

Childhood Studies Welcome Letter

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 Early Learning and Child Care/Educational Assistant program, you have made a commitment to students, their families, the larger community and to yourself.

The students in your assigned 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/Intermediate First Aid and CPR Level C**. This course is required for students enrolled in practicum and working in childcare centers, preschools, and school environments. **Standard/Intermediate First Aid and CPR Level C 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 on how to register and pay for this required course. **Once you have completed the required First Aid course, please upload your completion certificate to the Childhood Studies Information for Students Moodle shell.**

When enrolled in the Childhood Studies practicum course, several mandatory documents are required including:

1. **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. You will need to attend the RCMP Detachment at 105 Paquette Drive to complete the requirement paperwork. The associated costs in relation to the RCMP check 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 form. (We will not photocopy it for you) 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 Criminal Record 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.

2. You are required to review the **Childhood Studies Student Handbook** and sign the included documents. This Handbook will be available to students during orientation as well as during the first week of class. **Once you have reviewed and signed these forms, please upload the completed forms to the Childhood Studies Information for Students Moodle Shell.**
3. A **Child Intervention Record Check** completed by the Government of Alberta is required. Please email cs.ircnorth@gov.ab.ca to request the required Intervention Record Check form. Once received, please fill out the required information and email the form along with 2 pieces of Identification to cs.ircnorth@gov.ab.ca. For further information regarding this required check, please see the [Government of Alberta website](#). **Once received, please upload the completed Child Intervention Record check to the Childhood Studies Information for Students Moodle Shell.**
4. **Delivery options for: Standard/Intermediate First Aid and CPR Level C.**
 - Aug 22 – 23, 2024 (Thu, Fri)
 - Aug 24 – 25, 2024 (Sat, Sun)
 - Aug 28 – 29, 2024 (Wed, Thu)
 - Aug 30 – 31, 2024 (Fri, Sat)
 - Sept 7 – 8, 2024 (Sat, Sun)

All above mentioned documents (First Aid Certificate, RCMP Check, Child Intervention Record Check) are required to be submitted no later than **September 9, 2024 @ 4:30**. **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).**

Other helpful information:

1. **Keyano Email and Moodle:** Please ensure you activate your Keyano College email and Moodle login information. Regularly check your Keyano College email and Moodle course pages at least **twice** per day. All official Keyano College communication will be sent to your Keyano College email. All instructors will communicate with you through your Keyano email and course Moodle. Shell. Please always use your Keyano College email when sending communications to your instructors. Please review the Keyano website for additional information at [Keyano College](#).
2. **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](#)
3. **Laptop/Tablet Requirement:** Due to limited computer lab classroom space, students are required to have their own devices to be able to complete assigned course work.

4. **Orientation Day & First Day of Class**: Important information will be provided at Orientation, and it is **MANDATORY** for all students to attend. Details regarding Orientation will be emailed closer to the start date of the program. Please review the additional information found on the Keyano College webpage. The first day of classes is **August 28th, 2024**.

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, nursing@keyano.ca.

Alexis Teske

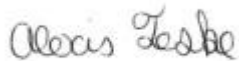
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Warmly welcoming you,



Alexis Teske

Program Chair – Human Services