



DLI #19283932632

Capital College

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Designated No.3126

Early Childhood Assistant Program (ECA)

Program Description	Designated by the Ministry of Advanced Education Private Training Institutions Branch (PTIB) and recognized by the Ministry of Children and Family Development, ECE Registry. Based on the elective course the student chooses, the program provides introductory learning in various early childhood philosophies, guiding behaviour and health, safety and nutrition.															
Learning Objectives	At the end of this program you will have developed the necessary knowledge and understanding of various philosophies within the early childhood field to work in the early childhood field in early childhood level, infant and toddler level, and special needs level.															
Career Occupation	Early childhood assistant															
Program Duration	Total 5 weeks <u>Academic – 30, 40 or 45 hours depending on the elective.</u>															
Admission Policy	<p>Admission Requirement</p> <ul style="list-style-type: none"> • High School Graduate, 19 Years Old • Grade 12 English OR TOEFL 500/ computer 173/ IBT61/ IELTS (academic 6.0) / 70% score on the Canadian Adult Achievement Test (CAAT) - Level C or has successfully completed the Capital College LEC program; and interview with the Director of Student Affairs. • OR hold an existing Early Childhood Assistant certificate (for certificate renewal) <p>Required Documents</p> <table border="0"> <tr> <td><input type="checkbox"/> Diploma and transcript in English for High School or Junior College graduate; transcript and diploma/certificate in English for Bachelor's degree holder OR copy of Early Childhood Assistant Certificate (for certificate renewal).</td> <td><input type="checkbox"/> Two recent 1"x 1" photos</td> </tr> <tr> <td><input type="checkbox"/> Student Enrollment Contract</td> <td><input type="checkbox"/> Photocopy of Personal ID</td> </tr> <tr> <td><input type="checkbox"/> Written Interview</td> <td><input type="checkbox"/> Student Handbook Acknowledgement</td> </tr> <tr> <td><input type="checkbox"/> Physician's Health Declaration</td> <td></td> </tr> <tr> <td><input type="checkbox"/> A valid Canadian Criminal Record Check clearance</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Three English letters of references testifying to the suitability of the applicant for work in the early childhood field</td> <td></td> </tr> </table>				<input type="checkbox"/> Diploma and transcript in English for High School or Junior College graduate; transcript and diploma/certificate in English for Bachelor's degree holder OR copy of Early Childhood Assistant Certificate (for certificate renewal).	<input type="checkbox"/> Two recent 1"x 1" photos	<input type="checkbox"/> Student Enrollment Contract	<input type="checkbox"/> Photocopy of Personal ID	<input type="checkbox"/> Written Interview	<input type="checkbox"/> Student Handbook Acknowledgement	<input type="checkbox"/> Physician's Health Declaration		<input type="checkbox"/> A valid Canadian Criminal Record Check clearance		<input type="checkbox"/> Three English letters of references testifying to the suitability of the applicant for work in the early childhood field	
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Program Costs			<i>Local</i>	<i>International</i>												
Registration Fee: (non-refundable)	CAD \$		100	200												
Tuition Fee	CAD \$		2,250	2,500												
Handout Fee	CAD \$		30	30												
Student Record Archiving Fee: (subject to change upon notice)	CAD \$		4	4												
TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT	CAD \$		2,384	2,734												
Required Materials	<ul style="list-style-type: none"> • Health, Safety & Nutrition: <u>Safe and Healthy Children's Environments (2018)</u> by Ingrid Crowther • Child Development 1: <u>Child Development (9th Edition)</u> by Laura E. Berk • Guiding Behaviour: <u>Positive Child Guidance (8th Edition)</u> by Darla Ferris Miller 															
Completion Requirements	<ul style="list-style-type: none"> • Academic: attendance, completion of assignments (<i>requirements details in Student Handbook: Attendance Policy & Grading Policy</i>) • Financial: no debt owing to the institution (<i>check with Chief Financial Officer</i>) 															

Program Organization	Child Development 1	<i>40 hours</i>	Monday – Friday 9:00 am – 1:00 pm	April May	26, 27, 28, 29, 30 (2021) 3, 4, 5, 6, 7 (2021)
	Health, Safety & Nutrition	<i>30 hours</i>	Monday – Friday 9:00 am – 12:00 pm	June	1, 2, 3, 4, 7, 8, 9, 10, 11, 14 (2021)
	Child Development 1	<i>40 hours</i>	Tues. & Thurs. 6:00pm – 9:30pm Sun. 9:00am – 6:00pm	June July	20, 22, 24, 27, 29 (2021) 01 (2021)
	Guiding Behaviour	<i>45 hours</i>	Monday – Friday 9:00 am – 12:00 pm	July	7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 28 (2021)
	Health, Safety & Nutrition	<i>30 hours</i>	Tues. / Thurs. 6:30pm – 9:30pm	Oct. Nov.	05, 07, 12, 14, 19, 21, 26, 28 (2021) 02, 04 (2021)
	<i>~ Capital College reserves the rights to change the schedule. Courses offered are based on enrollment. Call the College to confirm the dates. ~</i>				
Note	<ol style="list-style-type: none"> 1. NSF cheques will be charged CAD \$ 50 2. The refund policy is set according to the Private Training Act regulated by the Ministry of Advanced Education Private Training Institutions Branch (PTIB). 3. The tuition fee does not include: school trip, First Aid class, Canadian Criminal Record Check, and any other costs that each individual may spend for the classes or assignments. 				

~ Capital College reserves the right to change the contents of any program information. ~

2021-04-02