



Capital College

Student Handbook

Learning English with Children Program

4400 Hazelbridge Way Unit 540

Richmond, B.C. V6X 3R8

TEL: 604-270-7426 FAX: 604-270-7476

www.capitalcollege.ca

info@capitalcollege.ca

Name of Student: _____

2015-09-01

CODE OF ETHICS

As part of the Capital College, we pledge to conduct ourselves professionally and personally in ways that will reflect our respect for each other. We will do whatever is within our talents and capacity to protect the rights of each person to have the freedom and opportunity to develop his/her full potential.

Principles I – Commitment to the Student

In fulfillment of the obligation to the student, the Capital College educator:

1. Will encourage independent action in the pursuit of learning.
2. Will protect the opportunity to provide for participation in educational programs without regard to race, gender, color, creed, disability or national origin.
3. Will protect the health and safety of students.
4. Will honour professional commitments; maintain obligations and contracts while never soliciting nor involving students in schemes for commercial gain.
5. Will keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principles II – Commitment to the Public

The Capital College educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Will support the professional society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish private views from the official position of the College.
2. Will not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

Principles III – Commitment to the Profession

The Capital College educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

1. Will extend just and equitable treatment to all members of the Montessori education and ECE profession.
2. Will represent his/her own professional qualifications with clarity and true intent.
3. Will apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications.
4. Will use honest and effective methods of administering duties, use of time and conducting business.

** Adopted from the American Montessori Society Code of Ethics*

As part of Capital College, we pledge to conduct ourselves professionally and personally in ways that will reflect our respect for each other. We will do whatever is within our talents and capacity to protect the rights of each person to have the freedom and opportunity to develop his/her full potential.

Early Childhood Educators work with one of society's most vulnerable groups-young children. The quality of the interactions between young children and their caregivers has a significant, enduring impact on the children's lives. Early Childhood Educators accept their ethical obligations to the children and families they serve as both represent our society's future*

* There are eight (8) principles of code that Early Childhood Educators adhere to:

- Early Childhood Educators promote the health and wellbeing of all children.
- Early Childhood Educators use developmentally appropriate practices when working with all children.
- Early Childhood Educators demonstrate caring for all children in all aspects of their practice.
- Early Childhood Educators work in partnership with parents, supporting them in meeting their responsibilities to their children.
- Early Childhood Educators work in ways that enhance human dignity.
- Early Childhood Educators pursue, on an ongoing basis, the knowledge, skills, and self-awareness needed to be professionally competent.
- Early Childhood Educators demonstrate integrity in all of their professional relationships*

* *Adopted from the Early Childhood Educators of British Columbia Code of Ethics document**

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ABOUT THIS HANDBOOK

This Handbook contains detailed information regarding the Learning English with Children Program. The student registered for this program is required to read over the entire handbook and sign the “LEC Student Handbook Acknowledgement” (see Appendix M)

ABOUT CAPITAL COLLEGE

Location:	<i>(Main Campus)</i> Capital College 4400 Hazelbridge Way Unit 540 Richmond, B.C. V6X 3R8	<i>(Satellite Campus)</i> Westwood Montessori 1438 Pinetree Way, Coquitlam, B.C. V3E 6A3
Telephone	604-270-7426	604-270-7426
Fax	604-270-7476	604-270-7476
E-mail	info@capitalcollege.ca	info@capitalcollege.ca
Website	www.capitalcollege.ca	www.capitalcollege.ca

Corporate Structure

Capital College is a registered British Columbia corporation with a board of directors:

Officials

(Main Campus)

Chief Financial Officer	Jessie Fang
Director of Student Affair	Lorraine Yang
Director of Communication	Jonathan Colvin
Senior Educational Administrator	Dr. Kristophe Kubinski
Program Director	Jackie Hsieh
Administrator	Lorraine Yang

(Satellite Campus)

On-Site Administrator	Patsy Chern
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*The Officials information may be found at the “Staff and Faculty Information (Directory)” (see Appendix A)

College Business Hours

The college business hours at main campus are from 2:00 PM to 6:00 PM Monday through Friday. The location is closed on weekends, and Canadian statutory holidays.

Facilities and Location

Capital College is located at 4400 Hazelbridge Way Unit 540, Richmond, B.C. Academic classes will be conducted at the above location; there may be off-site field trips. The facility has three classrooms with 358 and 240 square feet (ground floor) and 495 square feet (second floor). In addition, a resource library, washrooms, meeting room, office, storage rooms and dining rooms are available.

The location is close to bus stop, sky train stations, shopping and food areas. The class size for the program is limited to 20 students on the ground floor and 30 students on the second floor.

Accreditation – PCTIA

Capital College, 4400 Hazelbridge Way Unit 540, Richmond, B.C. V6X 3R8, is accredited with the Private Career Training Institutions Agency of British Columbia (PCTIA). Website: www.pctia.bc.ca

MISSION STATEMENT

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It is our mission here at Capital College to provide the opportunity for an exceptional and quality education to all of our diverse students. With this in mind, Capital College offering a wide range of Programs to train students to become successful professionals in their future education careers and to contribute significantly to their local, national, and global communities.

PROGRAM PURPOSE AND OBJECTIVE

The goal of the program is to meet the specific needs of a community of students that are relatively new to Canada. This program served as a foundation course for students who intend to study the American Montessori Early Childhood Teacher Education Program (AMS) and/or Early Childhood Education Program (ECE). The students will be supported as they explore a variety of developmentally appropriate strategies for assisting children in language development. This program will provide fundamental aid to Early Childhood Educators working in after-school program, language learning centre, and parents whom wish to get a head start on their children's language development.

The students are expected to understand how and why young children learn language and general child development, demonstrate skills on presenting children's books, stories, songs, finger-plays and rhymes, develop speaking, listening, writing and reading skills, demonstrate communication skills in the classroom, develop resource files, develop and facilitate groups and circle time.

PROGRAM CURRENT POLICY

All programs offered by Capital College are educational programs which follow the policies and requirements from their responsive regulatory bodies. The Program Director is to ensure that all programs content are met to the current requirements by following the course syllabus for each program. The Learning English with Children Program (LEC) follows the standards and requirements from the PCTIA bylaws.

TRUTH IN ADVERTISING

It is the policy and procedure of Capital College that all announcements and advertising are true and accurate and not misleading, and accurately reflect the programs and classes held in connection to the College. All information in the content of this handbook is current and correct and is so certified as true by the Program Director.

PCTIA STUDENT TRAINING COMPLETION FUND

All registered and/or accredited institutions must participate in the Student Training Completion Fund (STCF), which is a new mechanism for tuition protection in case of institution closure. Previously, Private Post-Secondary Education Commission of BC (PPSEC) provided tuition protection by requiring private postsecondary institutions to post financial security, which could be a surety bond, letter of credit or cash deposit.

Questions regarding the STCF may be directed to the:

The Private Career Training Institutions Agency of British Columbia (PCTIA)
#203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4 604-569-0033

PROGRAM AND COURSE OUTLINE

Program Summary

The Learning English with Children Diploma Program is comprised of 75 academic course hours and 5 hours observation.

Required Courses

The courses required for completion (see ◊ below) of the learning English with children program are:

Theory

6 hours

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Music & Movement	21 hours
Children's Literature	18 hours
Circle Time	15 hours
Language Activities	15 hours
Observation	5 hours

Course Description

Theory: 6 Hours

This course will introduce student to study early childhood by examining the developmental stages in receptive and expressive language. The students will apply the knowledge of language development to how children learn language and how to facilitate the language development in early childhood setting.

Music & Movement: 21 Hours

This course introduces the principles of the music and movement and how to integrate this knowledge to the children's language development through various types of method such as songs, movements, fingerplay, and games etc.

Children's Literature: 18 Hours

This course will allow the students to explore different categories of children's' books and introduces a variety of storytelling techniques.

Circle Time: 15Hours

This course will integrate the theory with the skills, techniques learnt in previous courses to design circle time plan. The student will improve their planning through present the planned circle time and feedback from the instructor/peers.

Language Activities: 15 Hours

This course is designed to provide an overview of the Language Arts curriculum in Montessori philosophy and the terms used in the Early Childhood Field. The student will explore the basics of the Language materials with introduction to the terms that are used in the early childhood field.

Observation: 5 Hours (Pre-requisite Circle Time)

This course would allow the student to further their circle time presentation skills by going into the child care facility and present to the children for two (2) hours. The student will also observe different styles of circle time in various child care facilities for three (3) hours. The students are required to use the

FINANCIAL AID

Capital College does not provide grants, loans or subsidies. However, a monthly instalment payment plan is available for students under special circumstances; please consult with Chief Financial Officer by advanced appointment.

ADMISSION POLICY

Capital College is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

Program Admission

1. High school graduate; 19 years old
2. ESL level 4.
3. All applicants must make an appointment for an admission interview with the Director of Student Affairs.

Required Documents

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1. Student enrolment contract.
2. Diploma and transcript in English for High School or Junior College graduate.
3. Two recent 1" x 1" photos.
4. Written interview.
5. Photocopy of personal ID.
6. Program Student Handbook Acknowledgement

A student whose file lacks any the items listed above may be accepted on a provisional basis while he/she awaits full documentation; this acceptance is valid until the program start date, and the Confirmation of Admission Required Documents form will be signed prior to signing the student enrolment contract (See Appendix I). If the student fails to submit all required documents by the program start date, the College will terminate the student enrolment contract and refund all tuition and other fees (excluding the non-refundable registration fee). No exceptions can be made

Procedure

1. The institution's Administrator refers all inquiries to the Director of Student Affairs. The Director of Student Affairs meets with the prospective student to discuss the program of interest, their educational goals and commitment to completing the program of study.
2. If the student is undecided about a program of study, the Director of Student Affairs gives the prospective student information about a number of programs so that the student can make a decision.
3. Once the student has decided on a program of study, the Director of Student Affairs reviews the admission criteria for the program with the student to ensure that they meet all criteria.
4. The Director of Student Affairs obtains evidence (e.g. transcript, proof of age, etc.) from the student that they meet all of the program's admission criteria and places the evidence in the student file. Note: If the student fails to meet the minimum admission requirements, they cannot be waived by either the institution or the student.
5. After receiving evidence that the prospective student meets all of the admission criteria, the Director of Student Affairs prepares a Student Enrolment Contract and meets with the prospective student to review the policies that will affect the student during their completion of the program of study and to review the contract. Financial arrangements for payment of tuition and other fees are also discussed.
6. If the Director of Student Affairs and the prospective student agree on a financial arrangement, they sign the contract and a copy of all student policies will be delivered to the student. When the student confirmed in written response by submitting a signed "LEC Student Handbook Acknowledgement" (Appendix L) that they understand all student policies, the Administrator will deliver a copy of the signed contract.

ATTENDANCE POLICY

Capital College recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time.

Program Completion Time

Capital College offers its Learning English with Children Program as an eighty-hour diploma program. However, students may complete all course requirements - academic and observation, within 1 year of the beginning of the program. Students who do not complete their program within 1 year will be required to re-register into the program. If an absent student has not filed a Contract Amendment Form (Appendix C), after one year from the start date of their program Capital College will dismiss the student and send a transcript and a letter informing the student of their dismissal.

Absence and Tardy Arrival

ACADEMIC – The program is both intense and non-duplicable. Regular attendance is expected. Students are expected to attend all sessions and punctuality is required.

Absence

Whole day session:

- A maximum 10% of absence is allowed per session and a make-up assignment is required. Assignment will be given by instructor and student is expected to pay **\$20 for the extra cost.**

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- Exceeding 10% of absence per session, make- up session is required. Student is expected to **pay \$50 per hour for the make-up session.**

Evening session:

- A maximum 10% of absence is allowed per subject course, a make-up assignment is required. Assignment will be given by instructor and student is expected to **pay \$20 for the extra cost.**
- Exceeding 10% of absence per subject course, make- up session is required. Student is expected **to pay \$50 per hour for the make-up session.**

Note: 1. Sessions have to be taken in sequence.

2. Make-up session must be completed before the next session starts.

3. Make up assignment and make up session are paid at student's own expense.

4. Student needs to take the initiative and request a make- up session (See Procedure). Availability of make-up session is not guaranteed, student bears the risk of needing to reregister in the course if a make-up session cannot be arranged.

5. Student must complete all the course hours in order to pass the program.

6. If student is absent without submitting Absence Form (See Appendix E) ahead of time, this will be regarded as absenteeism and will result in immediately failure of the course; student must retake the course with the next course cycle. If an emergency, see Procedure B.

7. Student found without textbook will be marked as absent for the session.

Tardy Arrival/ Lateness:

College requests student to arrive 10-15 minutes early before each class. If student does not arrive on time, it counts as late.

- 1st time late, college will give oral warning.
- 2nd time late, college will give written warning.
- 3rd time late, student will fail immediately and will be required to re-register with an additional course fee.

Please inform the instructor and college in writing and fill out the Absence Form (see Appendix E) in advance if you will be absent for any reason. Absences for medical or emergency reasons are considered "excused" absences if the student provides documentary evidence of the reason for the absence such as a doctor's note; the instructor and program director will determine how student will make-up for the lost hours. (Student is responsible for the make-up cost and availability of arrangement is not guarantee)

Adverse Weather Conditions or Unsafe Environment

The facility may close down early due to adverse weather conditions such as snow or dangerous driving conditions; students should check with the Vancouver School Board at (604) 713- 5000 during the weekdays; for sessions offered during the weekends, students should check with the College, or check the website: <http://www.vsb.bc.ca/district-news/snow-forecast>. Those hours will also need to be made up.

Retaking Courses

Student will need to retake the course under the following circumstances:

- Student fails to reply to the email the College administrator will send prior to the beginning of each course and does not appear for the first class;
- Fails to meet attendance requirements;
- Academically fails

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Student can only retake courses within the maximum length of the program (one year) with payment of retaking course fee. If they exceed this length, student will be dismissed and required to re-register in the program. There is no guarantee that college will offer the required course.

Postpone courses

The College administrator will send an e-mail notification to the students prior to the beginning of each course. A student has the opportunity to postpone their study by taking a course in the following course cycle, with advanced written notice **within 3 days upon receiving the email..** Please refer to change of status. Student can only postpone courses within the maximum length of the program (one year). If they exceed the length, student will be dismissed and required to re-register in the program. There is no guarantee that college will offer the required course

Leave of Absence/Change of Status

A student may take a leave of absence by applying for a Change of Status at any time. The student completes the form "Change of Status" (Appendix B); the student will also have to complete a Contract Amendment Form (Appendix C) if the student will not finish their program within a year of the program start date. In all cases the student must still finish their program within 1 year of the program start date. Please refer to "Program Completion Time" in this handbook.

GRADING POLICY

Criteria for grading

- Grades for course work are compiled from the combination of assessments taken, projects/assignments completed, presentations completed, active participation in class activities, and evaluations of appropriate competencies.
- The assessment or evaluations are done during the middle or the end of each course segment. Feedback will be given by the instructor after each assessment. Assessments can include performance, written and oral.
- Students are given oral evaluation of their performance during the course segment. Projects and written works are returned to the students within a reasonable time.
- Students receive rating for work completed: A+, A and A- for excellent work; B+, B, B- and C+ for satisfactory work; F for unsatisfactory/fail work. **Students must maintain a grade of C+ or better to be acceptable for consideration of successful completion of the assignment.**
- The student may withdraw from the program at any time and pay for educational services rendered. A short feedback will be provided as well. Please refer to the College Withdrawal Policy in this handbook.
- All scheduled classes should be attended. Any missed day of classes has to be made up before the completion of the program. Please see the Attendance Policy in this handbook for details.

6. Grading System:

Excellent	95 – 100	A+
	90 – 94	A
	85 – 89	A-
Satisfactory	80 – 84	B+
	75 – 79	B
	70 - 74	B-
	65- 69	C+
Unsatisfactory/Fail	64 & Below	F

- Diploma Award: upon successfully completing the required course components, a diploma will be issued by Capital College.

Late Assignments and Re-do Assignments

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All assignments should be handed in on time on the day they are due. Please include a cover sheet and place it in a file folder or staple it. E-mailing assignments to the college and/or instructor is not permitted.

If an assignment is handed in late, 10% will be deducted from the mark per day late.

In rare situations if the student has a personal emergency such as a car accident or serious illness, the college may accept the assignment late without deducting marks in two (2) days with valid proof of emergency; an effort should be made to have the assignment delivered by a family member, friend or colleagues if possible.

Re-do assignments will only be allowed if the instructor feels the quality of the work is poor. Students cannot re-do an assignment to attempt to gain a better mark. *Re-do assignments will not be graded higher than C+ and must be handed in within two weeks. . It is student's responsibility to pay for extra cost of remarking assignment.*

DISPUTE RESOLUTION/ GRADE APPEAL POLICY

Policy

Capital College provides an opportunity for students to resolve disputes of a serious nature and grade appeals in a fair and equitable manner.

The policy applies to all college students who are currently enrolled or were enrolled 30 days prior to submitting their concerns to the Program Director.

Only grades received on midterm or final assessments may be appealed. Grades received for assignments, weekly quizzes and participation may not be appealed.

Procedure for Student Disputes

1. When a concern arises, the student should address the concern with the staff member most directly involved. If the student is not satisfied with the outcome at this level, the student should put their concern in writing using the "Complaint/Concern Notification" (Appendix D) and deliver it to the Program Director.
2. The Program Director will arrange to meet with the student to discuss the concern and desired resolution within 5 business days of receiving the student's written concern, or as soon as practical.
3. Following the meeting with the student, the Program Director will investigate whether the student's concerns are substantiated in whole or in part. These inquiries may involve further discussion with the student either individually or with appropriate college personnel.
4. The necessary enquiries and/or investigations shall be completed no later than 10 business days following the receipt of the student's written concerns. The Program Director will do one of the following within 10 days of receiving the student's written concerns:
 - a. Determine that the student's concerns are not substantiated; or
 - b. Determine that the student's concerns are substantiated in whole or in part; or
 - c. Determine that the student's concerns are frivolous and vexatious.

The student and the colleges personnel involved shall receive a written summary of the above decision. A copy of all documentation relating to every student's complaint should be signed by all parties involved. The original will be given to the student, a copy will be placed in the student's file folder in the appropriate section, and a digital copy will be stored in the college database.

5. If it is determined that the student's concerns are substantiated in whole or in part the Program Director shall include a proposed resolution of the substantiated concerns.
6. If the student is not satisfied with the decision of the Program Director, the student must advise the Program Director within 48 hours of being informed of the decision. The Program Director will immediately refer the matter to the Vice-President. The Vice-President will review the matter and meet with the student within 5 business days.
7. The Vice-President will come to a final decision on the case. At this point the College's Dispute Resolution Process will be considered exhausted.
8. The Vice-President will then report to the Board of Directors for final decision. If the issue is of a serious nature either the Board of Directors or the student may engage the services of a third party mediator to assist in the resolution of the dispute. Whichever party initiates the inclusion of a mediator is responsible for the cost. A list of mediators is available from the Director of Student Affairs.
9. If a serious dispute is unresolved after completing this process, students are urged to inform the PCTIA (Private Career Training Institutes Agency of British Columbia).

Procedure for Grade Appeal

1. If a student is dissatisfied with the grade received for a mid-term or final assessment and can provide evidence that a higher grade is warranted, they should discuss with their instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of their appeal to the instructor, they should submit a written appeal to the Program Director.
3. The Program Director will obtain a copy of the mid-term or final assessment grade sheet from the instructor and will have the assessment re-marked.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If a grade appeal is reviewed by the Program Director, the grade assigned following the re-mark and review will be final and cannot be appealed further.
6. If a student fails an exam they will have to retake the entire course.

STUDENT RIGHTS AND RESPONSIBILITIES

1. **PAYMENT** – Students must satisfy their financial obligations to the college.
2. **KNOWLEDGE OF COURSE POLICIES AND REQUIREMENTS** – Students are responsible for clearly understanding all of the college policies and determining and fulfilling course requirements. Administration staff is available to answer any queries.
3. **SPECIAL CIRCUMSTANCES** – Students have a responsibility to inform the instructor if they require any course adaptations due to learning differences or life situations. Every effort will be made to accommodate individual learning styles or other special situations.
4. **COMMUNICATION** – It is the student's responsibility to inform the instructor or field supervisor if opportunities for learning are not being provided within the classroom or at the practicum site.
5. **RIGHT** – It is the responsibility of the student to initiate grievance or problem-solving procedures to the program.
6. **GRIEVANCE** – It is the student's right to initiate a grievance procedure in situations that warrant it.
7. **COMPLETION OF COURSE REQUIREMENTS** – In order to graduate, the student must complete all course requirements including, but not limited to, course requirements and assignments, and course attendance.
8. **FINAL EVALUATIONS** – The student must satisfactorily complete written and practical evaluations for all academic phases.
Time Limit: Students must satisfactorily complete all course requirements – academic, and financial – within a one year time period following the course's official beginning.
9. **STUDENT ASSESSMENT OF INSTRUCTOR AND PROGRAM** – Student assessment of the instructor and program is done following the completion of each course.
10. Whichever party initiates the use of a mediator will be responsible for the cost of such a service. A list of mediators is available from the Director of Student Affairs. If a serious complaint is unresolved after completing this process, students are urged to inform both PCTIA (Private Career Training Institutes Agency) and the provincial body responsible for registering and regulating Early Childhood Education Training Programs.

STUDENT CODE OF CONDUCT, DISCIPLINE AND DISMISSAL

Capital College expects students to meet and adhere to a code of conduct while completing a program of study. The list below provides an outline that all students are expected to follow. Students should request clarification from the administrative staff if they have any questions.

“Student” includes prospective students as well as those currently registered or enrolled in any programs or study.

Student Code of Conduct:

1. **Promptness** is expected at the beginning of class and after each break.
2. **Appropriate dress** – Bare feet or thongs are prohibited due to insurance regulations. It is suggested that students avoid wearing clothing that is revealing, or that exhibits inappropriate graffiti or insignia.

3. **Respectful demeanour** – Students are expected to conduct themselves respectfully during classes. Overlapping conversations during class time are disruptive to the learning community in the campus and should be avoided.
 - a. Students are expected to maintain a professional demeanour throughout the program. If a situation arises the Director of Student Affairs shall speak to the student involved to establish an understanding of acceptable behaviour. If this does not resolve the issue, the Director of Student Affairs will meet with faculty to decide appropriate action.
 - b. Unprofessional behaviour is unacceptable.
 - c. **Respect** is a key component of Capital College philosophy. If you wish to share an idea, please do so with the whole group. Side chatter and commentary are disruptive to everyone.
 - d. Eating and drinking is permitted during class with tray, however no food or drink is allowed on the shelf. It is encouraged that the students take advantage of the dining room and/or the outdoor areas when the weather permits.
 - e. Students should *take turns to help clean up immediately after using the dining room, washroom and classroom*. All the garbage should be put away in the garbage bin in the dining room. Classroom tabletop should be cleaned before leaving the classroom at the end of class.
 - f. **Cell phones need to be TURNED OFF during class.**
 - g. Students must respect the instructors and other students.
 - h. Students should **always keep the campus environment clean and tidy. Smoking and alcohol are not permitted in the classroom, or on the college grounds.** Please follow the B.C. Tobacco Control Act (details at B.C. website: http://www.leg.bc.ca/38th3rd/3rd_read/gov10-3.htm).
 - i. If students have any concerns about other students, please direct them to the course instructor immediately.
4. **Preparation** – Students are provided with an outline of each course that includes a reading schedule and material or assignment expectations, and are therefore expected to be appropriately prepared for each class.
5. **Photo taking, Recording and Video Taping** – Students are encouraged to elect two representatives to take photos of material presentation during practice session. These photos can only be used for assignment purpose. Sound recording is permitted in the class with the instructor’s permission but video-taping is not permitted during the whole class session. Please check with individual instructors regarding specific directions for their course
6. **Children in class:** Children are not permitted in the classroom.
7. **Confidentiality** – Students are expected to extend the code of conduct delineated in the Code of Ethics to include conversation within the classroom.
8. **Facility** – Students have access to the campus facilities, and are expected to preserve all facilities in the condition at time of usage. *All facilities are available at the main campus in Richmond.*
 - a. **Office copy machine:** A copy card is available at a cost of \$10 for 100 copies with the administrator during business hours.
 - b. **Video equipment:** It is the students’ responsibility to make sure the video equipment in the classroom is used properly. The students will be liable for the damage or improper use of the video equipment.
 - c. **Material:** All materials are to be handled carefully and returned to their original places after use or practice. Please carry the material one at a time. *All the tables and chairs should be returned to and pushed in the original places before leaving.*
 - d. **Telephone:** Students should use **phones only in emergencies and never for long distance calls.**
 - e. **Library:** The lending library is open to all teachers, students and graduates. The “Resource Library Access Survey” (Appendix J) is required to be filled out upon graduation when picking up the graduation file.
 - i. Students are not to borrow books from the REFERENCE ONLY section.
 - ii. The Library hours are Monday to Friday from 2:00p.m. – 6:00p.m. The library will be closed when classes are in session. Please make appointments with the office administrators in advance.
 - iii. Please fill out the card with **your full name** in the book and bring to the office. The office administrators will record the lending and stamp the due date on your cards.
 - iv. The loan period is **four weeks**. Most items may be renewed twice by e-mail or phone, if they are not already overdue and if there is not a hold on the item.
 - v. The maximum number of items that any borrower may have checked out for Montessori or ECE subjects (English and/or Mandarin) is three (3) and for other subjects is five (5) per time.

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- vi. The students are responsible for all materials borrowed and for any charges on items that are lost or damaged.
- vii. Any damaged or lost materials must be replaced or paid for by the borrower.
- viii. When returning books, bring them to the office. Please do **NOT** return the items to the shelf by yourself as the office needs to know that you have returned the books.
- ix. Overdue books will be charged \$1.50 per day for Mandarin books, and \$0.75 per day for English books.
 - x. Students may not borrow any other items in the library until **ALL** items have been returned.
- f. **Computer Area:** The college provides the computers for all students and instructors to use under the following circumstances:
 - i. Notify the administrator before use.
 - ii. Food and drink are prohibited on the computer desk.
 - iii. For safety, please only turn on/off the computer that was used. Never move the computers or change the plug, the computer system could be damaged and data lost.
 - iv. Never turn off a computer when it is running. When there is something wrong with the computer, notify the administrator, and stop using the computer immediately. Students **MUST NOT ATTEMPT** to fix the computer himself/herself. If the computer is damaged seriously, the student will be charged for the repair.
 - v. Notify the administrator if putting your own files on the computer to aid virus prevention.
 - vi. Illegal copies of software are prohibited due to copyright; the student is responsible for the consequences of such action.
 - vii. Please use personal flash-drives to save documents or files. Please do not save on the computer; the college will not be responsible for any lost documents or files.
 - viii. If a problem arises in the computer or the computer has frozen, please record what happened and notify the administrator immediately.
 - ix. After use, please turn off the computer following the correct procedure and clean up the working area before leaving.
9. **Parking**
 - a. **Parking at main campus:** Parking is limited and students are advised to use public transit if possible. The 24 hours reserved parking spaces for Capital College are for office staff and instructors **ONLY**. Please do not park at these spaces. Vehicles in the parking lot are left at the owner's risk. *The college does not hold any responsibilities with regards to any parking issues, students may redirect to: Imperial Parking Limited (Tel: 604-681-7311).*
10. **Others:** Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:
 - a. Sexual assault.
 - b. Physical assault or other violent acts committed on or off campus against any student.
 - c. Verbal abuse or threats.
 - d. Vandalism of school property.
 - e. Theft.

Cheating and Plagiarism

Testing and assignments assure the mastery of knowledge and skills that prepare students professionally and academically to work with children. Capital College has a **zero tolerance policy on cheating and plagiarism**. Cheating or copying during any type of assignments, quizzes and/or exams will result in immediate failure of the course. The student will be required to re-register for the course with an additional course fee.

- **Cheating:** Cheating includes:
 - Using unauthorized sources of information during any type of test or examination;
 - Giving or receiving unauthorized information to/from another student during any type of test or examination.
- **Plagiarism:** Plagiarizing (copying) involves representing work of another person as one's own. Close paraphrasing and self-plagiarism are also unacceptable practices. Students should cite quotes used and also attach a reference page. The APA style (www.apastyle.org) for citation is required. Plagiarism includes:

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- Submitting work extracted in full or part from another person's paper;
- Submitting work of one's own that has been submitted previously;
- Submitting work or idea from someone else and representing it as one's own;
- Submitting materials downloaded from a website without appropriate citation to acknowledge the source of information;
- Copying any text verbatim or with only slight variation/close paraphrasing from the original text without proper citation

Students are required to prepare or purchase their own textbooks prior to the beginning of the courses. No part of the textbook should be reproduced, or used in any form or by any means – graphic, electronic or mechanical, including photocopying.

If you need more clarification or have any further questions about what constitutes cheating, plagiarism, and any other academic misconduct please speak to your instructor and/or the Program Director.

Progressive Discipline Procedure:

Capital College follows a progressive discipline procedure when it comes to resolving grievances with students. There are 4 stages in the progressive discipline policy which includes the following:

1. **Verbal warning-** Students will be given a fair reasonable verbal warning. The College will act quickly and keep a written record with the date of the meeting and warning given to the student. This will be placed in the student's file. Expectations will be clarified directly to the student. The student will be given a time frame and an opportunity to improve on their conduct. The student will be warned that failure to meet those expectations will result in being given a written warning.
2. **A written warning-** If there is an unsatisfactory resolution of the situation and the student continues to not meet those expectations, a written warning letter will be issued to the student and a copy will be placed in the student's file.
3. **Final written warning-** If the written warning is not successful in resolving the issue, a final warning will be issued informing the student that failure to resolve this issue will result in dismissal from the LEC program. A copy of the final written letter will be placed in the student's file.
4. **Dismissal from the LEC program-** the student will be asked to leave the program. All verbal and written communication will be documented and placed in the student's file.

The following are considered reasons for dismissal from the program:

- Lack of commitment and serious intent demonstrated by the student and observed by the instructor. Examples might include inattention during class time, incomplete or unacceptable assignment material, or continued absences from class without notice for over two sessions.
- Marked inability to interact with faculty, students or children in a mature and respectful manner.
- Violation of the ethical standards (refer to ECEBC Code of Ethics).
- **Submitting false records or information, in writing or orally, or failing to provide relevant information, at the time of admission to the program.**
- Falsifying or submitting false documents, transcripts or any other academic credentials.
- Damaging, removing, or making unauthorized use of Capital College or the personal property of instructors, staff and students, and assaulting individuals, including conduct which leads to the physical injury or emotional harm of instructors, staff or students.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Code of Conduct Dismissal Procedure:

1. All concerns relating to student misconduct shall be directed to the Director of Student Affairs. Concerns may be brought by officials, students or the public.
2. The Director of Student Affairs will arrange to meet with the student to discuss the concerns within 5 business days of receiving the complaint or as soon as practical. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Director of Student Affairs will meet with the student as soon as practical.

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3. Following the meeting with the student, the Director of Student Affairs will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within 10 business days of the initial meeting with the student.
5. The Director of Student Affairs will meet with the student and do one of the following:
 - a. Determine that the concerns were not substantiated;
 - b. Determine that the concerns were substantiated, in whole or in part, and either:
 - i. Give the student a warning setting out the consequences of further misconduct;
 - ii. Set a probationary period with appropriate conditions; or
 - iii. Recommend that the student be dismissed from the Institution.
6. The Director of Student Affairs will prepare a written summary of the determination. The original will be given to the student, a copy will be placed in the student's file stored securely in the college and a digital copy will be stored in the college's database.
7. If the student is issued a warning, the Director of Student Affairs and the student both sign the written warning and the student is given the original, and a copy will be placed in the student's file stored securely in the college.
8. If the recommendation is to dismiss the student, the Program Director will deliver to the student a letter of dismissal.

WITHDRAWAL AND REFUND POLICY

The College's refund policy is set according to the bylaws of the Private Career Training Institutions Agency of British Columbia (PCTIA). Refund entitlement is made by the Chief Financial Officer calculated on the total fees due under the student enrolment contract using "Notice of Refund" (Appendix G). Where total fees have not yet been collected, the College is not responsible for refunding more than has been collected to date and the student may be required to make up for fees due under the contract.

Withdrawal

The student has the right to withdraw from a course of instruction at any time with a written notice.

Refund policy for local students:

- a. Refunds before the program of study begins:
 - i. If written notice of withdrawal is received by the College within seven (7) calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the College may retain 5% of the total fees due under the contract or \$250.
 - ii. If written notice of withdrawal is received by the College thirty (30) calendar days or more before the commencement of the period of instruction specified in the contract, the College may retain 10% of the total fees due under the contract, or \$1000.
 - iii. If written notice of withdrawal is received by the College less than thirty (30) calendar days before the commencement of the period of instruction specified in the contract, the College may retain 20% of the total fees due under the contract, or \$1,300.
- b. Refund after the program of study starts:
 - i. If written notice of withdrawal is received by the College, or the student is dismissed, within 10% of the period of instruction specified in the contract, the College may retain 30% of the total fees due under the contract.
 - ii. If written notice of withdrawal is received by the College, or the student is dismissed, after 10% and before 30% of the period of instruction specified in the contract, the College may retain 50% of the total fees due under the contract.
 - iii. If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.

PRIVACY POLICY

Policy

Capital College collects students’ personal information for the following reasons:

- To maintain student records as required by PCTIA.
- To keep students/graduates informed of activities of the college.
- To issue T2202A in accordance with Canada Revenue Agency.

Confidentiality is pledged to all students regarding their records in accordance with the Freedom of Information and Protection of Privacy Act. Students’ personal information is not used for any other purpose.

Capital College retains the full student file for a period of seven (7) years following the student’s withdrawal, dismissal or graduation. After seven years, the full student record is destroyed using a secure destruction method.

Capital College uploads a copy of the students’ enrolment contract, transcripts, and credential to the PCTIA appointed third-party vendor: Datawitness Online Ltd. These records are retained for a period of fifty-five (55) years.

Student Record Archiving

Student’s files are maintained for a period of seven to nine years following the chart below:

1. Current student’s information/documents/course grades/attendance	Hardcopy and computer file
2. New Graduate student’s documents/transcript/diploma	Hardcopy (7 years) Computer file (7 years) DataWitness (online contracting and archiving for 55 years)
3. Graduate student’s file (after 7 years)	Secured destruction

Procedure for maintaining student files

1. Student personal information is collected before or at the beginning of the program; course-related information are collected throughout the student’s attendance at the college. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored in locking file cabinets and access to the student files is limited to the Administrator, the Program Director, and the President.
3. When a student leaves the college either by withdrawal, dismissal or graduation a transcript is prepared showing the marks achieved in the courses completed successfully. If the student has completed all courses within the program of study, a diploma or certificate and/or credential are also prepared. These documents are signed by the Program Director and copies of the signed documents are placed in the student file.
4. Within 30 days of the student of program completion, copies of the enrolment contract, transcript and diploma, or certificate and/or credential for full career training programs are sent to Datawitness Online Ltd. for long-term storage of fifty-five (55) years.
5. After documents are sent for long term storage, the full student file is placed in “inactive - graduated” student storage for two year.
6. At the end of two year, the student file is placed in “closed” storage for further five years.
7. At the end of the seven year period, the full student file may be destroyed using a secure destruction method.

Procedure for student access to the information on file

1. The student who wishes to access the information in the student file must make the request in writing and setup an appointment during the College business hours.
2. The Administrator will meet with the student to review the file and will provide copies of any document the student requests.
3. The student will pay \$0.10 per page for the documents copied for him/her.

Procedure for authorizing release of information

1. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing providing the following information of the third party: full name, contact number, recent photo, relationship and reason for authorization.

2. The college will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

NON-DISCRIMINATION POLICY

The programs are non-sectarian and provide all students and staff regardless of race, colour, sexuality, or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students in a school. We do not discriminate on the basis of race, colour, sexuality, disability, or national or ethnic origin in administration of our educational and admissions policies.

HEALTH AND SAFETY POLICY

Capital College is committed to providing a healthy and safe working and learning environment for all college employees and students. In striving to attain such an environment, the college takes the position of no tolerance for abusive or inappropriate behaviour (including verbal) in the College. Use of the campus facilities is limited to actively enrolled students during regularly scheduled class times and other direct or authorized individuals during the College business hours.

Procedure for Fire Safety:

1. The Program Director ensures that adequate fire extinguisher is available as needed throughout the campus and that the fire extinguisher is inspected by a qualified inspector at least annually.
2. The designated institution officer is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
3. In the event of a fire emergency, the administrative staff will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
4. The Program Director will advise all staffs, instructors and students to evacuate the campus.
5. Instructors will escort their students to the outside parking areas ensuring that he or she takes the class list with them. The instructor will check the students present against the student list in attendance that day and will immediately advise the Program Director if anyone is missing.
6. The Program Director will act as a liaison between fire officials and staffs/instructors/students during the emergency. If necessary, the Program Director will authorize school closure.
7. No staff, instructor nor student will re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety:

1. The Program Director ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
2. The Program Director ensures that all staffs receive training in the school earthquake evacuation procedures.
3. The designated institution officer is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight..
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When it is deemed safe to do so, the Program Director will advise all staff, instructor and students to evacuate the campus.
6. Instructors will escort their students to the outside parking areas ensuring that he or she takes the class list with them. The instructor will check the students present against the student list in attendance that day and will immediately advise the Program Director if anyone is missing.
7. The Program Director will act as a liaison between rescue officials and staffs/instructors/students during the emergency. If necessary, the Program Director will authorize school closure.
8. No staff, instructor nor student will re-enter the campus until the rescue officials have authorized re-entry.

Specific Health and Safety Procedures:

1. Non toxic materials, such as non toxic glues, drawing paints, or drawing markers and crayons will be used in the classroom while making materials and working with children
2. Emergency escape plan is located on the wall in the front entrance and in each classroom and also in the office. The escape route will be introduced to the students during the student orientation; after student orientation all the safety drills will be practiced every six months.
3. A full set of first aid kit is provided in the lobby and is maintained periodically.

STUDENT SERVICES

Job Assistance

1. Services relating to career planning and placement, such as graduate and professional study information, career planning, resume writing and job search are available at the administration office.
2. Placement for teaching positions, salary and level of career advancement is not guaranteed. However, the College serves as a clearinghouse for schools requesting teachers or workers for graduates or alumni. Employment opportunity information is usually provided via e-mail to graduates or alumni.
3. The College does endeavour to establish contacts with prospective employers for graduate students.
4. Graduates are also expected to actively pursue employment opportunities by themselves.
5. The College encourages the students to keep in touch with the College after graduation. An employment opportunity, which is posted with the College, is available to any of the graduates.

Student Support

1. Information about the College, facility and programs is available on-line or in paper form.
2. Students should contact the Administrator during college business hours by phone, e-mail or in person to be directed to the responsive director(s) if they need any support or have any concerns regarding the programs or their studies.
3. The College has a resource library and continues to expand its collection. Library service is open to all graduated and current students, and includes a four-week borrowing period (with two renewals).
4. Concerns regarding the status of student application, class schedule, transcripts, handbook and forms, and general clerical concerns are addressed to the Director of Student Affairs.
5. Concerns regarding teacher credentialing and provincial permits are directed to the Program Director.
6. Concerns regarding financial arrangements are to be addressed to the Chief Financial Officer.
7. Concerns regarding the practicum placement are to be addressed to the Practicum Director.
8. Wireless internet is available throughout the campus; the password is "elviscapital".
9. Health Care on an emergency basis is available through Richmond Hospital.

Academic Advisement

Students are encouraged to meet with the appropriate instructor for clarification and academic support in gaining mastery of the course component assignments.

REQUESTING OFFICIAL DOCUMENTS

Policy

All students enrolled in any programs offered by the College are eligible to request a "Letter of Acceptance", "Confirmation of Student Status" and "Official Transcript" according to their status in the program.

Procedures for current students

1. Students requesting any official documents are required to send a completed "Request of Official Document Form" (Appendix H) with the total of \$30 applied to the College in person during the College business hours.
2. The Administrator will process the request following the Request of Official Document Form in five (5) business days and an e-mail will be sent to the student upon completion of the request.

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3. The student must book an appointment with the Administrator for picking up the requested official document(s), if picking up by person. The appointment must be confirmed by the Administrator.
4. The request will not be accepted if any missing information on the form and/or unpaid requesting fees.

Procedures for graduated students/alumni

1. The graduate or alumni requesting official transcript(s) will receive the "Request of Official Document Form" by e-mail from the Administrator and is required to send a completed "Request of Official Document Form" with the total fee of \$30 applied to the College by mail, or in person (student ID or personal ID is required at the time of making the request and pick up).
2. The Administrator will process the request following the Request of Official Document Form in five (5) business days and an e-mail will be send to the graduate or alumni upon completion of the request.
3. The graduate or alumni must book an appointment with the Administrator for picking up the requested official transcript(s), if picking up by person. The appointment must be confirmed by the Administrator. The request will not be accepted if any missing information on the form and/or unpaid requesting fee.

GRADUATION POLICY

The Graduation ceremony is usually held on the third weekend of June each year. Students are required to present their graduation projects in groups at the ceremony graduation project exhibition. Attendance is mandatory. Group photos will also be taken at the ceremony in the morning. The student representative from each program will receive a sample certificate on the stage. The college will notify students who successfully completed the program to set up an appointment to receive the official certificate with the Administrator. Students who have not completed the program will still attend the ceremony with classmates; however the official certificate will be issued only once all the required components of the program have been successfully fulfilled.

If the student wishes to have someone pick up the graduation package for him/her, he/she must do so in writing providing the following information of the third party: full name, contact number, recent photo, and relationship in advance and also complete "Graduate Placement Form" (Appendix F) and submit to the College.

The third party must also make an appointment with the Administrator for picking up the graduation package and arrive as the appointment confirmed.

FACULTY

Jackie Hsieh

Ms. Jackie received her Master degree in Art major in Teaching English as a Second Language from Minnesota State University – Mankato in U.S.A. She received her Montessori Credential from American Montessori Society and holds a current Early Childhood Educator's licence to practice in B.C. Ms. Jackie also have a level 3 Teal Professional Certificate from the Association of B.C. Teachers of English as an Additional Languages. Ms. Jackie has more than 20 years of teaching experiences teaching in different languages. She is the manager of the Sunny Gate Montessori School since 2007. She is a member of British Columbia Montessori Association (BCMA).

APPENDIX A: STAFF AND FACULTY INFORMATION (DIRECTORY)

Administrative Staff

Dr. Kristophe Kubinski
Senior Educational Administrator

Tel: 604-270-7426
E-mail: capitalcollege.ectec@gmail.com

Program Director

Tel: 604-270-7426
E-mail: capitalcollege.ectec@gmail.com

Lorraine Yang
Administrator and Coordinator of Student Affairs

Tel: 604-270-7426
E-mail: capitalcollege.ectec@gmail.com

Jonathan Colvin
Director of Communication

Tel: 604-270-7426
E-mail: jcolvin@ican.net

Instructor

Jackie Hsieh

Tel: (604)- 603-5687
E-mail: busybeemontessori@gmail.com

Linda Rosas

Tel: (604)-275-4806
E-mail: lindarosas@gmail.com

Margie Lal

Tel: (604)-802-1355
E-mail: dargielal@hotmail.com

Samantha Huang

Tel: (604)-782-9203
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Catherine Li

Tel: (604)-442-3755
E-mail: catherine8blueberry@gmail.com

Susie Shao

Tel: (604)-347-5317
E-mail: susie_shao@hotmail.com

Jinny Ko

Tel: (778)- 872-5847
E-mail: ko_jinny@hotmail.com

Candiss Brown

Tel: (778)-317-3212
E-mail: candiss.ab@gmail.com

APPENDIX B: CHANGE OF STATUS

Student Name: _____ Student ID Number: _____

Program: ECE-Montessori Montessori ECE ECA
 Montessori-IT ECE-IT LEC FCC

Original Starting Date: _____

Change of Status Date: _____

Anticipated Date of Return to Program: _____

Revised End Date: _____

Reason(s): _____

According to our records, you still have the following course components to complete:

I hereby certify that I will make up the above course(s) that I have missed during my study year and by signing this form I understand that I will follow the college policies and I must complete the program of study before _____ .

I understand that there is no guarantee that the College will offer the required courses, and that I will not have another opportunity to make-up any classes that I fail to attend. I agree that if I have not completed my program within the extended period, I will need to re-register in the program and pay the required tuition fees.

Student Signature

College Administrator

Date

Date

APPENDIX C: CONTRACT AMENDMENT FORM

Student Name: _____

Original Student ID Number: _____ Original Program: _____

Original Start Date: _____ Original End Date: _____

Tuition and Fees:

TUITION AND FEES	Old		New	
Registration Fee: (maximum \$150 domestic/ \$250 international) (non-refundable)	CAD \$		CAD \$	
MACTE/ AMS Registration Fee: (subject to change upon notice) (non-refundable)	USD \$		USD \$	
Montessori Manuals Fee: (non-refundable)	CAD \$		CAD \$	
Tuition Fee:	CAD \$		CAD \$	
Student Record Archiving Fee: (subject to change upon notice)	CAD \$		CAD \$	
Graduation Fee: (subject to change upon notice)	CAD \$		CAD \$	
Materials and Supplies - Handout Fee: (non-refundable)	CAD \$		CAD \$	
Other Fees Payable: (explain)	CAD \$		CAD \$	
	CAD \$		CAD \$	
TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT	CAD \$		CAD \$	
	USD \$		USD \$	

New Student ID Number: _____ New Program: _____

New Start Date: _____ New End Date: _____

New Program's Tuition and Fees:	CAD\$.00	US\$.00
Less: Original Program's Tuition and Fees:	CAD\$.00	US\$.00
TOTAL Fees due:	CAD\$.00	US\$.00

Program Component:

According to the records, the following course components are completed:

You still you still have the following course components to complete:

I acknowledge that the information above is correct and I am held to all other terms and conditions as stated in the original contract signed.

Student Signature

Capital College Representative Signature

Date

Date

APPENDIX D: COMPLAINT/ CONCERN NOTIFICATION

Name: _____ Date: _____

Program: ECE-Montessori Montessori ECE ECA
 Montessori-IT ECE-IT LEC FCC

I have the following concern:

Student Signature

Date

College administrative staff receiving the complaint/ concern: _____

Action taken by Capital College Program Director:

Program Director Signature

Date

Action taken by Capital College Director of Student Affairs (if forwarded to):

Director of Student Affairs Signature

Date

Decision made by Capital College Board of Directors (if forwarded to):

Signatures of the Board of Directors

Date

Suggestion made by third party mediator (if forwarded to):

Signatures of the Mediator

Date

APPENDIX E: ABSENCE FORM

Program: ECE-Montessori Montessori ECE ECA
 Montessori-IT ECE-IT LEC FCC

Name: _____ Date: _____

Date(s) of Absence: _____

Total Hours Missed: _____ Instructor: _____

Course Component: _____

Reason for Absence: _____

Make-up assignment (*following discussion with the instructor*):

I agree to complete the above make-up assignment by _____ (date)

This makes up for but does not excuse the absence mentioned above.

_____ *Student Signature* _____ *Date*

Approved by: _____ *Instructor Signature* _____ *Date*

Program Director Initial _____

Make-up completed per agreement:

Approved by: _____ *Instructor Signature* _____ *Date*

Program Director Initial _____

APPENDIX F: GRADUATE PLACEMENT FORM

Capital College
Administrative Office: 4400 Hazelbridge Way Unit 540
Richmond, BC V6X 3R8

Dear Graduate:

This letter is to inquire about your current employment.

Program: ECE-Montessori Montessori ECE ECA
 Montessori-IT ECE-IT LEC FCC

Starting and Completion Day of Course: from _____ (MM /YYYY) to _____ (MM /YYYY)

Please identify the following sectors:

Not Employed Will be employed in the next 6 months
 Currently Employed in Non-Child Care Sector Currently Employed in Child Care Center

Please answer the following section if you are currently employed in child care center:

Child Care Setting:

Family Child Care Group Child Care 0-18 months Group Child Care 18-36 months Group Child Care 30 months to school Preschool Special Needs Child Care Out of School Child Care
 Other: _____

School/City/Province/Country Where Employed: _____

Start Day of Most Current Job: _____ (MM/YYYY)

Choose the option that best describes this position: Full-Time Part-Time On-Call

Approximate wage per hour: _____

What's your current position title? _____

Are you planning to stay at your current place of employment? Yes No

Do you intend to open your own child care facility in the next 5 years? Yes No

Do you belong to any professional organization(s)? Yes _____ No

Did you find the training helpful to you in your career? _____

Any further information:

Your responses to the above questions are required for Capital College to successfully complete its report to for PCTIA, MACTE and AMS.

Thank you for your time filling out the survey. Please return to the college address above.

We plan on doing the survey every year. Please keep your contact information current with the college.

Name: _____ Phone Number: _____

Address: _____

E-mail: _____

APPENDIX G: NOTICE OF REFUND

Capital College
Administrative Office: 4400 Hazelbridge Way Unit 540
Richmond, BC V6X 3R8

This Notice Is Important. Keep It For Your Records.

Student Name _____ *Telephone* _____

Address _____ *City* _____, *B.C Postal Code* _____.

Programs with tuition:

- ECE-Montessori Combined
- Montessori Early Childhood
- Montessori Infant and Toddler
- Early Childhood Education (ECE)
- ECE Infant and Toddler (ECE-IT)
- Early Childhood Assistant (ECA)
- Learning English with Children (LEC)
- Family Child Care (FCC)

Date Refund was made: _____

Amount Student Paid: \$ _____

Amount of Refund: \$ _____ Calculation

Name of entity to which refund was sent:

1. Address of entity to which refund was sent:

A copy of this form must accompany the refund check.

Chief Financial Officer Signature

Date

APPENDIX H: OFFICIAL DOCUMENT REQUEST FORM

Send to: Capital College
4400 Hazelbridge Way Unit 540, Richmond, BC, V6X 3R8

Program: ECE-Montessori Montessori ECE ECA
 Montessori-IT ECE-IT LEC FCC

Student Name _____ Student ID _____

Mailing Address _____

E-mail Address _____ Telephone _____

Fee: \$30 per document – include cash, a cheque or money order

Official Document(s) requested and number of documents requested:

_____ Letter of Acceptance
_____ Confirmation of Student Status
_____ Transcript

Total Fee included: _____

Please check one:

- _____ I would like to pick up my official document in person.
- _____ I would like my official document sent to my mailing address.
- _____ I would like my official document sent somewhere else. Please specify below:

Name: _____

Address: _____

I have included the \$30 fee for each document I have requested. I understand it usually takes one week for processing the requested document(s) and requests will be processed once all the required information have been completed and the fees have been paid.

Student Signature _____

Date Applied: _____

OFFICE USE ONLY

Issued by: _____

Date Issued: _____

APPENDIX I: CONFIRMATION OF ADMISSION REQUIRED DOCUMENTS

Confirmation of Admission Required Documents

I, _____ have registered in Capital College's _____ program, and I am required to submit the following documents:

According to college policy, I agree to provide Capital College with all required documents listed above within one month from program start date. I understand that if I do not submit the documents within the time limit, the college will have the rights to terminate my student contract without refund, and re-application will be required if I wish to continue studying in the program.

By signing, I have read and agree to the above statements.

Student Signature

Date

College Administrator's Signature

Date

APPENDIX J: COURTESIES FOR OBSERVING AT A CHILD CARE CENTER

1. Make an appointment with the preschool/ day care that you would like to observe at least one week before the date.
2. When making an appointment, be sure to be polite; state clearly on your purpose, where you are from and inquire whether the school is open for observation.
3. On the date of observation, be sure to arrive to the site at least 10 minutes before the appointed time, and self-introduce to the teachers generously. Remember to bring your College's Student I.D. Thank them for offering opportunity to observe at their school.
4. If the teacher has requested to stay at a specific place, please do not walk around in the classroom. Even if the teacher has offered freedom to explore the classroom, it is best to not walk around when the class has started.
5. **REMEMBER:** It is the practicum students' responsibility to not disrupt the class in each and every way when observing, including talking to children, or the teachers, touching the materials in the room, making noises...etc. Show professionalism as future Early Childhood Educators.
6. **REMEMBER:** Picture taking and video taking are not allowed. Should you have any questions before or during observation, kindly inquire discreetly and politely with the center's owner or person-in-charge.
7. **TIP:** A notebook and pen would be required to do a running record, time sample or anecdotal observation.

APPENDIX K– 1: CIRCLE TIME OBSERVATION/ EVALUATION OUTLINE

The students entering the LEC Observation component is required to do the following:

1. 2 Practicum at the assigned licensed childcare centre
2. 3 hours of circle time observation in licensed childcare centres
 - a. Each circle time observation will take 1 hour to complete, includes the following components:
 - i. Preparation before observation: 15 minutes;
 - ii. Actual circle time observation: 30 minutes;
 - iii. Organizing notes using the “Circle Time Observation/ Evaluation Form”: 15 minutes.
 - b. Conduct observations in ECE play-based childcare centres:
 - i. ECE childcare centre with children age 3 to 4 in a preschool or daycare setting.
 - ii. ECE childcare centre with children age 4 to 5 in a preschool or daycare setting.
 - iii. Montessori childcare centre.
 - c. Using the attached “Circle Time Observation/ Evaluation Form” for each observation done, all criteria must be completed before submit to the College for grading.
 - i. All observation/ evaluation forms must attach a cover sheet with the following information in order to be considered “complete”:
 1. Name of Component
 2. Name of Student
 3. Date submitting the forms
 4. Name of Instructor
 - ii. The observation/ evaluation form is assessed with Pass or Fail. The student must receive a “Pass” on all observation with the practicum in order pass the Observation component.

APPENDIX K– 2: CIRCLE TIME OBSERVATION/ EVALUATION FORM

Student's Name: _____ Observation Date: _____

Circle Theme/ Topic: _____ Length of Circle: _____

Location of circle (school name): _____ Number of children: _____

1. What activities have been presented in this circle? (please check ones that apply):

- Opening Song or Rhyme (name): _____
- Calendar (Year, season, month, date, & day)
- Weather
- Storybook (title): _____
 - Aids to the story:
 - Puppet(s)
 - Toy(s)
 - Tape/CD
 - Others: _____
- Movement: (name): _____
 - Aids to the movement:
 - Puppet(s)
 - Toy(s)
 - Tape/CD
 - Others: _____
- Fingerplay (name): _____
 - Aids to the fingerplay:
 - Puppet(s)
 - Toy(s)
 - Tape/CD
 - Others: _____
- Game (name): _____
 - Aids to the game:
 - Puppet(s)
 - Toy(s)
 - Tape/CD
 - Others: _____
- Ending Song/Rhyme (name): _____
- Transition Activity (name): _____

2. (Part A) Interaction between the presenter and the children:

(please provide a brief description, if the space provided is not enough please attach another page)

- All children actively involved, how: _____
- Over half of children actively involved, how: _____
- Less than half of children actively involved, why: _____
- Few children actively involved, why: _____

2. (Part B1) Guidance strategies: How does the presenter deal with the child(ren) who(m) does not participate in the circle? (please describe as much as possible)

2. (Part B2) Guidance strategies: What would you do if you were the presenter?

(please list out 1 – 3 methods)

3. The presenter's management of his/her circle:

LEC Student Handbook

Opening:

- Opening song/rhyme was warm, confident, accurate, and enthusiastic
- Calendar: guide the child(ren) counting through the days on the calendar

Activity(ies):

1. Story

- Book entertaining and easy to understand
- Age appropriate
- Story read in clear, slow and confident manner
- Creating the atmosphere in accordance with the story plot
- Extension of the story
 - Theme interesting and understandable
 - Good use of safe & appropriate object(s)

2. Movement

- Child(ren) is/are familiar with the movement or easy to learn
- Age appropriate
- Movement match with the theme
- Child(ren) is/are able to keep up with the movement

3. Fingerplay

- Child(ren) is/are familiar with the fingerplay or easy to learn
- Age appropriate
- Fingerplay match with the theme
- Child(ren) is/are able to keep up with the fingerplay

4. Game

- Child(ren) is/are familiar with the game or easy to learn
- Age appropriate
- Game match with the theme
- Child(ren) is/are able to keep up with the game

Ending/ Transition:

- Song or activity smooth and timely

Summary

Please describe briefly of the summary in this observation and any feedback that you have.

Assessment of this observation/ evaluation: _____

Date assessed: _____

Name of Instructor: _____

Instructor Signature: _____

APPENDIX L: LEC STUDENT HANDBOOK ACKNOWLEDGEMENT

I HAVE READ ALL MATERIAL IN THE HANDBOOK
I AM RESPONSIBLE FOR UNDERSTANDING
AND ABIDING BY ALL THE REQUIREMENTS
OF CAPITAL COLLEGE LEC PROGRAM

PRINT NAME

SIGNATURE

DATE SIGNED