



New Brunswick Indigenous Career College

75 Melissa St., Unit 1, Richibucto Road, NB E3A 6V9
Ph: (506) 458-9444 Fax: (506) 458-2850 Email: lobby@nbicc.ca

*"Your Training – Your Future,
Soar to New Heights"*

Early Childhood Education Diploma Program

Course Title: 101 Relating to Self

Course Length: 30 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description:

The Exploring Self and Personal Growth course invites students on a transformative journey of self-discovery, self-awareness, and personal development. Through a combination of introspective exercises, interactive discussions, reflective practices, and experiential activities, students will gain a deeper understanding of themselves, their values, strengths, and areas for growth. This course empowers students to cultivate a positive self-image, enhance emotional well-being, and make meaningful life choices.

Course Overview:

Module 1: Introduction to Self-Exploration

- Overview of the course objectives, content, and learning outcomes
- Understanding the importance of self-awareness and personal growth
- Exploring the relationship between self-awareness and overall well-being

Module 2: Self-Identity and Self-Concept

- Exploring the components of self-identity and self-concept
- Reflecting on personal values, beliefs, and cultural influences
- Understanding the impact of self-identity on perceptions and interactions

Module 3: Emotional Intelligence and Self-Regulation

- Introduction to emotional intelligence and its role in personal growth
- Developing emotional self-awareness and regulation skills
- Exploring strategies for managing emotions and fostering emotional well-being

Module 4: Self-Esteem and Self-Confidence.

- Understanding the concepts of self-esteem and self-confidence
- Exploring factors that influence self-esteem and ways to enhance it.
- Developing strategies for building healthy self-confidence

Module 5: Strengths and Areas for Growth

- Identifying personal strengths, talents, and skills
- Recognizing areas for growth and opportunities for improvement
- Applying a growth mindset to navigate challenges and setback

Module 6: Values and Life Purpose

- Exploring personal values and their alignment with life choices
- Reflecting on the concept of life purpose and meaning
- Understanding the relationship between values and goal setting

Module 7: Self-Care and Well-being

- Introduction to self-care practices for physical, emotional, and mental well-being
- Exploring techniques for stress management and relaxation
- Developing a personalized self-care plan

Module 8: Communication and Interpersonal Skills

- Enhancing communication skills and active listening
- Building effective relationships and connections with others
- Applying empathetic communication in personal and professional contexts

Module 9: Setting Goals and Creating Action Plans

- Setting meaningful and achievable goals for personal growth
- Developing action plans and strategies for goal attainment
- Monitoring progress and making adjustments to stay on track

Module 10: Mindfulness and Self-Reflection

- Understanding the benefits of mindfulness and self-reflection
- Practicing mindfulness techniques to enhance present-moment awareness
- Cultivating a habit of regular self-reflection for personal insight

Module 11: Overcoming Self-Limiting Beliefs

- Identifying and challenging self-limiting beliefs and negative self-talk
- Applying cognitive restructuring techniques to promote self-empowerment
- Fostering a positive and resilient mindset

Module 12: Personal Transformation and Lifelong Learning

- Reflecting on the journey of self-exploration and personal growth
- Understanding the importance of continuous learning and self-improvement
- Developing a personal growth plan for ongoing development

Assessment Methods:

- Quizzes and assessments on self-awareness, emotional intelligence, and personal growth concepts
- Participation in group discussions, experiential activities, and reflective exercises
- Personal journals documenting self-reflection and progress throughout the course
- Completion of goal-setting projects and action plans for personal development
- Final reflective essay: Synthesizing course learning and outlining personal goals for continued self-growth

Note: This course overview provides a comprehensive framework and can be adapted to align with the specific needs and context of the educational institution and students. It is recommended to regularly update the content to reflect current trends and emerging practices in self-exploration and personal growth.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

Note: All course passing mark is 70%, otherwise, student will be marked as fail.

Academic Standing

A student may fail up to four courses over the time they are enrolled in the program. Keep in mind that there are certain courses you cannot fail in order to obtain your diploma.

A student shall be notified by their instructor if they have failed a course. Should a student fail their third course, they shall be placed on academic probation and at this time the student's funding agent will also be notified. Any other subsequent failure and the student will be required to withdraw from the course.

Practicum

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Plagiarism

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Early Childhood Education Diploma Program

Course Title: 102 Relating to Others

Course Length: 30 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description:

The Relating to Others course offers a comprehensive exploration of interpersonal communication, relationship dynamics, and effective interaction strategies. Through a combination of theoretical understanding, practical skill development, experiential activities, and reflective practices, students will enhance their ability to establish and maintain healthy relationships, navigate conflicts, and communicate effectively with diverse individuals and groups. This course empowers students to foster positive connections and contribute to harmonious interactions in various personal and professional contexts.

Course Overview:

Module 1: Introduction to Relating to Others

- Overview of the course objectives, content, and learning outcomes
- Understanding the importance of interpersonal communication and relationship skills
- Exploring the impact of effective relating on personal well-being and social interactions

Module 2: Foundations of Interpersonal Communication

- Exploring the components and functions of interpersonal communication
- Understanding verbal and nonverbal communication cues and their impact
- Developing active listening skills and enhancing communication effectiveness

Module 3: Perception and Self-Awareness

- Understanding how perception influences communication and relationships
- Reflecting on self-awareness and its role in interpersonal interactions
- Exploring biases, assumptions, and cultural perspectives in perception

Module 4: Emotional Intelligence and Empathy

- Introduction to emotional intelligence and its significance in relating to others
- Developing empathy and understanding of others emotions and perspectives
- Applying emotional intelligence to enhance relationships and conflict resolution.

Module 5: Effective Feedback and Assertion

- Exploring assertive communication techniques for expressing thoughts and feelings
- Providing constructive feedback and receiving feedback from others
- Analyzing barriers to effective assertion and strategies for overcoming the

Module 6: Conflict Resolution and Problem-Solving

- Understanding the nature of conflicts and their impact on relationships
- Exploring strategies for effective conflict resolution and negotiation
- Developing problem-solving skills to address interpersonal challenges

Module 7: Nonverbal Communication and Body Language

- Analyzing the role of nonverbal cues and body language in communication
- Understanding cultural differences in nonverbal communication
- Enhancing awareness and interpretation of nonverbal signals

Module 8: Building Healthy Relationships

- Identifying characteristics of healthy relationships and relationship-building skills
- Understanding the stages of relationship development and maintenance
- Exploring the importance of trust, respect, and mutual support

Module 9: Cultural Competence and Diversity

- Incorporating cultural sensitivity and inclusivity in interpersonal interactions
- Understanding the impact of cultural differences on communication and relationships
- Developing cross-cultural communication skills and bridging cultural gaps

Module 10: Active Listening and Empathetic Communication

- Enhancing active listening skills and empathetic communication
- Reflecting on the role of listening in building connections and understanding
- Applying active listening techniques to promote meaningful interactions

Module 11: Digital Communication and Online Relationships

- Analyzing the challenges and opportunities of digital communication platforms
- Exploring effective communication strategies in online relationships
- Addressing digital etiquette, privacy, and boundaries

Module 12: Reflective Practice and Lifelong Learning

- Engaging in reflective practice to enhance self-awareness and communication skills
- Identifying opportunities for ongoing personal and professional development
- Applying lessons learned to improve future interactions and relationships

Assessment Methods:

- Quizzes and assessments on interpersonal communication and relationship-building concepts
- Participation in group discussions, role-playing, and experiential activities
- Analysis of case studies to apply communication strategies to real-life scenarios
- Reflective journals documenting personal growth and insights throughout the course
- Final project: Developing a comprehensive communication improvement plan for a specific relationship context

Note: This course overview provides a comprehensive framework and can be adapted to align with the specific needs and context of the educational institution and students. It is recommended to regularly update the content to reflect current trends and emerging practices in interpersonal communication and

relationship building.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

Note: All course passing mark is 70%, otherwise, student will be marked as fail.

Academic Standing

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Early Childhood Education Diploma Program

Course Title: 103 Communication Skills

Course Length: 60 Hours (2 weeks course) Blended Delivery Mode

Prerequisites: None

Course Description:

This course is designed to help students develop strong communication skills, both in writing and speaking. Using the communication process as a framework, students will learn how to effectively convey their thoughts, ideas, and messages with clarity, positivity, and correctness. The course aims to improve students written and verbal communication abilities to assist them in entering and succeeding in their chosen programs of study.

Learning Outcomes

1. Understand the fundamentals of the communication process.
2. Develop effective writing skills for various communication contexts.
3. Enhance oral communication skills for clear and persuasive speaking.
4. Practice positive and professional communication in academic and professional settings.
5. Improve grammar, punctuation, and language usage for correctness.

Course Outline

Module 1: Introduction to Communication

- Overview of the communication process
- The importance of effective communication in academic and professional contexts
- Ethical considerations in communication

Module 2: Writing Skills Development

- Building a strong foundation in writing
- Crafting clear and concise written messages
- Effective use of grammar, punctuation, and style

Module 3: Writing for Academic and Professional Success

- Academic writing techniques and conventions
- Crafting professional documents (e.g., emails, reports, proposals)
- Academic integrity and proper citation practices

Module 4: Oral Communication and Public Speaking

- Developing confidence in speaking
- Techniques for persuasive and engaging speaking
- Overcoming common barriers to effective oral communication

Module 5: Positive and Professional Communication

- The role of positivity in communication
- Building rapport and maintaining professionalism
- Handling challenging communication situations gracefully

Module 6: Effective Communication in Group Settings

- Strategies for effective group communication
- Leading and participating in discussions and meetings
- Collaborative project communication

Module 7: Communication in Digital Spaces

- Navigating digital communication tools and platforms
- Online etiquette and netiquette
- Online professionalism and digital literacy

Module 8: Feedback and Revision

- Seeking and providing constructive feedback
- The importance of revision in effective communication
- Revising and improving written and spoken messages

Module 9: Communication Across Cultures

- Recognizing and respecting cultural differences in communication
- Cross-cultural communication challenges and strategies
- Cultural sensitivity and inclusivity in communication

Module 10: Applying Communication Skills to Program Entry

- Preparing written application materials (e.g., essays, resumes, cover letters)
- Interview techniques and preparation
- Effective communication during program interviews and admissions processes

Assessment:

Assessment will include writing assignments, oral presentations, group discussions, peer feedback, and a final project that demonstrates the application of effective communication skills in a program entry context.

Upon completion of this course, students will have honed their writing and speaking skills, enabling them to communicate clearly, positively, and correctly in academic, professional, and personal contexts. These skills will assist students in entering and succeeding in their chosen programs of study and future careers.

Activity/Assessments

Attendance:	20%
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Course Title: 104 Communication Skills

Course Length: 60 Hours (2 weeks course) Blended Delivery Mode

Prerequisites: None

Course Description:

This course is designed to enhance your communication skills, both in personal and professional settings. You will learn essential communication strategies, techniques, and tools to convey your ideas, build strong relationships, and excel in various aspects of life. Through a combination of theory, practical exercises, and real-world examples, you will develop the confidence and competence needed to communicate effectively in diverse situations.

Course Outline:

Module 1: Introduction to Communication

- Understanding the importance of communication
- The communication process
- Barriers to effective communication
- Verbal vs. non-verbal communication

Module 2: Listening Skills

- Active listening techniques
- Empathetic listening
- Overcoming listening barriers
- Practicing reflective listening

Module 3: Written Communication

- Crafting clear and concise emails
- Professional writing etiquette
- Business letters and memos
- Effective document formatting

Module 4: Interpersonal Communication

- Building rapport and trust
- Conflict resolution strategies
- Handling difficult conversations
- Giving and receiving feedback

Module 5: Non-Verbal Communication

- Body language and gestures
- Facial expressions and eye contact

- Vocal tone and pitch
- Cultural considerations in non-verbal communication

Module 6: Public Speaking and Presentation Skills

- Overcoming public speaking anxiety
- Structuring effective presentations
- Engaging the audience
- Visual aids and technology in presentations

Module 7: Business Communication

- Professional communication in the workplace
- Meetings and conference calls
- Effective teamwork and collaboration
- Handling workplace challenges through communication

Module 8: Intercultural Communication

- Cultural awareness and sensitivity
- Cross-cultural communication challenges
- Adapting communication styles
- Promoting diversity and inclusion

Module 9: Digital Communication

- Social media etiquette
- Online networking
- Digital professionalism
- Cybersecurity and privacy considerations

Module 10: Crisis Communication

- Handling crises and emergencies
- Crisis communication strategies
- Maintaining transparency and trust
- Case studies in crisis communication

Assessment:

- Quizzes and assignments
- Participation in class discussions

By the end of this course, you will have developed the communication skills necessary to excel both personally and professionally, enhancing your career prospects and personal relationships.

Activity/Assessments

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Early Childhood Education Diploma Program

Course Title: 301/2 Infant and Toddler Growth and Development

Course Length: 45 Hours (1 week course) **Blended Delivery Mode**

Prerequisites: None

Course Description:

This course provides an in-depth exploration of the growth and development of infants and toddlers. It focuses on understanding the unique challenges and special issues related to this crucial stage of development. Participants will gain knowledge about key developmental milestones, caregiving techniques, and the importance of responsive care in nurturing healthy development during the early years.

Course Objectives:

1. Understand the unique developmental stages of infants and toddlers.
2. Identify key milestones in physical, cognitive, social, and emotional development.
3. Explore the impact of caregiving practices on infant and toddler development.
4. Learn effective strategies for promoting healthy attachment and secure relationships.
5. Address special issues related to infant and toddler growth and development.
6. Develop skills in observation and assessment of young children.

Course Outline:

Module 1: Introduction to Infant and Toddler Development

- Overview of the course objectives and structure
- The importance of the first three years of life in development
- Ethical considerations in caring for infants and toddlers

Module 2: Physical Development

- Examining physical growth and milestones in infants and toddlers
- Nutrition and health considerations for this age group
- Safe environments and infant/toddler-proofing

Module 3: Cognitive Development

- Understanding cognitive development in the early years
- Cognitive milestones, including sensory development and language acquisition
- Promoting cognitive growth through responsive interactions

Module 4: Social and Emotional Development

- The role of attachment in emotional development
- Strategies for fostering secure attachments
- Emotional regulation and self-identity in infants and toddlers

Module 5: Caregiving Practices and Relationships

- Examining the impact of caregiving practices on infant and toddler development
- Responsive caregiving techniques and the importance of routine
- Building positive caregiver-child relationships

Module 6: Language and Communication Development

- Milestones in language development, including speech and nonverbal communication
- Strategies for promoting language acquisition and communication skills
- Identifying and addressing speech and language delays

Module 7: Motor Development and Play

- Fine and gross motor skill development in infants and toddlers
- The importance of play in fostering physical and cognitive growth
- Creating developmentally appropriate play environments

Module 8: Special Issues in Infant and Toddler Development

- Exploring special concerns such as prematurity, developmental delays, and sensory processing challenges
- Strategies for providing support and intervention when needed
- Collaborating with families and specialists

Module 9: Observation and Assessment

- Developing skills in observing and documenting infant and toddler behavior
- Conducting developmental assessments and screenings
- Using assessment data to inform caregiving practices and individualized care plans

Module 10: Reflective Practice and Future Directions

- Reflecting on personal growth and insights gained during the course
- Strategies for continued professional development in infant and toddler care
- Exploring emerging trends and innovations in early childhood development for this age group

Assessment:

Assessment will include participation in class discussions, observation and assessment assignments, case studies, and a final project addressing a specific special issue in infant and toddler growth and development.

Upon completion of this course, participants will have a comprehensive understanding of the unique aspects of infant and toddler development, along with the skills necessary to provide responsive and nurturing care during this critical stage of life.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Diploma Program

Course Title: 401/2 Preschool Growth and Development

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description:

This course provides a comprehensive understanding of the growth and development of preschool aged children, with a specific focus on incorporating indigenous culture into early childhood education. Participants will explore various aspects of preschool development, including physical, cognitive, socio-emotional, and cultural aspects. Through a combination of lectures, interactive activities, guest speakers from indigenous communities, and hands-on experiences, students will learn how to create culturally responsive and inclusive preschool environments.

Course Objectives:

1. Understand the developmental milestones and needs of preschool-aged children.
2. Explore the cultural diversity and indigenous heritage in early childhood education.
3. Develop culturally responsive teaching strategies.
4. Foster an appreciation for indigenous cultures among preschoolers.
5. Build respectful partnerships with indigenous families and communities.
6. Create inclusive and culturally enriched preschool curriculum and activities.

Course Outlines:

Introduction to Preschool Development

- Overview of physical, cognitive, and socio-emotional development in preschoolers
- The importance of early childhood education
- Ethical considerations in culturally responsive teaching

Indigenous Cultures and Traditions

- Introduction to indigenous cultures and their significance
- Guest speakers from indigenous communities sharing their cultural insights
- Exploring the diversity of indigenous languages, art, and traditions

Culturally Responsive Teaching

- Principles of culturally responsive teaching
- Strategies for integrating indigenous culture into the curriculum
- Adapting teaching methods to meet the needs of diverse learners

Preschool Cognitive Development

- Cognitive milestones in preschool-aged children
- Activities and games that promote cognitive growth

- Integrating indigenous storytelling and oral traditions into learning

Socio-Emotional Development

- Understanding emotions and social interactions in preschoolers
- Promoting socio-emotional skills through culturally relevant activities
- Addressing behavioral challenges with cultural sensitivity

Indigenous Arts and Crafts

- Hands-on arts and crafts activities inspired by indigenous traditions
- Inviting local indigenous artists or artisans for demonstrations
- Incorporating indigenous art into the preschool environment

Family and Community Engagement

- Building partnerships with indigenous families and communities
- Cultural sensitivity in parent-teacher communication
- Involving indigenous elders and community members in preschool activities

Creating a Culturally Inclusive Curriculum

- Developing a culturally enriched preschool curriculum
- Collaborative project: Creating a culturally themed event or celebration
- Reflecting on the course's impact on participants' teaching practices

Assessment and Evaluation:

- Participation in class discussions and activities
- Weekly reflections on course content and experiences
- Group project: Culturally themed preschool event or activity plan
- Final reflective essay on incorporating indigenous culture into early childhood education

Upon completing this course, participants will be equipped with the knowledge and skills to provide culturally responsive and inclusive preschool education that honors indigenous cultures while supporting the holistic development of preschool-aged children.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Diploma Program

Course Title: 501/2 School-Age Growth & Development

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description:

This course offers an in-depth exploration of the growth and development of school-age children, with a specific emphasis on integrating indigenous culture into their educational experience. Participants will examine various aspects of school-age development, including physical, cognitive, socio-emotional, and cultural dimensions. Through lectures, interactive activities, guest speakers from indigenous communities, and practical applications, students will learn how to create culturally inclusive and enriching educational environments for school-age children.

Course Objectives:

1. Understand the developmental milestones and needs of school-age children.
2. Explore the cultural diversity and indigenous heritage in educational contexts.
3. Develop culturally responsive teaching strategies.
4. Promote an appreciation for indigenous cultures among school-age students.
5. Foster respectful partnerships with indigenous families and communities.
6. Create inclusive and culturally enriched curricula and activities for school-age children.

Course Outline:

Introduction to School-Age Development

- Overview of physical, cognitive, and socio-emotional development in school-age children
- The importance of culturally responsive education
- Ethical considerations in culturally inclusive teaching

Indigenous Cultures and Traditions

- Introduction to indigenous cultures and their significance
- Guest speakers from indigenous communities sharing their cultural insights
- Exploring the diversity of indigenous languages, art, and traditions

Culturally Responsive Teaching

- Principles of culturally responsive teaching
- Strategies for integrating indigenous culture into the curriculum
- Adapting teaching methods to meet the needs of diverse learners

Cognitive Development in School-Age Children

- Cognitive milestones in school-age children
- Strategies for enhancing critical thinking and problem-solving skills

- Incorporating indigenous storytelling and oral traditions into learning

Socio-Emotional Development

- Understanding social and emotional development in school-age children
- Promoting socio-emotional skills through culturally relevant activities
- Addressing social and emotional challenges with cultural sensitivity

Indigenous Arts and Cultural Expression

- Hands-on activities and projects inspired by indigenous traditions
- Inviting local indigenous artists or artisans for demonstrations
- Integrating indigenous art and cultural expression into the curriculum

Family and Community Engagement

- Building partnerships with indigenous families and communities
- Cultural sensitivity in parent-teacher communication
- Involving indigenous elders and community members in school activities

Creating a Culturally Inclusive Curriculum

- Developing a culturally enriched curriculum for school-age children
- Collaborative project: Creating a culturally themed event or project
- Reflecting on the course's impact on participants' teaching practices

Assessment and Evaluation:

- Active participation in class discussions and activities
- Weekly reflections on course content and experiences
- Group project: Culturally themed event or project plan
- Final reflective essay on the integration of indigenous culture into education

By the end of this course, participants will be equipped with the knowledge and skills to provide culturally responsive and inclusive education for school-age children. They will understand the importance of honoring indigenous cultures while supporting the holistic development of students in educational settings.

Activity/Assessments

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Early Childhood Education Diploma Program

Course Title: 601 Curriculum Design and Framework

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description:

This course provides educators with the knowledge and skills to develop curriculum frameworks that incorporate indigenous culture content into New Brunswick's educational system. Participants will explore the importance of indigenous perspectives and contributions in education and learn how to create culturally inclusive curricula that reflect the rich heritage of indigenous peoples in the region. Through lectures, interactive activities, guest speakers from indigenous communities, and practical curriculum design projects, students will gain the tools to create meaningful and respectful educational experiences.

Course Objectives:

1. Understand the significance of integrating indigenous culture content into the curriculum.
2. Explore the diverse indigenous cultures and traditions of New Brunswick.
3. Develop culturally responsive teaching strategies and materials.
4. Design curriculum units that incorporate indigenous perspectives and content.
5. Foster respectful partnerships with indigenous communities and knowledge keepers.
6. Promote cultural competence and inclusivity in the educational system.

Course Outline:

Introduction to Curriculum Design with Indigenous Culture Content

- The importance of indigenous culture content in education
- Historical and contemporary perspectives on indigenous education in New Brunswick
- Ethical considerations in curriculum development

Indigenous Cultures of New Brunswick

- Overview of the indigenous cultures and communities in New Brunswick
- Guest speakers from indigenous communities sharing their cultural insights
- Exploring indigenous languages, art, and traditions

Culturally Responsive Teaching

- Principles of culturally responsive teaching
- Strategies for integrating indigenous culture content into the curriculum
- Adapting teaching methods to meet the needs of diverse learners

Curriculum Design Principles

- The components of effective curriculum design
- Aligning curriculum with educational standards and outcomes

- The role of indigenous culture content in curriculum development

Indigenous Perspectives in Various Subjects

- Integrating indigenous perspectives into different subject areas (e.g., science, history, literature)
- Developing lesson plans that incorporate indigenous content
- Examining indigenous contributions to various fields of knowledge

Family and Community Engagement

- Building partnerships with indigenous families and communities
- Cultural sensitivity in parent-teacher communication
- Involving indigenous knowledge keepers in curriculum development

Creating Culturally Inclusive Curriculum Units

- Practical exercises in designing curriculum units with indigenous content
- Collaborative project: Developing a curriculum unit or lesson plan
- Sharing and peer evaluation of curriculum designs

Reflection and Implementation

- Reviewing and refining curriculum unit designs
- Preparing for the implementation of culturally inclusive curriculum
- Reflecting on the course's impact on participants' teaching practices and the educational system

Assessment and Evaluation:

- Active participation in class discussions and activities
- Weekly reflections on course content and experiences
- Curriculum unit or lesson plan development project
- Final reflective essay on the integration of indigenous culture content into educational practices

Upon completing this course, participants will have the knowledge and skills to design curriculum frameworks that embrace indigenous culture content, promote cultural inclusivity, and reflect the rich cultural heritage of indigenous communities in New Brunswick.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

Note: All course passing mark is 70%, otherwise, student will be marked as fail.

Academic Standing

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Early Childhood Education Diploma Program

Course Title: 602 Creating the Environment for Infants & Toddlers

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed for early childhood educators and caregivers who want to create nurturing and culturally responsive environments for infants and toddlers in New Brunswick. Participants will explore the significance of indigenous culture in early childhood settings and learn how to design environments that respect and incorporate indigenous traditions and values. Through lectures, hands-on activities, guest speakers from indigenous communities, and practical projects, students will acquire the knowledge and skills to provide culturally enriched and inclusive care for the youngest learners.

Course Objectives:

1. Understand the importance of integrating New Brunswick indigenous content into the environment for infants and toddlers.
2. Explore the indigenous cultures and traditions specific to New Brunswick.
3. Create culturally responsive spaces that reflect indigenous perspectives.
4. Develop activities and materials that promote cultural inclusivity.
5. Build respectful partnerships with indigenous families and communities.
6. Foster cultural competence and appreciation among infants, toddlers, and caregivers.

Course Outline

Introduction to Culturally Responsive Environments

- The significance of indigenous culture content in early childhood education
- Historical and contemporary perspectives on indigenous cultures in New Brunswick
- Ethical considerations in creating culturally responsive environments

Indigenous Cultures of New Brunswick

- Overview of the indigenous cultures and communities in New Brunswick
- Guest speakers from indigenous communities sharing their cultural insights
- Exploring indigenous languages, art, and traditions specific to New Brunswick

Designing Culturally Responsive Physical Spaces

- Principles of creating a culturally inclusive physical environment for infants and toddlers
- Adapting indoor and outdoor spaces to reflect indigenous values and traditions
- The role of natural materials and indigenous art in the environment

Integrating Indigenous Perspectives into Daily Routines

- Embedding indigenous perspectives into daily caregiving routines

- Developing culturally relevant activities for infants and toddlers
- Storytelling, songs, and games inspired by indigenous traditions

Building Relationships with Indigenous Families

- Building partnerships with indigenous families and communities
- Cultural sensitivity in family engagement and communication
- Involving indigenous elders and community members in early childhood settings

Fostering Cultural Competence

- Promoting cultural competence and appreciation among caregivers and infants/toddlers
- Strategies for addressing bias and stereotypes in early childhood settings
- Professional development and ongoing learning about indigenous cultures

Curriculum Integration and Documentation

- Integrating indigenous culture content into the curriculum for infants and toddlers
- Practical exercises in documenting children's engagement with indigenous content
- Collaborative project: Developing a culturally enriched activity plan

Reflection and Implementation

- Reviewing and refining activity plans and documentation
- Preparing for the implementation of culturally responsive environments
- Reflecting on the course's impact on participants' practices and the early childhood landscape in New Brunswick

Assessment and Evaluation:

- Active participation in class discussions and activities
- Weekly reflections on course content and experiences
- Collaborative project: Culturally enriched activity plan for infants and toddlers
- Final reflective essay on the integration of New Brunswick indigenous content into early childhood environments

Upon completing this course, participants will have the knowledge and skills to create nurturing and culturally responsive environments for infants and toddlers in New Brunswick, promoting cultural inclusivity and honoring the indigenous heritage of the region.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Diploma Program

Course Title: 603 Creating the Environment for Preschoolers

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed for educators and caregivers working with preschool-aged children in New Brunswick. It focuses on the creation of culturally inclusive and enriching environments that integrate New Brunswick indigenous content. Participants will explore the importance of indigenous perspectives in early childhood education and learn how to design environments that respect and reflect the cultural heritage of indigenous communities in the region. Through a combination of lectures, hands-on activities, guest speakers from indigenous communities, and practical projects, students will gain the knowledge and skills to provide culturally responsive care and education for preschoolers.

Course Objectives:

1. Understand the significance of integrating New Brunswick indigenous content into preschool environments.
2. Explore the indigenous cultures and traditions specific to New Brunswick.
3. Create culturally responsive and inclusive physical spaces that reflect indigenous perspectives.
4. Develop activities, materials, and curriculum plans that promote cultural inclusivity.
5. Build respectful partnerships with indigenous families and communities.
6. Foster cultural competence and appreciation among preschool-aged children and caregivers.

Course Outline

Introduction to Culturally Inclusive Preschool Environments

- The importance of indigenous culture content in early childhood education
- Historical and contemporary perspectives on indigenous cultures in New Brunswick
- Ethical considerations in creating culturally inclusive environments

Indigenous Cultures of New Brunswick

- Overview of the indigenous cultures and communities in New Brunswick
- Guest speakers from indigenous communities sharing their cultural insights
- Exploring indigenous languages, art, and traditions specific to New Brunswick

Designing Culturally Inclusive Physical Spaces

- Principles of creating a culturally inclusive physical environment for preschoolers
- Adapting indoor and outdoor spaces to reflect indigenous values and traditions
- The role of natural materials, indigenous art, and decor in the environment

Integrating Indigenous Perspectives into Daily Routines

- Embedding indigenous perspectives into daily caregiving routines and activities
- Developing culturally relevant activities for preschoolers
- Storytelling, songs, and games inspired by indigenous traditions

Building Relationships with Indigenous Families

- Building partnerships with indigenous families and communities
- Cultural sensitivity in family engagement and communication
- Involving indigenous elders and community members in preschool settings

Fostering Cultural Competence Among Preschoolers

- Promoting cultural competence and appreciation among preschool-aged children
- Strategies for age-appropriate discussions about indigenous cultures
- Avoiding stereotypes and biases in preschool environments

Curriculum Integration and Documentation

- Integrating indigenous culture content into the preschool curriculum
- Practical exercises in documenting children's engagement with indigenous content
- Collaborative project: Developing a culturally enriched curriculum unit or activity plan

Reflection and Implementation

- Reviewing and refining curriculum units or activity plans
- Preparing for the implementation of culturally responsive preschool environments
- Reflecting on the course's impact on participants' practices and the early childhood landscape in New Brunswick

Assessment and Evaluation:

- Active participation in class discussions and activities
- Weekly reflections on course content and experiences
- Collaborative project: Culturally enriched curriculum unit or activity plan for preschoolers
- Final reflective essay on the integration of New Brunswick indigenous content into early childhood environments

Upon completing this course, participants will have the knowledge and skills to create culturally inclusive and enriching environments for preschoolers in New Brunswick, promoting cultural inclusivity and honoring the indigenous heritage of the region.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Diploma Program

Course Title: 604 Creating the Environment for School-age Care

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed for educators and caregivers working with school-age children in New Brunswick. It focuses on creating inclusive and culturally responsive environments that integrate New Brunswick indigenous content into various aspects of programming. Participants will explore the importance of indigenous perspectives in education and learn how to design environments that respect and reflect the cultural heritage of indigenous communities in the region. Through a combination of lectures, hands-on activities, guest speakers from indigenous communities, and practical projects, students will gain the knowledge and skills to provide culturally enriched and inclusive care and education for school-age children.

Course Objectives:

1. Understand the significance of integrating New Brunswick indigenous content into environments for school-age children.
2. Explore the indigenous cultures and traditions specific to New Brunswick.
3. Design inclusive physical spaces and activities that honor indigenous perspectives.
4. Develop culturally responsive programming and curriculum plans.
5. Build respectful partnerships with indigenous families and communities.
6. Foster cultural competence and appreciation among school-age children and caregivers.

Course Outline

Introduction to Inclusive Environments

- The importance of indigenous culture content in education
- Historical and contemporary perspectives on indigenous cultures in New Brunswick
- Ethical considerations in creating inclusive environments

Indigenous Cultures of New Brunswick

- Overview of the indigenous cultures and communities in New Brunswick
- Guest speakers from indigenous communities sharing their cultural insights
- Exploring indigenous languages, art, and traditions specific to New Brunswick

Designing Inclusive Physical Spaces

- Principles of creating inclusive physical environments for school-age children
- Adapting indoor and outdoor spaces to reflect indigenous values and traditions
- Incorporating natural materials, indigenous art, and decor in the environment

Integrating Indigenous Perspectives into Programming

- Embedding indigenous perspectives into daily activities and programming
- Developing culturally relevant activities and projects for school-age children
- Storytelling, art, and games inspired by indigenous traditions

Building Relationships with Indigenous Families

- Building partnerships with indigenous families and communities
- Cultural sensitivity in family engagement and communication
- Involving indigenous elders and community members in programming

Fostering Cultural Competence Among School-Age Children

- Promoting cultural competence and appreciation among school-age children
- Strategies for age-appropriate discussions about indigenous cultures and histories
- Avoiding stereotypes and biases in the learning environment

Curriculum Integration and Project Development

- Integrating indigenous culture content into the curriculum and project-based learning
- Practical exercises in project design and curriculum development
- Collaborative project: Developing a culturally enriched project or activity plan

Reflection and Implementation

- Reviewing and refining project plans and curriculum units
- Preparing for the implementation of culturally responsive programming
- Reflecting on the course's impact on participants' practices and the educational landscape in New Brunswick

Assessment and Evaluation:

- Active participation in class discussions and activities
- Weekly reflections on course content and experiences
- Collaborative project: Culturally enriched project or activity plan for school-age children
- Final reflective essay on the integration of New Brunswick indigenous content into educational environments

Upon completing this course, participants will have the knowledge and skills to create inclusive and culturally enriched environments for school-age children in New Brunswick, promoting cultural inclusivity and honoring the indigenous heritage of the region.

Activity/Assessments

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Early Childhood Education Diploma Program

Course Title: 701 Play

Course Length: 60 Hours (2 weeks course) Blended Delivery Mode

Prerequisites: None

Course Description

This comprehensive course explores the vital role of play in early childhood education, delving into various play theories, emphasizing the value of play in children's development, and incorporating indigenous perspectives on play. Educators will gain a profound understanding of how to foster play-based learning, acknowledging the cultural significance of play within indigenous communities.

Course Outline:

Module 1: Introduction to Play in Early Childhood Education

- Lesson 1.1: Defining Play in Early Childhood
- Lesson 1.2: Historical and Cultural Contexts of Play
- Lesson 1.3: The Significance of Play in Early Learning

Module 2: Play Theories

- Lesson 2.1: Piaget's Constructivist Play Theory
- Lesson 2.2: Vygotsky's Socio-Cultural Play Theory
- Lesson 2.3: Erikson's Psychosocial Play Theory
- Lesson 2.4: Contemporary Play Theories

Module 3: Types of Play

- Lesson 3.1: Exploring Different Types of Play (Symbolic, Rough-and-Tumble, etc.)
- Lesson 3.2: Play and Cognitive Development
- Lesson 3.3: Play and Social Development

Module 4: The Value of Play

- Lesson 4.1: Cognitive Benefits of Play
- Lesson 4.2: Emotional and Social Development through Play
- Lesson 4.3: Physical and Motor Skill Development

Module 5: The Educator's Role in Facilitating Play

- Lesson 5.1: The Educator as a Play Facilitator
- Lesson 5.2: Creating Play-Enriched Environments
- Lesson 5.3: The Balance of Structured Learning and Play

Module 6: Indigenous Perspectives on Play

- Lesson 6.1: Indigenous Worldviews and Play
- Lesson 6.2: Play Traditions in Indigenous Communities
- Lesson 6.3: Incorporating Indigenous Knowledge and Practices in Early Childhood Education

Module 7: Case Studies and Practical Application

- Lesson 7.1: Case Studies on Play-Based Learning in Indigenous Communities
- Lesson 7.2: Practical Strategies for Integrating Indigenous Play Traditions

Module 8: Creating Inclusive Play Environments

- Lesson 8.1: Fostering Cultural Awareness and Sensitivity
- Lesson 8.2: Promoting Equity in Play-Based Learning

Module 9: Assessment and Evaluation

- Lesson 9.1: Measuring the Impact of Play in Early Childhood Education
- Lesson 9.2: Recognizing and Addressing Challenges

Module 10: Culminating Project

- Lesson 10.1: Integrating Play Theories, Values, and Indigenous Components
- Lesson 10.2: Designing a Play-Based Curriculum with Indigenous Elements

Course Format:

This course will be offered in a flexible format, with a blend of lectures, group discussions, practical activities, and resources to cater to various learning styles and schedules. Participants will have the opportunity to apply their knowledge and create a play-based curriculum with indigenous elements as a culminating project.

Course Goals:

- Understand the diverse play theories and their implications for early childhood education.
- Appreciate the multifaceted value of play in children's development.
- Cultivate the skills and knowledge necessary to be an effective play facilitator.
- Explore and integrate indigenous perspectives on play to create culturally inclusive learning environments.

This course aims to equip educators with the tools to create enriching play-based experiences that honor the cultural significance of play in indigenous communities while fostering holistic child development.

Assignment 1: Play Theories

Write an essay discussing the key concepts of Piaget's Constructivist Play Theory, Vygotsky's Sociocultural Play Theory, and Erikson's Psychosocial Play Theory. Explain how each theory relates to play in early childhood education and provide examples of how Indigenous play traditions align with or differ from these theories.

Assignment 2: The Value of Play

Create a multimedia presentation (e.g., PowerPoint, video, or poster) that highlights the value of play in early childhood education. Include information on how play supports cognitive, social, emotional, and physical development. Integrate examples from Indigenous play traditions to illustrate the unique cultural value of play.

Assignment 3: Educator's Role in Fostering Play

Develop a role-play scenario or video that demonstrates the educator's role in fostering play-based learning. This should include interactions with children from an Indigenous community. Describe the specific strategies used to create a culturally responsive play environment and facilitate learning through play.

Assignment 4: Indigenous Play Traditions

Write a research paper on Indigenous play traditions in a specific Indigenous community or culture. Explore how play is integrated into their educational practices, including the cultural significance of play, types of play, and the role of elders and community members. Reflect on how these traditions can be incorporated into mainstream early childhood education.

Activity/Assessments

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Test/Quiz:	20%

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Early Childhood Education Diploma Program

Course Title: 702 Observing and Recording

Course Length: 30 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to equip early childhood educators with the knowledge and skills necessary to effectively observe and record young children's activities and interactions. Participants will explore various tools, techniques, and methods for observing children, as well as strategies for recording and interpreting their observations. The course emphasizes the importance of observation in understanding children's development and guiding responsive teaching practices.

Course Objectives:

1. Understand the significance of observation in early childhood education.
2. Explore various observation methods and techniques.
3. Learn how to select appropriate tools for observation.
4. Develop skills in recording and documenting observations.
5. Interpret and analyze observations to inform teaching practices.
6. Apply observation data to individualize learning experiences.

Course Outline:

Module 1: Introduction to Observation in Early Childhood Education

- Overview of the course objectives and structure
- The role of observation in understanding child development
- Ethical considerations in observation

Module 2: Types of Observations

- Exploring different types of observations, including structured, unstructured, and participant observations
- Understanding the strengths and limitations of each observation type
- Selecting the most appropriate observation method for different purposes

Module 3: Tools for Observation

- Introduction to tools and instruments for observation, such as checklists, running records, and anecdotal records
- Choosing observation tools that align with specific goals and objectives
- Practice in using observation tools effectively

Module 4: Techniques for Effective Observation

- Strategies for minimizing observer bias and maintaining objectivity
- The importance of consistency and reliability in observation techniques

- Ethical considerations and privacy when observing young children

Module 5: Recording and Documentation

- Developing skills in recording observations in a clear and concise manner
- Creating organized and detailed observation notes
- Using technology for efficient documentation

Module 6: Interpreting Observations

- Analyzing observation data to identify patterns and trends
- Making connections between observations and child development theories
- Identifying areas of strength and areas of concern in a child's development

Module 7: Observations and Curriculum Planning

- How observation data informs curriculum planning and individualized learning experiences
- Adapting teaching strategies based on observation findings
- Supporting children's interests and needs through observation-informed activities

Module 8: Assessment and Evaluation

- Understanding the role of observation in assessment and evaluation
- Aligning observations with assessment tools and standards
- Communicating observation-based findings with families and colleagues

Module 9: Case Studies and Practical Application

- Analyzing case studies and real-world observation scenarios
- Developing observation plans for specific learning objectives
- Sharing and discussing practical challenges and successes

Module 10: Reflective Practice and Future Directions

- Reflecting on personal growth and insights gained during the course
- Strategies for continued professional development in observation and recording
- Exploring emerging trends and innovations in early childhood observation

Assessment:

Assessment will include participation in class discussions, hands-on practice in observation and recording, analysis of case studies, and the development of an observation-based curriculum plan.

Upon completion of this course, early childhood educators will have the knowledge and skills necessary to effectively observe, record, and interpret children's activities and interactions, enabling them to create more responsive and individualized learning experiences.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Diploma Program

Course Title: 703 Guiding Positive Behavior

Course Length: 60 Hours (2 weeks course) Blended Delivery Mode

Prerequisites: None

Course Description

This course focuses on equipping early childhood educators with effective and culturally appropriate techniques for guiding and redirecting a child's behavior in a positive manner. Participants will explore various aspects of behavior guidance, including understanding the roles and attitudes of children, families, and communities in the context of early childhood education.

Course Objectives:

1. Understand the importance of positive behavior guidance in early childhood education.
2. Explore culturally sensitive techniques for guiding children's behavior.
3. Analyze the roles and attitudes of children, families, and communities in shaping behavior.
4. Develop strategies for fostering a positive learning environment.
5. Learn to collaborate with families and communities to support children's behavioral development.

Course Outline:

Module 1: Introduction to Positive Behavior Guidance

- Overview of the course objectives and structure
- The significance of fostering positive behavior in early childhood education
- Ethical considerations in behavior guidance

Module 2: Cultural Sensitivity in Behavior Guidance

- Understanding the influence of culture on behavior and discipline
- Culturally appropriate techniques for behavior guidance
- Strategies for respecting diverse cultural backgrounds

Module 3: Understanding Child Development

- Examining the developmental stages and milestones of young children
- How age and developmental factors influence behavior
- Recognizing individual differences in children's behavior

Module 4: Roles and Attitudes of Children

- Exploring the role of children as active participants in their own development
- Fostering independence and self-regulation in children
- Strategies for promoting positive self-esteem

Module 5: Family Dynamics and Behavior Guidance

- Understanding the role of families in shaping children's behavior
- Collaborating with families to develop consistent behavior expectations
- Building positive partnerships with families

Module 6: Community Involvement and Support

- The role of communities and extended families in behavior guidance
- Strategies for engaging community resources to support children's behavioral development
- The importance of cultural competence in community interactions

Module 7: Effective Behavior Guidance Techniques

- Exploring positive reinforcement and redirection strategies
- Techniques for setting clear expectations and boundaries
- Strategies for addressing challenging behaviors

Module 8: Creating a Positive Learning Environment

- Designing an environment that supports positive behavior
- Implementing routines and structures that promote self-regulation
- Promoting a sense of belonging and community within the classroom

Module 9: Collaborative Approaches

- How educators can collaborate with families and communities to support children's behavior
- Communicating effectively with families about behavior concerns
- Addressing cultural differences and perspectives in collaboration

Module 10: Reflective Practice and Future Directions

- Reflecting on personal growth and insights gained during the course
- Strategies for continued professional development in behavior guidance
- Exploring the future of positive behavior guidance in early childhood education

Assessment:

Assessment will include participation in class discussions, case studies on behavior guidance, development of a behavior guidance plan, and a final reflective essay on the role of culturally sensitive behavior guidance in early childhood education.

Upon completion of this course, early childhood educators will have the knowledge and skills necessary to guide children's behavior positively, respect cultural differences, and collaborate effectively with families and communities to support children's behavioral development.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

Note: All course passing mark is 70%, otherwise, student will be marked as fail.

Academic Standing

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Practicum

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Plagiarism

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*"Your Training – Your Future,
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Early Childhood Education Diploma Program

Course Title: 705 Quality Child Care

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course explores the history and evolution of childcare practices in New Brunswick, with a specific focus on Indigenous and First Nations communities. Students will gain an in-depth understanding of the cultural and historical factors that have shaped childcare in the province. The course will examine various types of childcare facilities, both provincially and nationally, and the regulations governing them. Emphasis will be placed on critical issues relevant to childcare within First Nations communities.

Course Objectives:

1. Examine the historical development of childcare practices in New Brunswick.
2. Explore the cultural and Indigenous perspectives on childcare.
3. Analyze critical issues and challenges faced by childcare facilities within First Nations communities.
4. Understand the different types of childcare facilities available in New Brunswick.
5. Study the provincial and national regulations that govern childcare facilities.

Course Outline:

Module 1: Introduction to Childcare History in New Brunswick

- Overview of the course objectives and structure
- Historical context of childcare practices in the province
- The role of culture and tradition in childcare

Module 2: Indigenous Perspectives on Childcare

- Understanding Indigenous childcare practices and values
- The importance of culturally sensitive childcare
- Cultural preservation and its impact on childcare

Module 3: Childcare in First Nations Communities

- Exploring critical issues and challenges faced by First Nations childcare facilities
- The role of community involvement and support
- Strategies for addressing unique needs within these communities

Module 4: Types of Childcare Facilities

- Overview of the various childcare options available in New Brunswick
- The differences between home-based and center-based care
- The importance of age-appropriate environments

Module 5: Regulations and Licensing

- Understanding provincial and national regulations for childcare facilities
- Licensing requirements and compliance
- The role of inspections and quality assurance

Module 6: Cultural Competence in Childcare

- Promoting cultural competence among childcare providers
- Strategies for creating inclusive and culturally sensitive childcare environments
- Collaboration with Indigenous communities

Module 7: Family Engagement in Childcare

- The importance of involving families in childcare practices
- Strategies for building strong partnerships with parents and caregivers
- Cultural considerations in family engagement

Module 8: Case Studies and Best Practices

- Analyzing case studies related to childcare in First Nations communities
- Identifying best practices and success stories
- Applying lessons learned to current childcare practices

Module 9: Future Trends and Innovations

- Exploring emerging trends and innovations in childcare
- The role of technology and community-driven initiatives
- Preparing for the future of childcare in New Brunswick

Module 10: Final Project and Reflection

- Developing a culturally sensitive childcare plan
- Reflecting on personal growth and insights gained during the course
- Sharing and presenting final projects

Assessment:

Assessment will include participation in class discussions, critical analysis of case studies, the development of a culturally sensitive childcare plan, and a final reflective essay.

Upon completion of this course, students will have a deep understanding of the historical, cultural, and regulatory aspects of childcare in New Brunswick, with a specific focus on the unique challenges and perspectives within Indigenous and First Nations communities. This knowledge will prepare students to provide high-quality, culturally sensitive childcare services in various settings.

Activity/Assessments

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Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Diploma Program

Course Title: 706 Care of the Child in Crisis

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to equip early childhood educators with the knowledge and skills necessary to support children and families during times of crisis or trauma. Participants will gain an understanding of various traumatic life events, such as divorce, death, chronic illness, natural disasters, and substance abuse, and learn how to create a nurturing and supportive environment for children facing these challenges. The course will emphasize effective communication, active listening, and strategies for helping children cope with and overcome adversity.

Course Objectives:

1. Understand the impact of traumatic events on children's emotional and psychological wellbeing.
2. Develop skills in active listening and empathetic communication with children and families in crisis.
3. Create a safe and nurturing environment that promotes emotional healing and resilience.
4. Identify strategies for addressing the specific needs of children facing various traumatic situations.
5. Collaborate with families and support networks to provide holistic care for children in crisis.
6. Recognize signs of trauma and implement appropriate intervention and referral processes.

Course Outline:

Module 1: Introduction to Child Care in Crisis

- Understanding the scope and impact of traumatic events on children
- Ethical considerations in supporting children and families in crisis
- The role of early childhood educators in trauma-informed care

Module 2: Understanding Traumatic Life Events

- Exploring various traumatic events (e. g., divorce, death, chronic illness, natural disasters)
- Recognizing signs of trauma in children
- The impact of trauma on child development and behavior

Module 3: Active Listening and Effective Communication

- Developing active listening skills
- Communicating with empathy and sensitivity
- Fostering trust and rapport with children and families

Module 4: Creating a Nurturing Environment

- Designing a safe and supportive physical environment
- Promoting emotional healing and resilience through play and activities

- Strategies for building a trauma-informed classroom

Module 5: Coping Strategies and Emotional Regulation

- Teaching children age-appropriate coping strategies
- Promoting emotional regulation and self-awareness
- Supporting peer interactions and social connections

Module 6: Collaborating with Families and Support Networks

- Involving families in the care and recovery process
- Building a network of support for children in crisis
- Cultural sensitivity and family dynamics in crisis situations

Module 7: Intervention and Referral

- Recognizing when intervention is necessary
- Working with mental health professionals and other support services
- Legal and ethical considerations in intervention and referral processes

Module 8: Building Resilience and Post-Traumatic Growth

- Understanding the concept of resilience
- Promoting post-traumatic growth in children
- Celebrating successes and milestones in the healing process

Module 9: Self-Care for Early Childhood Educators

- Recognizing the emotional impact of supporting children in crisis
- Strategies for self-care and stress management
- Peer support and professional development resources

Module 10: Final Projects and Case Studies

- Applying course knowledge to real-life case studies
- Developing action plans for supporting children in crisis
- Presenting final projects and action plans

Assessment:

Assessment will include participation in class discussions, case study analysis, active listening exercises, development of a trauma-informed classroom plan, and a final project that outlines strategies for supporting children in crisis in various scenarios.

Upon completion of this course, early childhood educators will have the knowledge and skills necessary to create a nurturing and supportive environment for children facing traumatic life events and to collaborate effectively with families and support networks in times of crisis

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Academic Standing

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Early Childhood Education Program

Course Title: 707 Educating Children With Diverse Abilities

Course Length: 60 Hours (2 weeks course) Blended Delivery Mode

Prerequisites: None

Course Description

This course aims to equip early childhood educators with a deep understanding of diversity among children within a childcare environment. Participants will explore the various abilities and needs of children, including those with diverse abilities. The course will focus on the principles of inclusive education, helping educators make appropriate adjustments to classroom environments and curricula to support the full inclusion of all children.

Course Objectives:

1. Understand the importance of diversity in early childhood education.
2. Recognize and respect the unique abilities and needs of children with diverse abilities.
3. Explore the principles and benefits of inclusive education.
4. Analyze the types of adjustments necessary for inclusive classrooms and curricula.
5. Develop strategies for creating inclusive and supportive learning environments.

Course Outline:

Module 1: Introduction to Diversity in Early Childhood Education

- Overview of the course objectives and structure
- Understanding the concept of diversity among children
- Recognizing the value of diversity in promoting learning and development

Module 2: Recognizing and Celebrating Abilities

- Exploring the range of abilities and needs in early childhood
- Identifying and celebrating each child's unique strengths and talents
- Overcoming stereotypes and biases in education

Module 3: Principles of Inclusive Education

- Defining inclusive education and its core principles
- The legal and ethical foundations of inclusive practices
- The role of early childhood educators in fostering inclusion

Module 4: Understanding Diverse Abilities

- Recognizing various types of diverse abilities, including physical, sensory, cognitive, and social-emotional
- Understanding the individual needs and challenges of children with diverse abilities
- Promoting an attitude of empathy and respect among educators and peers

Module 5: Adjustments for Inclusion

- Adapting classroom environments to accommodate diverse abilities
- Modifying curricula to meet the individual needs of each child
- Incorporating universal design principles in lesson planning

Module 6: Supporting Social and Emotional Development

- Strategies for promoting positive peer interactions and friendships
- Building self-esteem and self-efficacy among children with diverse abilities
- Addressing bullying and fostering a culture of respect

Module 7: Communication and Collaboration

- Effective communication strategies with children, families, and support professionals
- Collaborative approaches to meeting the needs of children with diverse abilities
- Sharing information and feedback with families

Module 8: Assistive Technology and Resources

- Exploring assistive technologies and resources available to support children with diverse abilities
- Ensuring accessibility to learning materials and tools
- Training and professional development opportunities for educators

Module 9: Evaluating Progress and Individualized Learning Plans

- Monitoring the progress of children with diverse abilities
- Developing and implementing Individualized Education Plans (IEPs) or Individualized Family Service Plans (IFSPs)
- Involving families in goal setting and progress tracking

Module 10: Creating Inclusive Learning Environments

- Designing inclusive classrooms and play spaces
- Fostering a sense of belonging and participation for all children
- Celebrating diversity and promoting a culture of inclusion

Assessment:

Assessment will include participation in class discussions, case study analysis, the development of inclusive lesson plans or classroom modifications, and a final reflection on the importance of inclusive education in early childhood settings.

Upon completion of this course, early childhood educators will be well-prepared to create inclusive and supportive learning environments that meet the diverse abilities and needs of all children, ensuring that every child has the opportunity to thrive and succeed.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Program

Course Title: 708 Professional Development

Course Length: 40 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to empower early childhood educators with the knowledge and skills necessary to stay current in the field and continually enhance their professional growth. Participants will explore various avenues for professional development, including workshops, seminars, and specialized training opportunities. The course will emphasize the importance of staying informed about best practices and emerging trends in early childhood education.

Course Objectives:

1. Understand the significance of ongoing professional development in early childhood education.
2. Identify various sources and opportunities for professional growth.
3. Develop strategies for effective networking and collaboration within the field.
4. Enhance knowledge and skills in specialized areas of early childhood education.
5. Create a personalized professional development plan.

Course Outline:

Module 1: Introduction to Professional Development

- Overview of the course objectives and structure
- The importance of continuous learning and growth in early childhood education
- The role of professional development in providing quality childcare

Module 2: Identifying Professional Development Needs

- Self-assessment of current knowledge and skills
- Setting personal and professional development goals
- Understanding the evolving needs of children and families

Module 3: Sources of Professional Development

- Exploring various sources of professional development, including workshops, seminars, conferences, and online resources
- Identifying reputable organizations and associations in the field
- The role of mentoring and peer learning

Module 4: Planning for Professional Development

- Creating a personalized professional development plan
- Setting short-term and long-term goals
- Budgeting and time management for professional growth

Module 5: Effective Networking and Collaboration

- Building professional networks within and outside of the organization
- Strategies for effective collaboration with colleagues and experts in the field
- Utilizing social media and online communities for networking

Module 6: Specialized Training and Certification

- Exploring specialized areas within early childhood education (e.g., special needs education, language development, play-based learning)
- Identifying certification programs and advanced training opportunities
- Meeting the unique needs of diverse children and families

Module 7: Staying Informed About Best Practices

- Keeping up-to-date with emerging trends and research in early childhood education
- Critical analysis of new approaches and methodologies
- Reflecting on how best practices align with individual teaching philosophies

Module 8: Reflective Practice and Growth

- The role of self-reflection in professional development
- Strategies for continuous improvement and growth
- Incorporating feedback and evaluation into professional growth plans

Module 9: Balancing Work and Professional Development

- Strategies for maintaining a work-life balance while pursuing professional growth
- Overcoming common obstacles to professional development
- Advocating for professional development opportunities within the workplace

Module 10: Final Professional Development Plan

- Presenting and sharing personalized professional development plans
- Reflecting on the journey of professional growth throughout the course
- Commitment to ongoing learning and enhancement in the field

Assessment:

Assessment will include the development of a personalized professional development plan, participation in class discussions, critical analysis of professional development opportunities, and a final reflection on the importance of ongoing growth in early childhood education.

Upon completion of this course, early childhood educators will have the knowledge and tools necessary to proactively seek out and engage in professional development opportunities, ensuring they remain effective and informed in their roles as educators and caregivers.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Program

Course Title: 801 Starting Up a Child Care Facility

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to provide participants with comprehensive knowledge and skills required to successfully create and manage a licensed child care facility in New Brunswick. The focus will be on the initial steps involved in the establishment of such a facility, including legal requirements, licensing procedures, program development, and operational considerations.

Course Objectives:

1. Understand the regulatory framework for child care facilities in New Brunswick.
2. Identify the legal and licensing requirements for opening and operating a child care facility.
3. Develop a business plan and financial considerations for starting a child care center.
4. Create a child-centered curriculum and program structure.
5. Implement effective policies and procedures for child safety and well-being.
6. Explore staffing and training requirements for child care professionals.
7. Learn about marketing and enrollment strategies for child care facilities.
8. Understand record-keeping and reporting obligations.
9. Develop a facility management plan, including safety and hygiene standards.
10. Gain insights into ongoing quality assurance and improvement.

Course Outline:

Module 1: Introduction to Child Care Facilities

- The importance of quality child care
- Regulatory framework in New Brunswick
- Types of child care facilities

Module 2: Legal and Licensing Requirements

- Licensing application process
- Zoning and building regulations
- Health and safety standards
- Insurance and liability considerations

Module 3: Business Planning and Financial Considerations

- Creating a business plan
- Budgeting and financial forecasting
- Funding sources and grants

Module 4: Curriculum and Program Development

- Child development principles
- Creating age-appropriate programs growth
- Inclusion and diversity in child care

Module 5: Policies and Procedures

- Developing policies for safety, discipline, and emergency procedures
- Parent communication and involvement
- Child protection protocols

Module 6: Staffing and Training

- Hiring qualified staff
- Staff training and professional development
- Employee retention strategies

Module 7: Marketing and Enrollment

- Building a strong brand
- Attracting and retaining families
- Enrollment management strategies

Module 8: Record-Keeping and Reporting

- Documenting child progress
- Legal record-keeping requirements
- Reporting to authorities

Module 9: Facility Management

- Creating a safe and stimulating environment
- Hygiene and cleanliness standards
- Equipment and resource management

Module 10: Quality Assurance and Improvement

- Continuous improvement strategies
- Feedback and evaluation mechanisms
- Staying updated with industry best practices

Assessment:

Assessment will be based on participation in class discussions, assignments, a final project (comprehensive business plan for a child care facility), and a final exam.

By the end of this course, participants will be well-equipped with the knowledge and skills needed to initiate and manage a licensed child care facility in New Brunswick, ensuring high quality care and development for children in their community.

Activity/Assessments

Attendance: 20%

Participation Mark: 20%

Assignment: 40%

Test/Quiz: 20%

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Early Childhood Education Program

Course Title: 802 Taking Care of Business: The Finances

Course Length: 60 Hours (2 weeks course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to provide participants with comprehensive knowledge and skills required to successfully create and manage a licensed child care facility in New Brunswick. The focus will be on the initial steps involved in the establishment of such a facility, including legal requirements, licensing procedures, program development, and operational considerations.

Course Objectives:

1. Understand the regulatory framework for child care facilities in New Brunswick.
2. Identify the legal and licensing requirements for opening and operating a child care facility.
3. Develop a business plan and financial considerations for starting a child care center.
4. Create a child-centered curriculum and program structure.
5. Implement effective policies and procedures for child safety and well-being.
6. Explore staffing and training requirements for child care professionals.
7. Learn about marketing and enrollment strategies for child care facilities.
8. Understand record-keeping and reporting obligations.
9. Develop a facility management plan, including safety and hygiene standards.
10. Gain insights into ongoing quality assurance and improvement.

Course Outline:

Module 1: Introduction to Child Care Facilities

- The importance of quality child care
- Regulatory framework in New Brunswick
- Types of child care facilities

Module 2: Legal and Licensing Requirements

- Licensing application process
- Zoning and building regulations
- Health and safety standards
- Insurance and liability considerations

Module 3: Business Planning and Financial Considerations

- Creating a business plan
- Budgeting and financial forecasting
- Funding sources and grants

Module 4: Curriculum and Program Development

- Child development principles
- Creating age-appropriate programs growth
- Inclusion and diversity in child care

Module 5: Policies and Procedures

- Developing policies for safety, discipline, and emergency procedures
- Parent communication and involvement
- Child protection protocols

Module 6: Staffing and Training

- Hiring qualified staff
- Staff training and professional development
- Employee retention strategies

Module 7: Marketing and Enrollment

- Building a strong brand
- Attracting and retaining families
- Enrollment management strategies

Module 8: Record-Keeping and Reporting

- Documenting child progress
- Legal record-keeping requirements
- Reporting to authorities

Module 9: Facility Management

- Creating a safe and stimulating environment
- Hygiene and cleanliness standards
- Equipment and resource management

Module 10: Quality Assurance and Improvement

- Continuous improvement strategies
- Feedback and evaluation mechanisms
- Staying updated with industry best practices

Assessment:

Assessment will be based on participation in class discussions, assignments, a final project (comprehensive business plan for a child care facility), and a final exam.

By the end of this course, participants will be well-equipped with the knowledge and skills needed to initiate and manage a licensed child care facility in New Brunswick, ensuring high quality care and development for children in their community.

Activity/Assessments

Attendance: 20%

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*"Your Training – Your Future,
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Early Childhood Education Program

Course Title: 803 Administration within a Child Care Facility

Course Length: 60 Hours (2 weeks course) **Blended Delivery Mode**

Prerequisites: None

Course Description

This course is designed to provide participants with the knowledge and skills required to effectively direct, manage, and administer a child care facility. The primary focus will be on administrative duties and responsibilities, including regulatory compliance, staff management, enrollment procedures, record-keeping, and communication with parents and stakeholders.

Course Objectives:

1. Understand the regulatory framework for child care facilities.
2. Develop effective administrative and management skills.
3. Implement policies and procedures for regulatory compliance.
4. Manage staff and create a positive work environment.
5. Master enrollment procedures and maintain optimal enrollment levels.
6. Establish efficient record-keeping and reporting systems.
7. Enhance communication with parents and stakeholders.
8. Ensure child safety, health, and well-being in the facility.

Course Outline:

Module 1: Introduction to Child Care Facility Administration

- Overview of the role of facility administrators
- Legal and regulatory requirements for child care facilities
- Ethical considerations in childcare administration

Module 2: Administrative Skills and Leadership

- Effective leadership and management styles
- Time management and organizational skills
- Conflict resolution and problem-solving techniques

Module 3: Regulatory Compliance and Policy Development

- Understanding licensing and certification requirements
- Developing and implementing policies and procedures
- Monitoring and ensuring ongoing compliance

Module 4: Staff Recruitment, Training, and Retention

- Recruiting qualified staff
- Staff orientation and ongoing training

- Creating a positive work environment and staff retention strategies

Module 5: Enrollment and Admission Procedures

- Enrolling children and maintaining optimal enrollment levels
- Waitlist management
- Handling withdrawals and terminations

Module 6: Record-Keeping and Reporting

- Effective record-keeping systems
- Reporting to regulatory authorities and parents
- Confidentiality and data protection

Module 7: Communication with Parents and Stakeholders

- Building positive relationships with parents and families
- Parent communication strategies
- Handling complaints and feedback

Module 8: Child Safety, Health, and Well-being

- Creating a safe and nurturing environment
- Health and safety regulations and practices
- Emergency procedures and disaster preparedness

Module 9: Financial Administration

- Budgeting and financial planning
- Fee collection and financial reporting
- Resource allocation and cost control

Module 10: Quality Assurance and Continuous Improvement

- Evaluating program quality
- Implementing feedback and improvement plans
- Staying updated with industry best practices and trends

Assessment:

Assessment will be based on participation in class discussions, case studies, assignments, a final administrative plan for a child care facility, and a final exam.

Upon completing this course, participants will have acquired the necessary administrative skills and knowledge to effectively manage a child care facility, ensuring regulatory compliance, a positive work environment, and the delivery of high-quality care to children and families.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

Note: All course passing mark is 70%, otherwise, student will be marked as fail.

Academic Standing

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Practicum

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Early Childhood Education Program

Course Title: 804 Enrolment

Course Length: 30 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to provide participants with a comprehensive understanding of the enrollment process and the development of policies and procedures related to child registration in a New Brunswick childcare facility. Participants will gain knowledge on regulatory requirements, ethical considerations, and best practices for creating a smooth and inclusive enrollment experience for children and their families.

Course Objectives:

1. Understand the regulatory framework for childcare enrollment in New Brunswick.
2. Develop policies and procedures that comply with provincial regulations.
3. Create an inclusive and welcoming enrollment process for families.
4. Implement effective communication strategies with parents and guardians.
5. Learn about waitlist management and enrollment capacity considerations.
6. Ensure child safety and well-being during the enrollment process.
7. Address unique needs and considerations in the enrollment of children with diverse backgrounds and abilities.

Course Outline:

Module 1: Introduction to Childcare Enrollment

- Overview of the childcare enrollment process in New Brunswick
- Legal and regulatory requirements for enrollment
- Ethical considerations in childcare registration

Module 2: Policy and Procedure Development

- Creating enrollment policies and procedures
- Documenting enrollment requirements and criteria
- Ensuring compliance with provincial regulations

Module 3: Creating an Inclusive Enrollment Process

- Welcoming and engaging families in the enrollment process
- Addressing cultural and linguistic diversity
- Handling special needs and accommodations

Module 4: Effective Communication with Parents and Guardians

- Building positive relationships with families
- Communicating enrollment expectations and procedures

- Handling inquiries and resolving concerns

Module 5: Waitlist Management and Enrollment Capacity

- Managing waitlists effectively
- Assessing and maintaining optimal enrollment capacity
- Handling withdrawals and terminations

Module 6: Child Safety and Well-being

- Ensuring child safety during drop-off and pick-up
- Health and safety considerations during enrollment
- Emergency preparedness and communication plans

Module 7: Enrolling Children with Diverse Backgrounds and Abilities

- Addressing the unique needs of children from diverse backgrounds
- Supporting children with special needs and disabilities
- Promoting inclusion and equity in enrollment

Module 8: Privacy and Confidentiality

- Maintaining privacy and confidentiality of enrollment information
- Complying with data protection laws and regulations
- Handling sensitive enrollment-related information

Module 9: Continuous Improvement and Evaluation

- Evaluating the effectiveness of enrollment policies and procedures
- Adapting to changing demographics and needs
- Incorporating feedback and best practices

Assessment:

Assessment will be based on participation in class discussions, policy and procedure development assignments, case studies, and a final project related to improving the enrollment process for a childcare facility.

Upon completion of this course, participants will possess the knowledge and skills necessary to create a well-structured, inclusive, and compliant enrollment process for children and families in a New Brunswick childcare facility, ensuring a positive experience for all stakeholders.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

Note: All course passing mark is 70%, otherwise, student will be marked as fail.

Academic Standing

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Early Childhood Education Program

Course Title: 805 Parents

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to provide participants with a comprehensive understanding of the enrollment process and the development of policies and procedures related to child registration in a New Brunswick childcare facility. Participants will gain knowledge on regulatory requirements, ethical considerations, and best practices for creating a smooth and inclusive enrollment experience for children and their families.

Course Objectives:

1. Understand the regulatory framework for childcare enrollment in New Brunswick.
2. Develop policies and procedures that comply with provincial regulations.
3. Create an inclusive and welcoming enrollment process for families.
4. Implement effective communication strategies with parents and guardians.
5. Learn about waitlist management and enrollment capacity considerations.
6. Ensure child safety and well-being during the enrollment process.
7. Address unique needs and considerations in the enrollment of children with diverse backgrounds and abilities.

Course Outline:

Module 1: Introduction to Childcare Enrollment

- Overview of the childcare enrollment process in New Brunswick
- Legal and regulatory requirements for enrollment
- Ethical considerations in childcare registration

Module 2: Policy and Procedure Development

- Creating enrollment policies and procedures
- Documenting enrollment requirements and criteria
- Ensuring compliance with provincial regulations

Module 3: Creating an Inclusive Enrollment Process

- Welcoming and engaging families in the enrollment process
- Addressing cultural and linguistic diversity
- Handling special needs and accommodations

Module 4: Effective Communication with Parents and Guardians

- Building positive relationships with families
- Communicating enrollment expectations and procedures

- Handling inquiries and resolving concerns

Module 5: Waitlist Management and Enrollment Capacity

- Managing waitlists effectively
- Assessing and maintaining optimal enrollment capacity
- Handling withdrawals and terminations

Module 6: Child Safety and Well-being

- Ensuring child safety during drop-off and pick-up
- Health and safety considerations during enrollment
- Emergency preparedness and communication plans

Module 7: Enrolling Children with Diverse Backgrounds and Abilities

- Addressing the unique needs of children from diverse backgrounds
- Supporting children with special needs and disabilities
- Promoting inclusion and equity in enrollment

Module 8: Privacy and Confidentiality

- Maintaining privacy and confidentiality of enrollment information
- Complying with data protection laws and regulations
- Handling sensitive enrollment-related information

Module 9: Continuous Improvement and Evaluation

- Evaluating the effectiveness of enrollment policies and procedures
- Adapting to changing demographics and needs
- Incorporating feedback and best practices

Assessment:

Assessment will be based on participation in class discussions, policy and procedure development assignments, case studies, and a final project related to improving the enrollment process for a childcare facility.

Upon completion of this course, participants will possess the knowledge and skills necessary to create a well-structured, inclusive, and compliant enrollment process for children and families in a New Brunswick childcare facility, ensuring a positive experience for all stakeholders.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Program

Course Title: 806 Human Resources

Course Length: 45 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to provide childcare professionals in New Brunswick with a comprehensive understanding of human resources management within licensed daycare facilities. Participants will learn essential skills and knowledge related to staff recruitment, development, and retention, as well as regulatory compliance and creating a positive work environment.

Course Objectives:

1. Understand the regulatory framework for human resources management in childcare facilities in New Brunswick.
2. Develop effective staff recruitment and hiring procedures.
3. Implement staff training and professional development programs.
4. Foster a positive work culture and employee retention strategies.
5. Ensure compliance with labor laws and regulations.
6. Address performance management and conflict resolution within the childcare facility. Course Outline:

Course Outline

Module 1: Introduction to Human Resources Management

- The role of human resources in childcare facilities
- Legal and regulatory considerations in New Brunswick
- Ethical and diversity considerations

Module 2: Staff Recruitment and Hiring

- Creating effective job descriptions and recruitment strategies
- Conducting interviews and reference checks
- Ensuring regulatory compliance in hiring practices

Module 3: Staff Training and Professional Development

- Staff orientation and onboarding procedures
- Ongoing training and career development opportunities
- Recognizing and supporting staff strengths

Module 4: Building a Positive Work Culture

- Creating a nurturing and supportive work environment
- Employee engagement and morale
- Strategies for reducing staff turnover

Module 5: Regulatory Compliance in HR

- Understanding labor laws and regulations in New Brunswick
- Employment contracts and staff benefits
- Health and safety considerations for staff

Module 6: Performance Management and Conflict Resolution

- Setting performance expectations and evaluation procedures
- Handling staff conflicts and disciplinary actions
- Promoting effective communication and feedback mechanisms

Module 7: Staff Well-being and Mental Health

- Recognizing and addressing staff stress and burnout
- Promoting mental health and well-being in the workplace
- Providing resources for staff support

Module 8: Work-Life Balance and Staff Retention

- Strategies for maintaining work-life balance
- Retention incentives and recognition programs
- Exit interviews and staff feedback

Module 9: Diversity and Inclusion in the Workplace

- Embracing diversity and inclusivity in staffing
- Avoiding discrimination and promoting equity
- Cultural competence and sensitivity training

Module 10: Continuous Improvement and HR Best Practices

- Evaluating HR practices and policies
- Staying updated with industry best practices and trends
- Creating a long-term HR strategy for the childcare facility

Assessment:

Assessment will be based on participation in class discussions, HR policy development assignments, case studies, a staff development plan project, and a final exam.

Upon completing this course, childcare professionals will have the knowledge and skills needed to effectively manage human resources within licensed childcare facilities in New Brunswick, ensuring a positive work environment and high-quality care for children and families.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Program

Course Title: 807 Space and Equipment

Course Length: 30 Hours (1 week course) Blended Delivery Mode

Prerequisites: None

Course Description

This course is designed to provide students with a comprehensive understanding of space planning and equipment management within child care facilities in New Brunswick. Students will learn how to effectively plan and utilize space to meet regulatory standards and create a safe and engaging environment for children. Additionally, the course will cover regulations and guidelines for the purchase and use of equipment in accordance with New Brunswick daycare standards.

Course Objectives:

1. Understand the importance of space and equipment planning in child care facilities.
2. Familiarize students with New Brunswick daycare standards and regulations.
3. Develop skills in space utilization and layout design for child care environments.
4. Learn how to select, purchase, and maintain equipment that meets safety and educational requirements.
5. Promote the creation of developmentally appropriate, inclusive, and engaging spaces for children.

Course Outline:

Module 1: Introduction to Space and Equipment Planning

- The significance of effective space planning
- Regulations and guidelines governing space and equipment in New Brunswick
- Ethical considerations in creating child-friendly environments

Module 2: New Brunswick Daycare Standards

- Overview of New Brunswick daycare standards and regulations
- Compliance requirements for space and equipment
- Ethical and inclusive considerations in daycare standards

Module 3: Space Utilization and Layout Design

- Assessing space needs and requirements
- Creating developmentally appropriate and engaging environments
- Efficient use of indoor and outdoor spaces

Module 4: Equipment Selection and Purchase

- Identifying age-appropriate equipment and materials
- Safety considerations in equipment selection
- Budgeting, procurement, and maintenance of equipment

Module 5: Creating Inclusive and Accessible Environments Module 5: Regulatory Compliance in HR

- Designing spaces that cater to diverse needs and abilities
- Promoting inclusivity and accessibility for all children
- Adhering to guidelines for children with special needs

Module 6: Safety and Risk Management

- Ensuring safety standards for equipment and spaces
- Emergency procedures and risk assessment
- Regular inspections and maintenance practices

Module 7: Supporting Play and Learning

- Promoting the use of equipment for educational and developmental purposes
- Encouraging child-led exploration and play
- Creating an inspiring and imaginative environment

Module 8: Collaboration and Stakeholder Involvement

- Involving staff, parents, and stakeholders in space and equipment decisions
- Building consensus and partnerships for effective planning
- Ethical considerations in collaborative decision-making

Module 9: Sustainability and Resource Management

- Implementing environmentally friendly practices
- Resource allocation and waste reduction
- Budget management for equipment and space improvements

Module 10: Continuous Improvement and Best Practices

- Evaluating the effectiveness of space and equipment planning
- Staying updated with industry best practices and trends
- Creating a long-term plan for continuous improvement

Assessment:

Assessment will be based on participation in class discussions, space planning assignments, equipment selection and design projects, compliance exercises, and a final presentation on a developmentally appropriate child care space.

Upon completion of this course, students will have the knowledge and skills needed to plan and manage space and equipment in child care facilities in New Brunswick in accordance with regulatory standards, safety requirements, and best practices.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Program

Course Title: 807 Practicum

Course Length: 120 Hours

Prerequisites: None

Course Description

This practicum course offers students the opportunity to apply theoretical knowledge of managing and directing childcare facilities into practice. Students will work closely with experienced managers or directors in licensed childcare facilities to gain hands-on experience and a comprehensive understanding of the roles and responsibilities involved in effective childcare facility management. The course will provide practical insights into leadership, administration, regulatory compliance, and staff supervision within the context of childcare operations.

Course Objectives:

1. Apply theoretical knowledge of childcare facility management in a real-world setting.
2. Develop practical skills in leadership, administration, and decision-making.
3. Gain hands-on experience in regulatory compliance and licensing requirements.
4. Understand the roles and responsibilities of a childcare facility manager or director.
5. Foster effective communication and teamwork within the childcare facility.
6. Reflect on personal and professional growth throughout the practicum experience.

Course Outline:

Module 1: Introduction to Childcare Facility Management

- Overview of the practicum and its objectives
- Ethical considerations and professionalism in childcare management
- Review of theoretical concepts and best practices in childcare facility management

Module 2: Leadership and Decision-Making

- Practical experience in leadership roles
- Decision-making processes and strategies
- Managing staff and resources effectively

Module 3: Regulatory Compliance and Licensing

- Hands-on experience with licensing requirements
- Ensuring regulatory compliance in childcare operations
- Documentation and record-keeping practices

Module 4: Roles and Responsibilities of a Manager/Director

- Shadowing experienced managers or directors
- Learning about the day-to-day tasks and responsibilities

- Understanding the organizational structure of childcare facilities

Module 5: Staff Supervision and Development

- Observing staff supervision and development processes
- Providing feedback and support to staff
- Identifying training and professional development needs

Module 6: Effective Communication and Teamwork

- Building positive relationships with staff, parents, and stakeholders
- Resolving conflicts and challenges within the childcare facility
- Promoting a collaborative and supportive work environment

Module 7: Reflection and Professional Growth

- Reflecting on personal and professional experiences
- Identifying strengths, areas for improvement, and growth opportunities
- Setting goals for future childcare facility management roles

Assessment:

Assessment will be based on weekly reflections, practical assignments, observations, supervisor evaluations, and a final reflection paper summarizing the practicum experience and lessons learned.

Upon completion of this practicum course, students will have gained valuable hands-on experience and a deeper understanding of the roles and responsibilities involved in managing and directing licensed childcare facilities. They will be better prepared for leadership positions in the childcare industry and have a solid foundation for effective childcare facility management.

Activity/Assessments

Attendance:	20%
Participation Mark:	20%
Assignment:	40%
Test/Quiz:	20%

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Early Childhood Education Program

Course Title: Project: 800's

Project Description:

In this project, you will create a comprehensive plan for starting your own licensed childcare facility in the province of New Brunswick. You will develop a step-by-step guide that covers everything from initial planning to regulatory compliance and operational considerations. This project will provide you with the knowledge and tools to launch a successful childcare business.

Project Objectives:

1. Understand the regulatory requirements for opening a childcare facility in New Brunswick.
2. Develop a business plan for your childcare facility, including financial projections.
3. Identify suitable locations and design your facility layout.
4. Create policies and procedures that align with New Brunswick childcare standards.
5. Develop marketing strategies to attract families and build enrollment.
6. Plan for staffing and professional development.
7. Establish safety and emergency procedures.
8. Consider environmental sustainability in your facility's operations.

Project Steps:

1. Research and Regulatory Compliance
 - Research New Brunswick's childcare regulations and licensing requirements.
 - Compile a list of necessary permits and approvals.
 - Identify local zoning and building code regulations.
2. Business Plan Development
 - Create a detailed business plan, including mission, vision, and goals.
 - Develop a budget and financial projections.
 - Determine pricing strategies and funding sources.
3. Location and Facility Design
 - Identify potential locations for your childcare facility.
 - Design the layout of your facility to meet regulatory and safety standards.
 - Plan for age-appropriate learning and play spaces.
4. Policies and Procedures
 - Draft policies and procedures that align with New Brunswick childcare standards.
 - Develop enrollment, health, safety, and emergency protocols.
5. Marketing and Enrollment

- Create a marketing strategy to attract families to your childcare facility.
- Design promotional materials and a website.
- Develop a plan for open houses and tours.

6. Staffing and Professional Development

- Plan for hiring and training staff members.
- Develop a professional development program for your team.
- Consider HR policies and staff evaluations.

7. Safety and Emergency Procedures

- Create safety protocols for your facility, including security measures.
- Develop emergency procedures for various scenarios.
- Ensure compliance with health and hygiene standards.

8. Environmental Sustainability

- Consider eco-friendly practices for your childcare facility.
- Explore options for waste reduction, energy efficiency, and sustainable materials.

Project Deliverables:

1. Business Plan: A comprehensive business plan outlining your childcare facility's mission, financial projections, and strategies.
2. Facility Layout: A layout design for your childcare facility, including learning and play areas.
3. Policies and Procedures Manual: A detailed manual containing all policies and procedures in line with New Brunswick childcare standards.
4. Marketing Strategy: A marketing plan, promotional materials, and a website mockup to attract families.
5. Staffing and Professional Development Plan: A plan for hiring, training, and professional development of staff.
6. Safety and Emergency Protocols: Documentation of safety measures and emergency procedures.
7. Environmental Sustainability Proposal: A proposal for implementing eco-friendly practices in your childcare facility.

Presentation:

Prepare a presentation where you present your childcare business plan, facility layout, and key strategies for success to a panel of instructors or potential investors.

By completing this project, you will have a comprehensive plan and the necessary knowledge to start your own licensed childcare facility in New Brunswick, setting you on the path to a successful childcare business.

Activity/Assessments

Attendance: 20%

Participation Mark: 20%
Assignment: 40%
Test/Quiz: 20%

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Students in the beginning of their program will be advised on the importance of their practicum during their course. Practicums are required of all students enrolled in the program to graduate. Students must pass all practicums in order to be eligible to graduate. Any practicum that a student may have failed may be redone which may mean the student will not graduate with her classmates.

Plagiarism

Plagiarism will be explained to the students at orientation. If the students are found to have plagiarized, Step 2 of the Progressive Guidance Policy (Please refer NBICC Student Policy) will be applied. In the unlikely event that there be a second offence, then Step 3 of the Progressive Guidance Policy will be applied. If the student is being funded by an outside agency, they will be notified. Any subsequent offence will require that the student withdraw from New Brunswick Indigenous Career College.