

Huron Playschool Co-operative Inc.
Volunteer and Staff Training and Development Policy

October 22, 2016

Huron Playschool is committed to developing the skills of its staff and its volunteers.

The Playschool organizes two training sessions for volunteers in September to review policies and procedures, including behaviour guidance, health policies, and emergency procedures. All families who will volunteer at Playschool **MUST** attend a training session before their first shift. Families who join after September will be partnered with an experienced parent or staff and policies will be reviewed with the Parent Job Coordinator or the Chair of their child's program.

Parent meetings take place every two months and include a report from Program Chairs and the Teacher/Director with time for discussion about issues and policies. The Teacher/Director prepares a bi-monthly report, including tips and updates on behaviour guidance and other issues in the playroom. When there is interest from parents, workshops are organized on issues such as First Aid, nutrition and behaviour guidance.

All staff (and parents who act as staff) are required to have a valid certification in First Aid, including infant and child CPR. The Playschool will reimburse staff for the cost of their First Aid training.

Orientation for student teachers and new staff takes place on or before their first day at the Playschool and includes a review of the parent handbook, relevant policies, the daily schedule and a review of placement or work expectations.

Changes to policies are emailed to all families and revised policies are reviewed and approved at parent meetings. Staff and student teachers are copied on all changes to policies.

The Playschool budgets money each year for staff training and development. Staff training and development will be tied to City of Toronto and Ministry of Education priorities for training for Playschool. There will be one staff development day scheduled each year in the Fall term on a professional development day or before the first day of Playschool. Playschool will be closed for programs that day.