



Policies and Procedures

Staffing

At Head Start Pre-Kinder we pride ourselves on providing a strong team with fully qualified Early Childhood Educators.

FULL-TIME STAFF

Full-time staff must have:

- Full certification as a Early Childhood Educator and have a valid License to Practice in BC.
- A valid First Aid Certificate focused on Children, which is renewed every 2 years.
- A clear criminal record check

Although it isn't a requirement, our aim is to hire or have a many of our teachers have their Infant & Toddler certification and Special Needs training.

SUBSTITUTE TEACHERS

From time to time our staff will need to take a day or two for sickness or personal reasons. We maintain a list of substitutes, which we can call in case we need coverage.

All of our substitutes have been interviewed by the Manager and have a criminal record check performed before starting with us. We prefer to have substitutes that are fully certified and licensed, however we do accept substitutes who are currently enrolled in ECE and are completing their training. At the very minimum a substitute must have at least completed the Responsible Adult course for Childcare.

STUDENTS

From time to time, we will accept students seeking work experience or Early Childhood Education practicum students from colleges that contact us. We will introduce them to your child the first day they are scheduled to come into their classroom and ask them to provide us with a photo and brief writeup. We will post their photo and write up on your classroom Parent Board for all parents to view.

All students come with a cleared criminal record checks prior to attending.

VOLUNTEERS

Before a volunteer starts with us, the Manager and a Head Teacher will meet with them in order to go over our schedule and what areas they can and cannot assist in. This includes a criminal record search of all possible Volunteers. To ensure that security and is maintained, the number of volunteers and students will be limited.

- * Only full-time staff are allowed to help children with diapering or in the washroom and in the nap room.
- * New substitutes, students and volunteers are never left alone with a child or a group of children.