



Name of Child Care Centre: Thorncliffe Park Day Care Centre

Date Policy and Procedures Established: January 2021

Date Policy and Procedures Updated: April 2025

Training and Development Policy

Intent

Thorncliffe Park Day Care Centre is committed to developing our workforce to enhance employee engagement and dedication to the organization, ensuring our continued excellence. The development of employees is an essential business investment that enables the company to maintain and extend employees' knowledge and skills as the business environment evolves. Training and development plans and budgets are built into the company's overall business plan.

This policy outlines the responsibilities of the company, supervisors, Training and Development Coordinator, and employees, as well as the programs, processes, and resources available.

Définition

Training: How a person obtains specific knowledge or skills and can include job shadowing, cross-training, on-the-job learning, online learning, self-directed learning, formal classroom learning, and so on.

Development: Continuous process of developing career skills, abilities, and knowledge from activities like coaching, mentoring, and job shadowing in formal or informal settings.

Guidelines

While training and development are important for all employees, reimbursement for programs is limited to full-time and part-time regular employees. Seasonal employees and students are not eligible.

Programs and Resources for Training and Development

Thorncliffe Park Day Care Centre is committed to supporting initial, refresher, promotional, and remedial training for all learning styles and exposing employees to as many facets of our business as possible through cross-training and secondment. The company's career development program may include but is not limited to the following:

- Coaching
- Educational assistance
- Job shadowing and cross-training
- Job sharing
- Mentoring
- Professional development
- Refresher or remedial training
- Safety training
- Secondment
- Soft skills development training
- Team training

- Technical skills development training

Responsibilities

Employer or Training and Development Coordinator

Support career development by:

- Providing resources to managers and employees;
- Providing an infrastructure in terms of the human and financial resources, business processes, and technology that support career management;
- Providing information about employment needs and relevant skills gaps;
- Promoting an environment in which employees and managers are recognized for their efforts in development; and
- Facilitating cross-training opportunities across departments

Managers

Act as a coach, creating and fostering an environment that facilitates and enhances the skills training and career development of employees by:

- Managing development and succession planning based on the goals and direction of the department;
- Providing employees with timely and objective performance feedback and assessing potential;
- Having regular career development discussions with employees;
- Actively supporting employees to set clear goals, personal objectives, and career strategies;
- Collaborating with employees to determine opportunities for training and development;
- Advising employees about potential job opportunities within the company;
- Recognizing and rewarding achievements in training and development;
- Providing job-specific training as required; and
- Reviewing and approving requests for training and development.

Employees

Take individual responsibility for their careers by:

- Demonstrating company values;
- Assessing interests, skills, values, career goals, and aspirations;
- Understanding their own strengths and capabilities;
- Identifying development needs and how to close gaps;
- Seeking out career information resources and development opportunities; and
- Applying for and requesting training and development as needed.
- Employees must complete three mandatory training sessions by November 30. Failure to do so may result in shift adjustments and removal from the schedule.
- Internal resources, such as presentation and video-based training, are not classified as formal training.

General Procedure

For all employee training and development activities, there is a requirement to meet specific program standards before being selected by management on the basis of identified company and individual needs. Employees will be requested by their supervisor or submit a request to participate in training and development programs.

Application

All employees who apply for or are requested to participate in training and development programs will complete the appropriate form in consultation with their manager. Detailed descriptions of course content and requirements must be attached to the application.

Criteria for Approval

Approval for participation must be obtained before enrolment in the program. Before approval or authorization for enrollment in any training and development program, course, seminar, or conference, the application form must be submitted to the manager. It will be reviewed to determine the appropriateness of the candidate for the program based on a review of their job description, performance, career planning activities, and budgetary concerns.

Guidelines for Reimbursement

- Application for program reimbursement must be submitted before starting the course, attending the seminar, and so on.
- Original tuition receipts must accompany the final transcript of marks (where appropriate). No reimbursement will be granted in cases where the employee has failed to attain a passing grade in the course.
- Employees must complete an evaluation form on the course, external assignment, seminar, or conference attended. Following the review, all reports will be placed in the employee file for future reference.

Training Requiring Leave of Absence

Any training or development program that requires a leave of absence must be directly related to the current career path or approved in conjunction with career planning activities.

First Aid and CPR Training

Thorncliffe Park Daycare Centre will contribute \$110 toward the completion of the First Aid and CPR training course. New employees are required to obtain a valid First Aid and CPR certificate that remains effective for one year before it expires.

Sexual Prevention Program

Thorncliffe Park Daycare Centre requires that all employees complete the Sexual Prevention Program. Early Childhood Assistants (ECAs) must finish this training within one month of their



start date, while Early Childhood Educators (ECEs) are expected to complete it once their online account with the College of ECE becomes accessible.

Mandatory Training and Renewal Requirements

Employees are responsible for keeping their certifications current and maintaining personal records of renewal dates. A Mandatory Training Checklist and Timeframes are provided.

- **WHMIS** (Workplace Hazardous Materials Information System): Renewal as per regulatory updates.
- **AODA** (Accessibility for Ontarians with Disabilities Act): Must be renewed every **two years**.
- **Food Handler Certification**: Renewal every **five years** or as required by local health regulations.
- **First Aid and CPR Certification**: Must be renewed every **three years** or as per certification requirements.
- **College of Early Childhood Educators (CECE) Registration**: RECEs must renew their CECE membership annually to remain in good standing.

Signature of Employee, Student, Volunteer	
Date:	

I _____ (Name of employee, student, or volunteer) confirm that

I have read and understand the Training and Development Policy and Procedures: