

ANNUAL Early Childhood Conference 2018



**FRIDAY
SEPTEMBER 28TH
&
SATURDAY
SEPTEMBER 29TH**

**Grande Prairie
Regional College
10726-106 Avenue
Grande Prairie, AB.**

Nurture ♦ Play ♦ Teach



Welcome...

Dear Friends and Colleagues,

It is a pleasure to wish you a warm welcome to the Early Childhood Conference! After taking a break last year, we are pleased to return this fall to our host venue at Grande Prairie Regional College.

As you well know, the field of Child Care has been undergoing unprecedented changes. With the expansion of ELCC Centres with staff trained in Alberta's Early Learning and Child Care Curriculum Framework, the need for insightful and collaborative skill-building has never been more important than it is right now. Therefore, we have purposefully arranged for a variety of session topics that we hope will not only enrich your ability to provide early learning and quality child care services to young children, but will inspire and motivate you to continue the great work you are already doing!

We encourage you to participate in listening to our keynote address "The Superhero In You" and most especially meet, re-connect & network with colleagues and friends from throughout the region!

Looking forward to seeing you there!
The Conference Committee

...Agenda

Friday, September 28th

5:30 p.m. – 6:30 p.m. Registration (Theatre Entrance)
6:30 p.m. – 8:00 p.m. SESSIONS (100 Series)



Saturday, September 29th

8:00 a.m. – 8:30 a.m. Registration (Theatre Entrance)
8:30 a.m. – 9:15 a.m. Welcome & Keynote Address (Theatre)
9:30 a.m. – 10:45 a.m. SESSIONS (200 Series)
10:45 a.m. – 11:15 a.m. Refreshment Break (Cafeteria Area)
11:15 a.m. – 12:30 p.m. SESSIONS (300 Series)
12:30 p.m. – 1:30 p.m. Lunch in Cafeteria
1:30 p.m. – 3:30 p.m. SESSIONS (400 Series)

GUIDE TO SELECTING CONFERENCE SESSIONS

In order to assist you in your session selections, we have identified sessions into the following levels:

- ECE** = **EARLY CHILDHOOD EDUCATORS** (Day Care, Family Child Care, Preschool, Head Start and Out-of-School Care)
- ADM** = **ADMINISTRATORS** (Directors, Administrators and Coordinators/Program Assistants of Children's Programs)
- STU** = **STUDENTS** (Early Learning and Child Care, Aides and Educational Assistants)
- FSW** = **FAMILY SUPPORT WORKERS** (Parent Link, Inclusive Child Care and Child/Family Community Programs)
- GEN** = **GENERAL** (Suitable for ALL levels and program types)

Keynote Address...

The Superhero In You



Move over Superman, Batman, and Wonder Woman, the real superheroes are here! They're real and they exist in the lives of children all over the world! A celebration of those who put on their superhero capes day after day and walk bravely through the doors of their classrooms, making a difference in the lives of countless children.

Presenter:

Theresa Suderman -

Grande Prairie Regional College

Theresa Suderman has been teaching at Grande Prairie Regional College for the past 15 years spreading the message that children are our most valuable resource and deserve to be treated with respect and dignity. She also promotes the idea that educators who work with children in the early years need to be recognized for the valuable work they do; shaping the lives of the next generation of society. In her spare time you'll find Theresa advocating for outdoor play; inventing new recipes for slime; creating mud kitchens; or seeking treasures in thrift stores for small world play-scapes. Her absolute most favorite thing to do is spend time with her grandbabies who get to try out her new ideas.

Theresa has presented at numerous national Early Learning Conferences and participants consistently comment on her passion, energy and enthusiasm in delivery.

100 Series

Friday, September 28th 6:30 p.m. – 8:00 p.m.

100

THE ART OF DISCOVERY

Level: GEN

Discover the world of Montessori from past to present. Come explore the fundamentals, what makes an activity Montessori, peace education, and how you can incorporate it all in your program. Be prepared for a hands-on learning experience.

Presenter: Meagan Olson – Lil' Sprouts Preschool

101

SCHOOL AGE PROGRAMMING

Level: ECE

Join fellow participants as we explore areas in your program that allow for independence and nurture self-concept all while providing a holistic rich learning environment that meets the developmental needs of school age children.

Presenters:

Shawna Goodenough & Denise Boisvert Stepping Stones Day Care

102

MUSIC AND THE BRAIN

Level: GEN

We all know children learn best when they actively participate in the process of learning. Singing and playing music is an excellent way to provide these opportunities! Join Liz as she shares ideas on singing songs & nursery rhymes and explores different ways of playing instruments to engage the whole brain.

Presenter: Liz McCallum – ECRC-Parent Link Centre

103

ROLE OF THE EDUCATOR IN EARLY CHILDHOOD EDUCATION

Level: ECE / STU / ADM

Have you ever wondered what brought you to the field of early childhood education or why you have stayed? In this session we will explore the many roles of the educator and how they have varied from the past. Based upon our work; exploring the Alberta ELCC Curriculum Framework in practice, we will share educator's and administrators perspectives of how these roles influence their work with children and families.

Presenter:

Dr. Catherine Smey Carston - Mount Royal University; Pedagogical Supports Project



104

CONNECTING WITH NATURE

Level: GEN

Take a deep breath, relax and connect! Spend this evening session outdoors exploring and connecting with the natural world. We will play, contemplate and explore with all our senses. The children we spend our days with learn from our relationship and interactions with the natural world. This session will help you deepen your understanding and connection with the natural world to be able to share it authentically with children. Come prepared to be outside.

Presenter: Christina Pickles - Connected by Nature

105

BUILDING A DYNAMIC TEAM

Level: ECE / ADM / FSW

What gets recognized and rewarded gets repeated! We will look at characteristics of a variety of high performance teams, what stages they are at, what makes them work, and management techniques to make your team more successful. We will discuss cooperation and trust and then look at ways of building a positive environment. *"Groups become great only when everyone in them is free to do his or her absolute best."*

Presenter: Donna Adams – Alberta Childcare Ventures

106

INCLUSION IS MEANINGFUL PARTICIPATION

Level: ECE / ADM / STU

This workshop will define inclusion and help participants develop a vision for quality inclusion in EL&CC settings. Practical tools will be explored to strengthen our inclusive practices in every day routines. Come create a shared understanding at how to ensure each child's meaningful participation through collaborative teaming.

Presenter: Marilyn Armstrong - The ASaP Project- The Grit Program

107

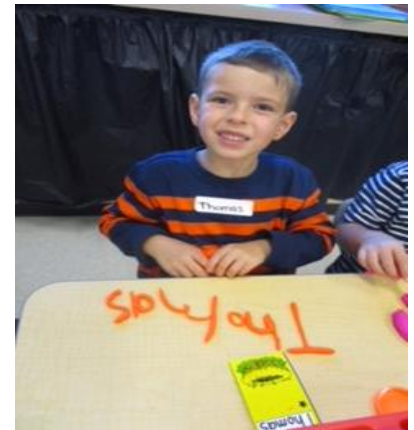
WHAT IS UNDER THE FASD UMBRELLA?

Level: GEN

Fetal Alcohol Spectrum Disorder encompasses more than behavior and cognition issues. New information indicates that those affected may have health concerns which are more than 100 times prevalent than mainstream population. We will share how understanding physical and mental health concerns, environment and proper diagnosis play a large role in supporting families and individuals. We will conclude with strength-based methods that support children.

Presenters:

**Leanne Aspen - Northwest FASD Network
Sage Bagan – Northwest FASD Network**



108

SUPPORTING CHILDREN'S LITERACY AND LANGUAGE DEVELOPMENT

Level: GEN

This workshop is designed to support professionals in gaining a deeper understanding of the way in which young children develop language and literacy skills. Learn about environmental influences that affect children's language and literacy development. Reflect on how to enhance practice in support of children's language and literacy skills. Relates to Accreditation Standards 2 and 3.

Presenter:

Nicole Morrell - Alberta Resource Centre For Quality Enhancement

200 Series

Saturday, September 29th 9:30 a.m. – 10:45 a.m.

200 LEARNING AND PLAYING THROUGH 5 DOMAINS

Level: ECE / STU/ FSW

Come explore and learn through the 5 domains. Learn new and different experiences on how to enhance children's physical health and well-being, social competence, emotional maturity, language & thinking skills, communication skills and general knowledge.

Presenters:

**Amanda Perks & Sara Yuill
ECRC-Parent Link Centre**



201 BUILDING STRONG TEAMS IN EARLY LEARNING AND CHILD CARE ENVIRONMENTS

Level: ADM

Come join fellow participants as we explore how to lead your team to be effective and successful within your early childhood work environment. Learn ways to overcome road blocks and discover how to empower your staff to problem solve situations by role-modelling resiliency and perseverance with difficult situations to make for a cohesive work environment for everyone.

Presenters:

**Amy Schafer & Denise Boisvert -
Stepping Stones Day Care**

202 I CAN'T SING....BUT MY PUPPET CAN!

Level: ECE / STU

Puppets + Literacy = Fun! Come and find out how you can make the puppets in your life the centre of attention. Make them come alive and learn a song or two that you can be brave enough to share with the children in your care. We will also look at how using props and movement can make stories extend for days, weeks and even years.

**Presenter: Christin Trofimenkoff -
Supports to Early Learning & Child
Care Programs**

203 CREE LANGUAGE FOR CHILDREN

Level: GEN

After selling over 500 copies of his "Tansi/Hello" book, Jules Thomas has created two more books! "Counting in Cree" and "Animals in Cree". These books are written in a format allowing readers of all ages and walks of life to learn and pronounce each Cree word as it is originally spoken. All three books have been written and illustrated by Jules Thomas a Cree from Sturgeon Lake Cree Nation. Inspired by his children, Jules has created books that enable the readers to speak, learn and have fun with Cree words while looking at brightly illustrated images.

**Presenter: Julian Thomas -
Rouge Empire**

204 MANAGING STRESS IN THE WORKPLACE

Level: ECE / ADM / FSW

Today's workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure and misunderstood. Many people feel the demands of the workplace combined with the demands of home, have become too much to handle. This session explores the causes for such stress and suggests general and specific stress management strategies that people can use every day.

**Presenter: Donna Adams -
Alberta Childcare Ventures**



205 BEHAVIOR GUIDANCE

Level: ECE / ADM / STU

Dealing with undesirable behaviors can be an on-going struggle. In this session participants will be provided with prevention and intervention strategies to help reduce these behaviors. We will also look at and evaluate why behaviors occur. Once we understand what children are trying to communicate through their behaviors, we can respond appropriately.

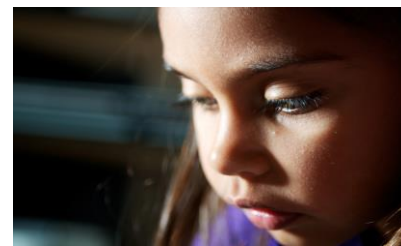
**Presenters:
Kim Burgess & Sara Sullivan
Inclusive Child Care Program**

206 THE PEACE TABLE

Level: ECE

This session will explore what a Peace Table is and where it originated from. Come learn how to incorporate one in your program and discover its effectiveness. Participants will also have the opportunity explore Talking Sticks, learn how to make one and discover how it ties in with the Peace Table. Feelings and emotions tie it all together.

**Presenter: Brigitte Cockney -
GPCRC Children's Centre
Demonstration Daycare**



207 INTRODUCTION AND AWARENESS OF FOUNDATIONS OF CAREGIVER'S SUPPORTS

TRAINING (FULL MORNING- PART 1)

Level: GEN

This session will briefly look at the core story of brain development, child development and how trauma impacts the brain architecture. This will lead into the caregiver's role to create pathways and trauma-informed caregiving environments. Finally, we will discuss basic grief and loss and how caregivers can support children through this process.

Presenters:

**Lori Ellis & Angela Ferguson -
NW Alberta Children's Services**

208 PLAY SPACE SHOWCASE

Level: GEN

GPCRC Children's Centre Demonstration Day Care and Building Blocks Day Care invite you to tour their locations. Both programs are recipients of the \$25/day grant and are proud to showcase their indoor and outdoor play spaces. Participants will have an opportunity to view innovative, natural and inviting responsive environments which support children's playful ideas.

Presenters:

**Lindsay Campbell – Building Blocks
Day Care
Angela Birnie-Browne – Children's
Centre Demonstration Day Care**

300 Series

Saturday, September 29th 11:15 a.m. – 12:30 p.m.

300 THE ART OF SELF CARE AND SELF-REFLECTION

Level: GEN

We are all very busy people! Self-care and self-reflection are important disciplines for a healthy mind, body and soul. Our goal in this session is to give participants the opportunity to self-reflect and to JUST BREATHE. Wear comfortable clothes, bring a yoga mat, and please be aware that oil scents will be used.

Presenters:

**Kacey Harms & Liz McCallum –
ECRC-Parent Link Centre**



301 THE IMAGE OF THE CHILD

Level: ECE / STU

How does the educator's image of children influence how children learn, the role of the teacher, and the curriculum? As we explore these three perspectives, participants will be challenged to examine their own image of the child and how it informs their work with children.

**Presenter: Sandra Friesen-Peters -
Supports to Early Learning & Child Care
Programs**

302 RECOGNIZING THE EARLY SIGNS OF AUTISM

Level: GEN

Research has found that Autism Spectrum Disorders (ASDs) affects one in every 66 Canadian children. ASDs symptoms can be detected and diagnosed as early as 18 months. This session will introduce some of the behavioural symptoms of ASD as well as screening tools and how to access services.

**Presenter: Helen Saunders –
Alberta Health Services**

303 PHYSICAL LITERACY IN AN EARLY CHILDHOOD SETTING

Level: ECE

In this session we will define physical literacy, determine its importance and discuss how we as early childhood educators can incorporate physical literacy opportunities within our daily programming in order to support and promote our children in becoming lifelong movers.

Presenters:

**Linda Rhodes & Gladys James -
Stepping Stones Family Child Care
Program**

304 WHERE OH WHERE HAVE ALL MY STAFF GONE?

Level: ADM

Retaining staff is incredibly hard in the world of Not-for Profits. How do we recruit? How do we retain? How does the Board fit into all of this? Why do people want to work for us anyways? Questions can lead to interesting and creative answers. Let's explore what you're doing in your agency and share some strategies on how to create a work environment that people want to join and stay in.

**Presenter: Val Crosby -
High Level Toy Lending Library Society**

305 INTERCEPTION: THE EIGHTH SENSORY SYSTEM

Level: GEN

Within the human body lies an important sensory system called interoception. Interoception enables us to experience essential feelings such as hunger, fullness, thirst, itch, pain, body temperature, nausea, and need for the bathroom among others. Additionally interoception allows us to feel our emotions. This session will explore the research and describe the clear link between interoception and important skills areas such as self-awareness, self-regulation, problem solving, social intuition and many others.

**Presenter: Lauranne Marshall –
Inclusive Child Care Program**



306 SUPPORTING CHILDREN THROUGH INCLUSIVE PRACTICES

Level: ECE / ADM

Join the Accreditation team as we explore how children's individual needs and backgrounds are supported through inclusive practices. This session will focus on how Day Home Providers can demonstrate and provide evidence in daily practice and interactions relative to Standard 2.

Presenters:

**Karen Baretta & Charlene Ellison –
AELCS**

307 MENTAL WELLNESS FOR CHILDREN AND EDUCATORS

Level: GEN

What is mental wellness? This session will discuss what makes up our mental health/wellness. How can we take care of our mental well-being as early learning educators? We will also touch on common mental health issues found in young children and discuss strategies to help families and early learning professionals improve mental wellness.

**Presenter: Tanya Ray –
Grande Prairie Regional College ELCC
Program**

308 INTRODUCTION AND AWARENESS OF FOUNDATIONS OF CAREGIVER'S SUPPORTS TRAINING

(FULL MORNING – PART 2 OF 2)

Level: GEN

This session will briefly look at the core story of brain development, child development and how trauma impacts the brain architecture. This will lead into the caregiver's role to create pathways and trauma-informed caregiving environments. Finally, we will discuss basic grief and loss and how caregivers can support children through this process.

Presenters:

**Lori Ellis & Angela Ferguson -
NW Alberta Children's Services**

309 WONDEROUS WORDS

Level: ECE

This hands-on session invites participants to explore the many wonderful ways educators can use literature to support children's language development in their programs.

Presenter:

**Cassandra Kostuk -
Grande Prairie Regional College**

400 Series

Saturday, September 29th 1:30 p.m. – 3:30 p.m.

400

WHY DO CHILDREN ACT THE WAY THEY DO? UNDERSTANDING HOW A CHILD IS “WIRED”

Level: GEN

This session examines how children are genetically “wired” with temperament traits that make each child’s reactions to the world unique. Using a variety of fun, interactive learning activities, the 9 temperament traits and 3 temperament clusters will be introduced. Participants will learn effective strategies for working with children with all types of temperaments.

Presenter: Theresa Suderman – Grande Prairie Regional College

401

THE SEVEN SACRED TEACHINGS

Level: ECE / STU

Grande Prairie’s ECRC-PLC in partnership with Supports to Early Learning and Child Care Programs created 7 Sacred Teaching Program with an early childhood & literacy focus. Participants will explore natural props, activities, sensory bins, traditional drums, books, etc., which support Indigenous cultural teaching.

Presenters:

**Tara Dryden - Supports to Early Learning & Child Care Programs
Carrie Partington – ECRC – Parent Link**

402

CREATING A CULTURE OF LEARNING IN YOUR WORKPLACE

Level: ECE / ADM

Come and discover how to create a culture of learning, sharing and exploration in your workplace. This session will introduce the concepts of learning communities and communities of practice currently being explored within the Alberta ELCC Curriculum Framework project.

Presenter:

Dr. Catherine Smey Carston - Mount Royal University; Pedagogical Supports Project



403

FORESTS & FRESH AIR: WEAVING NATURE INTO EARLY LEARNING

Level: GEN

This session will introduce the concept of Forest School and how to incorporate nature-based programming year-round including ideas for bringing the outdoors indoors and ways to enhance outdoor play spaces. Participants will have an opportunity to engage in hands-on learning; natural materials will be provided to explore activities that can easily enhance existing programs.

Presenter: Chantal Napier - Grande Prairie & District Catholic Schools



404

GET OUTDOORS IN THE EARLY YEARS

Level: GEN

Everything is possible outside! We will examine the benefits of outdoor play to child development and learning, consider different frameworks to create engaging outdoor play spaces and directly experience curiosity triggers you can use Monday morning. Come ready to be outside for part of this session.

Presenter: Christina Pickles - Connected By Nature

405

INSPIRING WONDER THROUGH NATURE, ART AND PLAY

Level: GEN

This session will give you hands-on ways to connect children with the wonder of the world around them through nature, art and play. Learn how to honor purposeful play by creating thoughtful environments and creative learning provocations.

Presenters:

Elizabeth Hutchinson & Jennifer Trydal - St. Catherine School

406

SUPPORTING CHILDREN’S “RIGHT TO BELONG” AS PART OF BEST PRACTICE

Level: ECE / ADM

Join members of the Accreditation Team to explore how children’s rights are supported through exemplary practice. This session will focus on how ECE’s can demonstrate and provide evidence in daily practice and interactions relative to Standard 1.

Presenters:

Karen Baretta & Charlene Ellison – AELCS

407

PROMOTING RESILIENCE IN CHILDREN: RELATIONSHIPS & NEURODEVELOPMENT

Level: GEN

How we respond and relate to children can significantly influence the outcomes of a child’s life. Through the use of Ruth’s story and through research and evidence-based practice, come learn the skills that can help children flourish.

Presenter: Ruth Proulx - Mountain View Psychological



408

INVESTIGATING INQUIRY: THE PROCESS OF DISCOVERY LEARNING WITH YOUNG CHILDREN

Level: GEN

Come explore how to support the moments with young children when real “magic” and powerful learning takes place! During this session you will learn about the inquiry process that includes Questioning, Organizing, Interpreting, Evaluating and Communicating skills that support young children in the development of critical learning skills. Relates to Accreditation Standards: 1&2

Presenter: Nicole Morrell -

Alberta Resource Centre For Quality Enhancement



SEPTEMBER 28 & 29, 2018

CONFERENCE LOCATION

Grande Prairie Regional College
10726-106th Avenue Grande Prairie, AB.

REGISTRATION AREA

Theatre Entrance

ACCOMMODATIONS

Advanced reservations are recommended at the accommodation of your choice. However, the **Quality Inn & Suites 11710-102 Street, Grande Prairie** **Phone (780) 831-2999** has graciously set aside for a limited time a block of rooms for conference participants at a group rate of \$139.00 plus applicable taxes until Thursday, September 13th.

When making reservations quote code: Early Childhood Conference

VENDORS

A variety of educational toys, books and resources along with products to 'indulge' yourself will be available for purchase Friday & Saturday.

FOR MORE INFORMATION

- ◆ Registration Assistance
NRLC – (780) 882-7988
- ◆ Conference Information
Jennifer Young (780) 532-9686

REGISTRATION DETAILS:

Fee: \$170.00 Regular Registration
\$ 50.00 Full-time Human Services Students
(Instructor verification required)

Fees include:

Keynote address, sessions, refreshments & lunch.

If you have dietary concerns, please come prepared.

There is no reduced fee for not attending both days.

All registrations are on a (paid) first-come, first-served basis.

Rooms may be chilly for some participants. Dress appropriately.

Be considerate of fellow participants with scent sensitivities.

Deadline to Register: SEPTEMBER 21ST

Register & Pay Online at www.nrlc.net

(Use the calendar at the bottom of the home page to find the event registration link or click link below.)

Each participant will **register online individually** and must choose **breakout sessions** in each block as part of the process (the online system will not proceed without the breakouts).

Registration Link: <https://nrlc.net/conference/66>

If an organization is registering several staff, complete each individual registration and choose "cheque" as the payment method. Once all online registrations are complete, call the NRLC office (780-882-7988) to pay for the group of registrations by credit card; or send one cheque for full payment. *Please provide a list of participants with the payment information.*

Seating Capacity:

Unless otherwise noted in this booklet, session seating is limited to 30 max; sessions will close online when the max is met.

Session Cancellation Policy:

If a session cancellation occurs, participants will be contacted by email and registered for an alternate session according to preference and availability.

Conference Withdrawals:

Notice of withdrawal must be received in writing via email to register@nrlc.net by 2:00 p.m. Friday, September 14th, 2018. No refunds will be issued after this date. A \$25.00 administrative processing fee will apply. Non-attendance does not constitute notice of withdrawal. No refunds will be issued due to non-attendance, including inclement weather. Delegated participant replacements accepted at registration however will be required to attend registered sessions.

Annual Early Childhood Conference 2018

HELP SHEET

◆ This conference may sell out, so register today!! ◆

Individuals use this Help Sheet to identify your choices prior to registering online, or if your organization is handling your registration for you.

This is a guide only, NOT a registration form.

Please note that certificates of attendance will NOT be issued for this conference. Participants are encouraged to retain a copy of their online registration confirmation email for any necessary proof of registration and/or attendance.

Name (PLEASE PRINT CLEARLY): _____

Mailing Address: _____ Phone: _____

_____ Email: _____

Occupation: _____ Agency/Program: _____

Day Care Family Child Care Preschool School-Age Student Parent Link Teacher/EA
 Head Start Community Program/Agency _____ Support Staff (Aide) Out of Province

Session Selections... Fill in alternate choices. Group size is limited and sessions fill quickly.

Friday, September 28th, 2018

_____ **Will not be attending**

6:30 p.m. – 8:00 p.m. **100 SERIES** 1st choice: _____ 2nd choice: _____ 3rd choice: _____ 4th choice: _____

Saturday, September 29th, 2018

8:30 a.m. – 9:15 a.m. **Keynote Address**

9:30 a.m. – 10:45 a.m. **200 SERIES** 1st choice: _____ 2nd choice: _____ 3rd choice: _____ 4th choice: _____

11:15 a.m. – 12:30 p.m. **300 SERIES** 1st choice: _____ 2nd choice: _____ 3rd choice: _____ 4th choice: _____

1:30 p.m. – 3:30 p.m. **400 SERIES** 1st choice: _____ 2nd choice: _____ 3rd choice: _____ 4th choice: _____

◆ Payment is made online by credit card or cheque immediately following to NRLC. ◆

◆ Cancellation policy in effect ◆

◆ Participants should inquire if they are eligible for PD Funding through Alberta Human Services or AECEA ◆

Register online at www.nrlc.net

Cheques payable to Northwest Regional Learning Consortium
10127-120 Avenue Grande Prairie AB T8V 6G5

Registrations will be accepted until September 21st, 2018 unless Conference sells out earlier!

Steps for CDS PD Funding

Workshops & Conferences

1. Applications must be submitted prior to the start date of the event, if it is after the start date you will not be approved for funding.
2. PD funding is only available to CDS' working in a daycare, out-of-school care, or a family dayhome agency. CDS' working in a preschool, or who are a dayhome provider do not qualify for funding at this time.
3. Before you start your application, ensure you have an electronic copy of your CDS child care qualification certificate and receipt for the PD you are applying for – a receipt is mandatory.
4. Complete the application form on the AECEA website [here](#). Ensure that the email addresses are spelled correctly, as this is the only way we communicate with the applicant.
5. Within a few days you will receive a pre-approval, or denial, email.
6. Within two weeks of the workshop or conference end date a [reflection form](#) must be submitted through our website. If a reflection form is not received within the proper time frame, your pre-approval will be reversed, and you will not receive the funding.
7. Once the reflection form is received, a cheque will be mailed to the organization of employment. If the CDS has paid out-of-pocket for the workshop or conference, the funding must be distributed to them from the organization.

Post-Secondary Courses

1. Applications must be submitted prior to the start date of the course, if it is after the start date you will not be approved for funding.
2. PD funding is only available to CDS' working in a daycare, out-of-school care, or a family dayhome agency. CDS' working in a preschool, or who are a dayhome provider do not qualify for funding at this time.
3. A receipt is not mandatory; however, you must be able to show proof of enrollment and expected tuition costs electronically. You must also have an electronic copy of your CDS child care qualification certificate.
4. Complete the application form on the AECEA website [here](#). Ensure that the email addresses are spelled correctly as this is the only way we communicate with the applicant.
5. Within a few days you will receive an approval, or denial, email.
6. Funding will be issued immediately following approval (with the next cheque run AECEA does) to the organization of employment. If the CDS has paid out-of-pocket for the course, the funding must be distributed to them from the organization.
7. A [reflection form](#) will be expected to be completed within two weeks of the course end date. Failure to submit a reflection form will result in you being required to return the funding to AECEA.