



Staff Training and Development Policy

Waterloo Co-operative Preschool supports our educators in professional training and development as an opportunity for improving current work performance, providing the best care for the students and meeting future organizational needs. New staff will be mentored by the Supervisor during their probation period in order to gain full understanding of responsibilities, requirements, and expectations. Probation may be extended should there be any concerns.

- Before engaging with children each year, staff will be provided an orientation video and orientation questionnaire to show understanding of policies and procedures.
- Policies, Individual Support Plans (ISP), emergency plan reviews are conducted as often as needed to stay up to date on policies, procedures, and needs in the classrooms.
- Whenever a policy is changed, the changes are reviewed by staff.
- The education staff are to attend mandatory staff meetings and morning debriefs as a team to address issues, concerns, and how to prevent or manage issues that arise. This time is also used to reflect and practice scenarios and role play.
- Staff also have the option to join monthly Board of Director meetings.

Planning time is implemented within the staff daily schedule to ensure paid planning is provided. At times the team will do PD together while other times program-related planning will be done during these designated times. Offering paid planning and PD time will reduce the barriers to offering high quality programming.

The following guidelines will be considered for continuous professional learning:

- As part of the Preschool's commitment to "Quality Initiatives", Educators will be required to have up to 8 hours of professional development (PD) over and above their First Aid and CPR certification.
- The educators will be automatically reimbursed for program fees for up to 8 hours of professional development courses, which should include: relevant webinars, courses on [How Does Learning Happen Pedagogical documents](#), Safe Food Handling courses, mental health first aid, anti racism training and any other PD that would assist in meeting goals that are beyond regular expectations of ECE profession or recommended by the Region of Waterloo or Professional Resource Centre. (PRC)
- Staff will complete the "[HDLH Accomplishments and Challenges Self Reflection Tool](#)" provided by the Region of Waterloo.
- Additional programs/workshops may be covered after presentation to and approval by the Board of Directors or suggested by the supervisor seeking best practices.
- Free webinars on topics of interest related to the early learning sector should be accessed to increase staff skill sets relevant to each staff.

The Supervisor will attend Communities of Practice and other networking meetings and will present relevant information to the staff and board as often as possible.

Upon completion of a workshop or PD course, the educators will provide a brief summary to the Supervisors to be included in the next month's Board of Directors' meeting agenda. A short description

of what was learned and how it will be implemented in the classroom will be written up in the monthly newsletter if it seems that it will be of interest to parents.

Staff will be monitored with Child Guidance Reviews and the Supervisor will provide feedback. If concerns on performance become apparent, the Supervisor will follow up with a verbal discussion to address the concern. If the same concern erupts again, a written staff review report will be completed; goals and objectives will be assigned, and mentoring and coaching by the Supervisor will be completed. If there are 3 written warnings, discussion with the Board of Directors Executive Committee and Supervisor will occur within **one** week to determine next steps.

The Board will meet with staff at the end of each contract term. Each staff member will complete a “self peer assessment and self reflection tool” which will then be used to create goals and objectives for staff for the following contract term. These goals will be monitored on the staff’s Child Guidance forms and observation reports during goal review meetings, which are conducted several times a year. The Supervisor will complete the CQI Supervisor Leadership Questionnaire and Reflection Tool every May or June. Staff will be required to participate in the College of ECE Continuous Professional Learning Self Reflection Tools, Region initiatives and other professional development workshops as required and assigned by the Region of Waterloo or the Board of Directors

Pay scale and Promotion

Possible progression and movement through various positions could include: supply staff → support → assistant → educators → lead educator → designate → assistant supervisor → supervisor.

Staff representative positions may be available for staff who show the characteristics that would support positions such as an “Equity Representative” or “Health and Safety Representative”.

Years of service are recognized and a pay scale is created to acknowledge qualifications and experience in order to support staff retention.

Equity in the workplace

Staff will help identify and create clear goals on anti-racism, and participate in policy and procedure development and review. Staff take part to ensure the programs are inclusive to the needs of staff including topics of Equity, Diversity, and Inclusion. Some examples include: closed captions are used in meetings; information provided in writing; accommodations for emotional, physical and spiritual wellbeing are made, including the creation of safe spaces for staff who identify as BIPOC, LGBTQIA2S+ and supporting individual learning styles.

See below for further reference:

[Implementation Policy](#)

[Child Guidance and Contravention of Children](#)

[Child Guidance and Implementation Record](#)

[Monitoring Compliance and Contraventions of Implementation of Program Statement and Child Guidance Practices](#)

[Program Statement](#)

Revised: November 2023 by Tracey Marques with help from Lianne Horne (Pedagogical consultant, Early Years Analyst (CHS), Region of Waterloo Community Services), and The Antiracism Course from Selam Debs (2023)

Approved By: Diana Dragusin (Vice-President) on November 21, 2023

Seconded By: Ella Weber (Membership officer) on November 21, 2023