



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Child
Development
Practitioner

Trade Code: 620C

Development Date: 2003

<u>CONTENTS</u>	<u>PAGE</u>
Apprenticeship Program Summary/Guidelines	3
Competency Analysis Profile	5
Preface.....	9
Definitions	10
Important Directions for the Apprentice	12
Important Directions for the Sponsor/Employer and Supervisor/Trainer.....	12
Notice/Declaration for Collection of Personal Information.....	13
Roles and Responsibilities of the Apprentice, Sponsor/Employer, and Supervisor/Trainer	14
Skill Set Completion Form	16

SKILL SETS

U5900.0	Protect Self and Others	17
U5901.0	Practice and Promote Health	21
U5902.0	Perform Basic Daily Routines	25
U5903.0	Foster Relationships with Children	29
U5904.0	Plan Developmentally Appropriate Programs	32
U5905.0	Cultivate Family, Culture, and Social Relationships	37
U5906.0	Participate in a Team Environment with Families, Colleagues, Community, and Support Services	40
U5907.0	Practice Professionalism and Ethics and Develop Self.....	43
U5908.0	Perform Administrative and Organizational Duties	46
Apprentice Record.....		49
Apprentice Completion Form.....		52

APPRENTICESHIP PROGRAM SUMMARY/GUIDELINES

1. **Program Definition:** A **Child Development Practitioner** is defined as a person who:
- plans and leads age-appropriate programs for children that facilitate physical, social, emotional, and cognitive growth.
 - works in childcare centres or facilities and preschool sections of hospitals and schools.

Child Development Practitioner is an approved apprenticeship program for the purposes of the *Apprenticeship and Certification Act, 1998 (ACA)*.

2. **Program Guidelines**

- **On-the-Job Training Duration (*for apprentices*)**
The Industry Committee has identified **5280** hours as the duration generally necessary for any apprentice to become competent in the skills required. There may be individual circumstances in which the duration varies from this guideline.
- **In-School Training Duration**
The Industry Committee has identified **720** hours of in-school training as the duration generally necessary for an apprentice to complete the in-school curriculum for this program, except where an apprentice has been exempted from any level of that curriculum.
- **Ratio**
The Industry Committee has identified a journey person-to-apprentice ratio of one journey person or individual who is deemed equivalent to a journey person status to one apprentice as the ratio generally necessary for an apprentice to be properly trained on the job in this program. There may be individual circumstances in which the ratio varies from this guideline.

3. Program Requirements

- **Restricted Skill Sets**

This program does not contain any restricted skill sets as per Ontario Regulation 565/99, Restricted Skill Sets. Therefore, an individual is not required to be a registered apprentice or possess certification in order to perform skills contained in the program.

- **Academic Standard**

The Industry Committee has identified the minimum academic standard for entry to this program as completion of Grade 12 or ministry-approved equivalent.

(See ACA Policy 102, Confirming Academic Requirements.)

- **Eligibility for Program Completion (*for Apprentices*)**

The apprentice must:

- achieve competency in all mandatory (unshaded) skills as identified in the Training Standard or Schedule of Training;
- complete the in-school training as outlined in the industry and ministry-approved Curriculum Standard.

(See ACA Policy 309, Completion of an Apprenticeship Program.)

- **Other Resources**

Complete program requirements, policies, and standards can be obtained by referring to the following resources:

- *Apprenticeship and Certification Act, 1998 (ACA)*
- ACA General Regulation 573/99
- ACA Exemption Regulation 566/99
- Program-specific Apprenticeship Training Standards or Schedules of Training
- ACA Program and Policy Manual

- **Other Required Certification**

N/A

- **Academic Background**

Industry has identified relevant secondary-school course(s) likely to increase an individual's chances of success if completed before program entry. For details, see the document Apprenticeship Subject Pathways.

COMPETENCY ANALYSIS PROFILE
Child Development Practitioner – 620C

(All unshaded skill sets must be demonstrated/completed)

SKILL SETS

SKILLS

PROTECT SELF AND OTHERS U5900.0	Set up and maintain a safe environment U5900.01	Plan and implement emergency procedures U5900.02	Maintain playground safety U5900.03	Anticipate and eliminate hazards U5900.04	Label hazardous materials and medicines and store them safely U5900.05
	Label and store drink and food items U5900.06	Guide children’s behaviour that is injurious to self, others, or property U5900.07	Identify and report signs and symptoms of physical, sexual, or emotional abuse U5900.08	Maintain First Aid and Infant CPR certification U5900.09	Administer basic first aid and ensure access to first-aid kit and manual U5900.10
	Model safety practices to children U5900.11	Protect children U5900.12			
PRACTICE AND PROMOTE HEALTH U5901.0	Provide a safe, secure, and harmonious environment U5901.01	Practice and model good hygiene U5901.02	Check children’s records on enrolment U5901.03	Promote nutritional health U5901.04	Label and store the individual child’s drink and food items U5901.05
	Serve meals and snacks U5901.06	Model a positive attitude towards food, eating habits, and etiquette U5901.07	Protect against food allergies and intolerances U5901.08	Protect children who have allergies U5901.09	Promote and ensure personal hygiene U5901.10
	Promote physical fitness U5901.11	Recognize signs and symptoms of ill health/ communicable diseases U5901.12	Isolate children who are sick or contagious U5901.13	Record symptoms of ill health U5901.14	Respond to the needs of sick and injured children U5901.15

CHILD DEVELOPMENT PRACTITIONER

PERFORM BASIC DAILY ROUTINES U5902.0	Open and close the childcare centre's facilities	Greet children and their families	Maintain daily attendance records	Design and implement daily program routines	Communicate changes to the daily schedule
	U5902.01	U5902.02	U5902.03	U5902.04	U5902.05
	Carry out toilet/diaper routines safely	Feed infants safely	Perform laundry duties	Maintain a clean playground and playroom environment	Plan and prepare field trips and special events
	U5902.06	U5902.07	U5902.08	U5902.09	U5902.10
	Prepare children for playing outdoors	Organize a cloakroom routine	Monitor children during indoor and outdoor activities	Support children with homework	
	U5902.11	U5902.12	U5902.13	U5902.14	
FOSTER RELATIONSHIPS WITH CHILDREN U5903.0	Communicate effectively with the children	Demonstrate sensitive care of children's needs and concerns	Promote the children's independence and problem-solving skills	Build a sense of belonging and confidence	Model mutual respect, love, humility, kindness, courage, honesty, and caring
	U5903.01	U5903.02	U5903.03	U5903.04	U5903.05
	Nurture children's individuality	Encourage creative expression	Support all children	Promote and enhance children's self-management abilities	Assist children in understanding and dealing with the consequences of their behaviour
	U5903.06	U5903.07	U5903.08	U5903.09	U5903.10
PLAN DEVELOP-MENTALLY APPROPRIATE PROGRAMS U5904.0	Determine children's skills, abilities, and interests	Assess children's strengths, areas of challenge, and areas of emerging skills and interest	Ensure the confidentiality of children's records and data	Identify children's developmental level	Design and implement an inclusive program
	U5904.01	U5904.02	U5904.03	U5904.04	U5904.05
	Facilitate planned and spontaneous experiences	Monitor children's progress	Evaluate the program plan	Revise the program plan and implement changes	Implement Individual Program Plans (IPPs) for children with exceptionalities
	U5904.06	U5904.07	U5904.08	U5904.09	U5904.10

CHILD DEVELOPMENT PRACTITIONER

	Facilitate the physical, social, emotional, cognitive, and language development of children U5904.11	Develop and implement an infant care program U5904.12	Provide for infants' and toddlers' social, emotional, intellectual, and physical stimulation U5904.13	Facilitate the transition from one age group to the next U5904.14	Design and implement indoor and outdoor activities U5904.15
	Provide early learning opportunities U5904.16				
CULTIVATE FAMILY, CULTURE, AND SOCIAL RELATIONSHIPS U5905.0	Communicate effectively with clients U5905.01	Demonstrate fairness according to the Ontario <i>Human Rights Code</i> and the centre's policies U5905.02	Create an open door environment U5905.03	Support the development and learning of individual children U5905.04	Promote an environment of mutual respect U5905.05
	Respond sensitively and appropriately to families U5905.06	Build a supportive environment for families U5905.07	Inform the families of the children's growth and progress U5905.08	Assist families U5905.09	Advocate for children and families U5905.10
PARTICIPATE IN A TEAM ENVIRONMENT WITH FAMILIES, COLLEAGUES, COMMUNITY, AND SUPPORT SERVICES U5906.0	Communicate effectively with the team U5906.01	Promote and enhance team relationships U5906.02	Build effective working relationships U5906.03	Assist in new staff orientation U5906.04	Provide support to co-worker/team teacher U5906.05
	Apply conflict-resolution strategies in all relationships U5906.06				
PRACTICE PROFESSIONALISM AND ETHICS AND DEVELOP SELF U5907.0	Act in accordance with ethical and professional standards U5907.01	Practice professional conduct in the workplace and community U5907.02	Maintain a professional attitude U5907.03	Evaluate own performance U5907.04	Create a personal plan for professional development U5907.05

CHILD DEVELOPMENT PRACTITIONER

	Participate in staff training and educational programs U5907.06	Keep current with the profession U5907.07	Stay abreast of the <i>Day Nurseries Act</i> and all pertinent legislation, policies, and procedures U5907.08	Develop analytical and objective perception skills U5907.09	
PERFORM ADMINISTRATIVE AND ORGANIZATIONAL DUTIES U5908.0	Maintain accurate records U5908.01	Operate and maintain the centre's equipment U5908.02	Maintain inventory U5908.03	Adhere to budgetary restrictions U5908.04	Plan and prepare communication boards U5908.05
	Promote public awareness of the childcare centre U5908.06				

PREFACE

This training standard was developed by the Workplace Training Branch of the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committees and in consultation with representatives from the industry. This document is intended to be used by the apprentice, supervisor/trainer, and sponsor/employer as a “blueprint” for training and as a prerequisite for completion and certification.

This training document becomes the apprentice’s only record of workplace training performance.

The supervisor/trainer and apprentice are required to sign off on and date the skills following each successful acquisition, unless a skill is shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off on the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence in the skill. This training standard has been developed specifically for documenting the apprentice’s acquisition of skills of the trade.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College’s website (www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: www.collegeoftrades.ca/about/legislation-and-regulations.

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998.

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competency Analysis Profile

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

General Performance Objective (On-the-Job Skill Set)

Describes a set of skills that includes all performance objectives under that skill set.

Industry Committee (IC) – Under the ACA and Provincial Advisory Committee (PAC) Under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyman or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation, or craft as attested to by a provincial or territorial authority.

Mandatory

Status assigned to unshaded individual skills, skill sets, or general performance objectives that must be signed off on for the apprentice to complete the program.

Optional

Status assigned to shaded individual skills, skills sets, or general performance objectives for which sign-off is not required for the apprentice to complete the program but that may be tested on an examination for certification.

Sign-Off

Signature of the sponsor/employer of record, or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice’s achievement of competence.

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Set

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective).

Skill Set Completion Form

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

A person who has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation, or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. For sponsors/employers to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes that have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) as being required for the trade.

Supervisor

An individual who oversees the execution of a task or oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements that describe how well an apprentice must perform each skill in order to become competent. By using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS

For the Apprentice

1. All complete skills or skill sets must be signed and dated by both the apprentice and the sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
 - change of sponsor/employer address
 - change of apprentice name or address
 - transfer to a new sponsor/employer
3. The Skill Set Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfilment of all terms of a Contract of Apprenticeship/Training Agreement.
4. The Apprentice Completion Form with the Completed and Authorized Training Standard must be presented to the local Apprenticeship Client Services Unit.

For the Sponsor/Employer and Supervisor/Trainer

The Training Standard identifies skills required for this trade/occupation and its related training program.

This Training Standard has been written in concise statements that describe how an apprentice must perform each skill in order to become competent. Competence means being able to perform the task to the required standard.

By using this Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/trainers and apprentices are required to sign off on and date the skills following each successful acquisition.

Sponsors/employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

**ROLES AND RESPONSIBILITIES OF THE APPRENTICE, SPONSOR/EMPLOYER,
AND SUPERVISOR/TRAINER**

Apprentice “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of, or has access to, a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done, then show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

Note on sign offs, shaded performance objectives and skills:

- By signing off the skill the trainer and apprentice are indicating that the apprentice has demonstrated successful acquisition of that skill at that date. The trainer may not be held responsible if, at a future date, the apprentice does not successfully repeat the acquired skill. Training Standards were developed specifically for documenting the apprentice's/ trainee's acquisition of skills.
- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship.
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

SKILL SET COMPLETION FORM

SKILL SETS	TITLE	SIGNING AUTHORITY
U5900.0	PROTECT SELF AND OTHERS	
U5901.0	PRACTICE AND PROMOTE HEALTH	
U5902.0	PERFORM BASIC DAILY ROUTINES	
U5903.0	FOSTER RELATIONSHIPS WITH CHILDREN	
U5904.0	PLAN DEVELOPMENTALLY APPROPRIATE PROGRAMS	
U5905.0	CULTIVATE FAMILY, CULTURE, AND SOCIAL RELATIONSHIPS	
U5906.0	PARTICIPATE IN A TEAM ENVIRONMENT WITH FAMILIES, COLLEAGUES, COMMUNITY, AND SUPPORT SERVICES	
U5907.0	PRACTICE PROFESSIONALISM AND ETHICS AND DEVELOP SELF	
U5908.0	PERFORM ADMINISTRATIVE AND ORGANIZATIONAL DUTIES	

U5900.0 PROTECT SELF AND OTHERS

GENERAL PERFORMANCE OBJECTIVE

Protect self and others by setting up and maintaining a safe environment; planning and implementing emergency procedures; maintaining playground safety; anticipating and eliminating hazards; labelling hazardous materials and medicines and storing them safely; labelling and storing drink and food items; guiding children’s behaviour that is injurious to self, others, or property; identifying and reporting signs and symptoms of physical, sexual, or emotional abuse; maintaining First Aid and Infant CPR certification; administering basic first aid and ensuring access to the first-aid kit and manual; modelling safety practices to children; and protecting children.

PERFORMANCE OBJECTIVES

SKILLS

U5900.01 Set up and maintain a safe environment by ensuring barrier-free pathways and access according to fire legislation, the childcare centre’s policy, environmental rating scales, and all appropriate legislation.

Date Completed

Apprentice

Supervisor/Trainer

U5900.02 Plan and implement emergency procedures by practising fire drills and developing an evacuation plan according to the childcare centre’s policies and procedures, the *Day Nurseries Act*, and all appropriate legislation.

Date Completed

Apprentice

Supervisor/Trainer

U5900.0 PROTECT SELF AND OTHERS (cont.)

U5900.03 Maintain playground safety by performing daily/monthly/seasonal inspections according to the standards of the Canadian Standards Association and legislation of the Ministry of Community and Social Services (MCSS).

Date Completed

Apprentice

Supervisor/Trainer

U5900.04 Anticipate and eliminate hazards by performing regular preventative inspections of toys, equipment, and furnishings, and by taking action according to the procedures of the *Day Nurseries Act* and the childcare centre’s policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5900.05 Label hazardous materials and medicines and store them safely by keeping materials out of reach or under lock and key according to the standards of the *Day Nurseries Act* and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5900.06 Label and store drink and food items to ensure safety and prevent contamination according to the guidelines of the *Day Nurseries Act* and municipal legislation.

Date Completed

Apprentice

Supervisor/Trainer

U5900.0 PROTECT SELF AND OTHERS (cont.)

U5900.07 Guide children’s behaviour that is injurious to self, others, or property in a developmentally appropriate manner while respecting the children’s need for privacy, according to the *Day Nurseries Act*, the *Child and Family Services Act*, and the childcare centre’s policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5900.08 Identify and report signs and symptoms of physical, sexual, or emotional abuse by observing and documenting physical and behavioural indicators in accordance with the *Day Nurseries Act*, the *Child and Family Services Act*, and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5900.09 Maintain First Aid and Infant CPR certification by obtaining and recertifying personal certification from certified instructors so that First Aid and Infant CPR can be administered safely and effectively in accordance with the *Day Nurseries Act* and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5900.0 PROTECT SELF AND OTHERS (cont.)

U5900.10 Administer basic first aid and ensure access to first-aid kit and manual in accordance with the *Day Nurseries Act* and the childcare centre's policies.

Date Completed

Apprentice

Supervisor/Trainer

U5900.11 Model safety practices to children by demonstrating safety measures according to the *Day Nurseries Act* and the childcare centre's policies.

Date Completed

Apprentice

Supervisor/Trainer

U5900.12 Protect children by releasing children only to authorized custodial parents or designates according to the *Day Nurseries Act* and the childcare centre's policies.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5901.0 PRACTICE AND PROMOTE HEALTH

GENERAL PERFORMANCE OBJECTIVE

Practice and promote health by providing a safe, secure, and harmonious environment; practicing and modelling good hygiene; checking children’s records on enrolment; promoting nutritional health; labelling and storing the individual children’s drink and food items; serving meals and snacks; modelling a positive attitude towards food, eating habits, and etiquette; protecting against food allergies and intolerances; protecting children who have allergies; promoting and ensuring personal hygiene; promoting physical fitness; recognizing signs and symptoms of ill health/communicable diseases; isolating children who are sick or contagious; recording symptoms of ill health; and responding to the needs of sick and injured children.

PERFORMANCE OBJECTIVES

SKILLS

U5901.01 Provide a safe, secure, and harmonious environment by adhering to the childcare centre’s philosophy and objectives; attentively listening to children; giving positive reinforcement; and providing sensitive and responsive care.

Date Completed

Apprentice

Supervisor/Trainer

U5901.02 Practice and model good hygiene by following the childcare centre’s sanitary practices/control checklist according to the *Day Nurseries Act* and the Universal Precautions developed by the Ministry of Health.

Date Completed

Apprentice

Supervisor/Trainer

U5901.03 Check children’s records on enrolment for any dietary restrictions, allergies, and medical conditions, and ensure that pertinent information is posted according to the childcare centre’s policies and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5901.0 PRACTICE AND PROMOTE HEALTH (cont.)

U5901.04 Promote nutritional health by planning menus in accordance with the *Canada Food Guide to Healthy Eating* and the cultural/religious dietary restrictions of children and staff.

Date Completed

Apprentice

Supervisor/Trainer

U5901.05 Label and store the individual children’s drink and food items to ensure that children receive safe and correct nourishment according to the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5901.06 Serve meals and snacks by following the daily schedule as set by the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5901.07 Model a positive attitude towards food, eating habits, and etiquette by eating a variety of foods with the children while providing information on the nutritional value and the cultural/religious views of food.

Date Completed

Apprentice

Supervisor/Trainer

U5901.0 PRACTICE AND PROMOTE HEALTH (cont.)

U5901.08 Protect against food allergies and intolerances by recommending changes and alternatives to menus; checking that staff and cooks take precautions for food allergies; and posting menu changes according to health and safety regulations and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5901.09 Protect children who have allergies by ensuring that all allergies are listed and that the list is posted in designated areas and maintained; and distancing children from the allergic source according to the *Day Nurseries Act*, all appropriate legislation, and the childcare centre’s policy.

Date Completed

Apprentice

Supervisor/Trainer

U5901.10 Promote and ensure personal hygiene among the children by teaching recommended dental hygiene practices; washing hands and faces; and implementing bathroom routines according to local health regulations, the *Day Nurseries Act*, and the childcare centre’s policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5901.11 Promote physical fitness by designing and implementing exercise programs consistent with the age and requirements of the children in accordance with the *Day Nurseries Act* and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5901.0 PRACTICE AND PROMOTE HEALTH (cont.)

U5901.12 Recognize signs and symptoms of ill health/communicable diseases by observing signs and symptoms of ill health/diseases; taking temperatures; and referring to a recognized up-to-date manual or material according to the childcare centre's policies.

Date Completed

Apprentice

Supervisor/Trainer

U5901.13 Isolate children who are sick or contagious and notify families in accordance with the childcare centre's policy and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5901.14 Record symptoms of ill health and report pertinent childhood illnesses to the health unit according to the *Health Disciplines Act* and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5901.15 Respond to the needs of sick and injured children by administering basic first aid; documenting and reporting as required; informing the designated emergency contact; and following the proper medical procedures as stipulated in the childcare centre's policy.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5902.0 PERFORM BASIC DAILY ROUTINES

GENERAL PERFORMANCE OBJECTIVE

Perform basic daily routines by opening and closing the childcare centre's facilities; greeting the children and families; maintaining daily attendance records; designing and implementing daily program routines; communicating changes to the daily schedule; carrying out toilet/diaper routines safely; feeding infants; performing laundry duties; maintaining a clean playground and playroom environment; planning and preparing field trips and special events; preparing the children for playing outdoors; organizing a cloakroom routine; monitoring children during indoor and outdoor activities; and supporting children with homework.

PERFORMANCE OBJECTIVES

SKILLS

U5902.01 **Open and close the childcare centre's facilities** by inspecting the premises and reporting any anomalies to the proper authorities according to the centre's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5902.02 **Greet children and families** in a welcoming manner according to the childcare centre's policies.

Date Completed

Apprentice

Supervisor/Trainer

U5902.0 PERFORM BASIC DAILY ROUTINES (cont.)

U5902.03 Maintain daily attendance records by ensuring sign-in and sign-out according to the childcare centre’s policies and procedures and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5902.04 Design and implement daily program routines including snack/meal periods; rest or sleep periods; indoor/outdoor play periods; washroom routines; and health and sanitary routines according to the childcare centre’s policies and procedures and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5902.05 Communicate changes to the daily schedule by posting and sharing the schedule with families and co-workers according to the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5902.06 Carry out toilet/diaper routines safely to provide for the health and well-being of the child by ensuring that the child is physically secure throughout the entire routine and positively interacting with the child (e.g., singing and talking to him or her while diapering) in compliance with the childcare centre’s policies and procedures and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5902.0 PERFORM BASIC DAILY ROUTINES (cont.)

U5902.07 Feed infants safely to provide for their health and well-being by ensuring that they feel physically and emotionally secure; holding the infants; and positively interacting with the infants in compliance with the childcare centre’s policies and procedures and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5902.08 Perform laundry duties by sorting soiled items, laundering items and folding, and returning clean items to appropriate areas or shelves in accordance with the childcare centre’s procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5902.09 Maintain a clean playground and playroom environment by performing daily checks and by cleaning and disinfecting toys, equipment, and furnishings according to the childcare centre’s policies and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5902.10 Plan and prepare field trips and special events by involving families; ensuring appropriate consent; arranging transportation to and from the centre; and following all safety precautions while on the field trip according to the childcare centre’s policies and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5902.0 PERFORM BASIC DAILY ROUTINES (cont.)

U5902.11 Prepare the children for playing outdoors by modelling appropriate dress and ensuring that the children are dressed for the weather (e.g. sunscreen, hats, mittens) according to public health guidelines and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5902.12 Organize a cloakroom routine to ensure a smooth transition from indoor/outdoor activity while promoting the children’s independence and self-help skills according to the childcare centre’s policy.

Date Completed

Apprentice

Supervisor/Trainer

U5902.13 Monitor children during indoor and outdoor activities by moving about the play area; observing and actively listening to the children; and participating in their games so that they feel secure, happy, and safe.

Date Completed

Apprentice

Supervisor/Trainer

U5902.14 Support children with homework according to the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5903.0 FOSTER RELATIONSHIPS WITH CHILDREN

GENERAL PERFORMANCE OBJECTIVE

Foster relationships with children by communicating effectively with the children; demonstrating sensitive care of the children's needs and concerns; promoting the children's independence and problem-solving skills; building a sense of belonging and confidence; modelling mutual respect, love, humility, kindness, courage, honesty, and caring; nurturing children's individuality; encouraging creative expression; supporting all children; promoting and enhancing the children's self-management; and assisting the children in understanding and dealing with the consequences of their behaviour.

PERFORMANCE OBJECTIVES

SKILLS

U5903.01 Communicate effectively with the children by actively listening; observing for verbal and non-verbal communication cues; responding in a positive and sensitive manner; and using appropriate language according to the children's developmental ability and situation.

Date Completed

Apprentice

Supervisor/Trainer

U5903.02 Demonstrate sensitive care of the children's needs and concerns throughout all interactions by placing oneself at the children's physical level; encouraging the children to express needs and concerns; listening attentively; being available to the children; providing comfort; staying physically close to the children while respecting their personal space; and responding by using positive terms and facial gestures.

Date Completed

Apprentice

Supervisor/Trainer

U5903.0 FOSTER RELATIONSHIPS WITH CHILDREN (cont.)

U5903.03 Promote the children’s independence and problem-solving skills by assessing the situation and responding appropriately; helping the children to find their own solution by labelling feelings and verbally identifying the situation for the children; and recognizing opportunities when the children should be given time to resolve their own conflicts.

Date Completed

Apprentice

Supervisor/Trainer

U5903.04 Build a sense of belonging and confidence by modelling respect and politeness to the children; helping the children to show respect for one another and their possessions; and asking permission to use children’s personal belongings.

Date Completed

Apprentice

Supervisor/Trainer

U5903.05 Model mutual respect, love, humility, kindness, courage, honesty, and caring by supporting these behaviours; demonstrating respect for the children’s feelings and individual characteristics; being sensitive at all times; and respecting every child’s need for privacy.

Date Completed

Apprentice

Supervisor/Trainer

U5903.06 Nurture children’s individuality by recognizing and acknowledging individual gifts and talents and ensuring that the children are secure and content.

Date Completed

Apprentice

Supervisor/Trainer

U5903.0 FOSTER RELATIONSHIPS WITH CHILDREN (cont.)

U5903.07 Encourage creative expression by singing; dancing; using visual art, music, movement, and drama; and incorporating community resources (e.g. singers, dancers, storytellers) into program activities.

Date Completed

Apprentice

Supervisor/Trainer

U5903.08 Support all children by setting developmentally appropriate limits and expectations that offer choice and respect for the individual child.

Date Completed

Apprentice

Supervisor/Trainer

U5903.09 Promote and enhance children’s self-management abilities by using a variety of positive guidance techniques including sensitive interventions, conflict resolution, positive reinforcement, and redirection.

Date Completed

Apprentice

Supervisor/Trainer

U5903.10 Assist children in understanding and dealing with the consequences of their behaviour by providing ways to express needs, wants, and emotions constructively according to the childcare centre’s behaviour guidance policy, the *Day Nurseries Act*, and the *Child and Family Services Act*.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5904.0 PLAN DEVELOPMENTALLY APPROPRIATE PROGRAMS

GENERAL PERFORMANCE OBJECTIVE

Plan developmentally appropriate programs by determining children’s skills, abilities, and interests; assessing children’s strengths, areas of challenge, and areas of emerging skills and interest; ensuring the confidentiality of children’s records and data; identifying children’s developmental level; designing and implementing an inclusive program; facilitating planned and spontaneous experiences; monitoring children’s progress; evaluating the program plan; revising the program plan and implementing changes; implementing Individual Program Plans (IPPs) for children with exceptionalities; facilitating the physical, social, emotional, cognitive, and language development of the children; developing and implementing an infant care program; providing for infants’ and toddlers’ social, emotional, intellectual, and physical stimulation; facilitating the transition from one age group to the next; designing and implementing indoor and outdoor activities; and providing early learning opportunities.

PERFORMANCE OBJECTIVES

SKILLS

U5904.01 Determine children’s skills, abilities, and interests by using a variety of observational techniques such as maintaining a running record and an anecdotal record and gathering information from children, families, and staff.

Date Completed

Apprentice

Supervisor/Trainer

U5904.02 Assess children’s strengths, areas of challenge, and areas of emerging skills and interest by completing a valid and reliable developmental checklist in accordance with the childcare centre’s policy and municipal regulations as applicable.

Date Completed

Apprentice

Supervisor/Trainer

U5904.0 PLAN DEVELOPMENTALLY APPROPRIATE PROGRAMS (cont.)

U5904.03 **Ensure the confidentiality of children’s records and data** by not sharing confidential information and ensuring that records are filed properly and under lock and key in accordance with the Ontario *Human Rights Code* and the childcare centre’s policy.

Date Completed

Apprentice

Supervisor/Trainer

U5904.04 **Identify children’s developmental level** by observing children’s physical, cognitive, language, social, and emotional levels and summarizing and analyzing observations by applying child-development theories.

Date Completed

Apprentice

Supervisor/Trainer

U5904.05 **Design and implement an inclusive program** that will effectively meet the emerging skills and interests of all children by taking into account both individual and group needs and by consulting relevant new research, literature, and other resources in accordance with the childcare centre’s program guidelines, the *Day Nurseries Act*, and the *Child and Family Services Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5904.06 **Facilitate planned and spontaneous experiences** by observing and following the children’s lead.

Date Completed

Apprentice

Supervisor/Trainer

U5904.0 PLAN DEVELOPMENTALLY APPROPRIATE PROGRAMS (cont.)

U5904.07 Monitor children’s progress by observing and analysing their performance in light of their development and the identified program plan’s goals and objectives according to the childcare centre’s philosophy.

Date Completed

Apprentice

Supervisor/Trainer

U5904.08 Evaluate the program plan by identifying strengths and areas for improvement; consulting with co-workers, families, children, and community resources; and reading evaluation documentation in accordance with the childcare centre’s policies, the *Child and Family Services Act*, and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5904.09 Revise the program plan and implement changes so that programs successfully meet the needs of all children and promote their development in accordance with the *Day Nurseries Act*, the *Child and Family Services Act*, and the *Ontario Human Rights Code*.

Date Completed

Apprentice

Supervisor/Trainer

U5904.10 Implement Individual Program Plans (IPPs) for children with exceptionalities to ensure inclusion by observing the children; consulting with family, staff, and other resource people; assessing the children’s developmental strengths, needs, and interests; developing the plan by setting long-term goals and short-term objectives; and ensuring that necessary adaptations (i.e., environment, equipment, materials, etc.) are made while maintaining documentation on the children’s progress.

Date Completed

Apprentice

Supervisor/Trainer

U5904.0 PLAN DEVELOPMENTALLY APPROPRIATE PROGRAMS (cont.)

U5904.11 Facilitate the physical, social, emotional, cognitive, and language development of the children by modelling, identifying, and reinforcing emerging skills; by using play; and by providing developmentally appropriate tools and materials in accordance with the *Day Nurseries Act* and the childcare centre’s program plan.

Date Completed

Apprentice

Supervisor/Trainer

U5904.12 Develop and implement an infant care program by regularly assessing individual infants’ needs; developing an individual timetable for sleeping, feeding, and diapering; and monitoring and adapting the program as necessary to ensure the preservation of a warm, nurturing atmosphere in accordance with the *Day Nurseries Act* and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5904.13 Provide for infants’ and toddlers’ social, emotional, intellectual, and physical stimulation by nurturing and playing with the children and scheduling group times in accordance with the *Day Nurseries Act* and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5904.14 Facilitate the transition from one age group to the next by assessing the developmental and age level of the children; communicating orally and in writing with families and appropriate staff; and preparing and advancing children according to the centre’s policies and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5904.0 PLAN DEVELOPMENTALLY APPROPRIATE PROGRAMS (cont.)

U5904.15 Design and implement indoor and outdoor activities that enhance the developmental skills of all children by setting up stimulating environments that allow for active and quiet play, including sensory learning experiences, programs that use fine and gross motor skills, and creative movement in accordance with the *Day Nurseries Act* and the childcare centre’s policies.

Date Completed Apprentice Supervisor/Trainer

U5904.16 Provide early learning opportunities by planning and implementing creative and participatory activities such as singing, using finger play, reading, and telling stories, ensuring that all activities are culturally and developmentally appropriate and in accordance with the *Day Nurseries Act* and the childcare centre’s program plan.

Date Completed Apprentice Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5905.0 CULTIVATE FAMILY, CULTURE, AND SOCIAL RELATIONSHIPS

GENERAL PERFORMANCE OBJECTIVE

Cultivate family, culture, and social relationships by communicating effectively with clients; demonstrating fairness according to the Ontario *Human Rights Code* and the centre’s policies; creating an open door environment; supporting the development and learning of individual children; promoting an environment of mutual respect; responding sensitively and appropriately to families; building a supportive environment for families; informing the family of the children’s growth and progress; assisting families; and advocating for children and families.

PERFORMANCE OBJECTIVES

SKILLS

U5905.01 Communicate effectively with clients by ensuring that oral and written communication is comprehensive, concise, factual, objective, and timely; and by using tact, diplomacy, and empathy.

Date Completed

Apprentice

Supervisor/Trainer

U5905.02 Demonstrate fairness according to the Ontario *Human Rights Code* and the centre’s policies by recognizing the needs of the parents, the children, and the family unit; listening; discussing the families’ needs and the children’s progress; and organizing open houses and parent-teacher interviews.

Date Completed

Apprentice

Supervisor/Trainer

U5905.0 CULTIVATE FAMILY, CULTURE, AND SOCIAL RELATIONSHIPS (cont.)

U5905.03 Create an open door environment by welcoming visitors at any time; modelling open and friendly behaviour; having information readily available; and conveying accurate information to visitors according to the childcare centre’s policies.

 Date Completed

 Apprentice

 Supervisor/Trainer

U5905.04 Support the development and learning of individual children within the context of their family, culture, and society by recognizing and expressing the value of diversity and commonality that exists among individuals; and by incorporating materials that reflect diversity into everyday activities, menu planning, and social interactions.

 Date Completed

 Apprentice

 Supervisor/Trainer

U5905.05 Promote an environment of mutual respect by modelling and encouraging interaction among all children; organizing group activities; and teaching children how to listen to and respect one another.

 Date Completed

 Apprentice

 Supervisor/Trainer

U5905.06 Respond sensitively and appropriately to families by including family participation in the children’s activities; planning programs that include families; encouraging parents to give input and share experiences; and respecting cultural and social diversity, according to the childcare centre’s policies.

 Date Completed

 Apprentice

 Supervisor/Trainer

U5905.0 CULTIVATE FAMILY, CULTURE, AND SOCIAL RELATIONSHIPS (cont.)

U5905.07 Build a supportive environment for families by acknowledging and responding to family concerns; modelling non-judgemental behaviour, tone of voice, and facial expression; and providing positive conflict-resolution strategies according to the childcare centre’s policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5905.08 Inform the families of the children’s growth and progress by developing a consistent form of written and verbal communication to acknowledge the children’s successes while respecting the families’ confidentiality according to the Ontario *Human Rights Code* and the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5905.09 Assist families by providing ongoing communication and information; access to resources; and referral to support services; and by educating families by using resource materials.

Date Completed

Apprentice

Supervisor/Trainer

U5905.10 Advocate for children and families by remaining current on the resources available and the process for accessing services and providing information on appropriate support services.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5906.0 PARTICIPATE IN A TEAM ENVIRONMENT WITH FAMILIES, COLLEAGUES, COMMUNITY, AND SUPPORT SERVICES

GENERAL PERFORMANCE OBJECTIVE

Participate in a team environment with families, colleagues, community, and support services by communicating effectively with the team; promoting, and enhancing team relationships; building effective working relationships; assisting in new staff orientation; providing support to co-worker/team teacher; and applying conflict-resolution strategies in all relationships.

PERFORMANCE OBJECTIVES

SKILLS

U5906.01 Communicate effectively with the team by ensuring that written and verbal communication is comprehensible, concise, factual, objective, and timely.

Date Completed

Apprentice

Supervisor/Trainer

U5906.02 Promote and enhance team relationships by actively listening; observing verbal and non-verbal communication cues; demonstrating positive behaviour; and cooperating with team members according to the childcare centre's guidelines.

Date Completed

Apprentice

Supervisor/Trainer

U5906.0 PARTICIPATE IN A TEAM ENVIRONMENT WITH FAMILIES, COLLEAGUES, COMMUNITY, AND SUPPORT SERVICES (cont.)

U5906.03 Build effective working relationships by collaborating, consulting, participating in meetings, and demonstrating availability to the team as per the childcare centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5906.04 Assist in new staff orientation by familiarizing them with the childcare centre’s layout, policies, and procedures; introducing them to the children, families, and co-workers; and discussing staff duties and responsibilities in accordance with the centre’s policies.

Date Completed

Apprentice

Supervisor/Trainer

U5906.05 Provide support to co-worker/team teacher by maintaining open communication; mentoring others such as volunteers and high school students; demonstrating respect for the individual; ensuring that best practices are observed; and discussing differences and issues that affect the program delivery and working environment.

Date Completed

Apprentice

Supervisor/Trainer

U5906.0 PARTICIPATE IN A TEAM ENVIRONMENT WITH FAMILIES, COLLEAGUES, COMMUNITY, AND SUPPORT SERVICES (cont.)

U5906.06 Apply conflict-resolution strategies in all relationships by respecting and valuing others' opinions; acknowledging individual differences; and modelling and providing positive resolution strategies.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5907.0 PRACTICE PROFESSIONALISM AND ETHICS AND DEVELOP SELF

GENERAL PERFORMANCE OBJECTIVE

Practice professionalism and ethics and develop self by acting in accordance with ethical and professional standards; practising professional conduct in the workplace and community; maintaining a professional attitude; evaluating own performance; creating a personal plan for professional development; participating in staff training and educational programs; keeping current with the profession; staying abreast of the *Day Nurseries Act* and all pertinent legislation, policies, and procedures; and developing analytical and objective perception skills.

PERFORMANCE OBJECTIVES

SKILLS

U5907.01 Act in accordance with ethical and professional standards as developed by a recognized professional association (e.g., College of Early Childhood Educators)

Date Completed

Apprentice

Supervisor/Trainer

U5907.02 Practice professional conduct in the workplace and community by maintaining confidentiality; practising and observing a code of ethics; and using appropriate, sensitive, and inclusive language in accordance with the Ontario *Human Rights Code* and the childcare centre's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5907.0 PRACTICE PROFESSIONALISM, ETHICS AND DEVELOP SELF (cont.)

U5907.03 Maintain a professional attitude by acknowledging personal biases; separating personal viewpoints from professional perspectives; demonstrating a willingness to be open to others' feedback; and acknowledging others' viewpoints and guidance leading to personal reflection and change.

Date Completed

Apprentice

Supervisor/Trainer

U5907.04 Evaluate own performance by engaging in self-reflective practice; maintaining a journal or portfolio; and recognizing areas requiring development and growth.

Date Completed

Apprentice

Supervisor/Trainer

U5907.05 Create a personal plan for professional development by setting short-term objectives and long-term goals according to identified areas of interest and challenge.

Date Completed

Apprentice

Supervisor/Trainer

U5907.06 Participate in staff training and educational programs by identifying personal training needs; researching available resources; and actively participating in professional development workshops, conferences, and in-service as per the personal development plan.

Date Completed

Apprentice

Supervisor/Trainer

U5907.0 PRACTICE PROFESSIONALISM AND ETHICS AND DEVELOP SELF (cont.)

U5907.07 **Keep current with the profession** by utilizing new research, literature, and other resources as appropriate.

Date Completed

Apprentice

Supervisor/Trainer

U5907.08 **Stay abreast of the *Day Nurseries Act* and all pertinent legislation, policies, and procedures** by identifying the impact that changes to legislation, social policy, funding, and administrative practices have on the quality of programs.

Date Completed

Apprentice

Supervisor/Trainer

U5907.09 **Develop analytical and objective perception skills** and refine the ability to assess an environment by completing an environmental rating scale and implementing an action plan to high quality standards.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

U5908.0 PERFORM ADMINISTRATIVE AND ORGANIZATIONAL DUTIES

GENERAL PERFORMANCE OBJECTIVE

Perform administrative and organizational duties by maintaining accurate records; operating and maintaining the centre’s equipment; maintaining inventory; adhering to budgetary restrictions; planning and preparing communication boards; and promoting public awareness of the childcare centre.

PERFORMANCE OBJECTIVES

SKILLS

U5908.01 **Maintain accurate records** by writing daily reports; maintaining a daily log; writing accident and serious occurrence reports; maintaining child attendance records; and ensuring that all reports are accountable in accordance with the policies and procedures of the childcare centre and the *Day Nurseries Act*.

Date Completed

Apprentice

Supervisor/Trainer

U5908.02 **Operate and maintain the centre’s equipment** such as photocopier, fax, telephone, computer, and kitchen appliances by cleaning; storing; consulting manuals; performing basic maintenance; and contacting a qualified service person so that the equipment is used efficiently and safely in accordance with manufacturers’ specifications.

Date Completed

Apprentice

Supervisor/Trainer

U5908.0 PERFORM ADMINISTRATIVE AND ORGANIZATIONAL DUTIES (cont.)

U5908.03 **Maintain inventory** by informing the supervisor of the need for culturally and developmentally appropriate toys, equipment, and books so that all resources promote a safe and stimulating play environment in accordance with the Canadian Standards Association, the *Day Nurseries Act*, and the childcare centre's policies.

Date Completed

Apprentice

Supervisor/Trainer

U5908.04 **Adhere to budgetary restrictions** by planning and seeking approval for expenditures and providing a rationale for proposed expenditures according to the childcare centre's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5908.05 **Plan and prepare communication boards** for families, children, and staff by designing and using materials that are eye-catching, colourful, and appealing; placing the board at children's eye level; putting up information and literature that are up to date and of interest to families; and creating displays of children's art so that the board is a central focus for communicating, displaying creations, and sharing information.

Date Completed

Apprentice

Supervisor/Trainer

U5908.0 **PERFORM ADMINISTRATIVE AND ORGANIZATIONAL DUTIES (cont.)**

U5908.06 **Promote public awareness of the childcare centre** by developing a personal community resource network; participating in community events; conducting tours of the centre; providing timely responses to inquiries; and supporting fundraising events.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system.

For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
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SUMMARY OF TRAINING	
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Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

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Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

LEARNING OUTCOMES COMPLETION FORM

Date of Completion	Organization Name(s)	SIGNING AUTHORITY

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Client ID	

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed Yes () No () Not applicable ()
 (Proof to be provided)

Hours completed as
 Per Contract: Yes () No () Not applicable ()

SPONSOR/EMPLOYER INFORMATION	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

