

## **Staff Training and Development Policy**

Bright Child Montessori Inc. recognizes that staff enter employment with us with varying levels of knowledge, skill and experience. Through orientation, support and guidance we will ensure that our employees understand what is required of their work, and also provide them with ongoing opportunities to acquire new information and the support to upgrade and continue to improve their skills, knowledge and approaches so that they may learn and develop in their role.

### **Prior to commencing employment All Employees, Students and Volunteers:**

- Must have a valid certification in standard first aid and CPR
- Must be informed in regards to children with Individual Action Plans for anaphylaxis or special medical conditions, and additional needs.
- Must review all of school's policies and procedures.
- All Employees, Students and Volunteers will review Bright Child Montessori Inc.'s Parent Handbook.
- RECE staff are required to provide proof of current membership with the College of ECE. The site Supervisor will verify the employee is a member in good standing through the online Public Register.
- Employees, Students and Volunteers will be given a tour of the school to orientate them and introduced to co-workers.
- When time permits, arrangements will be made for the new employee to shadow a current employee, prior to their first day on the job.

### **Regular Review, Training and Certification Requirements**

- All employees must provide up to date certification in Standard First Aid CPR prior to the expiration of their current certificate. Bright Child Montessori Inc. will endeavor to arrange group training opportunities (if numbers permit) on an annual basis to support staff in meeting this requirement, however, the individual employee is ultimately responsible for obtaining the certification if the training does not meet their schedule. The employee is responsible for the cost of this training.
- All RECE staff are responsible for providing current membership in good standing with the College of ECE, prior to their renewal date. They are also responsible for ensuring their ongoing participation in the Continuous Professional Learning Program (CPL). The CPL is designed to help RECEs reflect, plan for and document their professional learning in a meaningful way.
- Employees are required to attend any scheduled staff meetings
- All employees will review the policies, Parent Handbook and Program Statement on a minimum of an annual basis, or sooner if changes are made.

### **Ongoing Training, Monitoring and Development**

- New Employees, Students and Volunteers will have the ongoing support of their co-workers and the site supervisor to ensure they properly understand all of the routines, policies and procedures, including Individual Action Plans, as they put them into practice on a day to day basis.
- Through classroom visits the site Supervisor is able to observe and engage with all the Employees, Students and Volunteers and provide regular feedback and guidance. Formal yearly documentation of evaluations ensure that the program statement and policies are being implemented.
- When developmental opportunities are observed these will be addressed through coaching and mentoring.
- Records pertaining to the monitoring of our Program Statement and policies are retained for a minimum of three years.
- Details of any up-coming local professional development opportunities will be posted in the staffroom and/or emailed to employees

### **Tuition Assistance Program**

Bright Child Montessori Inc.'s policy is to ensure our employees are able to further their knowledge and skills in areas related to their position within the organization. Bright Child Montessori Inc. may provide financial *assistance* to help the employee attain their Montessori certificate, and will provide *partial reimbursement* upon successful completion.