



**Umbrella Family and
Child Centres of Hamilton**

3.5 STAFF TRAINING AND DEVELOPMENT POLICY

MANUAL	Staff Related Policy Manual
SECTION	3- Ministry of Education Policies
POLICY	3.5 Staff Training and Development Policy
LAST REVISED	December, 2024

RATIONALE

It is the policy of UFCC to support staff in obtaining information and training that will assist in their personal growth and development. *“Engaging in ongoing professional learning is important to early childhood educators. It is part of the culture of the profession and an integral component of both professionalism and leadership.”* - College of Early Childhood Educators.

RESPONSIBILITY

All staff and supervisors.

PROCEDURE

Staff Qualifications

- UFCC commits to hiring the correct number of RECE or Director Approved staff for each age group as set out by the Child Care and Early Years Act.

Standard First Aid, Including Infant/Child CPR

- It is mandatory that all employees counted in ratio have a valid Standard First Aid Certificate (including Infant/ Child CPR), at all times.

Training Upon Hiring

- Employees receive additional mandatory training upon being hired, including but not limited to an introduction to the curriculum document, “How Does Learning?”, WHMIS Training, Health and Safety Training, AODA and dealing with Harassment and Violence in the Workplace.

Ongoing Professional Development

All policies and procedures are reviewed regularly to reflect Umbrella’s most current practice.



- UFCC provides ongoing professional development opportunities, including a membership in ASCY. This membership entitles staff members to borrow items from the lending library, research topics of interest, and participate in workshops and networks throughout the year.
- Employees are required to complete a minimum of 16 professional development hours each year, 8 hours organized and provided to all staff by UFCC or in cooperation with the City of Hamilton, and 8 hours at the discretion of the staff and approval of their Supervisor.
- Registered Early Childhood Educators are required to comply with the Continuous Professional Learning requirements of the College of Early Childhood Educators.
- Where training is mandatory, registration fees for workshops and seminars are paid for by the organization. Where training is voluntary, staff are to pay for their own entrance fee.
- Supervisors monitor the completion of professional development hours for each staff.
- Ongoing professional development focused on “How does Learning Happen?”, keeps staff current and effective in promoting children’s learning and development.
- Staff who are Registered Early Childhood Educators are required to keep their CPL requirements in good standing.

Safe Food Handling

- It is mandatory that all Cooks, Supervisors and Satellite Program Leaders obtain a Food Handler’s Certificate.

Policy Attachments: N/A