



2018 – 2019

Student
Handbook

Early Childhood
Education
Diploma Program

Welcome

We extend a warm welcome to all new and returning students who have chosen our ECE Diploma program. At Mothercraft, we strive to ensure that, regardless of where children begin in life, they are on a path to reach their full potential. We have been a leader in training since 1931, supporting healthy child development and working with our many community partners to meet the changing needs of young families. We are committed to excellence, continually testing new concepts and ideas related to the development of healthy children.

We are also known for our ability to translate these critical research learnings into everything we do – from our quality high child care and enrichment programs, to our widely recognized services for children and families who may need specialized supports or early intervention, and highly successful specialized academic and continuous professional learning programs for ECEs and other service providers.

Mothercraft values diversity and strives to create an environment that is welcoming and inclusive. We are committed to ensuring that all students receive the best possible training in early childhood education and take pride in our above average student satisfaction, professional registration and employment rates.

Individuals studying with Mothercraft College of Early Childhood Education benefit from evidence informed training that is focused on best and promising practice. We strive to provide a stimulating environment for adult education which includes both classroom instruction and applied practical experience. We offer a range of enrichment opportunities, including certificate training in Ontario's pedagogy (How Does Learning Happen?) and specialized placements. This year we have also updated infant and child development and mental health, working with families, child guidance and writing skills concepts, and the use of information technology in the curriculum.

We trust you will find that Mothercraft College of Early Childhood Education is a place that provides an academic program that is unparalleled in the early year's community.

Michele Lupa - Executive Director, Mothercraft
Glory Ressler – Director, Mothercraft College
of Early Childhood Education

“Distinguish yourself at Mothercraft”

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General Information

College Location and Facilities

Mothercraft College of Early Childhood Education is located at 646 St. Clair Avenue West, minutes away from the St. Clair West subway station. Regular hours of operation for student access are Monday to Friday from 8:00am to 5:00pm. Our facility includes the following amenities:

- 4 well equipped classrooms e.g. SmartBoards
- Student lounge
- Student study area
- Computer lab with printing and wireless Internet services
- Telephone services (local calls only)
- Photocopying
- Public parking adjacent to the building
- A wide variety of restaurants and personal services close-by
- Access to bicycle racks

Please also note that:

- Mothercraft College of Early Childhood Education is an adult learning environment and children who are not part of the Early ON program are not permitted in the building or in classrooms.
- The use of strong scents or perfumes is not permitted in the classroom or on placement, due to possible allergic reactions. Similarly, pets are not to accompany students.
- Students are expected to adhere to “Peanut Free” policies at Mothercraft Early Child Development Centres and participating placement sites as well as any allergy or health alerts posted at the Mothercraft College of Early Childhood Education
- Food and drinks are not allowed in the classroom. Water, however, is acceptable. Food and other drinks can be warmed and eaten in designated areas only.

Statutory Holidays and Cancellation of Classes

Classes are not held on Statutory Holidays. The School Calendar, outlining these and other important dates, is available at http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE-FT_SchoolCalendar2018-2019_Jun2018.pdf. It can also be requested from Reception staff. Mothercraft College of Early Childhood Education reserves the right to cancel or postpone classes. Students will receive notification in advance via telephone and email.

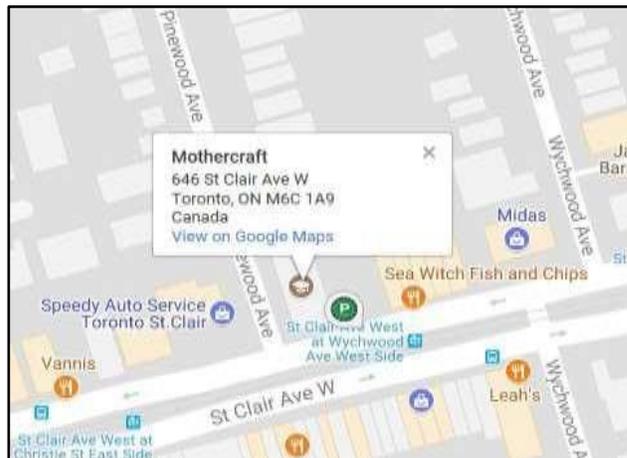
Pandemic and Emergency Procedures

In an event of a health pandemic or other emergency, direction will be sought from Mothercraft's emergency protocols and/or Toronto Public Health. This may result in reduction of classes, services or closure. Class time that is lost will be made up throughout the program.

Fire Alarm Procedure

1. IF YOU HEAR A FIRE ALARM, immediately leave the building using the nearest designated safe exit.
2. DO NOT TURN BACK OR RE-ENTER until given permission by the Fire Warden or Fire Department.
3. PERSONS WITH DISABILITIES AND/OR GUESTS will be assisted by Fire Warden to evacuate.
4. PROCEED TO DESIGNATED AREA - **GreenP Parking Lot**

The GreenP Parking Lot is adjacent to the College on the east side of St. Clair Avenue West (see map below).



FIRE WARDEN CHIEFS - Cindy Kwan & Karen Li (designate)

FLOOR FIRE WARDENS

- a. Concourse – Kaprice Higgins & Diana Nedd (designates)
- b. 1st Floor – Diana Nedd & Kaprice Higgins (designates)
- c. 2nd Floor – Athena Skliros & Glory Ressler (designates)
- d. 3rd Floor – Steve Kyriacopoulos & Viji Waran (designates)

Professional Recognition

Mothercraft College of Early Childhood Education is a non-profit, Private Career College that is in compliance with all regulations outlined by the Ministry of Training, Colleges and Universities. We offer a recognized and intensive, accelerated four-semester Diploma program that is equivalent to those offered by community colleges in Ontario.

Registration with the College of Early Childhood Educators

The Mothercraft College of Early Childhood Education ECE Diploma fulfills requirements for registration with the College of Early Childhood Educators. Students who successfully complete our ECE Diploma Program are awarded a diploma in Early Childhood Education.

Academic Recognition outside of Ontario

Mothercraft College of Early Childhood Education training has also been recognized by the provincial licensing authorities in British Columbia, Manitoba, Alberta, and Quebec, and in some American states where Mothercraft graduates have asked for equivalency. The Mothercraft ECE program is also recognized as equivalent to the CACHE Diploma in Child Care and Education by the United Kingdom's National Recognition Centre (formerly NNEB).

Academic Recognition within Ontario

Academic articulation agreements have been put in place with the following post-secondary institutions in the province.

[Athabasca University](#) - Mothercraft's ECE Diploma is recognized as fulfilling 51 credits towards a Bachelor's degree in Professional Arts.

[Seneca College](#) - Mothercraft ECE diploma graduates with a 3.0 GPA or better are eligible to apply to the Bachelor of Child Development program offered at Seneca College.

[Ryerson University](#) - Mothercraft graduates may apply for the B.A. in Early Childhood Education at Ryerson University. Graduates are eligible for the Direct Entry Program which places them in third year after the completion of three lower level liberal arts courses. An average of B+ is required.

[University of Guelph Humber](#) - Mothercraft graduates are eligible to apply for the Honors Bachelor of Applied Science in Early Childhood Degree Completion Program. Classes are delivered in a hybrid format, combining intensive in-class weekend lectures with on-line study. This format allows students to complete the full program in 28 months.

[York University](#) - Mothercraft graduates with a B.A are eligible to apply to the Consecutive Program at York University leading to a B.Ed. and an O.T.C (Ontario Elementary Certificate in Primary- Junior Education).

Academic and Admissions Guidelines

Student Requirements

As per the Private Career Colleges Act, all students must sign an Enrolment Contract upon admission into the program.

Prior to going on placement, all students must supply a clear, valid and recent (6 months from date issued) Police Vulnerable Reference Check. Mothercraft College of Early Childhood Education will pay for the 1st Police Reference Check. However, it is the responsibility of the student to contact the Manager of Admissions and Registration to make an appointment and pay for a 2nd copy of the Police Reference Check application.

A student's history must be clear of criminal convictions or charges that call into question their ability to provide a safe and nurturing environment that supports healthy child development. Students whose criminal history includes such convictions or charges are not eligible to receive a Mothercraft diploma or certificate. Students can review their status as a Mothercraft student confidentially with the Manager of Admissions and Registration and the Director of Mothercraft College. The decision of the College Director is final.

Students on OSAP, ECE Grant Assistance and Second Career funding are expected to attend all scheduled classes, maintain academic standing and complete all program requirements by the approved study period end date (as outlined in funding agreement). Students who do not successfully maintain attendance and or academic standing will be withdrawn for funding purposes (OSAP, ECE Grant Assistance, and Second Career) and will be responsible to repay their loans/grants once they are no longer a full-time student. Please see Admissions and Registration Manager for attendance and academic standing requirements.

With regard to **attendance**, students are expected to attend scheduled classes and placement. It is the student's responsibility to maintain satisfactory attendance and not exceed the maximum number of absences permitted in each course. Attendance expectations are identified in each course outline. An absence will be recorded for sessions/days missed without valid documentation or prior arrangements with the Instructor. **Punctuality** (i.e. arriving on time for classes and placements) is important both professionally and for the delivery and comprehension of material in this intensive, accelerated 4 semester program. Lateness will be dealt with at the discretion of the individual Instructor.

It is the **student's responsibility** to notify the Course Instructor prior to the scheduled class start time via email or voicemail to **report lateness or absence**. Chronic lateness or absences exceeding the allowable course limit will result in a Letter of Advisement issued by the College, along with a request to meet. If the student continues to be late for classes after the first Letter of Advisement, the student's academic status will be under review which may result in course failure and/or withdrawal from the program.

Students will also be expected to adhere to the following:

- a) If a student is ill on a day on which s/he is scheduled to write an examination (or test) or to hand in an assignment, alternate arrangements will be made for students who provide valid documentation. Students who do not follow the procedure and who do not provide supporting documents will receive a grade of zero for the test/assignment (see Test Writing and Assignments section below).
- b) Unless otherwise noted in the Course Outline, students missing three classes from a fourteen week course, two classes from a ten week course, or one class from a seven week course will receive a Letter of Advisement along with a request to meet. If the student continues to incur absences after the first Letter of Advisement, the student's academic status will be under review which may result in course failure and or withdrawal from the Program
- c) Students with children must make reliable child care arrangements. It is strongly advised that students arrange backup for regular child care, as children are not permitted in the classroom.
- d) Dictionaries may be used by students during class and in open book tests/exams only.

It is the student's responsibility to maintain satisfactory attendance, and academic standing as outlined for each course. Students who request 3 or more consecutive days absent from their regularly scheduled classes are required to submit a written request to the front office for time stamping, with any supporting documentation for pre-approval or, in the case of sudden emergency, within one week afterwards. The student will receive a written response and it is the student's responsibility to comply with any alternate arrangements as outlined.

Textbooks and Required Readings

Students must have the required textbook(s) for each course. In addition, some courses require a package of additional reading material. The list of required Textbooks can be accessed in the Pepper database or at: http://mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_RequiredTexts-2018-2019_Aug2018.pdf.

Test Writing and Assignments

If a student is unable to write a Test or Quiz on the scheduled date, it is their responsibility to advise the Course Instructor and Education and Training Manager at least three (3) days prior or, in the case of emergency, within one week afterwards. Students must also submit a "Request for Alternate Test/Quiz Date" which is available at Reception, in Pepper or online at:

http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_AlternativeTestQuizDateRequest_Jul2018.pdf, with appropriate documentation.

Students are permitted to submit a maximum of 1 (one) request to register for an Alternate Test/Quiz per semester with a maximum of 4 requests for the entire program. The granting of an alternate date to write a test/quiz is at the discretion of the Education and Training Manager who will also schedule the new date. Forms must be submitted to the front office for date stamping at least 3 days before the original scheduled date or within one week for documented emergencies.

Failure to follow these procedures could result in a failing grade. It is the student's responsibility to take the test at the re-scheduled date and time identified by the College.

If there is a problem meeting assignment due dates, students should submit a "Request for Assignment Extension" form to the Education and Training Manager at least three (3) days before the deadline. The form is available at reception, in the Pepper database or online at: http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_AssignmentExtensionRequest_Jul2018.pdf. *Forms must be submitted to the front office for date stamping* In the case of emergencies, this form and valid documentation (e.g. Dr.'s note or evidence of emergency) must accompany the form. Otherwise, the assignment will not be accepted and a mark of 0% will be assigned.

Students are permitted to submit a maximum of 1 (one) request for an extension on an assignment per semester for a maximum of 4 requests over the entire program. The granting of an extension is at the discretion of the Education and Training Manager who will also schedule the new date. Except under extreme circumstances, the new due date must be within 3 calendar days of the original due date.

Students may submit assignments during or after class, electronically via email or online platform (e.g. Pepper) with the permission, or at the request, of the Instructor. Students are responsible for ensuring that the assignment has been received.

Students are expected to adhere to the following:

- a) Assignments must be submitted by the due date unless a new deadline has been negotiated in writing with the Education and Training Manager. Otherwise, they will be assigned a mark of zero (0). Students will also receive a zero (0) on the assignment if handed in past the pre-negotiated extended deadline.
- b) Submit assignments in the manner outlined by the Course Instructor (e.g. email, Pepper Database, hard copy) with the following information: title of the assignment, name of student, student ID, name of course and course instructor, and date. Keep duplicates and electronic copies of all major assignments. Only under extenuating circumstances may students give the assignment to Reception to be date stamped and submitted to the Course Instructor. This option is only available to students who have received assignment extension agreements.
- c) When assignments are submitted in hard copy form, students are to collect them from the Course Instructor at the end of each course or at Reception, if arranged with the Instructor. Assignments not picked up will be disposed of after 3 months.
- d) Students review test results with Course Instructors but do not keep hard copies of marked tests. Tests are disposed of after one year.

Academic Evaluation

Students may request Advanced Standing on any courses previously completed within the **last 6 years** of program start date. A Request for Advanced Standing form, which is available at Reception, online in Pepper or at:

http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_AdvancedStandingRequest_Aug2018.pdf, must be completed and submitted by **October 2nd, 2018**.

NOTE: minimum of 50% of courses must be completed at Mothercraft College of Early Childhood Education in order to receive a Mothercraft ECE Diploma.

Mothercraft College of Early Childhood Education maintains high standards and expectations for student performance in both academic courses and while on placement. These include:

- a) Students graduate from the program and receive an ECE diploma if they pass all of the course and placement requirements (e.g. assignments and tests) with a minimum grade of C (60%) on each component, and upon proof of current Standard First Aid/CPR C Training.
- b) Mothercraft College of Early Childhood Education may allow the student an opportunity to bring a mark up to a passing grade by submitting additional assignments, extending placement, or re-taking tests. The student's eligibility to improve any failing marks will be based on individual circumstances and performance in all other courses and field placements.
- c) If the student receives an "F" due to an incomplete course or placement, the highest final mark the student can receive would be a C (60%) and is conditional upon an approved extension and completion and submission of all outstanding work.
- d) When the student is given the option to rewrite an assignment or test, the highest attainable mark awarded on the 2nd attempt will be a C (60%).
- e) If the student is still unsuccessful, the entire course or placement will need to be re-taken and the student will be required to pay for the repeated course or placement.
- f) If the student fails a course or placement a second time, or fails two or more different courses or placements in the ECE Diploma Program, Mothercraft College of Early Childhood Education will determine the options available to the student. These might include accommodations to complete the failed courses or placements or withdrawal from the program.
- g) If the program requirements are not completed within one (1) year from the date of entry, a student may have to re-take or complete additional courses in order to graduate and receive an ECE Diploma. All components of the program must be completed within 5 years of the initial registration date.

Mothercraft College of Early Childhood Education will assign grades according to percentage marks as outlined in the chart below.

Letter Grade	Percentage Mark
A+	90-100
A	85-89
A-	80-84

B+	75-79
B	70-74
C+	65-69
C	60-64
D or less	Failure

Students must complete the “Application to Graduate” form by May 31st 2019 to be eligible for the Fall Graduation. Applications received after this date will not be processed for the current graduation. Applications will only be accepted and processed upon proof of graduation fee payment and valid CPR (Level C) certification. Students are not eligible to graduate, and no Diploma or transcript will be issued, unless all tuition and mandatory ancillary fees have been paid in full.

The Mothercraft ECE Diploma fulfills requirements for registration in the College of Early Childhood Educators. Graduates are responsible for adhering to the Early Childhood Educators Act, 2007 with regard to professional certification and registration and must register with the College of Early Childhood Educators to be entitled to call themselves ECE’s.

Academic Honesty

Mothercraft College of Early Childhood Education values integrity and professional conduct. Students for whom evidence of academic dishonesty is provided will receive a zero for the test or assignment. A meeting with the student(s) will be requested to examine the evidence. The student could be asked for the following: verbal and or written explanation, original copy of assignment, cited references and any other requested documents to support intellectual property/authenticity of work. If proven, the incident will be documented and will be placed in the student’s file. The student will be given one chance to submit an alternate assignment with the possibility of achieving a 60% maximum grade.

A Letter of Advisement will be issued to the student for the first incident of academic dishonestly. If the student is proven to have engaged in a second incident, the student’s academic status will be under review which may result in course failure and/or withdrawal from the ECE Diploma program.

Academic dishonesty on a test or assignment includes:

- Copying from another student’s paper
- Using materials not authorized for the test
- Collaborating with another student during a test without permission
- Plagiarism, which means using the work of others as if it was one’s own work
- Collusion, which means obtaining from, or giving to, another student unauthorized

assistance in any course work

- Falsifying an examination paper, record or report for the purpose of obtaining additional credit
- Knowingly using, buying, selling, or soliciting contents of a test, exam or assignment
- Taking a test for another student or permitting another student to take a test for oneself
- Bribing an instructor to obtain a passing grade or better grade on a test
- Obtaining assignments from previous students and handing them in as one's own
- Submitting an assignment one has written for credit in another course

Mothercraft College of Early Childhood Education promotes a positive and respectful adult learning environment through its practices and a Student Code of Conduct. Students are expected to conduct themselves in a professional manner at all times. Students are expected to interact with staff, Instructors, classmates and peers professionally and collegially throughout their studies at the Mothercraft College of Early Childhood Education. If problems arise among students, individual students are expected to meet and resolve their differences respectfully. If a student continues to have difficulty with another classmate, he/she should initiate a joint meeting with the Education and Training Manager. The meeting will be documented and students involved will be asked to develop and sign a mutually acceptable agreement. This document will be placed in each student's file.

If a student exhibits unprofessional, aggressive and or belligerent behaviour in class, to a Course Instructor or fellow student, or exhibits inappropriate behavior that diminishes the professional atmosphere at Mothercraft College of Early Childhood Education, a meeting will be held. If the behaviour continues, then a subsequent meeting will be arranged to review the Mothercraft College of Early Childhood Education's student code of conduct expectations. A Letter of Advisement will be issued to the student and his/her professional conduct will be monitored closely. If a second incident of unprofessional conduct occurs, the student's academic status will be under review by Mothercraft College of Early Childhood Education which may result in course failure and/or withdrawal from the ECE Diploma program.

If a student has questions or difficulties relating to a course, the student should first speak to the Course Instructor. If the issue is not resolved, a three way meeting with the Course Instructor and Education and Training Manager can be requested in order to resolve any differences in a manner agreed upon by all parties.

Expulsion/Withdrawal Policy

Mothercraft College of Early Childhood Education assists all students to complete their training program successfully. There are occasions, however, when expulsion is required. Expulsion is a serious consequence in response to unprofessional behaviour and/or poor academic performance. The following policy identifies conditions for expulsion and the process involved.

Conditions for Expulsion/Withdrawal

- a) Non-payment of fees.
- b) Failure in a third course after having dropped to partial load.
- c) Failure of a second attempt at a placement. If a placement is failed, a second attempt will be allowed. Failure of a second attempt will result in withdrawal from the program.
- d) Violation of Mothercraft's Sexual Violence and Harassment policy (vexatious comments, physical aggression/violence or conduct against a classmate or staff member because of sex, sexual orientation, gender identity or gender expression).
- e) Clearly documented violation of behavior management policy while on placement. Students receive a Mothercraft Child Guidance Policy that they are required to read, sign, and return. The signed copy confirms that they have understood and are in agreement with the content. Each student retains an unsigned copy for reference on placement. The student may be given a second chance if:
 - i. a meeting is held with the Centre Manager, Education and Training Manager and Placement Coordinator. At this time, a clear warning is communicated about professional expectations.
 - ii. the student raised a hand to strike but withdrew it before actual physical contact was made
- f) Possession of property stolen from another student or staff of Mothercraft constitutes a reason for expulsion.
- g) More than one incident of academic dishonesty.
- h) Substance abuse. Any student in possession of drugs or showing evidence of using drugs or alcohol in class, on placement, before class, during lunch, etc., will be withdrawn from the program.

Procedure: Progressive Discipline

1. Faculty and Course Instructors are required to notify the Education and Training Manager Manager to issue a Letter of Advisement regarding problems in academic dishonesty. A

meeting between the Course Instructor and student is held to set expectations and outline consequences. The student signs and returns the letter to the Education and Training Manager documenting that the student received an official warning.

2. If a student receives two (2) or more failing grades the Education and Training Manager reviews the student's record with the Course Instructor and solicits input concerning reasons of failure. The following options may be presented:

- a) Drop to partial course load;
- b) Retake courses failed in the continuing education program; and
- c) Withdraw from program

If extenuating circumstances (e.g. family problems, poor health, economic difficulties, etc.) are interfering with academic success, option 1 or 2 or a combination of these will be recommended to the student by the Education and Training Manager.

3. The student may appeal the recommendation and subsequent decision made by the Education and Training Manager. See student Complaint/Appeals procedure.

Student Complaints/Appeals

Mothercraft College of Early Childhood Education academic programs are provided under the auspices of the Canadian Mothercraft Society and must maintain compliance with Private Career College and OSAP requirements. Any student enrolled in an approved program at Mothercraft College of Early Childhood Education may appeal any final grade in a subject or any decision by Mothercraft College of Early Childhood Education which affects grades or standing in a subject or program. Any student enrolled in an approved program may also bring forth complaints pertaining to Instructors, delivery of courses, student services and/or overall satisfaction while enrolled at Mothercraft College of Early Childhood Education. It is the policy of Mothercraft College of Early Childhood Education that a student who invokes this appeals process will be given a fair hearing.

It is best for both students and Mothercraft College of Early Childhood Education to resolve differences of opinion quickly and informally. Therefore, a student who is dissatisfied with his/her final grade(s), on an exam, an assignment, course mark, program status, delivery of course content/in-class instruction or student services should discuss the matter as soon as possible to see if a mutually satisfactory solution can be reached between the student and Course Instructor. If this is unsuccessful, an informal meeting with the Education and Training Manager should be arranged as soon as possible to see if a solution can be mutually agreed upon. If a mutually agreed upon solution is not reached with the Education and Training Manager, an information meeting with the Director of Mothercraft College of Early Childhood Education will be arranged. Written

documentation will be requested by the student. This appeal will be then heard by the Director of Mothercraft College of Early Childhood Education and the decision of the Director is final.

Where the student may feel uncomfortable in submitting a written complaint or appeal, the student will have an opportunity to make an oral submission to the Education and Training Manager.

Students will have an opportunity to make an oral complaint or appeal submission and are entitled to have another person present throughout the complaint process and/or to make oral submissions on behalf of the student. The student should be prepared to discuss the contents of the complaint/appeal as well as any other information they believe to be relevant. All oral submissions and meetings between the student and Education and Training Manager will be documented with date, time, details of the conduct and witnesses, if any.

The following procedure is to be followed when making a formal academic appeal and should be used only if one has been unable to resolve the problem informally.

Formal Appeal

Once an appeal has been requested, a committee will be struck to review and respond to all stages of the formal procedure. Students have the right to address the appeal committee to present their case. Students will have an opportunity to make oral submissions and are entitled to have another person present throughout the complaint process and/or to make oral submissions on behalf of the student. The student should be prepared to discuss the contents of the letter of appeal as well as any other information they believe to be relevant.

The committee will also contact the Course Instructor(s) who recommended the grade(s) under appeal where applicable, and anyone else with information relevant to the appeal. The process for receiving and responding to a student complaint will also accommodate any special needs.

Students will be provided with a copy of the complaint, any submissions filed and decisions made. A record of the student complaint, including a copy of the complaint, any submissions filed and the decisions will be kept at Mothercraft College of Early Childhood Education for a period of at least three years following the date of the decision.

Step 1

Submit a written letter of appeal to the Director of Mothercraft College of Early Childhood Education and include the nature of appeal, the reasons for making the appeal, and any factors which are believed to be helpful in considering the appeal. In accordance with the Freedom of Information and

Protection of Privacy Act, the student must authorize the use of their academic records and any relevant documentation, assignments, tests or examinations. The student's records and other documents to be referenced in the appeal will be distributed to the Director of Mothercraft College of Early Childhood Education and the Course Instructor(s) who assigned the grade(s), and to the appealing student. The student must submit this letter within two weeks of receipt of the grade (in case of tests, papers, presentations and final exams), within one month of receipt of a final mark, or within one month of any other situation being appealed.

The appeal will be considered within six/ten days of the receipt of the letter of appeal by the Director of Mothercraft College of Early Childhood Education. The student will be informed in writing of the date, time and place of the meeting and invited to confirm her/his attendance and participation at the meeting. The Director will ask the Course Instructor(s) who recommended the grade(s) under appeal and the Education and Training Manager to participate in the meeting. As well, the Director of Mothercraft College of Early Childhood Education may ask anyone else with information or expertise relevant to the appeal, to participate in the meeting. The student may, if wished, to have one person present, who will attend as an observer and/or to speak on the student's behalf. The same opportunity is extended to the Course Instructor(s) who assigned the grade(s).

The Director of Mothercraft College of Early Childhood Education will issue a written decision with reasons within two weeks of the appeal meeting. The student has the option of discussing the decision with the Executive Director of Mothercraft within a period of one week following the communication of the decision.

Step 2

Normally, second level appeals are based on new information that has not been considered by the first level appeal committee. If a student decides to move forward to a second level appeal, she/he must complete a second letter of appeal.

This letter must be submitted within one month, after the Director of Mothercraft College of Early Childhood Education's decision indicating her/his reasons for the appeal, to the Executive Director of Mothercraft, along with copies of the First Level Appeal Letter and decision. The student should be prepared to discuss the written reasons given for the First Level Appeal Decision. In accordance with the Freedom of Information and Protection of Privacy Act, the student must authorize the use of their academic records and any relevant documentation, assignments, tests or examinations. The student's records and other documents to be referenced in the appeal will be distributed to the

Appeals Committee, the Course Instructor(s) who assigned the grade(s), and to the student him/herself.

The appeal will be considered by a Committee made up of the Executive Director of Mothercraft or designate and two Mothercraft Board members none of whom was involved in the original designation of the disputed grade or first level appeal decision. The appeal will be considered within ten days of the receipt of the letter of appeal by the Executive Director. The student will be informed in writing of the date, time and place of the meeting and invited to confirm her/his attendance and participation at the meeting. The Executive Director of Mothercraft will ask the Course Instructor(s) and the Education and Training Manager who recommended the grade(s) under appeal to participate in the meeting. As well, the Executive Director may ask anyone else with information or expertise relevant to the appeal, to participate in the meeting. The student may, if wished, to have one person present who will attend as an observer and/or to speak on the student's behalf. The same opportunity is extended to the Course Instructor(s) who assigned the grade(s).

The decision of the Second Level Appeals Committee will be final and will be communicated to the student in writing, with the reasons within two weeks of the meeting. If the student is still not satisfied with the outcome of the appeals process, s/he may refer to the Superintendent of Private Career Colleges and must include a copy of all documents related to the complaint.

Mothercraft College of Early Childhood Education contact information for student appeals:

Glory Ressler

Director, Mothercraft College of Early Childhood Education

Tel: (416) 483-0644 ext. 209

Fax: 416-483-0119

Email: glory.ressler@mothercraft.org

The Superintendent of Private Career Colleges

Ministry of Training, Colleges and Universities

77 Wellesley Street West, Box 977

Toronto, Ontario M7A 1N3

For Manager and individual Course Instructor contact information, please refer to your course outlines or contact through Pepper.

Placement Guidelines

Overview

The ECE Diploma program blends theoretical and practical dimensions of working with young children and their families. The academic program consists of 23 courses. In order to maximize the integration of knowledge and skills, blocks of academic courses alternate with three (3) blocks of placement that are each six weeks long.

Each student is required to spend a minimum of 210 hours (e.g. 35 hours/week over six weeks) with each of the following age groups:

- Infants – 0 to 18 months of age
- Toddlers – 18 to 30 months of age
- Preschoolers – 2 ½ to 5 years of age OR with school-age children

Placements are Monday to Friday and students are not to be counted in the staffing ratios in child care centres. Direct unsupervised access (i.e. student alone with a child) is not permitted for persons who are not employees of a child care centre or early learning setting. Students are given broad exposure to the field through placement opportunities, as available, in:

- Child care centres
- Kindergarten classes (by special request and in the 2nd placement block only)
- Programs for children with developmental challenges, as available (e.g. in hospitals or other specialized centres)
- Family resource programs such as Early ON centres
- Early intervention programs

Placements are assigned by the Placement Coordinator based upon the best possible match between centre and student. Placement site locations near students' homes cannot be guaranteed. Students are not permitted to attend/complete a placement at the student's place of employment/previous employment, or at a centre/school their own children attend.

Attendance and Evaluation of Placements

Students are expected to maintain daily attendance on placement. Missed time must be reported to the Mothercraft Placement Supervisor and then made up according to arrangements agreed upon by the placement site and/or Placement Coordinator. Arrangements to make-up missed time on placement cannot take place on weekends (Saturday/Sunday), exceed 44 hours per week and, if the student absence exceeds three (3) days, the arrangements must be pre-approved by the Placement Coordinator (patricia.santos@mothercraft.org) and will require appropriate documentation.

Each student's progress in the academic portion of the program is evaluated at regular intervals through examinations, written assignments and projects. Placement evaluation occurs through a complementary process of observation and competency evaluation, completed by the placement site and Mothercraft Placement Supervisor, and marked assignments. Each student will receive a minimum of one visit by an assigned Mothercraft Placement Supervisor for each six-week placement.

Students are required to submit their completed placement package for grading within 1 week of the end of placement, except in the case of the final (3rd) placement when the student field packages are due on the last day of placement. Packages that are submitted after the deadline date will receive no more than a 60% grade. If a student encounters difficulties during placement, s/he may be asked to repeat the placement or be given an extension in order to work on problem areas.

Each placement will be evaluated based on the following criteria:

Observation and Competency Evaluation	60%
Developmental Checklist	10%
Learning Opportunities (8)	15%
Assignment	<u>15%</u>
	100%

Unacceptable behavior with children, parents and placement site or Mothercraft staff will result in a failing mark for that placement. If a student does not complete a total of 210 hours for each 6 week block placement, the placement grade will be an "incomplete" which, if not subsequently rectified, will prevent the awarding of a Mothercraft ECE Diploma and/or the student's ability to convocate at that year's scheduled Graduation. If a student receives a failing grade on two placement blocks, he/she will not be awarded an ECE Diploma by Mothercraft College of Early Childhood Education.

Placement Injuries/Incidents

Any incident involving a child or student injury sustained on placement must be reported by the student to the onsite Placement Mentor or Supervisor and Mothercraft Placement Coordinator **on the day the incident occurs**. Following any injury sustained at the placement site, students are required to complete a Mothercraft Student Incident/Injury Report and then maintain communication with the Placement Coordinator. Mothercraft provides WSIB (Workplace Safety Insurance Board) coverage for students during their placement hours. Decisions for claims of injury during placement are made by Workplace Safety Insurance Board.

Special Requests

Students may make one (1) special placement request applies to Placement Block 2 or 3 only. Students wishing to make a special placement request must complete a Placement Site Special Request Form which is available at Reception, in Pepper or at:

http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_PlacementSiteSpecialRequestForm_Aug2018.pdf. The form must be submitted to the front office for date stamping. The deadline to submit the Placement Site Special Request Form is October 2, 2018. Submissions received after this date will not be considered.

Mothercraft will attempt to make arrangements to honour one special placement request for placement block #2 or #3, for students who maintain an A average. However, no special request can be guaranteed as multiple factors may affect the outcome. These include, but are not limited to:

- Site criteria evaluation results
- Site availability and agreement to take on student placement
- Student academic standing and prior performance on placement
- Student submission of required documents (e.g. Police Vulnerable Reference Check, Health Form, etc.)
- The number of similar student requests

Based on the factors identified above, decisions concerning special placement requests are at the discretion of the Placement Coordinator and Education and Training Manager.

Tuition Policies

Tuition Refunds

1. The \$500.00 acceptance deposit accompanying the letter of acceptance is non-refundable.
2. If the student has paid the Program's tuition in full (\$11,373.50) and withdraws during the first half of the Program prior to the 20th day of February, 2019, the student is eligible for a pro-rated refund for the balance of the Program.
3. If a student has made partial payment of the tuition fee and withdraws or is withdrawn during the first half of the Program prior to the 20th day of February, 2019, the student will receive a pro-rated refund based on their tuition payment to the date of withdrawal.
4. If a student withdraws or is withdrawn after one-half (50%) of the Program has been completed, e.g. after February 20th, 2019, there will be no refund.
5. If a student receives advanced standing for a required course, a tuition deduction, based on the current academic year's fees, will be applied.
6. There is no refund of tuition fees due to failure/incomplete courses and/or placements.

Note: Mothercraft adheres to the OSAP and Private Career Colleges Act, 2005 concerning fee/tuition policies.

Payment Plans

1. Students may be able to arrange a payment plan with Mothercraft College of Early Childhood Education. Payment plan requests must be received by the Admissions Office, in writing, before the first tuition installment due date and are subject to College management approval. Students are responsible for adhering to their outlined payment plan.
2. If a student misses a payment as outlined in the agreed upon plan, a letter of warning will be issued.
3. If a student misses 2 consecutive payments, he/she will be considered in arrears and College management will initiate a meeting with the student immediately. His /her continued participation in the program will be under review based on amount of tuition outstanding, attendance, completion of assignments and overall academic standing.

4. Tuition fees must be paid in full for eligibility to graduate. No transcript, diploma or letter of reference will be issued to a student with outstanding tuition fees. Tuition that remains outstanding for more than 1 year will deem a student ineligible to graduate from Mothercraft College of Early Childhood Education and the student must re-apply for program entry.
5. Re-entry into academic programs will be under the discretion of the Admissions and Registration and Education and Training Manager. Appeals on re-entry decisions can be made, in writing, to the Director of Mothercraft College of Early Childhood Education.

Student Accommodations and Other Special Requests

Student Accommodations

Mothercraft works diligently to provide a healthy, safe and inclusive learning environment for all students, including those with unique learning needs (e.g., learning disabilities), allergies, and religious practices, and a safe environment for children and families. Mothercraft strives to practice and model the principles of dignity, independence, integration and equal opportunity for all students and to provide our services in accordance with our Accessibility Standards for Customer Service Policy.

Mothercraft is committed to making reasonable accommodations and adaptations without undue hardship to the organization (Human Rights Code, R.S.O. 1990 c. H.19) in order to make the educational experiences of students with unique learning needs equitable. “Unique learning needs” are defined as “disability” under the Ontarians with Disabilities Act and includes physical, mental/developmental, and learning needs.

Course Instructors and Placement Supervisors will work with the Mothercraft College of Early Childhood Education management to ensure that courses and placements are consistent with this policy. A Student Accommodation Request Form must be completed and submitted to the Education and Training Manager **by October 2nd**. The form is available at Reception, in the Pepper database and online at: http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_StudentAccommodationRequestForm_Jul2018.pdf.

Students must submit documentation from a registered professional outlining the need for any medical or unique learning needs accommodations. These may include, but are not limited to:

- Extended time to complete assignments or tests
- Use of special facilities (i.e., separate exam room and proctor) or special equipment, recording devices (i.e., computers, FM systems worn by course directors, computerized note takers in classroom) and permission to record lectures

- Use of Oral and Visual Language Interpreter and/or support persons, service animals

Mothercraft College of Early Childhood Education will review, outline approved accommodations and provide a copy to both the requesting student and Course Instructors and/or Placement Supervisors who need to be informed in order to accommodate.

Students who have unique learning needs also have an obligation to assist in the accommodation process. This may include suggesting various alternatives for ensuring the safety of children in the placement (if legitimate concern), or discussing their test and exam requirements with their Course Instructor within the first week of class. Failure to do so may mean that the Course Instructor will not be able to accommodate the request in a timely manner.

Students are responsible for discussing any approved learning related accommodations with their Instructors, Mothercraft Placement Supervisor and Placement Site Mentor/Supervisor at the beginning of each course or placement. Approved requests for Religious Accommodation could include approved absence for observance or prayer with make-up arrangements and must also be discussed with the Course Instructor and/or Placement Site Mentor/Supervisor during the first week of the course/placement.

Note: It is the responsibility of the student to retain a copy of the approved accommodation request.

Mothercraft College of Early Childhood Education staff, Course Instructors, and Placement Supervisors are responsible for supporting this policy by discussing and planning for any approved accommodations with students and ensuring they are implemented in order to make the educational experiences of students with unique learning needs equitable.

Course Instructors and Placement Supervisors will address the following with students:

- Nature of request and approved accommodation
- Specific strategies for academic or placement completion, based on the approval

Advanced Standing Credit

Students must complete the “Request for Advanced Standing Credit” form and submit it, with appropriate fees and documentation to Mothercraft College of Early Childhood Education. All requests regarding course exemptions for the academic year must be submitted in writing, **no later than October 2nd, 2018**. Submissions after this date will not be considered. The policy and form is

available at reception, in the Pepper database and on the Mothercraft website at:

http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_AdvancedStandingRequest_Aug2018.pdf.

NOTE: There is a fee for each advanced standing credit. For each course that a student receives advanced standing credit, an asterisk (*) will appear on the official transcript. To apply, submit a completed form to the Education and Training Manager. Students will be notified in writing on Advanced Standing Credit decisions.

Transcripts and Course Outlines

Students have access to their transcripts for a minimum of 25 years after they leave the Program. Students must complete the “Request for Copy of Transcript, Diploma or Certificate Form” available at Reception, in the Pepper database or online at:

http://www.mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE_TranscriptDiplomaRequestForm_Jun2018.pdf and remit the appropriate fee in order for copies to be generated and sent.

Students will have access to course outlines for each subject via Mothercraft College of early Childhood Education’s online Pepper platform. These outlines are important for work planning and study organization and provide details concerning course instructors, marking criteria, required reading and limits on absences. They may also be helpful if a student decides to apply for credit at another institution or for future work. Please note there is an application and fee for requesting additional copies of course outlines.

Communications

Student Contact Information and Inquiries

All students are required to have an active professional email address when they enter the Early Childhood Education Diploma program. Students must provide this email to Mothercraft College of Early Childhood Education at the start of the program. All students must also provide written notification to Mothercraft College of Early Childhood Education if there are any changes to their email address or other contact information.

All course presentations and most materials must be downloaded from the Mothercraft Pepper Database. They will not be provided in print form. The following outlines where students should direct their inquiries:

Contact Reception / Front Office for:

- Making tuition payment
- Adding money to student printing account
- Reporting IT or Facility issues (e.g. bathrooms, WiFi, Computer lab)

Contact Education and Training Manager for:

- Academic progress
- Assignment Extensions, Alternate Test Dates, Accommodation requests

Contact Course Instructors for:

- Attendance/missed classes
- Grades awarded
- Accommodations, assignment extensions, alternate test dates arranged by the Education and Training Manager

Contact the Manager, Admissions and Registration for:

- OSAP and other funding or tuition inquiries
- Police Vulnerable Reference Checks
- Grade and Transcript Requests
- Application to Graduate

Contact the Placement Coordinator for:

- Approval to make-up more than 3 days of absence on placement

Contact the Placement Supervisor for:

- Placement issues, attendance/lateness, incidents and assignments

Contact the Faculty, Trainer & Marketing Coordinator for:

- Support accessing and using the Pepper database

Use of Personal Computing Devices

To prevent disruptions, all telecommunication devices (Android and Blackberry cell phones, iPhones, etc....) are not permitted for use in the classroom. Laptops and tablets are permitted in the classroom for note taking purposes only.

Students may connect personal computing devices (e.g., laptops, handheld devices, tablet computers or similar devices) to the Mothercraft College of Early Childhood Education network. However, use is subject to all the rules outlined in the Use of IT Policy below and the right of access. Individuals who wish to send private communications and data to and from their personal computing devices should not use the network as the Mothercraft College of Early Childhood Education may, when necessary to an ongoing investigation, ask to examine a personal device and make copies of relevant information. Individuals who deny Mothercraft College of Early Childhood Education access may face consequences for failing to cooperate. Mothercraft College of Early Childhood Education is not responsible for providing IT support on any personal devices and students must ensure that every mobile device connected to the network satisfies the Mothercraft College of Early Childhood Education's security requirements.

Computer Lab Access and Guidelines

All students are issued a Mothercraft College of Early Childhood Education identification (ID) card. The card will show an individual student ID number as well as an assigned computer lab password. The student ID card is required for access to computer lab services including using the computers and printer in the lab and adding money to individual printing accounts. Student computer lab passwords are **private** and **confidential**.

Computer Lab Guidelines

- The computer lab is a shared facility. At times, the computer lab may be booked for external training. As such, students are to plan computer use times accordingly
- Students are to refer to signs posted on the computer lab door
- If computer or printing assistance is required, make notes on the issue and

- contact the front office in person or by dialing extension 100
- **No food or drinks** are permitted in the computer lab
- Ensure appropriate log off at the end of each session; leave the power on
- To print, funds must be pre- loaded into individual student printing account. Students are not permitted to load print money on behalf of other classmates
- The minimum reload amount is \$5.00
- USB or other devices are not to be connected to our computers

Use of Information Technology (IT) Policy

This section refers to IT resources (e.g. laptops, smart phones, lab computers) and Social Networking sites, and any form of online platform or publication including, but not limited to, the Pepper database, Facebook, Twitter, blogs, Wikispaces, etc. that provide a vehicle for individuals to engage in networking activities, or publish information on the Internet. As an academic institution, Mothercraft College of Early Childhood Education fully endorses academic freedom of speech on social networking sites. However, the use of IT to engage in social networking and publish information on the internet is subject to all the rules as set out below.

1. All messages and comments posted in forums express the views of the author and Mothercraft will not be held responsible for the content of any message. Although we provide rules for user conduct, we do not control and are not responsible for what users may post, transmit or share on the site and are not responsible for any offensive, inappropriate, obscene, unlawful or otherwise objectionable content you may encounter on the site. We are not responsible for the conduct, whether online or offline, of any user of the site.
2. Under no circumstances will we be responsible for any loss or damage, including any loss or damage to any user content or personal injury or death, resulting from anyone's use of the site, any user content or third party content posted on or through the site or transmitted to users, or any interactions between users of the site, whether online or offline.
3. All messages and comments posted in forums express the views of the author and Mothercraft will not be held responsible for the content of any message. Although we provide rules for user conduct, we do not control and are not responsible for what users may post, transmit or share on the site and are not responsible for any offensive, inappropriate, obscene, unlawful or otherwise objectionable content you may encounter on the site. We are not responsible for the conduct, whether online or offline, of any user of the site.
4. Under no circumstances will we be responsible for any loss or damage, including any loss or damage to any user content or personal injury or death, resulting from anyone's use of

the site, any user content or third party content posted on or through the site or transmitted to users, or any interactions between users of the site, whether online or offline.

Additionally, it is a violation of Mothercraft College of Early Childhood Education policy to:

- access Mothercraft College of Early Childhood Education equipment, facilities, networks, information or accounts or post videos or pictures identifying Mothercraft without authorization
- modify or manipulate any Mothercraft College of Early Childhood Education documents, including course materials as this constitutes copyright infringement
- use another individual's information technology account with or without the individual's permission
- grant another individual access to one's own information technology account by sharing a password
- use IT Resources to intentionally interfere with the work of other students, faculty members or college officials
- access, create, publish or communicate information that is obscene, pornographic, abusive, defamatory, derogatory, threatening, violent or harassing, including material that may interfere with other individuals' rights under the Human Rights Code or the Occupational Health and Safety Act (subject only to the limited exception in Section 1.2)
- display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate
- use IT Resources to intentionally interfere with the normal operation of IT Resources including, but not limited to, flooding the network with messages, sending chain letters or pyramid solicitations, spreading viruses etc.
- use, disclose, copy, modify or delete information stored on IT Resources without authorization
- use IT Resources for personal or political causes or for personal commercial gain without filing a disclosure of conflict statement and receiving authorization under Mothercraft College of Early Childhood Education's Conflict of Interest Policy
- gather other individuals' personal information under false pretenses or for unlawful gain
- create and/or use world-wide web information pages or links to point to offending materials that conflict with rights and interests protected by the Canadian Charter of Rights and Freedoms, the Human Rights Code, and the Criminal Code
- use IT Resources for any purpose that could be seen as a violation of the Criminal Code

- use IT Resources for any purpose (e.g. upload material) that is not in accordance with the Copyright Act
- send bulk commercial electronic messages without authorization from Mothercraft College of Early Childhood Education

In addition, Mothercraft College of Early Childhood Education prohibits the following activities whether or not it is facilitated by the use of Mothercraft College of Early Childhood Education IT Resources:

- Publishing any Mothercraft information on social networking sites or the Internet that is confidential and/or has not been approved for public disclosure
- Using social networking sites or publishing comments, opinions or statements for work-related purposes without Mothercraft College of Early Childhood Education authorization
- Implicitly or explicitly giving the impression that comments, opinions, statements made on social networking sites or the Internet represent the views/beliefs/stance of Mothercraft College of Early Childhood Education without prior approval from Mothercraft College of Early Childhood Education
- Publishing comments, opinions or statements that are likely to interfere with employees' or students' rights under the Human Rights Code or the Occupational Health and Safety Act
- Publishing comments, opinions or statements that are likely to adversely affect the Mothercraft's reputation or otherwise affect its ability to achieve its mandate

NOTE: Publishing information on a social networking site that can only be accessed by a limited number of people is still "publishing" under this Policy.