



Douglas
College

EARLY CHILDHOOD EDUCATION
PROGRAM

FACULTY OF CHILD, FAMILY AND COMMUNITY STUDIES

PROSPECTIVE STUDENT INFORMATION BOOKLET

*“A child’s world is fresh and new and beautiful, full of wonder and excitement...
If a child is to keep alive his inborn sense of wonder...he needs the companionship
of at least one adult who can share it, rediscovering with him the joy, excitement
and mystery of the world we live in.”*

Rachel Carson

Revised: June 2010

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“The child has a hundred languages, a hundred hands, a hundred thoughts, a hundred ways of thinking, of playing, of speaking.”

Loris Malaguzzi

Getting to know us

Thank you for your interest in the Early Childhood Education (ECE) Program. We hope this booklet will help you confirm your interest in the field of ECE and will provide you with the information you need to make an informed decision. This booklet will also tell you about our admission and registration requirements and will guide you through the enrolment procedure of getting into the program. You can also check the Douglas College website: www.douglas.bc.ca for more detailed and up to date information about our ECE Program. For general information on the ECE Program contact: Sandra Mountain, ECE Instructional Facilitator, at 604-527-5136 or mountains@douglas.bc.ca

The Early Childhood Education Program

The Early Childhood Education Program prepares students to become qualified Early Childhood Education practitioners who contribute to the well-being of children, families and their community. The Program courses provide graduates with a Certificate or Diploma in Early Childhood Education or a Citation in Infant Toddler Care. We seek students who are caring individuals, who value and respect others, regardless of their differences, and who are eager to learn and grow. Our graduates are eligible to apply to the ECE Registry to receive a five-year renewable license to practice in British Columbia.

Program Description

We admit 30 full-time students each September and 15 part-time students in September and January. Part time students may also be admitted in May providing they have completed all of their admission requirements. Please be aware that the application deadline occurs much earlier in the year (April 1st for orientation sessions and full time enrolment. April 1st and October 1st for Part-time enrolment). Early registration and selection interviews take place in March.

The ECE Program is part of the Faculty of Child, Family and Community Studies (CFCS). Other programs in this Faculty include: Child and Youth Care Counsellor, Classroom and Community Support, Community Social Service Worker and Sign Language Interpretation. As a student, you will be primarily enrolled in courses specific to the field of ECE. However, you will occasionally be enrolled in courses with students from the above mentioned programs. CFCS courses are integrated in order for students to acquire an understanding of these related fields. The ECE Program includes both classroom-based studies and hands-on work experiences (practicum) in pre-approved early childhood centres. Learning occurs through lectures, workshops, small groups, guest speakers, independent study, field visits and practicums. The emphasis of the ECE Program is to promote active learning through play which respects the interests and competence of each child. We believe that by working collaboratively, children and adults co-construct knowledge as they explore rich, interesting and aesthetic environments. The ECE program instructors strive to model these approaches to working with children, through assignments and learning experiences that reflect these practices.

Graduates of the Douglas College Early Childhood Education Program entering the field of ECE will be able to:

- Observe, assess, plan for and guide the development of children, individually and in groups
- Co-construct learning experiences with children through active exploration of exciting environments and engage in on-going projects
- Ensure safety and monitor/promote health and nutrition
- Communicate and collaborate with children, families, community and colleagues
- Act and continue to develop professionally
- Manage the operation of a child care setting

“Play is as much the basis for the child’s future well-being as it is the foundation of his intellectual, social and physical development.”

Mashedor

Further Educational Opportunities.

Certificate graduates from accredited ECE Programs in BC can choose to complete their Diploma in ECE at Douglas College. Students must finish 25% of their diploma course work (16 credits) at Douglas College to meet the residency requirement.

Students with certificates from accredited ECE Programs can also choose to complete post-basic citations in either Infant/Toddler or Special Needs.

Students who have met their diploma requirements may return for an additional post-diploma citation by completing the remaining Infant/Toddler courses.

Douglas College graduates who wish to continue their education may transfer into 3rd year of a Bachelor of Arts degree in Child and Youth Care at:

- ✓ Douglas College
- ✓ University of the Fraser Valley
- ✓ Vancouver Island University
- ✓ University of Victoria

Diploma students are also eligible to apply for two years of transfer credit in the University of Calgary’s Bachelor of Community Rehabilitation and Disabilities Studies Program. www.crdcs.org

Diploma students may also apply to the Bachelor of Professional Arts: Human Services Major of Athabasca University; and the Bachelor of General Studies (Education) of Simon Fraser University educadv@sfu.ca or the Bachelor of Early Childhood Care and Education of Capilano University. www.capilanou.ca

Contact an Academic Advisor from the above listed institutions for details on transfer of credits and admission requirements. Douglas College has extensive transfer agreements with other public institutions in BC and may be able to accept courses already acquired at those institutions. To review the transfer arrangements available, please consult the BC Council on Admissions & Transfer at www.bccat.bc.ca.

Work Prospects

Certificate and Diploma graduates are eligible to work in provincially licensed preschool and child care settings once they become Registered Early Childhood Educators. Some graduates find work in preschool or group child care programs, while others open family child care centres. Job opportunities in the ECE field are good and increase with “Special Needs” and/or “Infant/Toddler” training. Salaries vary greatly depending on the child care setting and level of training, but range anywhere from \$14.00 to \$25.00 per hour.

Getting Credit for Work-Based and Informal Learning

Douglas College offers Prior Learning Assessment and Recognition (PLAR) for candidates who have gained knowledge and skills on the job or through volunteer experiences and/or community service. PLAR assesses what has been learned from those experiences and may be able to award credits for specific courses or for a program credential(s) such as a certificate, diploma or citation. Candidates may also receive non-credit recognition for license competency as an Early Childhood Educator in BC based on meeting provincial requirements. PLAR provides candidates an opportunity to earn college and/or professional credit while being able to continue to work. Applicants with three to five years of field experience with children aged three to five years and related training may inquire about PLAR for licence. Applicants with less field experience and some related training may apply to the part time program in order to challenge course credits within the program.

To find out more information or see if you qualify as a PLAR candidate please check with the PLAR Instructional facilitator at vincents@douglas.bc.ca /604-527-5589. Students will be required to bring transcripts and other documents for review in the PLAR process. Transfer students may register in CFCS 2390 to top up to six credits for specific courses.

*“What children acquire through active manipulation
of their environment is the ability to think.”
David Elkind*

Frequently Asked Questions

When is the deadline for applying to the ECE program?

Prospective students can apply as early as one year in advance for the program they plan to enroll in. Enrolment is limited and admission into the ECE program is contingent upon availability of seats, meeting all application requirements and applicant ranking as determined by an evaluation process. Applicants need to apply on the Douglas College website or by filling out an application form and submitting it to the Registrar's Office. **April 1st** is the deadline for the full-time program and **April 1st** and **October 1st** are the deadlines for the part-time program. Early registration is advised due to increased interest in the program. All applicants must attend a college information session and an orientation session for the ECE program. Students who are returning or transferring from other institutions to complete the Special Needs diploma or Infant Toddler Citation should apply by August 1 for September (fall) classes and December 1 for January (winter) courses. Post-basic students will: complete a work history form documenting their work history which includes references; provide proof of an Early Childhood Education training (license); attend and participate in a personal interview with the ECE Coordinator. Post-basic or transfer students are encouraged to apply as early as possible for review of their documentation.

What are the admission requirements for new students?

Applicants are encouraged to apply as early as possible to ensure that they are able to meet all their requirements by the appointed deadline.

- All applicants must be 18 years of age by December 31st.
- Applicants must have met the English requirement of English 12 with a 'C' or higher (see website: www.douglas.bc.ca/calendar/programs/pcfcsnp.html) and provide an official transcript.
- Complete 50 hours of volunteer/paid work experience with children and submit necessary paper work. [see Volunteer reference form, pp 15-18]
- Submit before or at the time of your interview, two reference letters from persons **who are not related to you or who did not complete your Volunteer Hours form.** All reference letters should attest the applicant's suitability for working with young children and their appropriateness for undertaking ECE studies.

When are the classes scheduled and how long does the program take to complete?

- Courses are held Monday through Friday, usually during daytime hours.
- Students take five or six courses each semester.
- Special seminars and part time courses may be held on Saturdays.
- Certificate work can be completed in three semesters and diplomas completed in four semesters.

- Full time students are guaranteed a seat in each course providing they meet any pre-requisite or co-requisite courses.
- Part time students register for individual courses.

What is the cost?

Please consult the Douglas College website for information on tuition found under “Becoming a Student” at <http://www.douglas.bc.ca/services/financial-aid.html> (Program Costs)

“The most effective kind of education is that a child should play amongst lovely things.”

Plato

With what age group will I be working?

The ECE Program focuses on children from birth to six years of age.

Why do I have to have 50 volunteer/work hours done as part of my admission requirements?

Prior to entering the ECE Program, applicants are required to complete 50 hours of experience with groups of young children. This requirement serves two purposes:

1. To help you assess whether or not working in the field of early childhood is what you really want to do.
2. To provide the ECE faculty with information regarding your personal suitability and potential for training in early childhood education, based on the written comments by the person who supervised you.

Where can I do my 50 hours?

Preferred settings for work experience with children include local:

- preschools
- daycares
- infant/toddler centres
- preschool recreation programs
- kindergartens
- child-minding programs
- Kindercare
- Out of School Care
- Strongstart programs

Check with your local Health Unit to obtain listings of programs in your area.

Experiences which **do not** meet entry requirements are:

- work with members of one's own family
- babysitting experience
- nanny experience

Volunteer or work reference hours must be documented within one year of a student's application to be considered current.

*** Please Note:** Individuals who have worked for one or more years in their own Family Child Care (FCC) setting, may document their experience by submitting:

1. A copy of their Family Child Care License or (in the case of "license not required" centres, their certificate of membership in the local Child Care Resource and Referral Program) **AND**
2. One letter of reference from a parent whose child is in their FCC centre.

What is a Practicum?

Practicums are part of the ECE students' course of study. Students are individually placed in child care centres and preschools for a block of time. They are given assignments to complete, they are expected to practice the knowledge and skills learned in other courses, they participate in a comprehensive evaluation, and they receive a "Mastery" or "Non-Mastery" grade at completion.

How long will it take to complete the ECE program?

Full-time students start the program in September and can complete their Diploma in two years. Full-time students can receive their basic certificate after three semesters (Fall, Winter, Fall). Part time students take three to four years to complete the certificate program.

Can I transfer my ECE Certificate from another approved post-secondary institution as a basis for completing an ECE Diploma at Douglas College?

Yes, students with ECE Certificates approved by the ECE Registry can transfer a maximum of 75% of their credits (approx. 45 credits) toward a Douglas College ECE Diploma.

Can I work in child care centres before completing my certificate?

Students who have been accepted in to the ECE Program and are taking courses each semester can be hired as an Assistant if they have completed the following specific courses: ECED 1100, 1122, 1200, 2300. Students enroll as part-time ECE students so that they can take their courses in the evening and work during the day. Many of our students work in the summer months in the ECE field and are encouraged to complete their English requirements during the summer months. Students who are contemplating going on to a degree program should enroll in ENGL 1130.

Are students considered Early Childhood Educators once they have graduated from the ECE Program?

ECE graduates must first register with the ECE Registry before being able to work as a licensed Early Childhood Educator.

Check the website www.mcf.gov.bc.ca/childcare/index.htm to find out what the requirements are to become registered. You can also contact the Registry office at 250-356-0429 (Victoria) or toll-free at 1-800-663-7867 and ask to be connected to the ECE Registry.

For More Information

Check out our website at www.douglas.bc.ca.

Areas of ECE interest include:

- Programs and Courses
- Department Sites
- General Admission Requirements
- Child, Family and Community Studies
- CFCS English Entrance and Exit Requirements

Attend one of the Early Childhood Education Information Sessions which are regularly scheduled throughout the year.

Check the website and click on “Information Sessions” to find out the dates and times.

If, after reading this booklet, you still have questions, feel free to contact:

- ECE Instructional Facilitator, Sandra Mountain at 604-527-5136 or mountains@douglas.bc.ca
- PLAR Facilitator, Susan Vincent 604-527-5589 or vincents@douglas.bc.ca
- ECE Program Coordinator, Kathleen Price at 604-527-5481 or pricek@douglas.bc.ca

Steps to Apply for the ECE Program:

The following overview is a list of steps that need to be completed in order to become a student in the ECE Program. Please note that it may take several months for you to meet all the requirements so we urge you to apply early.

Step One: Apply to the program by April 1st for September enrollment (full-time or part-time) or October 1st for January enrollment (part-time).

There may be an initial application fee.

* Applicants must be 18 year of age by December 31st or meet exemption.

* (See website or ECE Application Procedure information sheet)

Step Two: Complete and show evidence of 50 hours of supervised volunteer or work experience in a service that serves young children and families as specifically outlined in the volunteer reference form. The person who supervises you must fill out a form from the college and send it to the ECE Instructional Facilitator by the appropriate deadline.

NOTE: You can apply before your hours are finished, but the hours must be complete by the application deadline and submitted before an interview session can be scheduled.

Step Three: Unless you are exempt, you must complete the Writing Assessment. To find out if you are exempt check the College's website:

www.douglas.bc.ca/calendar/programs/pcfcsnp.html

If your assessment results indicate it, you may be required to take an upgrading course or courses before you may enter the program.

Step Four: Attend the ECE Program Orientation Session, which will be held in February/March, and April, as well as a Selection Interview.

Two reference letters are to be submitted at the time of the Orientation Session.

***The reference letters may not be written by the person who completes your Volunteer Verification Form or anyone related to you.**

Step Five: Based on successful completion of this selection process and on a priority admission process, seats will be offered in the program. If you are offered a seat, you must submit the following to the Registrar's Office by the appointed deadline:

- Criminal Record Search
- A completed Medical form and TB test result
- Tuition deposit

Step Six: Receive an acceptance letter from the Registrar's Office. Register in July for Fall semester courses and November for Winter semester courses.

For more detailed information, or to apply online, go to www.douglas.bc.ca.

**DOUGLAS COLLEGE
EARLY CHILDHOOD EDUCATION
FULL-TIME DIPLOMA PROGRAM**

Register for the following courses in the first semester:

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>CREDITS</u>
CFCS 1110	Introduction to Community	3
ECED 1100	Growth & Development: Infants & Toddlers (Introduction)	3
ECED 1121/ CFCS1160	Transforming Teaching: Observing & Documenting the Learning & Care of Infants & Toddlers	3
ECED 1122	Health, Safety & Nutrition in ECE Settings	1.5
CMNS 1110	Workplace Writing for Child, Family and Community Studies (or ENGL 1130 or equivalent course)* see website for requirements: www.douglas.bc.ca/calendar/programs/pcfcspn.html	3
	Total Credits	13.5

Register for the following courses in the second semester:

CFCS 1221	Wellness: Self & Professional Practice	1.5
ECED 1200	Growth & Development: Preschool Years	3
ECED 1211	Professional Growth & Communication	3
ECED 1220	Methods for Inclusive Play-Based Programs for Pre-School Children	3
ECED 1231	ECE Curriculum I	3
ECED 1282	ECE Practicum I	3.5
	Total Credits	17

Register for the following courses in the third semester:

ECED 2300	Growth & Development: Early School Years	3
ECED 2312	Perspectives on Families	1.5
ECED 2320	Methods for Inclusive Play-Based Programs for Young Children	3
ECED 2331	ECE Curriculum II	3
ECED 2382	ECE Practicum II	3.5
ECED/CFCS 2330	Change & Development: Families	1.5
	Total Credits	15.5

Register for the following courses in the fourth semester:

CFCS 2410	Advanced Issues: Reflection & Integration	3
ECED 2412	Administrative Skills for ECE Centres	3
ECED 2401	Advanced Growth & Development	3
ECED 2450	Inclusion in Early Childhood Settings	3
ECED 2483	Demonstration Laboratory: Special Needs Project Practicum	5
	Total Credits	17

* NOTE: Students must submit an official transcript of English 12 with a 'B' or higher (or equivalent exemption), or a Written English Assessment will be required before students can enroll in CMNS 1110. See website: www.douglas.bc.ca/calendar/programs/pcfcspn.html

“Children are capable, competent, curious, and creative. They are natural researchers as they question what they see, hypothesize solutions, predict outcomes, experiment, and reflect on their discoveries. Children are not passive, empty vessels waiting to be filled; rather, they are self-motivated learners actively seeking to understand the complex world in which they live. They are intrinsically motivated to learn and can be trusted as partners in curriculum development. Learning is therefore an ongoing, flexible, open-ended process wherein children construct their own understanding. Teaching is not telling; teaching is guiding discovery.”

Lynn Staley

Curtis, Deb and Margie Carter. 2000. *The Art of Awareness: How Observation can transform your teaching*. St. Paul, Minnesota: Redleaf Press. P.29

RECOMMENDED VOLUNTEER OR PAID WORK FOR THE EARLY CHILDHOOD EDUCATION PROGRAM

Students entering the ECE program are required to have completed at least 50 hours within the last two years of volunteer or paid experience in no more than two early childhood education settings. Upon completion of the 50 hours, the applicant must submit the Volunteer Hours Verification form to the ECE Instructional Facilitator to confirm completion of hours.

Please Note:

Individuals who have worked for one or more years in their own Family Child Care (FCC) setting, may document their experience by submitting:

a) *A copy of their Family Child Care License or (in the case of “license not required” centres) their certificate of membership in the local Child Care Resource & Referral Program);*

AND

b) *One letter of reference from a parent whose child is in their FCC centre.*

The Volunteer (or paid) experience serves two purposes:

1. It gives the prospective applicant an opportunity to assess interest in pursuing this program by acquainting them with some of the realities of working in the field of early childhood.
2. It gives the field, through the Volunteer Hours Verification form, an opportunity to comment on the applicant’s personal suitability and potential for training in early childhood education.

Consequently, it is important that the volunteer experience be chosen so as to allow for these two objectives. Because of the broad diversity of early childhood education facilities, it is impossible to list all possible acceptable sites.

Preferred experience:

Work with children from birth to age 6.

Types of settings:

- | | |
|---------------------------------|--|
| - preschools | - kindergartens |
| - day cares | - child minding programs |
| - infant/toddler centres | - support for children and their parents |
| - preschool recreation programs | - Kindercare |
| - Out of School Care | - Strongstart programs |

Applicants can obtain listings of programs from the Health units.

Experiences which will not fulfill entry requirements for eligibility into the Early Childhood Education Program are:

1. Unsupervised experience other than the Family Child Care work experience discussed above (in italics)
2. Work with members of one’s own family
3. Experience under an unlicensed supervisor
4. Babysitting or nanny experience.



Douglas
College

**EARLY CHILDHOOD EDUCATION PROGRAM
VOLUNTEER HOURS FOR PROGRAM ENTRY
REFERENCE / VERIFICATION FORM**

**Please Note: This form must be completed and sent to the CFCS/ECE Instructional Facilitator,
Douglas College, P.O. Box 2503, New Westminister, BC, V3L 5B2 by April 1st each year
(Selection interviews cannot be arranged or conducted without submission of this form)**

**(TO BE COMPLETED AND AUTHORIZED BY SUPERVISOR)
APPLICANTS SHOULD COMPLETE THE FIRST PAGE AND SIGN THE LAST PAGE**

PLEASE READ THE INSTRUCTIONS ON THE LAST PAGE

NAME OF APPLICANT: (Printed) _____

PHONE: _____

VOLUNTEER/WORK SITE: (Printed) _____

ADDRESS: _____

EMAIL: _____ PHONE: _____ FAX: _____

DURATION OF VOLUNTEER EXPERIENCE/EMPLOYMENT

START DATE: _____

HOURS/WEEKS: _____

END DATE: _____

TOTAL NUMBER OF HOURS: _____

CHILDREN AGED: ___ 0-6 YEARS ___ 2-6 YEARS ___ 3-5 YEARS ___ 5-7 YEARS

**BRIEF DESCRIPTION
OF DUTIES:**

WORK HABITS	Poor		Good		Excellent
Attendance	1	2	3	4	5
Punctuality	1	2	3	4	5
Shows initiative	1	2	3	4	5
Works independently	1	2	3	4	5
Works in a team	1	2	3	4	5
Seeks/accepts feedback	1	2	3	4	5
Works with program mandate	1	2	3	4	5

Describe the applicant's ability to work with others in a supporting or helping relationship.

Describe the applicant's ability to work as a member of a team.

What would you identify as the applicant's particular strengths?

Did you perceive any particular areas of difficulty? (Please specify.)

Supervisor's Name (PRINTED)

Signature

Date

Applicant's signature (PRINTED)

Signature

Date

SUPERVISOR, PLEASE RETURN TO:

ECE INSTRUCTIONAL FACILITATOR
DOUGLAS COLLEGE
P.O. BOX 2503
NEW WESTMINSTER, BC
V3L 5B2