CHILD DEVELOPMENT PRACTITIONER (CDP)
APPRENTICESHIP PROGRAM

STUDENT HANDBOOK

LEVELS A–F

LOYALIST COLLEGE

Spring 2023
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INTRODUCTION

Welcome to the Child Development Practitioner (CDP) Apprenticeship Program, formerly called the ECE Apprenticeship Program (ECEM).

Students must use a desk computer or laptop. Note: Apple products are not compatible with our Canvas system/Lockdown Respondus Browser. We use MS Word, Excel and PDF formats. You will need an adequate Internet connection. You cannot use a cell phone to complete this course.

Please read this handbook carefully every semester. It contains important information that is updated regularly.

CONTACT INFORMATION

School of Leadership, Learning and Academic Excellence - ECE Distance
Phone: (613) 969-1913, Toll Free: 1-888-569-2547
Loyalist College
376 Wallbridge-Loyalist Road, Box 4200
Belleville, ON K8N 5B9

<table>
<thead>
<tr>
<th>ECE Program Clerk/Exam Specialist</th>
<th>Program Development Officer</th>
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<tbody>
<tr>
<td>Heather Mzee</td>
<td>Janice Quade</td>
</tr>
<tr>
<td>ext. 2559</td>
<td>ext. 2575</td>
</tr>
<tr>
<td><a href="mailto:ceece@loyalistcollege.com">ceece@loyalistcollege.com</a></td>
<td><a href="mailto:JQuade@loyalistcollege.com">JQuade@loyalistcollege.com</a></td>
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<thead>
<tr>
<th>CDP Program Clerk</th>
<th>Placement Coordinator</th>
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<tbody>
<tr>
<td>Jamie Hoard</td>
<td>Julie Kellman</td>
</tr>
<tr>
<td>ext. 2393</td>
<td>ext. 2491</td>
</tr>
<tr>
<td><a href="mailto:Jhoard@loyalistcollege.com">Jhoard@loyalistcollege.com</a></td>
<td><a href="mailto:jkellman@loyalistcollege.com">jkellman@loyalistcollege.com</a></td>
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<tr>
<th>School Age Placement Coordinator</th>
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<tr>
<td>Jody Uddenberg</td>
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<tr>
<td>ext. 2436</td>
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<tr>
<td><a href="mailto:juddenberg@loyalistcollege.com">juddenberg@loyalistcollege.com</a></td>
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WHERE DO I GET HELP?
Registration or Withdrawals: 1-866-344-9944 or 613-969-7900
Accounting Inquiries: accounts@loyalistcollege.com or 1-888-569-2547 ext. 2301
Email your facilitators: Facilitator email address is found in Canvas courses. Facilitators may take 48 business hours to respond to email. Example: If student emails 6pm on Friday, student may receive a response by Tuesday.
We encourage students to check their Loyalist email account regularly.
Technical Assistance: https://loyalistcollege.topdesk.net/ or 1-888-569-2547 ext. 2420 Include the following when conversing by email with the service desk.
Student Name: Course Code and CRN number: Course Name: Describe Issue:

TOPdesk
https://loyalistcollege.topdesk.net/
The Service Desk has launched a new Service Management (ticketing) system that will replace Track–it.

What are some of the features of TOPdesk??
information systems. MFA requires you to provide more than one form of identification at the time of login to certain applications to verify your identity and protect against your account becoming compromised.

You will also be prompted to provide information to verify your identity in the event you forget your password and need to recover it.

Loyalist College Information Technology Services highly recommends the use of the ‘Microsoft Authenticator’ app for best experience. This guide describes the setup process for using the Microsoft Authenticator app.

For assistance please contact the Loyalist College Service Desk via the TOPDesk form at http://mfahelp.loyalistcollege.info

Video Instructions
The following videos are available for assistance:

1. Setting up MFA: http://HelpMeSetupMFA.loyalistcollege.info

PROGRAM DESCRIPTION

The Child Development Practitioner Apprenticeship Program (CDP) consists of a total of 23 courses; 17 theory courses and 6 placements. The theory courses are completed through a distance education delivery model. The placement courses are completed at your placement employment, as well as other Ontario Licensed child care settings. More detailed information concerning placement courses is provided starting on page ___ of this handbook.

The distance education delivery model depends on your ability to plan and manage
your time efficiently. While distance education offers convenience and flexibility, you should expect to allocate at least 5 hours per week on each course you are registered in. Weeks that assignments are due, you may need to expect to spend more time on each course.

Please note: Students will be expected to access Ontario Licensed child care facilities for observations in some theory courses as well as for placement courses.

Parallel to enrollment at Loyalist College, apprentices are also registered as a Child Development Practitioner Apprentice with the Ministry of Labour, Training and Skills Development. You and your employer must enter into a contract, representing your employer’s willingness to support you in gaining specific skills at the workplace, as well as, the signing-off of your contact which reflects the number of working hours you have accrued.

Upon successful complete the 23 apprenticeship courses **AND** the on-the-job training requirements, you are eligible to receive the Child Development Practitioner Certificate of Apprenticeship from the Ministry of Training, Colleges and Universities.

**SIGNING UP WITH THE MINISTRY OF LABOUR, TRAINING AND SKILLS DEVELOPMENT**

Please review the following infographic and website for information on how to sign up as an apprentice with The Ministry of Labour, Training and Skills Development. These steps must be completed prior to registering for courses at Loyalist College.

Website: [https://www.ontario.ca/page/child-development-practitioner](https://www.ontario.ca/page/child-development-practitioner)
Submit Application for Apprenticeship Training to MTCU Apprenticeship Office

Register a Training Agreement with MTCU (i.e. sign Registered Training Agreement (RTA))

Obtain Apprenticeship Training Standard from OCOT (https://www.collegeoftrades.ca/training-standards)

Submit OCOT (Apprentice Class) Membership Application (with $60 + HST annual membership fee within 90 days of RTA)

Complete in-school training
Complete the 720 hours of in-class training as set out in the Curriculum Training Standard established by OCOT at an Ontario College of Arts and Technology approved by MTCU.

Complete on-the-job training
Complete the competencies set out in the Apprenticeship Training Standard Log Book established by OCOT; benchmark to become competent is 5280 hours.

Submit completed Apprenticeship Training Standard to local MTCU Apprenticeship Office

MTCU issues Certificate of Apprenticeship

Option to apply for Certificate of Qualification and membership in OCOT’s JourneypersonsClass

Complete additional courses and practical requirements and obtain an Early Childhood Education (ECE) Diploma

Join the College of Early Childhood Educators (CECE) (provided all other membership requirements are met; for more information visit: https://www.college-ece.ca)

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LEGEND
Ontario College of Trades (OCOT)
Ministry of Training, Colleges, and Universities (MTCU)
College of Early Childhood Educators (CECE)
Child Development Practitioner (CDP)
Registered Early Childhood Educator (RECE)

Apprentice eligible to apply for (LoanforTools) and other grants/incentives

Apprentice eligible to apply for Apprenticeship Completion Bonus

Sponsor eligible to apply for Apprenticeship Completion Employer Bonus

Note: CDP is a voluntary trade; membership in the OCOT’s JourneypersonsClass is optional

Note: Diploma requirements vary depending on the Ontario College of Applied Arts and Technology program; in general, bridging should be done at the same College where in-school apprenticeship training was completed.

Note: Becoming a member of the CECE is required to become an RECE. Individuals may work in the field without being an RECE, but may be limited in the work they may perform and cannot hold themselves out as, nor use the titles RECE or ECE.
CDP APPRENTICESHIP COURSE REGISTRATION

To fall within the Ministry of Labour, Training and Skills Development guidelines, a key element of the Child Development Practitioner Apprenticeship program is to ensure that your school of preference is Loyalist College in the Ministry’s database. To view a list of locations and contact information for a Ministry near you, please visit:
http://services.findhelp.ca/eo/tcu/appoff

Please advise the Ministry and Loyalist College of changes to your contact information including phone number and email address.

Course registration for CDP varies based on Ministry direction. Information regarding upcoming courses is available here:
https://www.loyalistbanner.com/PROD/cewkcrss.P_Certificates2?label=CERT_ECEM

Until further notice, course registration for CDP Apprenticeship Program will be initiated by Loyalist College based on direction from the Ministry of Labour, Training and Skills Development – Apprenticeship branch. The Ministry identifies when you will be eligible to register for courses in the program and will notify Loyalist College. The Ministry will also identify specific courses you are eligible to take each semester. You will be unable to register for CDP courses on www.loyalistfocus.com. There are ECE Distance Diploma courses accessible through web registration; these are not the courses you require as a CDP Apprentice. You must be contacted by Loyalist to register for CDP Apprenticeship courses.

Apprentices will receive a call and/or email from Loyalist College to register for a Level (A, B, C, D, E, and F); with semester start and end dates, as well as details on when registration will be available. If an apprentice is offered a level, they must complete all
courses within the given time frame and must pass all courses in each level to pass the
level.

It is your responsibility to ensure you have updated your personal information with the
Ministry and Loyalist College (CDP Clerk or Registrar’s Office) if you have a Loyalist
College student number. This would include change of name, address, phone number
during the day, sponsor and email address. You will need to contact the Ministry
directly by phone at 1–800–387–5656.

Please note: Loyalist College Student ID cards are only provided to full time in–class
students who pay the compulsory ancillary fees.

**COURSE CURRICULUM**

The following chart provides a list of the current courses in each Level of the CDP
Apprenticeship Program at Loyalist College. As well as the bridging requirements to be
eligible for the ECE Diploma.

Students must successful complete each level before moving to the next. Students are
responsible for meeting prerequisites and co–requisites.
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APPRENTICESHIP TO ECE DIPLOMA

Upon successful completion of the CDP Apprenticeship program, students can bridge to receive their Early Childhood Education diploma through Loyalist College.

Requirements for the diploma include:

- Certificate of Apprenticeship issued by the Ministry of Labour, Training and Skills Development (successful completion of all 23 courses and on-the-job-training)
- 3 general education courses
- College Writing Skills (COMM1048)

Please note: The general education courses and College Writing Skills must have been completed within the last 7 years.

GENERAL EDUCATION COURSES

General Education courses enhance a student’s sense of self and broaden their knowledge base. As a CDP Apprenticeship student, you must choose three courses that interest you and are offered through Loyalist College’s Distance Education Department. Students may complete these courses at any time while enrolled in the program. Students can register at www.loyalistfocus.com.

General Education courses are chosen from the 5 themes below:

- Arts in Society
- Civic Life
- Personal Understanding
- Social & Cultural Understanding
- Science and Technology
For questions regarding specific General Education courses listed on the website, please contact:
Distance Education
distance@loyalistcollege.com
613–969–1913 ext. 2185

GENERAL EDUCATION LOGIN

General education courses will have a separate login and learning platform, different than the CDP courses. Students completing general education courses will be required to visit [https://www.loyalistbanner.com/PROD/cewkcss.P_DistanceEducation#LOGIN](https://www.loyalistbanner.com/PROD/cewkcss.P_DistanceEducation#LOGIN) and follow the login instructions listed there.
Welcome to the leading edge in online learning!

View the current Focus online at: www.loyalistfocus.com

Remember to return here to make final exam arrangements.

Thank you for registering with Loyalist College!

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Login Instructions

1. Review all information under BEFORE YOU START
2. Build your Username and Password
3. Review important information about Platforms

Remember:
It will take 1-2 business days to process your registration before you can access your course. Courses are not accessible until the official start date.

Ready ...
You've reviewed the information in BEFORE YOU START

Set...
You have built your user name and password.

Go...
Click the Start button below which will take you to the OntarioLearn website and select Login.

CLICK HERE TO START YOUR COURSE

Remember to come back to this website later if you have an in-person exam or if you simply wish to review the information posted here.
GRADUATION

Students must request to graduate. Students are required to track their progress in the program and can view transcripts and grades in Banner (information provided later in handbook).

The following elements are required in order to be eligible to graduate:

1. Child Development Practitioner Certificate– Once you have completed your final course, grades are reported to the Ministry of Labour, Training and Skills Development within two weeks of the level end date. The Ministry enters the grades into their database for your Training Consultant to review. You can then request your CDP Certificate from your Training Consultant.

2. Provide proof of current Standard First Aid and CPR Level C certification approved by the Heart and Stroke Foundation of Ontario. Certification must be from an in-class/hands on course, not an online course.

3. Successful completion of 3 general education courses

4. Successful completion of COMM 1048 College Writing Skills

5. To obtain your ECE Distance Diploma, a minimum grade of 50% is required to pass all theory courses, however an overall GPA of 60% in the program is required.

6. The ECE Distance Diploma program must be completed within 7 years of your start date

How to apply to the College of Early Childhood Educators: please visit the following page which will take you through the application process: https://www.college-ece.ca/en/Become–A-Member/How-to–Apply For additional information, please refer to the Registration FAQs which are also available under the ‘Applicants' tab. Do not order additional transcripts to be sent. There is a direct portal that the college uses for graduates.

As of June 1st, 2019
Dean’s List – The Dean’s List recognizes outstanding academic achievement and is awarded to graduating students from credit-level programs that have no subject failures within their program, an overall program weighted average of 80%, and no breaches of academic integrity.

CONVOCATION
Convocation is held in June each year. If you finish the program at the end of a winter term and wish to graduate at the end of the academic year, all documents required for graduation will need to be submitted by the end of the last week in April. Otherwise all documents can be submitted at any time through the year when you finish the program. An invitation to convocation will be sent to you in May of the academic year you finished the program requirements. Details regarding convocation are posted on the Loyalist College website:
https://www.loyalistcollege.com/current-students/convocation/

COLLEGE OF ECE
Graduates are eligible to apply with the College of Early Childhood Educators by visiting the following website: https://www.college-ece.ca/en/Become-A-Member/How-to-Apply

Loyalist College will send a transcript directly to the College of ECE. When applying for registration, the date of transcript will be sent by Loyalist College.

THE CAREER CENTRE
The Career Centre provides a variety of services and resources that support students and alumni in their career exploration, planning, job search and career development. https://www.loyalistcollege.com/current-students/student-success-services/the-career-centre/

Contact The Career Centre at 613–969–1913 ext. 2449 or careers@loyalistcollege.com
STANDARD FIRST AID/LEVEL C CPR

Proof of current Standard First Aid and Level C CPR are required for all students engaging in a placement experience as well as a requirement upon graduation. This documentation needs to be shared with your placement coordinator. Accepted Canadian WSIB Standard First Aid and Level C CPR agencies are found in the Community Hub.

**American based Standard First Aid will not be accepted for placements or graduation.** Other options may be requested. Certification must also be completed through an in-class/hands on course. Online courses will not be accepted.

WHAT YOU NEED TO BE SUCCESSFUL

Technology:

- The use of a reliable PC or Mac laptop or desktop
- A connection with a reliable high speed internet service
- Access to a multi-page scanner
- Download Chrome as your primary web browser
- Download of Loyalist College Respondus Lockdown Browser
- For MAC users, Safari internet browser

Computer Skills:

- Basic use and knowledge of Microsoft Word, PDF, saving, creating and uploading documents
- Converting word documents to PDF
• Sending/receiving emails and submitting assignments through Canvas
• Upload multiple pictures and merge them into 1 document

Other:
• Time management (approximately five hours per course per week)
• $25.00 per semester for supplies, postage, paper, laminating, and markers

COURSE INFORMATION

Course information, calendars, schedules, outlines, and assignments will be available on Canvas on the course start date. Course facilitators will be using Bb as a discussion board for students and it will be used to post pertinent course information that needs to be distributed to students. All assignments are to be submitted through Bb.

It is the responsibility of the student to login to their Bb frequently to check for new information, announcements or updated course material. It is recommended that students check Bb at least twice a week.

TEXTBOOKS

Textbooks are not included in course fees. You are responsible for arranging to have the required textbooks for each course. Textbook information will be included in Bb upon logging to your course and viewing the course outline. It is the responsibility of the student to ensure they have received the correct edition of the textbook required.

Textbook information can also be determined by visiting the Loyalist Bookstore website:

Textbooks may be purchased through the Loyalist Bookstore and are shipped to you. Textbooks can be ordered online at:

It is important to purchase your textbooks at the beginning of the semester to ensure a successful start to your courses.

COLLEGE POLICIES

All students are required to comply with college policies. To view a complete list of policies please visit:
https://www.loyalistcollege.com/about-loyalist/policies/

Important Academic Operational policies are as follows (click on each to view):

Academic Integrity – This includes information and policies on cheating, plagiarism, academic dishonesty, copyright, etc.

Evaluation of Student Performance – This includes information about Compulsory Academic Withdrawal.

EXEMPTIONS AND TRANSFER CREDITS

An exemption is assigned in recognition of academic credit deemed by the College to be sufficiently similar to program curriculum. Exemptions are given based on courses taken in other Loyalist College programs. Courses approved for exemption are not computed in the semester weighted average. Normally an exemption will not be granted if the initial credit was obtained more than seven (7) years prior to the request.
Transfer credits are when a student is transferring credit from another post-secondary institution to Loyalist College. There is a $25.00 fee charged per course for assessment of transfers of credit. CDP courses completed other Ontario Colleges transferring to the CDP program Loyalist College will transfer at no charge. Students may not be exempt or transfer credits for more than 75% of the program requirements and must meet the 25% residing requirements to graduate from Loyalist College.

To apply for transfer credits/exemptions, your post-secondary education must have been completed within the last 7 years to be considered for assessment. Please contact the CDP Program Clerk cecdp@loyalistcollege.com for an assessment package and to assist you in preparing your documentation for submission.

Once the assessment process is complete, you will be contacted via email. If awarded transfer credits/exemptions payment must be made within your first semester of taking courses. If payment is not provided until the student is ready to graduate, credit may not be granted if older than 7 years at the time of payment. Once payment is provided, your student record will be updated and the Ministry of Training, Colleges and Universities will be notified. To view the EX/TC, print an unofficial transcript from Banner or request from Registrar’s Office.

If a student is planning to graduate from Loyalist, all grades need to be recorded on their Loyalist transcript either by taking the course, PLAR or transfer of credit. It is at the discretion of Loyalist College to grant a transfer credit based on their College policies.

HOW TO LOG INTO MYLOYALIST.COM

Students will have access to myLoyalist.com to access e-mail, Banner and Canvas within 48 hours after registering into a course.

To access Loyalist College e-mail, Canvas, Banner etc., please review the following instructions:
1. In your web browser, go to www.myloyalist.com

2. Your username is your: firstnamelastname

3. Your password is your date of birth in the format of YYMMDD

4. Click on the appropriate icon for either Mail, Banner or Canvas under myApps

If you have trouble or issues logging into your course(s), email the service desk at servicedesk@loyalistcollege.com or call 1–888–569–2547 ext. 2420. Please expect at least a 48 (2 business days) turnaround time.

Canvas

When you login to Canvas, you will see a list of courses you are registered in. Within each course you will find a welcome message, the course outline, course schedule, level calendar, facilitator information, assignment information and course material.

*Please note: Courses will not be available until the course start date.*
Available in Canvas is text-to-speech accessibility technology called ReadSpeaker. For information on how to use, click here.

Also available in Canvas is Organizations.

Here students will have access to a community hub which will host information such as student handbooks, important dates, placement forms, contact information, exam information etc. New students will be required to self-enroll to access for the first time. Once this has been completed, as long as you are a registered student, you will have access to this Organization.


**BANNER**

Banner allows students to access their records, order transcripts, print receipts and print T2202A. It is the responsibility of the student to:

- Verify your transcripts and request updates if any grades or course information is incorrect
- Monitor your progress
- Ensure that you are meeting program requirements
- Notify the Registrar’s Office of any changes in name, mailing address, telephone number and/or email address.

To view information on how to access Banner, request transcripts and print T2202A, please click here.

If you have questions regarding your T2202A, please contact the tax hotline at 613–969–1913 ext. 2187.

If you have applied transfer credits, you will need to print an unofficial transcript.
WHERE DO I GET HELP?

Technical Assistance: servicedesk@loyalistcollege.com or 613–969–1913 ext. 2420
Registration or Withdrawals: 1–866–344–9944
Accounting Inquiries: accounts@loyalistcollege.com or 613–969–1913 ext. 2301
Financial Aid/OSAP: 613–969–1913 ext. 2425 or 2226

INVIGILATED EXAMS, TESTS AND MIDTERMS

To support the integrity of the CDP Apprenticeship program, invigilated testing is incorporated into multiple courses. An invigilated test, midterm or exam is an exam that is supervised. Loyalist College has many designated testing centres across Ontario that students will be required to contact to set up their final exam. The exams will still be online but completed at a computer in one of the approved testing centres across the province. To view a map of available testing centres, click here. Students will be required to provide photo ID (Passport or Driver’s License) when they show up to write their exam. To view current courses with invigilated exams and frequently asked questions about invigilated exams, please click here.

The courses that require an invigilated exam may change depending on the semester.

RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser is a locked browser for taking a test/exam in Canvas. It prevents students from printing, copying, going to another URL, or accessing other applications during a test/exam. If a Canvas test requires that Respondus LockDown Browser be used, students will not be able to take the test/exam with a standard web browser, such as Firefox, explorer and Chrome.
LockDown Browser is only to be used for taking Canvas tests and exams. It should not be used in other areas of Canvas such as looking at your lessons or submitting assignments.

Lock Down Browser tracks student activity within the test or exam and will identify if there are any connection issues with your internet server. There are safeguards to prevent submission by accident, by asking if you are sure you want to close the test/exam.

INSTALLING LOCK DOWN BROWSER:
1. Watch this [short video](http://www.respondus.com/lockdown/download.php?id=981438991) to get a basic understanding of LockDown Browser and the optional webcam feature (which will not be required for exams at this time).

2. Download and install LockDown Browser from this link:

   http://www.respondus.com/lockdown/download.php?id=981438991

3. If you are using a Mac please make sure to select the correct version to download

4. Follow the onscreen instructions to complete the install.

TAKING A TEST/EXAM:
1. Close all programs unless one is used to connect you to the internet.

2. Locate the LockDown Browser shortcut from your desktop and double click it.

3. You will see the option to choose the appropriate e–learning system. Click the drop down arrow and choose Loyalist College – PROD

4. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes or close LockDown Browser and close the blocked program before restarting
5. Log in and open Canvas the same as you would from your other browsers and navigate to the exam. (You will **not be able to access the exam** using any other web browser. Chrome, Firefox, Safari etc) You must open LockDown Browser to access the test. Once you have accessed the test you can click Begin.

6. If this is an invigilated exam, the proctor would enter in the next window which prompts for the Exam Password. Once the proctor enters the password you will click **Begin Exam**.

7. The test will then start. Once a test has started with Respondus LockDown Browser, you cannot exit until the **Submit** button is clicked.

8. Checklist when taking an online test/exam, follow these guidelines;

- Ensure you're in a location where you won't be interrupted
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

9. If you are required to log out of the exam early, you will be prompted to leave a message. You will also need to send an email to the Exam Specialist ceece@loyalistcollege.com as well as to the to notify them that you left the exam early.

**How much bandwidth is required for Respondus Monitor to run?**

There isn’t a specific kb/s requirement for using a webcam with Respondus Monitor because the recording quality automatically adjusts when a slower connection is detected. Generally speaking, if the user has a broadband connection that doesn’t result in significant delays when accessing the learning system, the bandwidth will be fine for Respondus Monitor. If using a shared Internet connection, students should ensure that others on the same connection don’t use bandwidth-hungry services during the exam (such as online movies, games, file sharing, etc.).
Below are some tips to help ensure the best results:
* If possible, plug an Ethernet cable into the computer to ensure the best possible network connection/speed. Otherwise, be as close to the Wi–Fi router as possible.
* Shut down all other applications other than LockDown Browser. This will help reduce the bandwidth being used by other applications running in the background.
* Avoid repeated saving of questions. A request is sent to the LMS every time a question is saved. If there are lots of these in a short time and the student doesn't have a lot of bandwidth, it's possible that all those requests will consume all the available bandwidth. This could result in a video interruption.
* A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.

**If the Internet connection is lost during an exam, how does that affect the video?**
If the Internet (or wi–fi) connection is lost for an extended period of time, the student won't be able to continue with the exam, just as if they were only using LockDown Browser. They would need to first restore their internet connection, restart LockDown Browser and attempt the exam again.
However, if disconnections to the Internet are brief, Respondus Monitor will attempt to re-establish the connection every 5 seconds. If the Internet connection is re-established, the video for that portion of time will be missing in the video review. The instructor will see an automated note in the “Comments” section indicating that a break occurred in the video (a thumbnail will indicate where the break occurred). Students will likely be unaware of a brief interruption because the webcam will automatically re-establish the connection once the Internet connection is restored.

**What are the system requirements for Respondus Monitor?**
**System Requirements (Students)**
Windows: 11, and 10*
* Includes x86 32 and 64bit processors and ARM 64bit processors using x86 emulation.
* Windows 10/11 "S mode" is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10/11 "S Mode" isn’t on the roadmap for LockDown Browser.
Mac: macOS 10.13 to 13.0+.
ChromeOS: LockDown Browser for Chromebook minimally requires the version of ChromeOS that Google makes available via their Long Term Support (LTS) channel. For more information, visit: https://chromereleases.googleblog.com/search/label/LTS
Respondus recommends keeping your Chromebook updated to the most recent version that is available via Google’s ChromeOS “Stable” channel:
https://chromereleases.googleblog.com/search/label/stable

iOS: 11.0+ (iPad only). Must have a compatible LMS integration.
The LockDown Browser iPad app is not compatible with Sakai LMS servers. All Sakai users will need to use a computer with a compatible operating system.

A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.
LockDown Browser and Respondus Monitor may continue to run in older operating systems that have reached “end-of-life” but students may encounter unexpected results.

E-LAB SERVICES
Are you looking to complete a Certificate or Diploma on-line? Part-time studies become full-time through e-Lab!
Many e-Lab certificates and programs are eligible for funding through Second Career, an Ontario Government program that offers training for a new job, and other sources for those who qualify. e-Lab operates on a continuing education model, providing students with access to many learning resources. Complete your college certificate or diploma in a learning environment that is friendly, supportive and equipped with all of the software and hardware needed.
With increased course availability through OntarioLearn and flexible programming, monthly intake is available for many courses, providing increased opportunities for adult learners.
Financial assistance may be available through a wide range of programs, including the Ontario government’s Second Career. Take the first step to enhancing your skills and realizing your goals.
Contact: (613) 969-1913 ext. 2565 elab@loyalistcollege.com
ASSIGNMENTS

All assignments, unless otherwise stated in your assignment details, must be submitted through Canvas. All assignments must be submitted according to your course schedule and be computer generated using Microsoft Word (.doc or .docx format) or PDF, double spaced and paginated with font size 12pt and 1 inch margins. All assignments must have a title page with your full name, course facilitator’s name, course name, title of the assignment and the date. Use one PDF Document, if using pictures embed into assignment. Do not send individual jpeg files. Any pictures that include children need permission forms attached. Better to not include faces at all.

Please back up your documents using an external hard drive, USB, iCloud, or Google doc/drive. Extensions will not be granted for computer glitches.

Save your assignment as your name, course code and assignment name. Example: MSmith–DEVL7000–Midterm.

If your assignment requires it to be mailed in, it must be postmarked no later than the assignment due date. Include a return self-addressed envelope for assignments to be returned, otherwise it will be kept until the end of the semester and destroyed.

All assignments have marks allocated for professional presentation. This includes spelling, grammar and punctuation, clear, concise expression of ideas and proper use of A.P.A style referencing.

Late assignments will receive a 10% deduction from the grade for the first week, no request, excuse or documentation required. If an assignment is more than one week late it may not be accepted and will be given a grade of “0”.

Requests for an extension due to extenuating circumstances will be considered by the coordinator when accompanied by documentation such as a doctor’s note.
ASSIGNMENT GUIDELINES

Assignments are designed to assess whether you have accomplished the course learning outcomes. Assignments take a variety of forms that will require you to demonstrate your ability to:

- Communicate clearly, concisely and correctly
- Locate, analyze and present relevant information, from a variety of sources, in your own words
- Implement theory into practice
- Understand, integrate and reflect on content

<table>
<thead>
<tr>
<th>If an assignment requires you to:</th>
<th>Do:</th>
<th>Do Not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare and or contrast (philosophies/environmen t/ programs, etc.)</td>
<td>Identify things that are similar and things that are different</td>
<td>Describe each independently without referring to similarities and differences</td>
</tr>
<tr>
<td>Discuss (an issue)</td>
<td>Conduct research and write a paper that presents your own thoughts, the pros and cons of the issue, and/or evidence to support your belief about the issue</td>
<td>Print material from the Internet and submit it as your assignment</td>
</tr>
<tr>
<td>Create (checklist, portfolio, parent handbook, newsletter, memo, budget, resource file, experience file, etc.)</td>
<td>Gather and analyze samples from a variety of sources</td>
<td>Submit material that already exists (for example, the parent handbook from your workplace)</td>
</tr>
<tr>
<td>Answer review questions</td>
<td>Answer the questions in your own words</td>
<td>Copy the answer from the textbook</td>
</tr>
<tr>
<td>Summarize (an article)</td>
<td>Identify the purpose of the article and all of the key ideas, in your own words</td>
<td>Copy the sections you feel are the most important points</td>
</tr>
</tbody>
</table>
| **Write a research paper** | • Develop a thesis statement  
  • Research the topic and write a fact-based paper that proves the thesis statement  
  • Reference all source documents | • Copy existing material  
  • Express your personal opinions or feelings about the topic |
| **Write an essay** | • Write a paper that presents your understanding of the essay topic | • Copy existing material on the topic |
| **Plan/Implement/Evaluate Activities** | • Use the theories presented in the course to plan/implement/evaluate new activities | • Submit activities planned and presented prior to taking the course |
| **Provide examples** | • Provide relevant examples you have witnessed | • Repeat examples provided in the course |
| **Observe** (a child, an environment, etc.) | • Record the facts only  
  • Record verbal interactions verbatim | • Interpret and/or analyze what you observed |
| **Assess** (a child, an environment, etc.) | • Use the assessment tool provided with the course documentation submit the completed assessment tool | • Interpret or express your opinion about the results of the assessment  
  • Submit a summary of the assessment |
| **Define** (a word or term used in a text or reading) | • Provide the definition as it is written in the text or reading | • Summarize or interpret the definition |

**GRADING SYSTEM**

In most cases, students will receive a percentage grade. Grades are submitted to the Registrar’s Office by facilitators and are used in the calculation of program weighted averages. When failed courses appear on the transcript, the numerical grade achieved is calculated in the program weighted average. Other grading symbols (Pass, Fail, Exemption, etc.) are not calculated in weighted average.

In order to receive “A” level marks, assignments must show direct application of the material.
overed in the required readings and lessons.

A minimum grade of **50%** is required to pass individual courses. An overall average (GPA) of **60%** is required to obtain your ECE diploma. All placement courses are graded **Pass/Fail**. Grades for placement courses will not be assigned until your course facilitator receives all the completed forms for the placement.

**ACADEMIC APPEAL PROCESS**

A student can discuss a grade with their facilitator at any time during the semester with the intent of clarifying the reasons for the grade. A student can also appeal a grade at any time during the semester as per the academic appeal process linked below. This policy/procedure works in collaboration with Academic Operating Policy AOP 224: Evaluation of Student Performance.

For steps to appeal see Academic Operational Policies [AOP 231](#).

**ACADEMIC INTEGRITY**

All Loyalist students must comply with the Academic Operational Policies, specifically the Academic Integrity [Policy](#). The Academic Integrity Process [Flowchart](#) identifies the process and consequences.

Loyalist College believes that the development of self-discipline and acceptable standards of academic integrity are fundamental to the learning process. The establishment and maintenance of professional behaviour is the responsibility of all members of the Loyalist College community.

Students must comply with legislation regarding copyright, trademark, and licensing
agreements. The law applies on the intranet/internet as it does on paper. Students will not, for example, violate copyright conditions specified on Loyalist College-owned software, texts, and/or any other materials subject to the terms of this legislation. Students who are not familiar with this legislation should clarify their responsibility with Loyalist College library staff. Students should be aware that Loyalist College will not provide protection or assistance relating to charges arising from violation of the copyright law.

All students are expected to conform to the following behaviour:

- Represent themselves honestly in all communications, applications, assignments, examinations, and other correspondence. This includes the inappropriate use or possession of unauthorized aids or assistance in connection with any form of academic work. It is expected that all work submitted must be one’s own or clearly and appropriately cited as per course outline requirements;

- Use computer resources, including the internet, in accordance with Loyalist College policy and not store or transmit offensive material through computing resources.

Loyalist College will penalize acts that demonstrate disregard for the standards of academic integrity. At minimum, a student will be graded zero on any material thought to be dishonest, but the College may reserve the right to impose a full range of sanctions including suspension or expulsion.

Plagiarism involves submitting work that is substantially copied from the work of another person and representing that work as your own. This includes: the work of other students, books, magazines, information found on the internet, periodicals, newspapers, etc.

A number of courses have assignments that require you to answer textbook review questions. Copying the answer from the textbook word–for–word is plagiarism. Review questions must always be answered in your own words. The only exception is if the question asks you to define a word or term; definitions can be copied word–for–word.
In order to avoid plagiarism, you must document all your sources both within the text of the written document and in the reference section at the end of the document.

**Plagiarism**

**What is Plagiarism?**

• Presenting someone else’s work in whole or in part as one’s own
• Students are often asked to research other people’s ideas and theories in order to complete essays, presentations, reports, papers, etc.; plagiarism is when we use other people’s ideas without giving them proper credit in our work
• Using websites to paraphrase as this is also considered plagiarism

**What is Self-Plagiarism?**

• Presenting your work in whole or in part for a second time without proper credit
• Students may re-take a course but cannot re-submit a previously graded assignment, or use for another course assignment

**Consequences:**

• Suspension or expulsion, a zero on an assignment, an F in a course, a permanent note on your student record that may transfer to other Educational Institutions

**How to Avoid Plagiarism:**

• Give credit whenever you use another person’s idea, opinion or theory
• When using facts, graphs, statistics, drawings or any information that is not common knowledge, reference where you found the information and who wrote it
• When deciding what information is common knowledge, assume your audience knows nothing about your topic
• When repeating anything word for word, use quotations
• Use citations when paraphrasing another person’s words

Is it Plagiarism if?

1. Copy and paste a paragraph of text from a web site without enclosing it in quotation marks and referencing the source? –YES
2. Use the ideas of another author without providing a reference, even if you write them in your own words? –YES
3. Claim work produced by another student as your own? –YES
4. Copy a diagram or data table from a web site, providing a reference for the source underneath? NO
5. Submit all or part of one essay for two separate assignments? YES
6. Copy words from a book into your own work, but place quotation marks around them and provide a citation? NO
7. Include a fact or saying in your assignment which is generally known without providing a reference? NO
8. Incorporate text from another source, changing one or two words and not providing a citation? YES
9. Submit the same assignment (your own work) from a failed course? Yes

Academic Integrity Module

This module consists of learning, case scenarios and quizzes. It will take you approximately 25 minutes to complete. Once you click the attestation statement "I Agree" at the end of the module, you will be marked complete. You may print your certificate of participation.

If you require support while completing this module, contact: studentsuccess@loyalistcollege.com

Each course in Canvas has a menu link to the Module. It is not mandatory, but highly recommended that you complete this Module.
INTERNET, USE FOR RESEARCH PURPOSES

The Internet can be a valuable source of information to students. However, it is your responsibility to evaluate the credibility of information found on the Internet before using it for the purposes of completing an assignment.

All five of the following components must be considered:

**Source:** Note the extension on the website address. A site that ends in .gov or .gc comes the government; .edu is from an education institution; .org is from an organization; .com may be a commercial site, which may be informative but may also be trying to sell something.

**Author:** Articles on a credible website have author(s) who are either people or organizations. Authors have credentials and expertise in the subject matter. An e-mail address at the bottom of the page does not signify authorship.

**Current:** The information must be current. Has the site been updated recently? The date the website was last revised should appear at the bottom of the website page.

**Accuracy:** Is the information correct and without errors? Is there a reference section? A reference section will include all original sources of the information used by the author. Does the article contain facts, interviews or statistics that can be verified elsewhere? Is the information biased with a political, personal or economic agenda? Is the information simply a personal opinion or an attempt to sell something?

**Purpose:** Is the purpose of the article to educate, inform, influence or sell a product?

If you are satisfied that the information is credible, it is appropriate to reference it to support the content of your assignment. It is not acceptable to simply print material from a website and submit it as your assignment. For example; for an assignment that asks you to discuss a current issue in child care, it would be appropriate to talk about, in your own words, material you find on the website for the Association of Early Childhood Educators, Ontario. It would not be appropriate to simply print the Association’s Position Paper on Universality and present it as your discussion of the issue.
EMAIL ETIQUETTE

Student should be mindful of how they interact with Loyalist College staff and facilitators through email. Miscommunication can occur if certain social standards are not followed. Please click here to review tips, format suggestions and etiquette regarding email.

Please remember that Loyalist works with hundreds if not thousands of students. If you send an email without your full name and/or student ID, it may take longer to respond and provide you with the information you require.

STUDENT SUCCESS

Loyalist College offers various services to students through Student Success. Please visit the following link to review services available:

https://loyalistcollege.com/current-students/equitable-learning/

If you require academic support, please refer to Health & Equitable Learning. The Health & Equitable Learning Centre team is committed to providing academic supports to students with documented disabilities. Services are free, voluntary and confidential.

The mission statement of Health & Equitable Learning is to foster a supportive and accessible environment. Loyalist College upholds this principle of service provision to all students with disabilities which may include learning disabilities, ADHD, deaf, hard of hearing, blind, low vision, mobility, medical, brain injury, ASD/Aspergers, and mental health.

It is the student's responsibility to self-identify in regards to any academic supports and accommodations that may be required. Students are encouraged to contact the
Health & Equitable Learning Centre well in advance of attending to discuss individualized academic accommodations and supports. Loyalist College is mandated by the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Virtual Tutoring is now available for distance students. For more information click [here](#).

Contact Health & Equitable Learning at: 613–969–1913 ext. 2519 or [studentsuccess@loyalistcollege.com](mailto:studentsuccess@loyalistcollege.com)

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**STUDENT ID CARDS**

As a distance student, you will not receive a student ID card. Student ID cards are provided to on-campus, full-time students who pay the compulsory ancillary fees in the fall and winter semesters.

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**PLACEMENT INFORMATION**

There are 6 placement courses in the CDP Apprenticeship program. Placement courses must be completed at licensed childcare facilities as well as an elementary school junior/senior kindergarten full day learning classroom.

***You must be registered in a placement course and receive required approval from Placement Coordinator and Facilitator before beginning any placement hours.***

You may complete a maximum of **4 of the 6** placement courses at your center/agency of employment if it meets age and Ontario Licensing requirements with the exception of advanced placement that must be one of the 2 placements completed at an alternative setting. A minimum of **2** placement courses must be completed at another Ontario licensed child care setting/agencies. Placements completed at your place of
employment must be completed in a room other than the one you typically work and with the appropriated age group.

Your course facilitator must approve your placement location before you start completing placement hours. Your course facilitator and/or your program coordinator have the right to not approve a site/location.

All placements require:
- Clear Criminal Record Check and Vulnerable Persons Screen (processed in the past 6 months and will not expire before the end of the placement)
- Standard First Aid CPR Level C -(Canadian) WSIB approved agency
- Anaphylaxis certificate
- Negative TB screening/immunization
- Health and Safety Awareness Training
- Additional vaccines as per request of the placement site

You are responsible for making arrangements to complete placement courses at settings other than your place of employment. Level D must be arranged by the school board placement coordinator. In Level F if you are looking to complete the placement in the school board it will be arranged by the school board placement coordinator. You must receive signed, written permission from the centre supervisor and submit it to your course facilitator, along with your placement schedule, prior to beginning your placement. These forms and further information are provided in Canvas once you are registered in a placement course.

*Placement hours do not count towards your on-the-job training hours.* On-the-job training hours do not count towards placement hours.
<table>
<thead>
<tr>
<th>Level</th>
<th>Placement</th>
<th>Age Group and Locations</th>
<th>Placement Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Foundations of Early Learning</td>
<td>Under 4 years</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Licensed Child Care Centre EarlyOn</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Preschool Learning Environment 1</td>
<td>2.5 to 4</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Licensed Child Care Centre</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Infant/ Toddler</td>
<td>0 to 30 months</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Licensed Child Care Centre</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Preschool Learning Environment 2</td>
<td>4 to 6</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ontario Elementary School JK/SK</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>School Age</td>
<td>6 to 12</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Licensed Before and After School Program</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Advanced Placement</td>
<td>Newborn to 12 years EarlyOn Ontario Elementary School Community Agencies</td>
<td>96</td>
</tr>
</tbody>
</table>
Name badges stating you are a Loyalist College Placement Student will be sent prior to your first placement (Level A). Name badges must always be worn. To request a name badge, please contact cecdp@loyalistcollege.com with your name, course and address.

CONFIDENTIALITY AND STATEMENT OF EXPECTATIONS
Prior to starting each placement, you are required to read, sign and submit the Student Confidentiality form and the Statement of Expectations form which are found in your course. You are responsible for submitting original signed copies to the sponsor educator and a photocopy to the course facilitator. Signing these forms indicates your understanding of the expectations regarding; (a) maintaining confidentiality regarding all children, parents, caregivers, staff and workplace events and (b) professional behavior. Violation of these policies may result in terminations of the placement and a “Fail” grade.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
Personal information collected on application forms and placement assessment forms, as well as any personal information shared during the completion of assignments or placement, will only be used to assess your learning outcomes and to make decisions concerning your academic status.

Personal information is collected for the administrative and statistical purposes of Loyalist College under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, and Regulations 770, as well as the Freedom of Information and Protection of Privacy Act, specifically sections 21 and 49.

PLACEMENT SCHEDULE
You are required for developing a schedule for completing the required hours and submitting it to your sponsor educator and course facilitator for written approval prior to starting the placement. Placement hours must be scheduled in blocks of no less than 3 hours with a maximum of 8 hours.
ATTENDANCE
You are required to be present when schedule, be punctual and keep an accurate, up-to-date record of attendance, including number of hours worked, on the designated form found in your course.

If you are unable to attend your schedule hours, you must notify your course facilitator and your sponsor educator. All scheduled hours missed must be made up, at a time agreed upon by you and your sponsor educator.

You are responsible for submitting your record of attendance to your course facilitator upon completion of the required number of hours.

APPRENTICE RESPONSIBILITIES
You are responsible for:

- Identifying the individual at the centre who will be responsible for completing all evaluations forms (the “sponsor educator”)
- Showing the placement course outline to the sponsor educator
- Informing the sponsor educator of all assignments
- Arranging with the sponsor educator appropriate times to carry out the assignments and receive feedback
- Informing the course facilitator of any concerns about the ability to meet the placement requirements
- Maintaining and submitting all required documentation to your course facilitator
SPONSOR EDUCATOR

The Sponsor Educator must be able to observe you regularly during your placement hours and be an early childhood educator registered with the College of ECE and in good standing. When participating in the School Age placement a RECE and a certified classroom teacher should be present.

If you are completing a placement at your place of employment, your sponsor educator must not be a direct co-worker. If identifying an appropriate sponsor educator is an issue, please contact your course facilitator prior to beginning your placement.

VISIT FROM COURSE FACILITATOR AND/OR PLACEMENT COORDINATOR

The course facilitator or Placement Coordinator may visit you during scheduled placement hours. The purpose of a visit is:

- To observe you applying skills and knowledge in the workplace
- To evaluate your skills in the workplace
- To identify your strengths and areas of improvement
- To provide you and your sponsor educator with the opportunity to clarify placement requirements

DOCUMENTATION

It is your responsibility to maintain and submit to your course facilitator/placement coordinator the following documentation for each placement course:

- Placement Agreement
- Placement Contact Information
- Placement Schedule
- Record of Attendance
- Previous Placement information
- Schedule of tasks
- Student Declaration of Understanding
- Letter to the Employer
- Sponsor Educator Feedback form (Please note: 78+ hour placements require a mid-term and a final feedback form.)
- Ministry of Training, Colleges and Universities Agreement form Record of Attendance
- Sponsor Educator Feedback form (Please note: 78+ hour placements require a mid-term and a final feedback form.)
- Ministry of Training, Colleges and Universities Agreement form

EVALUATION

Your final grade in placement courses is based on:

- Feedback provided by your sponsor educator;
- Assignments
- Feedback from course facilitator

All placement courses are graded Pass/Fail.

The information provided in this handbook is for general use by students of the Child Development Apprenticeship Program of Loyalist College. Although every attempt is made to ensure the accuracy of information provided, inaccuracies or omissions may occur. The information provided is subject to change.
Updating Mailing Address in Banner

It is important that EVERY student have an up-to-date mailing address in Banner. This address is where the College sends transcripts, cheques for refunds, and other official documents. Mailing address should always be a valid Canadian address.

Log in to the myLOYAList portal at www.myLOYAList.com

Under the myApps section, select the Banner icon.

Click on Personal Information.

Click Update Address(es) and Phone(s).
Click on Current address.

Enter your end date at that address.

Click Submit.

From the drop-down menu, select Mailing.

Click Submit.

Click Submit.
Enter the current date, and the Canadian address including street name and number, any rural route or post office box, city name, province, and postal code.

**Apprenticeship Completion Bonus (non-Red Seal)**

This $2,000 taxable cash grant is available to those who are out of high school and have completed their training in a non-Red Seal trade, such as Child Development Practitioner (CDP).

To qualify, you must have been issued a Certificate of Apprenticeship or Certificate of Qualification no more than 180 days prior to the date you are applying.

You can apply for the bonus year-round.

For more information, contact your local apprenticeship office.