



2017 – 2018

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 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 and international 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 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

“Distinguish yourself at Mothercraft”

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General Information

College Location and Facilities

The Mothercraft College of Early Childhood Education is located at **646 St. Clair Avenue West**, minutes away from the St. Clair West subway station. The 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
- 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 is an adult learning environment and children who are not part of the OEYC 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 College.
- 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://mothercraft.ca/assets/site/docs/resource-library/ECE-student-forms/ECE-FT-Calendar2017-2018_Jan2017.pdf. It can also be requested from Reception staff. Mothercraft reserves the right to cancel or postpone classes. Students will receive notification in advance via telephone and email.

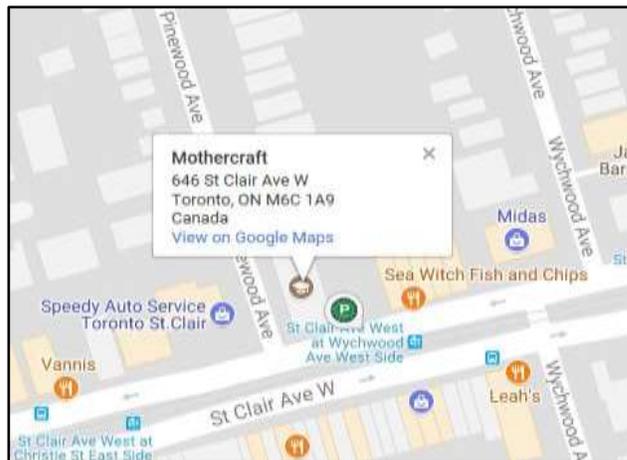
Pandemic and Emergency Procedures

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 (designate)
- b. 1st Floor – Diana Nedd & Kaprice Higgins (designate)
- c. 2nd Floor – Athena Skliros & Nafeeza Ali (designate)
- d. 3rd Floor – George Marhasin & Steve Kyriacopoulos (designate)

Professional Recognition

Mothercraft College is a non-profit, Private Career College that is in compliance with all regulations outlined by the Ministry of Advanced Education and Skills Development. 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 ECE Diploma fulfills requirements for registration with the College of Early Childhood Educators. Students who successfully complete the Mothercraft College ECE Diploma Program are awarded a diploma in Early Childhood Education.

Academic Recognition outside of Ontario

Mothercraft 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. An articulation agreement has been developed between Mothercraft and specific areas in Portugal and Belgium for international placement. 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 Criminal Reference Check / Vulnerable Sector Screening**. Mothercraft College 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.

OSAP students who miss 28 consecutive days of scheduled classes and do not successfully maintain attendance and or academic standing will be withdrawn for OSAP purposes. Students are expected to attend scheduled classes, complete course requirements by the approved study period end date, including fulfilling all course requirements that were missed due to absences. Attendance is tracked and maintained in each student's OSAP file. Students who receive OSAP have a responsibility to repay their loans once they are no longer full-time students of Mothercraft.

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, 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 materials can be accessed in the Pepper database or on the ECE Student Resources page of our website at:

<http://mothercraft.ca/index.php?q=ece-student-resources>.

Test Writing and Assignments

If a student is unable to write a test on the scheduled date, it is their responsibility to advise the Course Instructor at least three (3) days prior. Students must also submit a “Request for Alternate Test/Quiz” form, available at reception, in the Pepper database or online at:

<http://mothercraft.ca/index.php?q=ece-student-resources>, with appropriate documentation (i.e. doctor’s note). Written approval must be obtained to re-write the test/quiz. 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 Course Instructor at least three (3) days before the deadline. The form is available at reception, in the Pepper database or online at:

<http://mothercraft.ca/index.php?q=ece-student-resources>.

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 Course Instructor. 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 and tests are in hard copy form, students are to collect them from the Course Instructor at the end of each course or in reception, if arranged with the Instructor. Assignments not picked up will be disposed of after 3 months. Tests are disposed of after one year.

Academic Evaluation

Students may request Advanced Standing on any courses previously completed and a maximum of one week per age group for each placement. A **Request for Advanced Standing form**, which is available at reception or at: <http://mothercraft.ca/index.php?q=ece-student-resources>, must be completed and submitted by **October 2nd, 2017**. NOTE: minimum of 50% of courses must be completed at Mothercraft College in order to receive a Mothercraft ECE Diploma.

Mothercraft College 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 Training.
- b) The College 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 course or placement that must be repeated.
- 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, the College 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.

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

Mothercraft College will assign grades according to percentage marks as outlined in the chart above.

Students must complete the “[Application to Graduate](#)” form by **May 31st 2018** to be eligible for the Fall Graduation. Applications received after this date will not be processed for the current graduation. All graduation fees need to be paid with the application. Application will only be accepted and processed if it includes correct fees and complete information. Students are not eligible to graduate, and no Diploma or transcript will be issued, unless 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 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 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 Mothercraft College. If problems arise among students, the College expects individual students to meet and resolve their differences respectively. If a student continues to have difficulty with another classmate, he/she should initiate a joint meeting with the Academic Manager or College Director. 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 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, a meeting will be held. If the behaviour continues, then a subsequent meeting will be arranged to review the College'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 the College 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 is not resolved, a three way meeting with the Course Instructor and Academic Manager or College Director can be requested in order to resolve any differences in a manner agreed upon by all parties.

Expulsion/Withdrawal Policy

Mothercraft strives to assist all students in completing their training program successfully. There are occasions, however, when withdrawal, also known as expulsion, is required. Expulsion is a serious consequence in response to unprofessional behavior and/or poor academic performance.

The following identifies conditions for expulsion:

- a) Non-payment of fees.
- b) Failure of two courses, including placement, or failure of a second attempt at a course or placement.
- c) Clearly documented violation of behavior management policy and or demonstration of unacceptable behaviour while on placement (Students receive a Mothercraft Child Guidance Policy that they are required to read, sign, and return. The signed copy of Mothercraft's Child Guidance Policy confirms that they have understood and are in agreement with the content and each student retains an unsigned copy for reference on placement).
- d) Possession of property stolen from another student or staff of Mothercraft.
- e) More than one incident of academic dishonesty.
- f) 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.

In situations where the student is not maintaining the required attendance, academic standing and professional conduct and their progress is in jeopardy, Mothercraft College will issue a **Letter of Advisement**. A letter of Advisement is issued if a student is:

- Doing poorly academically
- Doing poorly in placement
- Chronically late
- Exceeding allowable absences for courses or failing to notify and arrange for make-up time for placement absences
- Disruptive and or demonstrating disrespectful behaviour in class or placement
- Exhibiting inappropriate behavior that diminishes the professional atmosphere at Mothercraft

Faculty and Course Instructors are required to notify the Academic Manager or College Director of the situation. A meeting with the Academic Manager or College Director and student will be held to discuss, set expectations and outline consequences. **A Letter of Advisement** will be issued documenting an arrangements and outlining alternate assignments,

including placements, and due dates. The student will sign and return the letter to the Academic Manager or College Director, who will inform impacted Course Instructors.

If a **second Letter of Advisement** is issued, a second meeting with the student will be scheduled and the student's academic status will be under review by Mothercraft College which may result in course failure and withdrawal from the ECE Diploma program.

The student may appeal the recommendation and a subsequent decision will be made by College Director. See student Complaint/Appeals procedure below.

Student Complaints/Appeals

Mothercraft College 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 a Diploma program at Mothercraft College may appeal any final grade in a subject or any decision which affects grades or standing in a subject or program. It is the policy of Mothercraft that a student who invokes this appeals process will be given a fair hearing.

It is best for both students and Mothercraft College 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 or a course mark, or on program status, 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 Academic Manager or College Director will be arranged as soon as possible to see if a solution can be mutually agreed upon. Written documentation will be requested of the student and any request or decisions will be made by the College Director who will document and provide to the student.

If the informal resolution is still unsatisfactory, a formal appeal can be initiated. The following procedure is to be followed when making a formal academic appeal on any decision.

Formal Appeal

Once an appeal has been requested by the student, 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 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 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 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 by the Director of Mothercraft College within ten days of receipt of the letter of appeal. The student will be informed in writing of the date, time and place of the meeting and asked 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 Academic Manager to participate in the meeting. As well, the Director of Mothercraft College 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 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 receipt of the decision.

Step 2

Normally the appeal decision is final. However, a second appeal can be requested if there is new information that has not been considered by the first level appeal committee. If a student decides to move forward to a second appeal she/he must complete a second letter of appeal. This letter must be submitted to the Executive Director of Mothercraft within one month after the Director of Mothercraft College's decision indicating her/his reasons for the request for a 2nd appeal, along with copies of the First Level Appeal Letter and decision. The student should be prepared to discuss the reasons given for the first 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 asked to confirm her/his attendance and participation at the meeting. The Executive Director of Mothercraft will ask the Course Instructor(s) and the Academic 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 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 contact information for student appeals:

Glory Ressler

Director, Mothercraft College

Tel: (416) 483-0644 ext. 209

Fax: 416-483-0119

Email: glory.ressler@mothercraft.org

The Superintendent of Private Career Colleges

Ministry of Advanced Education & Skills Development

77 Wellesley Street West, Box 977

Toronto, Ontario M7A 1N3

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

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 20 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. 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 Ontario Early Years Centres and Parent and Family Literacy 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. All students must obtain current **Standard First Aid and CPR C Certificate**, a clear **Vulnerable Sector Screening/Police Reference Check** and provide an up to date **Health Form** prior to the start of their first placement.

Each student is also required to attend the placement orientation, preparation sessions and tutorials at Mothercraft College and other Mothercraft sites that are scheduled during the

placement periods and outlined in the course calendar. The focus of these will be on knowledge and skills that will assist with successfully completing placement and enhancing professional practice.

Attendance and Evaluation of Placements

Students may also be granted a maximum of one week (per age group) advanced standing upon approval from the Academic Manager or College Director and if the completion of a **Request for Advanced Standing form**, which is available at: <http://mothercraft.ca/index.php?q=ece-student-resources>, is received by the **due date of October 2nd, 2017**.

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 exceed 44 hours per week and, if the student absence exceeds three (3) days, the arrangements must be pre-approved by the Placement Coordinator (Nafeeza.Ali@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.

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 coverage for students during their placement hours. Decisions for claims of injury during placement are made by Workplace Safety Insurance Board.

Special Requests

All special requests regarding placement must be submitted in writing, with reason for the request, to the Mothercraft Placement Coordinator no later than **October 2nd, 2017**. Submissions received after this date will not be considered. Mothercraft will attempt to make arrangements to honor one special placement request per student and for those students who maintain an A average, however no special request can be guaranteed.

Finally, placement may be done in part or full in another province or country during the last placement period, if the following requirements are fulfilled:

1. Timing and age group:
 - During the 3rd (last) placement and with pre-school age group only
2. International Placement Site Criteria
 - Site Supervisor/Mentor must be approved by Mothercraft College and have a formally recognized professional role in ECE from her/his particular country or jurisdiction
 - Evaluator must speak English, or have access to an interpreter
 - Site must provide 7 hours of practice per day for six weeks with children ranging in ages from 2.5 – 5 years. Note: travel time is not eligible towards the total hours
 - Site must have ability to support learning outcomes required of Mothercraft

students for 3rd placement

- The Mothercraft Placement Coordinator must approve the arrangements, and be available to consult during the placement, including communicating with the placement site supervisor

3. International Placement Application Process:

A. Student must do a thorough search of the potential for placement which meets the criteria within the province/country of their preference. It is the student's responsibility to identify and assume responsibility for any costs. Students must make all placement contacts and collect all necessary information regarding the proposed site including program outlines, time schedules and potential evaluators.

B. A letter of intent must be submitted to Mothercraft Placement Coordinator via hard copy left at reception or email to nafeeza.ali@mothercraft.org by **January 15th**, clearly stating the following:

- Reason for request; including learning outcomes and potential professional development and relevant career interests
- Location of site; country & city
- Site Evaluator's educational background and relevant experience
- Age group you will be working with (pre-school or school age only)

C. Letter of agreement from site must be submitted with the letter of intent:

- Student will bear travel and accommodation, and if required interpreter/translator expenses
- Student will make all travel and accommodation arrangements for duration of placement period – ensuring all required documents are in place
- Student will agree to abide by evaluation outcome regarding this placement, as assigned by the College Placement Coordinator, based on feedback of mentor/supervisor/evaluator in placement site country

4. Academic Requirements:

- Grade average of A or above, 2 completed placements and final mark of A in the following courses:
 - Anti-bias
 - Ethics and Professionalism
 - Working with Families

The **International Placement Manual**, which lays out the process for applying in detail, can be found here: <http://mothercraft.ca/index.php?q=ece-student-resources>.

Please Note:

1. The overall final grade on the placement is assigned by Mothercraft College and not the international placement site supervisor/mentor.
2. Students must arrange their own liability/medical insurance coverage for the period of their out-of-country/province placement and provide a copy to the Placement Coordinator. Students are also responsible for procuring required travel and study documents—i.e. passport, visa.

Tuition Policies

Mothercraft adheres to the OSAP regulations and Private Career Colleges Act, 2005 concerning fee/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 (\$11,053.00) and withdraws during the first half of the Program (e.g. prior to the 23rd day of February, 2018) 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 (e.g. prior to the 23rd day of February, 2018) 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 23rd, 2018), 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 or incomplete courses or placements.

Please note: Mothercraft does not accept cash as a method of payment.

Payment Plans

1. Students may be able to arrange a payment plan with the College. Payment plan requests must be received by the Admissions Office, in writing, before the first tuition installment due date and are subject to College 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 the College 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 and the student must re-apply for program entry
5. Re-entry into academic programs will be under the discretion of the College. Appeals on re-entry decisions can be made, in writing, to the Director of the College.

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 College management to ensure that courses and placements are consistent with this policy.

A Student Accommodation Request Form must be completed and submitted to the College **by October 2nd**. The form is available at reception, in the Pepper database and online at:

<http://mothercraft.ca/index.php?q=ece-student-resources>.

Students are required to submit documentation from a registered professional outlining the need for any medical or unique learning needs accommodation. Types of accommodations 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)
- Use of special equipment, recording devices (i.e., computers, FM systems worn by course directors, computerized note takers in classroom)
- Use of Oral and Visual Language Interpreter and/or support persons, service animals
- Permission for audio-recording lectures

The College 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 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 the College. All requests regarding course and placement exemptions for the academic year must be submitted in writing, **no later than October 2nd, 2017**. Submissions after this date will not be considered. The form is available at reception, in the Pepper database and on the Mothercraft website at: <http://mothercraft.ca/index.php?q=ece-student-resources>.

There is a fee for each advanced standing credit. For each course or placement that a student receives advanced standing credit, an asterisk (*) will appear on the official transcript. To apply for advanced standing based on previous work/life experience, contact the College Director.

A student may be granted a maximum of one week toward the placement requirement if the candidate has been employed for a full year or longer with the same age group in a licensed child care centre or other relevant program and if appropriate documentation is submitted (e.g., a letter from Supervisor indicating age group working with, number of years worked and responsibilities). Students from other recognized community college Early Childhood Education programs, who have had placement supervised by that college, may also apply for advanced standing credit.

Students will be notified in writing by the College of any advanced standing credits granted.

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 “Transcript/Diploma Request Form” available at Reception, in the Pepper database or online at: <http://mothercraft.ca/index.php?q=ece-student-resources> and remit the appropriate fee in order for copies of transcripts/ diplomas to be generated and sent.

Students will receive a course outline for each subject at the start of the Diploma program. These outlines may be helpful if a student decides to apply for credit at another institution or apply for work in the future. Please note there is an application and fee for requesting additional copies of course outlines and copies of this form can be obtained at Reception or online at: <http://mothercraft.ca/index.php?q=ece-student-resources>.

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 the College at the start of the program. All students must also provide written notification to the College 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** for:

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

Contact **Course Instructors** for:

- Attendance/missed classes
- Grades awarded
- Submitting requests for Assignment Extensions, Alternate Test Dates, Advanced Standing Credits, and Accommodations (e.g. can provide them with the completed forms for submission to the College)

Contact the **Manager, Admissions and Registration** for:

- OSAP and other funding or tuition inquiries
- Police 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 **Curriculum Development 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 College network. However, use is subject to all the rules outlined in the College's 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 College may, when necessary to an ongoing investigation, ask to examine a personal device and make copies of relevant information. Individuals who deny the College access may face consequences for failing to cooperate. The College 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 College's security requirements.

Computer Lab Access and Guidelines

All students are issued a Mothercraft College 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. 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 Reception 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. 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, the College 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.

Additionally, it is a violation of College policy to:

- access College equipment, facilities, networks, information or accounts or post videos or pictures identifying Mothercraft without authorization
- modify or manipulate any College 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'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*, or 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 the College

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

- Publishing any College 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 College 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 the College without prior approval from the College
- 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 College'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.