

## Childhood Studies welcome package

Dear Students:

On behalf of the Childhood Studies Department, I would like to take this opportunity to extend our warmest welcome to you. By enrolling in our program, you have made a commitment to students, their families, the larger community and to yourself.

The students in your practicum settings will benefit from who you are and what you will learn during our engaged classes. Furthermore, you will enrich your life and the lives of students through what you discover and share as we progress through this academic and practical experience together.

Each year, the Childhood Studies Department builds on what we learn from our students and community professionals. We constantly apply new methods to improve our ability to meet your needs as students, through evaluating best practices and delivering college courses with the realities of working with groups of students in childcare, community, and school settings. Therefore, providing interactions and engagement through online and blended learning will provide you with the opportunity for an inclusive learning skillset within a safe and welcoming environment.

Your initial step when you join the Childhood Studies family is to complete **Standard Child Care First Aid**. This course is **mandatory** for students enrolled in practicum and working in childcare centers, preschools, and school environments. Standard Child Care First Aid must be completed before students begin their practicum experience. During the Orientation as well as initial week at Keyano College, the Childhood Studies faculty will give instructions on the Childhood Studies Student Information Page on Moodle regarding registration and payment for this required course. For easy reference, please review the attached link [Aurora Training Corp. - First Aid/CPR/AED/BLS Training and Supplies \(aurora-training-corp.myshopify.com\)](https://aurora-training-corp.myshopify.com). There are two dates available for Keyano students to complete the Standard First Aid Training – **January 4-5 and January 8-9, 2024. These two trainings will be held at the Keyano College campus.** For additional information please connect with Aurora Training Corp at [training@atcorp.ca](mailto:training@atcorp.ca) or 780-792-1535.

When enrolled in the Childhood Studies practicum course, a **Criminal Reference Check with Vulnerable Sector** dated no earlier than 3 months prior to the start of your program must be submitted to the Health and Human Services Main office (CC 186). We will only accept the original copy, so if you need to make photocopies please do so before submitting the record check. Also required is the completion of signed practicum policies forms that will be available to students during the first week of class.

Additionally, a current **Child Intervention Check is also a mandatory requirement.**

Please email the attached email to obtain the form required for the intervention check - [cs.ircnorth@gov.ab.ca](mailto:cs.ircnorth@gov.ab.ca)

For any further information please see the [Government of Alberta website](#).

Once received, please submit the completed check to the Health and Human Services office (CC 186).

The Childhood Studies Department look forward to meeting and supporting you while working and learning with students.

Prior to beginning the Early Learning and Child Care program, all students must complete the mandatory requirements listed below:

**All documents are required to be submitted before January 10<sup>th</sup>,2024: Failure to submit all documents will result in withdrawal from the associated Practicum and Practicum Seminar Courses (ELCC 110 and 125/EA 110 and 125).**

1. **Police Information Check with Vulnerable Sector Check:** All students are required to provide a clear Police Information Check which must include a Vulnerable Sector Check. The Police Information Check must be dated no earlier than three (3) months from the program's start date. The associated costs are at the student's expense. The original Criminal Record Check with Vulnerable Sector must be submitted in person to the School of Health & Human Services office, CC 186. Please take a photocopy or scan one for yourself before submitting the original. During enrolment in the program, you must self-report any change in criminal convictions or criminal charges to the Chairperson of the Human Services Department. Where a Police Check shows any one or more boxes checked off indicating that information "may or may not exist" you will be directed to consult with the Chairperson of the Department for further information. For example, this may happen if you are under 18 years of age.

Please visit the RCMP Detachment – 105 Paquette Drive, 780-788-4040 to complete this requirement.

2. **Keyano Email and Moodle:** Please ensure you activate your Keyano College email and Moodle login information. Follow the directions located here: [Student Login and Email](#). Please ensure that you are checking your Keyano College email and Moodle course pages at least twice per day. All official Keyano College communication arrives to your Keyano College email, as well as your instructors will communicate with you through email and Moodle. Please always use your Keyano College email when sending communications to your instructors.
3. **Welcome Package Documentation:** Please complete and sign all documents in the Welcome Package. All documents, except the Criminal Record Check (CRC), can either be submitted to the School of Health & Human Services Office in person or scanned and emailed to the following address - [human.services@keyano.ca](mailto:human.services@keyano.ca)

**The Criminal Record Check original copy must be handed in person.**

4. **Textbooks:** **Students are required to purchase books and resources before the first day of classes.** The Keyano College Bookstore will have lists of all required resources you will need for each course you are enrolled in two weeks prior to the start of the semester. or purchase them from the online bookstore here [Course - Keyano College.](#) **Please ensure that you purchase the required textbooks – otherwise your success in this program may be compromised.**
5. **Laptop/Tablet Requirement** - Please note that all midterm exams, final exams, and assignments are completed online through Moodle. Due to limited computer lab classroom space, students are required to have their own devices to be able to complete all the assigned work including exams.

I trust that you will find your experience at Keyano College both personally and professionally rewarding. I look forward to meeting you.

If you have any questions, or need any assistance, please do not hesitate to contact us at 780-791-4889, or by email at

Warmly welcoming you,



Krista Lloyd-Michaud  
Interim Chair – Human Services

**Document Checklist for Human Services Students**

1.	Police Information Check with Vulnerable Sector Clearance ( <b>Original copy only</b> )	<input type="checkbox"/> Enclosed
2.	Child Intervention Check	<input type="checkbox"/> Enclosed
3.	Child Care First Aid Certificate	<input type="checkbox"/> Enclosed
4.	Talent Release Form	<input type="checkbox"/> Enclosed
6.	Keyano College Personal Declaration Form	<input type="checkbox"/> Enclosed
7.	Personal Declarations for Human Services Students Form	<input type="checkbox"/> Enclosed
8.	Practicum Policy	<input type="checkbox"/> Enclosed

*Keyano College – Talent Release Form*

I hereby assign and grant to Keyano College the right and permission to use; store; reproduce; and publish photographs; stories; film; video; Web pages; sound recordings; and/or printed or electronic representations that show my image; voice; and/or likeness thereof, and I hereby release Keyano College from any and all liability from such use and publication.

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, publishing, electronic storage and/or distribution of said photographs; stories; film; video; Web pages; and sound recordings and/or other representations of said materials without limitation at the discretion of Keyano College and I specifically waive any right to any compensation I may have for any of the foregoing.

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Photo Session Date: \_\_\_\_\_ Photographer: \_\_\_\_\_

Talent Signature (Parent or Guardian if under 18 years of age): \_\_\_\_\_

Please check this box if you only release your image for a specific project.

Name of project: \_\_\_\_\_

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Photo Session Date: \_\_\_\_\_ Photographer: \_\_\_\_\_

Talent Signature (Parent or Guardian if under 18 years of age): \_\_\_\_\_

Please check this box if you only release your image for a specific project.

Name of project: \_\_\_\_\_



## KEYANO COLLEGE STUDENT CODE OF CONDUCT

I \_\_\_\_\_ acknowledge that I am familiar with/or have read the Keyano College Student Code of Conduct.

Program Name and Year: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



## PERSONAL DECLARATIONS FOR HUMAN SERVICES STUDENTS

### POLICE INFORMATION CHECK

I, \_\_\_\_\_, acknowledge that if during my Human Services program I am charged or convicted of a criminal offence it is my obligation to inform the Chairperson of the Human Services Department.

\_\_\_\_\_INITIALS

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Keyano College Student ID Number: \_\_\_\_\_

Date: (year) \_\_\_\_\_(month) \_\_\_\_\_(day) \_\_\_\_\_

# Practicum Policies

**Student Name:**

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**Program:**

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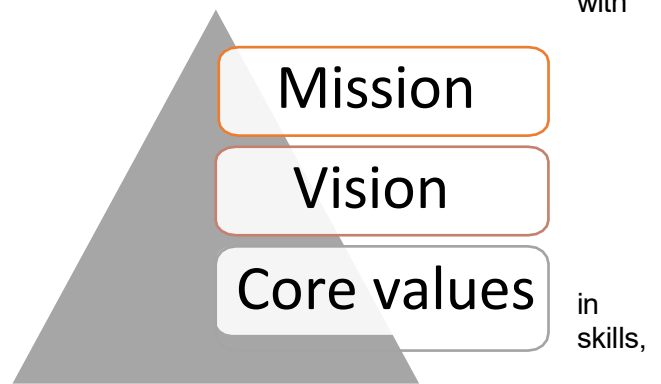
<b>Forms Required:</b>	<b>Submitted to folder dates</b> <i>(to be completed by CHSD Instructors)</i>
<b>Criminal Reference check (Vulnerable Sector)</b>	
<b>Standard Childcare First Aid and CPR Certificate</b>	
<b>Child Intervention Record Check</b>	

## Practicum and Practicum Seminar: Mission, Vision, and Core Values

**Mission:** To provide Keyano College practicum students opportunities for collaborative learning of best practices through ongoing virtual experiences that will prepare students for the actual implementation of skill sets and knowledge.

**Vision:** To encourage Keyano College Practicum students to understand climates to align with best practices through online teaching and learning

**Core Values:** Encourages practicum students to engage collaboration, teamwork, conflict resolution, observational critical analysis, compare and contrast, and documentation.



I \_\_\_\_\_ have read the Childhood Studies Practicum Mission, Vision, and Core Values. As a student enrolled in Educational Assistant or Early Learning Child Care Practicum and Practicum Seminar, I agree with the above Mission, Vision, and Core Value.

**In signing this document, I will abide by the Mission statement policy requirements.**

Sign \_\_\_\_\_

Date \_\_\_\_\_

## Code of Conduct Policy Statement

Keyano College requires all practicum students enrolled in the Childhood Studies Department to demonstrate personal and professional ethical standards of conduct.

Practicum students enrolled in the Early Learning and Child Care Certificate or Diploma program and/or the Educational Assistant program must acknowledge and respect the reputation of Keyano College by providing integrity, credibility, professionalism, and honesty (Keyano College, n.d.).

Keyano College recognizes that it has a responsibility for maintaining public trust and confidence within its internal and external communities. In abiding by the Keyano College policy, practicum students enrolled in the Childhood Studies programs accept the rules outlined in the Keyano College Code of Conduct Policy, which is available to all students on the Keyano College website (<https://www.keyano.ca/en/about-us/policies-and-procedures.aspx>).

The Childhood Studies department will address conflicts of interest and apparent conflicts of interest in a fair and consistent manner while complying with institutional policies, professional standards, and applicable laws (Keyano College, n.d.).

I \_\_\_\_\_ have read the Keyano College Code of Conduct Policy Statement and will abide by the policy requirements. **In signing this document, I agree to follow the Keyano College Code of Conduct Policy.**

Sign \_\_\_\_\_

Date \_\_\_\_\_



## Practicum Policy

Practicum is essential for students to practice skills and theories learned in classroom settings. A practicum coach will observe the student's engagement, and the practicum coach will provide feedback on the student's best practices. Although the coach shares observations with the College Consultant, the College Consultant is responsible for the evaluation of best practices. To determine best practices, the College Consultants will visit a practicum location a minimum of twice per semester.

Students are required to make up any hours missed due to illness or other circumstances. If Keyano College is closed (i.e. a reading week), students are not required to attend practicum. If the school/centre is closed for unseen reasons, then students are not required to make up missed time, the remainder of the course would substantially move to remote learning.

Practicum students are permitted to engage in a paid or working practicum, however, it is suggested that students consider carefully how they will balance the demands of coursework and employment.

Students are expected to notify their practicum location and College Consultant of any absences before the start time in the morning.

In accordance with the Keyano College policy, Practicum courses EA 110/210, ELCC 110/210, and ELCC diploma 334/344 are **PASS/FAIL**.

Students who do not complete all the required work should not expect to pass.

## Practicum Seminar Policy

Practicum Seminar is a vital component of student learning. **Attendance of less than 80% without confirmation of extenuating circumstances and arrangements to address missed practicum content alternately will result in a failing grade.** Students are expected to arrive in class or online with a practicum booklet and be ready to share and support the other students.

Students are not to discuss the names of children or staff in the practicum seminar. Students will hand in their practicum booklets on the assigned dates for the College Consultant to review.

**Important - Please note:** A complete practicum booklet is necessary to achieve a passing grade. An incomplete practicum booklet will result in failing practicum and thus a failing grade in practicum seminar EA125/225, ELCC 125/225, and ELCC 335/345.

In accordance with the Keyano College policy, Practicum courses are PASS/FAIL.

Students who do not complete all the required work should not expect to pass the course.

In signing this document, I agree with following the Keyano College Practicum and Practicum Seminar policy for EA/ELCC 110/210, Practicum Seminars EA/ELCC 125/225 and Practicum ELCC 334/344, and Practicum Seminar 335/345

I \_\_\_\_\_ have read and understand the above practicum policy outlined by Keyano College. **In signing this document, I agree to follow the above Keyano College policies for Practicum and Practicum Seminar.**

Sign \_\_\_\_\_ Date \_\_\_\_\_

## Assignment and Grade Expectations

Course assignments have set due dates to manage both instructor and student workloads. Change to due dates may occur to adjust the overall student workload based on class consensus.

The Department performance requirements regarding student evaluation state that:

- Attendance and participation are part of the course grade. **80% attendance**, when required by the instructors, are necessary to achieve a progression grade in ELCC and EA courses.
  - A grade of B on an assignment recognizes that the student has met the requirements and comprehends the applicable content thoroughly enough to be able to apply it
  - A grade of less than B brings attention to the student that there are gaps in comprehending the content and skill required for that assignment. Students should use the criteria for assignments to guide assigned work.
  - A grade of B+ or higher acknowledges excellence in quality and quantity of work. The students' assignment is above the requirements.
- Learners are expected to submit assignments and complete discussions within the time frame specified by the instructor. All assignments are to be submitted in class or online on their respective due dates. If a student is absent from class, the assignment is late.
- Individual extensions require students to contact and ask permission from the instructor before the assignment due date.
- For assignments that are late without written permission:
  - A grade of 1% deduction will occur from assignments each day, including weekends. The 1% deduction applies until the instructor receives the assignment.
  - No assignments will be accepted one week past the due date. In the case where the extension was not granted and assignments are not completed within one week past the due date, these will be assigned a grade of F.
- **During an online class, no assignments will be accepted on or after the beginning of class on the final date of the course.**
- After 3 missed assignments, and/or 20% of missed course expectation, an Academic Success Plan will be created and a meeting with the Learner will be scheduled by Instructors and Chairperson.

I, \_\_\_\_\_ have read and understand the above policy outlined by Keyano College. **In signing this document, I agree to follow the Keyano College Assignment and Grade Expectation policy**

Sign \_\_\_\_\_ Date \_\_\_\_\_

## Childhood Studies Learning Plan

Indicate which courses you are enrolled:

<b>Educational Assistant</b>		
<u><b>Term 1 (Fall)</b></u>	<u><b>Term 2 (Winter)</b></u>	<u><b>Term 3 (Spring)</b></u>
CHSD 101 (Child Development 1) CHSD 104 (Guiding Children's Behaviour) CHSD 105 (Personal Development & Interaction) ENG 100 (Written Composition) EA 100 (Role of the EA) EA 102 (Language & Literacy) EA 110 (Practicum I) EA 125 (Practicum I Seminar)	CHSD 201 (Child Development II) EA 116 (Health & Safety Considerations) EA 202 (Exploring Exceptionalities) EA 206 (Supporting Numeracy in the Classroom) EA 210 (Practicum II) EA 225 (Practicum II Seminar) EA 211 (Supporting Literacy Instruction)	<p><b>Best Practice Specialized Certificates</b>                      (choose three 1 credit course from the same specialization)</p> <p><b>Childhood Studies Best Practices Certificate</b>                      (Students choose three 1 credit courses from two of the specialization's offered)</p> <p><u>Exceptionalities</u>                      CHSD 212 Exceptionality 1: Brain/Cognitive                      CHSD 213 Exceptionality II: Physical/Medical                      CHSD 214 Exceptionality III: Introduction to Communication Disorders                      CHSD 215 Exceptionality IV: Behavioural Disorders</p> <p><u>Communication</u>                      CHSD 223 Working with EAL Children                      CHSD 224 Working with Children with Autism Spectrum Disorders                      CHSD 225 Working with Communication Disorders</p> <p><u>School Age</u>                      EA 217 Adolescents in the Classroom (EA's only)                      CHSD 218 Supporting Students with Severe Emotional/Behavioral Challenges                      CHSD 219 Supporting Students with Mental Health Concerns                      CHSD 220 School-Age Care</p>
<b>Early Learning and Child Care (Year 1)</b>		
<u><b>Term 1 (Fall)</b></u>	<u><b>Term 2 (Winter)</b></u>	
CHSD 101 (Child Development 1) CHSD 104 (Guiding Children's Behaviour) CHSD 105 (Personal Development & Interaction) ENG 100 (Written Composition) ELCC 106 (Learning through Play) ELCC 110 (Practicum 1) ELCC 125 (Practicum 1 Seminar) ELCC 123 (Creative Experiences)	CHSD 201 (Child Development II) ELCC 102 (Language & Literacy) ELCC 116 (Health, Safety, Nutrition) ELCC 206 (Planning for Play) ELCC 210 (Practicum II) ELCC 225 (Practicum II Seminar)	
<b>Early Learning and Child Care (Year 2)</b>		
<u><b>Term 1 (Fall)</b></u>	<u><b>Term 2 (Winter)</b></u>	<u><b>Term 3 (Spring)</b></u>
ELCC 330 (Ecology of the Family) ELCC 331 (Understanding Children's Behaviour) ELCC 332 (Inclusion in Child Care Settings) ELCC 333 (Environments & Programming) ELCC 334 (Practicum III) ELCC 335 (Practicum III Seminar)	ELCC 340 (Anti-Bias Education) ELCC 341 (Organization & Administration) ELCC 342 (Support Children & Families in Indigenous Context) ELCC 343 (Int. Relationships, Ethics, Team Dynamics) ELCC 344 (Practicum IV) ELCC 345 (Practicum IV Seminar)	Complete one 3 credit course from available spring ELCC courses:  ELCC 350 (Infants & Toddlers) OR ELCC 351 (School Aged Care)

## Practicum Placement Safety Policy

The Keyano College Childhood Studies Department thrives on providing students with high-quality teaching and learning that correlates with the Comprehensive Institutional Plan of Keyano College, which is to enhance the student's experiences. This goal is also in alignment with the Childhood Studies Department who provides academic programs and practicum work experiences for students to conceptualize the educational learning experiences.

**Students Duty:** If you are, a student enrolled in the Childhood Studies program at Keyano College, in either EA or ELCC, the Childhood Studies Department needs to provide the EA/ELCC students with working experiences in best practices with children in Childcare facilities and the Fort McMurray School Districts. The Childhood Studies Department works to provide a safe and welcoming environment for students at their practicum locations. During your practicum experience, you may encounter working with children within the school districts that may have challenging behaviours such as but not limited to hitting, biting kicking, and aggressive verbal language. It is crucial for you as the practicum student to ask if there are any challenging student behaviours in the classroom. Also, it is essential that as you are the practicum student working at the childcare centre or school location that you inform the college consultant of any challenging behaviours before you start working in the classroom setting, and if your safety is at risk.

**Student Expectations:** When a student in the classroom identifies as behavioural, as a practicum student you must notify the teacher assigned in the classroom that you are not to be left alone or work one to one with the student. You are to inform the teacher that you are a practicum student in training, and you are not equipped with the necessary skills to work with challenging behaviours. Your current role as a student in the classroom setting is to observe and learn the roles and responsibilities. When asked to work with a behavioural student, you need to contact your college consultant as soon as possible. You have a right to say NO if you at any time feel unsafe, and your safety is at risk. The role of the Childhood Studies Department is to support your working practicum experiences. As a student at Keyano College, you MUST keep your college consultant abreast of concerns that may be experiencing at your location. This letter confirms that the student enrolled in the practicum at Keyano College has read the above and will abide by the student's duty and student expectations of the Childhood Studies Department.

I \_\_\_\_\_ acknowledge and understand my duty and expectations as a Keyano College student enrolled in the Childhood Studies practicum at Keyano College. I \_\_\_\_\_ will notify the teacher at my assigned location and the College Consultant if at any time I feel unsafe, and my safety is at risk at the assigned practicum location.  
**In signing this document, I agree with following the Keyano College Safety Policy.**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Sexual Misconduct Policy

Childhood Studies programs enter School Districts and Childcare establishments demonstrating best practices while maintaining the Keyano College code of conduct to align with inclusion, culture, diversity, and respect of gender difference in a safe and secure environment. Keyano College practicum students are to foster and uphold integrity, commitment, and dedication to the field of education while practicing non-discriminatory behaviours.

In the Childhood Studies department, students must also demonstrate high-quality learning at their practicum locations in alignment with the mission and vision of Keyano College. In the Childhood Studies department, students must refrain or be a person subjected to inappropriate hand gestures, discussion, or invasion of space towards children, employees, community members, or other Keyano College students to the point where self or others are uncomfortable. Neither should the Childhood Studies students or members at the practicum location be privy to behaviours to include stalking, harassment, or intent to discredit a person's work ethics and performance.

The Childhood Studies students must be aware of the Sexual Misconduct Policy and Dismissal Policy at Keyano College and abide by the rules and regulations that follow.

If at any time a student not following the rules or does not abides by the Sexual Misconduct Policy at Keyano College, the students enrolled in the Early Learning and Childcare programs, the Early Learning and Child Care Diploma program or the Educational Assistant program will be withdrawn in alignment to the Dismissal Policy at Keyano College. The student will not return to the Practicum location until further notice and or until the Chair of the Childhood Studies department decides on the best course of action. At which time, the decision from the Chair will concur based on the evidence-based information received from the practicum location and the Childhood Studies student. At which time, a final decision regarding further action will be made.

I \_\_\_\_\_ have read the Keyano College Sexual Misconduct Policy  
on \_\_\_\_\_ 20\_\_\_\_ and will abide by the policy requirements.

**In signing this document, I agree with following the Keyano College Sexual Misconduct Policy**

Sign \_\_\_\_\_ Date \_\_\_\_\_

## OATH OF CONFIDENTIALITY

I have met with the instructors of the Keyano College Childhood Studies Department and have received the Protocol for Practicum Placements.

I acknowledge that a necessary condition of my status as a student requires my promise and binding oath of confidentiality regarding the following:

1. ***Of the children, I will be working within the practicum placement.***
2. ***Of the families of the children in the practicum placements.***
3. ***Of the staff within my practicum placement.***
4. ***Of issues or challenges that may be discussed within the practicum placement.***
5. ***Of the issues that may be discussed outside of the classroom settings.***

I, (Please Print), \_\_\_\_\_ of the Educational Assistant or an Early Learning Childcare Program of The Department of Childhood Studies at Keyano College, City of Fort McMurray, in the Regional Municipality of Wood Buffalo, in the Province of Alberta,

**MAKE OATH AND SAY** that the above statements are fully understood, acknowledged, and agreed to.

**I understand, accept, and acknowledge that a breach of confidentiality by myself is enough grounds for expulsion from the Childhood Studies Department Programs at Keyano College.**

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**Signature of Student**

**Date**

**The above form must be signed in presence of a CHSD Instructor.**

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**Signature of College Consultant/Instructor**

**Date**