

STAFF QUALIFICATIONS

CENTRE DIRECTOR

Section 7(1)

A child care centre director of a full-time child care centre shall meet the requirements of an Early Childhood Educator (ECE) III and have at least one year's experience working with children in child care or in a related setting.

Section 7(2)

A child care centre director of a nursery school operating more than three part days per week or of a school age child care centre, shall meet the requirements of an ECE II and have at least one year's experience working with children in child care or in a related setting or of an ECE III.

Guideline

The definition section of this *Licensing Manual* specifies the requirements for each classification level. The Manitoba Child Care Program pamphlet, *Information on the Classification of Early Childhood Educators and Child Care Assistants*, details requirements for each early childhood educator level. This pamphlet and the application for classification are available online at www.manitoba.ca/childcare and upon request from the child care co-ordinator or the qualifications co-ordinator.

Where a child care centre has more than one site, the director responsible for all programs and each site supervisor must be classified as ECE IIIs for full-time child care centres and as ECE IIs for school age child care centres.

Best Practice

The director has a current job description, including all competency areas – safety, health, learning environment, physical, cognitive, communication, creative, self, social, guidance, families, program management and professionalism.

The director has the experience and knowledge to lead the child care program and has at least one year's experience for every 30 licensed spaces.

The director collaborates with staff, children and parents. When involved in direct child care responsibilities, the director leads by example.

The director supervises all aspects of the child care program and balances workload between administrative tasks and direct child care responsibilities. The director is onsite for most of his/her work hours and is available to meet with parents during operational hours.

The director selects a staff member as an alternate on the basis of training, experience, maturity and knowledge of the operation of the centre and familiarity with parents and children. Parents and staff are aware of the director's absence, return time and date, and the designated alternate.

The director is involved in the hiring and performance reviews of primary staff members. He/she makes every effort to hire trained staff and support staff training opportunities.

The centre's director ensures all staff, including child care assistants and substitutes, know about the *Best Practices Licensing Manual for Early Learning and Child Care Centres* and have easy access to it.

The director provides information to the centre's board of directors to ensure they can carry out their responsibilities.

The director participates in at least 24 hours of professional development in early childhood education each year. Professional development is any opportunity to learn new skills, enhance existing skills or learn information that builds competence, self-confidence, personal empowerment or a support network. It includes a range of activities such as home visits, written resource materials, mentoring, workshops and certificate courses. (Adapted from the National Family Day Care Training Project as noted in the Manitoba Child Care Association's *Minimum Salary Guideline Scale for Group Child Care Centres*, Phase IV.)

The director encourages all staff to participate in professional development and ensures the program philosophy, goals and programming reflect current research and inclusiveness in early childhood education.

The director has specialized skills, such as expertise in working with children with special needs, finance, family counselling, computer software and proposal writing.

The director has formal management training.

The director supports the use of quality assessment tools such as the *Early Childhood Environmental Rating Scale*, the *Infant/Toddler Environmental Rating Scale* and the *School Age Environmental Rating Scale*.

The director keeps employee records and updates changes as they occur. Records are stored in a locked cabinet or a room when not directly under the control of the director. Records include:

- resume
- current job description
- offer of employment or employment agreement (updated as necessary)
- Canada Revenue Agency taxation forms
- performance evaluations
- in-service training
- disciplinary action
- correspondence about the staff
- records of employment
- conflict of interest declarations

EARLY CHILDHOOD EDUCATORS

Section 7(4) FULL TIME CENTRES

Two-thirds of all staff who care for children in a full-time child care centre and are included in the staff to child ratio, shall meet the requirements of an ECE II or III.

Section 7(5) NURSERY SCHOOLS AND SCHOOL AGE CENTRES

One half of all staff who care for children in a nursery school providing child care for any child enrolled for 4 or more part days per week or in a school age child care centre and who are included in the staff to child ratio, shall meet the requirements of an ECE II or III.

Guideline

Permanent full-time and regular part-time staff will be included in the calculation of the proportion of staff meeting the requirements of an ECE II or ECE III classification. Casual staff, such as substitutes, will not be included.

In cases where the number of staff is not divisible by thirds, the number will be rounded up to the next whole number.

Section 7(6) NURSERY SCHOOLS OPERATING THREE OR FEWER PART DAYS PER WEEK

Within the total number of staff who care for children in a nursery school providing child care for any child enrolled for three or fewer part days per week, at least one person for every 30 licensed spaces shall meet the requirements of an ECE II or III.

Guideline

The person classified as an ECE II or III in a nursery school operating three or fewer partial days per week may be any individual employed in the centre, including the director. A nursery school operating five partial days a week with enrollment restricted to either three sessions or less per week may adhere to this regulation.

Best Practice

Early Childhood Educators (ECEs) and Child Care Assistants (CCAs) have current job descriptions, including competency areas such as safety, health, learning environment, physical, cognitive, communication, creative, self, social, guidance, families, program management and professionalism.

ECEs and CCAs know the licensing requirements, the *Best Practices Licensing Manual for Early Learning and Child Care Centres*, personnel and parent policies, annual inspection checklists, comment sheets and of the Manitoba Child Care Association's *Code of Ethics*. (Information on the Code of Ethics is available at www.mccahouse.org.)

ECEs and CCAs participate in at least 24 hours of professional development each year to learn about well-researched best practices. Professional development is any opportunity to learn new skills, enhance existing skills or to learn information that builds competence, self-confidence, personal empowerment or develop a support network. It includes written resource materials, mentoring, workshops and certificate courses.

Staff scheduling ensures that children have access to trained staff.

CCAs are mentored by trained staff.

CCAs complete a minimum 40-hour course in child development within their first year of employment. Boards of directors/operators develop formal contract agreements with CCAs in training to map out professional development plans leading to an ECE credential through an approved training program. The contract outlines an end date for training and the support provided by the centre during training, including course fee payment and incremental increases in pay during training.

ECEs and CCAs wear nametags using only their first names.

TRAINED STAFF PER GROUP

Section 7(7)

At least one staff person per group of children in a full time or school age child care centre shall meet the requirements of an ECE II or III.

Guideline

The requirement is to ensure that all children will have developmentally-appropriate programming.

Best Practice

Staff scheduling ensures children have access to trained staff and that CCAs are mentored by trained staff.

CCAs do not open or close the child care centre on their own.

CCAs work with trained staff on outings away from the centre.

EXEMPTIONS TO TRAINED STAFF

Section 7(10)

Notwithstanding subsections (1) to (7), where a licensee is unable to hire at the required level, the licensee may apply to the director for approval to hire at another level.

Guideline

A child care centre seeking approval to hire at an ECE level below that required in the licensing regulations, must demonstrate that it has actively sought qualified staff. Documentation to be submitted in support of an application to hire at another early childhood educator level includes:

- advertisements in local and regional newspapers
- copies of all correspondence and applications received from the applicants about the position
- written reports based on any personal interviews with candidates

A written plan, signed by the board of directors/owner-operator must be submitted to the child care co-ordinator by the board of directors or the owner-operator, identifying a staffing plan that will be used with the existing staff to achieve the proportion of trained staff. It should include the names of the child care assistants or early childhood educators, who would be participating in the plan, their present level of training, the type of training they would be pursuing and the anticipated completion date.

Best Practice

Boards of directors/owner-operators and their program directors work hard to comply with staff training requirements in a timely manner.

Boards of directors/owner-operators and their program directors support the training of CCAs enrolled in approved ECE post-secondary or competency-based programs to achieve an ECE II classification. Support may include providing tuition funding or paid time off to participate in training.

CCAs hired to work in place of qualified ECEs and not participating in training are given a term position and replaced when a trained ECE is hired.

FIRST AID TRAINING

Section 7(11)

Every licensee shall ensure that:

- (a) all staff, prior to being employed in the child care centre or within a period of time approved by the director, complete a first aid course that includes CPR training relevant to the age group being cared for that is approved by the director; and
- (b) all staff complete recertification of the first aid course and CPR training within a period of time approved by the director.

Guideline

A list of the recognized first aid courses is available upon request from the child care co-ordinator.

The certificate has an expiration date, must be kept current and is available at the centre.

The Manitoba Child Care Program will accept the recommendations made by the first aid and CPR trainer about expiration date of the certificate.

Courses equivalent to the recognized courses may be approved. Details of the course dates, sponsorship and content should be submitted to the Manitoba Child Care Program through the child care co-ordinator for consideration.

Best Practice

CPR training is updated annually.

INVESTIGATION AUTHORIZATIONS

Section 7(12)

Every licensee shall submit to the director written authorization from:

- (a) any applicant for employment in the child care centre; or
- (b) any person volunteering in a nursery school who will be included in the staff to child ratio; granting the director access to information and permission to convey that information to the licensee;
- (c) about the person's criminal record; and
- (d) from the child abuse registry established under *The Child and Family Services Act*.

Guideline

The Manitoba Human Rights Commission and the Manitoba Child Care Association have been consulted in the development of policies about the criminal record and child abuse registry check. The commission recognizes there may be some convictions that may reasonably preclude an individual from satisfactorily performing the duties of the job. However, the commission emphasizes that decisions concerning the employability of individuals must be based solely on job-related qualifications. The recommended method is to complete the Investigation Authorizations following a job offer to ensure the individual's rights to equal employment opportunity according to *The Human Rights Act*.

Child care centres must have the criminal record and child abuse registry forms signed by the applicant following a job offer. Printable versions of the forms are available online or can be obtained from the Manitoba Child Care Program. Forms must be signed by all ECEs and CCAs in the centre, including substitutes and everyone employed by the centre, who works with the children. Nursery schools are required to have criminal record and child abuse registry forms completed by all parent volunteers who are included in the staff-to-child ratio.

The director/operator and the applicant must ensure both forms are fully completed and payment for the child abuse registry check, if applicable, is sent to the Manitoba Child Care Program in Winnipeg.

A letter will be sent to the child care centre after the checks are completed.

If a criminal record or inclusion on a child abuse registry is found, the director/operator should interview the employee to get the facts. Directors/operators may confirm the information given by the employee with the manager of compliance, program development and qualifications, with the Manitoba Child Care Program or designate. The manager of compliance, program development and qualifications or designate, will help a director/operator to decide what action to take.

SATISFACTORY CONFIRMATION REQUIRED

Section 7(12.1)

A licensee shall not leave a person referred to in clause (12)(a) or (b) alone with children until receiving confirmation that the information about the person from the criminal record and child abuse registry is satisfactory to the director.

Best Practice

Centres maintain current files of criminal record and child abuse registry checks for each employee and any other person regularly in contact with children at the centre.

RECORD OF CHILD CARE EMPLOYEES

Section 7(13)

Every licensee shall advise the director of any changes in staff employed in the child care centre on the form provided by the director.

Guideline

At the time of licensing, full-time child care centres, school age child care centres and nursery schools must submit a Record of Child Care Employee (RCCE) form to the Manitoba Child Care Program, listing ECEs, CCAs and all other employees who are present when children are in attendance. All staffing changes must be submitted as they occur so that the RCCE form on file with the Manitoba Child Care Program accurately reflects all staff currently employed at the centre. Changes may be submitted online by registered centres.

Best Practice

Centres are registered users of Child Care Online designed to help staff complete several administrative requirements online, including the RCCE.

DESIGNATION OF CHILD CARE CENTRE DIRECTOR

Section 7(14)

Every licensee shall designate in writing to the director one person to be the child care centre director on the form provided by the director.

Guideline

The Record of Child Care Employee form allows for the designation of the child care centre director.

APPLICATION FOR CLASSIFICATION

Section 7(15)

A licensee shall ensure that all staff employed in a child care centre have applied to the director for a certificate as a child care worker.

Guideline

The requirement for application for classification applies to everyone employed by the child care centre during the hours children are present and includes kitchen staff, custodians, accountants, regular substitute and grant staff. The application must be completed when a person begins employment. Applications may be submitted at www.manitoba.ca/childcare. Transcripts, and other necessary identification to support the application, will need to be mailed.

MEDICAL ASSESSMENT

Section 7(16)

Where the director is satisfied that the physical or mental health of an individual working in a child care centre may be detrimental to the care provided to children in attendance, upon the request of the director the licensee shall cause a medical report on the individual by a qualified medical practitioner that is dated within three months of the director's request to be provided to the director.

Best Practice

Centres ensure children are cared for by physically and emotionally healthy adults.

