Interpersonal Skills* * *ECE 100 – Child Growth and Development I and ECE 110 Ia – Observation Assignment* * *ECE 101 – Foundations of ECE and ECE 110 Ib – Observation Assignment* |
| ***YEAR I – Term II - January to March – 10 week term***  *For every registered course, students must attend* ***one night per week PLUS*** *a minimum of 2* ***Saturdays*** |
| * *ECE 102 – Child Growth and Development II and ECE 111 IIa Observation Assignment* * *ECE 105 – Guiding and Caring and ECE 112 IIIb Observation Assignment* * *ECE 120 – Block Practicum I* ***(\*)*** |
| ***YEAR I Term III - April to June – 12 week term***  *For every registered course, students must attend* ***one night per week PLUS*** *a minimum of 1* ***Saturday*** |
| * *ECE 103 – The Learning Child and ECE 111 IIb Observation Assignment* * *ECE 104 – Child Growth and Development III and ECE 112 IIIa Observation Assignment* |
| ***NO CLASSES OFFERED JULY OR AUGUST.***  ***(\*) Students may request to complete ECE 120 Block Practicum I in the summer;***  ***Please note, Block Practicum I MUST be completed PRIOR to taking any year II classes.*** |
| ***YEAR 2 Term I - September to December – 12 week term***  *For every registered course, students must attend* ***one night per week, PLUS*** *a minimum of 1* ***Saturday*** |
| * *Reflective Writing Workshop (Saturday)* * *ECE 200 – Guiding and Caring II and ECE 210 IVa Observation Assignment* * *ECE 201 – Language and Literature and ECE 210 IVb Observation Assignment* * *ECE 220 – Block Practicum II* ***(\*\*)*** |
| ***YEAR 2– Term II - January to March – 10 week term***  *For every registered course, students must attend* ***one night per week PLUS*** *a minimum of 2* ***Saturdays*** |
| * *ECE 202 – Creative Activities: Art & Music and ECE 211 Va Observation Assignment* * *ECE 203 – Science, Math and Social Studies and ECE 211 Vb Observation Assignment* |
| ***YEAR 2Term III - April to June – 12 week term***  *For every registered course, students must attend* ***one night per week PLUS*** *a minimum of 1* ***Saturday*** |
| * *ECE 204 – Health Safety and Nutrition and ECE 212 VIa Observation Assignment* * *ECE 205 – Family, School and Community Relations and ECE 212 VIb Observation Assignment* * *ECE 250 – Block Practicum III****(\*\*)*** |
| ***NO CLASSES OFFERED JULY OR AUGUST.***  ***(\*\*) Year II students may complete ECE 220 Block Practicum II and/or ECE 250 Block Practicum III in the summer.*** |

**Block Practicums AND Observation assignments require daytime sessions.**

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| **COURSE DESCRIPTIONS – Basic ECE Certificate Program** |

The Delta Continuing Education Basic ECE total program hours are 1032; this includes designated practicum and observation hours and observation and writing workshops

**Writing Workshop**

This Saturday workshop acts as a review of some practical aspects of writing an essay and as a refresher for those who may not have written course-related essays for some time. Topics include essay forms, along with tips on strengthening writing style and proper citation.

**Reflective Writing Workshop – YEAR II students ONLY**

This Saturday workshop will focus on reflective practices and writing. The goal is to provide students with the skills and tools to be successful in final year of class and PII and PIII. Students will be challenged to think deeper and to analyse this thinking.

**Observation Workshop**

Children have many ways of expressing themselves and we can begin to understand what they are experiencing and the meaning they bring to their experiences by observing them, listening to them and ultimately documenting these observations. These observations help you create a more responsive program for each child. One Saturday workshop introduces you to the reasons for observing children; methods of recording and documentation. Learners will practice techniques and develop skills for observing, recording, documentation and interpretation.

**ECE 106 – Interpersonal Skills**

On a daily basis childcare providers work with families and resource people, this course is designed to allow students to learn more about themselves, increase communication skills, and develop a rich group experience.

**ECE 101, 102, 104 – Child Growth and Development I, II and III**

The courses focus on looking at the history and nature of child study and theory as well as human development from conception through to adolescence with a focus on the preschool years.

**ECE 101 – Foundations of Early Childhood Education**

This is an introductory course to the field of Early Childhood Education. This course explains basic terminology and provides an overview of different types of programs for children and families. It also addresses licensing standards for childcare centres in British Columbia. This course offers a broad overview of major historical and contemporary events and influences which shape early childhood approaches and programs.

**ECE 103 – The Learning Child**

The Learning Child focuses on the role of the adult in creating lifelong relationships, establishing responsive environments and the value of learning through play.

**ECE 105, 200 – Guiding and Caring I and II**

The role of the adult in guidance and the fostering of well-being are the core of Guiding and Caring. Guiding and Caring I focuses on a child centered approach to guiding children. Guiding and Caring II examines a non-bias approach as well as strategies in working with children who display challenging behaviour.

**ECE 201, 202, 203 – Curriculum**

The focus of curriculum courses is responding to children’s interest and planning curriculum experiences based those interests within an inclusive environment. Curriculum areas focused are Science, Social Studies, Math, Language and Literature, Music and Movement, and Art.

**ECE 204 – Health, Safety and Nutrition**

The focus of this course is on providing and maintaining a healthy and safe environment.

**ECE 205 – Family, School and Community Relations**

This course offers an examination of professional development, emphasizing interpersonal communication and working with families, colleagues and the community.

**ECE 110, 111, 112, 210, 211, 212 – Observation Assignments**

Observation is often seen as one of the most simple, yet effective methods of assessing and interpreting young children’s interests and how they are learning in their day to day activities and quiet times. “Careful observation means paying attention. Early childhood educators should be noticing what children are doing, saying, exploring and what they are concerned about” (Understanding the Early Learning Framework; From Theory to Practice, p. 12). These assignments provide students with the practice of methods of observing, recording, interpreting, documenting ordinary moments.

**ECE 120, 220, 250 – Block Practicum**

Block Practicum is the opportunity to put theory into action. During Practicum placements, students will be working in licensed child care facilities with experienced early childhood educators.

***Regarding Practicum Placements:*** Many mentor centres require proof of vaccination in order to enter the child care facility. Students must follow the safety protocols while at any mentor centre during a practicum and/or observation visit. Since many centres require proof of vaccination, disclosure prior to practicum placement will be far less disruptive to both centre and student. We ask students who are not vaccinated to make themselves known in confidence to the practicum coordinator so that appropriate placements can be made.

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| **ADDITIONAL INFORMATION** |

The 2025-2026 courses will be delivered in a hybrid manner; 50% synchronously via Zoom and 50% in person.  Curriculum courses will have the flexibility of having up to 75% of sessions in person – depending on course content. Outlines will confirm which classes will be via Zoom and which ones will be in person.

***Class Locations – In class sessions will be held in North Delta, either at North Delta Secondary, or at Delta Community College***.. Throughout the terms, there may be times when classes may be at different locations (\*), offsite for a fieldtrip (\*) an/or virtual to support guest speakers. Students are given this information on the 1st night of classes. Any virtual class will be offered via Zoom in a synchronous manner. ***To be prepared, ECE students should have home access to a computer or device capable of videoconferencing and to reliable, high-speed internet***. (\*)Students must follow any and all safety protocols while at any of these locations.

***Class Times* –** students attend a minimum one evening per week per course per term PLUSa minimum of 1 Saturday class per term. **Evening classes run from 6:30pm-9:30pm; Saturday classes run from 9:00am-4:00pm**. Class dates and times are confirmed with registration.

***School Closures -*** School closures will follow the Delta School District calendar, including all statutory holidays and/or school break (i.e. spring break/winter break). A class that falls on a statutory holiday and/or a school break closure will be rebooked for a different evening.

***Inclement Weather - Delta School District Policy regarding inclement weather -*** Classes may be cancelled when extreme weather conditions or community emergencies make travel or facilities unsafe. If ECE classes are to be cancelled, a decision will be made by 1:00 pm for evening classes or by 7:30 am for Saturday classes. Instructors will notify students of in person cancellations via email ONLY. Instructors may remedy a class cancellation by re-booking the cancelled session on an alternative in person date or providing the session via an online platform (ie., Zoom).

Delta School District considers student safety a priority, so it respects individual decisions regarding personal safety and does not expect students to attend classes when they believe it is unsafe for them to do so. If you must miss a class due to unsafe conditions, you will be expected to make yourself aware of material that you missed.

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| **FEES** |

Tuition fees are paid on a term to term basis; payment for tuition is due upon registration deadline.

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| **Workshop and / or Course Number and Name** | **Tuition** |
| * *Writing Workshops (2 Saturday sessions throughout 2 years - $150 each)* * *Observation Workshop (1 Saturday session - $150)* * *ECE 100 – Child Growth and Development I and ECE 110 Ia Observation Assignment* * *ECE 101 – Foundations of ECE and ECE 110 Ib Observation Assignment* * *ECE 102 – Child Growth and Development II and ECE 111 IIa Observation Assignment* * *ECE 103 – The Learning Child and ECE 111 IIb Observation Assignment* * *ECE 104 – Child Growth and Development III and ECE 112 IIIa Observation Assignment* * *ECE 105 – Guiding and Caring and ECE 112 IIIb Observation Assignment* * *ECE 106 – Interpersonal Skills* * *ECE 200 – Guiding and Caring II and ECE 210 IVa Observation Assignment* * *ECE 201 – Language and Literature and ECE 210 IVb Observation Assignment* * *ECE 202 – Creative Activities: Art & Music and ECE 211 Va Observation Assignment* * *ECE 203 – Science, Math and Social Studies and ECE 211 Observation Assignment Vb* * *ECE 204 – Health Safety and Nutrition and ECE 212 Observation Assignment VIa* * *ECE 205 – Family, School and Community Relations and ECE 212 Observation Assignment VIb* * *ECE 120 – Block Practicum I* * *ECE 220 – Block Practicum II* * *ECE 250 – Block Practicum III* | **300.00**  **150.00**  **475.00**  **475.00**  **475.00**  **475.00**  **475.00**  **475.00**  **250.00**  **475.00**  **475.00**  **475.00**  **475.00**  **475.00**  **475.00**  **475.00**  **475.00**  **475.00** |
| **Tuition Fees for 2025-2026 school year (^):**  ***(^) fees are subject to change.*** | **$7825.00** |

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| **ECEBC Education Fund** |

Since September 2018, the Early Childhood Educators of BC (ECEBC), in partnership with the Province of British Columbia, enhanced and expanded the ECE Bursary Program, now known as the ECE Education Support Fund (ECE ESF). As of 2019, the fund was fully expended and in December 2019 an additional $4million from the Canada-BC Early Learning and Child Care Agreement was invested to help more educators obtain/upgrade their ECE Certificate. These funds provide bursaries to a limited intake of eligible students under new funding parameters available in the ECE Education Support Fund Application Guide. IF funds are made available, those accepted into the DCE ECE program are eligible to apply. For application deadlines please refer to the ECEBC Website at: <https://www.ecebc.ca/ece-education-support-fund> and/or contact ECEBC directly via email: [bursary@ecebc.ca](mailto:bursary@ecebc.ca)or via phone: 604.709-6063.

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| **ADDITIONAL FEES** |

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|  | **Fees** |
| * *Deposit*   Those accepted into the program will be required to submit a deposit of $500.00 within 1 month of receiving an acceptance letter. This fee will be put towards their 1st course taken at DCE. **This deposit is NON-REFUNDABLE,** so if a student does NOT register with DCE ECE the deposit will not be returned.   * *Textbooks and Handouts approximately:* * *Conferences / Workshops approximately:*   As part of course curriculum, some instructors will ask students to attend designated workshops/conferences (Children: Heart of the Matter; Advocacy Forum). Conference information, including date, registration information and costs are provided to the students with course registration. Conference fees are the responsibility of the student.   * *Supplies*  *approximately:*   Students will require school supplies (pens, paper, binders, etc); and materials to make ECE learning activities and projects (poster board, paints, etc) for class assignments/practicum.   * *Criminal Record Check (CRC)*   Students are required to have a CRC Schedule B authorization. This is valid for five (5) years from the date of the application. Applications must be faxed directly to the Ministry of Public Safety/Solicitor General. **DO NOT apply at your local police department/RCMP detachment.**   * *Photo ID*   All students require a valid Delta Continuing Education photo ID**. A lost or damaged Photo ID is replaced at the expense of the student.**   * *Transcripts*   Upon successful completion of the full program, students will receive one (1) official, sealed transcript. This transcript will be mailed within 2-3 weeks of request. Should a student require additional transcripts, or a transcript prior to the completion of the full program, the fee is $10.00/transcript.  ***Please note – there may be additional fees throughout the year of schooling which are not listed.*** | **500.00**  **500.00**  **300.00**  **300.00**  **28.00**  **25.00**  **10.00** |

***(^) fees are subject to change.***

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| **APPLICATION PROCEDURE** |

Acceptance to the Delta Continuing Education Basic ECE Certificate program is through the following process.

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| Step 1 | **Attend a free Information Session and write an English assessment test**  **ALL** applicants must write the Canadian Adult Achievement Test to assess reading comprehension and writing levels. The testing takes approximately 1.5 hours. Applicants must achieve a minimum of 70% on the comprehension component and a pass on the written component. Delta Continuing Education does not accept test results from other institutions. Applicants are notified of their test results via email.  **Please note** – If a student’s progress in the program is hindered by their English skills, the coordinator has the right to remove a student from the program |
| Step 2 | **Submit application documents** NO LATER than 12 Noon May 31st  *Student documentation becomes property of Delta Continuing Education*. PLEASE Photocopy all of your documentation **BEFORE** submitting any documentation. Photocopying is the responsibility of the applicant **NOT** Delta Continuing Education.  **Mail the application by June 30th to:**  Delta Continuing Education  4750 57th Street, Delta B.C, V4K 3C9  Attention: Lisa Nicholson, ECE Coordinator |
| Step 3 | **Acceptance**  After your documentation has been reviewed and if accepted, you will receive an acceptance letter (via email). |
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***Please note:***

*Acceptance to Delta Continuing Education Basic ECE program is dependent upon satisfactory completion of all documentation including the pre-training medical exam, criminal record check and successful English Assessment test.*

Successful English assessment is a requirement for acceptance into the ECE program. Students will be required to write the English Assessment test **IN PERSON** at the Delta Continuing Education office(4750 57 St, Delta BC V4K3C9), during office hours (8:30am to 4pm). Students who can provide proof of completing English 12 or Communications 12 with a C+ OR higher from a BC secondary school may be waived from writing the English assessment test.

The DCE ECE program has the right to remove any student whose progress in the program is hindered by inadequate English skills.

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| **APPLICATION COVER PAGE** |

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| Name: |  |
| Contact No.: |  |
| Email: |  |

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|  | | | | | | |  | | Date you attended a Delta Continuing Education Basic ECE Certificate Information Session | | | | |
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|  | | | | | | |  | | Date of English Assessment Testing (CAAT) | | | | |
|  | | | | | | |  | | *Written* | **Pass**  **Fail** | *Reading Comprehension* | **\_\_\_\_\_\_\_\_%**  ***Min. 70% required*** |  |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  |  | **OR** Proof of English 12 or Communications 12 with a C+ OR higher, from a BC secondary school |   ***If a student’s progress in the program is hindered by their English skills, the coordinator has the right to remove a student from the program*** | | | | | | | | | | | | | | |
| **Put an X beside the documentation that you have attached to this Application Cover Page** | | | | | | | | | | | | | |
|  | | | | | | |  | | Basic ECE Application Form | | | | |
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|  | | | | | | |  | | 2 Pieces of ID – photocopies must be legible | | | | |
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|  | | | | | | |  | | Completed Written Interview | | | | |
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|  | | | | | | |  | | Completed Student Medical/Emergency Contact Information | | | | |
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| 1 | |  | 2 |  | 3 |  |  | | 3 Letters of Reference | | | | | |
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|  | | | | | | |  | | Completed Volunteer/Work Experience Form – ***A Criminal Record Authorization letter is required for students to complete these volunteer hours. Applicants will have until Dec. 31st to complete and submit these hours/documentation.*** | | | | |
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|  | | | | | | |  | | Official transcript for any previously taken ECE courses  OR Copy of any Certificates to Practice (i.e., ECEA Certificate) – *if applicable.* | | | | |
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|  | | | | | | |  | | Pre-Training Medical Exam | | | | |
|  | | | | | | |  | | Your family physician must complete, date and sign this form. There may be a cost associated with this. This cost is the responsibility of the student. A***pplicants will have until Dec. 31st to submit their medical form***. | | | | |
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|  | | | | | | |  | | Consent to a Criminal Record Check Application form – **emailed to students WHEN accepted**. | | | | |
|  | | | | | | |  | | The BC Ministry of Justice requires ID verification with the submission of your CRC application form. This means **you will be required to submit your application form with 2 pieces of ID.** Your clearance letter is valid for five (5) years. **DO NOT apply at your local police department/RCMP detachment.** | | | | |
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| Immunization Records – DCE ECE does not require Immunization records to be submitted as part of the application process.  At this time, CoVid vaccinations are still required for some licensed childcare programs. As Practicums are a requirement of program/certificate completion, students who are accepted to the DCE ECE program must self disclose their CoVid vaccination status, to ensure DCE ECE can identify appropriate practicum placements. ***Students will be required to meet and follow the policies of licensed childcare programs and licensing regulations.*** | | | | | | | | | | | | | |
| **Acceptance to the DCE ECE program is dependent upon satisfactory completion of all documentation.** | | | | | | | | | | | | | |

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| **APPLICATION FORM** | | | | | | | | |
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| **I am applying for:** |  | PART TIME - Basic ECE Program  Evenings and Saturdays | | | | | **Start Date:** | **Sept. 2025** |

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| --- | --- | --- | --- | --- | --- |
| **Legal Name:** |  | | | | |
|  | Last Name | First Name | | | Middle Name(s) |
| **Name Commonly**  **Used:** |  | | | | |
|  | Last Name | First Name | | | |
|  |  | | | | |
| **Date of Birth:** |  | | | | |
|  | Month / Day / Year | | | | |
| **Address:** |  | | | | |
|  |  | | Postal Code: |  | |
| **Phone – Home:** | ( ) | |  |  | |
| **Phone – Cell:** | ( ) | | | | |
| **Email:** |  | | | | |

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| **Educational Background:** |

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| **High School Graduation** | School Name: |  | Year: |  |

***List any accredited courses***

|  |  |  |
| --- | --- | --- |
| ***Year*** | ***Course Name*** | ***School Name*** |
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***Other training courses (non-credit) which could apply (i.e. personal development courses, leadership training courses, church training courses, etc.)***

|  |  |  |
| --- | --- | --- |
| ***Year*** | ***Course Name*** | ***School Name*** |
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| **Work Experience:** |

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| --- | --- | --- |
| ***Dates*** | ***Name of Company*** | ***Responsibilities*** |
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| **Volunteer Experience:** |

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| ***Dates*** | ***Name of Company*** | ***Responsibilities*** |
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| **Interests and Hobbies:** |

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| Signature |  | Date |

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| CE logo WITH ece | | **Written Interview** |
| 1. | Tell us a little bit about yourself. | |
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| 2. | Why do you want to enter the Early Childhood Education field? |
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| 3. | Please explain your understanding for some of the various duties an Early Childhood Educator may perform in a given day. |
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| 4. | What aspects of the Early Childhood Educator do you think you would find most exciting?, most challenging? Which of your personality trait will be an asset to your work with young children and families? |
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| Class time is considered training for the workforce; conduct and professionalism are considered part of the program learning. The student is expected to demonstrate these skills and attitudes in the classroom | |
| 5a. | How then would you handle a possible conflict with an instructor and / or a classmate? |
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| 5b. | How then would you handle the stress of the workload and demands of the program? |
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| 6. | This program has an intensive part-time schedule involving evenings, Saturday classes, observations and 3 practicum placements which involve daytime hours. Explain what arrangements you will make to fit time for school and studying into your schedule. |
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| 7. | How confident are you in meeting the requirements and commitments of practicum? |
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| 8. | In what ways did the information session and learning about the DCE ECE program (ie., philosophy, mission and values) and what it can offer make you believe this is the right program for you? |
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| Signature |  | Date |

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| CE logo WITH ece | | **MEDICAL/EMERGENCY**  **CONTACT INFORMATION**  The following information will be used **ONLY** in a medical emergency. |
| Student Name: |  | |
|  |  | |
| Main Contact Number: |  | |
|  |  | |
| MSP No: |  | |

|  |  |
| --- | --- |
| Doctor’s Name: |  |
|  |  |
| Phone Number: |  |
|  |  |
| Address: |  |

**Please provide us with two (2) emergency contacts.**

|  |  |  |
| --- | --- | --- |
| Contact No. 1: | Name: |  |
|  | Relationship: |  |
|  | Contact Numbers: |  |

|  |  |  |
| --- | --- | --- |
| Contact No. 2: | Name: |  |
|  | Relationship: |  |
|  | Contact Numbers: |  |

Please describe any allergies, medicine you are presently taking, or medical conditions (including dietary needs) that we should be aware of:

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In case of emergency:

* I give permission for Delta Continuing Education to call a doctor and/or ambulance on my behalf.
* While on practicum, I give permission for the sponsor site/practicum facilitator to call a doctor and/or ambulance on my behalf.
* I understand all costs incurred are my responsibility.

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|  |  |  |
| Signature | | Date |

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| CE logo WITH ece | **REFERENCES**  Applicant, please complete this page. |

|  |  |
| --- | --- |
| I, |  |
|  | Applicant’s Legal Surname Full Given Names |
| of |  |
|  | Home address |
|  | |
| City Province Postal Code | |
| Hereby consent for the following referee: | |
|  | |
| Please print referee’s name | |

to provide Delta Continuing Education with this confidential character reference as part of my application to the Basic Early Childhood Education (ECE) Program. I acknowledge that this is a confidential character reference.

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| --- | --- | --- |
|  |  |  |
| Signature of Applicant | | Date |

Notes:

* This character reference form is to be provided by the applicant to a referee who shall complete the form and return it to the applicant or mail it directly to the Delta Continuing Education – ECE Department.
* The referee will not be a relative of the applicant, and will have known the applicant for a minimum of two (years).
* Because original signatures are required, this form may not be submitted by facsimile.
* Delay in the receipt of this form will result in delay in the processing of the application.

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| CE logo WITH ece | | **REFERENCES** |
| RE: |  | |
|  | Applicant’s Name | |

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| --- | --- | --- |
| 1. | How long have you known the applicant? |  |

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| --- | --- | --- |
| 2. | In what capacity have you know the applicant? |  |
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| 3. | Describe situation(s) in which you have observed the applicant working with children. If you have not observed the applicant working with children, what characteristics and/or qualities have you seen the applicant exhibiting which would be valuable in working with children and their families? |
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| 4. | Explain why you consider the applicant to be a fit and proper person to be working with children. |
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| 5. | Do you have any reason to believe the applicant should not work with children? |
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To the best of my knowledge the above information is complete and correct.

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| --- | --- | --- | --- |
|  | |  |  |
| Signature of Referee | | | Date |
|  | | | |
| Address |  | | |
|  |  | | |
| ( ) |  | | |
| Telephone No. | Email | | |

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| CE logo WITH ece | **VOLUNTEER OR PAID WORK**  **EXPERIENCE FORM**  **Applicants have until Dec. 31st to submit documentation.** |

As part of the application process to the Delta Continuing Education Basic ECE program, all applicants are required to complete a minimum of 25 hours (volunteer or paid) in a licensed child care facility (\*) with a minimum of 16 children attending daily.

(\*)Licensed child care is defined in the Child Care Licensing Regulations Division 1, Section 2 part a, b, c, g and h

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| **Section 1 – To be completed by the APPLICANT:** |

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Applicant’s Contact Phone Number: |  |
| Applicant’s Email address: |  |
| Volunteer/Work Site Contact Information | |
| Name of centre: |  |
| Address: |  |
| Contact Number: |  |
| License Number: |  |
| Centre Supervisor Name: |  |
| Centre Supervisor ECE Registry No.: |  |
| Email Address (if applicable): |  |

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| **Section 2 – To be completed by the SUPERVISOR at the Volunteer/Work site** |

Please note: the person who completes this form is NOT eligible to complete a reference form for the applicant.

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| --- | --- |
| Start Date: |  |
| End Date (if applicable): |  |
| Total number of hours: |  |

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| --- |
| Brief description of duties applicant performed: |
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Please rate the student for the following work habits:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Habits** | **Poor** |  | **Good** |  | **Excellent** |
| Attendance | 1 | 2 | 3 | 4 | 5 |
| Punctuality | 1 | 2 | 3 | 4 | 5 |
| Shows Initiative | 1 | 2 | 3 | 4 | 5 |
| Seeks/accepts Feedback | 1 | 2 | 3 | 4 | 5 |

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| Describe the applicants ability to work with others: |
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| Describe the applicants ability to work as a member of a team: |
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| What would you identify as the applicant’s particular strengths? |
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| Did you perceive any particular areas of difficulty (please be specific)? |
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| CE logo WITH ece | | **MEDICAL PRE-TRAINING EXAMINATION Physician’s Report**  ***Applicants will have until Dec. 31st to submit medical pre-training examination form***. | |
| RE: |  | |  |
|  | Applicant’s Name | | Applicant’s Age |

This examination report is being requested in connection with an application of the Delta Continuing Education Basic Early Childhood Education training program. This intensive 2 year part time program will require students to the following (but not limited to): face to face interaction class time, ongoing communication with instructors and classmates, group work with classmates, self-directed course work as well as practical experience which includes direct work with groups of young children on a full time basis (7 – 8 hours/day). Direct work may include, but not limited to: being fully interactive with children and their parents and staff; getting down to children’s level; picking up children; running, walking and playing with children. Good physical and psychological well being (mental health/emotional health and stability) are crucial and required.

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| **Result of examination:** |
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| **Do you consider this person in good physical health to perform the duties as outlined above?** |
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| **Do you consider this person to be in good mental/emotional health to perform the duties as outlined above?** |
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| --- |
| **Are there concerns about this person which may hinder their ability to perform the duties as outlined above?** |
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| --- | --- | --- |
|  |  |  |
| Signature of Physician | | Date of examination |

*Because original signatures are required, this form may not be submitted by facsimile.*

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| CE logo WITH ece | **Student Agreement** |

* I understand this booklet may be revised at any time.
* I have read and understood:
* The Delta Continuing Education Pasic Basic ECE Program Information Booklet.
* The program outline, course descriptions and requirements.
* The admissions criteria, procedure and deadline.
* The minimum number or required students to offer a parttime cohort is 15.
* Practicums are a requirement of the Basic ECE program and require daytime hours.
* Works supported practicum placements are NOT guaranteed.
* DCE ECE does not require Immunization records to be submitted as part of the application process. I understand that some licensed child care programs may require immunizations records and that I will be required to meet and follow the health these mentor centres.
* If a student’s progress is hindered by their English skills, the DCE ECE program has the right to remove a student from the program.

*Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*