Selkirk College

School of Health and Human Services

Early Learning and Childcare Program Policies

APPROVAL:

1.	Next Policy Review:	*2028-01-01*
2.	Admissions & Standards Committee:	*2023-10-24*
3.	Education Council Committee:	*2023-11-14*
4.	Effective:	*2024-01-01*
5.	Previous Revision(s):	*new*
6.	Credential(s):	Early Learning and Childcare Diploma

PROGRAM OBJECTIVES

Upon successful completion of this program, students will be able to:

1. Demonstrate professionalism in practice consistent with the code of ethics and standards of practice of their respective disciplines
2. Use effective interpersonal skills including active listening, collaboration, self-awareness and conflict resolution within multi-faceted roles and contexts
3. Understand and respect cultural differences and multiple ways of knowing
4. Practice from an ethic of inclusivity
5. Establish and maintain wellness strategies to assure work/life balance both personally and professionally
6. Engage in critical thinking, problem solving and reflective practice

Students in the Early Learning and Childcare Diploma Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca).

PART I: ADMISSIONS POLICIES

A.   ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Early Learning and Childcare Diploma Program requirements to be considered fully-qualified:

1.   General Academic Requirements

a)   English Studies 12, or equivalent with a minimum of 60% or higher

2. <u>Specific Academic Requirements</u>

   a) As English is the language of study in BC, students must meet English language proficiency at an appropriate level to be accepted into this program. Those not meeting this requirement must achieve scores identified in Policy 8611.

B. NON-ACADEMIC PROGRAM REQUIREMENTS

1. A current criminal record check from the Ministry of Justice must be completed prior to starting the first practicum. Some types of criminal records may limit or prohibit acceptance in field placement; acceptance into field placement is a requirement for program promotion.

C. PART-TIME STUDIES IN HUMAN SERVICES PROGRAMS

1. Acceptance to an individual course does not constitute admission to the program. All program admissions will be considered according to Part I, A: Admissions Requirements.

2. The ECCE IT Diploma program may be completed on a part-time basis depending on number of spaces available. Students choosing to complete a program on a part time basis must meet with a program coordinator, counsellor and/or School Chair at the time of acceptance to plan a course of studies.

3. Students who have been accepted for part time studies and are in good standing academically will normally be accepted upon re-application to the next term. Refer to Part II, Section B, Promotions re: academic requirements.

D. TRANSFER CREDIT

1. Transfer credit will be given for university transfer courses equivalent to Selkirk College courses, providing a grade of "C" or better was achieved.

2. Applications for transfer credit from other ECCE, SSW or EACSW programs will be reviewed with provincial articulation agreements and considered on an individual basis; applicants may be required to provide detailed course outlines.

E. ADVANCE OR PRIOR LEARNING ASSESSMENT (PLA)

1. Advance credit in core program courses may be granted by the School Chair or designate after evaluation of the applicant's mastery of course objectives. See program specific guidelines for PLA.

2. Credit for Final Practicum will not be awarded through PLA in the ECCE IT diploma program.

F. RE-ENTRY INSTRUCTION

1. An application is required for enrolment in program courses in subsequent years.

2. Normally, students who must interrupt their program may apply for re-admission, within one year of departure, on the basis of the following priorities:

   a) Students in good standing who interrupted their program for illness or other personal reasons.

   b) Students who failed to meet program requirements for promotion.

   c) Students transferring from another program within BC.

3. Students who fail to complete a semester successfully may apply to re-enter and repeat the incomplete semester when it is next offered. (Normally, there is a period of 12 months between offerings of a course or semester.)

4. Normally, a student returning in one year or less will retain full credit for all courses previously completed. After more than one year's absence, students may be required to update or repeat courses previously completed. A grade of "C" or credit granted in each repeated course is required for re-entry.

5. Students who withdraw for medical or compassionate reasons will provide evidence to the School Chair from a licensed practitioner regarding the suitability of his/her return to the program.

6. Students must complete the program in its entirety within 60 calendar months from the time of initial entry into the program.

7. Re-entry full-time students who have successfully completed their previous year are given priority over part time students.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. <u>Grading</u>

    Grading for theory courses will be as per the Standard Academic and Career Grading Table as defined in Selkirk College Policy 8612 Grading. Grading for practicum courses will be as per the Competency Based Grades as defined in Selkirk College Policy 8612 Grading.

2. <u>Types of Assessments</u>

    a) Assignments

        (i)   Students absent from a class, for any reason, are responsible for the course material they have missed. They may be required to make up missed assignments, activities, and/or practicum hours as required by the instructor if learning outcomes are not being met.

        (ii) Dates and times are set for all assessments. Students are informed of the dates and times at the beginning of the course and are expected to organize their schedule accordingly. If a student is absent for a reasonable cause (e.g., illness, family emergency, adverse weather conditions, etc.), they may be allowed a make-up test/exam on the first day they return to the program (please check the program's handbook for specific details). A physician's note for illness, or a note substantiating the family emergency, may be required prior to arranging the make-up testing.

        (iii) Students are expected to notify the course instructor before the scheduled assessment if they are unable to complete the assessment. Whether they will be able to reschedule the assessments will be addressed on a case-by-case basis. If the student does not notify the instructor, they may forfeit their opportunity for a make-up assessment.

        (iv) For courses involving practicum placements evaluation occurs on a continuous basis and graded CRG or NCG as per the Competency Based Selkirk Grading Table in Selkirk College Policy 8612 Grading. All practicum activities may be considered evaluative events. Informal verbal and/or written feedback is regularly provided by the instructor and practicum supervisors. Depending on the length of the course there may be one or more performance appraisals or evaluations.

B.   PROMOTION

    1.   In order to progress to the next semester, the following requirements must be met.

        Completion of all courses in the semester with a minimum overall cumulative GPA of 2.00 and a grade of a "C" or better in all semester courses.

    2.   Promotion to practicum will be determined by the following criteria:

        a)   A grade of "C" or better in all required courses as defined in Part II, C, Graduation Requirements.

        b)   Some types of criminal records may limit or prohibit a student's acceptance in field placement agencies. Ability to be accepted into field placement is a requirement for promotion.

    3.   A student's performance will be reviewed by program faculty when:

        a)   Grades in one or more courses fall below a "C".

        b)   Unacceptable behaviour, inappropriate interpersonal skills, and/or patterns of absence are displayed (as outlined in program policies).

        c)   On probation.

    4.   Considerations for practicum placement:

        a)   Practicum placements are normally completed within the College region.

        b)   To avoid a conflict of interest, students are expected to inform instructors and the practicum coordinator of agencies where family and/or personal connections exist.

        c)   Practicum placements will be arranged by the practicum coordinator.

C.   GRADUATION

    1.   Credentials:

        Diploma in Early Learning and Childcare

    2.   Requirements: (see Policy 8617: Graduation)

        In order to graduate with a credential from Early Learning and Childcare Diploma program a student must meet all program requirements with a cumulative GPA of 2.00 or better.

        In order to graduate with Honors students must meet all program requirements with no grades less than a B- and a cumulative GPA of 3.5 or higher.

COURSE OF STUDIES

Early Learning and Childcare Diploma								
Semester 1			**Semester 2**			**Semester 3**		
Course	**Name**	**CR**	**Course**	**Name**	**CR**	**Course**	**Name**	**CR**
EASL 066	English Support Class	3	ECCE 193	Child Centred Partnerships I	4	PSYC 100	Introduction to Psychology	3
ECCE 186	Child Health & Safety	3	ECCE 188	Planning with Children I	4			
HSER 174	Interpersonal Communications	3	ECCE 179	Professional Practice II	4			
ECCE 178	Professional Practice I	4	ECCE 168	Observing and Reflecting I	2			
			FAM 180	Family Dynamics	3			
Semester Credits		13	**Semester Credits**		17	**Semester Credits**		3
Total Program Credits								76.5
Total Year Credits								33

Early Learning and Childcare Diploma								
Semester 4			**Semester 5**			**Semester 6**		
Course	**Name**	**CR**	**Course**	**Name**	**CR**	**Course**	**Name**	**CR**
ECCE 195	Practicum I	4.5	ECCE 294	Practicum II*	6	ECCE 282	Infant/Toddler Observation Practicum	2
ECCE 169	Observing and Reflecting II	2	ECCE 285	Practices with Infants and Toddlers**	6	ECCE 286	Infant/Toddler Practicum	6
ECCE 189	Planning with Children II	4	ECCE 200	Infant Growth and Development***	2	HSER 267	Leadership in Human Services	3
ECCE 293	Child Centred Partnerships II	3	ECCE 260	Health Care in Infant and Toddler Programs***	2			
PSYC 240	Child Development	3						
Semester Credits		16.5	**Semester Credits**		16	**Semester Credits**		11
Total Program Credits								76.5
Total Year Credits								43.5

- *ECCE 294 Practicum II will take place for 6 weeks from beginning of semester to reading break

- **ECCE 285 Practices with Infants and Toddlers will begin after ECCE 294 after reading break for 12 hours per week

- ***ECCE 200 Infant Growth and Development and ECCE 260 Health Care in Infant Toddler Programs will be online

PART III STUDENT CONDUCT

(See also College Policy 3400: Student Code of Conduct)

A.   ATTENDANCE

1.   Students absent for 20% or more in a given course may be placed on behavioural probation.

2.   Students absent from any courses are responsible for the work they have missed and must make up assignments as required.

3.   Students are responsible to inform the instructor in advance of any absences.

4.   Students participating in on-line classes are expected to access and read all materials posted on their course site. If any aspect of the course has not been opened and/or participated in the student will be considered absent for that class.

B.   PROFESSIONAL REQUIREMENTS

1.   Codes of Ethics and Competencies
Students are expected to know, understand, and abide by the applicable Codes of Ethics:

a)   Early Childhood Educator.

2.   Guidelines for Professional Conduct

In addition, students are expected to consistently demonstrate professional conduct based on the following guidelines:

a)   exercise personal discipline, accountability, and judgement

b)   accept personal responsibility for continued competency and learning

c)   assist and serve the public, client or patient and place them before oneself

d)   recognize the dignity and worth of all persons in any level of society

e)   assist others in learning

f)   recognize one's own limitations and areas for development, and

g)   maintain confidentiality of information appropriate to the purpose and trust given when that information is acquired.

Professional Conduct will be measured by one's professional abilities, personal integrity, and the attitude one demonstrates in relationship with others.

3.   Students who violate these professional standards may be required to withdraw from their Program.

4.   Students may be required to withdraw when ethical, medical, or other reasons interfere with the satisfactory completion of their Program.

C.   RESPONSIBILITIES IN FIELD PRACTICUM PLACEMENTS

1.   The selection of practicum placements is the responsibility of the program faculty. Students will not actively seek practicum sites.

2.   Students will not provide transportation for clients while on practicum.

3.   Students will not administer medications to clients while on practicum.

4.   Students without supervision of agency staff will not be responsible for clients when off agency premises unless college instructor approval is given prior to the event. ECCE students, without supervision of agency staff will not be responsible under any circumstance for children off agency premises.

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

Policy 3400: Student Code of Conduct
Policy 6010: Human Rights, Harassment, & Discrimination
Policy 6030: Sexual Violence Prevention & Response
Policy 6550: Protection of Privacy
Policy 8400: Student Appeals
Policy 8600: Pre-Admissions Basic Skills Assessment
Policy 8611: Admission
Policy 8612: Grading
Policy 8613: Evaluation of Student Learning
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
Policy 8615: Standards of Academic Progress
Policy 8616: Student Withdrawals and Refunds
Policy 8617: Credentials and Graduation
Policy 8618: Cheating and Plagiarism
Policy 8619: Student Probation
Policy 8620: Interdisciplinary Studies