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 |
| **Early Childhood Education** |
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| Post Basic ECE Program |
| **Delta Continuing Education****INFORMATION PACKAGE** |
| **September – June**  |
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|  | 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 to the Delta Continuing Education****Post Basic Early Childhood Education (ECE) Program!** |

“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  |
| 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: | 604 940-5550604 940-5520 |

This booklet contains information 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 and commitment to the field of early childhood education are important considerations as you make the decision to be involved in the program. This information is offered to help you make your decision about being involved in this program; If you are unclear about any of the details please reach out to have your questions answered. We want your decision to be an informed and comfortable one.

The Delta Continuing Education ECE Program Coordinator, Practicum 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. There is an increasing demand for qualified Early Childhood Educators to work with young children in licensed child care facilities. Graduates of the program may find employment opportunities in a variety of child care settings such as daycares and pre-schools, Strong Start centres, Supported Child Care Consultants and child care resource and referral programs. **Employment opportunities in the field increase with further training and work experience.**

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| **EARLY CHILDHOOD EDUCATION CERTIFICATE** |

Before a certificate in a post-basic specialty is issued, an applicant must be registered as an Early Childhood Educator with the ECE Registry of BC.

For further information and complete details on certification as an Infant Toddler Educator (ITE) or Special Needs Educator (SNE) in BC 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)1-250-356-65011-888-338-66221-250-952-06:4565 |
| Email: | ECERegistry@gov.bc.ca  |
| Mail: | Early Childhood Educator (ECE) RegistryChild Care Programs and Services DivisionMinistry of Children and Family DevelopmentP.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. ***PLEASE NOTE*** 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

 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 wish 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

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

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| **TRANSFERABILITY** |

Courses taken from any 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 program; submit an official transcript and course outlines for all ECE courses they have successfully completed. If the student is accepted into the ECE program, DCE will then evaluate courses for possible transferability.

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.

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

**Please note: students applying to the DCE ECE program who have exceed 25% of their Post Basic Training from another institution will NOT be granted a workplace practicum. This policy is to ensure students are current in practice and have the required knowledge to help them be successful in meeting the required competencies of the DCE ECE practicum.**

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| **POST BASIC ECE PROGRAM OVERVIEW** |

The Post Basic program is an extension of the Early Childhood Education Certificate program. Delta Continuing Education requires that students have completed all the academic work in the ECE Basic program prior to applying for the ECE Diploma program. The purpose of the Diploma program is to provide an opportunity for career and education advancement for ECE graduates.

The advanced courses lead to a Certificate as a Special Needs Early Childhood Educator, working in integrated settings with children requiring extra support, or, a Certificate as an Infant and Toddler Early Childhood Educator, working with children under three years old. If you complete the courses for both the Special Needs and the Infant Toddler specializations you will be granted a Diploma in Early Childhood Education.

Each are of specialization requires five courses and one practicum. Four of these courses are core to the two specializations. In order to receive a letter of completion from Delta ECE, students must complete classroom courses as well as practicums through Delta ECE. Courses are scheduled for evenings, allowing flexibility with students work and family life. Practicum students will be expected to spend designated practicum hours outside of their work environment. Students may start the program in September, January or April.

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| **Core Course Required for Both Specializations** |
| **Course #** | **Course Name** | **Hours** |
|  | Writing and Observation WorkshopsInterpersonal SkillsFoundations of Reflective Practices | 14612 |
| ECE 301 | Working with Families, Agencies and the Community | 50 |
| ECE 302 | Health, Safety and Nutrition | 50 |
| ECE 303 | Administration of Early Childhood Centres | 50 |
| ECE 304 | Early Childhood Development: Typical and Atypical | 50 |
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| **Infant and Toddler Specialization** |
| **Course #** | **Course Name** | **Hours** |
| ECE 305 | Role of the Caregiver:Working withInfants and Toddlers | 50 |
| ECE 310 | Block Practicum:Infants and Toddlers | 200 |

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| **Inclusive Practice/Special Needs Specialization** |
| **Course #** | **Course Name** | **Hours** |
| ECE 306 | Role of the Caregiver:Working with Children requiring Extra Support | 50 |
| ECE 311 | Block Practicum:Special Needs | 200 |

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| **Infant and Toddler Certificate** |

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| **Special Needs Certificate** |

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| **COURSE SCHEDULE** |
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| ***September to December*** |
| ECE 303 | Interpersonal Skills; Writing Workshop; Observation WorkshopFoundations of Reflective PracticesAdministration of Early Childhood Centres |
| ECE 304 | Early Childhood Development: Typical and Atypical |
| ***January to March*** |
| ECE 301 | Working with Families, Agencies and the Community |
| ECE 302 | Health, Safety and Nutrition |
| ***April to June*** |
| ECE 305 | Foundations of Reflective Practices; Writing Workshop; Observation WorkshopRole of the Caregiver: Working with Infants and Toddlers |
| ECE 306 | Role of the Caregiver: Working with Children requiring Extra Support |
| ***Arranged with the ECE Practicum Coordinator*** |
| ECE 310 | Block Practicum: Infants and Toddlers |
| ECE 311 | Block Practicum: Special Needs |
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| **PLEASE note-students applying to the DCE ECE program for just ONE of the specialized practicums will:*** be required to take Interpersonal Skills, Foundations of Reflective Practices, Writing Workshop, Observation Workshop, BC Elf Webinar (6 hours online session), PLUS ECE 305 (IT); ECE 306 (SpN) or a course at the discretion of the ECE coordinator.
* NOT be eligible for workplace supported practicum. This policy is to ensure students are current in practice and have the required knowledge to help them be successful in meeting the required competencies of the DCE ECE practicum.
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**Course schedule is subject change without notice.**

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| **COURSE DESCRIPTIONS** |

**(\*) Writing Workshops**

The first 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. The second 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.

**(\*) All new students to the DCE ECE program, and/or any DCE ECE students returning to the program after being away for 1+ year will be required to take these courses.**

**Foundations of Reflective Practices**

This 12 hour course provides students with the opportunity to engage in reflective practice which support the BC Early Learning Framework (BC ELF) and current practice. Sessions will discuss the image of children, educator and curriculum; how values influence our work and deepen our thinking; making learning visible through Ordinary Moments, Pedagogical Narrations, Photo investigation and traces of practice; multiple perspectives and thinking protocols (Thinking Lens or BC ELF).

**ECE 301 – Working with Families, Agencies and the Community**

This course provides the student with knowledge and resources of public and government agencies that enhances the role of the caregiver in working with families. Inclusion is the focus. Historical and contemporary perspectives are studied.

**ECE 302 – Health, Safety and Nutrition**

This course focuses on health, safety and nutrition matters as they relate to children in ECE settings. This course is designed to introduce the student to essential knowledge, skills and basic care routines in an under three facility as well as with children requiring extra support.

**ECE 303 – Administration of Early Childhood Centres**

This course is designed to promote development of sound programs by skill building in areas of management and interpersonal relationships. Ethical standards are addressed in the advocating of Early Childhood Education.

**ECE 304 – Early Childhood Development: Typical and Atypical**

This course offers an inclusive, in-depth study of developmental age range from conception to eight years. Starring with a basic review of child growth and development, students will examine current theory and research.

**ECE 305 – Role of the Caregiver: Working with Infants and Toddlers**

This course examines the role of the caregiver in a historical perspective and focuses on current philosophies and methods. An inclusive approach in the development of environments and program planning is studied.

**ECE 306 Role of the Caregiver: Working with Children requiring Extra Support**

This course examines the role of the caregiver in a historical perspective and focuses on current philosophies and methods. An inclusive approach in the development of environments and program development is studied.

**(\*) ECE 310 Block Practicum: Infant and Toddlers and ECE 311 Block Practicum: Inclusive Practice/Special Needs**

Students support infants and toddlers and children who require extra support and have the opportunity to practise observing and recording in the process of implementing theory into practice. Students work towards the development of a personal philosophy.

**(\*) Students are eligible to apply for ONLY one workplace supported practicum; this application will be granted IF all criteria is met. Please note: students applying to the DCE ECE program who have exceed 25% of their Post Basic Training from another institution will NOT be granted a workplace practicum. This policy is to ensure students are current in practice and have the required knowledge to help them be successful in meeting the required competencies of the DCE ECE practicum.**

***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.

***Please note*** – some class sessions may be set in a variety of different locations (child care programs, resource centres, etc). Students must follow the safety protocols while at any of these locations.

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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 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 MUST attend two nights per week and a minimum of 2 Saturday classes per term. **Evening classes run from 6:30pm to 9:30pm. Saturday classes run from 9:00am to 4:00pm.** A class that falls on a statutory holiday and/or a school break closure will be rebooked for a different evening.

Students are strongly urged to avoid plans of extended absences or holidays during scheduled class time. The attendance policy for the DCE ECE programs stipulates that students missing more than 2 (two) sessions (Saturday class counts as 2 sessions) will result in an automatic grade of NO CREDIT

***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 (1 Saturday session) – REQUIRED for ALL new to DCE and any returning DCE ECE student having been away from the program for more than 1 year.*
* *Observation Workshop (1 Saturday session) – REQUIRED for ALL new to DCE and any returning DCE ECE student having been away from the program for more than 1 year.*
* *Foundations of Reflective Practices*
* *ECE 301 – Working with Families, Agencies and the Community*
* *ECE 302 – Health Safety and Nutrition*
* *ECE 303 – Administration of Early Childhood Centres*
* *ECE 304 – Early Childhood Development; Typical and Atypical*
* *ECE 305 – Role of the Caregiver: Working with Infants and Toddlers*
* *ECE 306 – Role of the Caregiver: Working with Children requiring Extra Support*
* *ECE 310 – Infants and Toddlers*
* *ECE 311 – Special Needs*
 |  **150.00** **150.00****300.00****500.00****500.00****500.00****500.00****500.00****500.00****500.00****500.00** |
| **Tuition Fees for 2024-2026 school year (^):*****(^) fees are subject to change.*** | **$4600.00** |

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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.caor 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 $425.00 within 2 weeks of receiving acceptance letter. This fee will be put towards their course fees. **This deposit is NON-REFUNDABLE.** * *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 Education4750 57th Street, Delta B.C, V4K 3C9Attention: 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****Acceptance to the DCE Basic ECE program is dependent upon satisfactory completion of all documentation** |

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

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|  |  | Date attended a Delta Continuing Education Basic ECE Certificate Information Session |
|  |  | Date of English Assessment Testing (CAAT)  |
|  |  | *Written* | **Pass Fail** | *Reading Comprehension* | **\_\_\_\_\_\_\_\_% *Min. 70% required***  |
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|  |  | **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** |
|  |  | Date of Interview |
|  |  | Post Basic ECE Application Form  |
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|  |  | 2 Pieces of ID - Proof of legal name and age – photocopies must be legible |
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|  |  | Completed Written Autobiography and 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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|  |  | Copy of valid Early Childhood Educator Certificate from the ECE Registry  |
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|  |  | Official transcript for any previously taken ECE Post Basic courses OR Assessment of Credentials |
|  |  | Valid First Aid Certificate |
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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. ***Applicants 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.  |
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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** |
| **I am applying for:** |  | PART TIME – Post Basic ECE Program  | **Start Date:** | **Sept. 2025** |
| **Program:**  | **Infant/Toddler:** \_\_\_\_\_ |  **Special Needs:** \_\_\_\_\_ | **Both:** \_\_\_\_\_ |

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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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| **ECE Basic Certificate:** | Institution Name: |  | Year: |  |

***List any accredited courses***

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| ***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.)***

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

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| ***Dates*** | ***Name of Child Care Organization/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 |
| CE logo WITH ece | **Written Interview** |
| 1. | Tell us a little bit about yourself. |
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| 2. | What is your ECE philosophy (philosophy statement); please be sure to include your Image of the Child, Image of the Family and Image of the Educator.  |
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| 3. | What is your Image of curriculum; curriculum philosophy.  |
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| 4. | How do you use the BC Early Learning Framework in your practise? |
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| 5. | Why are you interested in continuing your education in Infant Toddlers and/or Inclusive Practices (Special Needs)? |
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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 |
| 6a. | How would you handle a possible conflict with an instructor or a classmate?  |
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| 6b. | How would you handle the stress of the workload and demands of the program?  |
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| 7. | This program has an intensive part-time schedule involving evenings, Saturday classes, observations and 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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| 8. | How confident are you in meeting the requirements and commitments of practicum?  |
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| 9. | 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 Educationto 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 |
| 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).
* 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 | **MEDICAL PRE-TRAINING EXAMINATION Physician’s Report*****Applicants will have until Dec. 31st to submit***.  |
| RE: |  |  |
|  | Applicant’s Name | Applicant’s Age |

This examination report is being requested in connection with an application of the Delta Continuing Education Early Childhood Education training program. This intensive 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 and emotional health to perform the duties as outlined above?** |
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| **Do you have any 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 Post Basic ECE program and require daytime hours.
* Works supported practicum placements are NOT guaranteed. **Please note:** students applying to the DCE ECE program who have exceed 25% of their Post Basic Training from another institution will NOT be granted a workplace practicum. This policy is to ensure students are current in practice and have the required knowledge to help them be successful in meeting the required competencies of the DCE ECE practicum.
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*