

SD38 APPLICATION

EARLY CHILDHOOD EDUCATION (ECE) ASSISTANT CERTIFICATE

A Partnership with SD38 Career Programs and SD37 Continuing Education



Delta School District

APPLICATION DUE DATE (*<u>NO EXCEPTIONS</u>*)

Must arrive at the SD38 Career Programs Office by

Tuesday, March 5th, 2024 @ 3:30 pm*

Email completed application package to careerprograms@sd38.bc.ca

OR

Drop off at Cambie Secondary – Career Programs (Learning Services)

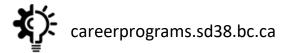
APPLICANT CRITERIA

- Open to students entering Grade 11 or 12 in September 2024 (current Gr. 10/11's apply) (Not available to International students)
- Applicant must not have achieved Ministry of Education graduation at the time of program start
- Demonstrated excellent attendance, punctuality, communication and organizational skills
- Demonstrated writing skills (essay writing is a component of program follows APA style)
- Has a keen interest in working with young children
- Excellent interpersonal and observational skills
- Demonstrates initiative, commitment and maturity for success in this rigorous and dynamic program

PROGRAM INFORMATION

- ECE Assistant Certificate Program runs full-time July 2nd 31st, 2024 (all day from 8:30am 3:00pm)
- Location is in a Richmond secondary school (delivery is face-to-face)
- Students must have excellent attendance in summer (miss two half days = do not pass)
- Spend four Fridays at a pre-assigned Richmond day care centre (unpaid placement)
- Must provide proof of immunization (COPY ONLY) with this application (required for participation at any day care centre in BC)
- Certificate program tuition is covered by Richmond SD38
- If successful, student earns credit for two Gr. 12 courses (8 credits)





CHECKLISTS for Student, Parent/Guardian, Counsellor

(Check each item when complete. Please do not submit partially completed applications)

	STEP 1	Page	Completed and Enclosed	
1.	Applicant Information Page	(Include application date and school year applying for)	3	
2.	Statement of Interest and Intent	(Thoughtfully complete; do rough draft prior to completing the form)	5-6	
3.	Proficiency Self-Assessment Form		7	
4.	Graduation Plan	(To help with completing this plan, see next page for dual credit codes)	9	
5.	Teacher Reference Form #1	(Ask a teacher, counsellor or administrator to fill out)	11	
6.	Teacher Reference Form #2	(Ask <u>another</u> teacher, counsellor or administrator to fill out)	13	
7.	ATTACH Professional Reference L	etter (NOT same person as #6 and #7; can use employer, coach, other teacher)		
8.	ATTACH Up-to-Date Resumé	(Highlight skills or experiences related to your chosen program of study)		

	STEP 2 – PARENT/GUARDIAN PERMISSION AND SUPPORT	Page	Completed
1.	Parent/Guardian fully completes this page	4	
2.	ATTACH a COPY ONLY of applicant's immunization record (do not attach original)		

	STEP 3 – APPLICATION CHECKLIST for COUNSELLOR	Page	Completed and Enclosed
1.	ATTACH Most recent Learning Update/Report Card		
2.	ATTACH BC Diploma Verification Report		
3.	ATTACH Up-to-date Attendance Profile		
4.	Indicate Ministry of Ed Special Education Category if Applicable:		
	MoE Code: Code Identification is for: 🛛 Not Applicable		
5.	IEP MUST be ATTACHED if applicable: 🛛 Not Applicable (if applicable, check box in right column)		

<u>STUDENT:</u> Submit completed application (with all attachments) to the Career Programs Office (c/o Cambie Secondary – Learning Services)

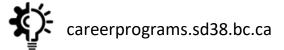
Timeline after application is submitted...

- Career Programs sends email acknowledging receipt of application and informing applicant of any missing components.
- * INTERVIEWS: April 23rd or 24th for qualifying (invited) applicants (re: quality/thoroughness of application)
- If successful with the above, notification of acceptance will be sent in early May.
- ✤ PARENT/STUDENT ORIENTATION: FOR ACCEPTED STUDENTS ONLY on Wednesday, May 22nd @ 6:30pm at SLSS.

Acceptance is subject to approval. As <u>program seats are limited</u>, completion of application and granting of an interview do NOT guarantee acceptance. **ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.**

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS





SD38 APPLICATION – ECE ASSISTANT CERTIFICATE

(JULY 2024 – Funded by Ministry of Education and Child Care)

Instructions:

- 1. Complete this Application (tear off top page prior to submission).
- 2. PLEASE PRINT CLEARLY (Applicant MUST be applying in Grade 10 or 11 or be a non-graduating Grade 12.)
- 3. Email to <u>careerprograms@sd38.bc.ca</u> or deliver to *Career Programs Cambie Secondary* by due date found on first page.

STUDENT APPLICANT INFORMATION

Name:		Home School: Grade:			e:		
	First.		Last				
PEN #:			Birthdate (MM/DD/YYYY):	/	/	Age:	
Student E	mail (print clearly)	:		Stude	nt Cell:		
Mailing A	ddress:						
City/Prov			Postal Code:	Hom	ne Phone:		
Canadian	Citizen: 🗖 YES	🛛 NO	Permanent Resident: 🛛 YES	🛛 NO	Aboriginal:	YES	🛛 NO
Name of r	eferring Counsello	or:		Grad	Date (MM/YY	(YY):	_/

APPLICANT STATEMENTS and SIGNATURE

CHECK ALL ONCE READ AND UNDERSTOOD:

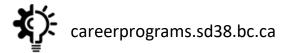
The applicant understands the program runs full-time July 2 – 31, 2024 from 8:30am – 3:00pm and can
commit to being available for its duration.

- □ The program delivery model is face-to-face and includes an unpaid work experience placement.
- The applicant gives permission for a Criminal Record Check to be conducted (required for this field).
- □ The applicant understands that the program work experience will expose them to young children. Given this, they will be required to provide **proof of immunization** by **attaching a copy (not original) to this application**.
- □ The program tuition will be covered and is funded by the Ministry of Education and Child Care.
- Upon successful completion, students will qualify to:
 - earn credit for two high school courses (8 credits) + post-secondary credits (SD37 ECE)
 - be assisted in their application process with the ECE Registry
 - be encouraged to pursue a full Early Childhood Educator qualification through SD37 (Delta) Continuing Education or another post-secondary site.

Applicant's Signature: I certify that all statements in this application package are true and complete.

Date:	Applicant Signature:





FOR PARENT/GUARDIAN COMPLETION:

PARENT/GUARDIAN INFORMATION

As Parent/Guardian: I sup agree to/understand the for		to the Early Childhood	d Education Assistant Program, and		
 I support my child's commitment to this full-time program being held in July 2024 (all day). I give consent for Delta SD37 Continuing Education to make application through the Ministry of Public Safety and Solicitor General for a Criminal Record Check to be completed on my child's behalf (a legal requirement for anyone working in a daycare setting) I am aware that Richmond SD38 pays the cost of tuition for this program; my child is responsible for paying the cost of a notebook, binder, pens etc. needed for the program. I am aware that my child must arrange their own transportation to and from the program and practicum site (day care). I agree that the information contained herein may be provided to the instructor(s) of the applicable post-secondary program and institution. 					
Parent/Guardian Name:			_ Relationship:		
	First	Last			
Email: Cell Phone:					
Date:					

Please respond to the following so that the program instructor may best support the applicant, if accepted.

MEDICAL /LEARNING NEEDS INFORMATION

FOR PARENT/GUARDIAN TO COMPLETE:

I OK I AKENI / GOANDIAN I					
. Please attach a copy of the applicant's immunization record. (All will be kept confidential.)					
. List ALL medical/special needs information that the program instructor should be aware of or that might					
affect performance durin	g the program (i	.e. has IEP, Learning Suppo	rt Needs, ADD/ADHD,	. Diabetes, Epilepsy,	
Iedication, Asthma, Allergies etc.).					
No medical/l	earning needs in	formation to report			
If yes, please	describe and exp	plain any that may affect	performance in this	s course.	
• • •					
Care Card Number:		Family Doctor:		Phone:	
Emergency Contact:			Relatior	nship:	
	First.	Last			
Daytime phone (work or	home):		Cell Phone:		





STATEMENT OF INTEREST AND INTENT

ECE Assistant Certificate APPLICATION – JULY 2024

** To only be COMPLETED by hand by the STUDENT APPLICANT. Attach additional pages if needed.**

Applicant FULL Name: _____

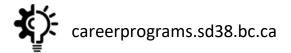
School:

1. What has motivated / interested you to apply for the Early Childhood Education Assistant program?

2. What work experiences, volunteer activities, and/or courses have you participated in that will support your progress in this program and your comfort level working with children during a work experience placement?

3. What skills and attributes do you have that will help you to be successful in this program? Explain why they will be a benefit to you when working with others during the program.

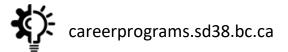




4. What are your interests outside of school? (e.g. hobbies, sports, clubs, special talents etc.)

5. What knowledge do you have of the Early Childhood Educator field and given this, do you intend to pursue this or another career pathway beyond high school? If another pathway, what is that?

6. This program runs Monday-Friday for all of July (2nd – 31st). The daily schedule runs from 8:30am – 3:00pm. Fridays are the work experience days at a day care centre. If you miss any day care Fridays, you must make those up during the first week in August, to successfully complete this certificate program. Please tell us about your commitment to this program and whether you might have any potential conflicts. Students missing more than two half-days in July will not pass this program. <u>Attendance is very stringent.</u>



APPLICANT PROFICIENCY SELF-ASSESSMENT FORM SD38 DUAL CREDIT EARLY CHILDHOOD EDUCATION ASSISTANT PROGRAM

I am interested in applying for this specialized dual credit program. I understand this program is a full-time (full days) commitment for the month of July. This self-assessment will assist in determining my suitability and readiness for this program, and for working with young children in a childcare setting.

Please indicate **by highlighting or circling** your proficiency for this post-secondary dual-credit program:

	e	Emerging Developing Proficient Extending I demonstrate an I demonstrate a I demonstrate a I demonstrate a INITIAL PARTIAL COMPLETE SOPHISTICATED understanding of understanding of understanding of understanding of the concepts and the concepts and the concepts and the concepts and					
		Emerging	Developing	Proficient	Extending		
CORE COMPETENCIES		I demonstrate an <u>INITIAL</u> understanding of the concepts and competencies.	I demonstrate a <u>PARTIAL</u> understanding of the concepts and competencies.	I demonstrate a <u>COMPLETE</u> understanding of the concepts and competencies.	I demonstrate a <u>SOPHISTICATED</u> understanding of the concepts and competencies.		
Communication			competenciesi	competencies	competencies		
 I can understand and share information al a topic in an organized way (e.g. contribut class discussion, take initiative) I work with others to achieve a common g I can represent my learning, and tell how i connects to my experiences and values 	e to oal	<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	"I can do it on my own."	<i>"I go beyond what</i> is expected of me.		
 Creative Thinking I generate new ideas or build on other people's ideas, to create new things withi constraints of a form, a problem, or mater I can build on others' ideas, add new ideas my own, or combine other people's ideas create new options or solve problems 	rials s of	<i>"I am just getting started and learn best with help."</i>	"I am beginning to do more and more on my own."	"I can do it on my own."	<i>"I go beyond what is expected of me.</i>		
Critical Thinking							
 I actively listen to others and analyze evid from different perspectives I can ask questions and gather information I can consider more than one way to proc in an investigation or scenario 	า	"I am just getting started and learn best with help."	<i>"I am beginning to do more and more on my own."</i>	"I can do it on my own."	<i>"I go beyond what</i> is expected of me.		
Personal Awareness and Social Responsibility	,						
 I can use strategies that help me manage feelings and emotions I can persevere with challenging tasks I can clarify issues, generate strategies, we consequences, compromise to meet the mof others, and evaluate actions 	eigh	"I am just getting started and learn best with help."	<i>"I am beginning to do more and more on my own."</i>	"I can do it on my own."	<i>"I go beyond what</i> is expected of me.		
 Positive Personal and Cultural Identity I can explain what my values are and how affect the choices I make I can understand I will continue to develop new abilities and strengths to help me me new challenges I can reflect on my strengths and identify potential as a leader in my community 	o et	<i>"I am just getting started and learn best with help."</i>	"I am beginning to do more and more on my own."	"I can do it on my own."	<i>"I go beyond what is expected of me.</i>		

Based on my self-assessment I rank my overall proficiency and readiness for this program as (check one):

Fully Ready

Somewhat Ready

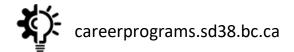
□ Could be Ready (with some support)

Additional Comments: _____

Student FULL Name: _____

Student Signature: _____





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Graduation Plan – DISTRICT CAREER PROGRAM (Dual Credit/Other)

School District No. 38 (Richmond)

School Year of Program: 20____ – 20____

LAST NAME: ______ PEN: ______

CAREER PROGRAM or COURSE Applied for: ______ Home School _____ Grade: _____

Click/check the box (⊠) to indicate courses in progress, completed or yet to take. PRINT the course name/location in spaces provided. •

Form is to ensure students will meet minimum graduation requirements by the end of Grade 12. (An audit requirement for Career Pgms) •

CHECK ONE GRADUATION REQUIREMENTS		CREDITC	COMPLETION DATE	COURSE LOCATION			
In Progress or Completed	Plan to Take	(Mandatory)	CREDITS	Month/Year (taken/to take)	(School/RVS etc.)		
		Language Arts 10	4	/			
		Social Studies 10	4	/			
		Science 10	4	/			
		Mathematics 10	4	/			
		Physical and Health Education 10	4	/			
		Career Life Education (10 or 11)	4	/			
		Language Arts 11	4	/			
		Social Studies 11 or 12	4	/			
		Science 11 or 12	4	/			
		Mathematics 11 or 12	4	/			
		Language Arts 12	4	/			
		Career Life Connections (with Capstone)	4	/			
In Progress or Completed	Plan to Take	ARTS EDUCATION and/or ADST Course	CREDITS	Month/Year	COURSE LOCATION		
		10 / 11 or 12	4	/			
In Progress or	Plan to	ASSESSMENTS + INDIGENOUS-FOCUSSED COURSE	CREDITS	Month/Year	COURSE LOCATION		
Completed	Take	Numeracy Assessment – Gr 10	CILEDITO	/	COONSE ECCATION		
_		Literacy Assessment – Gr 10	-	//			
		Literacy Assessment – Gr 10		/			
		Indigenous-Focused Course (if not already listed)	4	/			
		10 /11 /12 (circle)		//			
In Progress or	Plan to	ADDITIONAL (ELECTIVE) COURSES:	CREDITS	Month/Year	COURSE LOCATION		
Completed	Take	(3 must be Gr. 12) (circle grade)	CREDITS		COORSE ECCATION		
		12	4	/			
		12	4	/			
		10 / 11 / 12	4	/			
		10 / 11 / 12	4	/			
		10 / 11 / 12	4	/			
		10/11/12	4	/			
		10/11/12	4	/			
		10/11/12	4	/			
In Progress or Completed	Plan to Take	DISTRICT CAREER PROGRAM/COURSE: (DUAL CREDIT OR OTHER – SEE REVERSE)	CREDITS	Month/Year	COURSE LOCATION		
		Fill in name of Program / Course below (see reverse):					
_				,			
				/			
TOTAL GR	TOTAL GRADUATION CREDITS (80 Minimum REQUIRED): Graduation Date:/						
HIGH SCHO	DOL CRED	ENTIAL: 🗌 Dogwood Diploma 🛛 School Co	mpletion C	Certificate (Evergreen)			
POST SECC	NDARY F	PLANS: 🗌 College/University 🗌 Continue Appl	renticeship	\Box Other (please specify)			

I have discussed the completion of my graduation plan with my parent(s)/caregiver(s)

Student Signature: ______ Parent Signature: ______ Date: ______ Date: ______

District Signature: _____

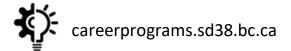
(Counsellor or Career Programs staff)

Date: _____

Revised: January 2024

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Course Codes, Credits and Locations for Dual-Credit (and other) Career Programs

(Updated January 2024) Use this to fill in Graduation Plan sheet.

DUAL CREDIT PROGRAMS – Youth TRAIN in Trades:

(TRNA = BCIT / TRNJ = KPU / TRNZ = VCC / TRITA = private PSI)

Youth Train in Trades Dual Credit Program & Location	Course Codes	Total Credits
Aircraft Maintenance Engineer – BCIT	TRNA — 2A, 2B, 2C, 2D	16
Auto Collision & Refinishing Common Core – VCC	TRNZ – 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H	32
Auto Service Technician – BCIT	TRNA – 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H	32
Baking & Pastry Arts – VCC	TRNZ – 2A, 2B, 2C, 2D, 2E	20
Carpentry (Framing / Forming) – BCIT	TRNA — 2A, 2B, 2C, 2D, 2E	20
CNC Machinist – BCIT	TRNA — 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H	32
Electrician – BCIT	TRNA — 2A, 2B, 2C, 2D, 2E, 2F	24
Heavy Duty Mechanic – VCC	TRNZ — 2A, 2B, 2C, 2D, 2E, 2F, 2G	28
Joinery – BCIT	TRNA — 2A, 2B, 2C, 2D, 2E, 2F	24
Metal Fabricator – BCIT	TRNA — 2A, 2B, 2C, 2D, 2E	20
Millwright – KPU	TRNJ — 2A, 2B, 2C, 2D, 2E, 2F	24
Painter & Decorator – FTI	TRITA – 2A	4
Plumbing - UAPIC	TRITA – 2A, 2B, 2C, 2D	16
Professional Cook - VCC	TRNZ – 2A, 2B, 2C, 2D	16
Refrigeration & AC Technician – BCIT	TRNA — 2A, 2B, 2C, 2D, 2E, 2F	24
Sheet Metal – BCIT	TRNA — 2A, 2B, 2C, 2D, 2E	20
Welding – KPU	TRNJ — 2A, 2B, 2C, 2D, 2E, 2F	24

DUAL CREDIT PROGRAMS – OTHER:

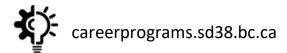
Dual Credit Program / Course & Location	Course Code(s)	Total Credits
KPU Course (Health Science 1115 or single course via LinK38)	PSIJ — 2A	4
STRIVE Course (Kwantlen Polytechnic University)	PSIJ — 2A (Not claimed on 1701)	4
ECE Assistant Certificate (Delta Continuing Ed is location)	ECECD – 2A and 2B (Not claimed on 1701)	8
Medical Lab Assistant (Vancouver Community College)	PHCZ – 2A, 2B, 2C, 2D, 2E	20
Health Care Assistant (Vancouver Community College)	PHCZ – 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H	32
Auto Trades Sampler (Vancouver Community College)	TSTZ – 2A, 2B, 2C (10 week/ 300 hour program)	12

NON-DUAL CREDIT PROGRAMS:

Program Name & Location	Course Code(s)	Total Credits
Manufacturing & Engineering Co-op (MEC)	WEX 12A and MSTX 1A or 2A (Burnett)	8 (4 each)
(Burnett and RVS)	MENR-11 and MWTC-12 (via RVS but at Burnett)	8 (4 each)
Youth Work in Trades (Richmond Virtual School – RVS)	MWRK 1A, 1B, 2A, 2B (ONLY RVS enters)	4 each (up to 16 total)
Youth Explore Trades Skills	MSTX 0A (gr 10) or 1A (gr 11) or 2A (gr 12)	4
(Location is student's home school)	MSTX 0B (gr 10) or 1B (gr 11) or 2B (gr 12)	4



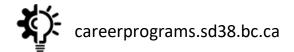




TEACHER REFERENCE FORM #1 SD38 DUAL CREDIT EARLY CHILDHOOD EDUCATION ASSISTANT PROGRAM

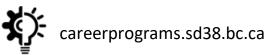
Stı	Student:				Grade:				
Pro	د s student has applied gram that runs all of prous <u>college-level p</u>	July (full-time	e). When comple	eting, bear in	mind that this s	student has app			
Plea	Please check the following attributes as:			Emerging	Developing	Proficient	Extending		
1.	Demonstrated passio	n/aptitude for (childcare						
2.	Maturity								
3.	Accuracy / ability to f	ollow instructic	ins						
4.	Enthusiasm and intere	est							
5.	Adaptable - adjusts to	o new situation	5						
6.	Follows through on as	signed tasks							
7.	Attendance								
8.	Punctuality								
9.	Shows motivation to le	earn new skills							
10.	Can work independer	ntly							
11.	1. Has positive attitude towards work								
12.	Accepts constructive	criticism							
13.	Makes changes as a r								
14.	As a candidate for this dual credit program I would rate			e this student a	s: (circle the most	appropriate descri	ption)		
	1 NOT SUITABLE	2	3 SUITABLE	4	EX	5 CEPTIONALLY SU	IITABLE		
15.	Could this student be	counted on to	represent Richmo	nd SD38 favour	ably in this post-	secondary progra	am?		
	YES	-	PC	DSSIBLY		NO			
16.	Do you feel this student has a sincere interest in this District Dual Credit program?								
	YES	_	PC	DSSIBLY		NO			
17.	Please PROVIDE CON	IMENTS that wi	Il aid in the selecti	on of appropria	ate candidates (d	o not leave blank	<). 		
[Teacher Evaluation C	ompleted by:							
Print Name: Signature:							_		
	Subject Area(s):			Ye	ears Known Stude	ent:	_		
l				_11_					





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TEACHER REFERENCE FORM #2 SD38 DUAL CREDIT EARLY CHILDHOOD EDUCATION ASSISTANT PROGRAM

Student:				Grade:				
Pro	s student has applie ogram that runs all c prous <u>college-level</u>	of July (full-tim	ne). When comple	eting, bear in	mind that this s	student has ap		
Ple	Please check the following attributes as:			Emerging	Developing	Proficient	Extending	
1.	Demonstrated passi	on/aptitude for	childcare					
2.	Maturity							
3.	Accuracy / ability to	follow instructi	ons					
4.	Enthusiasm and inte	rest						
5.	Adaptable - adjusts	to new situatior	าร					
6.	Follows through on a	assigned tasks						
7.	Attendance							
8.	Punctuality							
9.	Shows motivation to	learn new skills						
10.	Can work independe	ently						
11.	Has positive attitude	e towards work						
12.	Accepts constructive	e criticism						
13.	Makes changes as a	result of constr	uctive criticism					
14.	As a candidate for th	nis dual credit p	rogram I would rate	e this student a	s: (circle the most	appropriate descr	iption)	
	1	2	3	4		5		
	NOT SUITABLE		SUITABLE		EX	CEPTIONALLY SU	JITABLE	
15.	Could this student b	e counted on to	o represent Richmo	nd SD38 favour	ably in this post-	secondary progr	am?	
	YES			DSSIBLY		NO		
16.	Do you feel this stud	lent has a since						
	YES			DSSIBLY		NO		
17.	Please PROVIDE COI	MMENTS that w	vill aid in the selecti	on of appropria	ite candidates (d	o not leave blanl	k).	
	Teacher Evaluation	Completed by:						
Print Name: Signature:								
	Subject Area(s):			Ye	ears Known Stude	ent:	_	
I				-13-]	