REQUIREMENTS: GENERAL
PRIMARY TEACHER PILOT PROGRAM

Policy No.: ELCD-2017-I10

Effective Date: 2021-11-25

Date Revised:

Policy Cross References: ELCD-2017-I1

Legislative References: CCR: s. 16; s. 54

PURPOSE:

The purpose of the **Primary Teacher Pilot Program** is to address concerns identified by child care service providers with obtaining qualified caregivers to work at their child care centre due to the long term employment and workforce impacts of COVID-19. The following outlines the general parameters, requirements and application process for a Primary Teacher to be utilized as a caregiver in a child care service under this program. This policy will be implemented as a pilot program for one year from the effective date with an opportunity to extend should the impacts of COVID-19 still be prevalent. This policy is subject to change.

POLICY AND STANDARDS:

General

1. For the purpose of this program, a Primary Teacher is defined as an individual who holds a valid Newfoundland and Labrador teaching certificate with a professional study designation of primary/elementary or primary/elementary/secondary.

2. A child care centre may utilize a Primary Teacher as a caregiver where the following conditions have been met:

    i. All requirements of a caregiver, except certification as outlined in section ELCD-2017-I1 of the Child Care Policy and Standards Manual;

    ii. Completion and submission of proof to the Regional Office where the child care centre is being monitored, the following Association of Early Childhood Educators Newfoundland and Labrador (AECENL) on-line professional learning certificates:

        a. Casual Caregiver Module (where a Primary Teacher has previously completed

the AECENL Preschool Orientation Course, this requirement may be waived with submission of proof of completion); and

b. Early Childhood Learning Framework Orientation Workshop Series.

iii. The Primary Teacher must not be assigned to a homeroom in the child care centre with:

a. children in the Infant age range; and/or

b. an individual approved under the Casual Caregiver Pilot Program.

3. **Primary Teacher Pilot Program** approval (per licence):

i. Can be granted for up to a maximum of **two (2) Primary Teachers**;

a. Where a child care centre has more than 5 homerooms, an additional Primary Teacher may be approved.

ii. Is only applicable for the child care centre to which the application applies; and

iii. Is valid for up to one year from the date of issuance.

4. Where a **Primary Teacher Pilot Program** approval expires, a new **Primary Teacher Pilot Program Application** must be submitted as outlined in the procedures section of this policy.

Eligibility

1. A child care centre is eligible to submit an application to utilize a Primary Teacher under the **Primary Teacher Pilot Program** at their child care centre where:

i. There is a demonstrated hardship in obtaining qualified caregivers;

ii. There has been **one (1) or more occasion** within a calendar year where:

a. a homeroom in the child care centre was closed and children could not attend due to lack of available qualified caregivers; and/or

b. extraordinary measures were taken to avoid a homeroom closure (e.g., staff working a longer day); and/or

c. a previous **Primary Teacher Pilot Program** approval was granted; and

iii. No corrective actions in relation to risk of harm to children have been issued to the child care centre within the last calendar year.

Requirements

1. Where **Primary Teacher Pilot Program** approval is granted:

    i. The child care centre Licence will be varied with the following conditions:

        a. [child care centre name] is an active participant in the **Primary Teacher Pilot Program**;

        b. A **Primary Teacher Pilot Program** approval has been granted for [primary teacher name] at [child care centre] until [approval expiry date];

        c. [child care centre name] must adhere to the **Primary Teacher Pilot Program** policy at all times; and

        d. Where [child care centre name] is found to be in contravention of the **Primary Teacher Pilot Program** policy, the **Primary Teacher Pilot Program** approval will be revoked and a consequence of non-compliance will be implemented;

    ii. The **Primary Teacher Pilot Program** and the Primary Teacher will be regularly monitored by Early Learning and Child Development Inspectors to ensure compliance is met and maintained;

    iii. The Licensee/Administrator must:

        a. Ensure all identified requirements are met as per this policy;

        b. Ensure all documents are available for inspection upon request of an Inspector;

        c. Notify the Regional Manager within two **(2) business days** of any change in relation to a **Primary Teacher Pilot Program** approval; and

        d. Continue to actively advertise for qualified caregivers.

PROCEDURES:

1. To obtain approval to utilize a Primary Teacher, a child care centre must submit a **Primary Teacher Pilot Program Application** to the Region where the child care centre is being monitored.

2. Documentation to be provided as part of the application includes:

    i. Proof of long standing advertisement for qualified caregivers and demonstration of the limited pool of qualified applicants. Proof can include but is not limited to:

        a. Qualification of current staff;

        b. Copies of current and past public job advertisements; and

c. The certification of applicants who have applied;

ii. Proof of homeroom closure or extraordinary measures to avoid homeroom closures;

iii. Proof of completion of the on-line Casual Caregiver Module and the Early Childhood Learning Framework Orientation Workshop Series via the Association of Early Childhood Educators Newfoundland and Labrador (AECENL) prior to or within **one (1) month** of being employed; and

iv. Proof of at least 10 hours of professional learning related to early learning and child care where the Primary Teacher Pilot Program is extended beyond one year from the effective date (for renewals only).

Original or notarized photocopies of documents may also be required upon request.

3. Where the Primary Teacher Pilot Program is extended beyond one year from the effective date, a renewal of the Primary Teacher Pilot Program approval is required.

4. In order to ensure no disruption in service, a **Primary Teacher Pilot Program Application** must be submitted no later than **sixty (60) days** prior to a previous **Primary Teacher Pilot Program** approval end date.

5. When the application has been received and assessed by the regional Inspector, a recommendation will be forwarded to the Regional Manager accompanied by the application with supporting documentation for a decision.

6. When a decision is made, the child care centre will be notified, including the rationale for the decision, via in person or regular mail/email within **one (1) business day** of the decision. Where provided via email, attached documents must be password protected.

REFERENCE DOCUMENTS:

- Child Care Policy and Standards Manual
  https://www.gov.nl.ca/education/childcare/resources/

- Association of Early Childhood Educators Newfoundland and Labrador
  http://www.aecenl.ca